



**BOARD OF MAYOR AND ALDERMEN
AGENDA for April 21, 2025**

1. Call to Order

2. Prayer and Pledge

3. Roll Call

4. Approval of Agenda

5. Presentation

6. Public Hearing

- A.** Resolution No. 25-33 - A Resolution approving a Certificate of Compliance for Girish Panchal of KR Wine and Spirits located at 5500 Highway 31W.

7. Public Comment Period

In accordance with Tennessee Public Chapter No. 300 and City Resolution In accordance with Tennessee Public Chapter No. 300 and City Resolution #24-21, public comments are allowed when those comments are germane to agenda items, except where otherwise prohibited; and the number of individuals speaking may be limited to ensure opposing viewpoints are fairly represented. Comments are limited to 5 minutes per individual.

8. Communications from Council Members

9. Mayor's Report

10. Consent Calendar

- A.** Resolution No. 25-32 – A Resolution to re-appoint one member, Lisa Goss, to the Portland Housing Authority Board.
- B.** Ordinance No. 25-12 - Second Reading – An Ordinance to enter into an agreement with Olympian Construction Co., LLC for construction of the Splashpad at Richland Park.
- C.** Ordinance No. 25-13 – Second Reading – An Ordinance to rescind and replace in its entirety Ordinance 24-65, the Developer's Agreement with Steve Kirby on the Twin Lakes Residential Subdivision, which is now in the name of the Developer 925 Broadway LLC for the project located at 925 North Broadway in Portland, Tennessee.
- D.** Ordinance No. 25-14 – Second Reading - An Ordinance to authorize the mayor to enter into a developer's agreement with Javavision Portland Property LLC to pay-in-lieu of installing 153 feet of twelve (12) inch water main for the entire length of their road frontage along Hwy 52W, for the Scooter's Coffee development, located at 413 Highway 52W, in Portland, Tennessee.
- E.** Ordinance No. 25-15 – Second Reading - An Ordinance for the City of Portland to enter into a contract with the Tennessee Department of Transportation (TDOT) for relocation of water utilities within the proposed State Route-109 (Portland bypass), from State Route-52, west of Portland, to existing State Route-109, north of Portland.
- F.** Ordinance No. 25-16 – Second Reading – An Ordinance for the City of Portland to enter into a contract with the Tennessee Department of Transportation (TDOT) for relocation of sewer utilities within the proposed state route 109 (Portland bypass), from state route-52, west of Portland, to existing state route-109, north of Portland.
- G.** Ordinance No. 25-17 - Second Reading - An Ordinance for the City of Portland to enter into a contract with the Tennessee Department of Transportation (TDOT) for relocation of gas utilities within the proposed state route 109 (Portland bypass), from Route 52, west of Portland, to existing state route 109, north of Portland.
- H.** Department Reports

I. Minutes from April 7, 2025

11. Community Development – Vice-Mayor Megann Thompson

12. Finance – Alderman Vince Ellis

A. Discussion - Financial Consultant

13. Fire Department – Alderman Jody McDowell

14. Human Resources – Alderman Vince Ellis

15. Legislative – Mayor Mike Callis

- A. Resolution No. 25-33 - A Resolution approving a Certificate of Compliance for Girish Panchal of KR Wine and Spirits located at 5500 Highway 31W.
- B. Ordinance No. 25-25 – First Reading – An Ordinance calling for a referendum for the purpose of increasing investment in city services such as Parks, Roads and Public Safety by maximizing the Local Option Sales Tax by a half-penny per dollar in the City of Portland, Tennessee, hereby known as the Portland Investment Act.
- C. Discussion - Tornado Sirens

16. Municipal Airport – Alderman Mike Hall

17. Parks & Recreation – Alderman Brian Woodall

18. Planning & Codes – Vice-Mayor Megann Thompson

- A. Ordinance No. 25-18 - First Reading - An Ordinance to amend the City of Portland, Tennessee zoning map by rezoning 0 Riggs Avenue, from RS-20 (Residential) to PUD (Residential Planned Unit Development).
- B. Ordinance No. 25-19 – First Reading – An Ordinance to amend Ordinance Number 387, combined zoning ordinance of the City of Portland, Tennessee and the Portland Planning region, to include regulations for specialty smoke and vape shops and similar materials.
- C. Discussion - 108 Hwy 52 (L & L Mini Storage) usage/occupancy issue
- D. Ordinance No. 25-22 – First Reading – An Ordinance to amend Title 20 of the Portland Municipal Code by repealing and replacing chapter 2 impact fees to increase the new fee schedule to the maximum allowed by the study.

19. Police Department – Alderman Drew Jennings

- A. Ordinance No. 25-21 - First Reading - An Ordinance to amend Title 3 Chapter 2 of the Portland Municipal Code by repealing and replacing Section 3-202(1) of Imposition of Fines Penalties and Cost.
- B. Discussion - Data networking and access control for building

20. Public Works – Alderman Brian Woodall

- A.** Ordinance No. 25-20 – First Reading - An Ordinance authorizing driveway connection and road cut permits with associated fee structures.
- B.** Resolution No. 25-34 - A Resolution to approve a change order in the amount of \$18,000 for an engineering agreement with Civil and Environmental Consultants, Inc. for the design of a regional detention basin on Airport Road.
- C.** Discussion - Sanitation Services
- D.** Discussion - Purchasing bulk fuel and storage tanks

21. Utility Infrastructure – Alderman Charles Cole

- A.** Ordinance No. 25-23 - First Reading - An Ordinance to authorize the mayor to enter into a developer’s agreement with Brent Ausbrooks for the water and sewer improvements to install a new eight (8) inch water main and eight (8) inch sewer main throughout the Vail Crest Subdivision section 11 and 12, located at 0 Highway 259, in Portland, Tennessee.
- B.** Ordinance No. 25-24 - First Reading - An Ordinance to rescind in its entirety Ordinance 24-26 42 and replace with this Ordinance for water, sewer, natural gas, and capacity letter maintenance fees.
- C.** Resolution No. 25-35 - A Resolution to remove the Oak Grove zone water capacity moratorium and to rescind Resolution 23-43.

Adjournment

RESOLUTION

City of Portland, Tennessee

No. 25 – 33

A RESOLUTION APPROVING A CERTIFICATE OF COMPLIANCE FOR GIRISH PANCHAL OF KR WINE AND SPIRITS LOCATED AT 5500 HWY 31W

WHEREAS, Girish Panchal has applied to the City of Portland for a Certificate of Compliance; and

WHEREAS, the application for Certificate of Compliance for KR Wine & Spirits located at 5500 Hwy 31W has been reviewed and recommended for approval; and

WHEREAS, this Certificate of Compliance cannot be traded, sold, or otherwise transferred and failure to comply with all city and state regulations may render this certificate void; and

WHEREAS, this Certificate of Compliance may expire one (1) year from the date of passage if the business is not open and operational; and

WHEREAS, passage of this Resolution would render any other Certificate of Compliance held by the petitioner invalid in compliance with Title 8, Chapter 1, 8-122.1 of the Portland Municipal Code; and

NOW, THEREFORE BE IT RESOLVED by the Mayor and Board of Aldermen of the City of Portland hereby approves the Certificate of Compliance for Girish Panchal of KR Wine & Spirits located at 5500 Hwy 31W; and

BE IT FURTHER RESOLVED that the Resolution shall become effective upon its passage, the public welfare requiring it.

Mike Callis, Mayor

Tracy Kizer, Assistant City Recorder

Approved this

RESOLUTION

City of Portland, Tennessee

No. 25 – 32

A RESOLUTION TO RE-APPOINT ONE MEMBER TO THE PORTLAND HOUSING AUTHORITY BOARD

WHEREAS, Tennessee Code Annotated (TCA) allows for the Mayor’s appointment of members to the Portland Housing Authority; and

WHEREAS, Lisa Goss was appointed in January 2024 to fill the unexpired term of another Housing Authority Board member who resigned, and that term will expire on December 13, 2024; and

WHEREAS, Lisa Goss has consented to serve a full five-year term; and

NOW, THEREFORE BE IT RESOLVED, By the Mayor and City Council of the City of Portland that Lisa Goss is hereby re-appointed to the Portland Housing Authority for a five-year term that will end on December 13, 2029; and

BE IT FURTHER RESOLVED That the Resolution shall become effective upon its passage, the public welfare requiring it.

Mike Callis, Mayor

Attest: Tracy Kizer, City Recorder

Approved this day of

ORDINANCE

City of Portland, Tennessee

No. 25 - 12

Second Reading

AN ORDINANCE TO ENTER INTO AN AGREEMENT WITH OLYMPIAN CONSTRUCTION CO. LLC FOR CONSTRUCTION OF THE SPLASHPAD AT RICHLAND PARK.

WHEREAS, the City of Portland deems it necessary to make improvements by constructing a splashpad at Richland Park; and

WHEREAS, the City of Portland received and opened bids on March 28, 2025, are as follows:

1. Olympian Construction Co, LLC - \$2,636,000
2. C & C Contracting, LLC - \$ 3,297,500

WHEREAS, after careful consideration the bid from Olympia Construction Co. LLC has been recommended as best bid for the Splashpad at Richland Park project; and

NOW, THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland to enter in an agreement with as best bid for the Splashpad at Richland Park project; and

BE IT FURTHER ORDAINED that this Ordinance shall become effective upon its passage, the public welfare requiring it.

Mike Callis, Mayor

Attest: Tracy Kizer, City Recorder

Passed First Reading: April 7, 2025

Passed Second Reading:

ORDINANCE

City of Portland, Tennessee

No. 25 - 13

Second Reading

AN ORDINANCE TO RESCIND AND REPLACE IN ITS ENTIRETY ORDINANCE 24-65, THE DEVELOPER’S AGREEMENT WITH STEVE KIRBY ON THE TWIN LAKES RESIDENTIAL SUBDIVISION, WHICH IS NOW IN THE NAME OF THE DEVELOPER 925 BROADWAY LLC FOR THE PROJECT LOCATED AT 925 NORTH BROADWAY IN PORTLAND, TENNESSEE.

WHEREAS, the Developer, Steve Kirby, has signed an Assignment of Developer’s Agreement dated November 25, 2024, for this project and will now be in the name of the Developer, 925 Broadway, LLC; and

WHEREAS, the Developer has requested a gas extension within the residential development; and

WHEREAS, the City of Portland, Tennessee has determined that improvements need to be made to City infrastructure, including the water and sewer systems, as outlined in the attached agreement; and

WHEREAS, the Portland Department of Utilities has approved the Water and Sewer Capacity Letter (see Exhibit A), stating the Water and Sewer Systems have capacity for the Twin Lakes Residential Subdivision once improvements are made; and

WHEREAS, the Developer has agreed to be fully responsible for the cost of the improvements to City infrastructure, including the water and sewer systems, as outlined in the attached agreement; and

WHEREAS, after all utility improvements are installed and accepted by the City, the Developer shall pay the City of Portland all applicable fees as per the attached Developer’s Agreement and as per Ordinance 23-15 for the fifty-five (55) residential water taps; and

WHEREAS, Resolution 23-83, the Council voted to continue issuing water capacity letters beyond known capacity limits recognizing that a letter of available water capacity is based on a snap-shot in time when the water model and/or decision is made, and is not a guarantee of water service at a point in the future when the petitioner may or may not choose to purchase their taps; and

NOW, THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland authorize the Mayor to enter into the attached Developer’s Agreement with 925

Broadway LLC for the Twin Lakes Subdivision, located at 925 North Broadway, Tax Map 016, Parcel 085.03, and Parcel 085.04; and

BE IT FURTHER ORDAINED that this Ordinance shall become effective upon its passage, the public welfare requiring it.

Mike Callis, Mayor

Attest: Tracy Kizer, City Recorder

Passed First Reading:
Passed Second Reading:

Developer's Agreement: Twin Lakes Residential Subdivision

CITY OF PORTLAND, TENNESSEE

This Development Agreement ("AGREEMENT") is made and entered into on this ____ day of _____, 2025 by and between 925 Broadway, LLC ("DEVELOPER") and the City of Portland, Tennessee, a municipality organized and existing under the laws of the State of Tennessee ("CITY").

WHEREAS, the DEVELOPER owns and desires to develop a 55-lot residential subdivision, located at 925 North Broadway, Tax Map 016, Parcel 085.03 and Parcel 085.04, in Portland, Tennessee (hereinafter called the "PROJECT"); and

WHEREAS, DEVELOPER has received a letter stating the existing Water and Sewer Systems does not have capacity for the development and will require fees to be paid for upgrading our System, along with improvements installed by the Developer, from the Portland Department of Utilities on the **17th** day of **August, 2023** (the "LETTER"). A copy of the Letter is attached to this Agreement as Exhibit A; and

WHEREAS, in order to provide the same level of service throughout the Water System and Sewer System for the PROJECT and the general public, it will be necessary for certain improvements to be constructed to serve the PROJECT. Said improvements include the IMPROVEMENTS (as defined below); and

WHEREAS, in order for said IMPROVEMENTS to be fully integrated with the public infrastructure of the CITY and to function in a satisfactory manner, the DEVELOPER has agreed to be responsible for design, permitting, construction, and inspection associated with the IMPROVEMENTS as set forth in this AGREEMENT.

WHEREAS, the DEVELOPER shall be responsible for all design, permitting, construction, and inspection of the IMPROVEMENTS. The IMPROVEMENTS shall be constructed by the DEVELOPER in accordance with the Portland Department of Utilities Standard Specifications and with the approval of the Construction Plans, and other rules, regulations, and ordinances of the CITY in said project and the terms of this Agreement, and

NOW, THEREFORE, in consideration of the premises and mutual covenants of the parties herein contained, it is agreed and understood as follows:

I. GENERAL CONDITIONS

A. Construction Costs

The DEVELOPER shall be responsible for all design, permitting, construction, and inspections necessary to install and complete approximately 250 linear feet (LF) of six

(6) inch water main, 1,000 LF of eight (8) inch water main, 2,750 LF of ten (10) inch water main, and 2,500 LF of eight (8) inch gravity sewer, and all required appurtenances, the IMPROVEMENTS in accordance with this agreement.

B. City Ordinances, Rules and Regulations

All currently existing CITY ordinances, and rules & regulations adopted by the Board of Mayor and Aldermen are made a part of this agreement. In the event of a conflict between the terms of this agreement and a CITY ordinance, the ordinance shall prevail. All work done under this agreement is to be performed in accordance with plans, and specifications approved by the CITY and made a part, hereof.

C. Agreement Not Assignable

No third party shall obtain any benefits or rights under this agreement, nor shall the rights or duties be assigned by either party.

D. Revocation and Interpretation

This agreement shall bind the DEVELOPER when executed by the DEVELOPER and may not be revoked by the DEVELOPER without permission of the CITY, even if the agreement has not been executed by the CITY, or does not bind the CITY, for other reasons. This agreement shall be interpreted in accordance with Tennessee law and may only be enforced in the Chancery Court or Circuit Court or Court of competent jurisdiction of Sumner County, Tennessee, and Tennessee Appellate Courts.

E. No Oral Agreement

This agreement may not be orally amended and supersedes all prior negotiations, commitments, or understandings. The Developer and Portland Board of Mayor and Aldermen must approve any written modification to this agreement.

F. Separability

If any portion of this agreement is held to be unenforceable, the court of competent jurisdiction shall have the right to determine whether the remainder of the agreement shall remain in effect or whether the agreement shall be void and all rights of the DEVELOPER and CITY pursuant to this agreement terminated.

G. Transferability

The DEVELOPER and/or Owner agrees that he/she will not transfer the property on which the PROJECT is to be located without first providing the CITY with notice of when the transfer is to occur and who the proposed transferee is, along with address and telephone numbers (except that no notice, consent or other requirement shall apply to the transfer or creation of any security or other interest pursuant to a deed of trust or other Owner financing). If it is the transferee's intention to develop this property in accordance with the agreement, the DEVELOPER agrees to provide the CITY an Assumption Agreement whereby the transferee agrees to perform the improvements required under this agreement and to provide the security needed to assure such performance. Said agreement will be subject to the approval of the CITY Attorney. The DEVELOPER and/or Owner understand that if he/she transfers said property

without providing the notice of transfer and Assumption Agreement as required herein, he will be in breach of this agreement and that any surety held by the CITY to secure the agreement may be called. The DEVELOPER further agrees that he shall remain liable under the terms of this agreement though a subsequent sale of all or part of said property occurs, unless an Assumption Agreement is entered into between the new owners and the CITY, and a new agreement is issued naming the new owners as Developer.

II. UTILITIES

A. Sanitary Sewer Collections System

a. Installations:

The DEVELOPER will be required to install approximately 2,500 LF of eight (8) inch gravity sewer main, with all associated appurtenances with said installation.

b. Surety Amount:

The DEVELOPER shall provide to the CITY a Letter of Credit or cash escrow in the amount of **\$789,375** for the surety, prior to PDU signing the Final Plat. Any surety for utilities will be kept and renewed each year until the City has inspected and approved the utility.

For each year of renewal, there shall be an additional 10% increase added to the surety amount. Once the utility is accepted by the City, a 12-month maintenance surety in the amount of **\$118,406.25** will be held. In the case that the utilities are installed prior to the City signing the Final Plat, the utilities must be tested, approved, and accepted by PDU, which the City of Portland will still require a maintenance surety to be held of the amount above 12 months after PDU's acceptance date or the taps will not be issued.

B. Water Distribution System

a. Installations:

The DEVELOPER will be required to install approximately 250 LF of six (6) inch water main, 1,000 LF of eight (8) inch water main, 2,750 LF of ten (10) inch water main, with all associated appurtenances.

b. Improvement Fees:

The DEVELOPER shall be required to pay a Developer's Fee of **\$41,250** towards the City's Oak Hill Water System Improvements project, and a Developer's Fee of **\$183,630** towards the relocation of utilities for the TDOT SR 109 Bypass project, as per the attached Capacity Letter. All payments must be made prior to PDU signing the Final Plat.

The DEVELOPER will be required to pay a total of **\$224,880** to the CITY towards the WATER IMPROVEMENTS. This payment must be made prior to submitting the Final Plat to the CITY for signatures.

c. Surety Amount:

The DEVELOPER shall provide a Letter of Credit or cash escrow to the CITY in the amount of **\$912,812.50** for the Water Distribution System surety for the PROJECT, prior to PDU signing the Final Plat. Any surety for utilities will be kept and renewed each year until the City has inspected and approved the utility. For each year of renewal, there shall be an additional 10% increase added to the surety amount. Once the utility is accepted by the City, a 12-month maintenance surety in the amount of **\$136,921.88** will be held. In the case that the utilities are installed prior to the City signing the Final Plat, the utilities must be tested, approved, and accepted by PDU, which the City of Portland will still require a maintenance surety to be held of the amount above 12 months after PDU's acceptance date or the taps will not be issued.

C. Gas Distribution System

Gas can be provided for this development as per Title 19-207 of the City of Portland's Municipal Code.

Developer's payment to the CITY in the amount of (i) **\$224,880** as the PROJECT's share of the cost of WATER IMPROVEMENTS, (ii) a total SURETY amount of **\$1,702,187.50** for the PROJECT's utilities, shall satisfy all Developer and Owner obligations with respect to all improvements, including without limitation the WATER IMPROVEMENTS and the SEWER IMPROVEMENTS. The WATER IMPROVEMENTS and the SEWER IMPROVEMENTS are collectively referred to herein as the "IMPROVEMENTS".

III. PUBLIC WORKS

A. City Streets & Sidewalks

The developer shall provide to the CITY a Letter of Credit or cash escrow in the amount of **\$716,000.00** for the surety, prior to Public Works signing the Final Plat. Any surety for Public Works will be kept and renewed each year until the City has inspected and approved the required improvement.

B. City Stormwater

The developer shall provide to the CITY a Letter of Credit or cash escrow in the amount of **\$624,668.18** for the surety, prior to Public Works signing the Final Plat. Any surety for Public Works will be kept and renewed each year until the City has inspected and approved the required improvement.

IV. VIOLATIONS AND REMEDIES

In the event of a default in the performance by either party of its obligation hereunder, the other party, in addition to any and all remedies set forth herein, shall be entitled to all remedies provided by law or in equity, including the remedy of specific performance or injunction..

V. BINDING EFFECT

The covenants and agreements herein contained shall bind and endure to the benefit of the parties hereto, their respective heirs, personal representatives, successors, and assigns, as appropriate.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed in multiple originals by persons properly authorized so to do on or as of the day and year first given.

OWNER

DEVELOPER

TITLE

TITLE

ATTEST:

ATTEST:

TITLE

TITLE

CITY OF PORTLAND (COUNTY OF SUMNER), TENNESSEE

BY:

MAYOR
APPROVED AS TO FORM:

DATE

BY: _____

CITY ATTORNEY

DATE

EXHIBIT A



CITY OF PORTLAND
MEGAN HEISLER, P.E. – UTILITIES ENGINEER
100 SOUTH RUSSELL STREET
PORTLAND, TENNESSEE 37148
Telephone 615-323-1437
Email Address: mheisler@cityofportlandtn.gov

Steve Kirby
159 W Harper Rd
Portland, TN 37148

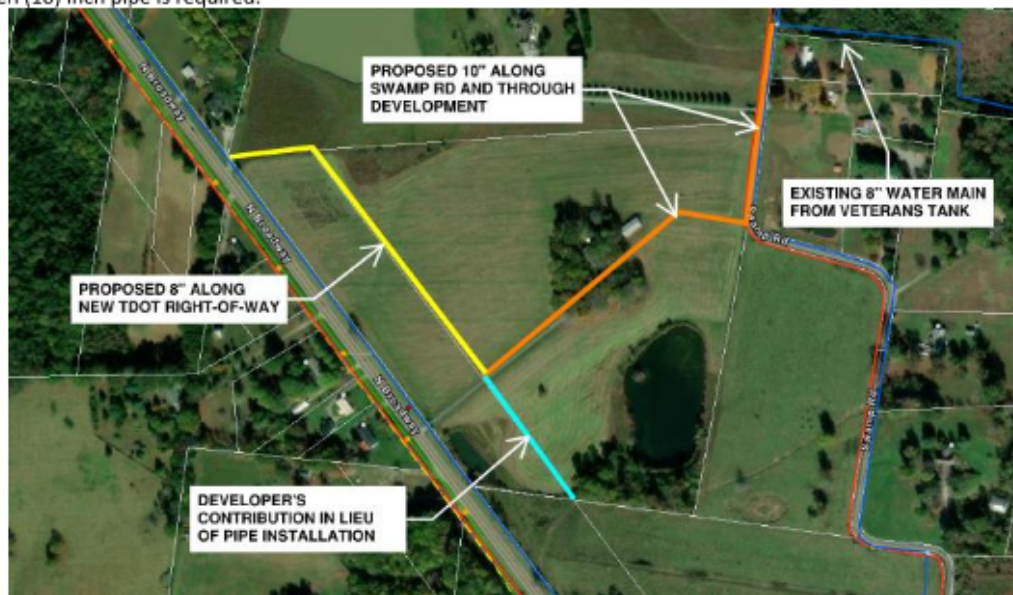
Date: 8/17/2023

Re: **WATER, SEWER, & GAS CAPACITY LETTER**
925 N BROADWAY, PORTLAND, TN 37148 (COMMERCIAL & RESIDENTIAL)
SUMNER COUNTY – TAX MAP 016, PARCELS 85.04 & 85.05

Portland Department of Utilities (PDU) has completed its review of your application for water and sewer for the proposed fifty-five residential units and three commercial buildings development at the above referenced location. Please see below for the capacity details.

WATER:

The system does have capacity for the fifty-five (55) residential units and three (3) commercial buildings once improvements are made. The City's minimum requirement for water main diameter within City Limits is eight (8) inches. Currently, at this location, there is a six (6) inch diameter water main. PDU will require this development to upsize the water main along North Broadway/State Route 109 for the entire length of the property's road frontage to an eight (8) inch diameter water main. Also, the Developer will be required to upsize the water main across a portion of the Swamp Road frontage for this development to an existing eight (8) inch diameter water main from the Veteran's Water Tank. This will entail approximately 1,250 feet of eight (8) inch along N Broadway and 500 feet of ten (10) inch along Swamp Rd of blue C900 DR 14 PVC or Ductile Iron Pipe and all associated appurtenances. Also, a ten (10) inch water main will need to be routed through the development. The eight (8) inch is shown below in yellow and the ten (10) inch is shown in orange. The upgrades are required to ensure fire protection for the commercial subdivision as well as the residential. Commercial subdivisions require 2,000 gpm, thus the larger ten (10) inch pipe is required.



The Developer's Contribution in lieu of the eight (8) inch pipe installation for the wetlands area to the southeast corner of the property will be \$302 per foot, including gate valves, tapping sleeve and valves, abandoning existing main, etc., with a 15% contingency fee. This portion of the project will entail approximately 489 feet of eight (8) inch blue C900 PVC water main. The Developer will be required to pay the City of Portland **\$183,630** towards this TDOT project. Please see the attached Developer's Contribution In-Lieu of Upsizing Calculator for the breakdown on how that total was calculated.

The Developer will be required to pay water improvement fees per equivalent residential unit for the commercial buildings only. Please see below on how the equivalent residential units were calculated for the **commercial buildings** as per Ordinance 23-15:

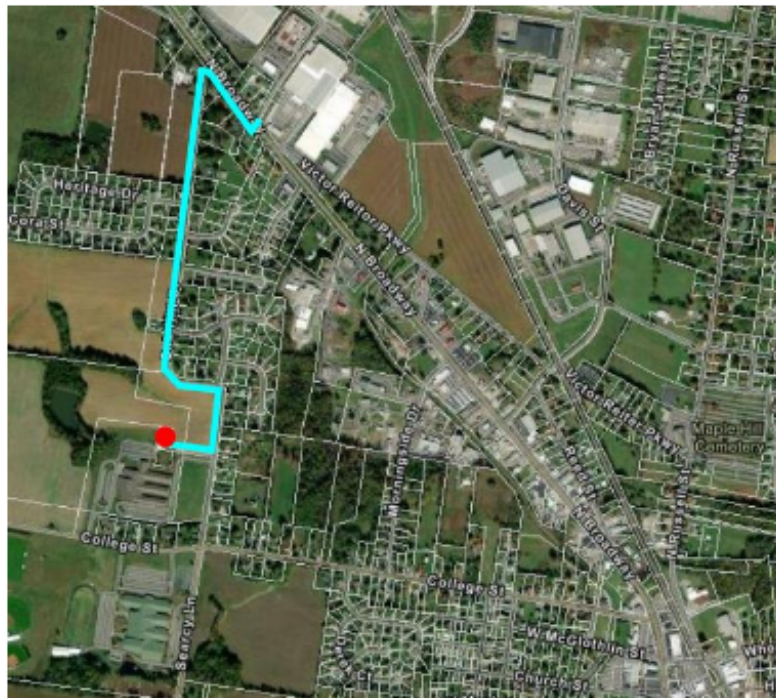
From Ordinance 23-15

One Equivalent Residential Unit for Water = 350 gallons per day (gpd)
 General Commercial Services – 130 gpd per 1,000 square feet (sf) of floor space

$(7,500 \text{ sf} / \text{building}) \times (3 \text{ buildings}) = 22,500 \text{ sf}$
 $22,500 \text{ sf} \times (130 \text{ gpd} / 1,000 \text{ sf}) = 2,925 \text{ gpd}$
 $2,925 \text{ gpd} \times (1 \text{ ERU} / 350 \text{ gpd}) = 8.4 = 9 \text{ units}$
 $9 \text{ units} \times (\$1,500 / 1 \text{ unit}) = \$13,500$

This development will be utilizing the Oak Hill Water System Improvements. The 16-inch water main route is shown below in light blue and Oak Hill Tank shown below in red. The developer will be required to pay a pro-rata share of the project's water improvements. As with all projects, we are not asking one development to pay for the whole project. The Pro-Rata share was based upon the total number of equivalent residential units within your development. The Developer will be required to pay **\$48,000** to the City of Portland toward the improvements. This payment, along with the water improvement fees, must be made prior to PDU approving Construction Plans and/or signing off on a Final Plat.

The payment was calculated as follows:
 $(55 \text{ units} + 9 \text{ units}) \times (\$750 \text{ per unit}) = \$48,000$



Please note that at the August 7, 2023 Council Meeting, the Council verbally agreed in a majority vote to continue issuing water capacity letters beyond known capacity limits recognizing that a letter of available water capacity is based on a snapshot in time when the water model and/or decision is made, and is not a guarantee of water service at a point in the future when the petitioner may or may not choose to purchase their taps. Resolution #23-45 governs the expiration and renewal of capacity letters and at no time is the City of Portland mandated to provide water beyond its ability whether or not a capacity letter has been granted, or whether or not a project has already been started but not all water taps have been purchased.

SEWER:

The system does have capacity for the fifty-five (55) residential units and three (3) commercial buildings. The Developer must route an eight (8) sewer main through the development and tie to the manhole in front of the property along Hwy 109. The Developer will be required to pay sewer improvement fees per equivalent residential unit for the commercial buildings only. Please see below on how the equivalent residential units were calculated for the **commercial buildings**:

From Ordinance 23-15

One Equivalent Residential Unit for Sewer = 250 gallons per day (gpd)

General Commercial Services – 130 gpd per 1,000 square feet (sf) of floor space

$(7,500 \text{ sf} / \text{building}) \times (3 \text{ buildings}) = 22,500 \text{ sf}$

$22,500 \text{ sf} \times (130 \text{ gpd} / 1,000 \text{ sf}) = 2,925 \text{ gpd}$

$2,925 \text{ gpd} \times (1 \text{ ERU} / 250 \text{ gpd}) = 11.7 = 12 \text{ units}$

$12 \text{ units} \times (\$1,000 \text{ per unit}) = \$12,000$

The sewer improvement fees must be made prior to PDU approving Construction Plans and/or signing off on a Final Plat.

GAS:

Improvements may be required. Gas will be provided as per Title 19-207 of the Municipal Code.

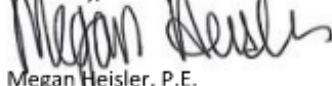
Also, all future parcels must have the utility main along the parcels' road frontage to be approved for service. All services must be located on the property being serviced and not more than twenty (20) feet from the public right-of-way. The City does not allow utility services within a private easement. All of this was approved by Resolution 19-27 (Water), 20-103 (Sewer), and 20-102 (Gas).

No approval of any services is indicated. Construction plans will be required to be submitted and approved by PDU for the development. An individual Residential Service Availability Request Form must be completed for each lot within this subdivision and the Commercial Industrial Availability Request Form must be completed for each unit of the commercial buildings once the water and sewer main installations are complete and have been accepted by PDU. The fees associated with each lot/unit (i.e. tap, connection, capacity fees, etc.) will be determined once those forms are filled out and submitted to PDU.

This letter shall expire in twelve (12) months. All fees, rates, and conditions noted in this letter are current as of the date of this letter and are subject to change over time. PDU will hold the fees at the amount stated above for a twelve (12) month period after the date of this letter. After the twelve (12) month period expires, fees are subject to re-calculation and potential increases. You may request an extension of fee status in **writing** prior to expiration of the twelve (12) month period. PDU will review the request and either deny or grant the request in writing.

Should you have any questions, please feel free to contact me.

Sincerely,



Megan Heisler, P.E.

MNHAV001257REV1

cc.

Business Office

ORDINANCE

City of Portland, Tennessee

No. 25 - 14

Second Reading

AN ORDINANCE TO AUTHORIZE THE MAYOR TO ENTER INTO A DEVELOPER'S AGREEMENT WITH JAVAVISION PORTLAND PROPERTY LLC TO PAY-IN-LIEU OF INSTALLING 153 FEET OF TWELVE (12) INCH WATER MAIN FOR THE ENTIRE LENGTH OF THEIR ROAD FRONTAGE ALONG HWY 52W, FOR THE SCOOTER'S COFFEE DEVELOPMENT, LOCATED AT 413 HIGHWAY 52W, TAX MAP 034E, GROUP B, PARCEL 018.11 IN PORTLAND, TENNESSEE.

WHEREAS, the City of Portland, Tennessee has installed the 12-inch water main to supply fire protection for future commercial properties and improve capacity along Highway 52W; and

WHEREAS, the Scooter's Coffee development has a road frontage along Highway 52W of 152.58 linear feet; and

WHEREAS, the Scooter's Coffee development will be required to pay the City of Portland \$31,065.29 for the 152.58 linear feet of 12-inch water main that has been installed by the City; and

WHEREAS, the breakdown of the payment schedule is in the following Developer's Agreement; and

NOW, THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland authorize the Mayor to enter into the attached Developer's Agreement for the Scooter's Coffee Development, located at 413 Highway 52 West, Tax Map 034E, Group B, Parcel 018.11; and

BE IT FURTHER ORDAINED that this Ordinance shall become effective upon its passage, the public welfare requiring it.

Mike Callis, Mayor

Attest: Tracy Kizer, City Recorder

Passed First Reading: April 7, 2025

Passed Second Reading:

DEVELOPER’S AGREEMENT FOR SCOOTER’S COFFEE

CITY OF PORTLAND, TENNESSEE

This Development Agreement (“AGREEMENT”) is made and entered into on this ____ day of _____, 2025 by and between Javavision Portland Property LLC (Hereinafter called the “DEVELOPER”) and the City of Portland, Tennessee, a municipality organized and existing under the laws of the State of Tennessee (“CITY”).

WHEREAS, the DEVELOPER owns and desires to develop a commercial business, located at 413 Highway 52 West, Tax Map 034E, Group B, Parcel 018.11 in Portland, Tennessee (hereinafter called the "PROJECT"); and

WHEREAS, the DEVELOPER has agreed to the payment schedule detailed in Section II, Paragraph A, of this agreement to pay-in-lieu of installing twelve (12) inch water main along the property’s road frontage of the PROJECT; and

NOW, THEREFORE, in consideration of the premises and mutual covenants of the parties herein contained, it is agreed and understood as follows:

I. GENERAL CONDITIONS

A. Construction Costs

The DEVELOPER does not have any construction requirements as a part of this agreement.

B. City Ordinances, Rules and Regulations

All currently existing CITY ordinances, and rules & regulations adopted by the Board of Mayor and Aldermen are made a part of this agreement. In the event of a conflict between the terms of this agreement and a CITY ordinance, the ordinance shall prevail. All work done under this agreement is to be performed in accordance with plans, and specifications approved by the CITY and made a part, hereof.

C. Agreement Not Assignable

No third party shall obtain any benefits or rights under this agreement, nor shall the rights or duties be assigned by either party.

D. Revocation and Interpretation

This agreement shall bind the DEVELOPER when executed by the DEVELOPER and may not be revoked by the DEVELOPER without permission of the CITY, even if the agreement has not been executed by the CITY, or does not bind the CITY, for other reasons. This agreement shall be interpreted in accordance with Tennessee law and may only be enforced in the Chancery Court or Circuit Court or Court of competent jurisdiction of Sumner County, Tennessee, and Tennessee Appellate Courts.

E. No Oral Agreement

This agreement may not be orally amended and supersedes all prior negotiations, commitments, or understandings. The Developer and Portland Board of Mayor and Aldermen must approve any written modification to this agreement.

F. Separability

If any portion of this agreement is held to be unenforceable, the court of competent jurisdiction shall have the right to determine whether the remainder of the agreement shall remain in effect or whether the agreement shall be void and all rights of the DEVELOPER and CITY pursuant to this agreement terminated.

G. Transferability

The DEVELOPER and/or Owner agrees that he/she will not transfer the property on which the PROJECT is to be located without first providing the CITY with notice of when the transfer is to occur and who the proposed transferee is, along with address and telephone numbers (except that no notice, consent or other requirement shall apply to the transfer or creation of any security or other interest pursuant to a deed of trust or other Owner financing). If it is the transferee's intention to develop this property in accordance with the agreement, the DEVELOPER agrees to provide the CITY an Assumption Agreement whereby the transferee agrees to perform the improvements required under this agreement and to provide the security needed to assure such performance. Said agreement will be subject to the approval of the CITY Attorney. The DEVELOPER and/or Owner understand that if he/she transfers said property without providing the notice of transfer and Assumption Agreement as required herein, he will be in breach of this agreement and that any surety held by the CITY to secure the agreement may be called. The DEVELOPER further agrees that he shall remain liable under the terms of this agreement though a subsequent sale of all or part of said property occurs, unless an Assumption Agreement is entered into between the new owners and the CITY, and a new agreement is issued naming the new owners as Developer.

II. UTILITIES

A. Water Distribution System Pay-in-Lieu of Fee

The DEVELOPER shall be required to Pay-in-Lieu of installing the 12-inch water main along Hwy 52W in the total amount of **\$31,065.29**. *If the three separate amounts are not paid as per the timing specified below, the water service for the development shall be discontinued/cut off until said payment is received.* This amount shall be paid in the following installments:

- (i) Prior to the release of the Certificate of Occupancy, **\$7,500** will be paid towards the pay-in-lieu of fee and all applicable water and sewer taps fees, as per Ordinance 24-42.
- (ii) Six (6) months from the Certificate of Occupancy date **\$11,782.65** is due.

- (iii) Twelve (12) months from the Certificate of Occupancy date \$11,782.64 is due.

Developer's payment to the CITY in the amount of (i) \$31,065.29 as the PROJECT's share of the cost for DEVELOPER'S Pay-in-Lieu of installing 12-inch water main along their property's road frontage shall satisfy all Developer and Owner obligations with respect to all improvements, including without limitation the WATER IMPROVEMENTS.

IV. VIOLATIONS AND REMEDIES

In the event of a default in the performance by either party of its obligation hereunder, the other party, in addition to any and all remedies set forth herein, shall be entitled to all remedies provided by law or in equity, including the remedy of specific performance or injunction.

V. BINDING EFFECT

The covenants and agreements herein contained shall bind and endure to the benefit of the parties hereto, their respective heirs, personal representatives, successors, and assigns, as appropriate.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed in multiple originals by persons properly authorized so to do on or as of the day and year first given.

OWNER

DEVELOPER

TITLE

TITLE

ATTEST:

ATTEST:

TITLE

TITLE

CITY OF PORTLAND (COUNTY OF
SUMNER), TENNESSEE

BY:

MAYOR
APPROVED AS TO FORM:

DATE

BY:

CITY ATTORNEY

DATE

Ordinance

City of Portland, Tennessee

No. 25 - 15

Second Reading

AN ORDINANCE FOR THE CITY OF PORTLAND TO ENTER INTO A CONTRACT WITH THE TENNESSEE DEPARTMENT OF TRANSPORTATION (TDOT) FOR RELOCATION OF WATER UTILITIES WITHIN THE PROPOSED SR-109 (PORTLAND BYPASS), FROM SR-52, WEST OF PORTLAND, TO EXISTING SR-109, NORTH OF PORTLAND.

WHEREAS the Tennessee Department of Transportation (TDOT) plans to construct proposed SR-109 (Portland Bypass) in Sumner County – PIN #106634.02 Contract 9501; and

WHEREAS the City of Portland has water utilities located on private easement and within the right-of-way along the route of the proposed SR-109 (Portland Bypass) that must be relocated prior to TDOT's construction; and

WHEREAS, the City of Portland has furnished TDOT with an estimate and plans showing the cost and manner of relocating these facilities, which estimate is in the total amount of \$3,422,842.84, including the amount of \$448,190.00 for the cost of engineering, which may be inclusive of preliminary engineering authorized on January 10, 2022; including the amount of \$200,638.51 for the cost of inspection provided by the City; including the amount of \$88,185.00 for the cost of betterment to the City's facilities and of which 17 percent represents the pro-rata share to which the City is entitled to reimbursement for relocation of City's water utility located on easement, and 83 percent represents the pro-rata share for relocation of City's water utility located on public highway right-of-way, reimbursement being for the cost of construction, engineering, and inspection on private utility right-of-way, but excluding inspection on public highway right-of-way, betterment, and the cost over the maximum TDOT reimbursement amount; and

WHEREAS it is in the mutual interests of TDOT and the City of Portland that this water utility relocation work be done, and it is necessary that the City of Portland enter a contract with TDOT for this water utility relocation; and

NOW, THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland that a contract shall hereby be entered into with TDOT for water utility relocation on the proposed SR-109 (Portland Bypass) project.

BE IT FURTHER ORDAINED that this Ordinance shall become effective upon its passage, the public welfare requiring it.

Mike Callis, Mayor

Attest: Tracy Kizer, City Recorder

Passed First Reading: April 7, 2025

Passed Second Reading:

Ordinance

City of Portland, Tennessee

No. 25-16

Second Reading

AN ORDINANCE FOR THE CITY OF PORTLAND TO ENTER INTO A CONTRACT WITH THE TENNESSEE DEPARTMENT OF TRANSPORTATION (TDOT) FOR RELOCATION OF SEWER UTILITIES WITHIN THE PROPOSED SR-109 (PORTLAND BYPASS), FROM SR-52, WEST OF PORTLAND, TO EXISTING SR-109, NORTH OF PORTLAND.

WHEREAS the Tennessee Department of Transportation (TDOT) plans to construct proposed SR-109 (Portland Bypass) in Sumner County – PIN #106634.02 Contract 9502; and

WHEREAS the City of Portland has sewer utilities located on private easement and within the right-of-way along the route of the proposed SR-109 (Portland Bypass) that must be relocated prior to TDOT’s construction; and

WHEREAS, the City of Portland has furnished TDOT with an estimate and plans showing the cost and manner of relocating these facilities, which estimate is in the total amount of \$3,567,136.55, including the amount of \$636,197.00 for the cost of engineering, which may be inclusive of preliminary engineering authorized on January 10, 2022; the amount of \$277,125.00 for the cost of inspection provided by the City; including the amount of \$0.00 for the cost of betterment to the City’s facilities and of which 15 percent represents the pro-rata share to which the City is entitled to reimbursement for relocation of City’s sewer utility located on easement, and 85 percent represents the pro-rata share for relocation of utility facilities located on public highway right-of-way, reimbursement being for the cost of construction, engineering, and inspection on private utility right-of-way, but excluding inspection on public highway right-of-way, betterment, and the cost over the maximum TDOT reimbursement amount; and

WHEREAS it is in the mutual interests of TDOT and the City of Portland that this sewer utility relocation work be done, and it is necessary that the City of Portland enter a contract with TDOT for this sewer utility relocation; and

NOW, THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland that a contract shall hereby be entered into with TDOT for sewer utility relocation on the proposed SR-109 (Portland Bypass) project.

BE IT FURTHER ORDAINED that this Ordinance shall become effective upon its passage, the public welfare requiring it.

Mike Callis, Mayor

Attest: Tracy Kizer, City Recorder

Passed First Reading: April 7, 2025

Passed Second Reading:

Ordinance

City of Portland, Tennessee

No. 25-17

Second Reading

AN ORDINANCE FOR THE CITY OF PORTLAND TO ENTER INTO A CONTRACT WITH THE TENNESSEE DEPARTMENT OF TRANSPORTATION (TDOT) FOR RELOCATION OF GAS UTILITIES WITHIN THE PROPOSED SR-109 (PORTLAND BYPASS), FROM SR-52, WEST OF PORTLAND, TO EXISTING SR-109, NORTH OF PORTLAND.

WHEREAS, the Tennessee Department of Transportation (TDOT) plans to construct proposed SR-109 (Portland Bypass) in Sumner County – PIN #106634.02 Contract 9503; and

WHEREAS, the City of Portland has gas utilities located on private easement along the route of the proposed SR-109 (Portland Bypass) that must be relocated prior to TDOT's construction; and

WHEREAS, the City of Portland has furnished TDOT with an estimate and plans showing the cost and manner of relocating these facilities, which estimate is in the total amount of \$3,225,800.05, including the amount of \$230,152.00 for the cost of engineering, which may be inclusive of preliminary engineering authorized on January 10, 2022; the amount of \$103,090.50 for the cost of inspection provided by the City; including the amount of \$0.00 for the cost of betterment to the City's facilities and of which 32 percent represents the pro-rata share to which the City is entitled to reimbursement for relocation of City's water utility located on easement, and 68 percent represents the pro-rata share for relocation of City's water utility located on public highway right-of-way, reimbursement being for the cost of construction, engineering, and inspection on private utility right-of-way, but excluding inspection on public highway right-of-way, betterment, and the cost over the maximum TDOT reimbursement amount; and

WHEREAS, it is in the mutual interests of TDOT and the City of Portland that this gas utility relocation work be done, and it is necessary that the City of Portland enter a contract with TDOT for this gas utility relocation; and

NOW, THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland that a contract shall hereby be entered into with TDOT for water utility relocation on the proposed SR-109 (Portland Bypass) project.

BE IT FURTHER ORDAINED that this Ordinance shall become effective upon its passage, the public welfare requiring it.

Mike Callis, Mayor

Attest: Tracy Kizer, City Recorder

Passed First Reading: April 7, 2025

Passed Second Reading:

BUSINESS OFFICE MONTHLY REPORT

MARCH 2025

Total Payments Received	9,560	\$3,421,885
Utility Bills Processed	10,286	\$2,543,258
Total Service Orders Processed	464	

Total Customers by Service	
Water	8410
Sewer	4716
Gas	5373
Sanitation	4881
Stormwater	5123

New Service Connect/Disconnect	
Water Disconnected	121
Water Connected	75
Gas Disconnected	62
Gas Connected	29

Taps Sold Mar 2025		Taps Sold YTD 2025	
Gas	11	Gas	21
Water	13	Water	48
Sewer	7	Sewer	26

Leak Adjustments Processed	44
Pool Adjustments Processed	0

Property Taxes Processed	
Bills Processed	300
Amount Received	\$334,744
Property Taxes Collected YTD	
2022	99.5%
2023	99.0%
2024	95.6%
Tax Relief	
New & Existing Applicants YTD	241
Submitted to State Dec 2024	47
Payment Approved Dec 2024	34

Municipal Court Findings	
Citations Suspended	7
Citations Dismissed	15
Defendants Found Guilty	120
Defendants Given Traffic Class	47

Business Licenses	
Active Licenses	658
New Licenses	6
Renewed Licenses	55
Active Food Vendors	9

Building Codes - MARCH - 2025 Report

Permit Type	No. of Permits	Amount	YTD Permits Issued
Residential Building	10	\$9,627.44	19
Commercial / Industrial	1	\$622.99	8
Plan Review	16	\$17,445.21	42
Stand Alone Building	5	\$838.47	6
Fire Alarm/Fire Sprinkler	1	\$2,504.78	2
Plumbing	9	\$1,751.40	23
Mechanical	13	\$30,547.50	53
Use & Occupancy	1	\$35.00	2
Swimming Pool	1	\$85.00	2
Demolition	2	\$120.00	2
Fire Works	0	\$0.00	0
Total	59	\$63,577.79	159

Impact Fees Collected - MARCH - 2025

Parks	\$5,970.00
Police	\$3,160.00
Fire	\$7,220.00
Total	\$16,350.00

General Fund - YTD Totals

\$328,158.61

General Fund - Fiscal YTD

\$532,273.21

Impact Fees - YTD

Parks - \$ 14,565.00

Police - \$ 37,717.00

Fire - \$118,856.00

Impact Fees - Fiscal YTD

\$19,102.00

\$52,609.00

\$161,303.00

MARCH - Inspections

Commercial	29
Residential	86
Industrial	24
Totals	139

Inspections - Totals YTD

Commercial	98
Residential	189
Industrial	24
Totals	311

Economic Development

2025 February Report

Grants

Commercial

Developer Meetings
Preapp Meetings
Retail Calls 2
Retail Coach Call

Industrial IDB

TVA Product Deveopment Call
Monthly State Update ECD Call
Forward Sumner Meeting Workforce
Fast Track Incentive call
Industrial Development Board
Call from prospect

MISC

Council Meetings 2
Staff Meetings 4
Sumner County Grant Meeting BRC 2
Board Meetings 2
Bypass update call
Workforce Grant Update
Regional ECD Meeting Nash Chamber
DH Horton Meeting

Community

Ribbon Cuttings
Speak at Rotary
Community Clean up day

WKRN interview

CMAQ - 109 to 52 to College St
College Street Sidewalks
Water Resource Protection
Kirby Road Paving
AFG - Assistance to Firefighters Grant

SIA Project Commodore Closed

THSO - Police

TLETA Police

VCIF Police

LPRF Local Parks and Recreation

ARPA

ARP

Diesel Grant- Medium Truck

Railroad Crossing

Scattersville Road Project Close Out Submitted

Airport DGA

Airport Land Acquisition Grant

Airport Annual Maintenance Grant

Interstate Lighting I- 65

TDOT 109 Bypass North

TDOT 109 Bypass South

Value of Grants/Projects \$19,500,000

(not including 109 Bypass)



Office of the Finance Director
 100 S. Russell Street Portland, TN
 37148
 615-325-6776

*As of March 31, 2025
 Fiscal Year has elapsed - 75%*

	Amount	Unspent Committed Funds
GO Bond 2020	\$3,921,537	\$1,567,421
W/S Bond 2020	\$18,238,174	\$0

	3/31/2025	Board Passed	
		Budget	% of Budget
GENERAL FUND			
Revenue			
Taxes & Licenses	9,148,786	10,213,000	89.6%
Planning & Codes	563,864	713,500	79.0%
Intergovernmental	1,613,944	2,422,000	66.6%
Miscellaneous	267,304	362,000	73.8%
Court	105,246	152,500	69.0%
Other Revenues	896,356	244,000	367.4%
Loan Proceeds - Other Fin Source	3,923,889	1,596,800	245.7%
Grants & Special Projects	158,044	1,772,800	8.9%
TOTAL	16,677,433	17,476,600	95.4%
Expense			
General Government	2,222,114	2,624,091	84.7%
Administrative & Mayor	323,827	382,095	84.8%
Human Resources	111,566	123,307	90.5%
Planning & Zoning	212,923	295,716	72.0%
Codes	152,970	158,353	96.6%
Court	64,373	88,810	72.5%
Police	3,359,486	4,439,278	75.7%
Fire	2,276,568	2,776,977	82.0%
Streets & Highways	922,133	1,446,088	63.8%
City Garage	145,580	171,915	84.7%
State Street Aid	334,884	480,000	69.8%
Animal Control	72,585	121,076	59.9%
Grants & Special Projects	944,729	6,795,100	13.9%
Golf Course	403,661	589,665	68.5%
Parks & Recreation	717,624	985,338	72.8%
Community Development	106,092	132,298	80.2%
TOTAL	12,371,114	21,610,107	57.2%

WATER & SEWER		Board Passed		
		3/31/2025	Budget	% of Budget
Revenue				
	Revenue	10,167,793	13,727,000	74.1%
	TOTAL	10,167,793	13,727,000	74.1%
Expense				
	Water Plant	1,305,154	1,756,294	74.3%
	Water Distribution System	2,205,105	3,693,189	59.7%
	Grants & Projects	5,946,463	8,087,000	73.5%
	Sewer Collection	1,663,688	2,199,363	75.6%
	Sewer Plant	2,246,805	2,785,546	80.7%
	Business Office	356,675	548,960	65.0%
	Utility Administration	665,444	749,420	88.8%
	TOTAL w/ Projects	14,389,333	19,819,772	72.6%
NATURAL GAS FUND				
	Revenue	5,018,949	6,478,000	77.5%
	Expense	4,769,104	6,445,004	74.0%
AIRPORT FUND				
	Revenue	\$795,538	\$708,465	112.3%
	Expense	\$2,082,528	\$708,302	294.0%
DRUG FUND				
	Revenue	\$19,481	\$4,000	487.0%
	Expense	\$0	\$13,000	0.0%
STORMWATER				
	Revenue	\$935,376	\$880,000	106.3%
	Expense	\$819,451	\$1,262,415	64.9%
SOLID WASTE				
	Revenue	\$1,254,633	\$1,385,603	90.5%
	Expense	\$851,988	\$1,225,494	69.5%

		Board Passed		
		3/31/2025	Budget	% of Budget
IMPACT FEES				
Revenue				
	Parks	21,490	20,000	107.5%
	Police	53,873	15,000	359.2%
	Fire	163,469	7,500	2179.6%
	Interest	17,242	0	
	TOTAL	\$256,074	\$42,500	602.5%
Expense				
	Parks	0	8,500	0.0%
	Police	7,981	15,900	50.2%
	Fire	33,620	33,639	99.9%
	TOTAL	\$41,601	\$58,039	71.7%
DEBT SERVICE - GENERAL FUND				
Revenue	Transfer from General Fund	\$990,767	\$990,767	100.0%
Expense		\$606,511	\$990,767	61.2%

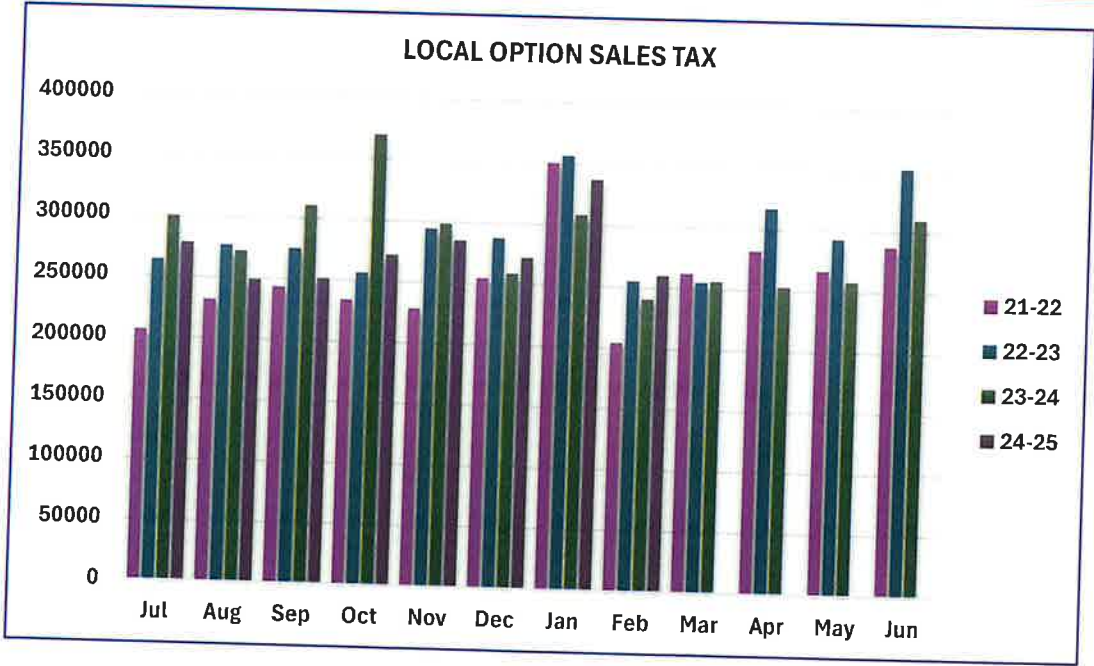
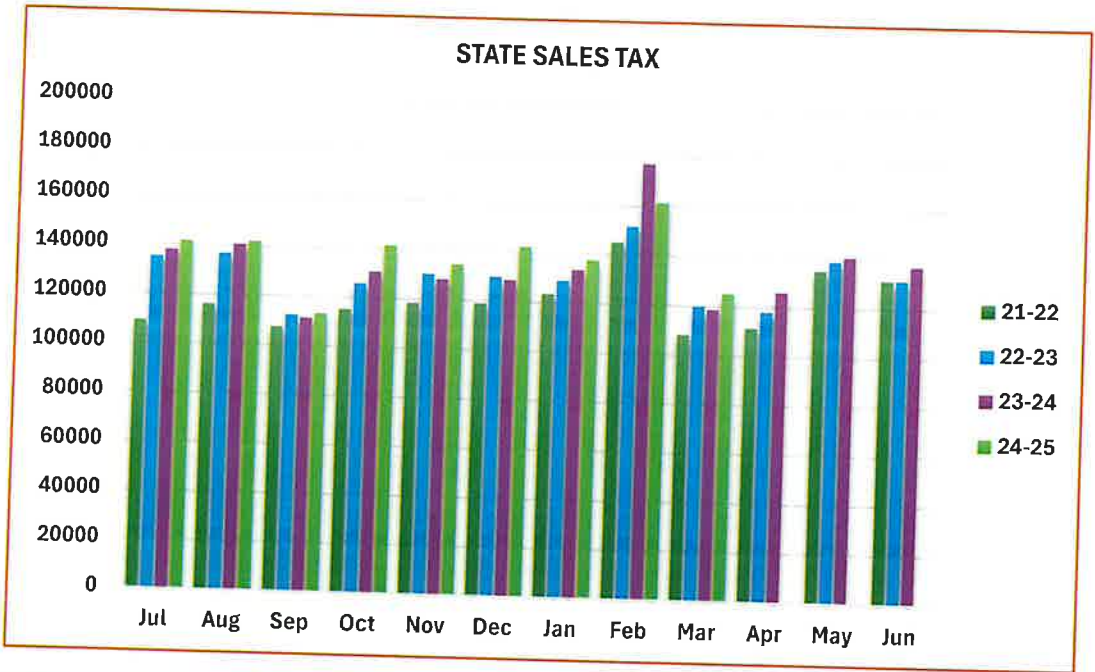
Rachel Slusser, CMFO

CAPITAL OUTLAY

Police	Police Cars X 4 (three cars, one truck)	✓
Public Works	Pickup Truck	✓
	Lawn Mower X 2	✓
	Mini Ex	Moved to next year
Animal Control	Pickup Truck	✓
	Outside Upgrades	In progress
Parks	Golf Sign	Moved to next year
	Golf Mower	On order
	Heating unit at Richland Park	On hold/moved to next year
	Tables & Chairs	Completed
	Camera System	Moved to next year
Stormwater	Pickup truck	✓
Water Dist	Truck X 2	✓
Sewer Collection	1 ton truck	Ordered
	Pickup truck	✓
Gas	Pickup truck X 2	✓

PROJECTS

Comprehensive Plan	In progress
Parks Maintenance Bldg	In progress
Stormwater Bldg	Complete
Police Bldg Remodel	In progress
Irrigation - Golf Course	In progress
Splash Pad	2nd Reading of Ordinance - 04/21/25
Gym Floor	Complete
Waterline - Hwy 52 to Searcy	Complete
System meter change out	On going
Wastewater Treatment Plant upgrade	In progress
Mason's Transmission Line	In progress
Oakhill Waterline	In progress
Oakhill Tank	In progress
Paving	On going
Wheeler Sidewalks	Complete
Dan Jenkins Bldg Demo	In progress



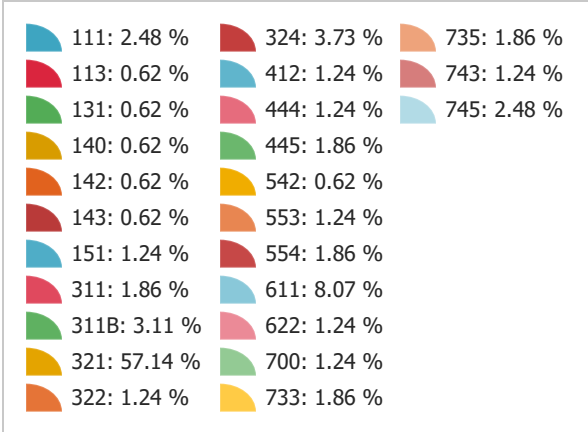
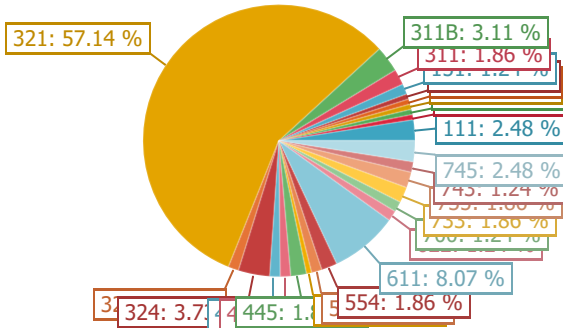


Portland Fire Department

111 Woods Road
 Portland, Tennessee 37148
 (615) 325-5649



Incident Reports By Incident Type, Summary



Incident Type	Total Incidents	Percent
111 - Building fire	4	2.48%
113 - Cooking fire, confined to container	1	0.62%
131 - Passenger vehicle fire	1	0.62%
140 - Natural vegetation fire, other	1	0.62%
142 - Brush or brush-and-grass mixture fire	1	0.62%
143 - Grass fire	1	0.62%
151 - Outside rubbish, trash or waste fire	2	1.24%
311 - Medical assist, assist EMS crew	3	1.86%
311B - Public Assist	5	3.11%
321 - EMS call, excluding vehicle accident with injury	92	57.14%
322 - Motor vehicle accident with injuries	2	1.24%
324 - Motor vehicle accident with no injuries.	6	3.73%
412 - Gas leak (natural gas or LPG)	2	1.24%
444 - Power line down	2	1.24%
445 - Arcing, shorted electrical equipment	3	1.86%
542 - Animal rescue	1	0.62%
553 - Public service	2	1.24%

Incident Type	Total Incidents	Percent
554 - Assist invalid	3	1.86%
611 - Dispatched & canceled en route	13	8.07%
622 - No incident found on arrival at dispatch address	2	1.24%
700 - False alarm or false call, other	2	1.24%
733 - Smoke detector activation due to malfunction	3	1.86%
735 - Alarm system sounded due to malfunction	3	1.86%
743 - Smoke detector activation, no fire - unintentional	2	1.24%
745 - Alarm system activation, no fire - unintentional	4	2.48%
	Total Number of Incidents:	161
	Total Number of Incident Types:	25

Incident Type

Total Incidents

Percent

Report Filter Settings

Report File Name: Incident Reports by Incident Type, Summary

Filter Name: Last Calendar Month

Filter Expression: [AlarmDateTime] is between '3/1/2025 12:00:00 AM' and '3/31/2025 11:59:59 PM'

Human Resources Monthly Report March 2025

New Hire Orientations	Mar	YTD
Full-Time	6	17
Re-Hires	1	2
Part-Time	0	1
Retirements	0	0
Severances		
• Voluntary	4	10
• Involuntary	0	1
Workers Comp Claims	1	4
Current open positions	9	

I.T. Monthly Report

March 2025

Support Tickets: 60

Total Number of City Phone Calls: 7,049

Incoming: 5,112

Outgoing: 1,937

Total Number of City Email Messages: 77,532

Sent: 11,321

Received: 66,211

Social Media:

Animal Control: 28,057 views

City of Portland Gov: 275,043 views

Dogwood Hills: 1,086 views

Fire Department: 54,146 views

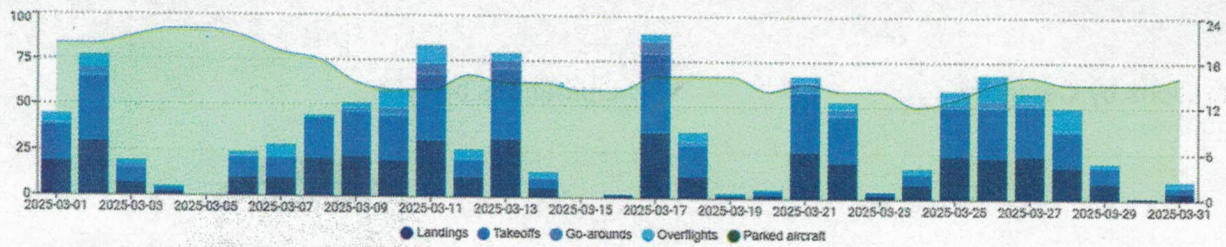
Parks Department: 6,670 views

Police Department: 474,033 views

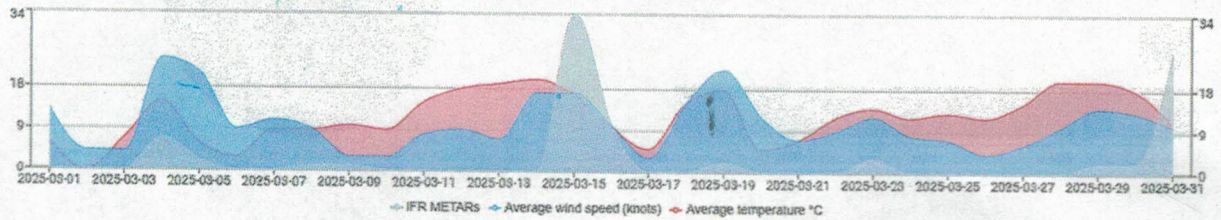
1M5 - Douglas Hunter Field Operations Report for March 2025

Operations 1,095	Landings 431	Takeoffs 484	Go-arounds 55	Overflights 125
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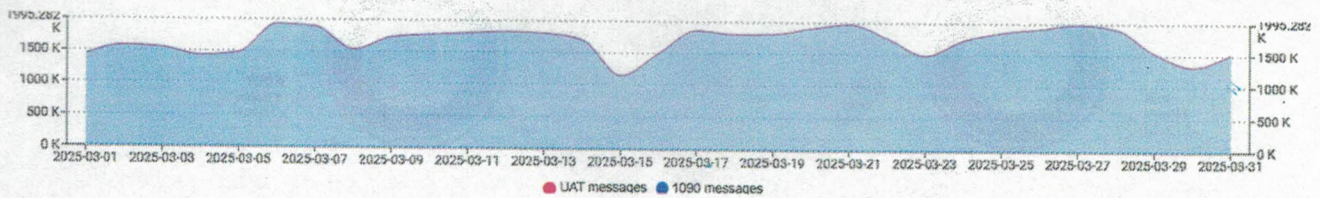
Operations by Day



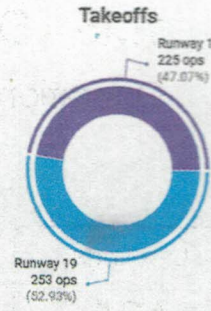
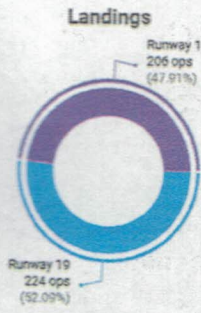
Weather Conditions



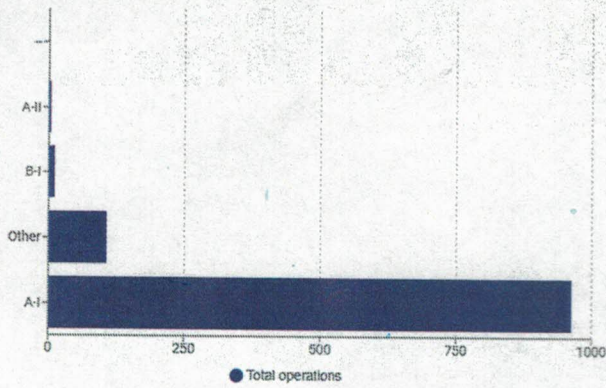
Receiver health



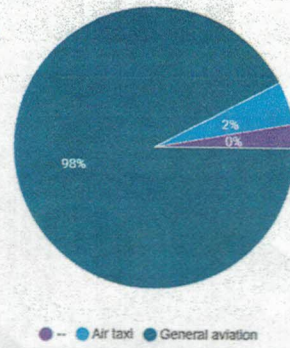
Operations by Runway



Operations by Category

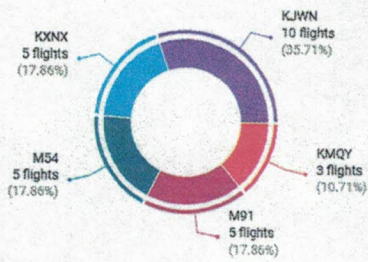


Operations by Type

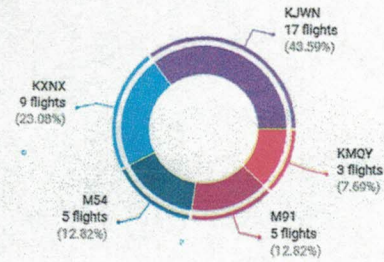


Top Airports

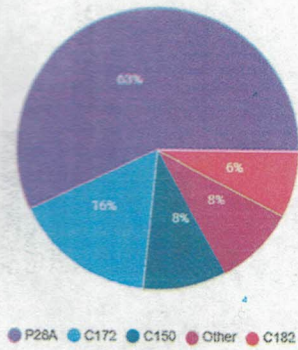
Top Origin Airports



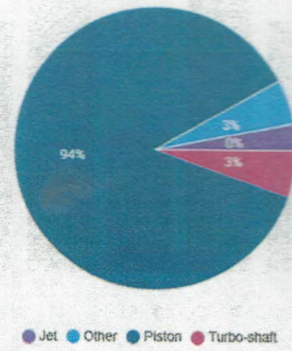
Top Destination Airports



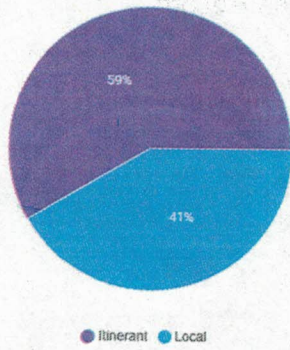
Top Aircraft Types



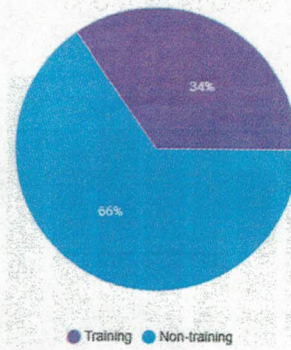
Operations by Engine Type



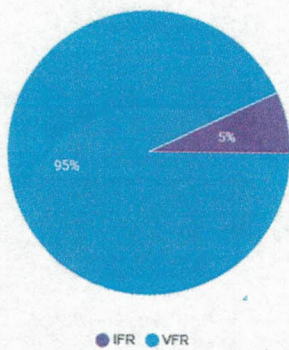
Local vs. Itinerant Flights



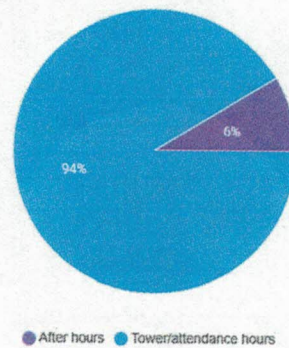
Training Operations



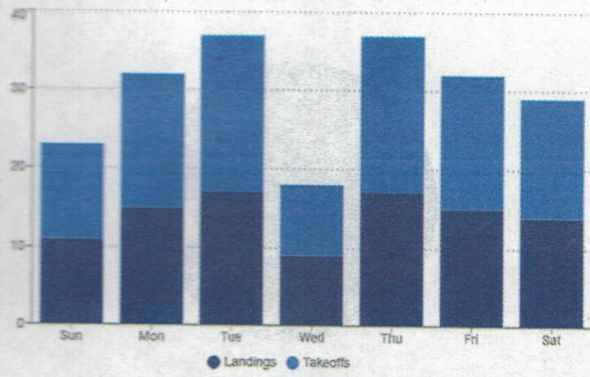
IFR vs. VFR flights



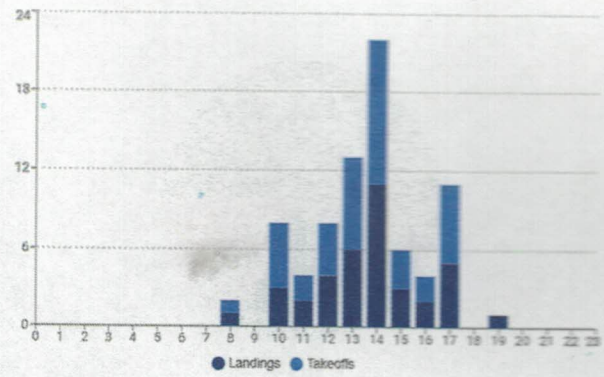
After Hours Operations



Operations by Day of Week

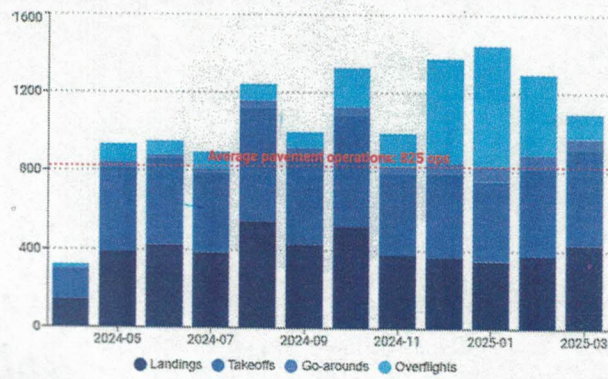


Operations by Hour



Historical Data

Landings and Takeoffs by Month



Busiest Days on Record

Rank	Date	Pavement ops	Aircraft
1	2024-11-16 (Sat)	123	18
2	2023-04-11 (Tue)	105	13
3	2023-09-13 (Wed)	103	15
4	2024-09-11 (Wed)	101	18
5	2024-10-10 (Thu)	98	16
6	2024-08-28 (Wed)	92	16
7	2023-03-29 (Wed)	89	15
7	2023-10-22 (Sun)	89	9
7	2024-10-19 (Sat)	89	14
7	2024-07-16 (Tue)	89	8

Fuel Sales for MARCH

100 LL - \$11,365.52

Jet-A - \$5,272.20



Planning Department March Monthly Report

Item	March	Year To Date
Calls To/From Planning Department	276	707
Number of Developer Meetings	10	33
Number of Complaints / Violations	1	1
Number of Walk-ins	3	18
Number of IDT Submissions	13	48
Number of Other Meetings	1	3
Number of Projects Invoiced	7	18
BZA Board Members Present	4	-
BZA Agenda	1	3
BZA Minutes	1	1
Number of Items on Agenda BZA	1	1
Planning Commission Agenda	4	21
Planning Commission Minutes	1	3
Planning Commission Board Members Present	7	-
Number of Items on Agenda Planning Commission	2	8
Open Records for Planning Department	1	3
Active Letters of Credit	31	31
Emails	629	1636
File Archiving/Scanning	1	6
Plat Certifications Intake & Pickup	3	27
Planning Commission Packets	9	18
Trip to Court House for Annexations	0	1
In House Reviews	2	2

PORTLAND POLICE DEPARTMENT MONTHLY REPORT

3/1/2025 to 3/31/2025

CID ACTIVITY					
Cases Assigned	26	Interviews Conducted	128	Asset Forfeitures	0
Cases Inactive	1	Monitored Interviews	0	DCS/AOA	15
Cases Cleared	23	Search Warrants	4	Knock and Talk	35
Call outs	4	Judicial Subpoenas	9	Assist Patrol Units	28
Grand Jury Cases	1	General Sessions Cases	2	Forensic Interviews	0
Grand Jury Hours	2	General Sessions Hours	4	Fire Investigations	0
Juv Court Cases	1	Criminal Court Cases	0	CVSA Performed	0
Juv Court Hours	2	Criminal Court Hours	0	Sex offenders reg	10

Records Activity			
Copies Distributed		Background Checks	
Walk-ins	1	Government	2
E-mails	51	Public Housing	0
Grand Jury & DA Copies	0	Local	0
Arrest Reports	60	Incident Reports	82
Written Warnings	156	City Citations	54

ANIMAL CONTROL ACTIVITY					
CALLS ANSWERED	66	WILDLIFE	0	DECLARED VICIOUS	1
ANIMALS PICKED UP	25	RETURNED TO OWNER OR RESCUE	13	BARKING COMPLAINT	2
SENT TO S.C.S.C.	2	TRAPPED ANIMALS	0	CRUELTY & WELFARE COMPLAINTS	3
DOGS	25	ANIMAL BITE ON ANIMAL	1	WILDLIFE/LIVESTOCK COMPLAINTS	2
CATS	4	ANIMAL BITE ON HUMANS	3	TICKETS/WARRANTS/ARRESTS	11
LIVESTOCK	0	EUTHANASIA	0	WARNINGS	3
		ADOPTIONS	1	REPORTS	3
SPECIAL ASSIGNMENTS	0	INTAKE	25		

PROPERTY MAINTENANCE / CODES			
CASE NUMBERS	5	RESOLVED BY CONTACT/PHONE	5
NON-COMPLIANCE LETTERS	5	CITY COURTS DATES	1
NEW GRASS/RUBISH COMP	2	CITY HALL BANK ESCORTS	20
RE-INSPECTIONS	2	MAIL DELIVERY	20
PARKING COMPLAINTS	0	ASSIST ANIMAL CONTROL	10
FOLLOW-UP PARKING COMP	0	ARRESTS	0
VEHICLES (NON-COMP)	1	REPORTS	0
WORK ORDERS	0	CITATIONS	0
PROPERTY LIENS	0	WRITTEN WARNINGS	0
RELEASE OF LIENS	0	Civil Warrants	1

CALLS FOR SERVICE

TOTAL MONTHLY CALLS= 2027

911 HANG UP	16	DRUG INVESTIGATION	4	RIOT	0
911 MISDIAL	26	ESCORT	10	ROBBERY	0
911 MISDIRECT	1	EVADING	1	RUNAWAY	2
911 OPEN LINE	21	EXPARTE SERVICE	0	SCAM	3
ABANDONED VEHICLE	0	EXTRA PATROL	125	SCHOOL CHECK	23
ABUSE INVESTIGATION	0	FIELD INTERVIEW	0	SCHOOL ZONE	67
ACCIDENT INJURY	9	FIGHT	0	SEX OFFENDER REGISTRATION/VIOLATION	0
ACCIDENT INJURY HIT/RUN	0	FIREARM DENIAL	0	SEXUAL ASSAULT	1
ACCIDENT PROPERTY	27	FIREWORKS	0	SHOOTING	1
ACCIDENT PROPERTY HIT/RUN	5	FOLLOW-UP	26	SHOPLIFTING	1
ACCIDENT SERIOUS INCIDENT	1	FORGERY	0	SHOTS FIRED OR HEARD	2
ACTIVE SHOOTER	0	FRAUD	5	SOLICITOR	1
ADMIN INVESTIGATION	0	HANGING	0	SPECIAL ASSIGNMENT	1
AIRCRAFT EMERGENCY	0	HARASSEMENT	0	SPECIAL ASSIGNMENT COMMUNITY	0
ALARM	31	HOSTAGE SITUATION	0	STABBING	0
ALARM HOLD UP/PANIC	0	HOTEL CHECK	0	STALKING	0
ALARM SCHOOL LOCKDOWN	0	ILLEGAL DUMPING	0	STOLEN VEHICLE	0
ALARM TEST	0	INDICENT EXPOSURE	0	SUBDIVISION CHECK	3
ANIMAL CALL	61	INVESTIGATION	6	SUBJECT CHECK	11
APARTMENT CHECK	11	JUVENILE	6	SUICIDAL SUBJECT	1
ARMED SUBJECT	0	JUVENILE TRANSPORT	0	SUSPICIOUS INCIDENT	34
ARSON	1	KIDNAPPING	0	SUSPICIOUS PERSON	10
ASSAULT	1	KNOCK AND TALK	0	SUSPICIOUS VEHICLE	9
ASSIST CITIZEN	37	LAKE CHECK	0	TALK TO OFFICER	194
ASSIST EMS	18	LOCKOUT	7	TEST CALL	0
ASSIST FIRE	9	LOCKOUT URGENT	0	TEST CALL ALL AGENCIES	0
ASSIST OTHER AGENCY	38	LOST/FOUND PROPERTY	8	THEFT	9
ATTEMPT TO LOCATE	8	LPR HIT	2	THREATS	3
BARRICADED SUBJECT	0	MENTAL TRANSPORT	0	TRAFFIC COMPLAINT	4
BLUE TEAM REPORT	0	MISC. MATTER OF RECORD	2	TRAFFIC ENFORCEMENT	15
BOLO	10	MISSING ADULT	0	TRAFFIC HAZARD	14
BOMB THREAT	0	MISSING JUVENILE	2	TRAFFIC STOP	749
BURGLARY	3	NOISE COMPLAINT	6	TRAIN DERAILMENT	0
BUSINESS CHECK	110	OPEN DOOR	1	TRESPASS	9
CAR SEAT CHECK	0	OVERDOSE	1	TROUBLE @ PD	0
CHECKPOINT	0	PARK CHECK	52	UNAUTHORIZED USE OF VEHICLE	0
CITY CALL OUT	0	PARKING COMPLAINT	3	UNKNOWN SITUATION	0
CIVIL MATTER	3	PHONE MESSAGE	0	VANDALISM	0
CODE 99-OFFICER IN TROUBLE	0	PRISONER ESCAPE	0	VEHICLE BURGLARY	3
CODES	5	PRISONER TRANSPORT	0	VEHICLE CHECK	30
DAMAGE TO PROPERTY	6	PRIVATE PROPERTY TOW	0	VIOLATION CORRECTION VERIFY	10
DEATH INVESTIGATION	3	PROSTITUTION	0	VIO OF ORDER OF PROTECTION	2
DELIVER MESSAGE	2	PROWLER	0	WARRANT CIVIL	2
DISORDERLY CONDUCT	0	P.I.	0	WARRANT CRIMINAL	2
DISTURBANCE	7	RADIO COMMUNICATION	0	WEATHER RELATED ISSUE	4
DOMESTIC	12	RECKLESS DRIVER	31	WELFARE CHECK	13
DRILL	0	REFERRAL	1	GANG ACTIVITY	0
DUI	5	REPO	8	GAS DRIVE OFF	0

YTD Total Calls for Service	5,665
YTD Total Written Warnings	548
YTD Total Speeding Citations	342
YTD Total all other city citations	238
YTD Commercial vehicle enforcements	80
YTD Total Arrest	170
Total Fuel per Gallons	3701.82



Date: 4/7/2025

Stormwater Management Monthly Report- March 2025

Public Education and Outreach

Many meetings were held throughout the month to discuss stormwater issues with homeowners. The main topics of conversation were drainage issues and flooding concerns.

Public Participation and Involvement

On March 29th, 2025, the Sumner County Health Committee organized a litter pickup day for all of Sumner County. There were locations set up in Gallatin, Hendersonville, White House, Westmoreland, and Portland. Volunteers in Portland picked up litter along Highway 76, Village Dr., N Harris St., Kirby Dr., Dollar Ave., Victor Reiter Pkwy, and Highway 52W. The volunteers made a huge impact on the reduction of litter in Portland.

Illicit Discharge Detection and Elimination

There was one Notice of Violation issued in the month of March. This NOV involved a subdivision construction site with numerous warnings concerning illicit discharges of sediment into the local creek. A suspended fine was given, and corrective actions were to be implemented within 14 days. The site will continue to be closely monitored.

Construction Site Runoff Control

Pre-Con/Pre-App Meetings: 10

LDPs issued: 12

CGP Inspections: 24

CGP inspections are required once monthly per TDEC. Most sites are inspected more than once a month through pre-con inspections, re-inspections, and illicit discharge complaints. Residential sites that are not under TDEC coverage are inspected on a weekly basis.

Permanent Stormwater Management

New LTMA's received: 1

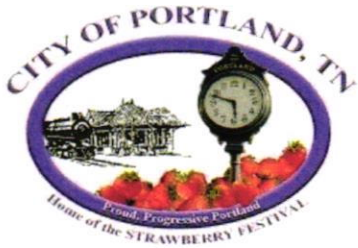
LTMA Inspections Received: 2



CITY OF PORTLAND
STORMWATER MANAGEMENT PROGRAM
100 SOUTH RUSSELL STREET
PORTLAND, TENNESSEE 37148
Telephone 615/325-6776

Good Housekeeping

The Stormwater Department hired Shemar Rippy to be the new Stormwater Technician/Inspector. Shemar's primary role will be to perform stormwater construction inspections on all new developments in the city.



CITY OF PORTLAND

Public Works

Sanitation Dept

Council Report Submitted by
Martin Weekley

Submitted for the April 2025 meeting
 March 2025 Totals

Sanitation Dept is responsible for picking up, disposing of household trash and bulk items.

Pick up bulk items - Furniture, appliances, etc.....

Pick up brush (Claw truck, and chipper)

Pick up trash carts at curb repair or replace damaged carts

Keep trucks and equipment in working condition.

Travel to Sumner Co. Resource Authority to empty

Two claw trucks picking up bulk items and brush at curbside

March-2025				
	Sumner Co. Resource Authority (Dump)		Volunteer Recycling Center (Haul)	
	City of Portland	Volunteer Recycling	City of Portland	Other(Cares)
# of Loads	46	25	25	0
Tonnage	449.08	82.51		
Per cost	\$55.00	\$55.00	\$275.00	\$0.00
Amount	\$24,699.40	\$4,538.05	\$6,875.00	\$0.00
Total	\$29,237.45		\$6,875.00	
Grand Total	\$36,112.45			

Monthly Fuel Report

The City of Portland purchases fuel from Wex fuel and Rapid Fueling Co.
 This includes Fire, Police, Airport, Parks, Codes, Planning, City Hall, Public Works shops
 and Department of Utilities shops and treatment plants.

Submitted for April 21, 2025 meeting

March-25

Rapid Fueling Company

Rapid Fueling Company	Regular	Diesel	Cost
Airport	18.71		37.95
City Hall	119.07		239.81
Mechanic Shop	35.19		71.59
Gas	698.96	89.61	1,632.29
Meter Readers	120.77		243.15
Parks	535.87	24.60	1,142.91
Planning	54.10		109.50
Sanitation	36.92	1,512.61	3,767.92
Sewer Colleciton	379.33	94.01	998.85
Stormwater	409.05	199.93	1,306.64
Street	381.96	159.40	1,180.47
Water Dist	723.63	206.30	1,960.31
WTP	104.19		210..25
WWTP	142.08		287.66
Total Gallons	3,759.82	2,286.46	12,979.05
Total cost			

WEX fuel System		Cost
Police Dept	3,701.82	8,280.83
Fire Dept	110.09	1,687.22
		9,968.05

WEX Fuel System	\$9,968.05
Rapid Fueling Co.	\$12,979.05
Total cost	\$22,947.10



CITY OF PORTLAND

Public Works

Stormwater Field Crew

Council Report Submitted by
David Harris

Submitted for the April 2025 meeting
For March 2025

Maintenance (Citywide Various Locations)

- Maintenance: Storm grate, driveway tiles, canals, ditches and cut swells in yards to prevent flooding etc.
- Installation or replacement of driveway and road tiles.
- Place signage such as detour, work ahead - as needed
- Check and clean storm drains prior to storm event
- Yard repair: clean up, seed and straw job site
- Meet with homeowners about drainage issues or upcoming jobs.
- Tree removal
- Setup and Checked beaver traps.
- Purchase supplies: Drainage pipe, gravel, fittings, tools etc...

Other Tasks

- Attend meetings:
- Called in Tn One Call tickets
- Office: Timesheets, work orders, project sheets, reports etc...
- Inventory counts

Vehicle and Equipment

- Took truck and equipment to get repairs - Local mechanic shop and outside source.
- Perform daily maintenance check on vehicle and equipment
- Pick up various parts and supplies for vehicles and equipment.
- Clean up equipment and trucks

Assistance Work (Convenience Center, Other Dept. & Other City)

- Convenience Center: clear site of debris and maintain the burn box
- Range: Maintain road, and drainage
- Assist other depts as needed.
- Strawberry Festival
- Help: Chamber of Commerce, Little League park

Projects:

- Poplar St. Replacing all Driveway tiles and Ditch Clean out for the entire Street.
Had to cut 2 Peagravel Driveways and 1 Concrete Driveway to do this.
This is to move the water away from the homes faster.
-
-
- 115 Hillwood Ct. Had to replace Driveway tile and do a Ditch clean out. Old tile not draining.



CITY OF PORTLAND

Public Works

Stormwater Field Crew

Council Report Submitted by
David Harris

- 309 N.Harris Driveway washed away during last flood event. Added new rock and repaired driveway.
- 104 Auther Ct. Cleaned out a clogged that goes through the front of his proprty.
- 104April Circle Did a Ditch Clean out on 104-108 to keep water in the ditch to help move water.
- Little League Park Removed Beaver Dams and Debris atleast 4 times this month.
-
- Have met with several home owners about new up coming projects.
-
-
-
-
-
-



CITY OF PORTLAND

Public Works

Street Dept.

Council Report Submitted by
Martin Weekley

Submitted for April 2025 Meeting.
February March 2025 Report.

Maintenance and Management

- Downtown area - Pick up trash, empty cans, water flowers and water systems, etc....
- Cross train employee's on the mowing tractors and other equipment
- Trim and remove low hanging branches
- Clean up at shop (put away tools, organize signage and other materials)
- Straighten up shop lot: all tractors, trailers, backhoe, and other equipment
- Office paperwork - Time sheets, po request, work orders, route sheets, daily task and monthly report
- Organize inventory and tools as needed.
- Maintain traffic signals, school zone lighting and decorative street lighting.
- Report street light issues to CEMC.
- Assist paving crew - (prep and plan) riser and roadplates
- Inventory counts -
- Collect bagged leaves - brush route

Maintenance of Roadway and Signage

- Potholes: Check, fill with gravel, repair with cold or hot mix.
- Roadcut: Prep equipment, compact gravel, then asphalt area.
- Edge of road: Repair with gravel or asphalt
- Graveled around mailboxes (USPS request)
- Remove debris from roadway: branches, dead animals, car parts, glass etc....
- Signage: Repair, replace or install
- Remove, haul, dispose of scrap material
- Mowing: Right of ways, canals, shooting range, intersections, city property lots and shops.
- Mow lots for our Codes Enforcement Dept
- Weed eat and spray: downtown area, overpass, guard rails, various intersections ,around signage etc.....
- Mow with tractors, bushhog, zero turns, batwing mowers etc...
- Banners and signage - Installation or change out.

Assist in other Departments

- Sanitation: Assist by helping drive claw truck or sanitation truck Bulk and Brush pick up
- Stormwater: Check storm drains
- Convenience Center - Attendant on site, smash down dumpsters, schedule hauls, and maintain the burn box.
- Golf Course: Remove trees, maint repairs etc....
- Richland and Meadow Brook Park
- City Property: Various task such as: trees, gravel, drainage
-



CITY OF PORTLAND

Public Works

Street Dept.

Council Report Submitted by
Martin Weekley

Vehicle & Equipment Maintenance

- Perform daily maintenance check on vehicle and equipment
- Took truck and equipment to get repairs - Local mechanic shop and outside source.
- Pick up various parts and supplies for vehicles and equipment.
- Repair equipment and tools (Tires, batteries, hoses, decks, fluids, fittings, blades, etc.)
- Repairs made on tractors, chipper, trailers, hot box, backhoe etc.....
- Switch out and replacing attachments on equipment (Mowers and tractors)
- Clean up spills in the roadway

Special Events:

Traffic Control , setup barricades, cones/ Removed after event
Setup and remove signage and message boards (road closure etc.)
Set up tables, chairs, stage for the band and other displays.
Pick up and drop off supplies.
Clean up and remove all trash before and after any event.
Set up signage and digital message boards

- Decorate for Holiday: Such as Christmas, spring and fall events.
- Christmas Parade
- Strawberry Festival
- Fall Festival
- Homecoming Parade
- Music on Main
- Car Shows

Assist other businesses

- Chamber of Commerce
- Hands of Hope
- Portland Cares
- Portland Schools
- Little League Park

Misc. other task

- Paint stop bars, crosswalks and install flashing lights at the newest stop signs
- Tree's: cut and haul away debris (Various locations)
- Flower and landscape: Removed dead flowers, fertilize, water and clean up
- Gazebo: Painted, fixed flag and repaired water lines
- Prep all winter equipment (Snow plow, trucks, salt spreaders etc...)



CITY OF PORTLAND Public Works

Street Dept.

Council Report Submitted by
Martin Weekley

- Assisted the paving crew: Removed gravel and cleared area at Strawberry station parking lot.
- Street Shop - Salt Shed: Cleaned up, installed new lights, helped electrician, prep site to get paved.

- Christmas tree, lights and decorations were installed: City Hall, Gazebo, Mini Park, Moye-Green house, downtown, North and S Fire Hall, Police Dept, intersection of Hwy 109/52 and on poles along Hwy 109.
- William Mack Ln - Spread gravel on access road
- Inspect New side walk Construction at Portland PD.
- Tree's: Removed several trees from city property. Used stump grinder to level the areas.
- Salt and brine Roadways/Parking lots Police and Fire stations in preparation for storms.
- Plow/Salt, Brine Roadways/Parking lots Police&Fire statins.
- Clear sidewalks of snow and ice
- Shut roadways down for high water/ water over the road during flood event.
- Move all remaing office supplys /furniture from air port hanger to air port house strage.
- Hot Mixed road cut on E McGlothlin St. 8 tons used.
- Remove dead animals from the roadways.
- Train with Pri on Infrareding road cuts.
- Move all files from Pd to storage.
- Back fill and repair side of roads and side walks after flood events
- Cleaned tree line on North street removed all trash around Drain hole filled ion small sink holes.

City of Portland
Office of Recorder
100 South Russell Street, Portland, Tennessee 37148
Phone 615/325-6776 Ext. 245

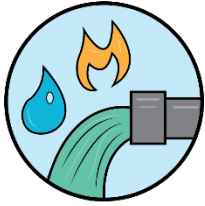
March 2025 Monthly Report

2 Council Meetings	March 3 rd		March 17 th	
		6	Council Members pre	5
	1	Council Members absent	2	
	0	Alcohol Beverage Board	1	
	0	Public Hearings	2	
	3	Resolutions	8	
	3	Ordinances	3	

Work Study Meetings	1
Ad-Hoc Meetings – Utility	1
Liability Claims	1
Property Claims	1

Open Records Request

Name	Information Requested	Time Spent	Value	Billed	Denied
25-030601/ Hugh Gracey	Police Dash cam	>1 hour	10	0	
25-030701/ Lewis Head	PUD for 104 & 108 E Knight	>1 hour	10	0	
25-030702/ Open the Books	Vendor payee payment for the year 2024.	>1 hour	10	0	
25-031001/ David Gazzo	Personnel File	>1 hour	10	0	
25-031101/ Thomas Martin	Citation	>1 hour	10	0	
25-031201 / James Barnes	Building Permits fr 1/24 to 2/25	>1 hour	10	0	
25-031202/ Andrei Bogdan	County Fire Coverage Agreement	>1 hour	10	0	
25-031301/ Jennifer Stacey	Personnel File	>1 hour	10	\$10.20	
25-031401/ Don Fleming	Traffic Accidents/109 & Oak Hills	>1 hour	10	0	
25-031701/ Morgan & Morgan	Police Report and 911 Calls	>1 hour	10	0	No Open Record
25-031901/ Joseph White	Information from court	>1 hour	10	0	
25-032401/ Lisa Witucki	Dash Cam	>1 hour	10	0	No Record
25-032601/ Matthew Cole	Fire Department Pay Scale	>1 hour	10	0	
25-032601/ Shantelle Chanda	Body Cam from 12/23/24	>1 hour	10	0	



PORTLAND

Department of Utilities

Call 811 Before You Dig!
Portland, Tennessee

CITY OF PORTLAND

DEPARTMENT OF UTILITIES
100 SOUTH RUSSELL STREET
PORTLAND, TENNESSEE 37148
Telephone (615) 323-1437

PDU Admin. Work Report March 2025

Service Taps Issued

The WTP has a capacity of approximately 3.0 MGD. Existing peak demand plus all proposed development results in a projected peak demand of 3.784 MGD.

Single Taps

- Water: 33 taps
- Sewer: 26 taps
- Gas: 11 taps

Development Taps

Utility	Original Letter	First Renewal	Second Renewal
Water	143	0	107
Sewer	143	0	107
Gas	0	0	0

City Projects

- Non-Competitive ARPA Grant Projects:
 - a. Masons 12" Connector Line – Water is 94% complete. Waiting on Oak Hill Tank to be completed.
 - b. Oak Hill Water Line – Water is 97% complete. Waiting on Oak Hill Tank to be completed.
 - c. Oak Hill Tank – Tank is 62% complete. Phoenix Contractors started erecting the base of the tank.
- Competitive ARPA Grant Projects
 - a. Regionalization Project – Partnership with Gallatin, Westmoreland, & CSBWUD – All entities have had Bid Openings: GPU was December 12th (\$11,831,800), Westmoreland was December 19th (\$572,790), CSBWUD was January 14th (\$4,110,942.50), and PDU was January 15th (\$8,337,300.00). Portland City Council voted for the intent to pursue 3 MGD capacity with the project, Award Scenario A, and to pursue funding for cost overruns.
 - b. Water Resource Protection Grant – WTP and City Lake Improvements – Design is 50%
- WWTP Phase II Improvements – Construction is 99.5% complete. The contractor is finishing up the punch list to finish the project.
- 2" Service Line Replacement – 9 out of 17 service lines have been replaced.
- Sandye Avenue Sewer – 99% complete. As-builts need to be resubmitted and approved.
- 2024 Sewer Point Repairs – 32 out of 53 items have been repaired.

Private Development

- Sandye Ave Water – 10% complete.
- Twin Lakes – Sewer installation has begun – 65% complete
- Bracken Estates - Sewer installation has begun – 90% complete awaiting testing
- Sumner Pointe Apartments Magnolia Springs Blvd – Completed
- Parkside Pointe:
 - Onsite Sewer – Lift Station is installed. Phase 2 to 5 sewer has been installed but not tested.
 - Onsite Water – Phase 2 to 5 water main has started being installed but not tested.
- Red River and Highland – 6" Waterline – 75% complete. Waiting on creek directional drill and testing.
- Fire Meters Installed – SFW (323 Victor Reiter Pkwy), Tristar Medical Center (105 Redbud Dr), Curtis Kirby (233 Kirby Dr), Packing Fulfillment (123 Kirby Dr), Tractor Supply (404 Hwy 52W), PWS Products (9520 Eubanks Rd)



PORTLAND

Department of Utilities

Call 811 Before You Dig!

Portland, Tennessee

CITY OF PORTLAND

TIM SUDDARTH – WTP CHIEF OPERATOR

298 PORTLAND LAKE RD.

PORTLAND, TENNESSEE 37148

Telephone 615-325-6776 ext.192

Telephone 615-566-7074

Email TSuddarth@cityofportlandtn.gov

Portland WTP Report for Month of March 2025

- Submitted February 2025 DMR via the EPA CDX online portal.
- Submitted February MOR's via certified mail.
- Cleared debris from the bridge underdrains on Portland Lake Rd.
- Collected 2,4D, sodium and nitrate samples. Delivered to Pace Analytical in Mt Juliet.
- Cleaned chemical containment basin in preparation of installing the new tank.
- Received bids for upgrading chemical feed pumps.
- Emailed chemical bid packets to chemical vendors.
- Calibrated turbidimeters.
- Brandon Roberts placed the 2024 Water Quality report on the city website 3/18/25.
- Replaced GFCI at Oak Grove tank site flow meter.
- John David with Meter Works of TN repaired damaged equipment at oak Grove tank site flow meter.
- Tom Kearney with Thomas Controls programmed new PLC at the oak Grove tank site.
- LabtronX calibrated lab equipment.
- Replaced GFCI in raw water meter vault.
- Calibrated hydrogen sensor at Microchlor OSHG.
- Replaced check valve and pump tube at sodium permanganate feed pump.
- John Brown with Top-of-the-Line Plumbing repaired a leak at the Microchlor OSHG.
- Processed bac-t samples for CSBUD and the City of Westmoreland water system.
- Verified genset weekly exercises WTP and both booster sites.
- Checked monitoring wells at City Lake.
- Collected and processed 25 bac-t compliance samples.
- Routine maintenance was performed on schedule.
- Produced 67,331,000 gallons of potable water for distribution to customers.



PORTLAND

Department of Utilities

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Portland, Tennessee

CITY OF PORTLAND

THOMAS O'LOUGHLIN – HEAD UTILITIES INSPECTOR

100 SOUTH RUSSELL STREET

PORTLAND, TENNESSEE 37148

Telephone 615-670-3977

Email Address: toloughlin@cityofportlandtn.gov

March 2025 MONTHLY REPORT

WATER DISTRIBUTION DEPARTMENT

(14) Service Leaks

(3) Main Break Repairs

(26) New services installed

(3) ¾" Service Renewal

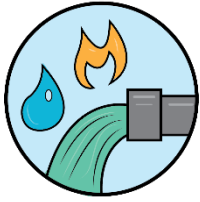
(2) Post hydrants installed

Flushing

Traffic

Cut off Lists

Locates



PORTLAND

Department of Utilities

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Portland, Tennessee

CITY OF PORTLAND

PORTLAND NATURAL GAS

LUCAS BAKER – GAS SUPERVISOR

100 S RUSSELL ST

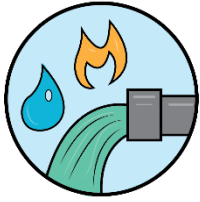
PORTLAND, TENNESSEE 37148

Office: (615) 325-6776, ext. 187

Email Address: lbaker@cityofportlandtn.gov

Gas Dept Monthly Report – March 2025

- March Gas Usage at each Gate Station:
 - Leath: 17,501.74 MCF
 - TGT: 57,536 MCF
 - Robertson Co Station: 4614.55 MCF
- 6 Gas Services installed consisting of 1,627 of ¾" service line pipe
- 2 abandoned gas service
- 2 Gas Main Leak Repairs
- 2 Gas Service Line Leak Repairs
- 3 Gas Valve Leak Repairs
- 2 Coating Damage Repairs
- 1 Meter sets replaced due to gas leaks
- 9 Yard Repairs
- TPUC Inspection Operator Qualification Plan – No Violations or Citations
- Operator Qualification Testing of Gas Personnel
- Began 2025 Leak Survey -Business District and SE Quadrant-TPUC Requirement
- Quarterly Parts Inventory Count
- Gas Leak Investigations/Odor Complaints (indoor and outdoor)
- Quarterly Patrolling -TPUC Requirement
- Various gas pressure checks -increased number this month due to colder temperatures/increased usage
- Air Test Inspections
- Daily monitoring of Gate Stations and odorant injection
- Daily work orders and Tennessee One Calls
- Monthly Odorant Sniff Test – TPUC requirement



PORTLAND

Department of Utilities

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Portland, Tennessee

CITY OF PORTLAND

PORTLAND SEWER COLLECTION

JONATHAN HARRISON – SEWER COLLECTION SUPERVISOR

100 SOUTH RUSSELL STREET

PORTLAND, TENNESSEE 37148

OFFICE: (615) 323-1437

Sewer Collections Monthly Report – (March. 2025)

- 1599– CS Check Stations consisting of 87 pump stations biweekly & 68 the other days.
- 215 - 811 Locates
- 47 – SC Service Calls
- 2 - Telemetry alarms repair required
- 168 Hrs. - LSM Lift Station Maintenance
- 10 – LSR Lift Station Repairs
- 1 – FMR Force Main Repair
- 30 – YR Yard Repairs & overflows cleaned up total of 61 Hrs.
- 9 Hrs.– HYDRO Excavation.
- 1- HOD Helping other Departments w/ CCTV & Vac Truck.
- 56 Hrs. - Monthly CCTV searching for I&I Locations and inspections.
- 4– SLR Service Line Repairs
- 1 Main Line Repair
- 24 Hrs.- INI search
- 13- SLIN Service line inspection
- 41 Hrs. - Monthly OSHA Safety Training & OTJ Training.
- 23 HRS- Shop Work
- 25 HRS- Equipment Maintenance.
- 184 HRS Office Work & Excell Class at TCAD.
- 25 Overflows for the month of March 2025.

Jonathan Harrison
Collections System Supervisor.



WWTP Monthly Report – March 2025

Construction is complete, we are currently running all 3 SBR’s with good results.

- Total Influent Flow- 72.78 mgd
- Total Effluent Flow- 54.72 mgd
- Peak Influent Flow- 4.31 mgd
- Peak Effluent Flow- 4.10mgd
- Total Rainfall- 7.81”
- Peak Rainfall- 4.13”

DATE	Total Influent Fow	Total Effluent Flow	Peak Flow Influent	Peak Flow Effluent	Total Rainfall	Peak Rainfall
Jan-25	78.52 mgd	61.44 mgd	3.08 mgd	4.87 mgd	3.75"	1.13"
Feb-25	89.13 mgd	68.27 mgd	4.79 mgd	4.54 mgd	10.1"	4.59"
Mar-25	72.78 mgd	54.72 mgd	4.31 mgd	4.10 mgd	7.81"	4.13"

Testing Requirements

- Chemical Biological Oxygen Demand (CBOD) -3x’s a week
- Ammonia -3x’s a week
- Total Suspended Solids (TSS) - 3x’s a week
- Nitrogen – 2x’s per month
- Phosphorus - 2x’s per month
- Mercury - 2x’s per month
- Escherichia Coli (E.coli) - 3x’s a week
- Mixed Liquor Suspended Solids (MLSS) - 3x’s a week
- Chlorine Residual – 5x’s a week
- Dissolved Oxygen (DO) 5x’s a week
- Settable Solids – 5x’s a week
- Potential of hydrogen- (PH)– 5x’s a week

We do E.coli, MLSS, PH, Settable solids, Chlorine residual and DO in house. All other testing is sent to Waypoint labs.



**BOARD OF MAYOR AND ALDERMEN
Minutes for April 7, 2025 at 5:00 PM**

1. Call to Order

Mayor Mike Callis called the meeting to order at 05:00 PM.

2. Prayer and Pledge

Mayor Mike Callis led the prayer and pledge.

3. Roll Call

Present: Alderman Cole, Alderman Ellis, Alderman Hall (left at 7:42pm), Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall

Also, Present: Mayor Mike Callis, City Attorney John Bradley, Finance Director Rachel Slusser, City Recorder Tracy Kizer

4. Approval of Agenda

Motion to: Approve

By: Vice-Mayor Thompson

Second: Alderman Jennings

Motion to: Move Public Comments before Presentation

By: Alderman Woodall

Second: Alderman Jennings

Yes: Alderman Cole, Alderman Ellis, Alderman Hall, Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall

Amendment Passed (voice vote)

Vote to: Approve Amended Agenda

Yes: Alderman Cole, Alderman Ellis, Alderman Hall, Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall

Amended Agenda Passed (voice vote)

5. Presentation

A. CEC presentation on Airport Road detention - Steve Casey, civil engineer with Civil & Environmental Consultants, Inc. presented an Analysis of the Highway 52 area and opened the floor for questions.

- Discussion was held about available grants, dirt removal, cost of construction and building of the basin.
- It was explained that the change order amount covers the engineering analysis of the area.
- Until the analysis is completed, the cost of implementing is unknown. To excavate the basin can be estimated at a cost of 2 million dollars.
- Steve Casey advised that the basin is only one part of the solution and, once completed, may help 30% of the water drainage on Jim Courtney and 21% on Lindsay Cala Court.

6. Public Hearing

A. Resolution No. 25-18 - A Resolution to annex property at 700 and 706 North Broadway, containing 27.8 +/- acres upon written consent of the owner and to adopt a plan of services.

- No one spoke

7. Public Comment Period

1. Lacey Ray - 149 Cornorstone Blvd - concerns about water bill
2. Leona Rhodes - 106 Old Westmoreland Rd. - concerns about water bill
3. Trudy Crafton - 108 TGT Rd - Against Res 25-18
4. Randy Gilliam - 108 Oak Hill - Against Res 25-18

8. Communications from Council Members - Alderman Woodall reminded everyone of the:

- Easter Egg hunt Sunday, 4/13/25 at Richland Park starting at 2 pm.
- The Pickleball court is open in Richland Park Gym. Additional information is on the Facebook page.
- The Richland Park Gym is open for walking from 7 am-10 am Monday through Friday.

Alderman Cole wants the Board to consider tornado sirens.

9. Mayor’s Report

- A committee of volunteers has been formed for the 2026 US Celebration and will bring recommendations to the Board.
- The new Oak Hill water tank will be finished soon and will be painted to honor the PHS girls' volleyball team.
- The renovated Football Stadium just had a new press box installed.
- Some updates to legislation coming soon; to update court fees & preparing for the sales tax referendum coming up in 2026.
- The annual Portland clean-up day had lots of volunteers and was a successful event.
- Planning will discuss specialty smoke shops and suggested zoning changes, limiting the number of shops, to the Board.
- Preserving Portland had the last public meeting and can still go to preservingportland.org to give them your input.
- The 109 bypass construction will begin this fall.
- The Strawberry Festival will be in a few weeks. The strawberries have been removed for new paint and will be back by the festival on May 9 & 10, 2025.
- The Board will hear a Resolution for approval of the splash pad for Richland Park.
- Several years ago, the Board decided to go Code Red warning system. Nashville's tornado sirens did not work because the batteries ran out. If the city decided they wanted sirens, several would be needed across the community. Currently, Code Red is used for weather warnings and other items such as road closures, community updates, utility emergencies and other events. Because of all the uses, the Mayor requested to keep the Code Red system.

10. Consent Calendar

Motion to: Approve
By: Alderman Woodall
Second: Alderman Cole
Yes: Alderman Cole, Alderman Ellis, Alderman Hall, Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall

Motion Passed (voice vote)

- A.** Ordinance No. 25-09 – Second Reading - An Ordinance to repeal and replace Title 8 Chapter 1 Intoxicating Liquors of the Municipal Code of the City of Portland.
- B.** Ordinance No. 25-10 –Second Reading - An Ordinance to repeal and replace Title 7 Fire Protection and Fireworks Chapter 6 Fireworks of the Municipal Code of the City of Portland.
- C.** Minutes from March 17, 2025 Work Study and Council Meeting
- D.** Department Reports

11. Community Development – Vice-Mayor Megann Thompson
- No Items

12. Finance – Alderman Vince Ellis
- No Items

13. Fire Department – Alderman Jody McDowell

- A.** Resolution No. 25-28 - A Resolution to purchase a new fire engine and necessary equipment beginning in fiscal budget year 2027/2028 not to exceed \$1,300,000.
Motion to: Approve
By: Alderman McDowell
Second: Vice-Mayor Thompson

Discussion: Chief Thornton reviewed the engine replacement schedule. This commitment will put the City on the list for a truck in 2028 at a guaranteed price along with a 5% discount and a 35-to 38-month lead time, payable on delivery.

Discussion was held about current engines, repairs, funding, and when funds would be needed.

It was noted that this would provide an engine if there is an additional Fire Hall built.

Yes: Alderman Cole, Alderman Ellis, Alderman Hall, Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall

Motion Passed (voice vote)

14. Human Resources – Alderman Vince Ellis

- A.** Ordinance No. 25-08 –Second Reading – An Ordinance to repeal and replace Ordinance No. 20-07 Personnel Policy for the City of Portland, TN.

Motion to: Approve

By: Alderman Ellis

Second: Alderman Cole

Discussion: Director Hazel Johnson reviewed the revision highlighted in the Ordinance.

Motion to: Amend 5.10 by removing compensatory time will precede the use of sick and vacation time for FMLA and treated like all other employees.

By: Vice-Mayor Thompson

Second: Alderman Cole

Yes: Alderman Cole, Alderman Ellis, Alderman Hall, Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall

Motion to Amend Passed (voice vote)

Motion to: Approve amendments as presented (highlighted in yellow).

By: Alderman Woodall

Second: Alderman Ellis

Yes: Alderman Cole, Alderman Ellis, Alderman Hall, Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall

Motion to approve amendments presented Passed (voice vote)

Vote to: Approve Amended Ordinance

Yes: Alderman Cole, Alderman Ellis, Alderman Hall, Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall

Motion Passed to approve amended Ordinance (voice vote)

15. Legislative – Mayor Mike Callis

- No Items

16. Municipal Airport – Alderman Mike Hall

- No Items

17. Parks & Recreation – Alderman Brian Woodall

- A.** Ordinance No. 25-12 - First Reading - An Ordinance to enter into an agreement with Olympian Construction Co., LLC for construction of the Splashpad at Richland Park.

Motion to: Approve

By: Alderman Woodall

Second: Alderman Cole

Discussion: Director White explained the rebid process and what was taken out of the project and how the items will eventually be added back. The grant will cover 50% of the cost. Finance Director Slusser explained where the additional funding would come from, and no additional money would need to be borrowed. Director White also advised the water will be reused through a 5000-gallon tank that will be emptied and cleaned twice a year.

Yes: Alderman Cole, Alderman Ellis, Alderman Hall, Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall

Motion Passed (voice vote)

Alderman Woodall said there is a small issue with the roof of the Richland Park gym. Director White suggested that a roofing company look to see what the issue is and the cost to repair, because the patches are not working, and it continues to leak on the new floor. Alderman Woodall suggested there may be funds left over from the Dan Jenkins building.

18. Planning & Codes – Vice-Mayor Megann Thompson

- A.** Ordinance No. 25-01 – Second Reading - An Ordinance amending Title 12 Chapter 6 of the Portland Municipal Code by adding Section 12-603 Dangerous Buildings.

Motion to: Approve

By: Vice-Mayor Thompson

Second: Alderman Woodall

Discussion: Mayor Callis reviewed that changes have been made and are highlighted in the document.

Motion to: Approve amendments as presented (highlighted in yellow).

By: Vice-Mayor Thompson

Second: Alderman McDowell

Yes: Alderman Cole, Alderman Ellis, Alderman Hall, Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall

Motion to approve amendments presented Passed (voice vote)

Vote to: Approve Amended Ordinance

Yes: Alderman Cole, Alderman Ellis, Alderman Hall, Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall

Motion Passed to approve amended Ordinance (voice vote)

- B.** Ordinance No. 25-11 –Second Reading - An Ordinance to authorize the Mayor to enter into a Developer’s Agreement with Steven Staggs for the water improvements, including the installation of a new 8-inch water main through the development, a new 8-inch water main along College Street and a new 8-inch sewer main throughout the development, for the Ruby Springs Development, located at 780 College Street, Portland, Tennessee.

Motion to: Approve

By: Vice-Mayor Thompson

Second: Alderman Cole

Discussion: Director Price reported there were some changes, including fees and capacity letter. Changes are highlighted in the document.

Motion to: Amend as noted in highlighted document

By: Vice-Mayor Thompson

Second: Alderman Ellis

Yes: Alderman Cole, Alderman Ellis, Alderman Hall, Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall

Motion to amend Passed (voice vote)

Vote: as amended

Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall

Motion Passed as amended (voice vote)

- C.** Ordinance No. 25-06 – First Reading - An Ordinance to amend the City of Portland, Tennessee zoning map by rezoning 700 and 706 North Broadway, from county RR (Rural Residential), RS-20(Low Density Residential) and RS-40 (Low Density Residential) to PUD (Planned Unit Development).

Motion to: Approve

By: Vice-Mayor Thompson

Second: Alderman Jennings

Motion to: Suspend the Rules so the developers can speak

By: Alderman Jennings

Second: Alderman McDowell

Yes: Alderman Cole, Alderman Ellis, Alderman Hall, Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall

Motion Passed (voice vote)

Discussion: Developer Caleb Fequa spoke to the Board about his success with other developments in the area. Mr. Fequa also advised the property owner agreed to install a traffic light. Discussion was held about the timeline of building and road changes, roundabout, traffic light, construction entrance, water tap approval and changes to Highway 109 with the bypass completion.

Vice-Mayor Thompson spoke about the Planning Commission's role, the process the developer has been through with this PUD, what the Board wants to see in development, the expenses involved in the PUDs, the approval of the PUD Ordinance and the steps involved in the PUD approval process.

Vote to: Approve

Yes: Alderman Jennings, Vice-Mayor Thompson, Alderman Woodall

No: Alderman Cole, Alderman Hall, Alderman McDowell

Abstain: Vince Ellis

Tie-break vote:

Yes: Mayor Callis

Motion Passed (roll call vote)

- D.** Resolution No. 25-18 - A Resolution to annex property at 700 and 706 North Broadway, containing 27.8 +/- acres upon written consent of the owner and to adopt a plan of services.

Motion to: Approve

By: Vice-Mayor Thompson

Second: Alderman Woodall

Yes: Alderman Ellis, Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall

No: Alderman Cole, Alderman Hall

Motion Passed (voice vote)

19. Police Department – Alderman Drew Jennings

- No Items

20. Public Works – Alderman Brian Woodall

- A.** Discussion - Airport Rd detention basin Mayor Callis requested a more in-depth explanation of the model. Steve Casey, with CEC, explained the model in depth, saying it would provide more information, including mapping, and improved scenarios. Discussion was held about the model benefits, estimated cost, grants, and what the Board wants as an outcome. Mayor Callis suggested thinking about the model benefits and moving forward on the detention area would be costly. Director Cobb said the funding was in the department's budget. Director Carlton Cobb and Assistant Director Corbin Keen said they would like to have the information that the study will provide and may be able to make improvements in house.

Motion to: Request to move forward on modeling, at a cost of \$18000.

By: Alderman Woodall

Second: Alderman Ellis

Discussion Alderman Hall questioned if EPA would be involved. Mr. Casey advised it may be involvement in certain areas.

Yes: Alderman Cole, Alderman Ellis, Alderman Hall, Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall

Motion Passed (voice vote)

- B.** Discussion - Rates, fees and billing Discussion was held about reported increases in water bills could be due to newly installed meters that would make a difference in usage amounts, a rate increase of 5% voted in December 2022 and dripping of faucets during cold weather. Business Office Director Kristi Gibbs spoke about calls she received. She said some bill increases were due to meter changes. Most customers had higher gas bills, and some due to dripping faucets during cold weather.

21. Utility Infrastructure – Alderman Charles Cole

- A.** Resolution No. 25-29 – A Resolution amending the engineering agreement with OHM Advisors, approved by Ordinance 21-37 & Resolution 23-77 for additional construction phase services and construction project observation for the Oak Hill Water System Improvements ARPA in the amount of \$670,120.

Motion to: Approve

By: Alderman Cole

Second: Vice-Mayor Thompson

Discussion: Director Price advised that an amendment is needed because of a typo. Change from \$670,120 to \$58,000 in the first sentence.

Motion to: Amend by changing \$670,120 to \$58,000 in the first sentence.

By: Alderman McDowell

Second: Alderman Cole

Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall

Absent:: Alderman Hall

Motion to amend Passed (voice vote)

Vote to: Approve as amended

Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall

Absent:: Alderman Hall

Motion Passed as amended (voice vote)

- B.** Ordinance No. 25-13 – First Reading – An Ordinance to rescind and replace in its entirety Ordinance 24-65, the developer’s agreement with Steve Kirby on the Twin Lakes Residential Subdivision, which is now in the name of the developer 925 Broadway LLC for the project located at 925 North Broadway in Portland, Tennessee.

Motion to: Approve

By: Alderman Cole

Second: Vice-Mayor Thompson

Discussion: Director Price reported the developer wanted gas utilities added to the subdivision.

Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall

Absent: Alderman Hall

Motion Passed (voice vote)

- C.** Ordinance No. 25-14 – First Reading - An Ordinance to authorize the mayor to enter into a developer’s agreement with Javavision Portland Property LLC to pay-in-lieu of installing 153 feet of twelve (12) inch water main for the entire length of their road frontage along Hwy 52W, for the Scooter’s Coffee development, located at 413 Highway 52W, in Portland, Tennessee.

Motion to: Approve

By: Alderman Cole

Second: Alderman Woodall

Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall

Absent:: Alderman Hall

Motion Passed (voice vote)

- D.** Ordinance No. 25-15 – First Reading - An Ordinance for the City of Portland to enter into a contract with the Tennessee Department of Transportation (TDOT) for relocation of water utilities within the proposed State Route-109 (Portland bypass), from State Route-52, west of Portland, to existing State Route-109, north of Portland.

Motion to: Approve

By: Alderman Cole

Second: Alderman Woodall

Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall

Absent:: Alderman Hall

Motion Passed (voice vote)

- E.** Ordinance No. 25-16 – First Reading – An Ordinance for the City of Portland to enter into a contract with the Tennessee Department of Transportation (TDOT) for relocation of sewer utilities within the proposed state route 109 (Portland bypass), from state route-52, west of Portland, to existing state route-109, north of Portland.

Motion to: Approve

By: Alderman Cole

Second: Alderman McDowell

Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall

Absent:: Alderman Hall,

Motion Passed (voice vote)

- F.** Ordinance No. 25-17 - First Reading - An Ordinance for the City of Portland to enter into a contract with the Tennessee Department of Transportation (TDOT) for relocation of gas utilities within the proposed state route 109 (Portland bypass), from state route 52, west of Portland, to existing state route 109, north of Portland.

Motion to: Approve

By: Alderman Cole

Second: Alderman Woodall

Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall

Absent:: Alderman Hall

Motion Passed (voice vote)

- G.** Resolution No. 25 – 30 - A Resolution authorizing change order #6 extending the contract time one hundred and twenty (120) additional days with Cumberland Pipeline, LLC for the Masons Tank 12-inch connector American Rescue Plan (ARP) Project.

Motion to: Approve

By: Alderman Cole

Second: Vice-Mayor Thompson

Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall

Absent:: Alderman Hall

Motion Passed (voice vote)

- H.** Resolution No. 25-31 – A Resolution authorizing change order #6 extending the contract time one hundred twenty (120) additional days with Cumberland Pipeline, LLC for the Oak Hill Water System Improvements American Rescue Plan (ARP) Project.

Motion to: Approve

By: Alderman Cole

Second: Vice-Mayor Thompson

Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall

Absent:: Alderman Hall

Motion Passed (voice vote)

Adjournment

Motion to Adjourn by Alderman Jennings; Second by Vice-Mayor Thompson;

Motion passed by voice vote to **adjourn at 07:45 PM.**

Mike Callis, Mayor

Tracy Kizer, City Recorder

RESOLUTION

City of Portland, Tennessee

No. 25 – 33

A RESOLUTION APPROVING A CERTIFICATE OF COMPLIANCE FOR GIRISH PANCHAL OF KR WINE AND SPIRITS LOCATED AT 5500 HWY 31W

WHEREAS, Girish Panchal has applied to the City of Portland for a Certificate of Compliance; and

WHEREAS, the application for Certificate of Compliance for KR Wine & Spirits located at 5500 Hwy 31W has been reviewed and recommended for approval; and

WHEREAS, this Certificate of Compliance cannot be traded, sold, or otherwise transferred and failure to comply with all city and state regulations may render this certificate void; and

WHEREAS, this Certificate of Compliance may expire one (1) year from the date of passage if the business is not open and operational; and

WHEREAS, passage of this Resolution would render any other Certificate of Compliance held by the petitioner invalid in compliance with Title 8, Chapter 1, 8-122.1 of the Portland Municipal Code; and

NOW, THEREFORE BE IT RESOLVED by the Mayor and Board of Aldermen of the City of Portland hereby approves the Certificate of Compliance for Girish Panchal of KR Wine & Spirits located at 5500 Hwy 31W; and

BE IT FURTHER RESOLVED that the Resolution shall become effective upon its passage, the public welfare requiring it.

Mike Callis, Mayor

Tracy Kizer, Assistant City Recorder

Approved this

ORDINANCE

City of Portland, Tennessee

No. 25 – 25

First Reading

AN ORDINANCE CALLING FOR A REFERENDUM FOR THE PURPOSE OF INCREASING INVESTMENT IN CITY SERVICES SUCH AS PARKS ROADS AND PUBLIC SAFETY BY MAXIMIZING THE LOCAL OPTION SALES TAX BY A HALF-PENNY PER DOLLAR IN THE CITY OF PORTLAND TENNESSEE HEREBY KNOWN AS THE PORTLAND INVESTMENT ACT

WHEREAS, the City of Portland recognizes that pursuant to the authorization in T.C. A. § 67-6-701, et seq., the Local Option Revenue Act, municipalities may, upon approval of a majority of their citizens voting on the issue, levy a local option sales tax rate up to 2.75% which is an increase of a half-penny per dollar; and

WHEREAS, the present local option sales tax rate in the City of Portland within Robertson County is already 2.75% and the present local option sales tax rate in the City of Portland within Sumner County is 2.25%; and

WHEREAS, the present local option sales tax rate in the City of White House is 2.75%, in the City of Gallatin is 2.75%, in the City of Hendersonville is 2.75%, and in all of Robertson County is 2.75%; and

WHEREAS, in order to limit the burden of property owners, the Portland Investment Act seeks to fund the increasing cost for public safety, roads, and parks through a uniform local option sales tax rate within all parts of the City by increasing the current rate by a half-penny per dollar so that everyone living and doing business in the community has the opportunity to help fund these vital services; and

NOW THEREFORE BE IT ORDAINED, by the Mayor and City Council of the City of Portland, Tennessee hereby approve the Portland Investment Act as follows:

Section 1. Subject to the referendum required by the Local Option Revenue Act, the local sales and use tax is hereby to be uniform within all parts of the City of Portland by increasing the current rate by a half-penny per dollar to a maximum total of 2.75%.

Section 2. The Sumner County and Robertson County Election Commissions are hereby requested to hold a referendum on whether to increase the local option sales tax as described in Section 1 above, as required by law.

Section 3. If a majority of those voting in said referendum vote for the uniform tax rate imposed by this ordinance, collection of the increased tax levied by this ordinance shall begin on the first day of the month occurring thirty (30) days after the Election Commission makes its official canvass of the election returns.

Section 5. The Tennessee Department of Revenue shall collect the additional tax imposed by this ordinance, concurrent with the collection of the state and local tax now being collected for the City of Portland, in accordance with the rules and regulations which may be amended, added, or rescinded by the Tennessee Department of Revenue.

Section 6. The Finance Director of the City of Portland is designated to receive any notice of a payment made under protest, and shall be notified of suit brought for recovery of any tax, penalty, and interest which the Tennessee Department of Revenue has collected and which is alleged by the taxpayer to be illegal or improper.

Section 7. A certified copy of this ordinance shall be transmitted to the Tennessee Department of Revenue and the Robertson County and Sumner County Election Commissions. The Voter Registrars of the respective counties are requested that the following question be placed on the May 2026 election:

Shall the Portland Investment Act (Ordinance No. 25-25) for the purpose of investing in vital City services such as parks, roads, and public safety, by increasing the City's sales tax by a half-penny per dollar be approved?

FOR the Ordinance _____
AGAINST the Ordinance _____

Section 7. This Ordinance shall take effect thirty (30) days from and after its passage, the public welfare requiring it.

Mayor Mike Callis

Attest: Tracy Kizer, City Recorder

Passed First Reading:

Passed Second Reading:

ORDINANCE

City of Portland, Tennessee

No. 25 – 18

First Reading

AN ORDINANCE TO AMEND THE CITY OF PORTLAND, TENNESSEE ZONING MAP BY REZONING 0 RIGGS AVENUE, (MAP 33 and 39 PARCELS 107.01 AND 012.00) FROM RS-20 (RESIDENTIAL) TO PUD (RESIDENTIAL PLANNED UNIT DEVELOPMENT)

WHEREAS, the City of Portland desires to amend the official zoning atlas of the City; and

WHEREAS, the City of Portland believes that such amendment will promote, protect, and facilitate the public health, safety, and welfare of the community through coordinated and practical land use and land development for the betterment of Portland's population; and

WHEREAS, the Portland Municipal Planning Commission recommended approval of the rezoning to PUD (Residential Planned Unit Development) by a vote of 7-0 at their March 11, 2025, meeting.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland, Tennessee, as follows:

Section 1. That the property described herein be, and the same is hereby, rezoned from County R-20 (Residential) to PUD (Residential Planned Unit Development)

Approximately 34.97 acres more or less, located at 0 Riggs Avenue as shown on the attached map.

For reference, see Record Book 4117, Page 781-782 and Record Book 4928, Page 481-482, in the Register's Office of Sumner County, Tennessee, and being shown as Map 33 and 39, Parcels 107.01 and 012.00 for Sumner County, Tennessee.

BE IT FURTHER ORDAINED hat all Ordinances in conflict herewith are repealed to the extent of said conflict, and that this Ordinance shall become effect upon the annexation of the property and after its passage on final reading, the public welfare requiring it.

Mike Callis, Mayor

Attest: Tracy Kizer, City Recorder

Passed First Reading:
Notice Published:
Public Hearing
Passed Second Reading:



GENERAL NOTES:

1. THIS CONSTRUCTION PROJECT SHALL AT ALL TIMES AND IN ALL SITUATIONS PROCEED IN A MANNER CONSISTENT WITH THE CITY OF PORTLAND SUBDIVISION REGULATIONS, AND ALL OTHER APPLICABLE RULES, REGULATIONS AND LAWS OF ANY OTHER AUTHORITY WITH JURISDICTION TO GOVERN SUCH CONSTRUCTION. IT IS THE RESPONSIBILITY OF THE CONTRACTOR UNDERTAKING SUCH CONSTRUCTION ACTIVITIES TO INSURE FULL COMPLIANCE AT ALL TIMES.
2. THE CONTRACTOR SHALL KEEP A COPY OF THE CURRENT CITY OF PORTLAND SUBDIVISION REGULATIONS (INCLUDING SPECIFICATIONS FOR PUBLIC WORKS PROJECTS) ON THE CONSTRUCTION PROJECT AT ALL TIMES, AND REFERENCE SHALL BE MADE TO THEM FOR PROPER MATERIALS, METHODS, ETC. REGARDING CONSTRUCTION IMPROVEMENTS.
3. THE CONTRACTOR SHALL CHECK AND VERIFY ALL ELEVATIONS, DISTANCES, AND DIRECTIONS BEFORE STARTING WORK ON ANY SEGMENT OF THE PROJECT. IF THE CONTRACTOR HAS ANY QUESTIONS OR SUSPECTS THERE IS AN ERROR OR OMISSION WITHIN THE PLANS OR CONSTRUCTION STAKES, HE SHALL NOT PROCEED UNTIL THE ENGINEER OR HIS REPRESENTATIVE HAS BEEN FULLY NOTIFIED, HAS RESPONDED, AND HAS SPECIFICALLY STATED THE CONTRACTOR MAY PROCEED.
4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING ALL SURVEYING REFERENCE POINTS, HUBS, AND LOT CORNERS DURING THE CONSTRUCTION PROCESS AND SHALL BEAR THE EXPENSE FOR REPLACING ANY SUCH OBJECTS DAMAGED DURING CONSTRUCTION.
5. THE CONTRACTOR SHALL PROVIDE ALL NECESSARY NOTICES, OBTAIN ALL REQUIRED PERMITS AND PAY ALL FEES ASSOCIATED WITH SUCCESSFULLY COMPLETING THE CONSTRUCTION PROCESS, INCLUDING ALL PUBLIC INSPECTION FEES.
6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE CAUSED TO THIS OR ADJACENT PROPERTY, AND FOR INJURY TO ANY PERSON OCCURRING DURING OR AS A RESULT OF THE CONSTRUCTION PROCESS, WHETHER SUCH DAMAGE OR INJURY RESULTS FROM ANY ACTION OR LACK OF ACTION BY PRINCIPALS OF THE COMPANY, EMPLOYEES, SUBCONTRACTORS, OR SUPPLIERS. THE CONTRACTOR SHALL FURNISH AND INSTALL ALL NECESSARY TEMPORARY SAFETY DEVICES AND FOLLOW ALL ADVISABLE SAFETY PRACTICES NECESSARY TO INSURE THE SAFETY OF ALL PERSONS DURING THE CONSTRUCTION PROCESS. NEITHER THE OWNER NOR THE ENGINEER ASSUME ANY LIABILITY FOR MATTERS RELATING TO SAFETY AT THE CONSTRUCTION SITE.
7. ANY DAMAGE TO IMPROVEMENTS PRIOR TO FINAL PROJECT ACCEPTANCE BY CITY OF PORTLAND OR THE OWNER SHALL BE REPAIRED OR REPLACED AS NECESSARY TO MEET CURRENT SPECIFICATIONS. ALL EXPENSES ASSOCIATED WITH SUCH REPAIR OR REPLACEMENT SHALL BE PAID BY THE APPROPRIATE CONTRACTOR.
8. LOCATION OF EXISTING UTILITIES INDICATED ON THESE PLANS MUST BE CONFIRMED BY THE CONTRACTOR PRIOR TO CONSTRUCTION IN THE VICINITY OF ANY SUCH UTILITIES. THE CONTRACTOR IS FURTHER RESPONSIBLE FOR LOCATING ALL UTILITIES THAT MAY BE IN EXISTENCE ON THE PROJECT SITE BUT WHICH ARE UNKNOWN TO THE ENGINEER. ALL UTILITY LOCATION ACTIVITIES SHALL BE AT THE EXPENSE OF THE CONTRACTOR. THE CONTRACTOR SHALL BE RESPONSIBLE FOR REPAIR AND REPLACEMENT (AS DIRECTED) TO ANY UTILITIES DAMAGED DURING CONSTRUCTION. BEFORE ANY EXCAVATION HAS BEGUN ON THIS SITE CALL 1-800-351-1111 FOR UNDERGROUND UTILITY LOCATIONS.
9. EROSION CONTROL SHALL BE MAINTAINED THROUGHOUT THE PROJECT IN ACCORDANCE WITH THE TENNESSEE GENERAL PERMIT FOR CONSTRUCTION ACTIVITIES STORM WATER DISCHARGE. INSPECTION AND MAINTENANCE SHALL BE PERFORMED BY THE CONTRACTOR ON A REGULAR BASIS IN ACCORDANCE WITH THE STORM WATER POLLUTION PREVENTION PLAN.
10. BOUNDARY AND TOPOGRAPHIC SURVEY PROVIDED BY RICHARD GRAVES.
11. A TITLE SEARCH NOR TITLE POLICY WAS PROVIDED. THEREFORE, THIS SURVEY IS SUBJECTED TO THE FINDINGS OF AN ACCURATE TITLE SEARCH. ONLY DOCUMENTS NOTED HEREON WERE SUPPLIED TO THIS SURVEYOR. THERE MAY EXIST OTHER DOCUMENTS THAT WOULD AFFECT THE SUBJECT PROPERTY. THIS SURVEY DOES NOT CONSTITUTE A TITLE SEARCH.
12. ELEVATIONS AND CONTOURS WERE DERIVED USING RADIAL TRIGONOMETRY AND DIGITAL TERRAIN MODELING. CONTOUR INTERVALS ARE TWO (1) FOOT, AND THE SOURCE OF VERTICAL DATUM IS H.G.V.D. 1929.
13. BEARINGS SHOWN ARE BASED ON TENNESSEE STATE PLAN COORDINATE SYSTEM (NAD1983).
14. A REVIEW OF F.E.M.A. FLOOD INSURANCE RATE MAP, COMMUNITY PANEL NO. 47165C0134G, EFFECTIVE DATE 4/17/2012, SHOWS NONE OF THIS PROPERTY TO BE WITHIN THE 500 YEAR FLOOD PLAIN. PROPERTY IS IN "ZONE X" AND IS NOT IN A SPECIAL FLOOD HAZARD ZONE.
15. SUBSURFACE AND/OR ENVIRONMENTAL CONDITIONS WERE NOT EXAMINED OR CONSIDERED AS A PART OF THIS SITE PLAN.
16. ALL BUILDINGS, SURFACE IMPROVEMENTS, AND SUBSURFACE IMPROVEMENTS ON AND ADJACENT TO THIS SITE ARE NOT NECESSARILY SHOWN HEREON.
17. REFER TO THE UTILITY PLAN NOTES FOR ADDITIONAL INFORMATION RELATING TO THIS PROJECT.
18. PERFORMANCE STANDARD COMPLIANCE
ALL CONSTRUCTION AND USE OF THE PROPOSED FACILITY TO MEET THE APPLICABLE PERFORMANCE STANDARDS AS SET FORTH IN THE CITY OF PORTLAND ZONING ORDINANCE, SECTION 13.02.
19. INDUSTRIAL PRETREATMENT
THE PROPOSED PROJECT SHALL COMPLY WITH ALL APPLICABLE CROSS-CONNECTION CONTROL AND SEWER USE REGULATIONS.
20. THIS PROJECT IS NOT SET TO REACH ANY AGE DEMOGRAPHIC.

PAVING AND DRAINAGE NOTES:

1. DRAINAGE SYSTEM RIP-RAP SHALL BE PLACED IN SUCH A MANNER AS TO ACHIEVE MAXIMUM INTERLOCKING TIGHTNESS.
2. DURING CONSTRUCTION EXPOSE THE MINIMUM AREA OF SOIL FOR THE MINIMUM TIME POSSIBLE. CONTROL DUST BY WATERING OR OTHER METHOD APPROVED BY THE CITY OF PORTLAND.
3. EROSION SHALL BE CONTROLLED IN ACCORDANCE WITH THE GENERAL NPDES PERMIT FOR DISCHARGES OF STORM WATER ASSOCIATED WITH CONSTRUCTION ACTIVITIES (PERMIT NO. TN100000). IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO CONTROL EROSION FROM STORM WATER RUNOFF. PROVIDE NPDES PERMIT NUMBER AND NOC TO CITY OF PORTLAND ENGINEERING DIVISION WHEN RECEIVED.
4. ALL STUMPS, LARGE ROCK, CONCRETE, SCRAP MATERIALS, TRASH AND OTHER DELETERIOUS MATERIAL SHALL BE REMOVED FROM THE SITE BY THE CONTRACTOR AT NO ADDITIONAL EXPENSE TO THE OWNER.
5. COMPACTION REQUIREMENTS FOR ROADWAYS AND PAVEMENT - ALL FILL MATERIAL TO BE PLACED EVENLY AND IN A UNIFORM MANNER AT A MAXIMUM OF 8" LIFTS AND COMPACTED TO 95% STD PROCTOR ON ALL LIFTS. MOISTURE TO BE WITHIN 2% OF OPTIMUM DURING COMPACTION.
COMPACTION REQUIREMENTS FOR BUILDING PADS - ALL FILL MATERIAL TO BE PLACED EVENLY AND IN A UNIFORM MANNER AT A MAXIMUM OF 8" LIFTS AND COMPACTED WITH SHEEPS-FOOT VIBRATORY COMPACTOR TO 95% STD PROCTOR ON ALL LIFTS. MOISTURE TO BE WITHIN 2% OF OPTIMUM DURING COMPACTION.
6. PROJECT BENCHMARK:
XXXXXXXXXXXXXXXXXX
7. ALL DRAINAGE PIPE BELOW ROADWAYS TO BE:
CLASS III RCP (REINFORCED CONCRETE PIPE) WITH CLASS "B" BEDDING (COMPACTED MINERAL AGGREGATE TYPE A, GRADING D TO SPRINGLINE). TRENCH FILL TO BE MINERAL AGGREGATE TYPE A, GRADING D.

DRAINAGE PIPE OUTSIDE OF ROADWAY TO BE:
(1) CLASS I OR CLASS III RCP WITH CLASS "B" BEDDING (COMPACTED TO SPRINGLINE). TRENCH FILL TO BE NATIVE SOIL.

(2) OR HDPE (SMOOTH INSIDE BORE) WITH 6" OF STONE BEDDING AND BACKFILLED TO THE SPRINGLINE WITH MINERAL AGGREGATE TYPE A, GRADING D IN 4" LIFTS COMPACTED TO 95% STD PROCTOR. MINERAL AGGREGATE TYPE A, GRADING D THEN TO BE PLACED IN 6" LAYERS AND LIGHTLY TAMPED TO 12" ABOVE THE TOP OF THE PIPE CORRUGATION. REMAINDER OF BACKFILL TO BE NATIVE SOIL COMPACTED.
8. ALL DITCHES TO RECEIVE COVER TREATMENT AS SHOWN ON PLANS.
9. THE PAVING TRANSITION AT EXISTING STREETS SHALL BE SMOOTH IN BOTH HORIZONTAL AND VERTICAL ALIGNMENT, FIELD ADJUST AS NECESSARY.
10. CONTRACTOR SHALL OBTAIN A LAND DISTURBANCE PERMIT FROM THE CITY OF PORTLAND ENGINEERING DIVISION PRIOR TO GRADING.
11. REFER TO "GENERAL NOTES" FOR ADDITIONAL INFORMATION RELATING TO THIS CONSTRUCTION PROJECT.

STATEMENT OF FINANCIAL RESPONSIBILITY:

THE DEVELOPER, EAGLES HOMES,LLC, WILL BE FINANCIALLY RESPONSIBLE FOR THE DEVELOPMENT OF THIS PROJECT.

OWNERSHIP AND MAINTENANCE PROVISIONS:

THE OWNER, EAGLES HOMES,LLC, WILL PROVIDE MAINTENANCE OF SAID PROJECT.

PROJECT DESCRIPTION:

THIS PROJECT IS TO REZONE EXISTING LAND USED FOR AGRICULTURE TO A RESIDENTIAL PUD.

ESTIMATED BEGINNING OF CONSTRUCTION:

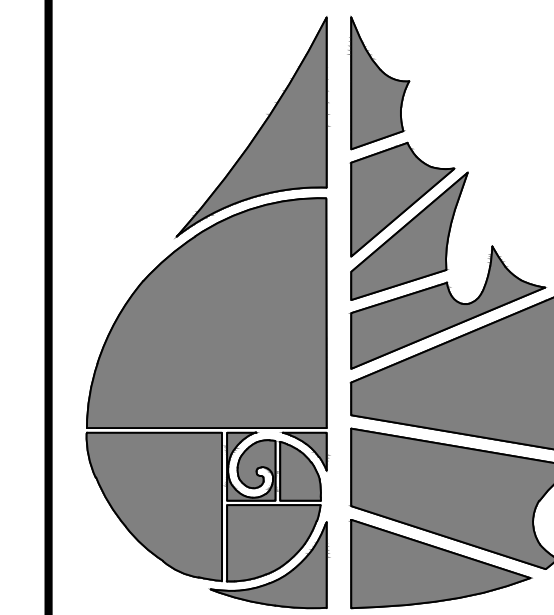
MARCH 2025

ESTIMATED COMPLETION OF CONSTRUCTION:

DECEMBER 2025

PLAN SHEET INDEX:

DESCRIPTION	SHEET
PROJECT NOTES	1
EXISTING CONDITIONS	2
OVERALL SITE LAYOUT	3A
SITE LAYOUT A	3B
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OVERALL PRELIMINARY UTILITIES	4A
PRELIMINARY UTILITIES	4B
PRELIMINARY UTILITIES	4C
PROPOSED OFFSITE WATER IMPROVEMENTS	4D
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PRELIMINARY PHOTOMETRIC PLAN	9



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03-05-25

RIGGS PLACE P.U.D. SUBDIVISION
PRELIMINARY MASTER DEVELOPMENT PLAN
RIGGS AVENUE
CITY OF PORTLAND
SUMNER COUNTY, TENNESSEE

PROJECT NOTES

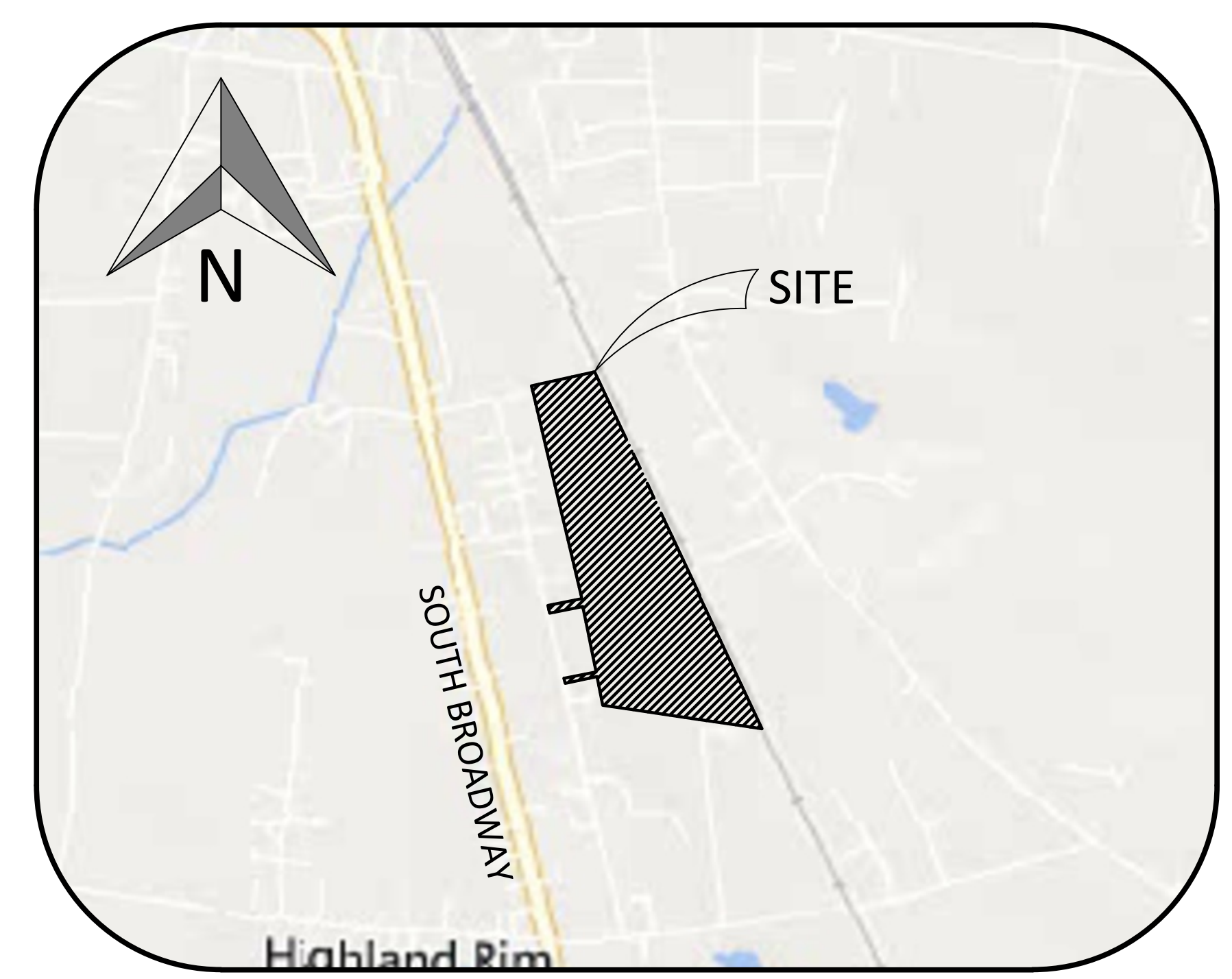
SITE DATA TABLE	
TOTAL PROJECT SITE AREA	34.97 ACRES
TOTAL NUMBER OF LOTS	165
80' LOTS	19
60' LOTS	30
TOWNHOMES	116
TOTAL LOT AREA	17.65 ACRES
MAXIMUM LOT SIZE	9164 SQ.FT
MINIMUM LOT SIZE	2000 SQ.FT
DENSITY	4.72 LOT/ACRES
TOTAL OPEN SPACE	10.16 ACRES
% OF OPEN SPACE	29 %

POPULATION INFORMATION	
ACCORDING TO THE U.S. CENSUS FOR THE CITY OF PORTLAND	
-AVERAGE OF 2.6 PERSONS PER HOUSEHOLD(2018-2022)	
-PERSONS UNDER AGE 5 - 7.7%	
-PERSONS UNDER AGE 18 - 26.1%	
-188 UNITS X 2.6P=489 PEOPLE	
-UNDER AGE 18 - 135.7	
-UNDER AGE 5 - 40.00	
-SCHOOL AGE - 95.7	

SITE DATA TABLE			
OWNER / DEVELOPER	OWNER: SHANNON DOUGLAS & CHERYL KENT 30 VAUGHN GAP RD NASHVILLE, TN, 37205	OWNER: JOHN CRAFTON 381 CRAFTON ROAD PORTLAND, TN, 37148	DEVELOPER: JOHN MCCLLOUD 195 OAK DRIVE PORTLAND, TN, 37148
SITE LOCATION	RIGGS AVENUE		
TAX MAP	033	039	
PARCEL	107.01	012.00	
ACREAGE	RB-4929 PG. 235	RB-4117 PG. 781	
CURRENT ZONE	RS-20	17.72 ACRES ±	17.25 ACRES ±
REQUESTED ZONE	RM-1 PUD		
EXISTING USE	AGRICULTURE		
PROPOSED USE	SINGLE FAMILY DETACHED AND ATTACHED		

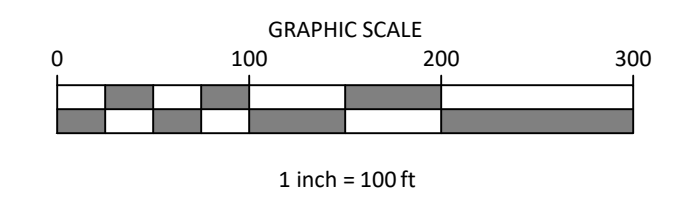
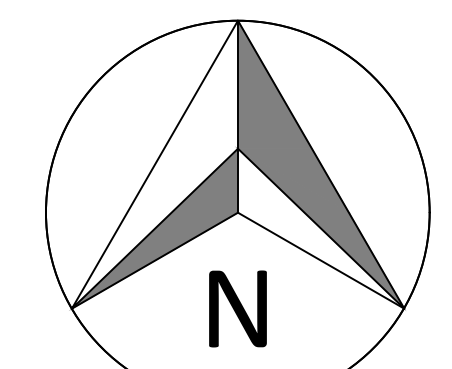
RM-1 PUD BULK AND AREA REGULATIONS		
	PROPOSED SINGLE FAMILY	PROPOSED TOWNHOME
MINIMUM LOT WIDTH	-	-
MINIMUM REQUIRED LOT AREA	-	-
FRONT YARD	20 FEET	20 FEET
SIDE YARD	7.5 FEET	7.5 FEET
REAR YARD	20 FEET	10 FEET
PARKING REQUIRED	1 SPACE PER UNIT	1.5 SPACES PER UNIT
PARKING PROVIDED - TOTAL PER UNIT	4 SPACES PER UNIT	4 SPACES PER UNIT
GARAGE	2 SPACES PER UNIT	2 SPACES PER UNIT
DRIVEWAY	2 SPACES PER UNIT	2 SPACES PER UNIT
OFF-STREET PARKING	19 SPACES	

UTILITY OWNERS			
WATER SEWER GAS	CITY OF PORTLAND PUBLIC UTILITIES 100 SOUTH RUSSELL STREET PORTLAND, TN 37148 (615) 323-1437	TELEPHONE	AT&T 2501 PARK PLACE NASHVILLE, TN 37203 (615) 344-5288
ELECTRIC	CUMBERLAND ELECTRIC MEMBERSHIP CORP. 207 SOUTH BROADWAY PORTLAND, TN 37148 (615) 325-4172	CABLE	COMCAST 840 SOUTH WESTLAND AVENUE GALLATIN, TN 37066 (615) 244-5900

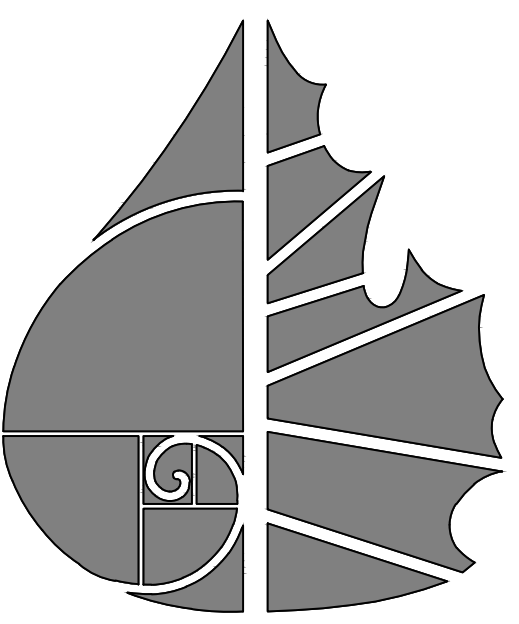


NO.	DATE	REVISION
1	01-08-2025	PER CITY COMMENTS
2	02-05-2025	PER CITY COMMENTS

SHEET NO.
1
SHEET 1 OF 23
PROJ. #23.099G DATE: 11 DECEMBER 2024

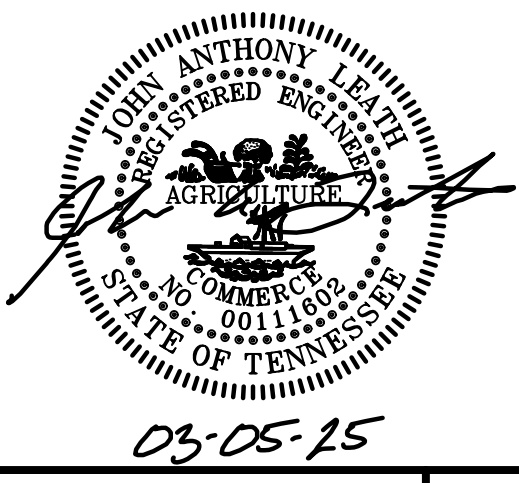


- LEGEND**
- CONCRETE MONUMENT (OLD)
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 - UTILITY POLE W/ LIGHT
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 - FIRE HYDRANT
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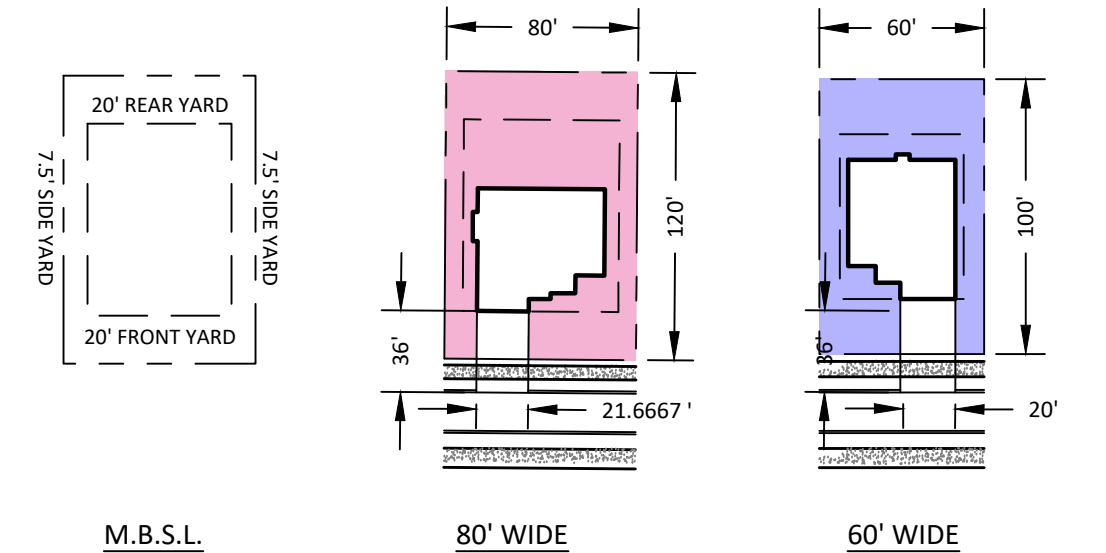
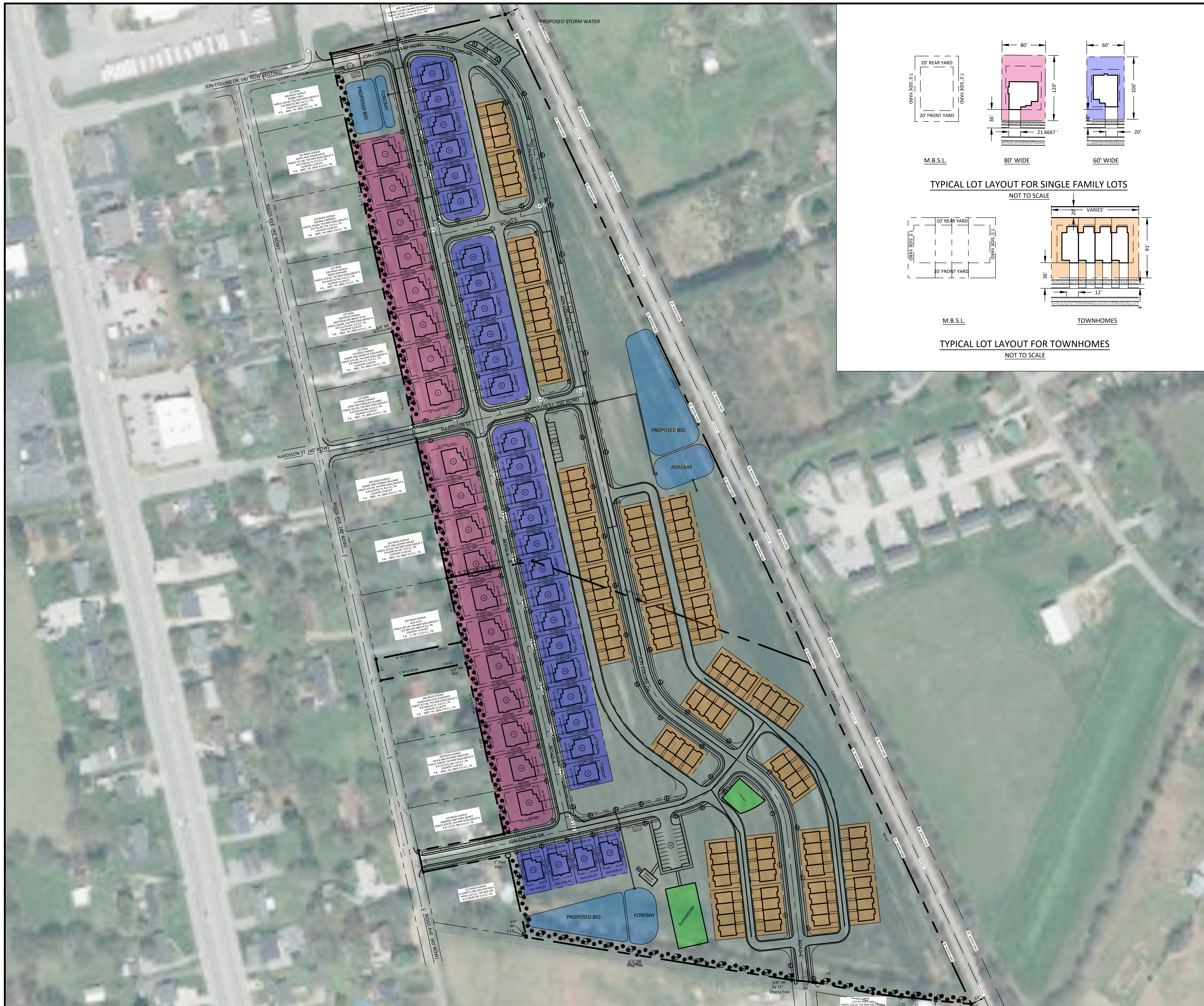
EXISTING CONDITIONS

NO.	DATE	REVISION	PER CITY COMMENTS
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2	02-05-2025		

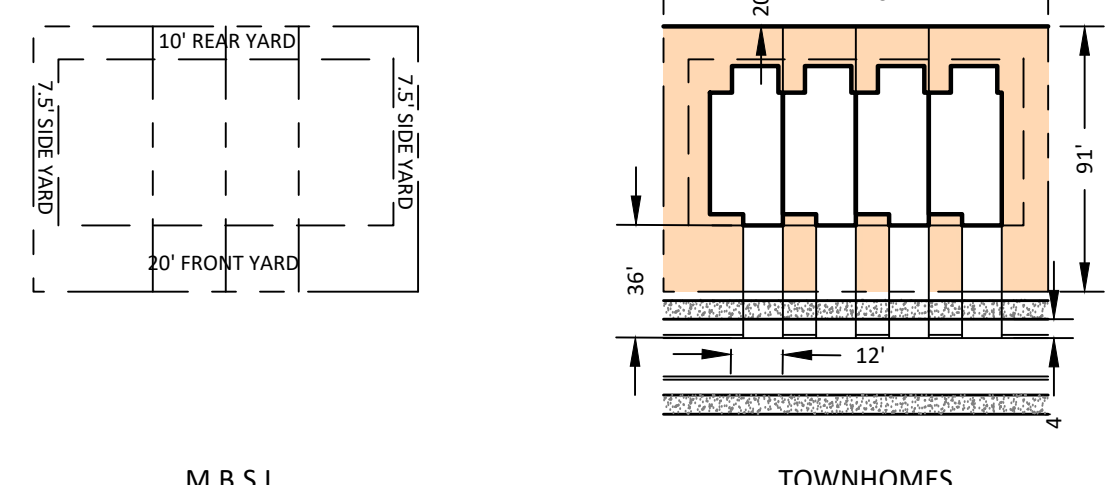
SHEET NO.
2
SHEET 2 OF 23



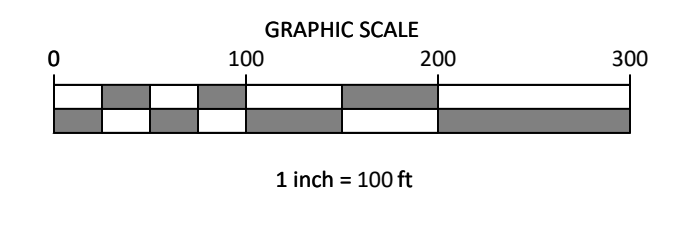
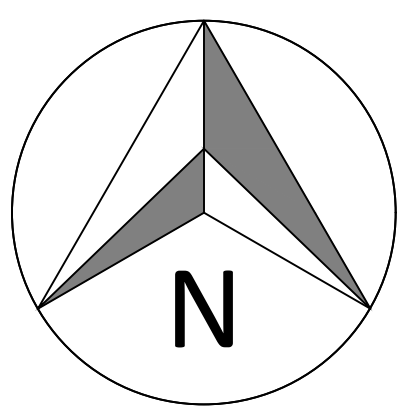
IF YOU DIG IN TENNESSEE
CALL 811 FIRST!
OR (800) 351-1111 OR (615) 366-1987
TENNESSEE ONE CALL IT'S THE LAW



TYPICAL LOT LAYOUT FOR SINGLE FAMILY LOTS
NOT TO SCALE



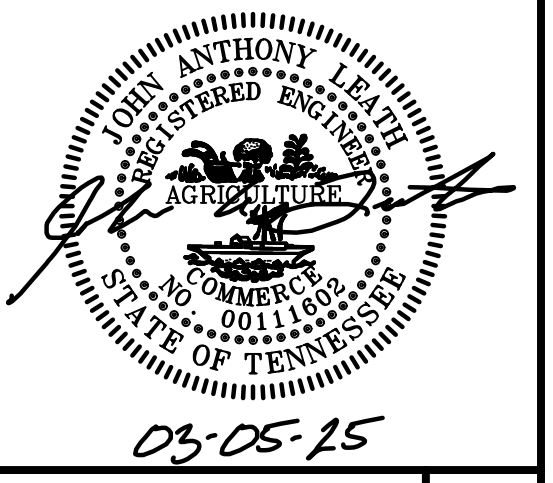
TYPICAL LOT LAYOUT FOR TOWNHOMES
NOT TO SCALE



LEGEND

- CONCRETE MONUMENT (OLD)
- CONCRETE MONUMENT (NEW)
- IRON ROD (OLD)
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- BLOW OFF VALVE
- AIR RELEASE ASSEMBLY
- FIRE HYDRANT
- GAS METER
- GAS VALVE
- A/C PAD
- 80' WIDE LOTS
- 60' WIDE LOTS
- TOWNHOUSES

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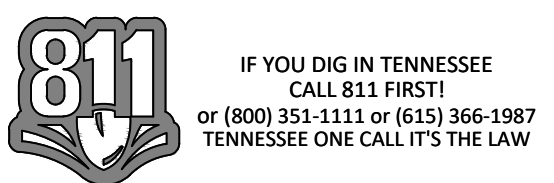


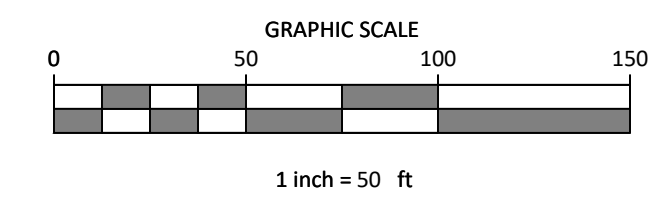
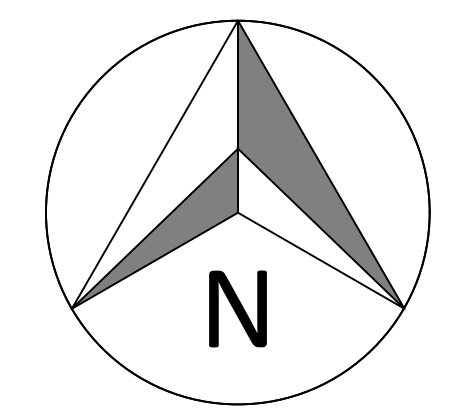
RIGGS PLACE P.U.D. SUBDIVISION
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RIGGS AVENUE
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SUMNER COUNTY, TENNESSEE

OVERALL SITE LAYOUT

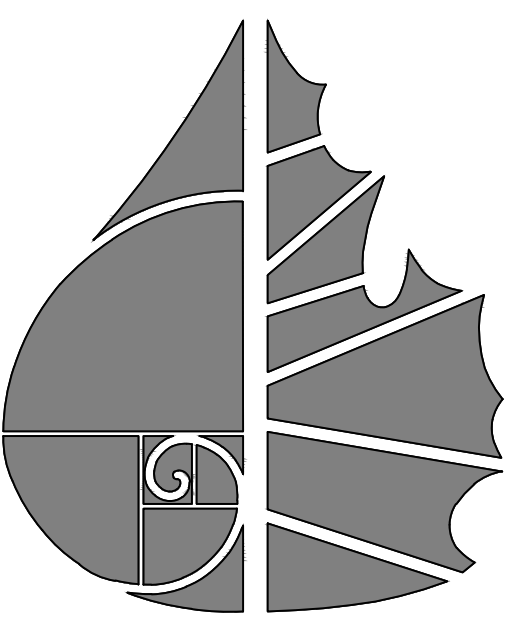
NO.	DATE	REVISION	PER CITY COMMENTS
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2	02-05-2025		

SHEET NO.
3A
SHEET 3 OF 23
PROJ. #23.099G DATE: 11 DECEMBER 2024



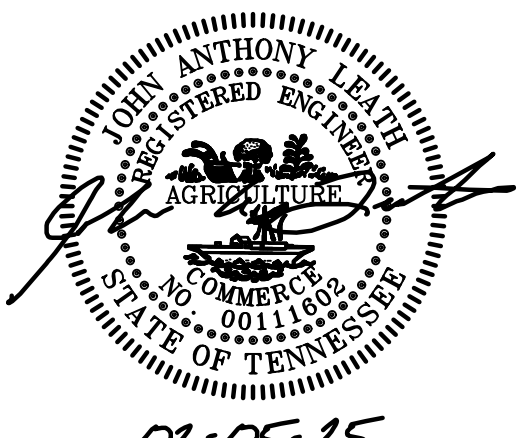


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SITE LAYOUT A

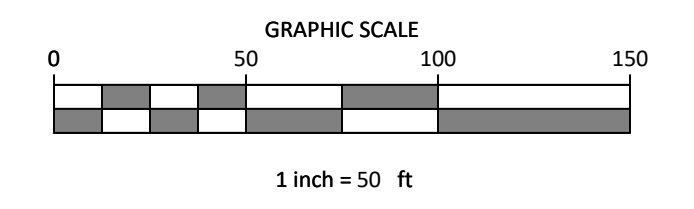
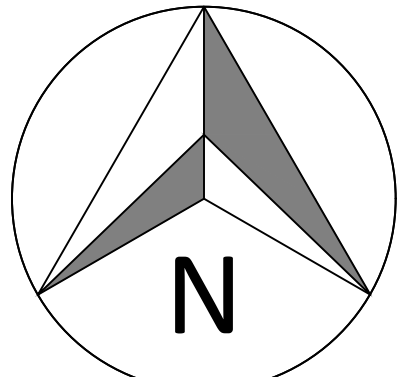
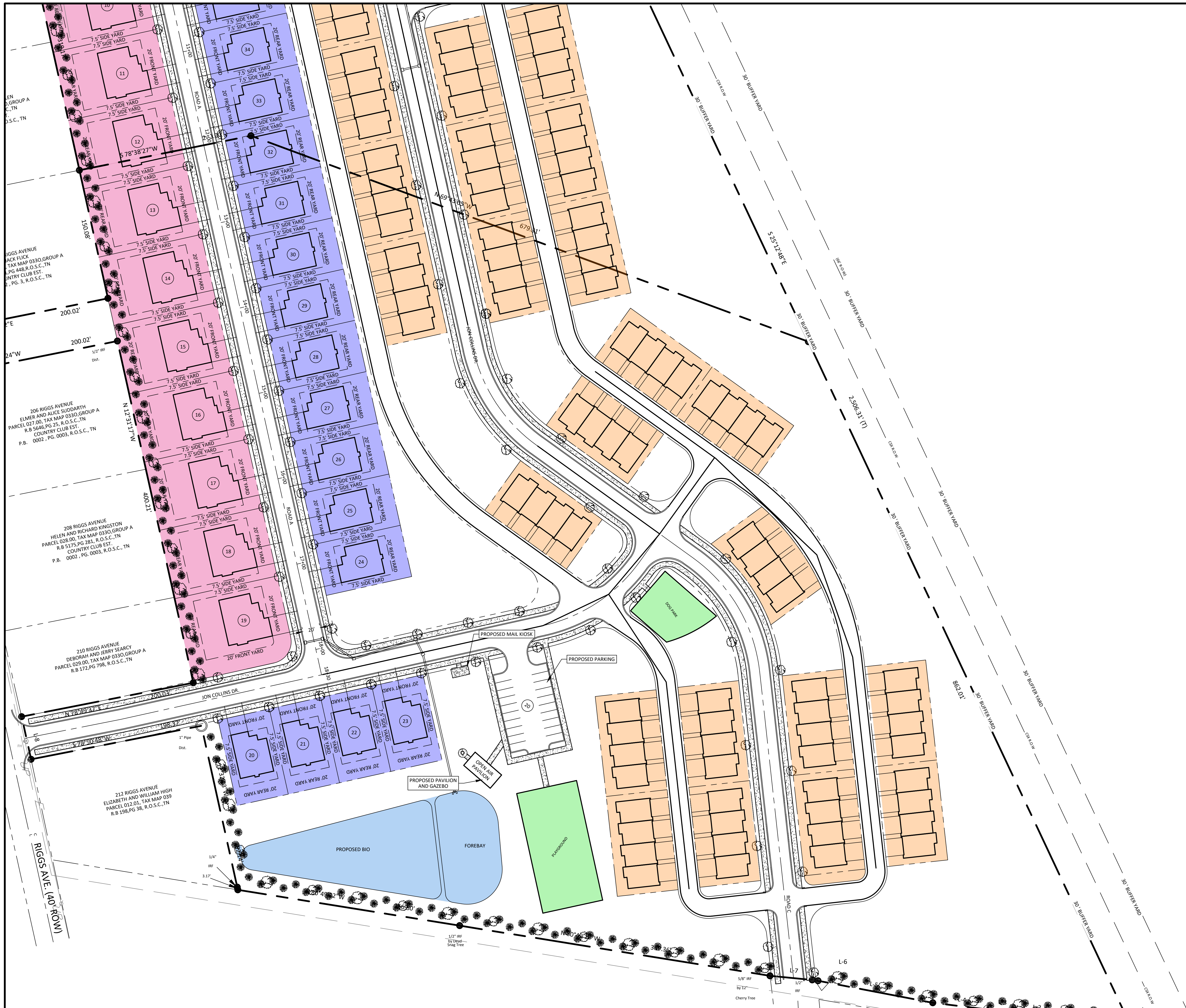
NO.	DATE	REVISION	PER CITY COMMENTS
1	01-09-2025		PER CITY COMMENTS
2	02-05-2025		PER CITY COMMENTS

SHEET NO.
3B

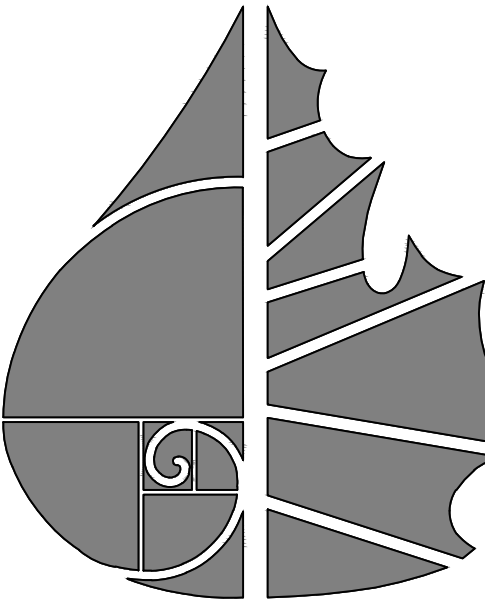
SHEET 4 OF 23



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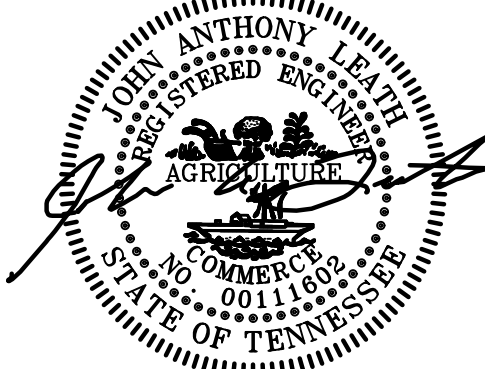


- LEGEND**
- CONCRETE MONUMENT (OLD)
 - CONCRETE MONUMENT (NEW)
 - IRON ROD (OLD)
 - IRON ROD (NEW)
 - ⊕ BENCHMARK
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NO.	DATE	REVISION	PER CITY COMMENTS
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SHEET NO. 3C
SHEET 5 OF 23
PROJ. #23.099G DATE: 11 DECEMBER 2024

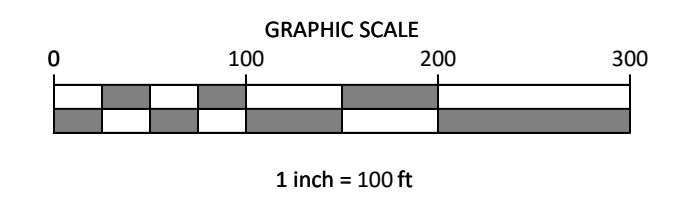
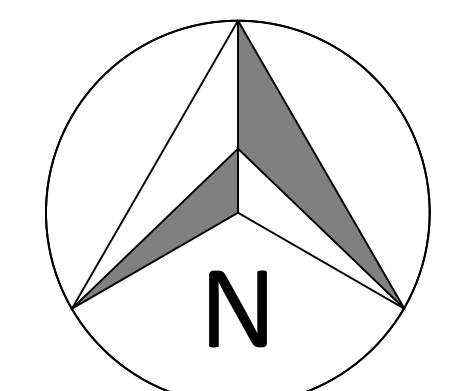


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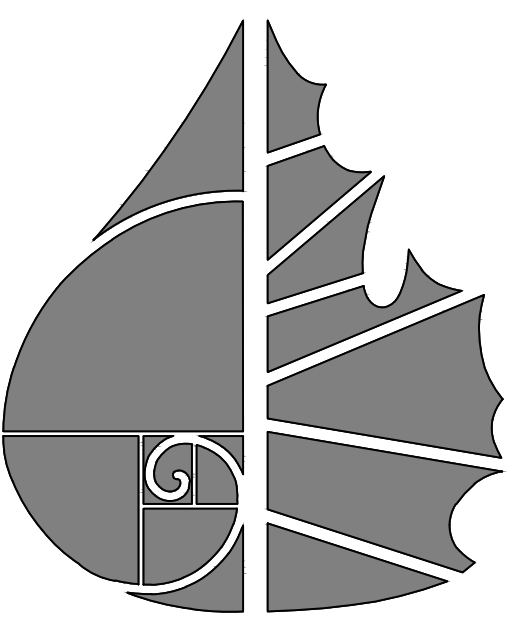


PROPOSED WATER MAINS
INSIDE CITY LIMITS NEED TO
BE A MINIMUM OF 8 INCHES

UTILITIES WILL BE FURTHER EVALUATED
DURING THE CONSTRUCTION PLAN PROCESS.

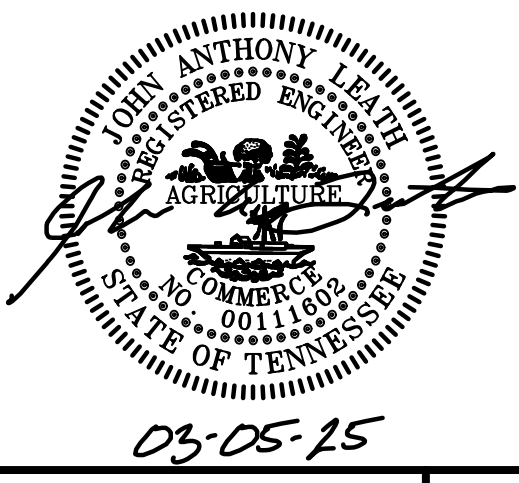


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OVERALL PRELIMINARY UTILITIES

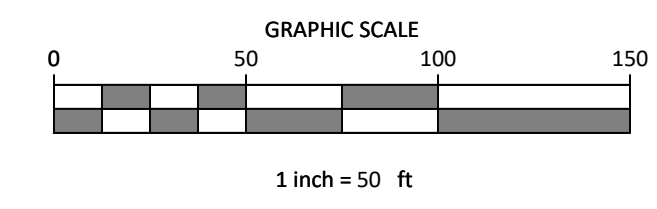
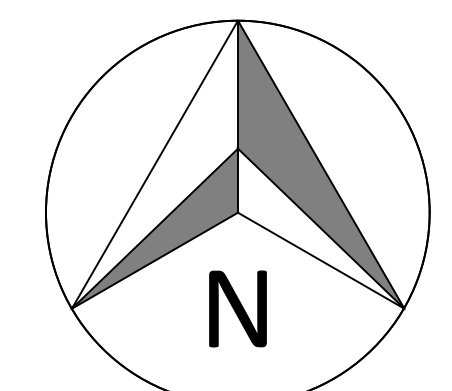
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SHEET NO. 4A

SHEET 6 OF 23

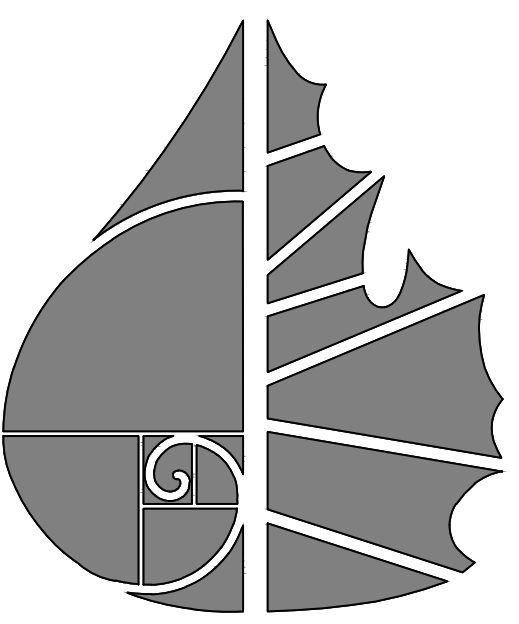


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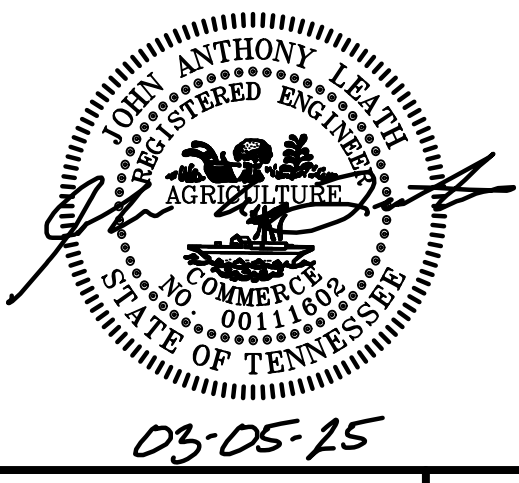


LEGEND

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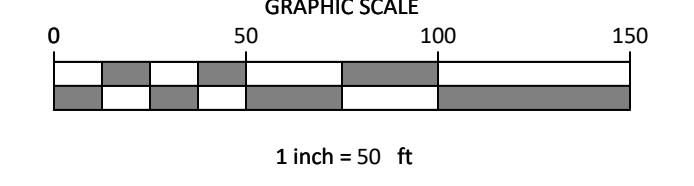
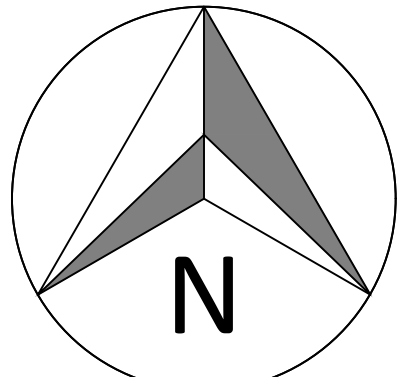
PRELIMINARY UTILITIES A

NO.	DATE	REVISION	PER CITY COMMENTS
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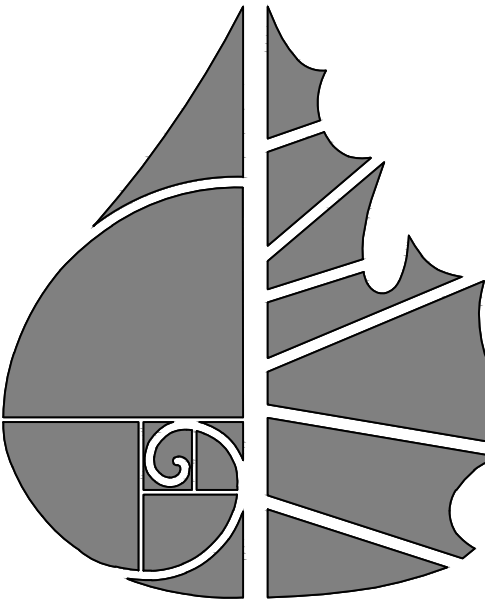
SHEET NO. 4B
 SHEET 7 OF 23
 PROJ. #23.099G DATE: 11 DECEMBER 2024



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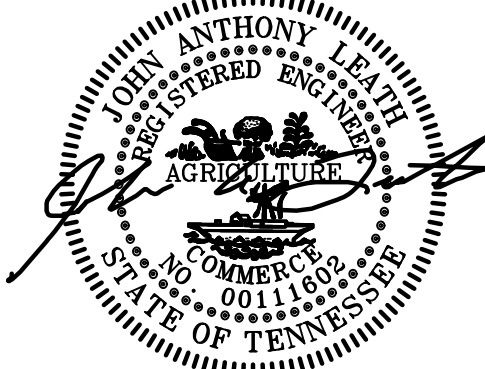


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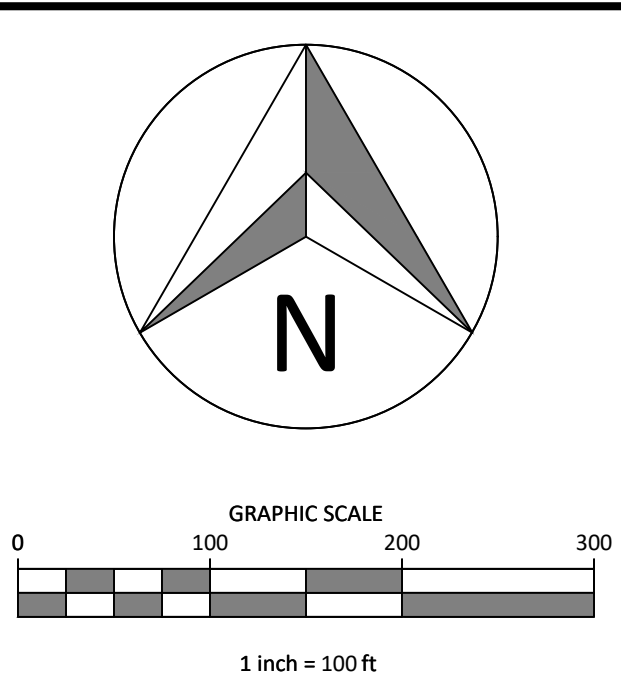
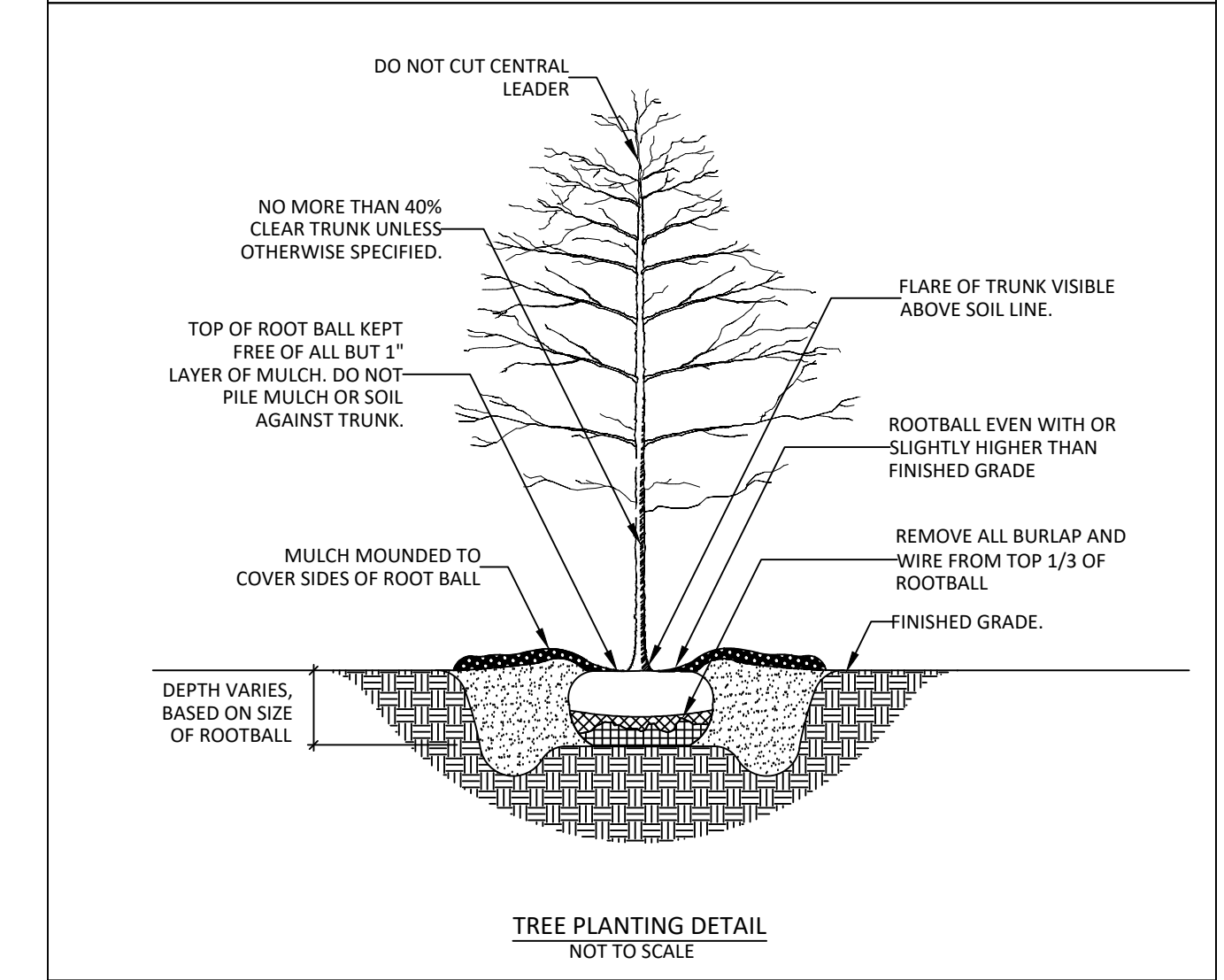
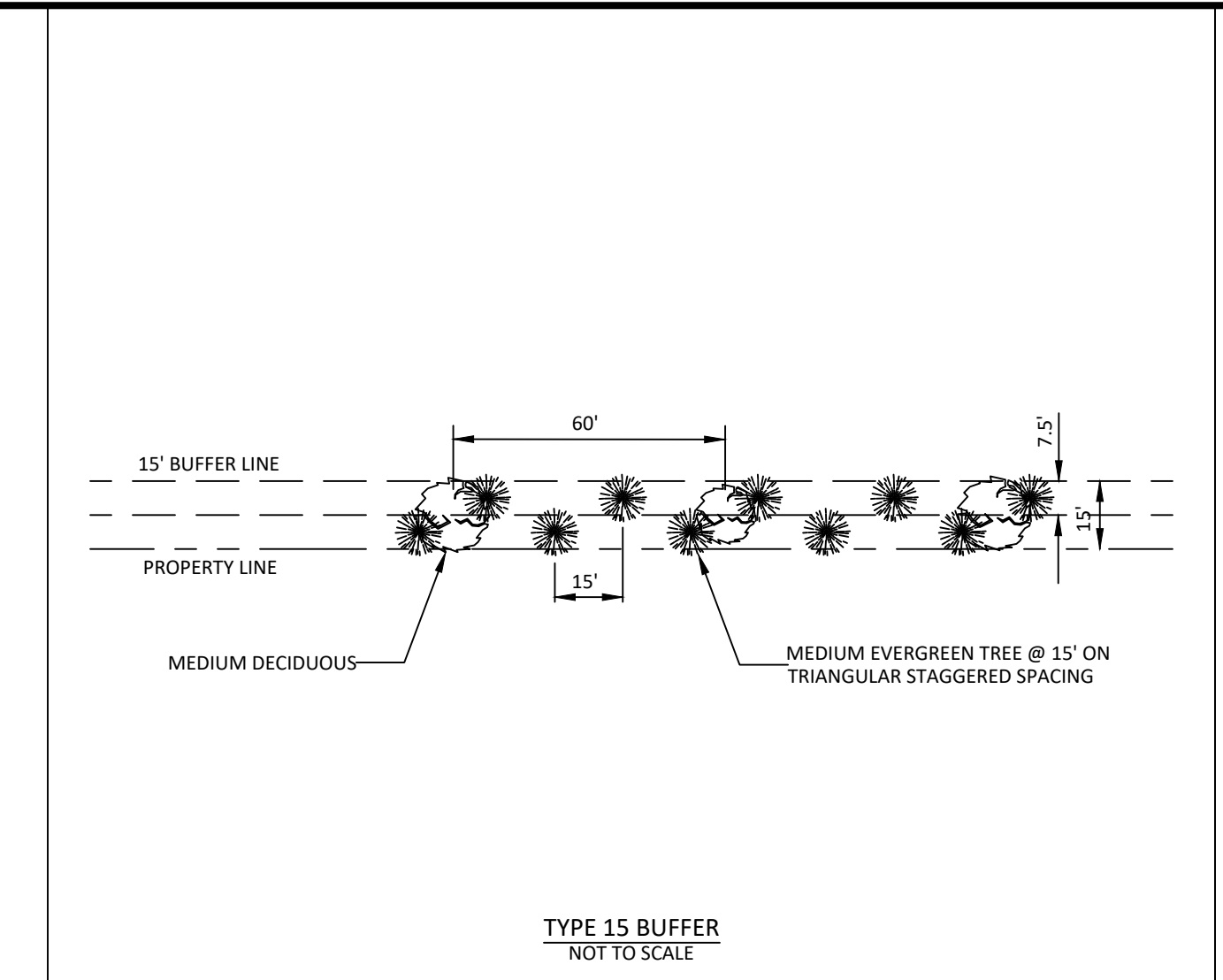
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RIGGS AVENUE
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NO.	DATE	REVISION	PER CITY COMMENTS
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SHEET NO. 4C
SHEET 8 OF 23
PROJ. #23.099G DATE: 11 DECEMBER 2024



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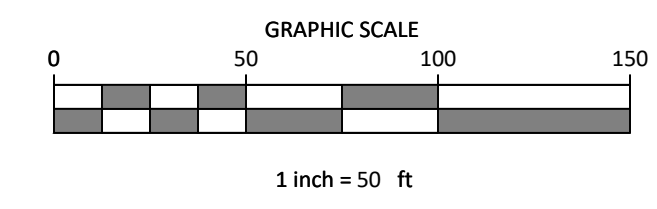
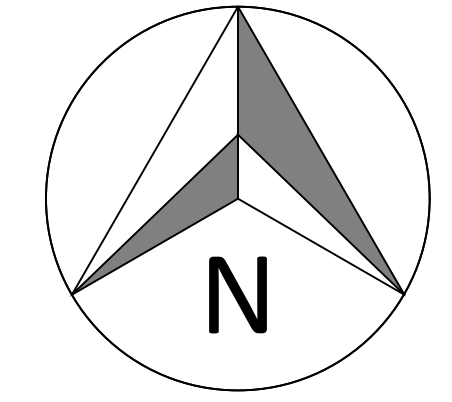
LANDSCAPE PLAN

NO.	DATE	REVISION	PER CITY COMMENTS
1	01-09-2025		PER CITY COMMENTS
2	02-05-2025		PER CITY COMMENTS

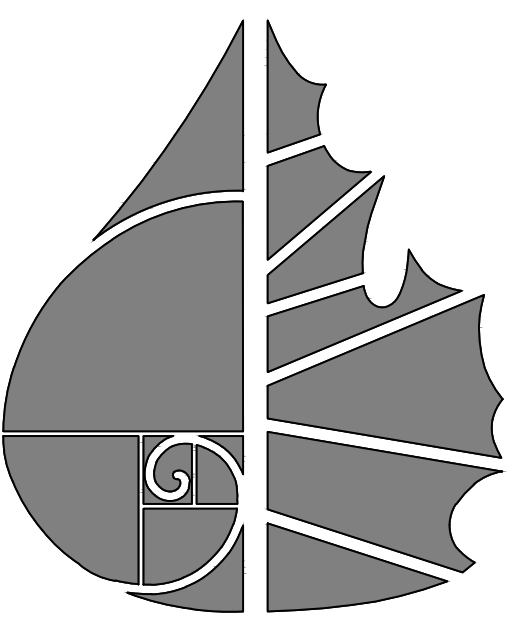
SHEET NO. 5A
SHEET 10 OF 23

PROJ. #23.099G DATE: 11 DECEMBER 2024

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SUMNER COUNTY, TENNESSEE

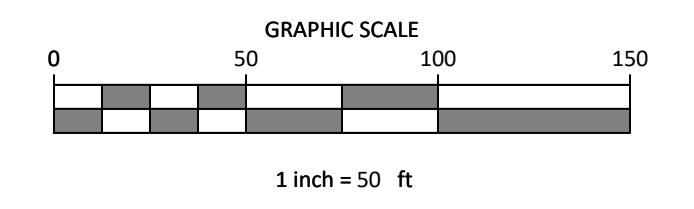
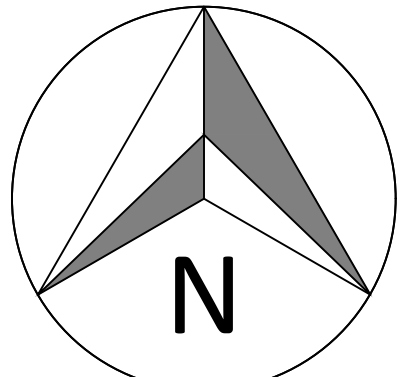
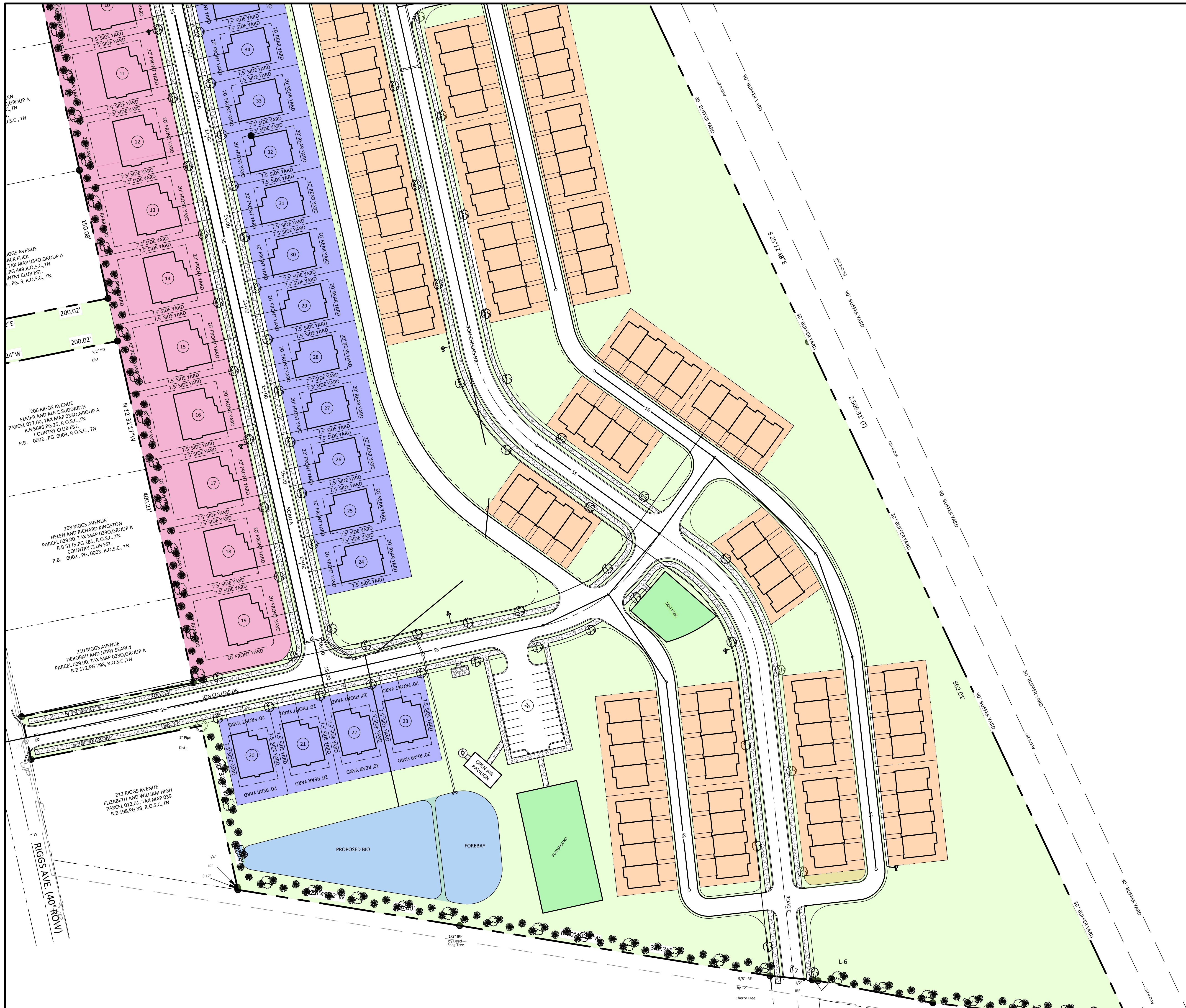
LANDSCAPE PLAN A

NO.	DATE	REVISION	PER CITY COMMENTS
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2	02-05-2025		

SHEET NO. 5B
SHEET 11 OF 23
PROJ. #23.099G DATE: 11 DECEMBER 2024

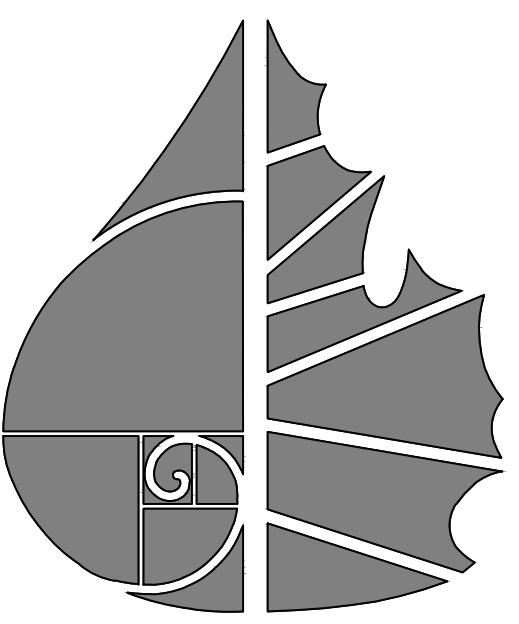


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LANDSCAPE PLAN B

NO.	DATE	REVISION	PER CITY COMMENTS
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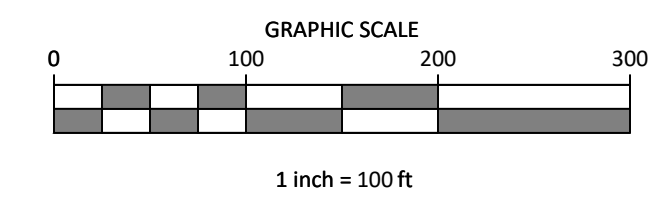
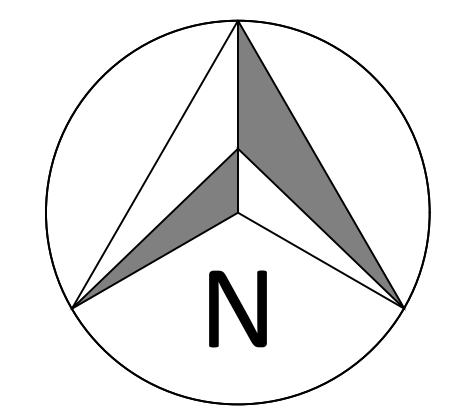
SHEET NO. 5C
SHEET 12 OF 23
PROJ. #23.099G DATE: 11 DECEMBER 2024



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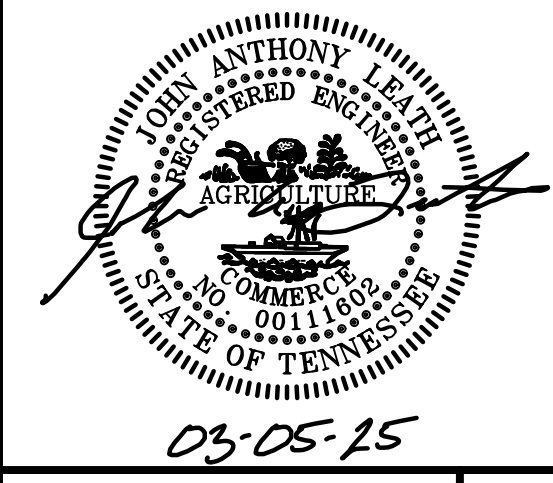


NOTE:
 1) PROVIDE A 3/4" ASPHALT SEAL OVER THE BINDER COURSE IMMEDIATELY AFTER BINDER PLACEMENT DURING CONSTRUCTION PHASE.
 2) 10% MAXIMUM SLOPE FOR 10' FROM BACK OF SIDEWALK



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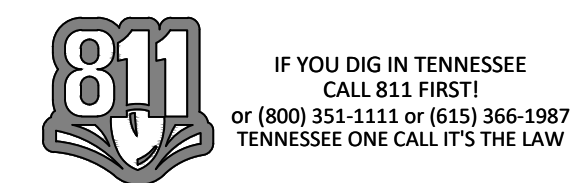


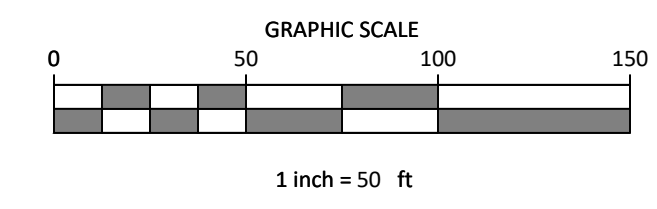
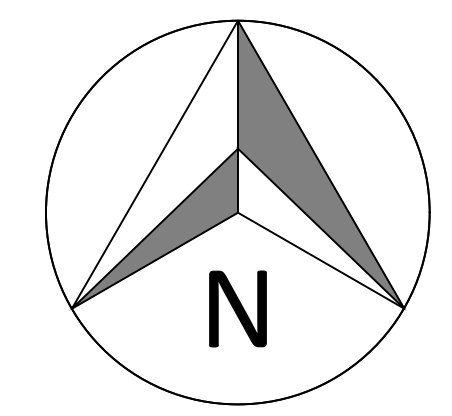
RIGGS PLACE P.U.D. SUBDIVISION
 PRELIMINARY MASTER DEVELOPMENT PLAN
 RIGGS AVENUE
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OVERALL PRELIMINARY ROADWAY IMPROVEMENTS PLAN

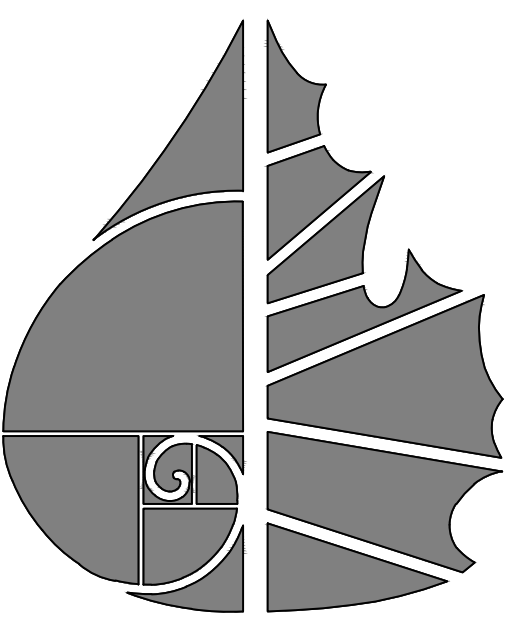
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SHEET NO. 6A
 SHEET 13 OF 23
 PROJ. #23.099G DATE: 11 DECEMBER 2024



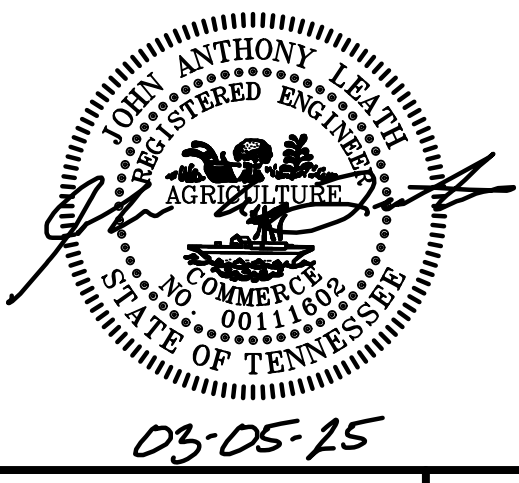


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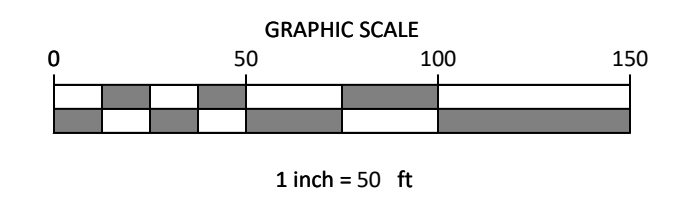
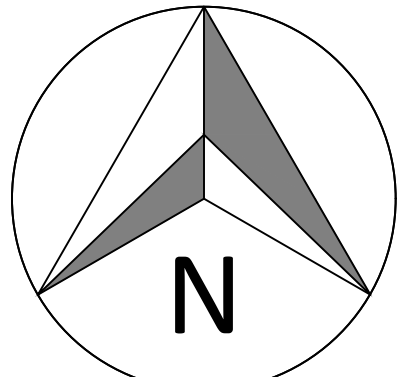
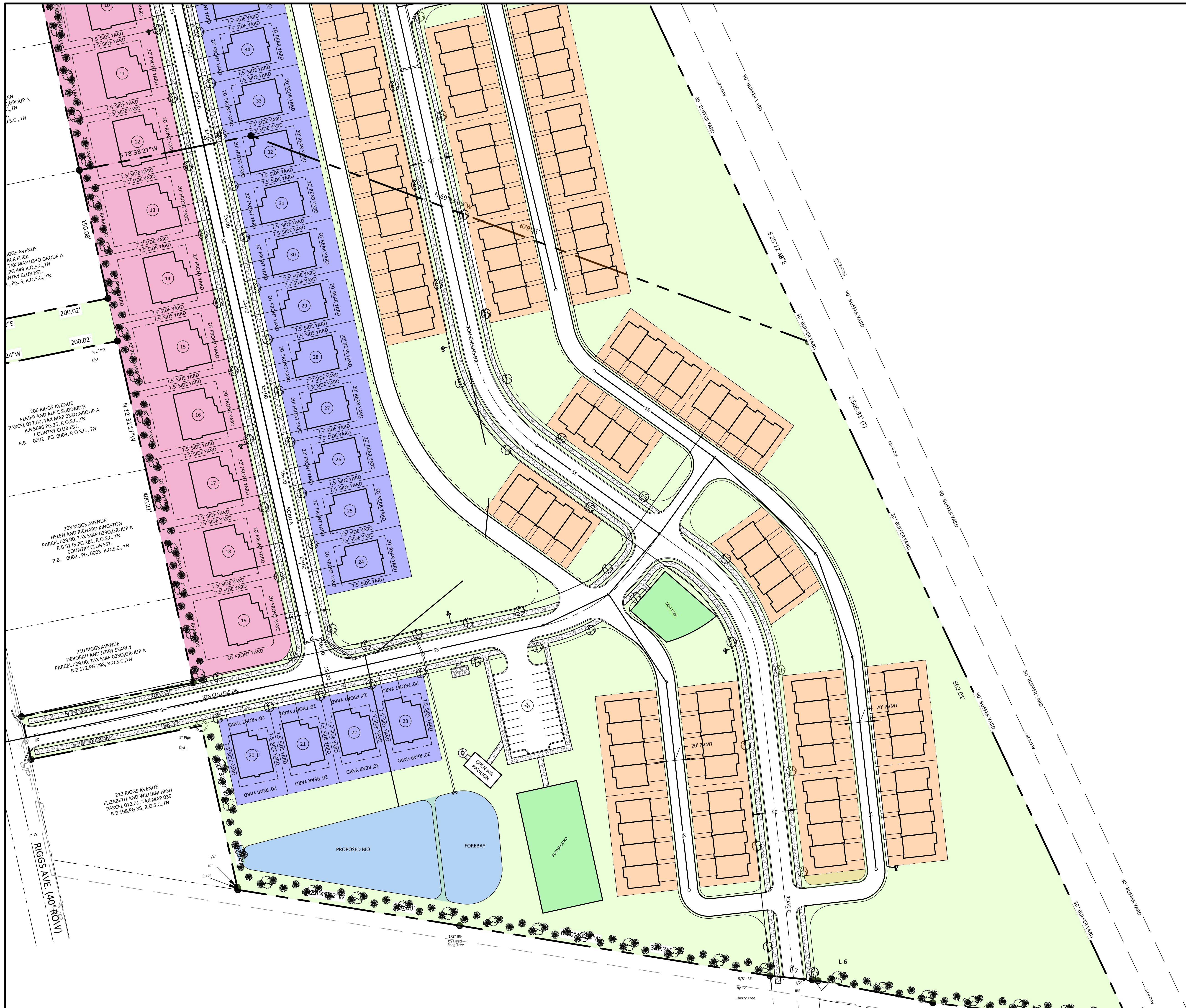
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SHEET 14 OF 23

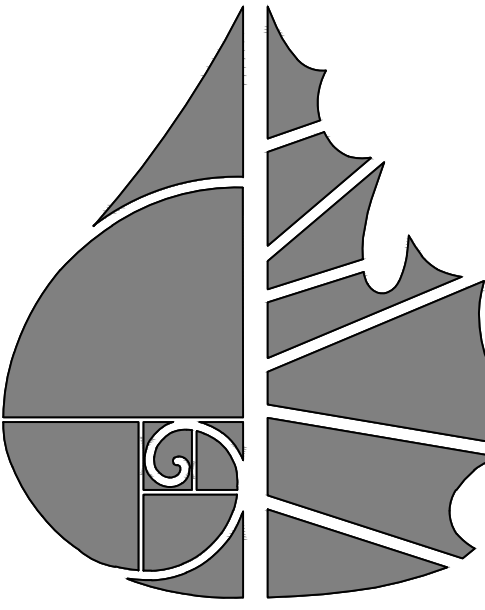
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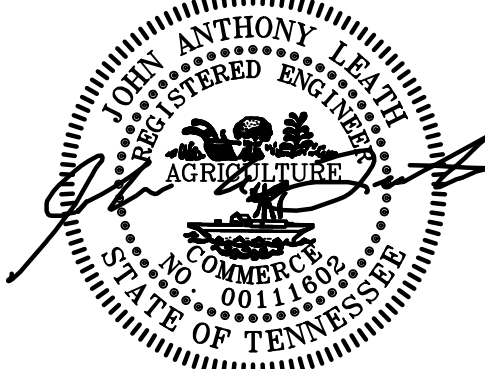


- LEGEND**
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 - UTILITY POLE W/ LIGHT
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RIGGS AVENUE
CITY OF PORTLAND
SUMNER COUNTY, TENNESSEE

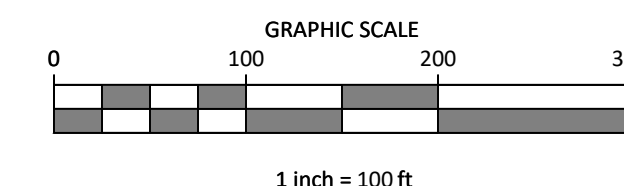
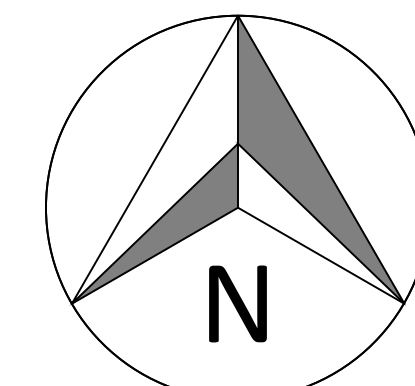
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NO.	DATE	REVISION	PER CITY COMMENTS
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2	02-05-2025		

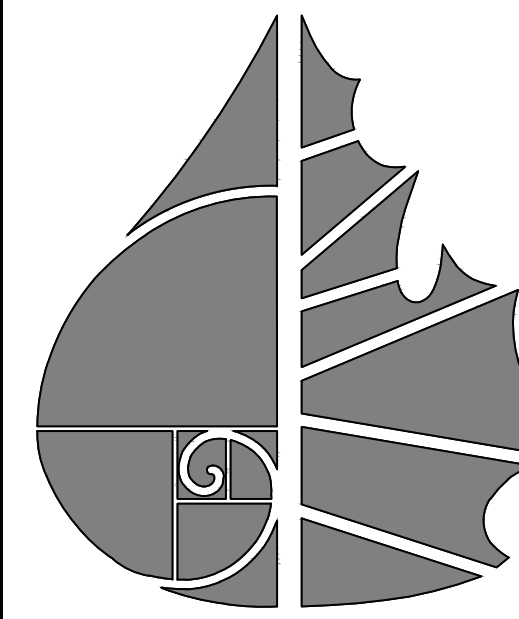
SHEET NO. 6C
SHEET 15 OF 23
PROJ. #23.099G DATE: 11 DECEMBER 2024



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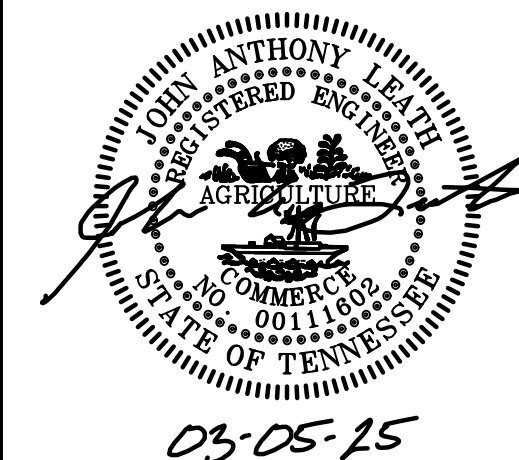


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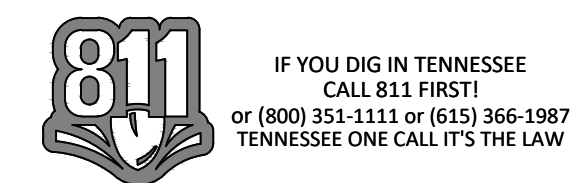


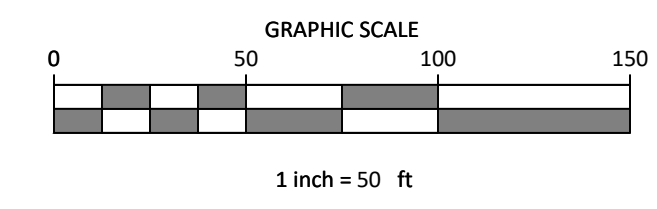
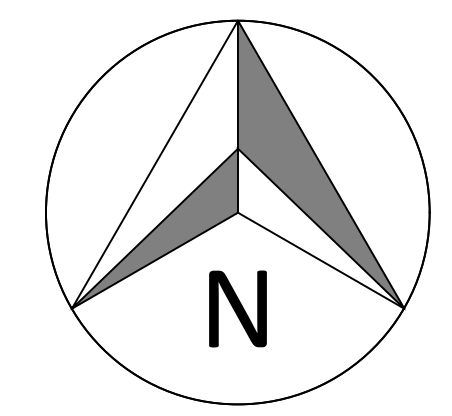
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RIGGS AVENUE
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OVERALL PRELIMINARY GRADING

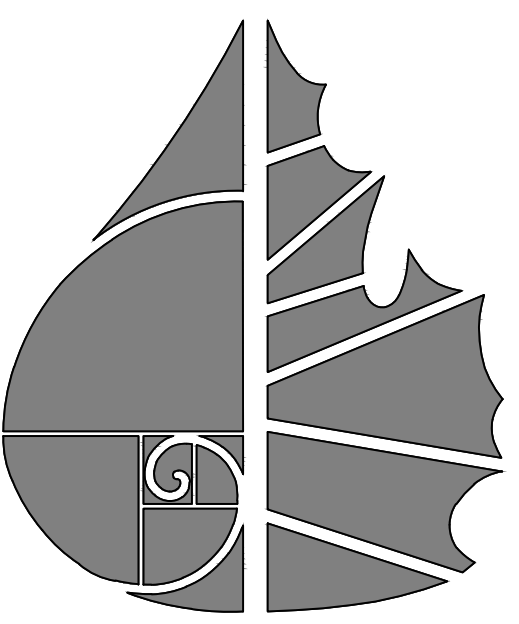
NO.	DATE	REVISION
1	01-09-2025	PER CITY COMMENTS
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SHEET NO. 7A
SHEET 16 OF 23



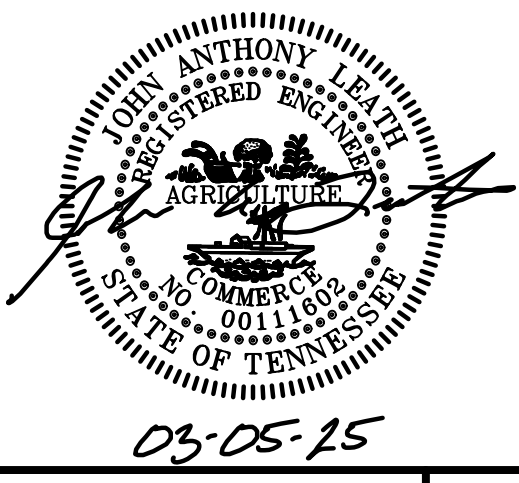


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PRELIMINARY GRADING A

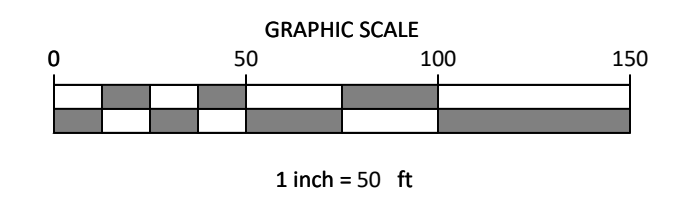
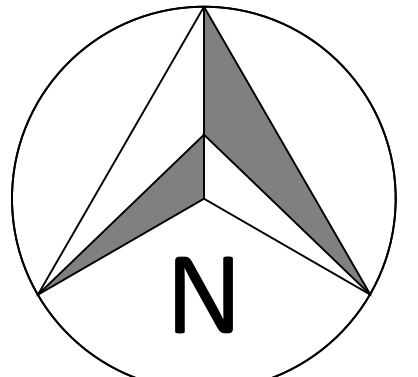
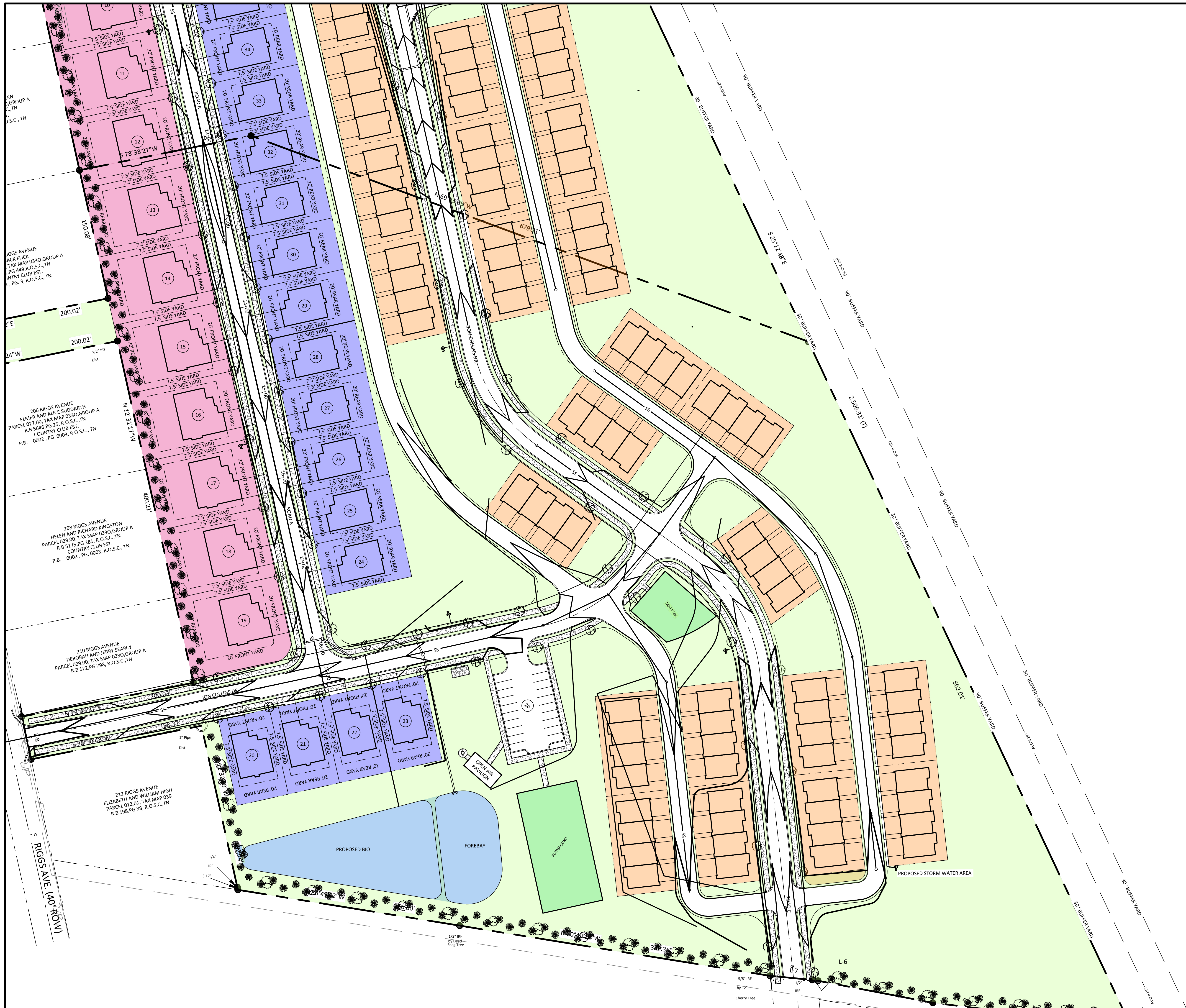
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SHEET NO. 7B

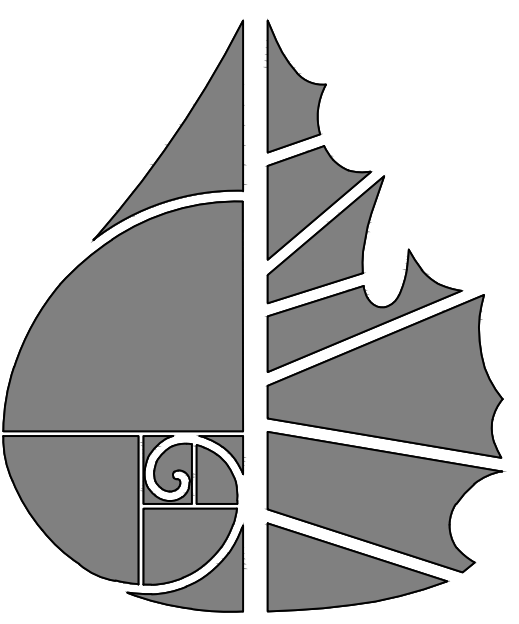
PROJ. #23.099G DATE: 11 DECEMBER 2024



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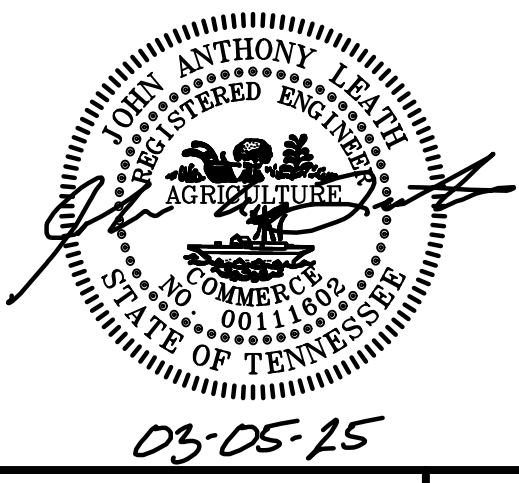


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PRELIMINARY GRADING B

NO.	DATE	REVISION	PER CITY COMMENTS
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SHEET NO. 7C
SHEET 18 OF 23
PROJ. #23.099G DATE: 11 DECEMBER 2024



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PROPOSED AMENITIES | COMMERCIAL PLAYGROUND



OUTDOOR | PLAYGROUND WALL



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Riggs Place Subdivision | L4C

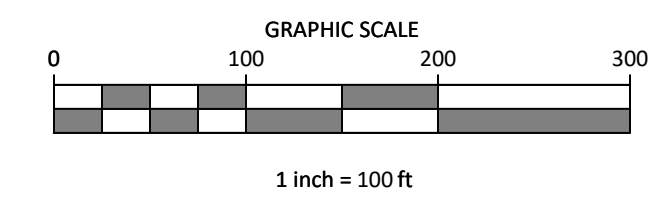
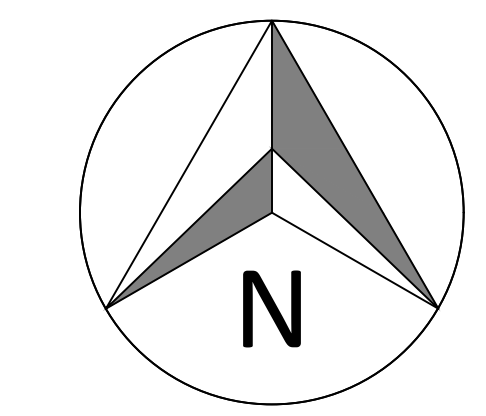
OPEN SPACE SUMMARY	MINIMUM %	REQUIRED ACREAGE	PROVIDED %	PROVIDED ACREAGE
OPEN SPACE	20%	6.99 ACRES	27.28%	9.54 ACRES
USEABLE OPEN SPACE	10%	3.50 ACRES	22.62%	7.91 ACRES
PASSIVE OPEN SPACE			4.66%	1.63 ACRES

GROSS SITE ACREAGE: 34.97 ACRES

PLAYGROUND SUMMARY

- 1 - COMMERCIAL SIZE PLAY GROUND INCLUDING SLIDES AND MONKEY BARS
- 1 - 8' SWING SET WITH 2 SWINGS
- 1 - OUTDOOR PLAYGROUND WALL

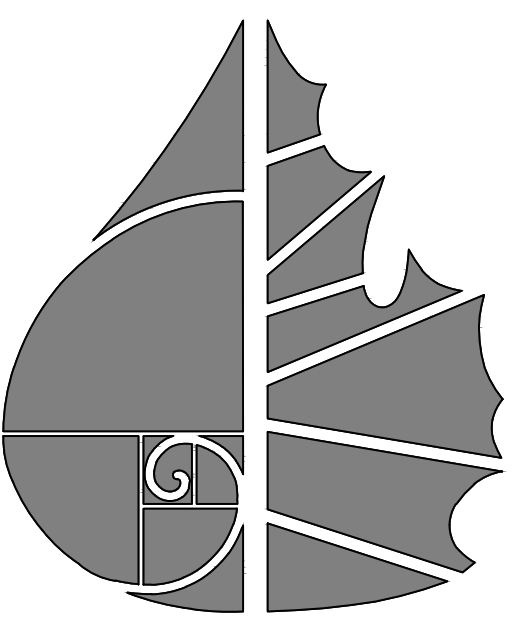
*USING THE AVAILABLE U.S. CENSUS DATA FOR THE CITY OF PORTLAND, WE HAVE ESTIMATED THE NUMBER OF CHILDREN FOR THIS DEVELOPMENT TO BE APPROXIMATELY 58



LEGEND

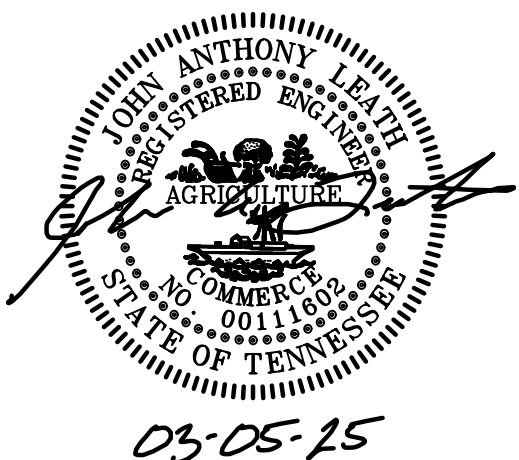
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- PROPOSED SIDEWALK



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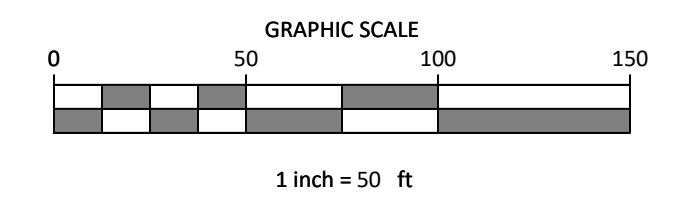
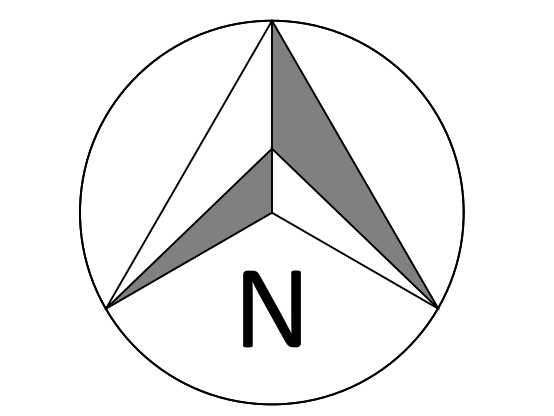
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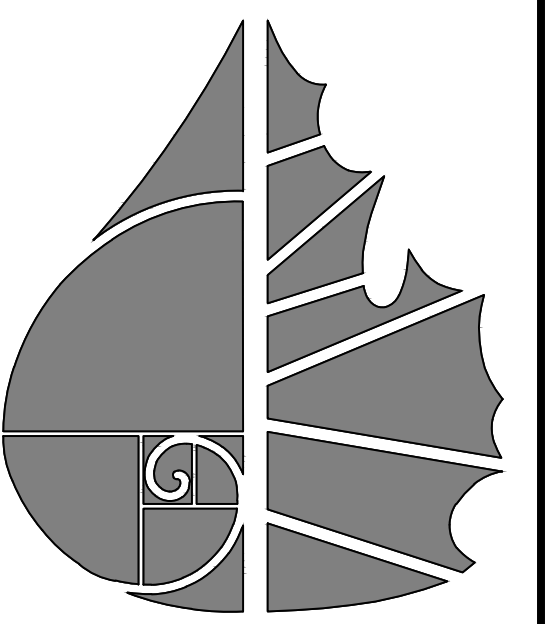
SHEET NO. 8A
SHEET 19 OF 23
PROJ. #23.099G DATE: 11 DECEMBER 2024



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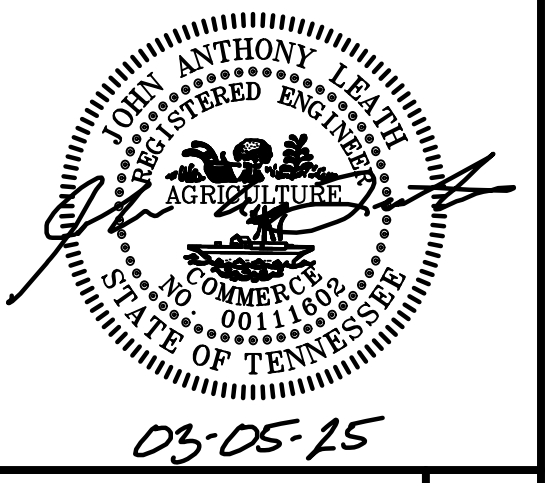


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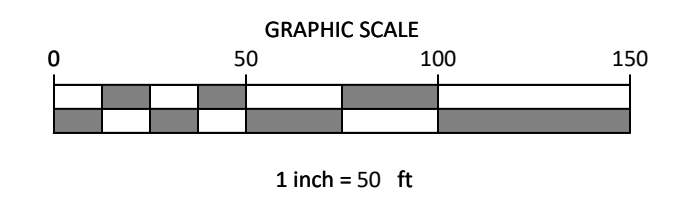
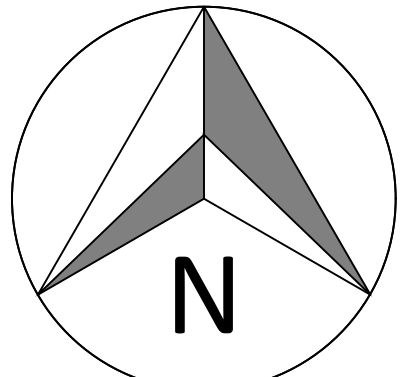
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SHEET 20 OF 23

PROJ. #23.099G DATE: 11 DECEMBER 2024

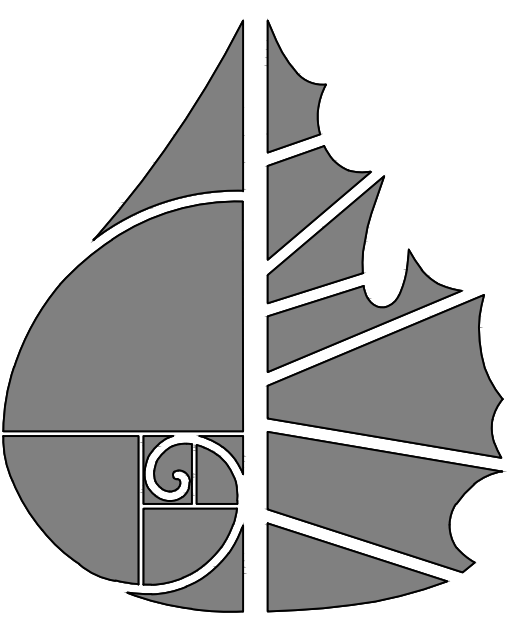


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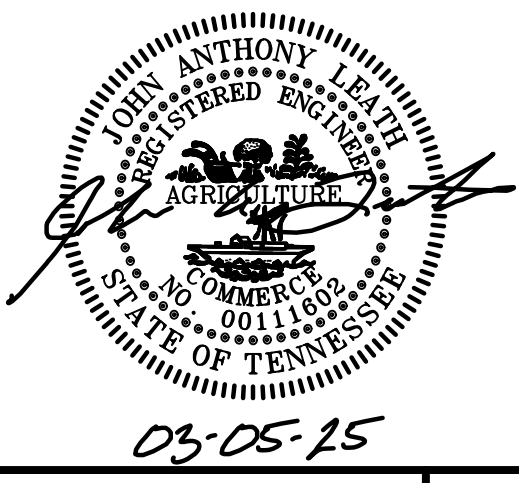
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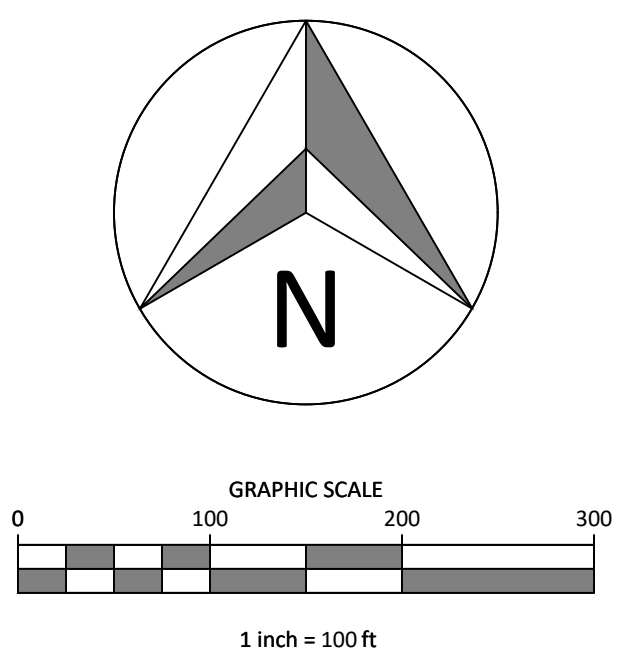
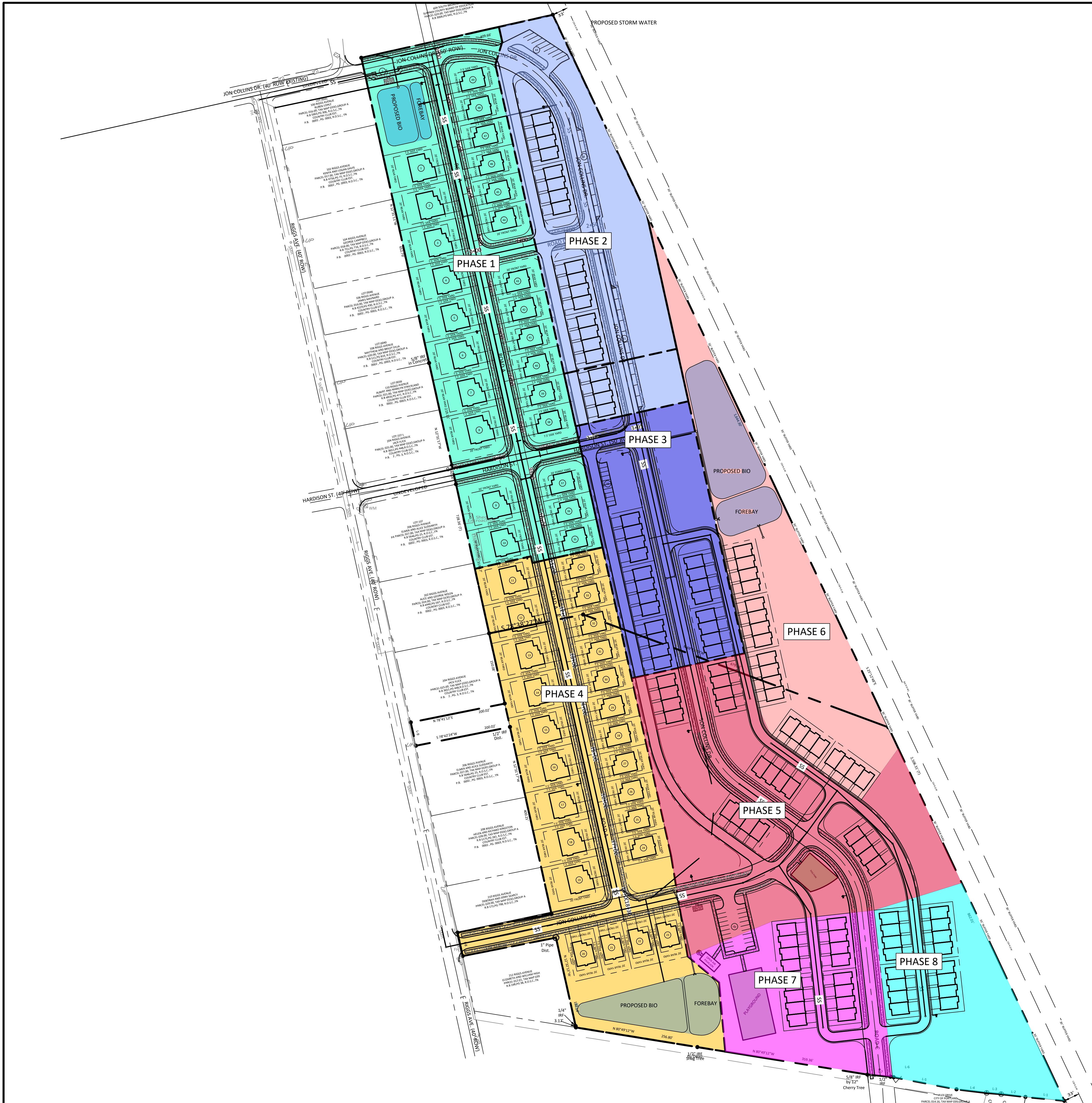
PRELIMINARY AMENITIES

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SHEET NO. 8C
SHEET 21 OF 23
PROJ. #23.099G DATE: 11 DECEMBER 2024

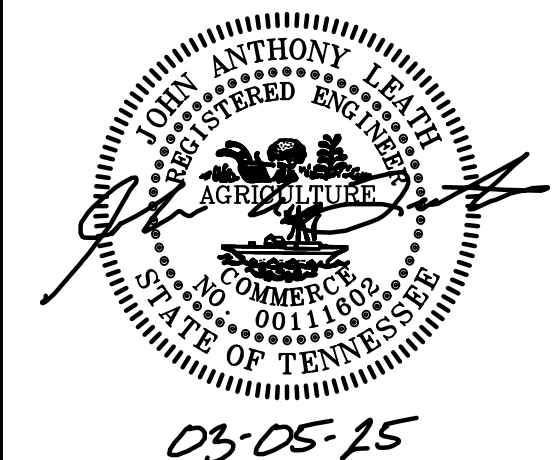


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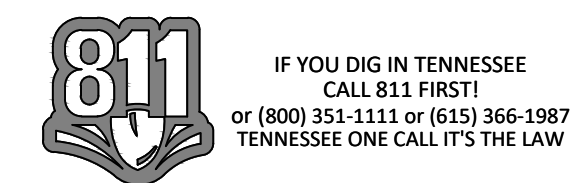


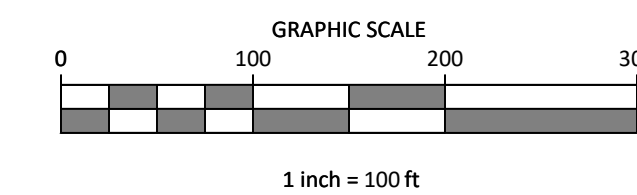
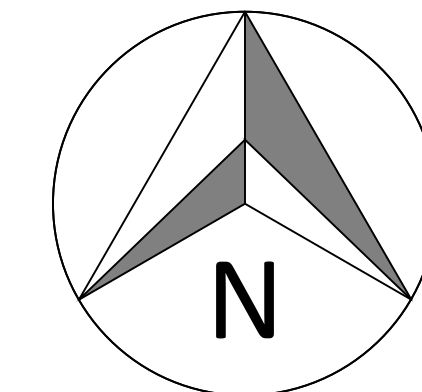
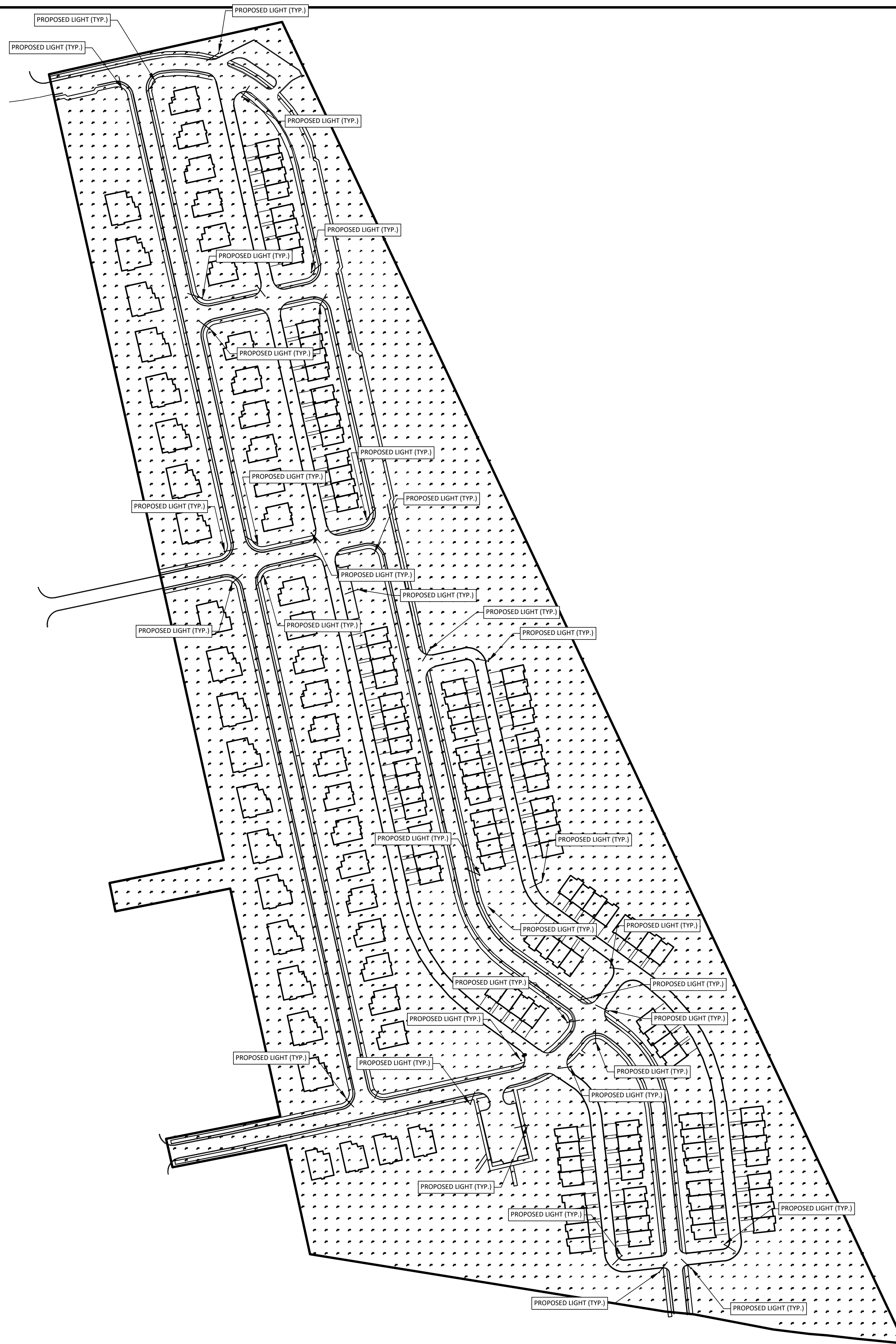
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PRELIMINARY PHASING

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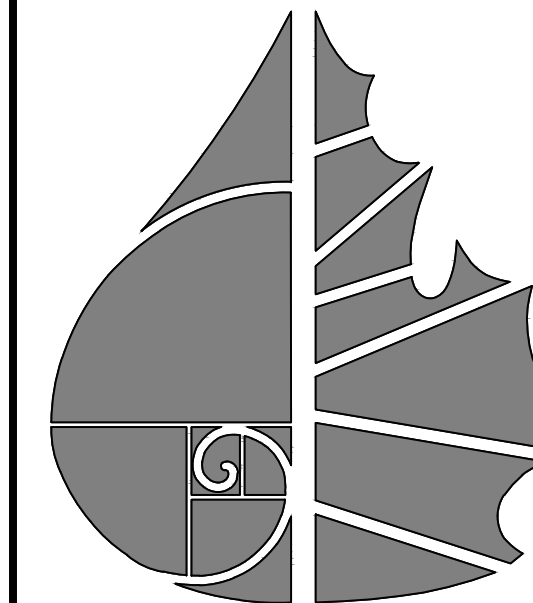
SHEET NO.
8D
 SHEET 22 OF 23





LEGEND

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PRELIMINARY PHOTOMETRIC PLAN

NO.	DATE	REVISION
1	01-09-2025	PER CITY COMMENTS
2	02-05-2025	PER CITY COMMENTS

SHEET NO.

9

SHEET 23 OF 23

PROJ. #23.099G DATE: 11 DECEMBER 2024



IF YOU DIG IN TENNESSEE
CALL 811 FIRST!
OR (800) 353-1111 OR (615) 366-1987
TENNESSEE ONE CALL IT'S THE LAW

RIGGS PLACE SUBDIVISION

RESIDENTIAL PUD

0 RIGGS AVENUE, PORTLAND, SUMNER COUNTY

033 107.01 000 | 039 012.00 000

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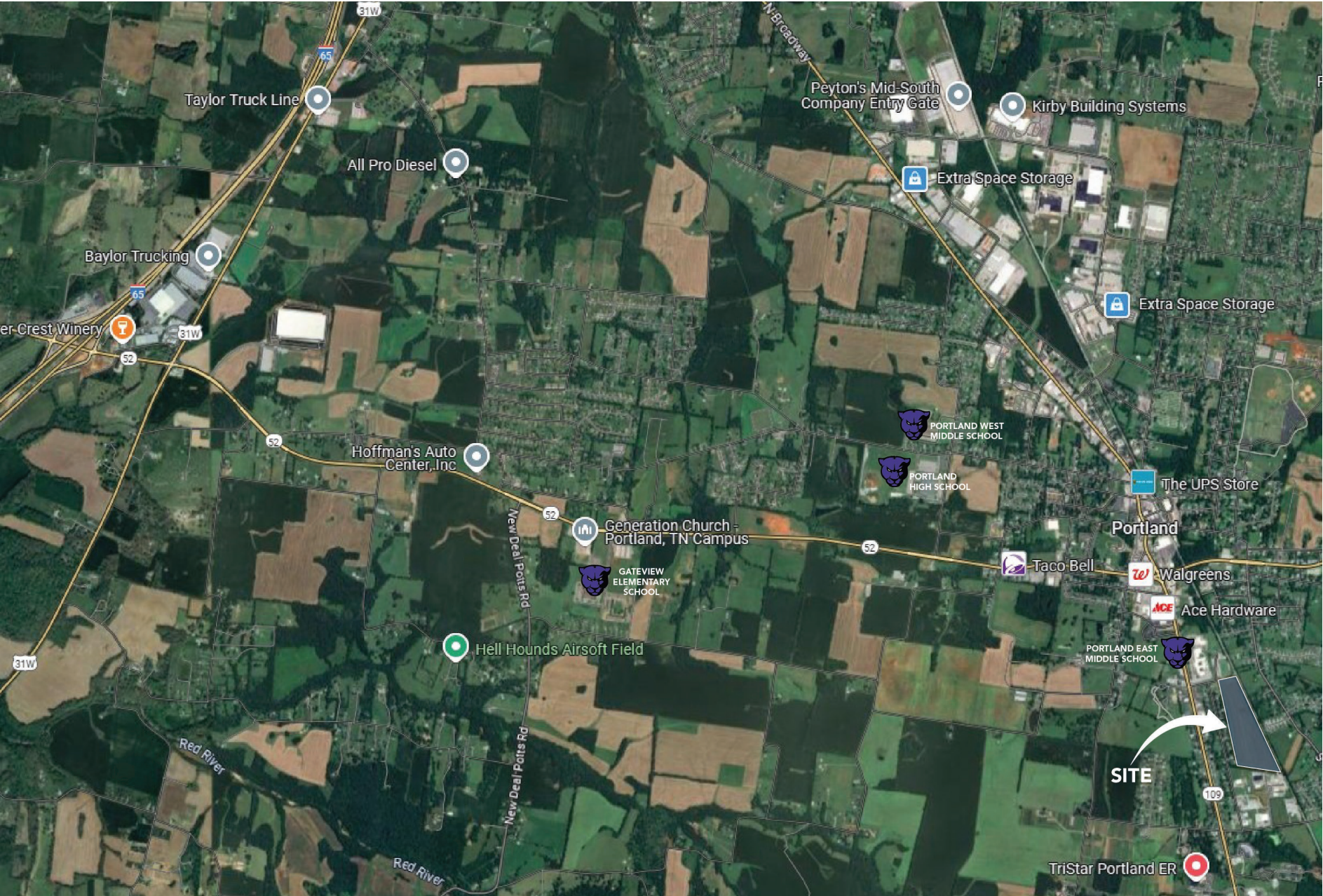
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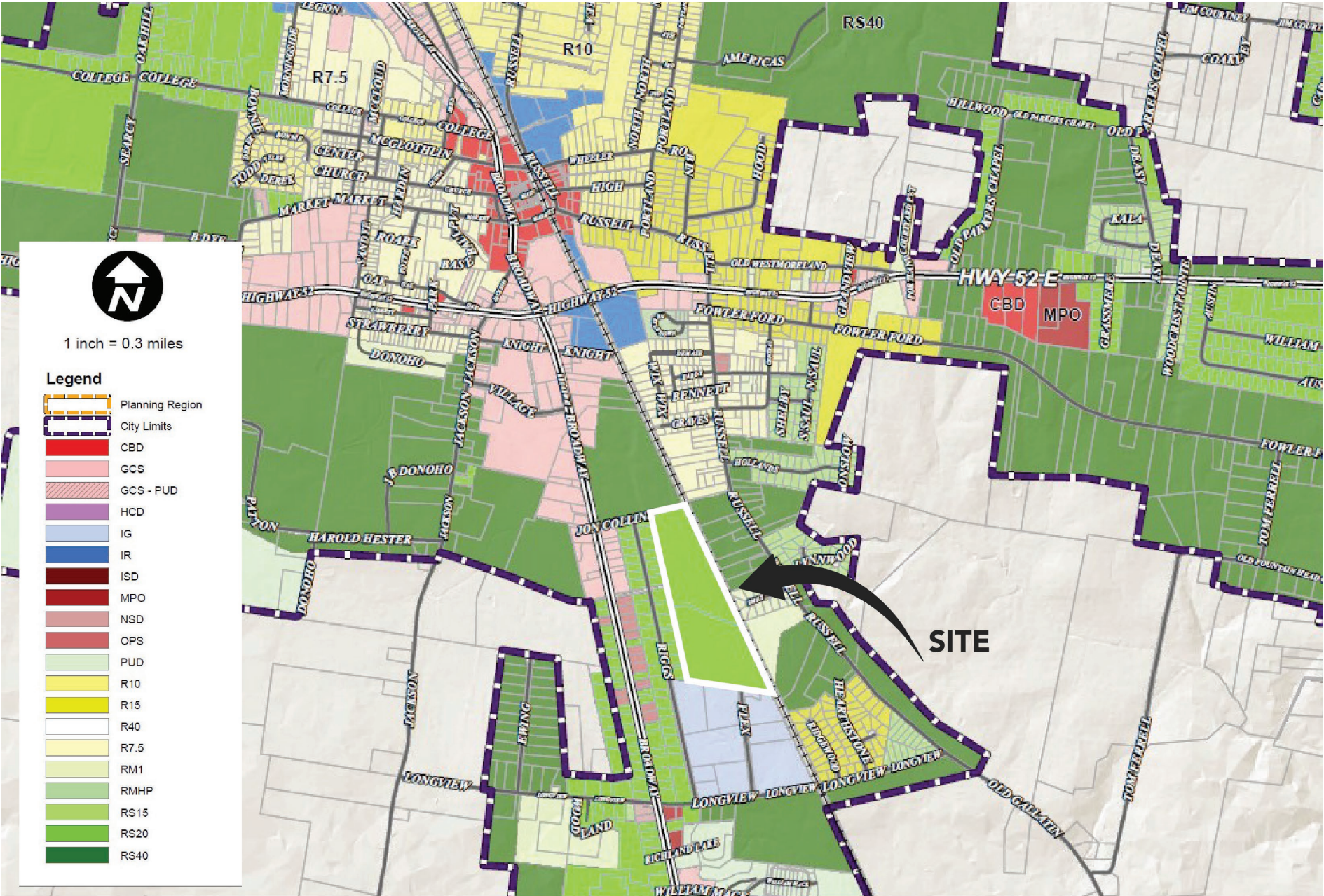
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OVERALL LAYOUT



6-102.5 RM-1, HIGH DENSITY RESIDENTIAL DISTRICTS

These districts are designed to provide suitable areas for high density development where sufficient urban facilities are available prior to development. All types of residential activities excepting mobile homes are permitted. It is the intent of these districts to not restrict in number the dwelling units contained in a building provided there is sufficient area of zone and open space on such lot relative to the number of dwelling units thereon. These districts are intended also to permit community facility and public utility installations which are necessary to service and do service specifically the residents of the district, or which installations are benefitted by and compatible with a residential environment. It is the express purpose of this ordinance to exclude from these districts all buildings and other structures and uses having commercial characteristics and not planned as an integral part of a total residential development whether operated for uses and home occupations specifically provided for in these regulations for these districts shall be considered as not having such characteristics if they otherwise conform to the provisions of this ordinance.

ZONING EXCEPTIONS TO BE REQUESTED:

FRONT SETBACK REQUESTED:

20' on Minor Streets (a reduction of 10').

SIDE SETBACK REQUESTED:

7.5' (the same as base zoning, no variation requested).

REAR SETBACK REQUESTED:

20' for detached homes

10' for attached townhomes (backing up to open space areas)

This is a requested reduction of 10'.

(Amended by BOZA Minutes, March 28, 1996)

TABLE 6-301A: HEIGHT, DENSITY, LOT SIZE, AND OPEN SPACE REQUIREMENTS - RESIDENTIAL DISTRICTS

	DISTRICTS								
	RS-40	R-40	RS-20	RS-15	R-15	R-10	R-7.5	RM-1	R-MHP
I. Maximum Lot Coverage by all Buildings (as % of lot area)	15	15	20	25	25	30	35	50	35
II. Minimum Zone Lot Requirements									
A. Residential Buildings									
1. Area (in square feet)	40,000	40,000	20,000	15,000	15,000	10,000	7,500	6,000	See Special Provisions ⁽¹⁾
2. Width (in feet, measured at the building line)	100	100	100	75	75	60	60	50	See Special Provisions ⁽¹⁾
B. Other Uses									
1. Area (in square feet)	40,000	40,000	40,000	30,000	30,000	20,000	15,000	6,000	10,000
2. Width (in feet)	200	200	200	150	150	100	100	50	75
III. Development Area per Dwelling Unit (in square feet)	40,000	30,000	20,000	15,000	11,500	7,500	5,625	3,600	See Special Provisions ⁽¹⁾
IV. Maximum Height (in feet)	35	35	35	35	35	35	35	35	See Special Provisions ⁽¹⁾
Stories	3	3	3	3	3	3	3	3	3
V. Minimum Yard Requirements (in feet)									
A. Residential Activity Buildings									
1. Front – Arterial Streets	50	50	50	50	50	50	50	50	See Special Provisions ⁽¹⁾
– Collector Streets	40	40	40	40	40	40	40	40	See Special Provisions ⁽¹⁾
– Minor Streets	30	30	30	30	30	30	30	30	See Special Provisions ⁽¹⁾
2. Side – One- and Two-Story Buildings	20	20	15	15	15	15	10	7.5	See Special Provisions ⁽¹⁾
– Three-Story Buildings	25	25	20	20	20	20	20	20	See Special Provisions ⁽¹⁾
3. Rear -	30	30	30	30	30	30	25	20	See Special Provisions ⁽¹⁾
B. Other Uses									
1. Front – Arterial Streets	50	50	50	50	50	50	50	40	40
– Collector Streets	40	40	40	40	40	40	40	30	30
– Minor Streets	30	30	30	30	30	30	30	20	20
2. Side – One- and Two-Story Buildings	20	20	15	15	15	15	15	12	12
– Three-Story Buildings	30	30	20	20	20	20	20	20	20
3. Rear -	30	30	30	30	30	30	25	20	20

NOTE: ⁽¹⁾ See Detailed Design Criteria, Section 6-405.

CURRENT ZONING:

The existing RS-20 zoning for this undeveloped agricultural property permits 20,000-square-foot lots, allowing for the potential construction of approximately 60 single-family units on the 34.97 acres, with 15% of the area allocated for roadways.

6-102.5 RM-1, HIGH DENSITY RESIDENTIAL DISTRICTS

These districts are designed to provide suitable areas for high density development where sufficient urban facilities are available prior to development. All types of residential activities excepting mobile homes are permitted. It is the intent of these districts to not restrict in number the dwelling units contained in a building provided there is sufficient area of zone and open space on such lot relative to the number of dwelling units thereon. These districts are intended also to permit community facility and public utility installations which are necessary to service and do service specifically the residents of the district, or which installations are benefitted by and compatible with a residential environment. It is the express purpose of this ordinance to exclude from these districts all buildings and other structures and uses having commercial characteristics and not planned as an integral part of a total residential development whether operated for uses and home occupations specifically provided for in these regulations for these districts shall be considered as not having such characteristics if they otherwise conform to the provisions of this ordinance.

Table 6.201A: PERMITTED AND CONDITIONAL USES AND STRUCTURES ALLOWABLE WITHIN RESIDENTIAL DISTRICTS

	DISTRICTS								
	RS-40	R-40	RS-20	RS-15	R-15	R-10	R-7.5	RM-1	R-MHP
I. RESIDENTIAL ACTIVITIES									
A. Permanent Residential Activity									
(1) Dwelling, One Family									
(a) Detached	P	P	P	P	P	P	P	P	X
(b) Semi-Detached	X	X	X	X	X	X	X	P	X
(c) Attached	X	X	X	X	X	X	X	(6-403)	X
(2) Dwelling, Two Family									
(a) Detached	X	P	X	X	P	P	P	P	X
(b) Semi-Detached	X	X	X	X	X	X	X	P	X
(c) Attached	X	X	X	X	X	X	X	(6-403)	X
(3) Dwelling, Multi-Family									
(4) Dwelling, Mobile Home	X	X	X	X	X	X	X	X	(6-405)
B. Semi-Transient Residential Activity									
(1) Apartment Hotel	X	X	X	X	X	X	X	P	X
(2) Boarding or Rooming Houses	X	X	X	X	X	X	X	P	X
(3) Residential Hotel	X	X	X	X	X	X	X	P	X
II. COMMUNITY FACILITIES ACTIVITIES									
A. Administrative Services	(No Special Provisions)	→	→	→	→	→	→	→	→
B. Community Assembly	C (14-506.1)	→	→	→	→	→	→	→	→
C. Educational Facilities	C (14-506.2)	→	→	→	→	→	→	→	→
D. Cultural and Recreational Services	C (14-506.3)	→	→	→	→	→	→	→	→
E. Essential Public Transport, Communication and Utility Services	(No Special Provisions)	→	→	→	→	→	→	→	→
F. Extensive Impact Facilities	C (14-506.4)	X	X	X	X	X	X	X	X
G. Health Care Facilities	C (14-506.5)	→	→	→	→	→	→	→	→
H. Intermediate Impact Facilities	C (14-506.4)	→	→	→	→	→	→	→	→
I. Special Personal and Group Care	C (14-506.6)	→	→	→	→	→	→	→	→
J. Religious Facilities	C (14-506.7)	→	→	→	→	→	→	→	→
K. Special Institutional Care Facilities	C (14-506.8)	→	→	→	→	→	→	→	→
III. AGRICULTURAL AND EXTRACTIVE FACILITIES									
A. Agricultural Services	P	P	X	X	X	X	X	X	X
B. Crop and Animal Raising	P	P	X	X	X	X	X	X	X
C. Egg Production, Feedlots and Stockyards	C (14-508.1)	→	X	X	X	X	X	X	X
D. Mining and Quarrying	C (14-508.2)*	→	X	X	X	X	X	X	X
E. Plant and Forest Nurseries	C (14-508.4)	→	X	X	X	X	X	X	X
F. Keeping of Horses	C (14-508.5)	→	X	X	X	X	X	X	X
KEY TO INTERPRETING USES CLASSIFICATIONS									
P = Permitted use within the district indicated (No Special Provisions apply).									
C = Conditional use subject to provisions of Section indicated.									
() = Use permitted to supplemental provisions contained within the Section shown in the parenthesis.									
X = Use not permitted within the district.									
NOTE: *Where explosives are to be stored on a mining or quarrying site the provisions on Subsection 14-508.3, shall apply.									

PROPOSED DENSITY & INTENSITY OF PROJECT:

The Riggs Place Subdivision project proposes a density of 4.72 units per acre, featuring 165 single-family and townhomes with a variety of lot sizes for both attached and detached units to accommodate diverse housing needs.

POPULATION INFORMATION:

According to the U.S. Census for the City of Portland

- Average of 2.6 persons per household (2018-2022)

 - Persons under age 5 - 7.7%

 - Persons under age 18 - 26.1%

- 188 units x 2.6p = 489 people

 - Under age 18 = 135.7

 - Under age 5 = 40.0

- School Age = 95.7



SITE ZONING:

The tabulation of the number of lots allowed under the current RS-20 zoning is 76 lots.

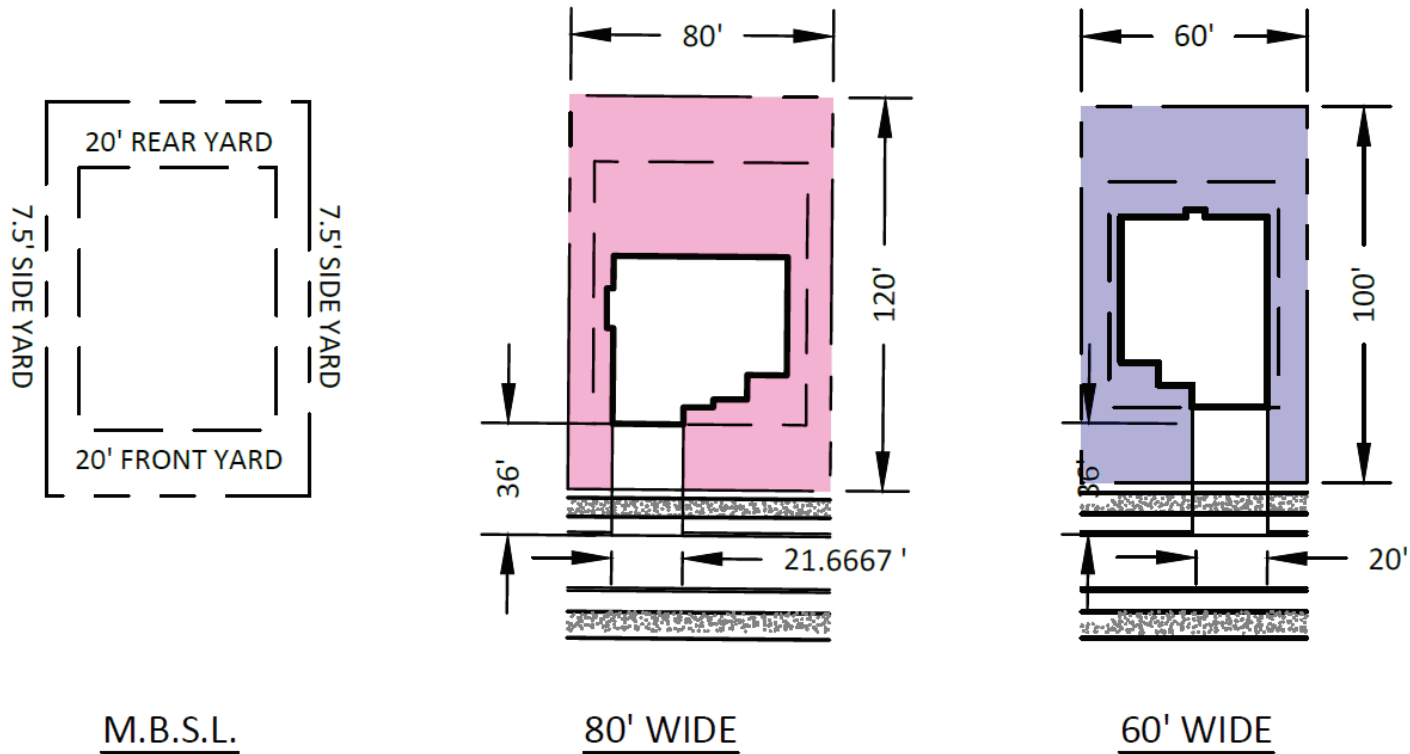
The total area of the property is 34.97 acres, and the RS-20 zoning classification requires a minimum lot size of 20,000 square feet per dwelling.

However, zoning ordinances also account for infrastructure such as roadways, typically reducing the developable area.

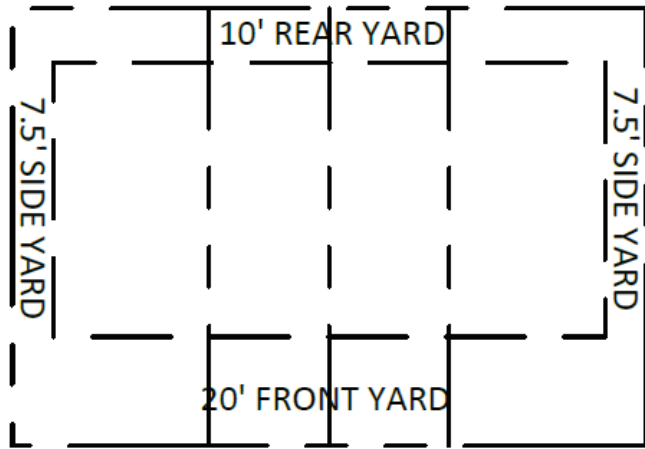
For this property, 15% of the total area is allocated to roadways, leaving 85% available for residential development.



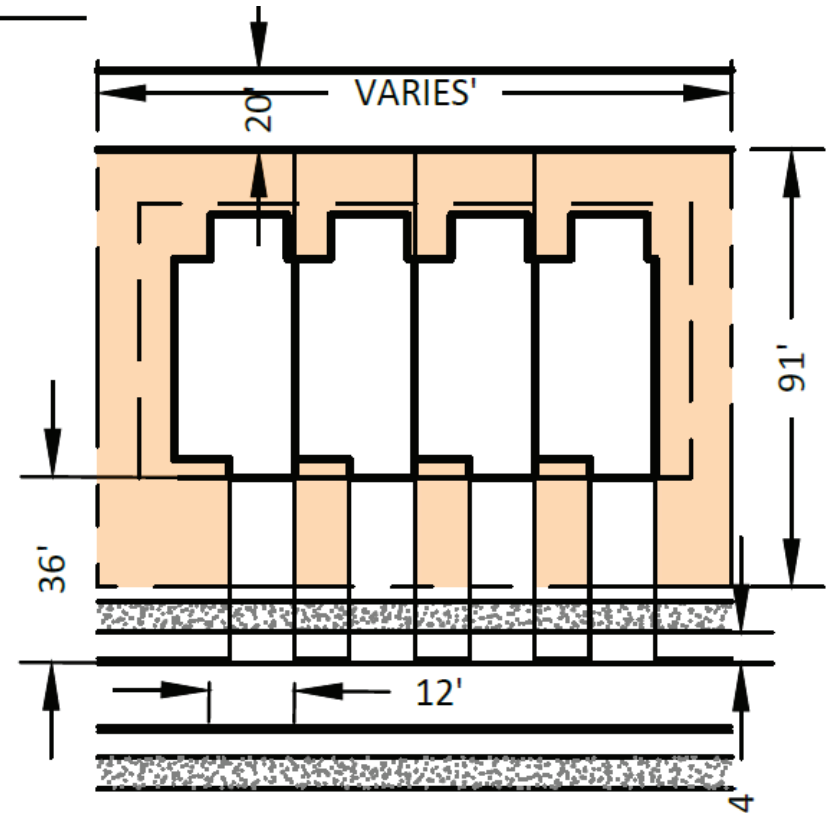
TYPICAL LOT LAYOUT



TYPICAL LOT LAYOUT FOR SINGLE FAMILY LOTS



M.B.S.L.



TOWNHOMES

TYPICAL LOT LAYOUT FOR TOWNHOMES





PROPOSED ARCHITECTURE | SINGLE-FAMILY

NOTES:

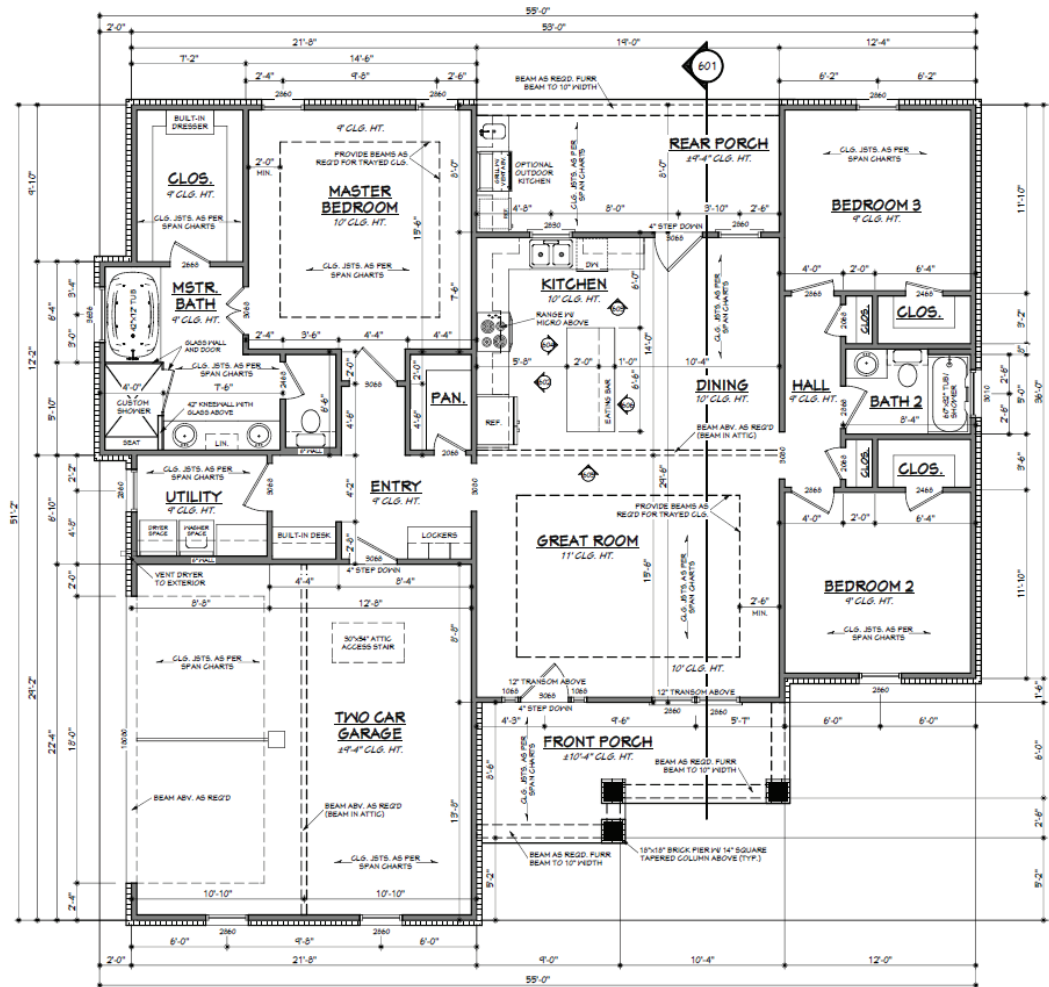
1. ALL DIMENSIONS & SITE CONDITIONS TO BE VERIFIED BY CONTRACTOR PRIOR TO CONSTRUCTION.
2. ALL FINISHES (INTERIOR & EXTERIOR) TO BE VERIFIED WITH OWNER PRIOR TO CONSTRUCTION.
3. VERIFY ALL DOOR & WINDOW STYLES AND SIZES WITH OWNER PRIOR TO CONSTRUCTION. MANUFACTURER TO SUPPLY ALL ROUGH OPENING SIZES.
4. CONTRACTOR TO VERIFY ALL CLEARANCES OF ALL DOORS, WINDOWS AND OTHER ITEMS THAT ARE CRITICAL. PRIOR TO CONSTRUCTION.
5. CONTRACTOR TO ADAPT PLANS AS REQUIRED TO MEET ALL APPLICABLE CODES AT SITE.
6. ALL BEAMS TO BE SIZED BY A LICENSED STRUCTURAL ENGINEER.
7. PORCHES, BALCONIES OR RAISED FLOOR SURFACES LOCATED MORE THAN 30 INCHES ABOVE THE FLOOR OR GRADE BELOW AT ANY POINT WITHIN 36 INCHES HORIZONTALLY SHALL HAVE GUARDS NOT LESS THAN 36 INCHES IN HEIGHT. OPEN SIDES OF STAIRS WITH A TOTAL RISE OF MORE THAN 30 INCHES ABOVE THE FLOOR OR GRADE BELOW SHALL HAVE GUARDS NOT LESS THAN 34 INCHES IN HEIGHT MEASURED VERTICALLY FROM THE NOSING OF THE TREADS. INSECT SCREENING SHALL NOT BE CONSIDERED AS A GUARD. IRC 2015, R312.1.1 & R312.1.2
8. M1305.1.3 APPLIANCES IN ATTICS. ATTICS CONTAINING APPLIANCES SHALL BE PROVIDED WITH AN OPENING AND A CLEAR AND UNOBSTRUCTED PASSAGEWAY LARGE ENOUGH TO ALLOW REMOVAL OF THE LARGEST APPLIANCE, BUT NOT LESS THAN 30 INCHES HIGH AND 22 INCHES WIDE AND NOT MORE THAN 20 FEET LONG MEASURED ALONG THE CENTERLINE OF THE PASSAGEWAY FROM THE OPENING TO THE APPLIANCE. THE PASSAGEWAY SHALL HAVE CONTINUOUS SOLID FLOORING IN ACCORDANCE WITH CHAPTER 5 NOT LESS THAN 24 INCHES WIDE. A LEVEL SERVICE SPACE AT LEAST 30 INCHES DEEP AND 30 INCHES WIDE SHALL BE PRESENT ALONG ALL SIDES OF THE APPLIANCE WHERE ACCESS IS REQUIRED. THE CLEAR ACCESS OPENING DIMENSIONS SHALL BE A MINIMUM OF 20 INCHES BY 30 INCHES, AND LARGE ENOUGH TO ALLOW REMOVAL OF THE LARGEST APPLIANCE.
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10. WHERE THE PASSAGEWAY IS UNOBSTRUCTED AND NOT LESS THAN 6 FEET HIGH AND 22 INCHES WIDE FOR ITS ENTIRE LENGTH, THE PASSAGEWAY SHALL BE NOT MORE THAN 50 FEET LONG.
11. APPLIANCE ACCESS FOR INSPECTION SERVICE, REPAIR AND REPLACEMENT. APPLIANCES SHALL BE ACCESSIBLE FOR INSPECTION, SERVICE, REPAIR AND REPLACEMENT WITHOUT REMOVING PERMANENT CONSTRUCTION, OTHER APPLIANCES, OR ANY OTHER PIPING OR DUCTS NOT CONNECTED TO THE APPLIANCE BEING INSPECTED, SERVICED, REPAIRED OR REPLACED. A LEVEL WORKING SPACE AT LEAST 30 INCHES DEEP AND 30 INCHES WIDE SHALL BE PROVIDED IN FRONT OF THE CONTROL SIDE TO SERVICE AN APPLIANCE. INSTALLATION OF ROOM HEATERS SHALL BE PERMITTED WITH AT LEAST AN 18-INCH WORKING SPACE. A PLATFORM SHALL NOT BE REQUIRED FOR ROOM HEATERS.
12. M1305.1.1 FURNACES AND AIR HANDLERS. FURNACES AND AIR HANDLERS WITHIN COMPARTMENTS OR ALCOVES SHALL HAVE A MINIMUM WORKING SPACE CLEARANCE OF 3 INCHES ALONG THE SIDES, BACK AND TOP WITH A TOTAL WIDTH OF THE ENCLOSING SPACE BEING AT LEAST 12 INCHES WIDER THAN THE FURNACE OR AIR HANDLER. FURNACES HAVING A FIREBOX OPEN TO THE ATMOSPHERE SHALL HAVE AT LEAST A 6-INCH WORKING SPACE ALONG THE FRONT COMBUSTION CHAMBER SIDE. COMBUSTION AIR OPENINGS AT THE REAR OR SIDE OF THE COMPARTMENT SHALL COMPLY WITH THE REQUIREMENTS OF CHAPTER 11.
13. EXCEPTION: THIS SECTION SHALL NOT APPLY TO REPLACEMENT APPLIANCES INSTALLED IN EXISTING COMPARTMENTS AND ALCOVES WHERE THE WORKING SPACE CLEARANCES ARE IN ACCORDANCE WITH THE EQUIPMENT OR APPLIANCE MANUFACTURER'S INSTALLATION INSTRUCTIONS.
14. EMERGENCY ESCAPE AND RESCUE OPENINGS SHALL BE OPERATIONAL FROM THE INSIDE OF THE ROOM WITHOUT THE USE OF KEYS, TOOLS OR SPECIAL KNOWLEDGE. WINDOW OPENING CONTROL DEVICES COMPLYING WITH ASTM F 2090 SHALL BE PERMITTED FOR USE ON WINDOWS SERVING AS A REQUIRED EMERGENCY ESCAPE AND RESCUE OPENING. ALL SLEEPING ROOMS TO HAVE AN EXTERIOR ACCESS THROUGH A DOOR OR WINDOW WITH A MINIMUM OF 5.7 SQUARE FEET NET CLEAR OPENING AS PER IRC 2015 R310.2.1. EXCEPTION: GRADE FLOOR OR BELOW GRADE OPENINGS SHALL HAVE A MINIMUM NET CLEAR OPENING OF 5 SQUARE FEET. MAXIMUM SILL HEIGHT TO BE 44 INCHES. MINIMUM NET CLEAR OPENING HEIGHT TO BE 24 INCHES. MINIMUM NET CLEAR OPENING WIDTH TO BE 20 INCHES.
15. ALL RETURN AIR GRILLS ARE TO BE LOCATED TO COMPLY WITH SECTION M1602 OF THE IRC 2015.
16. ALL SQUARE FOOTAGE MEASUREMENTS ARE APPROXIMATE AND MAY DIFFER FROM ACTUAL CONSTRUCTED RESIDENCE OR BUILDING.
17. FIRE SPRINKLER SYSTEM TO BE DESIGNED AND INSTALLED (IF REQUIRED BY LOCAL CODES) AS PER THE IRC 2015 AND BY A LICENSED PROFESSIONAL IN THE AREA OF CONSTRUCTION.
18. ALL BATHROOM EXHAUST VENTS SHALL BE VENTED DIRECTLY TO THE EXTERIOR OF THE HOME AND NOT INTO THE ATTIC. IRC 2015, M1507.2

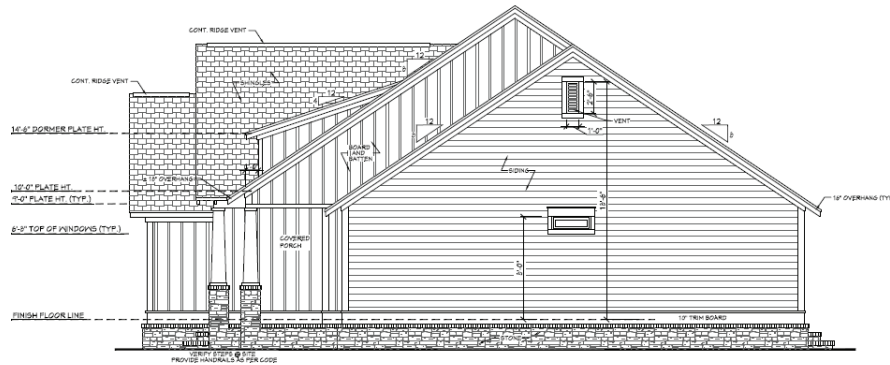
NOTE: CONTRACTOR TO LOCATE HVAC UNITS AND WATER HEATER AT SITE.

BB-1657 FLOOR PLAN

SCALE: 1/4" = 1'-0"

AREA:	1657 S.F. HEATED - WITHOUT MASONRY
	139 S.F. UNHEATED - FRONT PORCH
	491 S.F. UNHEATED - GARAGE
	152 S.F. UNHEATED - REAR PORCH
	712 S.F. TOTAL UNHEATED
	2429 S.F. TOTAL UNDER ROOF



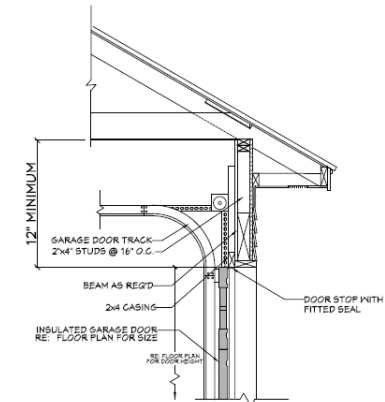


501 RIGHT VIEW
SCALE: 1/4" = 1'-0"

- EXTERIOR ELEVATION NOTES:**
1. CONTRACTOR TO VERIFY ALL WINDOW AND DOOR STYLES AND SIZES WITH OWNER PRIOR TO CONSTRUCTION.
 2. PROVIDE STEPS AND GUARD RAILS AS PER CODE BASED ON SITE CONDITIONS.
 3. GROUND LINES SHOWN FOR REFERENCE ONLY AND VARY DEPENDING ON SITE CONDITIONS.
 4. ALL FINISH MATERIALS TO BE VERIFIED WITH OWNER PRIOR TO CONSTRUCTION.
 5. REFER TO TYPICAL WALL DETAIL FOR FRAMING METHODS AND OTHER MISC. INFORMATION.
 6. CONTRACTOR TO PROVIDE ADEQUATE ROOF VENTILATION AS REQ'D BY CURRENT CODES.



502 LEFT VIEW
SCALE: 1/4" = 1'-0"



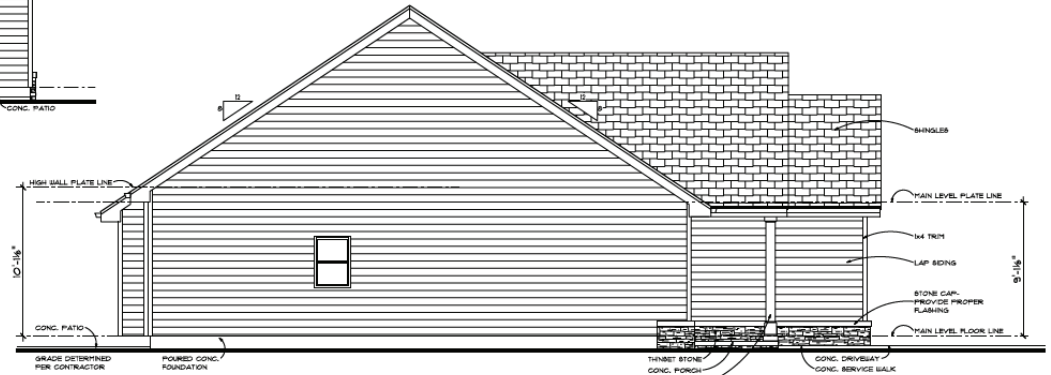
503 GARAGE DOOR CLEARANCE
SCALE: N.T.S.
THE INTENT OF THIS DETAIL IS TO SHOW THE MINIMUM REQUIRED DISTANCE FROM THE TOP OF THE GARAGE DOOR OPENING TO THE CEILING OF THE GARAGE.



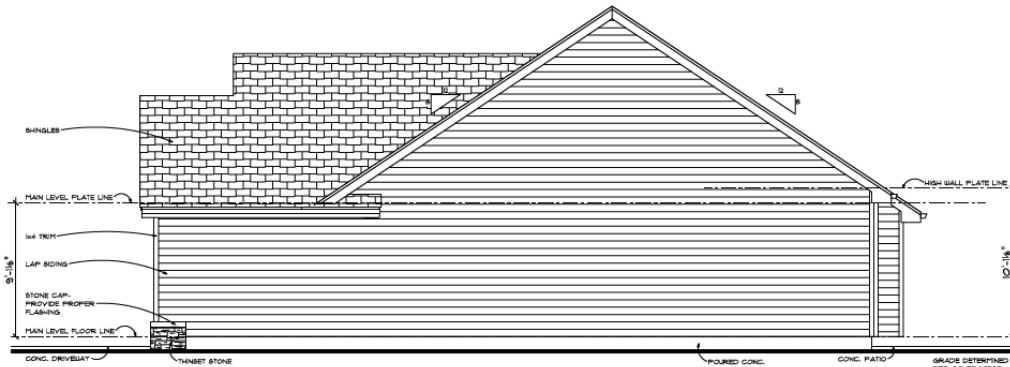
PROPOSED ARCHITECTURE | SINGLE-FAMILY



REAR ELEVATION
SCALE: 1/4" = 1'-0"



LEFT ELEVATION
SCALE: 1/4" = 1'-0"



RIGHT ELEVATION
SCALE: 1/4" = 1'-0"



FRONT ELEVATION





PROPOSED ARCHITECTURE | SINGLE-FAMILY

NOTES:

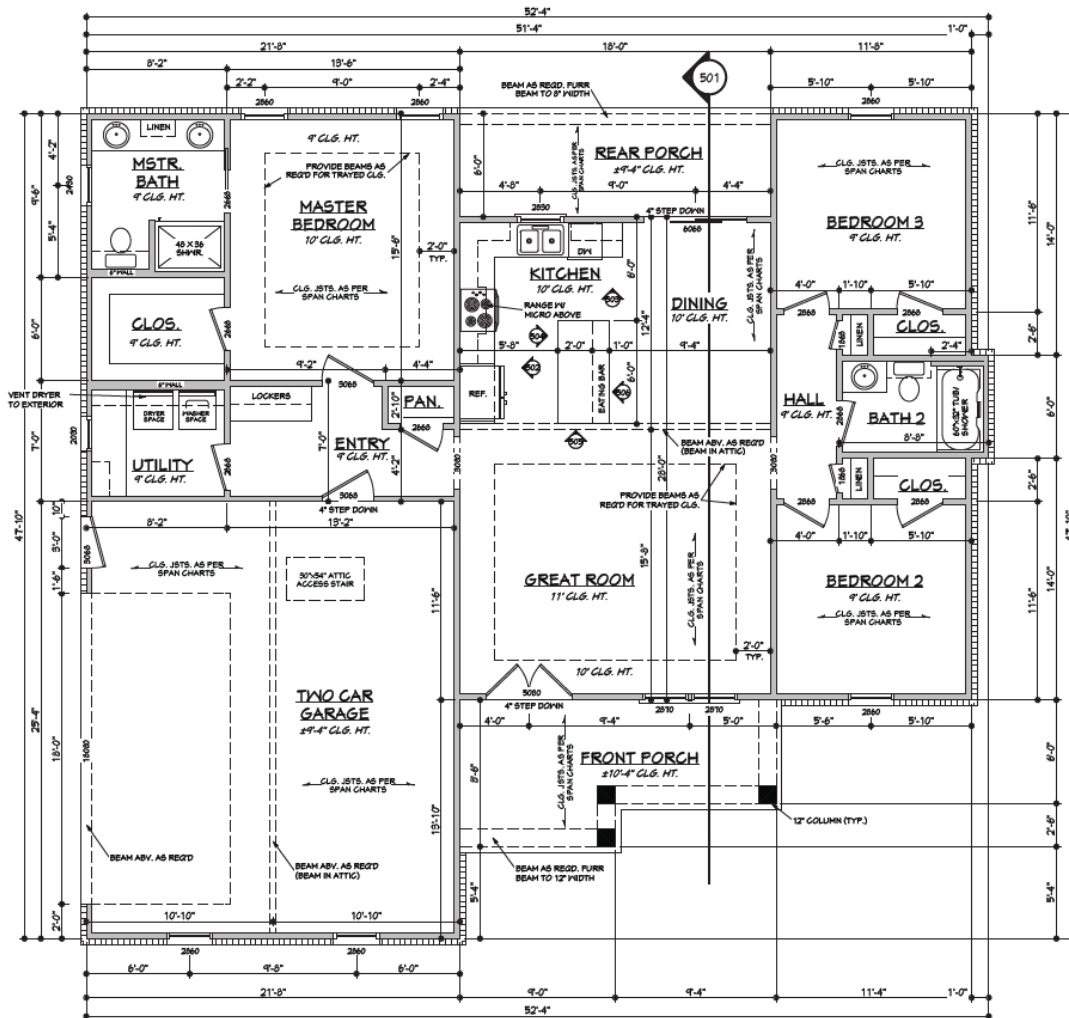
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8. M1309.1.2 APPLIANCES IN ATTICS. ATTICS CONTAINING APPLIANCES SHALL BE PROVIDED WITH AN OPENING AND A CLEAR AND UNOBSTRUCTED PASSAGEWAY LARGE ENOUGH TO ALLOW REMOVAL OF THE LARGEST APPLIANCE, BUT NOT LESS THAN 30 INCHES HIGH AND 22 INCHES WIDE AND NOT MORE THAN 30 FEET LONG MEASURED ALONG THE CENTERLINE OF THE PASSAGEWAY FROM THE OPENING TO THE APPLIANCE. THE PASSAGEWAY SHALL HAVE CONTINUOUS SOLID FLOORING IN ACCORDANCE WITH CHAPTER 5 NOT LESS THAN 24 INCHES WIDE. A LEVEL SERVICE SPACE AT LEAST 30 INCHES DEEP AND 30 INCHES WIDE SHALL BE PRESENT ALONG ALL SIDES OF THE APPLIANCE WHERE ACCESS IS REQUIRED. THE CLEAR ACCESS OPENING DIMENSIONS SHALL BE A MINIMUM OF 20 INCHES BY 30 INCHES, AND LARGE ENOUGH TO ALLOW REMOVAL OF THE LARGEST APPLIANCE. EXCEPTIONS:
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NOTE: CONTRACTOR TO LOCATE HVAC UNITS AND WATER HEATER AT SITE.

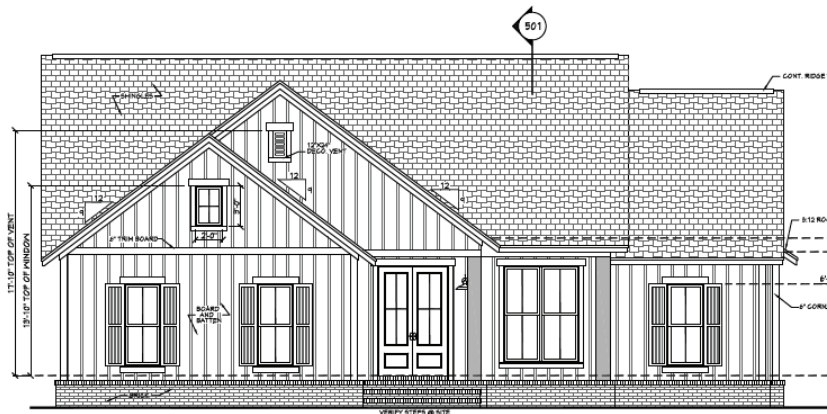
BB-1398 FLOOR PLAN

SCALE: 1/4" = 1'-0"

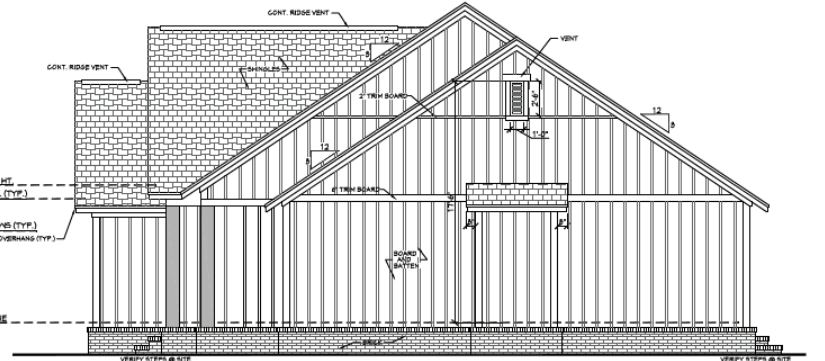
AREA:	1390	S.F. HEATED - WITHOUT MASONRY
	133	S.F. UNHEATED - FRONT PORCH
	545	S.F. UNHEATED - GARAGE
	108	S.F. UNHEATED - REAR PORCH
	786	S.F. TOTAL UNHEATED
	2184	S.F. TOTAL UNDER ROOF



PROPOSED ARCHITECTURE | SINGLE-FAMILY



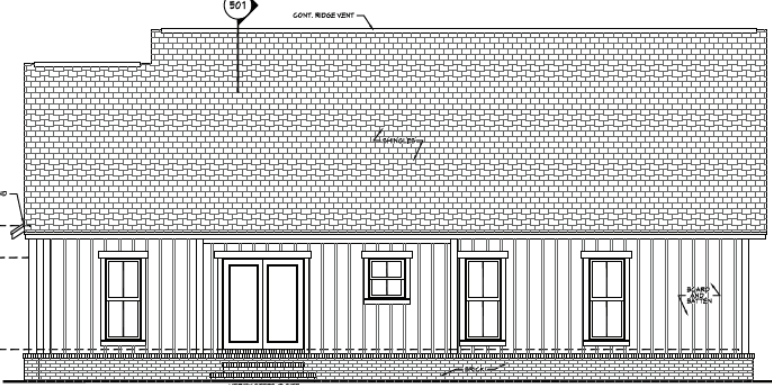
401 FRONT VIEW
SCALE 1/4" = 1'-0"



402 RIGHT VIEW
SCALE 1/4" = 1'-0"



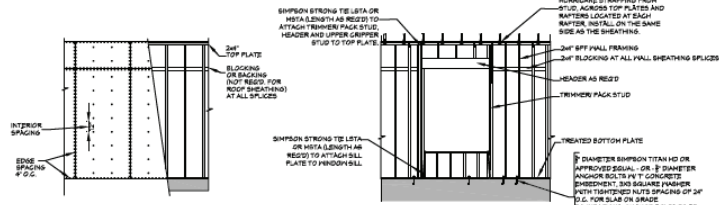
403 LEFT VIEW
SCALE 1/4" = 1'-0"



404 REAR VIEW
SCALE 1/4" = 1'-0"

EXTERIOR ELEVATION NOTES:

1. CONTRACTOR TO VERIFY ALL WINDOW AND DOOR STYLES AND SIZES WITH OWNER PRIOR TO CONSTRUCTION.
2. PROVIDE STEPS AND GUARD RAILS AS PER CODE BASED ON SITE CONDITIONS.
3. GROUND LINES SHOWN FOR REFERENCE ONLY AND VARY DEPENDING ON SITE CONDITIONS.
4. ALL FINISH MATERIALS TO BE VERIFIED WITH OWNER PRIOR TO CONSTRUCTION.
5. REFER TO TYPICAL WALL DETAIL FOR FRAMING METHODS AND OTHER MISC. INFORMATION.
6. CONTRACTOR TO PROVIDE ADEQUATE ROOF VENTILATION AS REQ'D BY CURRENT CODES.



WALL/ROOF FASTENING DETAILS
SCALE 1/4" = 1'-0"

NAIL SIZE SPACING FOR WALL SHEATHING

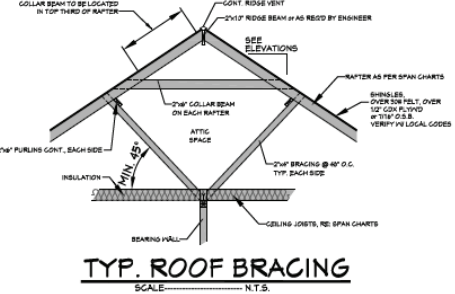
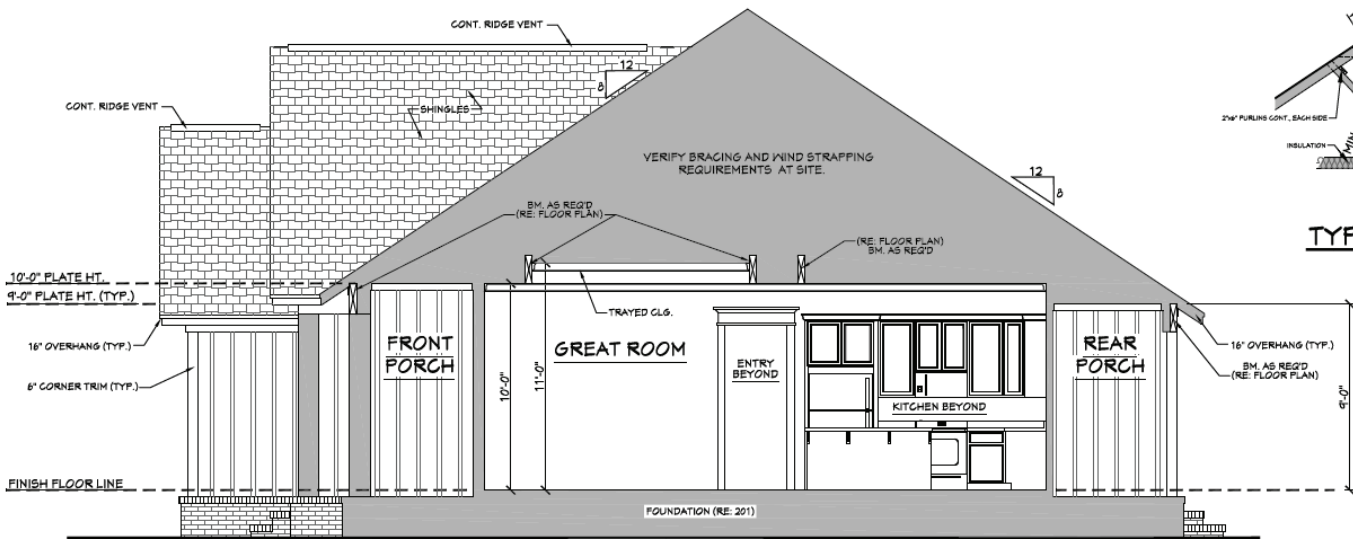
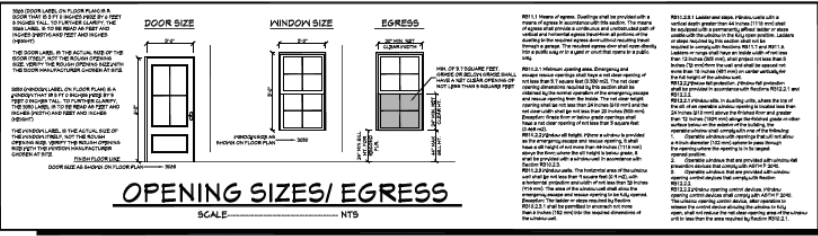
8d NAILS
MIN. OF 1 1/8" O.S.B.
EDGE SPACING = 4" O.C.
INTERIOR SPACING = 12" O.C.

NAIL SIZE SPACING FOR ROOF SHEATHING

8d NAILS
MIN. OF 1 1/8" O.S.B.
EDGE SPACING = 4" O.C.
INTERIOR SPACING = 4" O.C.

- NOTES:**
1. ALL EXTERIOR SHEATHING TO EXTEND FROM BOTTOM OF BOTTOM PLATE TO THE TOP OF THE TOP PLATE.
 2. PROVIDE 2x4 OR GREATER COLLAR TIES ON EACH RAFTER IN THE UPPER THIRD OF ATTIC AND ATTACHED TO RAFTERS WITH 1/2" DIA NAILS ON EACH SIDE.
 3. SHINGLE OR OTHER ROOF MATERIALS TO BE FASTENED AS PER MANUFACTURER'S INSTRUCTIONS FOR HIGH WIND APPLICATIONS.
 4. EXTERIOR WALL FINISHES TO BE INSTALLED AS PER MANUFACTURER'S INSTRUCTIONS BASED ON HIGH WIND APPLICATIONS.

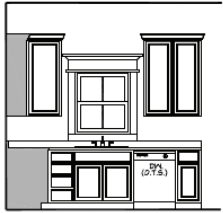
- CROSS SECTION NOTES:**
1. CONTRACTOR SHALL COMPLY WITH ALL APPLICABLE CODES AT SITE.
 2. ALL RIDGE BEAMS, HIP RAFTERS, & VALLEY RAFTERS TO BE 2" x 10", OR AS REQ'D BY ENGINEER.
 3. CONTRACTOR TO PROVIDE RAFTER BRACING TO MEET APPLICABLE CODES.
 4. CONTRACTOR TO THOROUGHLY WATERPROOF ALL EXTERIOR INTERSECTIONS AS PER CODE AND TYPICAL BUILDING PRACTICES.
 5. ALL BEAMS TO BE SIZED BY A LICENSED STRUCTURAL ENGINEER.
 6. ALL LUMBER SIZES AND SPACING TO BE VERIFIED BY CONTRACTOR PRIOR TO CONSTRUCTION.
 7. CONTRACTOR TO PROVIDE ADEQUATE ROOF VENTILATION AS REQ'D. BY CURRENT CODES.



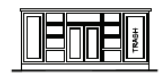
501 CROSS SECTION
 SCALE: 3/8" = 1'-0"



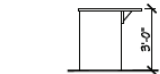
502 KITCHEN
 SCALE: 3/8" = 1'-0"



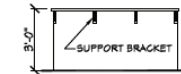
503 KITCHEN
 SCALE: 3/8" = 1'-0"



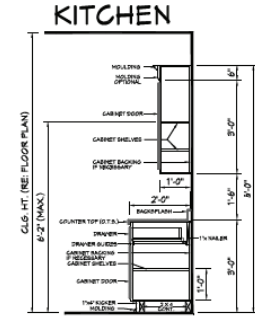
504 KITCHEN
 SCALE: 3/8" = 1'-0"



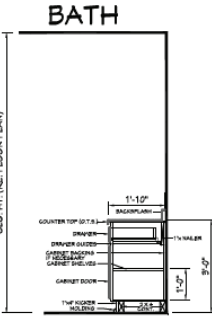
505 KITCHEN
 SCALE: 3/8" = 1'-0"



506 KITCHEN
 SCALE: 3/8" = 1'-0"



507 TYPICAL CABINET SECTIONS
 SCALE: N.T.S.



BATH
 SCALE: N.T.S.

PROPOSED ARCHITECTURE | TOWNHOMES

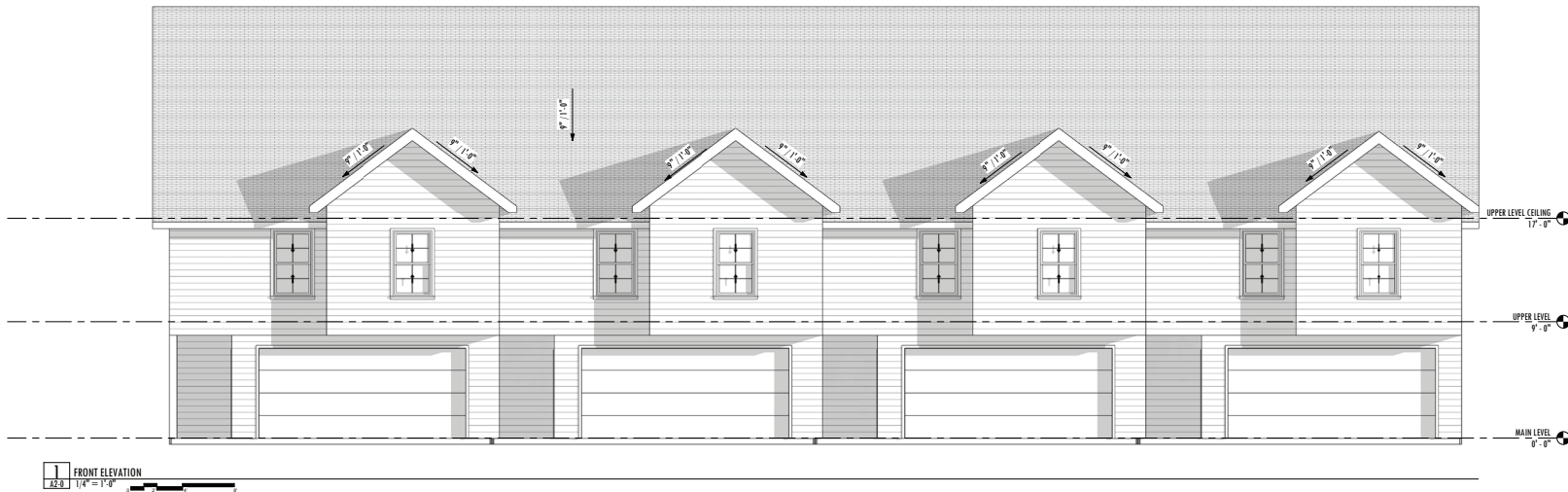
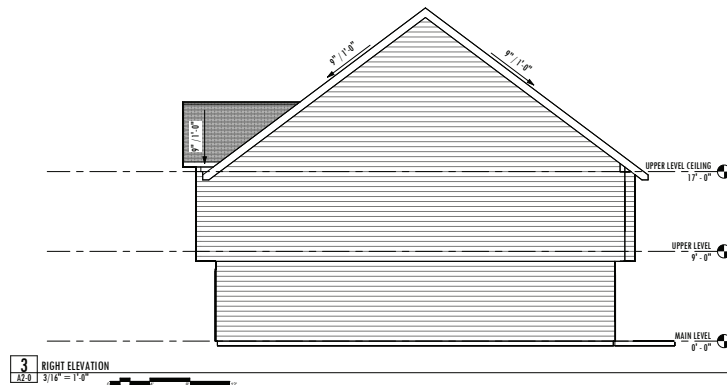
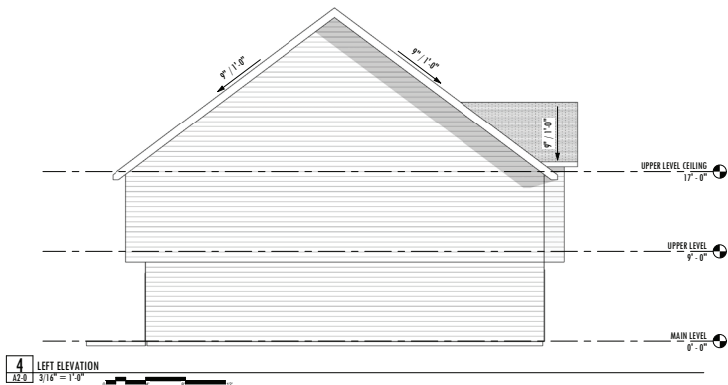


48 WEST CALDWELL STREET,
 MT. JULIET, TN 37122
 PHONE: 615-754-7477
 MOBILE: 615-714-1796
 samanderson@gmail.com
 (no "a" in sam)

PORTLAND
 TOWNHOMES

Enter address here

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REVISIONS

NO.	DESCRIPTION	DATE

ELEVATIONS

A2-0

PORTLAND TOWNHOMES

PROJ. NO. 2536 DATE 03-04-2025

1. ALL WORK SHALL BE IN ACCORDANCE WITH THE 2015 INTERNATIONAL RESIDENTIAL CODE (IRC) AND THE 2015 INTERNATIONAL ENERGY EFFICIENCY CODE (IECC). 2. THE ARCHITECT'S RESPONSIBILITY IS LIMITED TO THE DESIGN OF THE BUILDING ENVELOPE AND THE EXTERIOR APPEARANCE OF THE BUILDING. 3. THE ARCHITECT IS NOT RESPONSIBLE FOR THE DESIGN OF THE INTERIOR FINISHES, MECHANICAL, ELECTRICAL, OR PLUMBING SYSTEMS. 4. THE ARCHITECT IS NOT RESPONSIBLE FOR THE DESIGN OF THE FOUNDATION OR THE STRUCTURAL SYSTEM. 5. THE ARCHITECT IS NOT RESPONSIBLE FOR THE DESIGN OF THE LANDSCAPE OR THE SITEWORK. 6. THE ARCHITECT IS NOT RESPONSIBLE FOR THE DESIGN OF THE UTILITIES OR THE CONNECTIONS TO THE UTILITIES. 7. THE ARCHITECT IS NOT RESPONSIBLE FOR THE DESIGN OF THE SIGNAGE OR THE MARKETING MATERIALS. 8. THE ARCHITECT IS NOT RESPONSIBLE FOR THE DESIGN OF THE FURNITURE OR THE FIXTURES. 9. THE ARCHITECT IS NOT RESPONSIBLE FOR THE DESIGN OF THE LIGHTING OR THE SOUND SYSTEM. 10. THE ARCHITECT IS NOT RESPONSIBLE FOR THE DESIGN OF THE SECURITY SYSTEMS. 11. THE ARCHITECT IS NOT RESPONSIBLE FOR THE DESIGN OF THE SPECIALTIES OR THE ACCESSORIES. 12. THE ARCHITECT IS NOT RESPONSIBLE FOR THE DESIGN OF THE CURTAINS OR THE BLINDS. 13. THE ARCHITECT IS NOT RESPONSIBLE FOR THE DESIGN OF THE PAINTS OR THE FINISHES. 14. THE ARCHITECT IS NOT RESPONSIBLE FOR THE DESIGN OF THE HARDWARE OR THE FIXTURES. 15. THE ARCHITECT IS NOT RESPONSIBLE FOR THE DESIGN OF THE APPLIANCES OR THE EQUIPMENT. 16. THE ARCHITECT IS NOT RESPONSIBLE FOR THE DESIGN OF THE MECHANICAL SYSTEMS OR THE ELECTRICAL SYSTEMS. 17. THE ARCHITECT IS NOT RESPONSIBLE FOR THE DESIGN OF THE PLUMBING SYSTEMS OR THE SANITARY SYSTEMS. 18. THE ARCHITECT IS NOT RESPONSIBLE FOR THE DESIGN OF THE HEATING SYSTEMS OR THE COOLING SYSTEMS. 19. THE ARCHITECT IS NOT RESPONSIBLE FOR THE DESIGN OF THE VENTILATION SYSTEMS OR THE EXHAUST SYSTEMS. 20. THE ARCHITECT IS NOT RESPONSIBLE FOR THE DESIGN OF THE INSULATION OR THE BARRIERS. 21. THE ARCHITECT IS NOT RESPONSIBLE FOR THE DESIGN OF THE ROOFING OR THE FLASHING. 22. THE ARCHITECT IS NOT RESPONSIBLE FOR THE DESIGN OF THE FOUNDATION OR THE STRUCTURE. 23. THE ARCHITECT IS NOT RESPONSIBLE FOR THE DESIGN OF THE EXTERIOR WALLS OR THE CEILING. 24. THE ARCHITECT IS NOT RESPONSIBLE FOR THE DESIGN OF THE FLOORING OR THE PARTITIONS. 25. THE ARCHITECT IS NOT RESPONSIBLE FOR THE DESIGN OF THE DOORS OR THE WINDOWS. 26. THE ARCHITECT IS NOT RESPONSIBLE FOR THE DESIGN OF THE STAIRS OR THE ELEVATORS. 27. THE ARCHITECT IS NOT RESPONSIBLE FOR THE DESIGN OF THE RAMP OR THE PLATFORMS. 28. THE ARCHITECT IS NOT RESPONSIBLE FOR THE DESIGN OF THE BALCONIES OR THE TERRACES. 29. THE ARCHITECT IS NOT RESPONSIBLE FOR THE DESIGN OF THE PATIOS OR THE PORCHES. 30. THE ARCHITECT IS NOT RESPONSIBLE FOR THE DESIGN OF THE DRIVEWAYS OR THE PARKING SPACES. 31. THE ARCHITECT IS NOT RESPONSIBLE FOR THE DESIGN OF THE SIGNAGE OR THE MARKETING MATERIALS. 32. THE ARCHITECT IS NOT RESPONSIBLE FOR THE DESIGN OF THE FURNITURE OR THE FIXTURES. 33. THE ARCHITECT IS NOT RESPONSIBLE FOR THE DESIGN OF THE LIGHTING OR THE SOUND SYSTEM. 34. THE ARCHITECT IS NOT RESPONSIBLE FOR THE DESIGN OF THE SECURITY SYSTEMS. 35. THE ARCHITECT IS NOT RESPONSIBLE FOR THE DESIGN OF THE SPECIALTIES OR THE ACCESSORIES. 36. THE ARCHITECT IS NOT RESPONSIBLE FOR THE DESIGN OF THE CURTAINS OR THE BLINDS. 37. THE ARCHITECT IS NOT RESPONSIBLE FOR THE DESIGN OF THE PAINTS OR THE FINISHES. 38. THE ARCHITECT IS NOT RESPONSIBLE FOR THE DESIGN OF THE HARDWARE OR THE FIXTURES. 39. THE ARCHITECT IS NOT RESPONSIBLE FOR THE DESIGN OF THE APPLIANCES OR THE EQUIPMENT. 40. THE ARCHITECT IS NOT RESPONSIBLE FOR THE DESIGN OF THE MECHANICAL SYSTEMS OR THE ELECTRICAL SYSTEMS. 41. THE ARCHITECT IS NOT RESPONSIBLE FOR THE DESIGN OF THE PLUMBING SYSTEMS OR THE SANITARY SYSTEMS. 42. THE ARCHITECT IS NOT RESPONSIBLE FOR THE DESIGN OF THE HEATING SYSTEMS OR THE COOLING SYSTEMS. 43. THE ARCHITECT IS NOT RESPONSIBLE FOR THE DESIGN OF THE VENTILATION SYSTEMS OR THE EXHAUST SYSTEMS. 44. THE ARCHITECT IS NOT RESPONSIBLE FOR THE DESIGN OF THE INSULATION OR THE BARRIERS. 45. THE ARCHITECT IS NOT RESPONSIBLE FOR THE DESIGN OF THE ROOFING OR THE FLASHING. 46. THE ARCHITECT IS NOT RESPONSIBLE FOR THE DESIGN OF THE FOUNDATION OR THE STRUCTURE. 47. THE ARCHITECT IS NOT RESPONSIBLE FOR THE DESIGN OF THE EXTERIOR WALLS OR THE CEILING. 48. THE ARCHITECT IS NOT RESPONSIBLE FOR THE DESIGN OF THE FLOORING OR THE PARTITIONS. 49. THE ARCHITECT IS NOT RESPONSIBLE FOR THE DESIGN OF THE DOORS OR THE WINDOWS. 50. THE ARCHITECT IS NOT RESPONSIBLE FOR THE DESIGN OF THE STAIRS OR THE ELEVATORS. 51. THE ARCHITECT IS NOT RESPONSIBLE FOR THE DESIGN OF THE RAMP OR THE PLATFORMS. 52. THE ARCHITECT IS NOT RESPONSIBLE FOR THE DESIGN OF THE BALCONIES OR THE TERRACES. 53. THE ARCHITECT IS NOT RESPONSIBLE FOR THE DESIGN OF THE PATIOS OR THE PORCHES. 54. THE ARCHITECT IS NOT RESPONSIBLE FOR THE DESIGN OF THE DRIVEWAYS OR THE PARKING SPACES.

PROPOSED ARCHITECTURE | TOWNHOMES



2 FULL UPPER LEVEL
 HEATED SF - 1063.5 SF X 4 = 4,254 SF



1 FULL MAIN LEVEL
 HEATED SF - 460.8 SF X 4 = 1,843.2 SF
 GARAGE SF - 499.2 SF X 4 = 1,996.8 SF

ANDERSON ARCHITECTS
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 MOBILE: 615-714-1796
 samanderson@gmail.com
 (no "a" in sam)

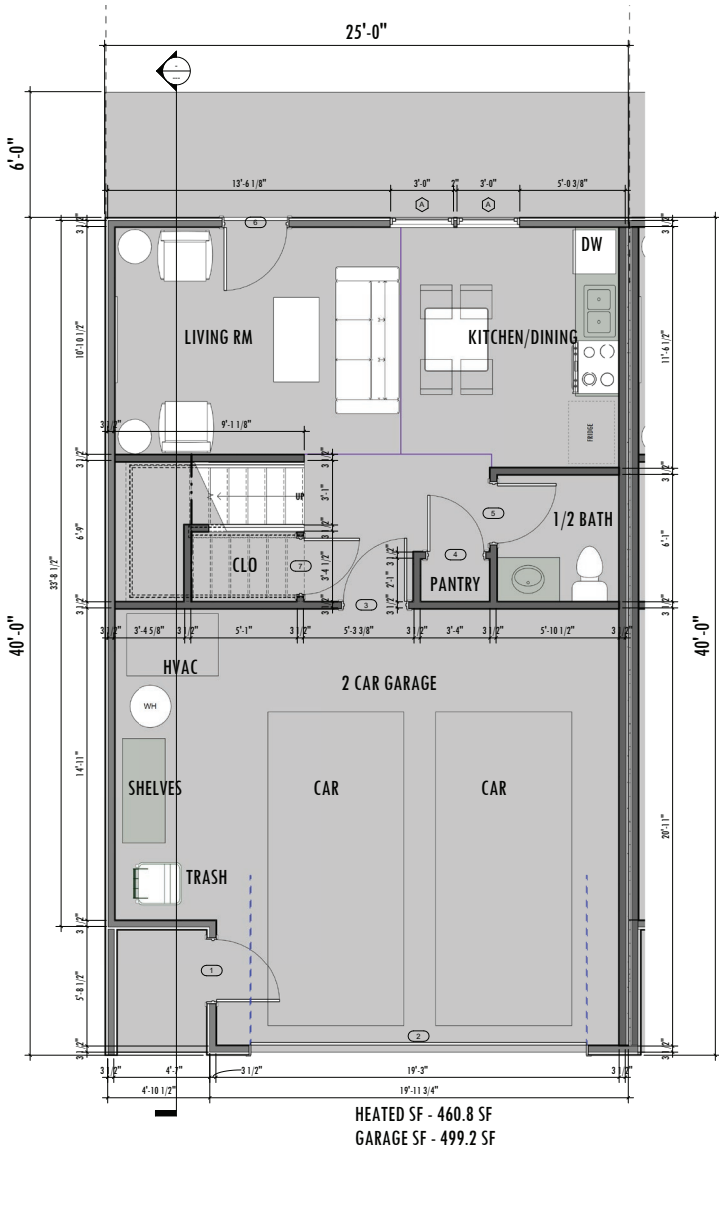
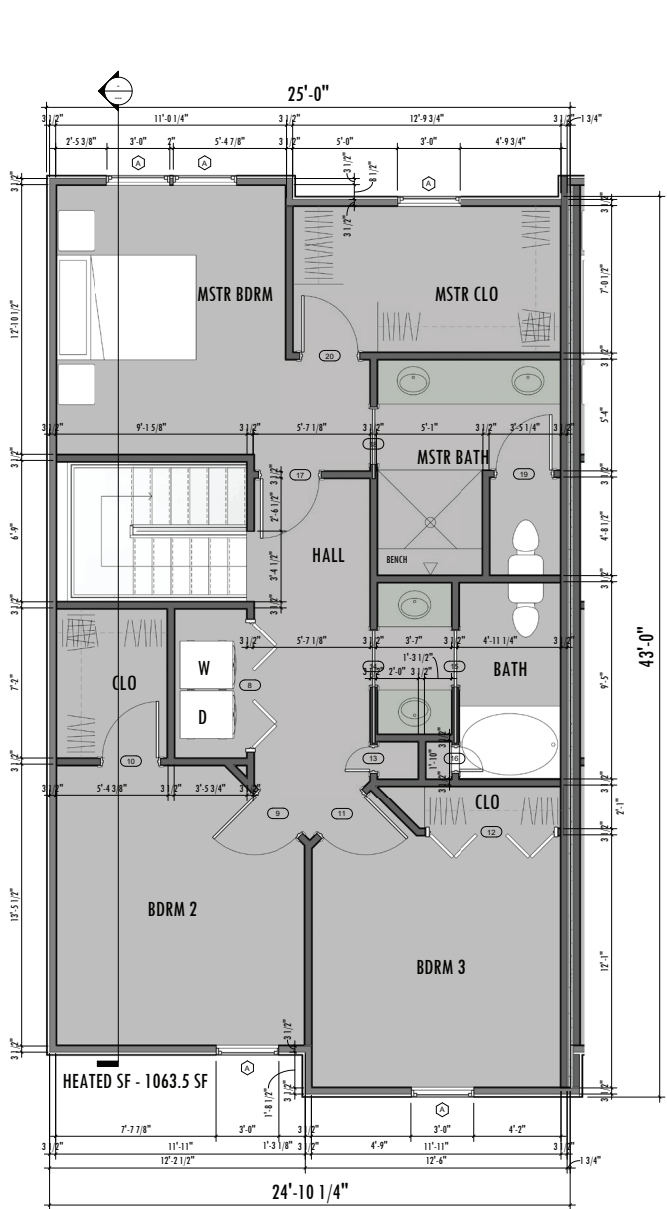
PORTLAND TOWNHOMES
 Enter address here
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REVISIONS		
NO.	DESCRIPTION	DATE

FLOOR PLANS
A1-1
 PORTLAND TOWNHOMES
 PROJ. NO. 2536 DATE: 03-04-2015

S:\proj\2015\2536_Andy Leath Portland Town Homes\cadd\2536_Andy Leath Portland Town Homes.rvt

S:\01\025\2538_Arly Leahh Pentland Town Homes\01\2538_Arly Leahh Pentland Town Homes.rvt



WRITTEN LIST OF BUILDING MATERIALS

EXTERIOR WALLS:

Siding: Vinyl or fiber cement (specific patterns or finishes should match elevation design).
Brick or stone veneer accents for decorative purposes (optional based on design).

ROOFING:

Asphalt shingles, typically in a standard or architectural profile.
Metal flashing and drip edges around perimeters.

WINDOWS & DOORS:

Double-hung or fixed windows with vinyl or aluminum frames.
Exterior doors: Insulated metal or fiberglass doors, with optional decorative glass inserts.

STRUCTURAL COMPONENTS:

Wood framing: 2x6 or 2x4 for walls, with additional load-bearing elements as specified.
I-joists or LVL beams for floors and ceilings as per span and load requirements.

PORCHES & RAILINGS:

Pressure-treated wood or composite decking.
Metal or wood railings where required by code.

OTHER FEATURES:

Concrete for foundation and possible driveway or porch slabs.
Ventilation components such as soffit vents or ridge vents.
Gutters and downspouts, likely aluminum.

MINIMUM SQUARE FOOTAGE:

Single Family 80' lot: 2,000SF | Single Family 60' lot: 1,500SF | Townhomes: 875SF

For a complete and accurate list, consult the notes and legend sections of the specific elevation plans.

PROPOSED AMENITIES | MAIL KIOSKS & BUS STOP



PROPOSED AMENITIES | MAIL KIOSKS & BUS STOP







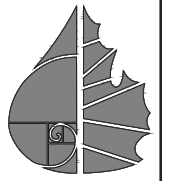
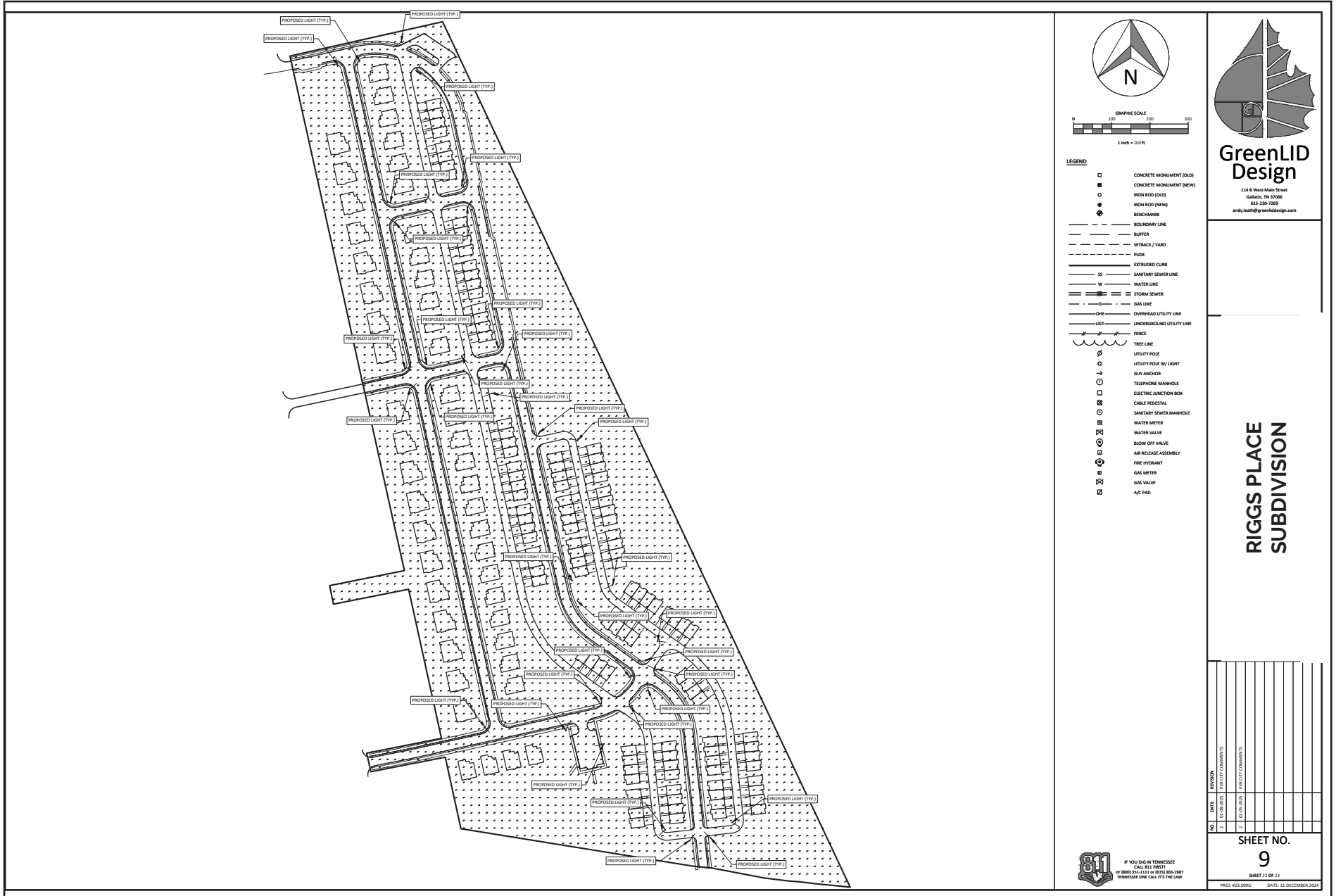


SIGNAGE PLAN:

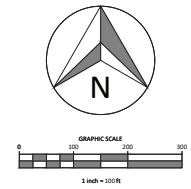
There is no signage proposed for this site.



PHOTOMETRIC PLAN



GreenLID Design
 114 S Wall Main Street
 Gallatin, TN 37066
 615-236-7269
 andy.leah@greendid.com



- LEGEND**
- CONCRETE MONUMENT (OLD)
 - CONCRETE MONUMENT (NEW)
 - IRON ROD (OLD)
 - IRON ROD (NEW)
 - ◆ BENCHMARK
 - BOUNDARY LINE
 - - - - - BUFFER
 - - - - - SETBACK / YARD
 - - - - - ALIDE
 - EXTRUDED CURB
 - SS SANITARY SEWER LINE
 - W WATER LINE
 - STORM SEWER
 - GAS LINE
 - OVERHEAD UTILITY LINE
 - UNDERGROUND UTILITY LINE
 - FENCE
 - TREE LINE
 - UTILITY POLE
 - UTILITY POLE W/ LIGHT
 - GUY ANCHOR
 - TELEPHONE MANNHOLE
 - ELECTRIC JUNCTION BOX
 - CURB FEDERAL
 - SANITARY SEWER MANNHOLE
 - WATER METER
 - WATER VALVE
 - BLOW OFF VALVE
 - AIR RELEASE ASSEMBLY
 - FIRE HYDRANT
 - GAS METER
 - GAS VALVE
 - A/C PAD

RIGGS PLACE SUBDIVISION

NO.	DATE	REVISION
1	05-09-2024	PRECITY COMMENTS
2	05-09-2024	PRECITY COMMENTS

SHEET NO. 9
 SHEET 2 OF 23
 PROJ. #24.0096 DATE: 11 DECEMBER 2024



UTILITIES:

Water service to Riggs Place will be supplied by Portland Utilities, connecting to the existing water main located in Riggs Avenue, ensuring reliable and convenient access for all future residences. Water service needs to include off-site water improvements have been discussed and will be determined as part of the construction design requirements.

Sanitary sewer service will also be provided by Portland Utilities, utilizing a gravity-fed connection to the existing sewer line in Riggs Avenue, which allows for efficient waste management.

Stormwater management on the property will be handled through multiple onsite detention and water quality facilities. These facilities are designed to maintain the natural drainage patterns of the land, ensuring that stormwater runoff is properly controlled and treated to prevent downstream impact.





ORDINANCE

City of Portland, Tennessee

No. 24 – 19

First Reading

AN ORDINANCE TO AMEND ORDINANCE NUMBER 387, COMBINED ZONING ORDINANCE OF THE CITY OF PORTLAND, TENNESSEE AND THE PORTLAND PLANNING REGION TO INCLUDE REGULATIONS FOR SPECIALTY SMOKE AND VAPE SHOPS AND SIMILAR MATERIALS

WHEREAS, the Zoning Ordinance is able to affix reasonable standards, provide for the orderly development of land, and include regulations for the stability of commercial areas within the city; and

WHEREAS, the City of Portland believes that the regulation of specialty smoke shops, vape shops, and similar materials will promote, protect, and facilitate the public health, safety, and welfare of the community through coordinated and practical land use and land development for the betterment of Portland’s population; and

WHEREAS, the Portland Municipal Planning Commission met in regular session on April 8, 2025 whereby this item was listed as a Public Hearing item and a New Business item and the Planning Commission voted unanimously to refer to the City Council for approval.

NOW, THEREFORE, BE IT ORDAINED by the City of Portland, Tennessee, as follows:

Section 1. Article III: Construction of Language and Definitions, Chapter 2. Definition of Terms to add the following:

Specialty Smoke Shops and Vape Shops and Similar Materials: A person or business, in whole or in part, providing materials and services (broadly defined as specialty smoke shops) including smoke, vaping, and head shops that stock and sell tobacco, vaping, edibles, concentrates, cannabis, cannabidiol oil, kratom and similar materials and accessories. Specialty smoke shops are defined as any retail shop that includes more than twenty-five (25%) percent of the shop’s public customer sales floor area dedicated to the stock and sale of the defined product materials and accessories defined in this section. The remaining public customer sales floor area shall be stocked for the sale of other retail product materials not including the product materials defined in this section.

Section 2. Article VII: Commercial District Regulations, Chapter 2. Uses and Structure, Table 7-201A to add the following:

DISTRICTS	CBD	GCS	ISD	MPO	NSD	OPS	HCD
III. COMMERCIAL ACTIVITIES							
Z. Specialty Smoke Shops and Vape Shops and Similar Materials	X	C(14-507.3)	X	X	X	X	X

Section 3. Article XIV: Administration and Enforcement, Chapter 5. Conditional Use Permits, to amend 14-507 Special Standards for Commercial Activities title section as follows:

14-507 SPECIAL STANDARDS FOR COMMERCIAL ACTIVITIES

A conditional use permit shall not be granted for the commercial activities specified in Subsection 14-507.1, 14-507.2, and 14-507.3, unless the standards established therein are met as a part of the conditions for issuing such permit in the applicable districts.

Section 4. Article XIV: Administration and Enforcement, Chapter 5. Conditional Use Permits, 14-507 Special Standards for Commercial Activities to add the following 14-507.3:

14-507.3 Special Conditions for Specialty Smoke Shops and Vape Shops and Similar Materials

- (a) Shall not be allowed within:
 - (1) 2,640 feet from any other Specialty Smoke Shop, Vape Shop, and Similar Materials business as measured in a straight line between the closest proximity of the specialty shop building corner or section or tenant space building corner to the closest proximity property corner of a property containing a specialty smoke shop.
 - (2) 500 feet from any public or private school, day care, or public park property as measured in a straight line between the closest proximity of the specialty shop building corner or section or tenant space building corner to the closest proximity property corner of a property containing a public or private school, day care, public park.
- (b) Shall not be allowed within the boundaries of the North Gateway Planning Study Area.
- (c) Shall not be allowed to adjoin any residential zoned property.

Section 5. That all Ordinances in conflict herewith are repealed to the extent of said conflict, and that this Ordinance shall take effect from and after its passage on final reading, the public welfare requiring it.

Mike Callis, Mayor

Attest: Tracy Kizer, City Recorder

Passed First Reading:

Notice Published: Portland Sun- ; Portland Leader:

Public Hearing

Passed Second Reading:

ORDINANCE

City of Portland, Tennessee

No. 25 - 22

First Reading

AN ORDINANCE TO AMEND TITLE 20 OF THE PORTLAND MUNICIPAL CODE BY REPEALING AND REPLACING CHAPTER 2 IMPACT FEES TO INCREASE THE NEW FEE SCHEDULE TO THE MAXIMUM ALLOWED BY THE STUDY

WHEREAS, the City of Portland has authority to assess development impact fees for fire, parks, and police facilities pursuant to Article II, Section 1 of Chapter 568 of the Private Acts of 1939, as amended by Chapter 123 of the Private Acts of 1970, Chapter 107 of the Private Acts of 1981, and Chapter 31 of the Private Acts of 2003; and

WHEREAS, the protection of the health, safety, and general welfare of the citizens of the City requires that the fire, parks, and police facilities of the City be expanded and improved to meet the demands of new development; and

WHEREAS, the creation of an equitable impact fee system would enable the City to impose a share of the costs of required improvements to the City's fire, parks, and police facilities on those developments that create the need; and

WHEREAS, the City conducted an impact fee study in 2019 that set forth reasonable methodologies and analyses for determining the impacts of various types of development on the City's fire, parks, and police facilities; and

WHEREAS, the parks, police, and fire impact fees described in this ordinance were based on the impact fee study, and do not exceed the capital costs required to serve the development that will pay the fees; and

WHEREAS, there is both a rational nexus and a rough proportionality between the development impacts created by each type of new development covered by this section and the fire, parks, and police impact fees that such development will be required to pay. The study stated the following: *The fees represent the highest amount feasible for each type of applicable development, which represent future development's fair share of the system improvement costs detailed in this report. Portland may adopt amounts that are lower than the maximum amounts shown; however, a reduction in fee revenue will necessitate an increase in other revenues, a decrease in planned capital expenditures, and/or a decrease in Portland's level of service.*; and

WHEREAS, Ordinance 19-101 and Ordinance 23-60 established a system by which impact fees paid by impact generating development would be used to expand the City's parks, police and fire facilities, so that the development that pays each fee will receive a corresponding benefit;

NOW, THEREFORE, BE IT ORDAINED, that the governing body of the City of Portland, Tennessee, does hereby set the new impact fee schedule to the maximum allowable percentage of the study and to implement as follows:

Section 1. Amend Title 20 of the Portland Municipal Code by repealing Chapter 2, Impact Fees, in its entirety and replacing it with the following revised impact fee schedule for Parks, Police, and Fire which shall be set to 100% of the maximum allowable.

Section 2. Any commercial, institutional, or industrial site development plan reviewed and approved by the Portland Municipal Planning Commission on or before the date of passage of this ordinance, shall be subject to the impact fees enforced at the time of the Planning Commission approval.

CITY OF PORTLAND CODE
TITLE 20: MISCELLANEOUS
CHAPTER 2: IMPACT FEES

SECTION

20-201	Short Title and Applicability
20-202	Intent
20-203	Definitions
20-204	Fee Determination
20-205	Exemptions
20-206	Independent Fee Calculation
20-207	Use of Fees
20-208	Refunds
20-209	Credits
20-210	Miscellaneous
20-211	Appeals
20-212	Violations
20-213	Severability
20-214	Effective Date

20-201. Short Title and Applicability.

(1) Short Title.

This chapter may be known and cited as Portland's "Impact Fee Ordinance," and is referred to herein as "this chapter."

(2) Applicability.

The provisions of this chapter shall apply to all of the territory within the corporate limits of the City of Portland.

20-202. Intent.

- (1) The intent of this chapter is to ensure that impact-generating development bears a share of the cost of improvements to the City's fire services, parks, and police protection; to ensure that the share does not exceed the cost of providing such facilities; and to ensure that funds collected from impact-generating development are actually used to construct improvements that serve new development.
- (2) It is not the intent of this chapter to collect any money from any impact-generating development in excess of the actual amount necessary to offset demands generated by that development for the type of facilities for which the fee was paid.

20-203. Definitions.

For the purpose of interpreting this chapter, certain words used herein are defined as follows:

- (1) "Applicant" means the applicant for a building permit for which an impact fee is due pursuant to the provisions of this chapter.
- (2) "Functional population" means a common unit of measure that represents the impact of a development on the City's fire, parks, and police facilities.
- (3) "Impact fee administrator" means the City of Portland employee who shall be primarily responsible for administering the provisions of this chapter, or his or her designee.
- (4) "Impact fee study" means the Impact Fee Study prepared for the City of Portland by Tischler Bise, dated December 2, 2019, or a subsequent similar report.
- (5) "Impact-Generating Development" means any land development or water or wastewater connection designed or intended to permit an increase the number of service units.
- (6) "Commercial" is an establishment primarily selling merchandise, eating/drinking places, and entertainment uses. By way of example, *Commercial / Retail* includes shopping centers, supermarkets, pharmacies, restaurants, bars, nightclubs, automobile dealerships, and movie theaters.
- (7) "Hotel" is a place of lodging that provides sleeping accommodations and may provide supporting facilities such as restaurants, cocktail lounges, meeting and banquet rooms or convention facilities, limited recreational facilities (pool, fitness room), and/or other retail and service shops.
- (8) "Industrial" is an establishment primarily engaged in the production or transportation of goods. By way of example, *Industrial* includes manufacturing plants, printers,

material testing, trucking companies, utility substations, power generation facilities, and telecommunications buildings.

- (9) “Institutional” is an establishment including public and quasi-public buildings providing educational, social assistance, or religious services. By way of example, *Institutional* includes schools, universities, churches, daycare facilities, government buildings, and prisons.
- (10) “Office & Other Service” is an establishment providing management, administrative, professional, or business services, personal and health care services. By way of example, *Office and Other Services* includes banks, business offices, assisted living facilities, nursing homes, hospitals, medical offices, and veterinarian clinics.
- (11) “Warehouse” is an establishment that is primarily engaged in the storage, wholesale, and distribution of manufactured products, supplies, and/or equipment, excluding bulk storage of materials that are flammable or explosive or that present hazards or conditions commonly recognized as offensive. A warehouse less than 70,000 square feet shall be classified as industrial.
- (12) "Service units" means common units of measure of the demand placed on the infrastructure and facilities of the City, including fire, parks, and police functional population.
- (13) "Square feet" means gross floor area, defined as the total area of all floors of a primary building and all associated accessory buildings, measured from the external surface of the outside walls, but excluding covered walkways, open roofed-over areas, porches and similar spaces, exterior terraces or steps, chimneys, roof overhangs, and similar features. Excluded areas include basements or attic spaces of less than seven feet in height and vehicular parking and maneuvering areas.

20-204. Fee Determination.

(1) Maximum Allowable Fee.

The City of Portland has conducted an impact fee study to determine the needs for the City as it develops over the next ten years. Said study has determined that for the projected development to cover an equitable share of services offered by the Parks, Police, and Fire Departments. The City of Portland will set the fee at the maximum allowable and it shall not be exceeded without completing and adopting a new impact fee study. The original study stated the following: *For residential development, proposed fees are assessed per housing unit by type of unit. The proposed residential fee categories include single family and multi-family. Single-family units include detached, attached (i.e. “townhouse”), and mobile home units. Multi-family units include duplexes, condominiums and apartments with two or more units. For nonresidential development, fees are assessed per 1,000 square feet of floor area, except hotel, which is assessed per room. The proposed fee schedule for nonresidential development is designed to provide a reasonable impact fee determination for six broad property classes – industrial, warehouse, commercial, office & other service, institutional, and hotel.*

The new impact fee schedule shall be the recommended maximum allowable:

Maximum Allowable Impact Fee 100% Of Study				
Residential Development	Fees per unit			
Development Type	Fire	Parks	Police	Total
Single Family	\$ 1,444	\$ 1,194	\$ 631	\$ 3,269
Multi-Family	\$ 864	\$ 715	\$ 377	\$ 1,956
Nonresidential Development				
	Fees per 1,000 Square Feet			
Development Type	Fire	Parks	Police	Total
Industrial	\$ 657	\$ -	\$ 192	\$ 849
Warehouse	\$ 478	\$ -	\$ 165	\$ 643
Commercial	\$ 967	\$ -	\$ 1,218	\$ 2,185
Office & Other Services	\$ 1,225	\$ -	\$ 476	\$ 1,701
Institutional	\$ 384	\$ -	\$ 630	\$ 1,014
Hotel (per room)	\$ 241	\$ -	\$ 409	\$ 650

(2) Fee Schedule.

The City originally adopted the enforceable fee on a percentage basis. The first adoption was 38% of the study (Ordinance 19-101), the second increase was 50% of the study (Ordinance 23-60), and now the impact fee schedule shall be revised and set to 100% of the maximum allowable fee as put forth by the study.

- (a) Any person who applies for a building permit or a water or wastewater connection for an impact-generating development, except those exempted or preparing an independent fee calculation study, shall pay a fire, parks, and police impact fee in accordance with 20-204 Fee Determination prior to the issuance of a building permit. If any credit is due pursuant to section 20-209, the amount of such credit shall be deducted from the amount of the fee to be paid.

(3) Uses Not Listed.

If the type of impact-generating development for which a building permit is requested is not specified on the above schedule, the impact fee administrator shall determine the fee based on the fee applicable to the most nearly comparable type of land use on the fee schedule. If the impact fee administrator determines the impact fee administratively and the applicant does not agree with the determination, the applicant may prepare an independent fee calculation study.

(4) Fee Assessed on Primary Use.

In many instances, a particular structure may include auxiliary uses associated with the primary land use. The impact fees are assessed based on the primary land use.

(5) Net Impact of Redevelopment.

If the type of impact-generating development for which a building permit is requested is for a change of land use type or for the expansion, redevelopment, or modification of an existing development, the fee shall be based on the net increase in the fee for the new land use type as compared to the previous land use type.

(6) Net Impact of Expansions.

An impact fee shall be collected on commercial, institutional, industrial, or multi-family structures that expand in building square footage or add additional dwelling units after the passage of this ordinance. The impact fee imposed shall be based on the expansion not the entire structure. For example, a 100,000 square feet industrial building adds 25,000 square feet the impact fee shall be based on the industrial fee for 25,000 square feet or a 4-unit multi-family building adds 2 units, the fee shall be paid for 2-units.

(7) No Refund for Change of Use.

In the event that the proposed change of land use type, redevelopment, or modification results in a net decrease in the fee for the new use or development as compared to the previous use or development, there shall be no refund of impact fees previously paid.

20-205. Exemptions.

The following shall be exempt from the terms of this chapter. An exemption must be claimed at the time of application for a building permit.

(1) Residential Alterations.

Alterations of an existing dwelling unit where no additional dwelling units are created.

(2) Residential Replacement.

Replacement of a destroyed, partially destroyed or moved residential building or structure with a new building or structure of the same use, and with the same number of dwelling units.

(3) Nonresidential Replacement.

Replacement of destroyed, partially destroyed, or moved nonresidential building or structure with a new building or structure of the same gross floor area and use.

(4) Pre-ordinance Permit Applications.

Any development for which a completed application for a building permit was submitted prior to the effective date of this chapter, provided that the construction proceeds according to the provisions of the permit and the permit does not expire prior to the completion of the construction.

(5) No Waivers: Payment of Fees by City.

Impact fees shall not be waived. In order to promote the economic development of the City or the public health, safety, and general welfare of its residents, the City Council

may agree to pay some, or all of the impact fees imposed on a proposed development or redevelopment from other funds of the City that are not restricted to other uses. Any such decision to pay impact fees on behalf of an applicant shall be at the discretion of the City Council and shall be made pursuant to goals and objectives articulated by the City Council.

20-206. Independent Fee Calculation.

The impact fee may be computed by the use of an independent fee calculation study at the election of the applicant, or upon the request of the impact fee administrator, for any proposed land development activity interpreted as not one of those types listed on the fee schedule or as one that is not comparable to any land use on the fee schedule, and for any proposed land development activity for which the impact fee administrator concludes the nature, timing or location of the proposed development makes it likely to generate impacts costing substantially more to mitigate than the amount of the fee that would be generated by the use of the fee schedule.

(1) Cost of Study: Fee.

The preparation of the independent fee calculation study shall be the sole responsibility and cost of the applicant. Any person who requests to perform an independent fee calculation study shall pay an application fee for administrative costs associated with the review and decision on such study.

(2) Content of Study.

The independent fee calculation study shall be based on the same formulas, level of service standards and unit costs for facilities used in the impact fee study and shall document the methodologies and assumptions used. The scope of the study shall be approved in advance by the impact fee administrator.

20-207. Use of Fees.

(1) Segregation of Funds.

An impact fee fund that is distinct from the general fund of the City is hereby created, and the impact fees received will be deposited in the following interest-bearing accounts of the impact fee fund.

(a) Fire Impact Fee Account. The fire impact fee account shall contain only those fire impact fees collected pursuant to this chapter plus any interest which may accrue from time to time on such amounts.

(b) Park Impact Fee Account. The park impact fee account shall contain only those park impact fees collected pursuant to this chapter plus any interest which may accrue from time to time on such amounts.

(c) Police Impact Fee Account. The police impact fee account shall contain only those police impact fees collected pursuant to this chapter plus any interest which may accrue from time to time on such amounts.

(2) FIFO Accounting.

Monies in each impact fee account shall be considered to be spent in the order collected, on a first-in/first-out basis.

(3) Eligible Expenditures.

The monies in each impact fee account shall be used only for the following:

- (a) To acquire or construct system improvements of the type reflected in the title of the account;
- (b) To pay debt service on any portion of any current or future general obligation bond or revenue bond used to finance facilities or capital equipment of the type reflected in the title of the account, provided that the facilities financed by that portion of the debt have not been included in the calculation of the existing level of service on which the impact fees were based in the most recent impact fee study;
- (c) As described in section 20-208, Refunds; or
- (d) As described in section 20-209, Credits.

(4) Ineligible Expenditures.

The monies in each impact fee account shall not be used for the following:

- (a) Rehabilitation, reconstruction, replacement, or maintenance of existing facilities and capital equipment except to the extent that the projects increase the capacity to serve new development; or
- (b) Ongoing operational costs.

20-208. Refunds.

- (1) Any monies in the impact fee fund that have not been spent within ten (10) years, or such time as allowed by law, after the date on which such fee was paid shall be returned to the current owners with earned interest from the date of payment.
- (2) Notice of the right to a refund, including the amount of the refund and the procedure for applying for and receiving the refund, shall be sent, or served in writing to the present owners of the property within thirty (30) days of the date the refund becomes due. The sending by regular mail of the notices to all present owners of record shall be sufficient to satisfy the requirement of notice.
- (3) The refund shall be made on a pro rata basis and shall be paid in full within ninety (90) days of the date certain upon which the refund becomes due.
- (4) If an applicant has paid an impact fee required by this chapter and the building permit later expires without the possibility of further extension, and the development activity for which the impact fee was imposed did not occur and no impact has resulted, then the applicant who paid such fee shall be entitled to a refund of the fee paid, without interest. To be eligible to receive such refund, the applicant who paid such fee shall be required to submit an application for such refund within thirty (30) days after the expiration of the

permit or extension for which the fee was paid.

- (5) At the time of payment of any impact fee under this chapter, the impact fee administrator shall provide the applicant paying such fee with written notice of those circumstances under which refunds of such fees will be made. Failure to deliver such written notice shall not invalidate any collection of any impact fee under this chapter.
- (6) The City shall be entitled to retain two percent (2%) of the amount of any refund to cover the administrative costs of processing refunds.

20-209. Credits.

Credit against the fire, parks, and police impact fees shall be provided for contributions toward the cost of fire, parks, and police facilities, respectively.

(1) Effective Upon Acceptance.

Approved credits shall generally become effective when the improvements have been completed and have been accepted by the City Council under the provisions of a prior agreement.

(2) Land Valuation.

Credit for dedication of land for fire, parks, or police facilities shall be based on the value of the land to be dedicated. The value of any land required to be dedicated during the subdivision process shall be based upon the "fair market value" of the land at the time of filing the final plat. The value of any land required to be dedicated as part of a rezoning or other approval shall be based on the value of the land at the time of the application for the approval. The value shall be determined by a certified appraiser who is selected and paid for by the applicant, and who uses generally accepted appraisal techniques. If the City disagrees with the appraised value, the City may engage another appraiser at the City's expense, and the value shall be an amount equal to the average of the two appraisals. If either party rejects the average of the two appraisals, a third appraisal shall be obtained, with the cost of such third appraisal being borne by the party rejecting the average. The third appraiser shall be selected by the first two appraisers, and the third appraisal shall be binding on both parties. Approved credits for dedicated land shall become effective when the land has been conveyed to the City and has been accepted by the City.

(3) Construction Costs.

In order to receive credit for fire, parks, and police improvements, the developer shall submit complete engineering drawings, specifications, and construction cost estimates to the impact fee administrator. The impact fee administrator shall determine the amount of credit due based on the information submitted, or where such information is inaccurate or unreliable, then on alternative engineering or construction costs acceptable to the impact fee administrator.

(4) Developers Agreement.

To qualify for an impact fee credit, the developer must enter into an agreement with

the City as approved by the City Council. The developer agreement shall specify the amount of the credit, how the credit will be allocated within the development, and whether and how the developer will be reimbursed for any excess credit beyond the impact fees that would otherwise be due from the development.

(5) Allocation of Credits Within a Development.

Unless otherwise specified in a developer agreement, in the event that the impact-generating development for which credits have been issued is sold to different owners, the credits usable by each new owner shall be calculated in terms of a percentage of the impact fees that would otherwise be due from the entire development. If the total amount of development is not known, the maximum potential development under existing development regulations shall be assumed. This percentage reduction will be applied to all impact fees assessed within the development until the total amount of the credits is exhausted or the development is completed, whichever occurs first.

(6) Credits Run with the Land.

Unless otherwise specified in a developer agreement, the right to claim credits shall run with the land and may be claimed only by owners of property within the development for which the land was dedicated or the improvement was made. Credits issued for a particular development shall not be transferable to another development.

(7) Expiration of Credits.

Credits provided pursuant to this chapter shall be valid from the effective date of such credits until ten (10) years after such date or until the last date of construction within the development or project for which the credits were issued, whichever occurs first.

(8) Pre-Ordinance Credits.

Applicants may also obtain credits for improvements completed prior to the effective date of this chapter and may use such credits to reduce the impact fees due after the effective date of this chapter within the same impact-generating development for which the credits were issued. Application for such credits must be made, on forms provided by the City, within one (1) year after the effective date of this chapter. In the event that the impact-generating development for which the credits are claimed is partially completed, the amount of the credits shall be reduced by the amount of the impact fees that would have been charged for the completed portion of the development had this chapter been in effect. In the event that the entire impact-generating development project has been completed, no credits shall be issued.

(9) Must be Claimed.

The use of credits must be claimed at the time of application for a building permit. Any right to credit not so claimed shall be deemed to be waived.

20-210. Miscellaneous Provisions.

(1) Developer Exactions.

Nothing in this chapter shall restrict the City from requiring the construction of reasonable improvements required to serve the development project, whether

or not such improvements are of a type for which credits are available under section 20-209, Credits.

(2) Record-Keeping.

The impact fee administrator shall maintain accurate records of the impact fees paid, including the name of the person paying such fees, the project for which the fees were paid, the date of payment of each fee, the amounts received in payment for each fee, and any other matters that the City deems appropriate or necessary to the accurate accounting of such fees. Records shall be available for review by the public during normal business hours and with reasonable advance notice.

(3) Programming of Funds.

The City's capital improvements program shall assign monies from each impact fee fund to specific projects and related expenses for eligible improvements of the type for which the fees in that fund were paid. Any monies, including any accrued interest, not assigned to specific projects within such capital improvements program and not expended pursuant to section 20-208, Refunds, or section 20-209, Credits, shall be retained in the same impact fee fund until the next fiscal year.

(4) Correction of Errors.

If an impact fee has been calculated and paid based on a mistake or misrepresentation, it shall be recalculated. Any amounts overpaid by an applicant shall be refunded by the impact fee administrator to the applicant within thirty (30) days after the acceptance of the recalculated amount, with interest from the date of such overpayment. Any amounts underpaid by the applicant shall be paid to the impact fee administrator within thirty (30) days after the acceptance of the recalculated amount, with interest from the date of such underpayment. In the case of an underpayment to the impact fee administrator, the City shall not issue any additional permits or approvals for the project for which the impact fee was previously underpaid until such underpayment is corrected, and if amounts owed to the City are not paid within such thirty (30)-day period, the City may also rescind any permits issued in reliance on the previous payment of such impact fee.

(5) Periodic Updates.

The impact fee schedules, and the administrative procedures established by this chapter should be reviewed at least once every three (3) years.

20-211. Appeals.

Any determination made by the impact fee administrator charged with the administration of any part of this chapter may be appealed to the City Council within thirty (30) days from the date of the decision to be appealed.

20-212. Violation.

Furnishing false information on any matter relating to the administration of this

chapter, including without limitation the furnishing of false information regarding the expected size, use, or impacts from a proposed development, shall be a violation of this chapter.

20-213. Severability.

If a provision of this chapter or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of the division that can be given effect without the invalid provision or application, and to this end the provisions of this chapter are severable.

Section 4. The Capital Improvement Plan and Impact Fee Report prepared by TischlerBise in December 2019 shall be referenced for questions related to the collection, and enforcement of the impact fee, including, but not limited to defining the types of development.

Section 5. That all ordinances in conflict herewith are repealed to the extent of said conflict.

Section 6. That this Ordinance, upon passage of final reading, shall take effect on July 1, 2025, the public welfare requiring it.

Mayor Mike Callis

Attest: Tracy Kizer, City Recorder

Passed First Reading:

Passed Second Reading:

ORDINANCE

City of Portland, Tennessee

No. 25 - 21

First Reading

AN ORDINANCE TO AMEND TITLE 3 CHAPTER 2 OF THE PORTLAND MUNICIPAL CODE BY REPEALING AND REPLACING SECTION 3-202(1) OF IMPOSITION OF FINES PENALTIES AND COST

WHEREAS, the Tennessee Code Annotated § 16-18-304 allows cities to set and collect reasonable municipal court costs; and

WHEREAS, the City of Portland has determined that it is in the best interest of the City to increase reasonable court costs to ninety-nine dollars and fifty cents (\$99.50) which is an increase of thirty-two dollars (\$32.00); and

NOW, THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland that:

Title 3, Chapter 2, Section 3-202(1) of the Portland Municipal Code is hereby repealed and replaced with the following:

3-202(1) In all cases heard and determined by the city, the city judge shall impose court costs in the amount of ninety-nine dollars fifty cents (\$99.50), excluding any municipal fine, E-Citation, local litigation tax, or State litigation tax. A portion of the court costs (two dollars \$2.00 effective July 1, 2025) shall be forwarded by the court clerk to the state treasurer in accordance with the Tennessee Code Annotated, § 16-18-304(a), to be used by the administrative office of the courts for training and continuing education courses for municipal court judges and municipal court clerks. In addition, the court shall levy a local litigation tax in the amount of thirteen dollars seventy-five cents (\$13.75) in all cases in which the state litigation tax is levied.

BE IT FURTHER ORDAINED that this Ordinance shall become effective upon its passage, the public welfare requiring it.

Mike Callis, Mayor

Attest: Tracy Kizer, City Recorder

Passed First Reading:

Passed Second Reading:

ORDINANCE

City of Portland, Tennessee

No. 24 – 20

First Reading

AN ORDINANCE AUTHORIZING DRIVEWAY CONNECTION AND ROAD CUT PERMITS WITH ASSOCIATED FEE STRUCTURES.

WHEREAS, the City of Portland deems it necessary to establish a permit for new driveway connections and open cutting of public roadways for inspection and oversight by the Public Works Department; and,

WHEREAS, driveway connection permits will be required on existing homes or businesses that request additional access to the public right-of-way outside of the primary access; and,

WHEREAS, road cut permits will be required on any open cutting of public roadways that are under the City’s jurisdiction, excluding cuts done by the City of Portland or a contractor working under the supervision of the City of Portland; and

WHEREAS, after recommendation from the April 1, 2025, Ad Hoc Committee Meeting, the City shall set forth the following driveway connection and road cut permit fee structure to become *effective July 1st, 2025*:

DRIVEWAY CONNECTION PERMIT FEE STRUCTURE

Due when application is submitted. Must be paid prior to issuance of permit.

New Driveway Connection	\$150
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*Fee applies to all new driveway connection requests after July 1st, 2025.

*Driveway Connection permit is not required for new construction. The land disturbance permit covers construction driveways.

ROAD CUT PERMIT FEE STRUCTURE

Due when application is submitted. Fee must be paid and surety posted before permit is issued. Surety will be held for 12-month maintenance period after completion.

Road Cut Permit	\$500
Road Cut Surety	Determined per cut when plans are submitted

NOW, THEREFORE BE IT ORDAINED, by the Mayor and Board of Aldermen of the City of Portland to approve this ordinance for driveway connection and road cut permits with associated fee structures; and

BE IT FURTHER ORDAINED, that this Ordinance shall become *effective July 1st, 2025*, upon its passage, the public welfare requiring it.

Mike Callis, Mayor

Attest: Tracy Kizer, City Recorder

Passed First Reading:

Passed Second Reading:



DRIVEWAY CONNECTION PERMIT APPLICATION

ALL INSPECTIONS MUST BE SCHEDULED 24 HOURS IN ADVANCE
Site Address Must be Posted at Site Prior to Inspection.
(615) 323-9293

Purpose of this form:

The City of Portland Public Works Department deems necessary the implementation of a driveway connection permit for inspection and oversight purposes. A driveway connection permit is required for any new access to public right-of-way from existing homes or businesses.

Driveway Connection Permit Guide

- ✓ The application must be fully completed and submitted to the City of Portland Stormwater Department before any work begins.
- ✓ The Stormwater Department will conduct a site inspection to determine the size of drainage culvert(s), ditch requirements and any erosion prevention and sediment control measures that may need to be installed.
- ✓ The Stormwater Department will contact the applicant after inspection with necessary requirements for the new connection. Erosion prevention and sediment control measures must be installed, if necessary, and the permit fee must be paid before the permit is issued.
- ✓ **Approved materials for driveway culverts are reinforced concrete, high-density polyethylene (HDPE) and high-performance polypropylene (PP). NO METAL CULVERTS ARE ALLOWED.**
- ✓ All driveway connections are subject to applicable zoning ordinances, subdivision regulations or any other local, state, or federal permits.
- ✓ This permit is for existing homes or businesses who wish to create a new access point to the public right-of-way. This does not apply to construction accesses that are covered under the land disturbance permit.
- ✓ This permit is not applicable to private road or alleyway access.
- ✓ This permit is not applicable to State-owned roads or right of ways. Contact the local TDOT field office for all connections to State-owned roads.



The Driveway Connection Permit Application has a \$150 fee due upon submittal. The permit is valid for 6 months from the date of issuance.

Date of Request: _____

Property Address: _____

Current Zoning: _____

Property Owner Name: _____

Phone Number: _____

Email Address: _____

Applicant Name and Contact (if different than Property owner):

Brief Description of Request:

Contractor Name: _____

Phone Number: _____

Email Address: _____

Proposed Start Date: _____

Proposed Completion Date: _____

Stormwater Staff Use Only

Permit Reviewed By: _____ Date: _____

Pipe Size: _____ Material: _____ Length: _____

EPSC Measures Required: _____

Fee Paid: ___ Yes ___ No Approved: ___ Yes ___ No

Permit Issued By: _____ Signature: _____



ROAD CUT PERMIT APPLICATION

ALL INSPECTIONS MUST BE SCHEDULED 24 HOURS IN ADVANCE
Site Address Must be Posted at Site Prior to Inspection.
(615) 323-9293

Purpose of this form:

The City of Portland Public Works Department deems necessary the implementation of a road cut permit for inspection and oversight purposes. A road cut permit is required for any open cutting of public roads. Road cuts done by the City of Portland or a contractor working under the supervision of the City of Portland are exempt from this permit.

The Road Cut Permit Application has a \$500 fee due upon submittal. A surety must be posted before work begins. The surety will be calculated by the Public Works Department upon plan submittal. The permit is valid for 6 months from the date of issuance.

Date of Request: _____ Expected Start Date: _____

Type of Cut: _____ Width: _____ Length: _____

Location of Excavation: _____

TN One Call Confirmation Number: _____ Called By: _____

Brief Description of Request:

Contractor Name: _____

Contractor Phone Number: _____

Contractor Email Address: _____

Public Works Staff Use Only

Permit Reviewed By: _____ Date: _____

Inspector Assigned: _____ Expected Completion Date: _____

EPSC Measures Required: _____

Fee Paid: ___ Yes ___ No Surety Amount Posted: _____ Approved: ___ Yes ___ No

Permit Issued By: _____ Signature: _____

RESOLUTION

City of Portland, Tennessee

No. 25 - 34

A RESOLUTION TO APPROVE A CHANGE ORDER IN THE AMOUNT OF \$18,000 FOR AN ENGINEERING AGREEMENT WITH CIVIL AND ENVIRONMENTAL CONSULTANTS, INC. FOR THE DESIGN OF A REGIONAL DETENTION BASIN ON AIRPORT ROAD.

WHEREAS, property was purchased by the City of Portland on Airport Road for the purpose of constructing a regional detention basin to alleviate localized downstream flooding; and

WHEREAS, Resolution 24-34 approved the original contract in the amount of \$25,000 for Civil and Environmental Consultants, Inc. to design the detention basin; and

WHEREAS, after receiving 90% complete construction drawings for the basin, the City of Portland deems necessary additional engineering to be completed for the betterment of the proposed project at the Jim Courtney Road and Lindsey Kyla Court drainage crossings; and

WHEREAS, these services shall be billed on a time and material basis as listed in the attachment; and

NOW, THEREFORE BE IT RESOLVED by the Mayor and Board of Aldermen of the City of Portland to approve the change order in the amount of \$18,000 for Civil and Environmental Consultants, Inc. to provide additional engineering for the design of a regional detention basin on Airport Road; and

BE IT FURTHER RESOLVED that this Resolution shall become effective upon its passage, the public welfare requiring it.

Mike Callis, Mayor

Attest: Tracy Kizer, City Recorder

RESOLUTION

City of Portland, Tennessee

No. 24 - 34

A RESOLUTION TO ENTER INTO AN ENGINEERING AGREEMENT WITH CIVIL AND ENVIRONMENTAL CONSULTANTS, INC. FOR THE DESIGN OF A REGIONAL DETENTION BASIN ON AIRPORT ROAD.

WHEREAS, property was purchased by the City of Portland on Airport Road for the purpose of constructing a regional detention basin to alleviate localized downstream flooding; and

WHEREAS, Civil and Environmental Consultants, Inc. is familiar with the scope and goals of this project from previous work in the area; and

WHEREAS, Civil and Environmental Consultants, Inc. will design the detention basin, perform hydraulic and hydrologic analysis of the associated watershed and all necessary survey; and


WHEREAS, these services shall be billed on a time and material basis as listed in the attachment not to exceed \$25,000; and

NOW, THEREFORE BE IT RESOLVED by the Mayor and Board of Aldermen of the City of Portland to approve Civil and Environmental Consultants, Inc. to design a regional detention basin on Airport Road; and

BE IT FURTHER RESOLVED that this Resolution shall become effective upon its passage, the public welfare requiring it.



Mike Callis, Mayor



Attest: Rachel Slusser, City Recorder

Approved this 15th day of April 2024.



AUTHORIZATION FOR ADDITIONAL SERVICES

Client Name: City of Portland **Contact:** Corbin Keen
Address: 100 South Russell Street **Client Phone:** (615) 325-6776
Portland, TN 37148 **Client Fax:** _____
Client Email: ckeen@cityofportland.gov
Date: April 8, 2024
Request No.: 2 **CEC Project Manager:** Jacob Mabrey
CEC Project: 335-169 **Task:** 0004 & 0005
Project Name: Portland Municipal Engineering On-Call
Location: Portland, TN

Proposed Scope:

Task 0004 – Detention Basin Construction & Permitting Document Preparation

CEC proposes to perform the following scope of services:

- Prepare a preliminary set of construction drawings for City review and comment, to include:
 - Cover Sheet & Notes;
 - Existing Site Conditions;
 - Site Layout Plan;
 - Grading & Drainage Plan;
 - Erosion & Sediment Control Plans (Three-Staged); and
 - Typical & Standard Details.
- Prepare & submit TDEC Construction General Permit application.
- Prepare & submit City of Portland Land Disturbance Permit application.
- Following City review of plans and comments, prepare final construction drawings.
- Three (3) coordination meetings within the City are included within this task.

Task 0005 – Hydrologic & Hydraulic Analysis & Associated Survey

Following completion of the proposed detention basin design, CEC proposes to perform a hydrologic & hydraulic analysis of the existing stormwater network located within the watershed adjacent to and downstream of the proposed basin, focusing on six stormwater management structures. The purpose of the analysis is to determine the maximum capacity (and corresponding design storm flow) of the six stormwater management structures. CEC proposes to use the Carrie Mae Feasibility Study (Study), submitted to the City on 11/01/2018, as the basis of the analysis for the downstream road crossings at Jim Courtney Road and Lindsay Kyla Court. Results of the study showed that installation of the proposed detention basin would provide flow reductions at each crossing but did not include sizing options for improving the crossings.

AUTHORIZATION FOR ADDITIONAL SERVICES

The proposed analysis will include options for sizing the stormwater structures with the goal of conveying an appropriate design storm event, as determined during the analysis, without overtopping the roadway or causing ponding on private property, if feasible. The six locations include:

Structures within adjacent watershed:

1. Stormwater cross drain at Kala Court;
2. Stormwater cross drain at Deasy Lane; and
3. Stormwater pipe network conveying flow from HWY 52 E towards west of Kala Court (stormwater inlet located within a drainage easement between 606 & 608 HWY 52 E and discharges to a pond located on 614 HWY 52 E).
 - a. Analysis of the existing pond is included within this scope of services. Please note a bathymetric survey is not included. CEC plans to collect water surface elevation information and visible topography above the water surface and model the pond accordingly.
 - b. Please note that stormwater conveyed by this network is not routed to the proposed detention basin.

Structures downstream of proposed detention basin:

4. Stormwater cross drain at Jim Courtney Road; and
5. Stormwater cross drain at Lindsey Kyla Court.

As part of this task, CEC will perform limited field survey of the six locations to support the Hydrologic & Hydraulic Study.

Four of the sites are structures crossing roadways (see Figures 1 & 2 attached). These sites are as follows:

- Lindsey Kyla Court
- Jim Courtney Road
- Kala Circle
- Deasy Lane

Survey information to be obtained at each crossing, in general, is as follows:

- Crown of Roadway for 100 linear feet left and right of the existing structure.
- Invert elevation of the structure for the inlet and outlet.
- Pipe or structure size and material.
- End wall, where applicable.

Utilities will be shown according to surface observations combined with plans and markings provided by calling the Tennessee One Call System (TOCS)*. It is CEC's experience that TOCS may not respond to a request for markings unless excavation activities are involved. TOCS does not mark utility lines or services on private property. The surveyor makes no guarantee that the utilities located comprise all such utilities in the area, either in service or abandoned. The surveyor further does not warrant that the utilities located are in the

AUTHORIZATION FOR ADDITIONAL SERVICES

exact location indicated. For utility lines or service locations on private property, CEC can retain the services of a private underground utility location service for an additional fee upon request.

The other two sites are shown as “Pipe#1 IN” and “Pond (Pipe#1 OUT)” on Figure 2. The following survey information to be obtained for each of the two sites:

Pipe#1 IN – Note: The information to obtain is assumed & speculative since CEC has not performed a site visit.

- Top of berm/slope around pipe (for about 50 feet leading to pipe).
- Toe of slope around pipe (for about 50 feet leading to pipe).
- Invert elevation of pipe.
- Pipe or structure size and material.
- End wall, if applicable.

Pond (Pipe#1 OUT) – Note: The information to obtain is assumed & speculative since CEC has not performed a site visit.

- Top of bank of pond.
- Water edge of pond. (No shots under the water are required.)
- Water surface elevation.
- Pipe size and material along with end wall, if applicable.
- Invert elevation of pipe.
- Pipe size and material along with end wall, if applicable.
- Ditch leading to pond, if applicable.

CEC will utilize survey field technicians equipped with GPS and Robotic Total Station surveying instruments under the supervision of a Registered Land Surveyor. The survey will be referenced to the Tennessee State Plane Coordinate System (NAD83) and the North American Vertical Datum of 1988 (NAVD88, Geoid 18) in U.S. Feet. CEC Survey will supply the CEC Water Resources Team an AutoCad DWG for their use. A PDF stamped and sealed drawing on a border sheet is not required.

CEC has made the following assumptions in regard to this proposal:

- The location of utilities will be shown based on surface markings; no subsurface exploration or private utility location service will be done.
- The location of right-of-way and property lines is not required.
- It is not required for CEC to make property owner contacts before or during the course of performing the survey work.

AUTHORIZATION FOR ADDITIONAL SERVICES

It is understood that the CLIENT hereby grants CEC or represents and warrants (if the site is not owned by the CLIENT) that permission has been duly granted for a Right-of-Entry by our firm, agents, staff, consultants, and subcontractors for the purpose of obtaining field information pertinent to the subject project.

Deliverable: CEC will prepare exhibits for up to six locations including a brief narrative of the findings and recommendations. Construction drawings for improvements at the locations are not included.

Estimated Budget Note: CEC will prioritize H&H analysis of the roadway crossings at Jim Courtney Road and Lindsey Kyla Court. H&H analysis of the remaining locations of interest will be performed as allowed by the budget. Should the cost of this task exceed the estimated budget, CEC will notify the City prior to continuing the analysis. CEC can prepare a new change order and cost estimate for the remainder of the effort associated with the analysis.

Task Assumptions:

- CEC assumes the pond will not be subject to TN Safe Dams provisions due to dam height or impounded capacity.
- CEC will utilize LiDAR data downloaded from the “State of Tennessee LiDAR Project” to produce existing conditions topography. Field survey will not be required for the proposed basin design and has not been included within this scope of services.
- Geotechnical exploration and reporting will not be required. If a report should be required prior to - or bedrock and/or karst features area encountered during - construction activities, CEC can provide a separate proposal to the City for geotechnical services.
- Proposed detention basin design will be informed by the hydrologic calculations performed by CEC in 2018. Review and updates to the hydrologic calculations are not included within this scope of services.
- CEC will utilize the results of the Carrie Mae Feasibility Study to inform the analysis described in Task 0005. Limited field survey of the areas listed within the Task will be required. The cost of survey has been included within Task 0005.
- Activities associated with the proposed basin will exceed more than one (1) acre of disturbed area. Therefore, construction of the proposed basin will require applications for a TDEC Construction General Permit (CGP) and a Land Disturbance Permit issued by the City of Portland. The need for additional aquatic resource permitting is not anticipated and is not included within this scope of services.
- The project will require preparation of bid specifications and contracting documentation. CEC assumes the City will prepare this and has not included this in our scope.



AUTHORIZATION FOR ADDITIONAL SERVICES

Reason(s) for Additional Services and Impacts to Schedule:

CEC proposes to complete the scope of work described in this proposal for an estimated fee of **\$25,000** billed on a Time and Materials basis. If conditions encountered during the project warrant additional labor beyond what is anticipated (e.g., additional meetings, unforeseen site conditions, etc.), CEC will discuss the anticipated overage with the City to decide how to proceed.

CEC can commence work associated with services for Task 0004 within three (3) weeks of your notification to proceed and estimates it will take a minimum of eight (8) weeks to complete development of construction drawings as well as preparation and submittal of construction stormwater permitting. CEC will begin Task 0005 following the completion of Task 0004 and will determine a mutually beneficial schedule based on the availability of CEC Survey services. This schedule does not include time associated with regulatory review, which is a minimum of 30 days for CGP applications to TDEC, or response to comments from regulatory entities.

**CEC Principal
Signature:**

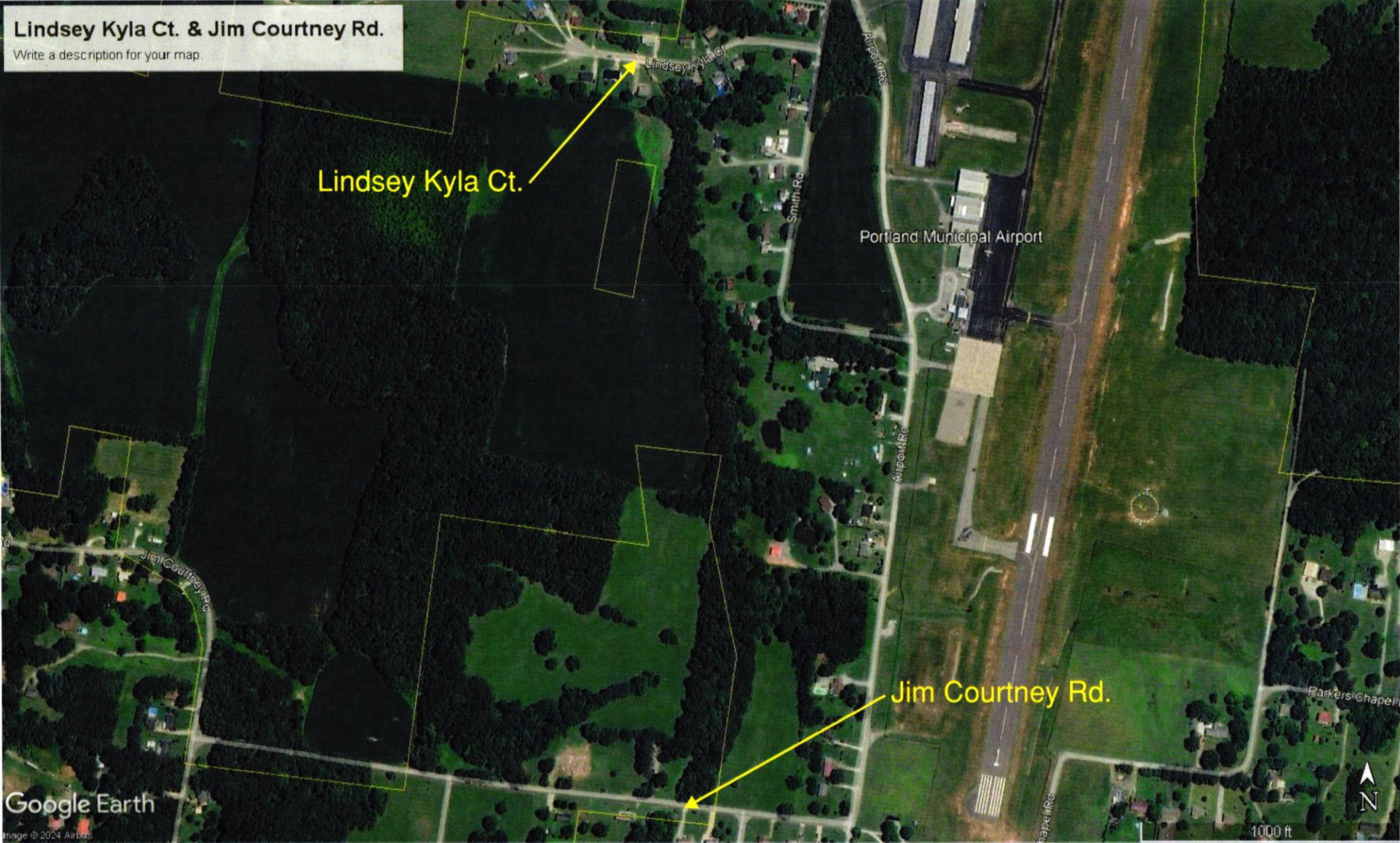
Estimated Additional Fee: \$25,000

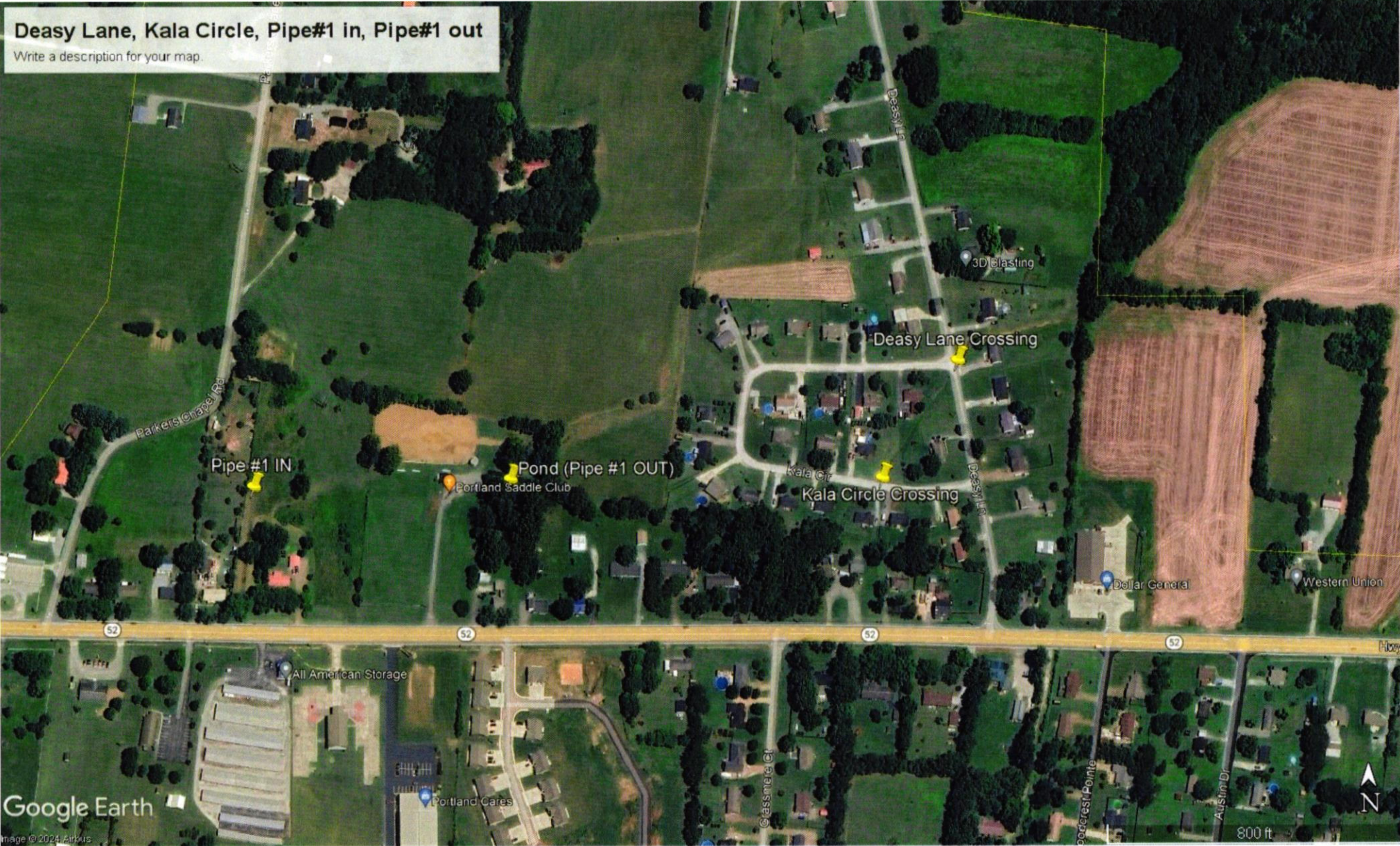
Please provide a signature below authorizing CEC to proceed with the additional services. Upon receipt, CEC will begin the additional services under the Terms and Conditions of our initial Agreement for the additional fee identified above.

Client Authorized Signature:

Date: May 8, 2024

Figure 1







Civil & Environmental Consultants, Inc.

325 Seaboard Lane | Suite 170 | Franklin, Tennessee 37067
 Phone: (615) 333-7797 | Fax: (615) 333-7751

MEMORANDUM

DATE: November 1, 2018
TO: Bryan Price, P.E., City of Portland
FROM: Eric Gardner, P.E., CPESC & Steven E. Casey, P.E., CPESC
RE: Carrie Mae Circle Drainage Improvements – Results and Recommendations
Project No.: 173-362

The City of Portland contracted with CEC to review and analyze localized flooding problems located generally in the Carrie Mae Circle area, including downstream at Jim Courtney Road and Lindsey Kyla Court. CEC has completed the Feasibility Study and is providing this technical memo to serve as an update for the City Council.

Results

CEC performed hydrological and hydraulic calculations to estimate stormwater runoff peak flows and volumes for the existing conditions and proposed conditions in the watershed shown on Figure C-2. The difference between existing and proposed conditions is the addition of an approximately nine-acre detention basin upstream of Carrie Mae Circle, which also diverts some water that currently flows between properties within the Carrie Mae subdivision to the new basin. The following table shows the steady flow data used in the existing and the proposed conditions, as modeled by CEC.

Profile	To Proposed Detention Basin			To Jim Courtney Road			To Lindsey Kyla Court		
	Existing	Proposed	% Reduction	Existing	Proposed	% Reduction	Existing	Proposed	% Reduction
2-year	73.8	18.27	75.2%	334.83	246.57	26.4%	477.56	391.94	17.9%
5-year	104.08	25.37	75.6%	475.61	351.98	26.0%	679.63	558.91	17.8%
10-year	130.3	29.54	77.3%	598.15	443.81	25.8%	855.23	704.22	17.7%
25-year	167.93	50.05	70.2%	774.51	578.11	25.4%	1108.08	913.95	17.5%
50-year	199.03	55.83	71.9%	920.61	690.52	25.0%	1317.56	1090.63	17.2%
100-year	232.54	58.35	74.9%	1078.21	809.18	25.0%	1543.56	1279.51	17.1%

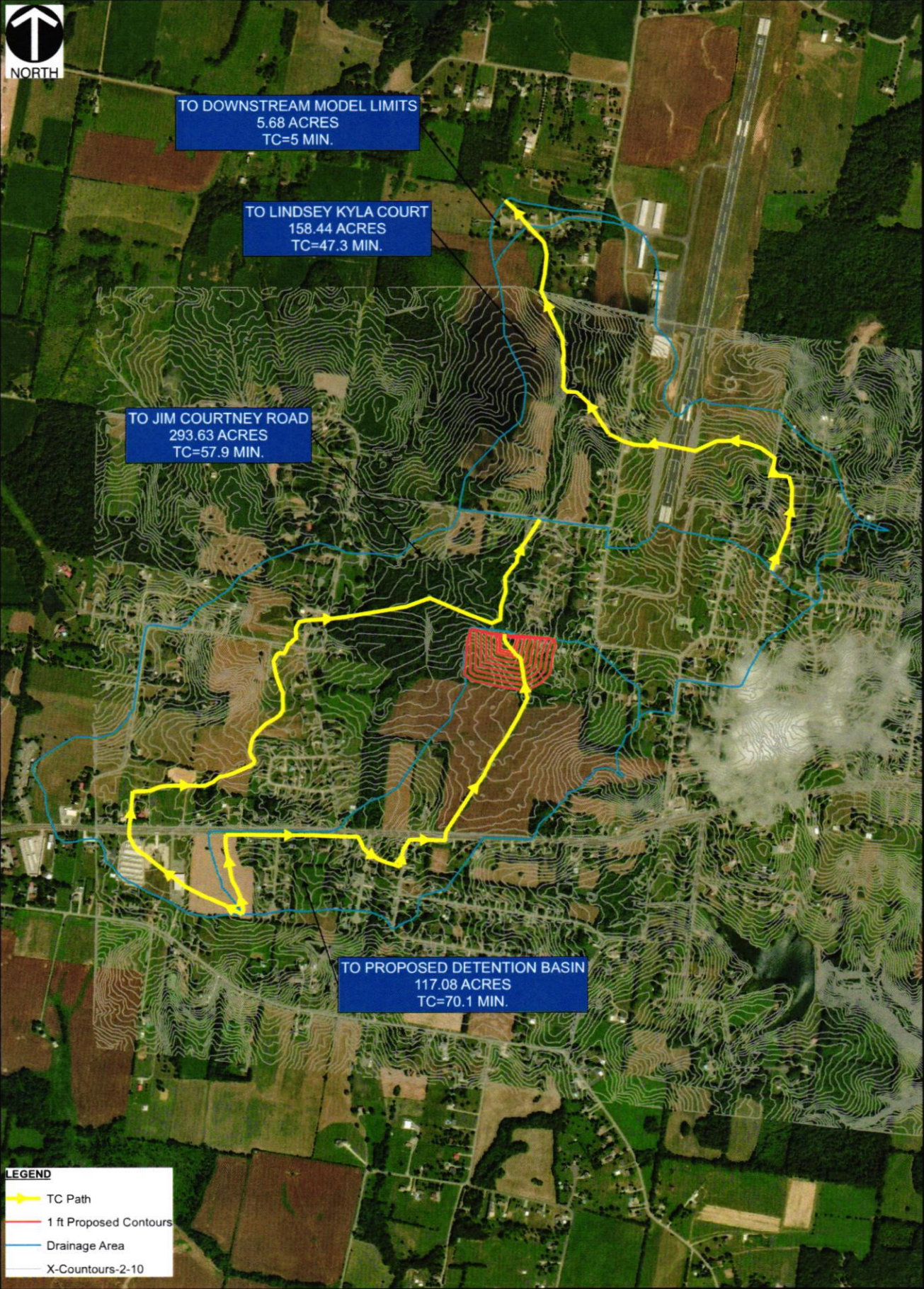
Adding the detention basin as shown on Figure C-1 lowers the peak flows and the depth of flowing water through the channel downstream of the detention basin. During the 2-year, 24-hour event (3.57 inches of rain in 24 hours), the extent of localized flooding appears to decrease for two houses: 112 and 108 Lindsey Kyla Court. During the 5-year, 24-hour event (4.35 inches in 24 hours), the extents of localized flooding appear to reduce as well and may no longer reach 105 Lindsey Kyla Court and most of the 113 Lindsey Kyla Court property. See the map below for location of properties.



Recommendations

CEC recommends that the City pursue final design and construction drawings in support of constructing a detention basin based on the conceptual layout presented in Figure C-1. Since even during the smallest design storm analyzed (2-YR, 24-HR), the majority of flow at Jim Courtney Road is conveyed over the road, CEC does not recommend increasing the size of this culvert. The culvert under Jim Courtney Road is inverted, and the City may want to consider lowering the downstream invert of the culvert when this road is repaved (which will likely require TDEC and Corps of Engineers' permitting). However, flow through the culvert does not appear limited by the inversion of the pipe, nor the stream constricted by sediment at the outlet.

While CEC believes the proposed detention basin would be beneficial, there is a risk of increased flooding if there were a storm that occurred before the detention basin had fully drained. In other words, as with any dry detention basin design, the peak flow attenuating benefit from a detention basin depends on it having storage available for stormwater to fill; otherwise, there is limited to no available storage volume for the incoming stormwater to be temporarily stored. Additionally, since it will take some time to drain the detention basin, the flow depth in the channel downstream will not drop as quickly as it does now after a storm event. Therefore, a storm that quickly follows a storm before the basin drains may result in relatively higher flow depths in the downstream channel than if the basin were not present. Due to this risk, CEC recommends designing the basin to drain within a maximum of 72 hours.



TO DOWNSTREAM MODEL LIMITS
5.68 ACRES
TC=5 MIN.

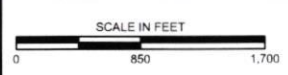
TO LINDSEY KYLA COURT
158.44 ACRES
TC=47.3 MIN.

TO JIM COURTNEY ROAD
293.63 ACRES
TC=57.9 MIN.

TO PROPOSED DETENTION BASIN
117.08 ACRES
TC=70.1 MIN.

LEGEND

- TC Path
- 1 ft Proposed Contours
- Drainage Area
- X-Contours-2-10



REFERENCE
ESRI WORLD IMAGERY / ARCGIS MAP SERVICE
HTTP://GOTO.ARCGISONLINE.COM/MAPS/WORLD_IMAGERY
ACCESSED 10/26/2018, IMAGERY DATE: 2016

CEC
Civil & Environmental Consultants, Inc.
325 Seaboard Lane, Suite 170 Franklin, Tennessee 37067
615-333-7797 • 800-763-2326
www.cecinc.com

CITY OF PORTLAND
CARRIE MAE CIRCLE
DRAINAGE IMPROVEMENTS
PORTLAND, TN
DRAINAGE MAP
PROPOSED CONDITIONS

DRAWN BY: DR	CHECKED BY: EJG	APPROVED BY: SEC	FIGURE NO: 173-362
DATE: 10/26/2018	SCALE: 1" = 850'	PROJECT NO: 173-362	



AUTHORIZATION FOR ADDITIONAL SERVICES

Client Name:	<u>City Of Portland</u>	Contact:	<u>Corbin Keen</u>
Address:	<u>100 South Russell Street</u>	Client Phone:	<u>(615) 325-6776</u>
	<u>Portland, TN 37148</u>	Client Fax:	<u></u>
		Client Email:	<u></u>
Date:	<u>04/07/2025</u>		
Request No.:	<u>5</u>	CEC Project Manager:	<u>Jacob Mabrey</u>
CEC Project:	<u>335-169</u>	Task:	<u>0008</u>
Project Name:	<u>Portland Municipal Engineering On-Call</u>		
Location:	<u>Portland, TN</u>		

Proposed Scope of Services:

This change order is being prepared in response to a request from the City of Portland to CEC on March 5, 2025. The City has requested a hydrologic & hydraulic analysis of the areas downstream of the proposed Airport Road Regional Detention Basin 90% design (designed under Task 0004) using HEC-RAS. The purpose of the analysis is to determine the extent of improvements at Jim Courtney Road and Lindsey Kyla Court as a result of the flow rate reductions corresponding to the proposed regional detention basin 90% design, as well as determine sizing options for the crossings located within the limits of the analysis. Sizing options for the crossings will include considerations for the existing and proposed conditions flow rates.

Task 0008 – Lindsey Kyla Court H&H Analysis

CEC developed a HEC-RAS analysis of the areas located downstream of the proposed regional detention basin under CEC Proj. #173-362. The previously developed HEC-RAS analysis extends from the areas downstream of the proposed detention basin to approximately 320-feet downstream of the Lindsey Kyla Court crossing of the Unnamed Tributary. The proposed conditions flow rates used in the previous analysis were based on the preliminary flow rate reductions described within the “Carrie Mae Circle Drainage Improvements – Results and Recommendations” Memorandum (dated November 1, 2018). CEC proposes the following:

1. Review and update (as needed) previous hydrology calculations performed under Proj. #173-362 for contributing watersheds to the Unnamed Tributary.
2. Review and update (as needed) HEC-RAS model developed under Proj. #173-362. CEC will update the modeled structures located at Jim Courtney Road and Lindsey Kyla Court according to the July 2024 field survey (performed by CEC under Task 0005). CEC will utilize Sumner County LiDAR data collected by the State of Tennessee GIS Services in 2018 to supplement the field run survey.
3. Update the proposed conditions flow rates according to the results corresponding to the regional detention basin 90% design plans submitted to the City on March 16, 2025.
4. Determine impacts at the existing Jim Courtney Road and Lindsey Kyla Court crossings of the Unnamed Tributary due to proposed flow rate reductions (from the regional detention basin 90% design produced under Task 0004) when compared to existing flow rates.



AUTHORIZATION FOR ADDITIONAL SERVICES

5. Size structures at the Jim Courtney Road and Lindsey Kyla Court crossings of the Unnamed Tributary according to existing conditions flows to address instances of roadway overtopping during the 2-yr, 5-yr, 10-yr and 25-yr/24-hr design rainfall events (if possible).
6. Size structures at the Jim Courtney Road and Lindsey Kyla Court crossings of the Unnamed Tributary according to proposed conditions flows to address instances of roadway overtopping during the 2-yr, 5-yr, 10-yr and 25-yr/24-hr design rainfall events (if possible).
7. Map existing and proposed conditions flood inundation boundaries for the 2-yr, 5-yr, 10-yr, and 25-yr/24-hr design rainfall events at each crossing location.

CEC has made the following assumptions:

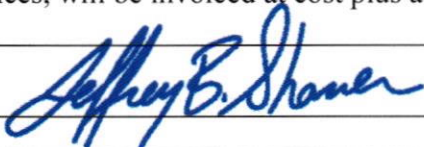
- Existing and proposed conditions structure sizing (items 5 & 6 above) will consider one (1) alternative for each scenario at each crossing location. Please note that sizing the structures may require consideration for raising the roadway at each crossing location.
- This proposal does not include roadway design services, site design services, development plans, geotechnical services, utility design services or utility plans, landscape architectural services or landscape plans, land disturbance permitting services, or assistance with zoning changes and variances, if applicable. CEC can provide a change order for these services, if requested.

CEC will provide a technical letter summarizing the results of the existing and proposed conditions analysis. The letter will include a comparison of results at each existing crossing within the limits of the analysis according to existing and proposed (reduced) conditions flows, and corresponding figure comparing the inundation boundaries (2-yr, 5-yr, 10-yr and 25-yr/24-hr). The letter will include information regarding sizing requirements for each crossing within the limits of the analysis in existing conditions, as well as proposed conditions, to address roadway overtopping during the 2-yr, 5-yr, 10-yr and 25-yr/24-hr rainfall design events.

Reason(s) for Additional Services and Impacts to Schedule:

CEC has provided this change order at the request of the City. CEC can begin work associated with Task 0008 within two weeks upon receipt of notification to proceed and estimates eight (8) weeks will be required to complete the analysis.

Invoicing of professional services will be in accordance with the attached fee schedule. A Technology and Office Service Fee, equivalent to 3% of professional fees, will be added to each invoice for project expenses associated with software, computer technology, and incidental office expenses. Reimbursable expenses, including subcontracted services, will be invoiced at cost plus a 12% administrative fee.

CEC Principal Signature:  Estimated Additional Fee: \$18,000

Please provide a signature below authorizing CEC to proceed with the additional services. Upon receipt, CEC will begin the additional services under the Terms and Conditions of our initial Agreement for the additional fee identified above.

Client Authorized Signature:  Date: 4-8-25

Attachment: 2025 Nashville Municipal Services Fee Schedule

Municipal Services Fee Schedule

January 1, 2025, through December 31, 2025

PROFESSIONAL SERVICES

Classification	Rate/Hour
Vice President.....	\$285
Principal.....	\$260
Senior Project Manager.....	\$245
Project Manager III.....	\$220
Project Manager II.....	\$190
Project Manager I.....	\$169
Assistant Project Manager.....	\$152
Project Consultant.....	\$132
Staff Consultant.....	\$119
Project Scientist.....	\$109
Staff Scientist.....	\$ 86
CADD Manager.....	\$171
Senior Designer.....	\$170
Field Service Manager.....	\$133
Senior Engineering Assistant.....	\$126
Senior Technician.....	\$126
Technician I.....	\$ 70
Survey Technician IV.....	\$130
Survey Technician III.....	\$100
Survey Technician II.....	\$ 85
Survey Technician I.....	\$ 80
Administrative Manager.....	\$100
Administrative Assistant.....	\$ 81
Intern.....	\$ 62

DIRECT EXPENSES

Automobile Mileage.....	Current IRS Rate
Technology and Office Service Fee.....	3% of professional fees
Survey Equipment Usage.....	\$25/hour
In-House Equipment Usage.....	Per daily rates
Other Travel Related Expenses.....	Cost plus 10%
Printing and Reproduction.....	Cost plus 10%
Telephone and Shipping.....	Cost plus 10%
Miscellaneous Reimbursables.....	Cost plus 10%

SUBCONTRACT SERVICES

Services @ Cost Plus 10%

ORDINANCE

City of Portland, Tennessee

No. 25 - 23

First Reading

AN ORDINANCE TO AUTHORIZE THE MAYOR TO ENTER INTO A DEVELOPER'S AGREEMENT WITH BRENT AUSBROOKS FOR THE WATER AND SEWER IMPROVEMENTS TO INSTALL A NEW EIGHT (8) INCH WATER MAIN AND EIGHT (8) INCH SEWER MAIN THROUGHOUT THE VAIL CREST SUBDIVISION SECTION 11 AND 12, LOCATED AT 0 HIGHWAY 259, TAX MAP 016, PARCEL 004.03 IN PORTLAND, TENNESSEE.

WHEREAS, the City of Portland, Tennessee, has determined that improvements need to be made to City infrastructure, including the water, sewer, and gas systems, as outlined in the attached agreement; and

WHEREAS, the Portland Department of Utilities has approved the Water and Sewer Capacity Letter (see Exhibit A), stating the Water, Sewer, and Gas Systems have capacity for the Vail Crest Subdivision Section 11 and 12 once improvements are made; and

WHEREAS, the Developer has agreed to be fully responsible for the cost of the improvements to City infrastructure, including the water, sewer, and gas systems, as outlined in the attached agreement; and

NOW, THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland authorize the Mayor to enter into the attached Developer's Agreement with Brent Ausbrooks for the Vail Crest Subdivision Section 11 and 12, located at 0 Hwy 259, Tax Map 016, Parcel 004.03; and

BE IT FURTHER ORDAINED that this Ordinance shall become effective upon its passage, the public welfare requiring it.

Mike Callis, Mayor

Attest: Tracy Kizer, City Recorder

Passed First Reading:

Passed Second Reading:

Developer's Agreement: Vail Crest Subdivision Section 11 & 12

CITY OF PORTLAND, TENNESSEE

This Development Agreement ("AGREEMENT") is made and entered into on this ____ day of _____, 2025 by and between Brent Ausbrooks ("DEVELOPER") and the City of Portland, Tennessee, a municipality organized and existing under the laws of the State of Tennessee ("CITY").

WHEREAS, the DEVELOPER owns and desires to develop a 37-lot residential subdivision, located at 0 Highway 259, Tax Map 016, Parcel 004.03, in Portland, Tennessee (hereinafter called the "PROJECT"); and

WHEREAS, DEVELOPER has received a letter stating the existing Water and Sewer Systems does not have capacity for the development and will require fees to be paid for upgrading our System, along with improvements installed by the Developer, from the Portland Department of Utilities on the **10th** day of **June, 2024** (the "LETTER"). A copy of the Letter is attached to this Agreement as Exhibit A; and

WHEREAS, in order to provide the same level of service throughout the Water System and Sewer System for the PROJECT and the general public, it will be necessary for certain improvements to be constructed to serve the PROJECT. Said improvements include the IMPROVEMENTS (as defined below); and

WHEREAS, in order for said IMPROVEMENTS to be fully integrated with the public infrastructure of the CITY and to function in a satisfactory manner, the DEVELOPER has agreed to be responsible for design, permitting, construction, and inspection associated with the IMPROVEMENTS as set forth in this AGREEMENT.

WHEREAS, the DEVELOPER shall be responsible for all design, permitting, construction, and inspection of the IMPROVEMENTS. The IMPROVEMENTS shall be constructed by the DEVELOPER in accordance with the Portland Department of Utilities (PDU) Standard Specifications and with the approval of the Construction Plans, and other rules, regulations, and ordinances of the CITY in said project and the terms of this Agreement, and

NOW, THEREFORE, in consideration of the premises and mutual covenants of the parties herein contained, it is agreed and understood as follows:

I. GENERAL CONDITIONS

A. Construction Costs

The DEVELOPER shall be responsible for all design, permitting, construction, and inspections necessary to install and complete approximately 2,991 LF of eight (8) inch water main, and 3,188 LF of eight (8) inch gravity sewer, and all required appurtenances, the IMPROVEMENTS in accordance with this agreement.

B. City Ordinances, Rules and Regulations

All currently existing CITY ordinances, and rules & regulations adopted by the Board of Mayor and Aldermen are made a part of this agreement. In the event of a conflict between the terms of this agreement and a CITY ordinance, the ordinance shall prevail. All work done under this agreement is to be performed in accordance with plans, and specifications approved by the CITY and made a part, hereof.

C. Agreement Not Assignable

No third party shall obtain any benefits or rights under this agreement, nor shall the rights or duties be assigned by either party.

D. Revocation and Interpretation

This agreement shall bind the DEVELOPER when executed by the DEVELOPER and may not be revoked by the DEVELOPER without permission of the CITY, even if the agreement has not been executed by the CITY, or does not bind the CITY, for other reasons. This agreement shall be interpreted in accordance with Tennessee law and may only be enforced in the Chancery Court or Circuit Court or Court of competent jurisdiction of Sumner County, Tennessee, and Tennessee Appellate Courts.

E. No Oral Agreement

This agreement may not be orally amended and supersedes all prior negotiations, commitments, or understandings. The Developer and Portland Board of Mayor and Aldermen must approve any written modification to this agreement.

F. Separability

If any portion of this agreement is held to be unenforceable, the court of competent jurisdiction shall have the right to determine whether the remainder of the agreement shall remain in effect or whether the agreement shall be void and all rights of the DEVELOPER and CITY pursuant to this agreement terminated.

G. Transferability

The DEVELOPER and/or Owner agrees that he/she will not transfer the property on which the PROJECT is to be located without first providing the CITY with notice of when the transfer is to occur and who the proposed transferee is, along with address and telephone numbers (except that no notice, consent or other requirement shall apply to the transfer or creation of any security or other interest pursuant to a deed of trust or other Owner financing). If it is the transferee's intention to develop this property in accordance with the agreement, the DEVELOPER agrees to provide the CITY an Assumption Agreement whereby the transferee agrees to perform the improvements required under this agreement and to provide the security needed to assure such performance. Said agreement will be subject to the approval of the CITY Attorney. The DEVELOPER and/or Owner understand that if he/she transfers said property without providing the notice of transfer and Assumption Agreement as required herein, he will be in breach of this agreement and that any surety held by the CITY to secure the agreement may be called. The DEVELOPER further agrees that

he shall remain liable under the terms of this agreement though a subsequent sale of all or part of said property occurs, unless an Assumption Agreement is entered into between the new owners and the CITY, and a new agreement is issued naming the new owners as Developer.

II. UTILITIES

A. Sanitary Sewer Collections System

a. Installations:

The DEVELOPER will be required to install approximately 3,188 LF of eight (8) inch gravity sewer main, with all associated appurtenances with said installation.

b. Improvement Fees:

The DEVELOPER shall be required to pay a Sewer Improvement Fee of \$1,000 per unit for a total of **\$37,000**. All payments must be made prior to PDU signing the Final Plat.

c. Surety Amount:

The DEVELOPER shall provide to the CITY a Letter of Credit or cash escrow in the amount of **\$928,250.00** for the surety, prior to PDU signing the Final Plat if installation of utilities has not been accepted.

Any surety for utilities will be kept and renewed each year until the City has inspected and approved the utility. For each year of renewal, there shall be an additional 10% increase added to each of the surety amounts. Once the utility is accepted by the City, a 12-month maintenance surety that is 15% of the most current SURETY amount will be held.

In the case that the utilities are installed, tested, and accepted by PDU prior to the City signing the Final Plat, the Developer will not be required to submit a Surety for the full amount listed above, but PDU will require a maintenance surety (15% of the amount listed above) to be submitted and held for 12 months from PDU's acceptance date or the taps will not be issued.

B. Water Distribution System

a. Installations:

The DEVELOPER will be required to install approximately 2,991 LF of eight (8) inch water main with all associated appurtenances.

b. Surety Amount:

The DEVELOPER shall provide to the CITY a Letter of Credit or cash escrow in the amount of **\$628,312.50** for the surety, prior to PDU signing the Final Plat if installation of utilities has not been accepted.

Any surety for utilities will be kept and renewed each year until the City has inspected and approved the utility. For each year of renewal, there shall be an additional 10% increase added to each of the surety amounts. Once the utility is

accepted by the City, a 12-month maintenance surety that is 15% of the most current SURETY amount will be held.

In the case that the utilities are installed, tested, and accepted by PDU prior to the City signing the Final Plat, the Developer will not be required to submit a Surety for the full amount listed above, but PDU will require a maintenance surety (15% of the amount listed above) to be submitted and held for 12 months from PDU's acceptance date or the taps will not be issued.

C. Gas Distribution System

Gas can be provided for this development as per Title 19-207 of the City of Portland's Municipal Code.

Developer's payment to the CITY in the amount of (i) **\$37,000** as the PROJECT's share of the cost of SEWER IMPROVEMENTS, (ii) a total SURETY amount of **\$1,556,562.50** for the PROJECT's utilities, shall satisfy all Developer and Owner obligations with respect to all improvements, including without limitation the WATER IMPROVEMENTS and the SEWER IMPROVEMENTS. The WATER IMPROVEMENTS and the SEWER IMPROVEMENTS are collectively referred to herein as the "IMPROVEMENTS".

III. PUBLIC WORKS

A. Stabilization Surety

The DEVELOPER shall provide a Letter of Credit or cash escrow (hereinafter called "SURETY") for site stabilization of this development. The SURETY amount below will need to be provided to the CITY for the Stabilization Surety for this PROJECT, prior to Public Works signing the Final Plat:

- a. Vail Crest Sections 11&12 Stabilization = \$37,026

The Stabilization Surety must remain in place for the length of the development or until phases of the site have reached 75% vegetative cover. Once 75% vegetative cover has been achieved in a phase, the surety may be reduced for that portion of the site.

B. Public Works Surety

The DEVELOPER shall provide a Letter of Credit or cash escrow (hereinafter called "SURETY") for Public Works Improvements for each phase of this development. The SURETY amount below will need to be provided to the CITY for the Public Works Improvements Surety for this PROJECT, prior to Public Works signing the Final Plat:

- a. Vail Crest Phase 11 = \$450,298.44
- b. Vail Crest Phase 12 = \$339,251.25

Any surety for Public Works will be kept and renewed each year until the City has inspected and approved the improvements. For each year of renewal, there shall be an additional 10% increase added to each of the surety amounts. Once the improvements are accepted by the City, a 12-month maintenance surety that is 15% of the most-

current SURETY amount will be held. In the case that the improvements (roads, sidewalks, storm drainage and water quality measures) are installed, inspected, and accepted by City of Portland Public Works prior to the City signing the Final Plat, the Developer will not be required to submit a Surety for the full amounts listed above, but Public Works will require a maintenance surety (15% of the total of the amounts listed above) to be submitted and held for 12 months from Public Works's acceptance date.

IV. VIOLATIONS AND REMEDIES

In the event of a default in the performance by either party of its obligation hereunder, the other party, in addition to any and all remedies set forth herein, shall be entitled to all remedies provided by law or in equity, including the remedy of specific performance or injunction..

V. BINDING EFFECT

The covenants and agreements herein contained shall bind and endure to the benefit of the parties hereto, their respective heirs, personal representatives, successors, and assigns, as appropriate.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed in multiple originals by persons properly authorized so to do on or as of the day and year first given.

OWNER

DEVELOPER

TITLE

TITLE

ATTEST:

ATTEST:

TITLE

TITLE

CITY OF PORTLAND (COUNTY OF SUMNER), TENNESSEE

BY:

MAYOR
APPROVED AS TO FORM:

DATE

BY: _____

CITY ATTORNEY

DATE

EXHIBIT A



CITY OF PORTLAND
MEGAN HEISLER, P.E. – UTILITIES ENGINEER
100 SOUTH RUSSELL STREET
PORTLAND, TENNESSEE 37148
Telephone (615) 323-1437
Email Address: mheisler@cityofportlandtn.gov

Brent Ausbrooks
2057 Hwy 52E
Portland, TN 37148

Date: 6/10/2024

Re: **WATER & SEWER CAPACITY LETTER**
0 HWY 259, PORTLAND, TN 37148
SUMNER COUNTY – TAX MAP 016, PARCEL 004.03

Portland Department of Utilities (PDU) has completed its review of your application for water and sewer for the proposed 38 residential units. Please see below for the capacity details.

WATER:

The system does not have capacity for this development, but as per Resolution 23-83, the City Council voted to continue issuing water capacity letters beyond known capacity limits recognizing that a letter of available water capacity is based on a snap-shot in time when the water model and/or decision is made, and is not a guarantee of water service at a point in the future when the petitioner may or may not choose to purchase their taps. Resolution 23-45 governs the expiration and renewal of capacity letters and at no time is the City of Portland mandated to provide water beyond its ability whether or not a capacity letter has been granted, or whether or not a project has already been started but not all water taps have been purchased.

For this development, the Developer will be required to upsize the existing six (6) inch water main along Hwy 259 with an eight (8) inch water main. This route is shown in yellow. Also, the Developer will be required to install an eight (8) inch throughout the development. This route is shown in orange. This will entail approximately 2,600 linear feet (LF) of eight (8) inch C900 PVC or Ductile Iron Pipe and all associated appurtenances.



SEWER:

The Developer will be required to install at least an eight (8) inch gravity main throughout the development and any end of the line connections. Shown in purple below. Also, the Developer will be required to install gravity sewer along the entire property frontage. Shown in light green below. This will entail approximately 3,000 LF of 8" SDR 26 PVC pipe or Protecto 401-lined Ductile Iron Pipe and all associated appurtenances.



Also, the Developer will be required to pay **\$38,000** in improvement fees. The breakdown below shows how the fees were calculated. The sewer improvement fees shall be paid prior to a PDU Representative signing off on the Final Plat.

Improvement Fee:

Single Family Residence – 38 Units
38 Units x \$1,000 = **\$38,000**

GAS:

Improvements may be required. Gas will be provided as per Title 19-207 of the Municipal Code.

Also, all future parcels must have the utility main along the parcels' road frontage to be approved for service. All services must be located on the property being serviced and not more than twenty (20) feet from the public right-of-way. The City does not allow utility services within a private easement. All of this was approved by Resolution 19-27 (Water), 20-103 (Sewer), and 20-102 (Gas).

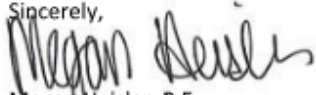
No approval of any services is indicated. Construction Plans will be required to be submitted and approved by PDU for the development. The fees associated for the development (i.e. tap, connection, capacity fees, etc.) will be determined once the Construction Plans are submitted and utility installations have been accepted by the City, and the Residential Service Availability Form is filled out for water, sewer, and gas. Payment for individual taps will be charged on a per unit basis and are due at the time of setting up service.

This letter shall expire in twelve (12) months. All fees, rates, and conditions noted in this letter are current as of the date of this letter and are subject to change over time. PDU will hold the fees at the amount stated above for a twelve (12)

month period after the date of this letter. After the twelve (12) month period expires, fees are subject to re-calculation and potential increases. You may request an extension of fee status in **writing** prior to expiration of the twelve (12) month period. PDU will review the request and either deny or grant the request in writing.

Should you have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in black ink that reads "Megan Heisler". The signature is written in a cursive style with a large initial "M".

Megan Heisler, P.E.
MNHAV000283REV1

cc.

Business Office
PDU Office Staff

ORDINANCE

City of Portland, Tennessee

No. 25 - 24

First Reading

AN ORDINANCE TO RESCIND IN ITS ENTIRETY ORDINANCE 24-26 42 AND REPLACE WITH THIS ORDINANCE FOR WATER, SEWER, NATURAL GAS, AND CAPACITY LETTER MAINTENANCE FEES

WHEREAS, the City of Portland deems it necessary to establish a new fee structure for water, sewer and gas; and

WATER & SEWER PLAN REVIEW FEES

Review Fees will only be charged one time per project. If the project is inside the Portland City Limits, the review fees will be charged with preliminary plat. If the project does not require a plat, the review fees will be charged with the Construction Plans review. If the project is outside of the Portland City Limits, it will be charged with the review of the plat.

Plan Review Fee

(Due when plans are submitted for review. Must be paid prior to Portland Department of Utilities (PDU) approval.)

- \$1,200 for water plans (per phase)
- \$1,200 for sewer plans (per phase)

WATER METER BASE FEES

Rate Class	Monthly Meter Base Fee for Fiscal Years (FY)		
	FY 2024	FY 2025	FY 2026*
Residential	\$4	\$5	\$6
Commercial/Industrial	\$17	\$18	\$19
Fire Meters	\$76	\$77	\$78

*After Fiscal Year 2026, Meter Base Fees shall remain at the fee detailed under FY 2026

Water Meter Base Fees shall be used to test, calibrate, maintain, install, and replace all meters within the distribution system. Fees shall be calculated as shown above.

Residential Fee – Shall apply to all residential meters

Commercial/Industrial Fee – Shall apply to all commercial & industrial domestic and irrigation meters.

Fire Meters – Shall apply to all fire meters

WATER FEE STRUCTURE

WATER CONNECTION FEES

Residential**	\$120
Commercial	\$180
Industrial	\$600

Water Connection Fees apply to all new account setup.

** In cases of natural disaster, including but not limited to tornado, lightning, flood, fire, sink hole, ice storms, and, other serious acts of nature, residential water connection fees may be waived by the Business Office Manager, at the sole discretion of the Business Office Manager.

WATER TAP FEES

TAP SIZE	INSIDE CITY LIMITS	OUTSIDE CITY LIMITS
¾"	\$1,500	\$2,400
1"	\$2,100	\$3,120
2"	\$4,500	\$6,000
*3"	\$5,200	\$6,840
*4"	\$6,200	\$8,040
*6"	\$9,200	\$11,640
*8"	\$11,200	\$14,040
*10"	\$15,000	\$19,200
*12"	\$18,000	\$24,000

*Contractor must provide all labor, materials, and meter per PDU specs

The Tap Fees only apply to services. The Tap Fee listed above does not apply to main line extensions or replacements for subdivisions. The developer shall be responsible for the cost of all taps for main line extensions and replacements. The above fees are privilege fees only and will be charged on a per unit basis and are due at the time of setting up service.

WATER IMPROVEMENT FEE

\$1,800 per equivalent residential unit (ERU) on all new development, excluding single-family residential [as defined by the 2018 International Residential Code (IRC) as one-family dwelling (single-family home) or two-family dwelling (duplex)] on existing lots less than 2 acres. If the lot was subdivided by the platting process or a metes and bounds legal description after the passage of this ordinance, the fees shall be required. See "Water Equivalent Residential Units (ERUs)" for ERU calculations.

Commercial and Industrial Improvement fees shall be calculated based upon their estimated domestic flow divided by the ERU. One ERU = 350 gallons per day per 24-hour day. For each unit of domestic flow or part thereof, shall be multiplied by the Water Improvement Fee.

Example: Restaurant with 100 seats
*Estimated Flow: 100 seats * 40 gal per seat = 4,000 gpd*
*4,000 gpd/350 gpd = 11.42 units = 12 units * \$1,800 = \$21,600*

Improvement fees are for the city to make capital improvements to the water system to maintain Level of Service for all rate payers. The City will hold these funds for future projects to improve deficiencies within the water system. The Improvement Fee shall be paid by the developer prior to the signing of the Final Plat. If development requires off-site improvements to the water system, the Water Improvement Fee may be waived for work-in-kind.

If development requires off-site improvements to the water system, the following conditions shall apply:

- If the cost of the offsite work as calculated by Portland Department of Utilities surety calculator meets or exceeds 200% of the Improvement/Development fees required by the plat or modeling, all Improvement/Development Fees shall be waived.
- If the cost of the offsite work as calculated by Portland Department of Utilities surety calculator is between 100% and 199% of the Improvement/Development Fees required by the plat or modeling, then 50% of improvement/development fees shall be waived.
- If the cost of the offsite work as calculated by Portland Department of Utilities surety calculator is less than 100% of the Improvement/Development fees required by the plat or modeling, no Improvement/Development Fees shall be waived.

WATER EQUIVALENT RESIDENTIAL UNITS (ERUs) are calculated by below:

Self Storage – Calculated as general commercial services but only for the area with a water demand. If the facility is sprinkled, it will be for the full footprint of the facility.

One-Family Dwelling/Single Family Residence – One (1) Unit

Two-Family Dwelling/Duplex – One (1) Unit

Triplex – Three (3) Units

Quadplex – Four (4) Units

Apartments – One (1) Unit per dwelling

Mobile Home Park – One (1) Unit per dwelling

Hotel/Motel – 130 gpd (gallons per day) per room

General Commercial Services – 130 gpd (gallons per day) per 1,000 S.F. of Floor space

Theaters – 5 gals. Per seat

General Office space – 25 gals. Per person

Restaurant – 40 gals. Per seat

Schools – 16 gals. Per person (Employees and Students)

Retirement Community (per bed) – 250 gpd (gallons per day)

Hospitals (per bed) – 250 gpd (gallons per day)

Assisted Care/Nursing Homes – One Half (½) unit per bed

Church (small) – 3 gals. Per seat (no kitchen)

Church (large) – 5 gals. Per seat (Kitchen)

Industrial (Sanitary Waste Only) * – 25 gals. Per person per day (This will be evaluated after one Year.) *The original fee will be based on the number of employees supplied to the City. Any other classification will be calculated at 250 gpd (gallons per day).

Industrial Processed Water - \$750.00 per 1000 gallons per day

Car wash/truck wash – 2 units per bay
 Self-service Laundries – 1 unit per washer
 Service stations – 1 unit per pump
 Bowling Alley – 1 unit/alley

Multi-Family Unit Development shall follow the Water Improvement Fee schedule below:

Multi-Family Unit Water Improvement Fees

Number of Units	Fee per unit
1-50	\$1,800
51-100	\$1,550
101-150	\$1,300
Greater than 150	\$1,000

PAYING-IN-LIEU OF UPSIZING

When creating or altering a subdivision or new development, Portland Department of Utilities may require the developer to pay-in-lieu of upsizing the water main for the length of water main adjacent to the property if the existing pipe diameter size does not meet the minimum requirements stated below. The payment shall be calculated using the City’s Pay-In-Lieu of Calculator

Minimum Water Main Pipe Diameter

Within City Limits: 8” – (Unless documented in the City’s Capital Improvement Plan to be larger)

Outside of City Limits: 6” – (Unless documented in the City’s Capital Improvement Plan to be larger)

DEVELOPER’S CONTRIBUTION

The City may also require payment if the utility has been designed and/or constructed that the new Development will be utilizing. This will be calculated as shown below:

Residential & Commercial

\$750 per ERU

Industrial

\$1,000 per 5,000 SF of building footprint

ROAD BORE FEE

The horizontal directional drilling fee shall be a pass-through fee from the contractor and the petitioner shall be financially responsible for payment of said fee.

The road bore fee shall be required for any road bore installed by method of horizontal directional drilling (HDD) performed by the city’s sub-contractor. This fee shall be paid when the tap and connection fees are paid. This fee will only be charged when the city cannot install the service by our own method of pneumatic mole piercing.

HYDRANT FLOW TEST FEE

The Hydrant Flow Test Fee shall be \$125 per request.

SEWER FEE STRUCTURE

SEWER TAP FEES AND CAPACITY FEES

<u>Tap Diameter</u>	<u>Inside Tap Fee</u>	<u>Outside (if applicable)</u>
4-6" minimum	\$750.00	\$1,400
Anything over 6"	\$5,000 plus all installation costs	
SR 109 Interchange Sewer	\$10,000*	

- The above fees are privilege fees only and will be charged on a per unit basis.
- They are due at the time of setting up service.
- The specified fee does not include plumber's installation or materials cost.
- If a sewer customer is paying a monthly sewer bill at the time the City begins to collect capacity fees. The customer will not have to pay the capacity fee charge but will have to pay the tap fee if not already paid.
- A change of Use will require a review of capacity fees. Based on the intended use, new capacity fees shall be required.
- Multiple Sewer Capacity Units shall be used to calculate the Capacity Fee if multiple Uses are contained within one structure, i.e. A Convenience Store with gas pumps, restaurant, and a car wash.
- *Any future or current use or expansion of the SR 109 Interchange Sewer System Improvements completed in 2019 shall incur tap fees of \$10,000

<u>Inside Portland City Limits Capacity Fee</u>	<u>Outside Portland City Limits Capacity Fee (Inside Mitchellville and Orinda Only)</u>
\$1,750	\$2,600

SEWER EQUIVALENT RESIDENTIAL UNITS (ERUs)

For each unit of sewage flow or part thereof (one unit =250 gallons per 24-hour day) there is a capacity fee:

Self Storage – Calculated as general commercial services but only for the area with a sewer demand.

ERUs are calculated by below:

- One-Family Dwelling/Single Family Residence – One (1) Unit
- Two-Family Dwelling/Duplex – One (1) Unit
- Triplex – Three (3) Units
- Quadplex – Four (4) Units
- Apartments – One (1) Unit per dwelling
- Mobile Home Park – One (1) Unit per dwelling
- Hotel/Motel – 130 gpd (gallons per day) per room
- General Commercial Services – 130 gpd (gallons per day) per 1,000 S.F. of Floor space

Theaters – 5 gals. Per seat
 General Office space – 25 gals. Per person
 Restaurant – 40 gals. Per seat
 Schools – 16 gals. Per person (Employees and Students)
 Retirement Community (per bed) – 250 gpd (gallons per day)
 Hospitals (per bed) – 250 gpd (gallons per day)
 Assisted Care/Nursing Homes – One Half (½) unit per bed
 Church (small) – 3 gals. Per seat (no kitchen)
 Church (large) – 5 gals. Per seat (Kitchen)
 Industrial (Sanitary Waste Only) * – 25 gals. Per person per day (This will be evaluated after one Year.) *The original fee will be based on the number of employees supplied to the City. Any other classification will be calculated at 250 gpd (gallons per day).
 Industrial Processed Water - \$750.00 per 1000 gallons per day
 Car wash/truck wash – 2 units per bay
 Self-service Laundries – 1 unit per washer
 Service stations – 1 unit per pump
 Bowling Alley – 1 unit/alley

Multi-Family Unit Development shall follow the Capacity Fee schedule below:

Multi-Family Unit Sewer Capacity Fees (Fee per Unit)

Number of Units	Inside City Limits	Outside City Limits
1-50	\$1,750	\$2,600
51-100	\$1,485	\$2,400
101-150	\$1,315	\$2,200
Greater than 150	\$1,135	\$2,000

SEWER IMPROVEMENT FEE

\$1,200 per equivalent residential unit (ERU) on all new development, excluding single-family residential [as defined by the 2018 International Residential Code (IRC) as one-family dwelling (single-family home) or two-family dwelling (duplex)] on existing lots less than 2 acres. If the lot was subdivided by the platting process or a metes and bounds legal description after the passage of this ordinance, the fees shall be required. See “Sewer Equivalent Residential Units (ERUs)” for ERU calculations.

*Example: Restaurant with 100 seats
 Estimated Flow: 100 seats * 40 gal per seat = 4,000 gpd
 4,000 gpd/250 gpd = 16 units = 16 units * \$1,200 = \$19,200*

Improvement fees are for the city to make capital improvements to the sewer system to maintain Level of Service for all rate payers. The City will hold these funds for future projects to improve deficiencies within the sewer system. The Improvement fee shall be paid by the developer prior to the signing of the Final Plat. If development requires off-site improvements to the sewer system, the Sewer Improvement Fee may be waived for work-in-kind.

If development requires off-site improvements to the water system, the following conditions shall apply:

- If the cost of the offsite work as calculated by Portland Department of Utilities surety calculator meets or exceeds 200% of the Improvement/Development fees required by the plat or modeling, all Improvement/Development Fees shall be waived.
- If the cost of the offsite work as calculated by Portland Department of Utilities surety calculator is between 100% and 199% of the Improvement/Development Fees required by the plat or modeling, then 50% of improvement/development fees shall be waived.
- If the cost of the offsite work as calculated by Portland Department of Utilities surety calculator is less than 100% of the Improvement/Development fees required by the plat or modeling, no Improvement/Development Fees shall be waived.

Multi-Family Unit Development shall follow the Sewer Improvement Fee schedule below:

Multi-Family Unit Sewer Improvement Fees

Number of Units	Fee per unit
1-50	\$1,200
51-100	\$1,020
101-150	\$900
Greater than 150	\$750

PAYING-IN-LIEU OF UPSIZING

When creating or altering a subdivision or new development, Portland Department of Utilities may require the developer to pay-in-lieu of upsizing the sewer main for the length of sewer main adjacent to the property if the existing pipe diameter size does not meet the minimum requirements stated below. The payment shall be calculated using the City’s Pay-In-Lieu of Calculator.

Minimum Gravity Sewer Main Pipe Diameter: 8”

DEVELOPER’S CONTRIBUTION

The City may also require payment if the utility has been designed and/or constructed that the new Development will be utilizing. This will be calculated as shown below.

Residential & Commercial

\$1,000 per ERU

Industrial

\$750 per 5,000 SF of building footprint

ROAD BORE FEE

The horizontal directional drilling fee shall be a pass-through fee from the contractor and the petitioner shall be financially responsible for payment of said fee.

The road bore fee shall be required for any road bore installed by method of horizontal directional drilling (HDD) performed by the city’s sub-contractor. This fee shall be paid when the tap and connection fees are paid. This fee will only be charged when the city cannot install the service by our own method of pneumatic mole piercing.

PRETREATMENT

The City is required by the EPA and TDEC to maintain a Pretreatment Program. The TDEC approved Portland Sewer Use Ordinance governs and set all requirements of the Pretreatment Program.

INDUSTRIAL PRETREATMENT PERMITS

Section 18-206A of the Sewer Use Ordinance gives the City the authority to charge a fee for all permitted users.

Industrial Pretreatment Permit shall have an annual fee of **\$7,500**

The annual fee will be billed at the beginning of every year and the permittee shall remit payment within thirty (30) days of the date of the invoice or the City may disconnect sewer service. Industrial Pretreatment Permit Fee shall become effective January 1, 2025.

FATS, OILS, AND GREASE (FOG) PROGRAM

Section 18-206A of the Sewer Use Ordinance gives the City the authority to charge a fee for the inspection and monitoring of the Grease Management Plan.

FOG Inspection Fee shall be **\$400** annually per device. An establishment having multiple devices shall be charged per Grease Trap/Interceptor.

The annual fee will be billed at the beginning of every year and the permittee shall remit payment within thirty (30) days of the date of the invoice or the City may disconnect sewer service. Grease Trap/Interceptor Fee shall become effective January 1, 2025.

NATURAL GAS FEE STRUCTURE

GAS CONNECTION FEES

Residential**	\$100
Commercial	\$150
Industrial	\$500

Gas Connection Fees apply to all new account setup.

** In cases of natural disaster, including but not limited to tornado, lightning, flood, fire, sink hole, ice storms, and, other serious acts of nature, residential gas connection fees may be waived by the Business Office Manager, at the sole discretion of the Business Office Manager.

GAS TAP FEES

TAP SIZE	TAP FEES
3/4"	\$400
1"	\$475
2"	\$550

INDUSTRIAL AND COMMERCIAL GAS METER UPSIZE FEE --- Customer shall pay all cost associated with upsizing of new meter to meet BTU demand load.

PAYING-IN-LIEU OF UPSIZING

When creating or altering a subdivision, Portland Department of Utilities may require the developer to pay-in-lieu of upsizing if the utility has been designed and/or constructed that the new Development will be utilizing.

ROAD BORE FEE

The horizontal directional drilling fee shall be a pass-through fee from the contractor and the petitioner shall be financially responsible for payment of said fee.

The road bore fee shall be required for any road bore installed by method of horizontal directional drilling (HDD) performed by the city’s sub-contractor. This fee shall be paid when the tap and connection fees are paid. This fee will only be charged when the city cannot install the service by our own method of pneumatic mole piercing.

CAPACITY LETTER MAINTENANCE FEES

Each capacity letter (water, sewer, and gas) will have an administrative fee and a per unit fee that will be required to be paid by the petitioner annually for renewal of Capacity/Availability Letters.

INITIAL CAPACITY LETTER FEES

Initial Capacity Fees shall be collected with the initial approval of a Capacity Letter:

RESIDENTIAL FEE STRUCTURE

- Individual Residential Service Availability Application Administrative Fee: \$100
- Residential Subdivision Availability of Service Request Form Administrative Fee: \$500

COMMERCIAL FEE STRUCTURE

- Commercial Availability of Service Request Form Administrative Fee: \$1,000

INDUSTRIAL FEE STRUCTURE

- Industrial Availability of Service Request Form Administrative Fee: \$2,000

CAPACITY LETTER RENEWAL FEES (ANNUALLY)

Capacity Renewal Fees will apply to all Capacity Letter Renewals:

RESIDENTIAL SEE STRUCTURE

- Individual Residential Service Availability Application Administrative Fee: \$100
- Residential Subdivision Availability of Service Request Form
Administrative Fee: \$500 + option A, B, or C
 - A. Up to 100 units: \$50 per unit
 - B. 101 to 300 units: \$40 per unit
 - C. 301 or more units: \$30 per unit

COMMERCIAL FEE STRUCTURE

- Commercial Availability of Service Request Form
Administrative Fee: \$1,000 + \$500 per unit

INDUSTRIAL FEE STRUCTURE

- Industrial Availability of Service Request Form
Administrative Fee: \$2,000 + \$1,000 per unit

WHEREAS, after careful consideration the City Council recommends the new fee structure for water, sewer, natural gas fees, and Capacity Letter Maintenance Fees as listed above; and

NOW, THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland to approve this ordinance for Water, Sewer, and Natural Gas Fee Structure; and

BE IT FURTHER ORDAINED that this Ordinance shall become effective upon its passage, the public welfare requiring it.

Mike Callis, Mayor

Attest: Tracy Kizer, City Recorder

Passed First Reading:

Passed Second Reading:

RESOLUTION

City of Portland, Tennessee

No. 25 – 35

A RESOLUTION TO REMOVE THE OAK GROVE ZONE WATER CAPACITY MORATORIUM AND TO RESCIND RESOLUTION 23-43

WHEREAS, Resolution #23-43 continued the water capacity moratorium that was enacted in 2022 on the Oak Grove Zone due to insufficient capacity; and

WHEREAS, on March 17, 2025, the City Council approved Resolution #25-26 and Resolution #25-27 that approved the commitment to fund and complete the 23-mile 2021 American Rescue Plan Act Regionalization (ARPA) Water Grant; and

WHEREAS, since the TDEC ARPA Regionalization Grant must be completed by the fall of 2026 and will substantially increase capacity in the Oak Grove Zone, it has been determined that the moratorium can be safely removed; and

WHEREAS, Portland Department of Utilities will contact those previously denied capacity informing them that they can resubmit a utility availability request for review noting that all current fees and regulations would apply; and

NOW THEREFORE BE IT RESOLVED by the Mayor and Board of Aldermen of the City of Portland that Resolution #23-43 be rescinded and the Oak Grove Zone moratorium be lifted; and

BE IT FURTHER RESOLVED that this Resolution shall become effective upon its passage, the public welfare requiring it.

Mike Callis, Mayor

Attest: Tracy Kizer, City Recorder

Approved this day of