



**BOARD OF MAYOR AND ALDERMEN
Portland City Hall - Council Chambers
100 South Russell St. Room 111
AGENDA for August 4, 2025**

1. Call to Order

2. Prayer and Pledge

3. Roll Call

4. Approval of Agenda

5. Presentation

6. Public Comment Period

In accordance with Resolution #25-41, public comments are allowed when those comments are germane to agenda items, except where otherwise prohibited. The number of individuals speaking and/or the allotted time to speak may be limited by the presiding officer to ensure opposing viewpoints are fairly represented. Each speaker is limited to a maximum of 5 minutes for public comment and must sign-up to speak in person before the start of the meeting. Sign-up sheets will be available just before the start of each meeting in the same room where the meeting is being held.

7. Public Hearing

8. Communications from Council Members

9. Mayor's Report

10. Consent Calendar

- A.** Ordinance No. 25-40 - Second Reading – An Ordinance to amend Title 10 Animal Control of the City of Portland Municipal Code by adding Chapter 5 Owner Surrender Policy.
- B.** Ordinance No. 25-41 -Second Reading - An Ordinance authorizing the acceptance of the bid for the sale of salvaged Badger water meters that have been removed from the City of Portland's Water Distribution System.
- C.** Ordinance No. 25-42 – Second Reading - An ordinance to enter into an agreement with Haren Construction Company Inc. for the American Rescue Plan Act (ARPA) Resource Protection Project, 2025 raw water source improvements at the Portland Water Treatment Plant.
- D.** Ordinance No. 25-43 – Second Reading - An ordinance to enter into an agreement with Culy Contracting LLC for the 2025 Sanitary Sewer Manhole Repairs Project.
- E.** Minutes from July 21, 2025 Council Meeting

11. Community Development – Vice-Mayor Megann Thompson

12. Finance – Alderman Vince Ellis

13. Fire Department – Alderman Jody McDowell

14. Human Resources – Alderman Vince Ellis

15. Legislative – Mayor Mike Callis

16. Municipal Airport – Alderman Mike Hall

17. Parks & Recreation – Alderman Brian Woodall

- A.** Resolution No. 25-50 – First Reading - A resolution authorizing change order #1 in the increased amount of \$22,061.08 for the Splashpad at Richland Park Project with Olympian Construction Co, LLC.
- B.** Discussion - Richland Park Renovation

18. Planning & Codes – Vice-Mayor Megann Thompson

- A.** Ordinance No. 25-44 – First Reading - An Ordinance to amend the City of Portland, Tennessee zoning map by rezoning 0 Jackson Road, from R7.5 (Medium Density Residential) to GCS (General Commercial Services).
- B.** Ordinance No. 25-45 – First Reading - An Ordinance to amend the City of Portland, Tennessee zoning map by rezoning 115 Woods Road, from County RR (Rural Residential) and RS-40 (Low Density Residential) to RM-1 PUD (Residential Planned Unit Development)
- C.** Ordinance No. 25-46 - First Reading – An Ordinance resending and replacing Ordinance No. 16-39 in its entirety that will amend the City of Portland Municipal Code Title 12 entitled “Building, Utility, Etc. Codes”.

19. Police Department – Alderman Drew Jennings

20. Public Works – Alderman Brian Woodall

- A.** Resolution No. 25-51 - A Resolution to enter into an agreement with Stewart Richey Contracting Group for the construction of a Regional Detention Basin on Airport Road.
- B.** Resolution No. 25-52 - A Resolution to approve a change order in the amount of \$8,750 for an engineering agreement with Civil and Environmental Consultants, Inc. for the jurisdictional determination and permitting of the Regional Detention Basin on Airport Road.

21. Utility Infrastructure – Alderman Charles Cole

Adjournment

ORDINANCE

City of Portland, Tennessee

No. 25 – 40

Second Reading

AN ORDINANCE TO AMEND TITLE 10 ANIMAL CONTROL OF THE CITY OF PORTLAND MUNICIPAL CODE BY ADDING CHAPTER 5 OWNER SURRENDER POLICY

WHEREAS, this ordinance establishes a policy concerning voluntary owner surrenders through the Animal Control Division by amending Title 10 Animal Control of the City of Portland Municipal Code to include Chapter 5 Owner Surrender Policy; and

WHEREAS, the Portland Police Department Animal Control Division is dedicated to the humane and responsible intake of animals surrendered by their owners. In collaboration with Home-Home.org, the following policy seeks to prioritize animal welfare, reduce shelter overcrowding, and encourage direct rehoming solutions:

CHAPTER 3

OWNER SURRENDER POLICY

SECTION

- 10-501. Applicability.
- 10-502. Mandatory use of Home-Home.org.
- 10-503. Vaccination requirement.
- 10-504. Surrender fee.
- 10-505. Exceptions.

10-501. Applicability. This voluntary owner surrender policy pertains only to dogs and cats belonging to bona fide residents of the City of Portland, Tennessee in which Animal Control has jurisdiction.

10-502. Mandatory use of Home-Home.org. (1) Before an animal is considered for surrender to the Portland Police Department Animal Control Division owners must list their pet on Home-Home.org with the following information:

- Enter the residential address (must be located within the city limits of Portland, Tennessee).
- Select City of Portland Animal Control as shelter of choice.

(2) Portland animal control is a partner shelter and will be notified of the listing. Once the submission is verified the animal(s) will be placed on the surrender waitlist. The waitlist does not guarantee placement, and waitlist times may depend upon priority status and shelter capacity.

(3) Owners who do not list their pet on Home-Home.org will not be added to the waitlist.

10-503. Vaccination requirement. (1) To protect the health and safety of all animals the owner must provide official veterinary documentation that the animal(s) are current on all required vaccinations. Dogs require Rabies, Distemper/Parvo (DHPP) and Cats require Rabies, FVRCP.

(2) Failure to provide vaccination records will result in a delay or denial of intake.

10-504. Surrender fee. At the time of physical surrender of the animal(s) (after all the previous requirements have been met) a \$100.00 non-refundable surrender payment per animal will be due. The fee is used to offset the cost of sheltering, veterinary care, and processing.

10-505. Exceptions. In situations involving emergency public safety risks, animal cruelty or neglect, and/or court-ordered seizures, this policy may be waived or modified at the discretion of the Chief of Police based on information from the Animal Control Division.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland, Tennessee that Title 10 Animal Control of the Municipal Code be amended by adding Chapter 5 Owner Surrender Policy be adopted in its entirety.

BE IT FURTHER ORDAINED that this Ordinance shall take effect from and after its final passage, the public welfare requiring it.

Mike Callis, Mayor

Attest: Tracy Kizer, City Recorder

Passed First Reading: July 21, 2025

Passed Second Reading:

ORDINANCE

City of Portland, Tennessee

No. 25 - 41

Second Reading

AN ORDINANCE AUTHORIZING THE ACCEPTANCE OF THE BID FOR THE SALE OF SALVAGED BADGER WATER METERS THAT HAVE BEEN REMOVED FROM THE CITY OF PORTLAND'S WATER DISTRIBUTION SYSTEM

WHEREAS, the following bid was properly solicited and received for the sale of surplus badger water meters; and

WHEREAS, the following bid was received from South East Meter, 1385 Boiling Springs Rd., Spartanburg, SC;

Surplus Badger Water Meter ¾ - inch Bid price/each \$3.00

Surplus Badger Water Meter 1-inch Bid price/each \$5.00

WHEREAS, the Department of Utilities recommends the bid from **South East Meter** for ¾ - inch and 1-inch salvaged badger water meters; and

NOW, THEREFORE BE IT ORDAINED by the Mayor and the Board of Aldermen of the City of Portland to authorize the acceptance of the bid from South East Meter for ¾-inch and 1-inch Salvaged Badger Water Meters:

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: July 21, 2025

Passed Second Reading:



PORTLAND

Department of Utilities

Call 811 Before You Dig!
Portland, Tennessee

CITY OF PORTLAND

UTILITIES DEPARTMENT

100 South Russell Street
Portland, Tennessee 37148
Phone | 615.323.1437

Bid Sheet for Surplus Badger Water Meters

Bid Opening Date: May 28, 2025, at 2:00 PM CST

Bids will be provided to the City Council for approval on July 21, 2025, for 1st reading and August 4, 2025, for second reading.

Name of Bidder: NINNO MARKS / SOUTH EAST METER
Address: 1385 Boiling Springs Rd.
SPARTANBURG, SC 29303
Phone: 864-357-8623

Please provide a bid for each $\frac{3}{4}$ inch water meter and 1-inch water meter in the below blank space provided for each size. A minimum of 30 - $\frac{3}{4}$ inch meters and 10 - 1-inch meters will be allowed per purchase.

Surplus Badger Water Meter $\frac{3}{4}$ - inch	Bid Price/each 3.00
Surplus Badger Water Meter 1-inch	Bid Price/each 5.00

Please return this sheet in an enclosed envelope marked "Surplus Badger Meters Bid" to:

City of Portland Purchasing Dept.
c/o Kim White
100 S Russell St.
Portland TN. 37148

ORDINANCE

City of Portland, Tennessee

No. 25 - 42

Second Reading

AN ORDINANCE TO ENTER INTO AN AGREEMENT WITH HAREN CONSTRUCTION COMPANY INC. FOR THE AMERICAN RESCUE PLAN ACT (ARPA) RESOURCE PROTECTION PROJECT, 2025 RAW WATER SOURCE IMPROVEMENTS AT THE PORTLAND WATER TREATMENT PLANT

WHEREAS, the City of Portland deems it necessary to improve the existing raw water intake (creek and lake), access road to intake, new airburst building & piping to raw water creek intake, existing raw water pump station, new generator, water main relocation, and drainage improvements; and

WHEREAS, the City of Portland received and opened bids on July 10, 2025, from the following contractors; and

Bidder	Base Bid	Additive Alternate	Total Bid
Haren Construction Company, Inc.	\$3,312,000	\$590,000	\$3,902,000
Cleary Construction, Inc.	\$3,865,000	\$524,000	\$4,389,000

WHEREAS, the Base Bid is for a new access bridge over creek crossing, access road improvements, upgrades to the existing raw water intake, airburst building and system, electrical work, stormwater improvements, water line relocation, City Lake intake improvements, existing raw water pump station improvements, and new raw water pumps; and

WHEREAS, the Additive Alternate Bid is for floating lagoon baffle, water quality sampling buoy, and natural gas generator; and

WHEREAS, after careful consideration, the bid from Haren Construction Company, Inc. has been recommended as the best bid for the 2025 Raw Water Source Improvements project; and

NOW, THEREFORE BE IT ORDAINED, by the Mayor and Board of Aldermen of the City of Portland to enter into an agreement with Haren Construction Company, Inc. in the amount of **\$3,902,000** as the best bid for the 2025 Raw Water Source Improvements 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: July 21, 2025
Passed Second Reading:

**** BID TABULATION ****

City of Portland Raw Water Source Improvements

City of Portland
100 S. Russell Street
Portland, TN 37148

Bid Opening Date/Time: July 10, 2025, 12:30 p.m. CDT

Bidder	TOTAL of All Lump Sum Bid Items	Total of Additive Alternate Items	Bid Bond Amount	Surety Company
Haren Construction Co., Inc. Etowah, TN	\$3,312,000.00	\$590,000.00	5%	Travelers Casualty and Surety Company of America
Cleary Construction, Inc. Tompkinsville, KY	\$3,865,000.00	\$524,000.00	5%	Great American Insurance Company

I do hereby certify this to be a true and correct representation of the bids received for this project.

Greg Sanford, P.E.
TN License No. 112432



BID TABULATION**City of Portland Raw Water Source Improvements****City of Portland, TN**

OHM No. 0585-24-0010

Bid Date: July 10, 2025

				Haren Construction Company, Inc. Etowah, TN		Cleary Construction, Inc. Tompkinsville, KY	
Item	Description	Qty	Unit	Unit Price	Total Price	Unit Price	Total Price
Lump Sum Items							
1	Precast Bridge Creek Crossing (Sheets C2, D1-D7)	1	LS		\$200,000.00		\$300,000.00
2	Gravel Access Rd Improvements (Sheet C2)	1	LS		\$50,000.00		\$55,000.00
3	Creek Intake Screen Improvements – Removal of existing Intake Screen, Installation of two (2) new 6 mgd intake half screens, concrete anchor pad, fittings, manufacturers startup, and installation. (Sheet C4, S101)	1	LS		\$750,000.00		\$425,000.00
4	Prefabricated Metal Airburst Building -Includes building, foundation, rollup door, entry door, pipe wall penetration sealing, insulation, and ventilation, (Sheets P3, S101)	1	LS		\$70,000.00		\$115,000.00
5	Airburst System – Includes compressor, air receivers, control panel, air burst line, support posts, expansion joints, coating system, check valve, fittings, instrumentation, manufacturer startup, and installation. (Sheets C5-C10, P3)	1	LS		\$350,000.00		\$575,000.00
6	Electrical - Includes all site electrical work and DEMO, equipment and installation, conduit, conductors, wiring, VFD's, panels, SCADA control panel and flow meter display relocation, lighting, temporary power generators and wiring. (Sheets – All Electrical and Mechanical Equipment)	1	LS		\$500,000.00		\$750,000.00
7	Site Work, Drainage and Stormwater Improvements, Generator Foundation (Sheet C5, S101)	1	LS		\$190,000.00		\$200,000.00
8	8" PVC DR 14 Water Line Relocation (Sheet C14)	1	LS		\$100,000.00		\$55,000.00
9	City Lake Intake Improvements – Removal of existing lake intake assembly, relocation of creek intake screen and installation of piping, fittings, swivel joint, floatation pontoons and aluminum platform, decking, winch, pulley, fence, and installation, guide rail, and ensure stability of anchor pole. (Sheets C11-C13)	1	LS		\$220,000.00		\$355,000.00
10	Pump Station Improvements – relocation of bulk tank and chem feed pump and piping, new scale/display, floor drain and sump pump modifications, floor grading, grouting, blasting and painting of discharge header, required construction phasing and ancillary modifications. (Sheets P1, P2, M-001)	1	LS		\$250,000.00		\$160,000.00
11	Vertical Turbine Open Line Shaft Pumps – removal of existing pumps, installation of three (3) new 4 mgd 200 HP pumps, required construction phasing and manufactures startup. (Sheet P2)	1	LS		\$332,000.00		\$575,000.00
12	Erosion Control	1	LS		\$50,000.00		\$25,000.00
13	Mobilization	1	LS		\$150,000.00		\$175,000.00
14	Cash Allowance	1	LS		\$100,000.00		\$100,000.00
Total of All Lump Sum Bid Items					\$3,312,000.00		\$3,865,000.00

Item	Description	Qty	Unit	Unit Price	Total Price	Unit Price	Total Price
ADDITIVE ALTERNATE ITEMS							
A1	Floating Lagoon Baffle and Installation (Sheet C15)	1	LS		\$120,000.00		\$90,000.00
A2	WQ Sampling Bouy and Depth Probe (Spec section 52 02 00)	1	LS		\$150,000.00		\$135,000.00
A3	450KW Natural Gas Generator and ATS (Sheets C5, ES101)	1	LS		\$320,000.00		\$299,000.00
Total of Additive Alternate Items					\$590,000.00		\$524,000.00

24 wks for Generator

25 wks for Generator

ORDINANCE

City of Portland, Tennessee

No. 25 - 43

Second Reading

AN ORDINANCE TO ENTER INTO AN AGREEMENT WITH CULY CONTRACTING LLC FOR THE 2025 SANITARY SEWER MANHOLE REPAIRS PROJECT.

WHEREAS, the City of Portland deems it necessary to repair dilapidated manholes to reduce inflow and infiltration (I&I); and

WHEREAS, the City of Portland received and opened bids on June 25, 2025, from the following contractors; and

- Culy Contracting, LLC \$157,098.00
- C.K. Masonry Co. Inc. \$198,250.00

WHEREAS, after careful consideration, the bid from Culy Contracting LLC has been recommended as the best bid for the 2025 Sanitary Sewer Manhole Repairs project; and

NOW, THEREFORE BE IT ORDAINED, by the Mayor and Board of Aldermen of the City of Portland to enter into an agreement with **Culy Contracting LLC** in the amount of **\$157,098.00** as the best bid for the 2025 Sanitary Sewer Manhole Repairs 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: July 21, 2025

Passed Second Reading:

BID TABULATION

City of Portland 2025 Sanitary Sewer Manhole Repairs

PDU No: 0201-186

Bid Date/Time: Wednesday, June 25, 2025 at 2:00pm (CST)

				Culy Contracting, LLC		C.K. Masonry Co., Inc.	
				5 Industrial Park Drive		1520 Tyne Blvd	
				Winchester, IN 47394		Nashville, TN 37215	
Item	Description	EST QTY	UNIT	Unit Price	Total	Unit Price	Total
1	Mobilization	1	LS	\$ 15,000.00	\$ 15,000.00	\$ 9,000.00	\$ 9,000.00
2	Subsurface Manhole Rehabilitation						
a	Level B Lining in 4-foot Dia. Manhole	185	VF	\$ 265.00	\$ 49,025.00	\$ 325.00	\$ 60,125.00
b	Level C Lining in 4-foot Dia. Manhole	185	VF	\$ 350.00	\$ 64,750.00	\$ 595.00	\$ 110,075.00
c	Existing Liner to be Removed	13.5	VF	\$ 750.00	\$ 10,125.00	\$ 300.00	\$ 4,050.00
3	Bypass Pumping	2	LS	\$ 4,099.00	\$ 8,198.00	\$ 2,500.00	\$ 5,000.00
4	Project Allowance	1	LS	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
TOTAL BASE BID				\$	157,098.00	\$	198,250.00





**BOARD OF MAYOR AND ALDERMEN
Minutes for July 21, 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

Alderman Drew Jennings led the prayer and pledge.

3. Roll Call

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

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

Absent: Alderman Cole, Alderman Hall

4. Approval of Agenda

Motion to: Remove Item 21. D. Resolution No. 25-48; Add 21.F. Resolution No. 25-49 - Change Order; Remove Indefinitely Item 14.A. Hiring Policy.

By: Alderman Jennings

Second: Alderman Ellis

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

Absent: Alderman Cole, Alderman Hall

Motion Passed (voice vote)

5. Presentation

- No Items

6. Public Comment Period

- No one spoke

7. Public Hearing

- No Items

8. Communications from Council Members - Alderman Woodall reminded everyone this Saturday, July 26, 2025, of the following events:

- From 8 to 11 AM at Richland Park is the "Back to School Bash", sponsored by the Chamber of Commerce;
- From 10-12 is "Touch a Truck and Safety Day" also at Richland Park.
- At 11 AM there is a ribbon-cutting at Portland Public Library for the new "Trail Story Book".
- That Afternoon is the Old Brush Cemetery auction and fundraiser.

9. Mayor's Report

- The report on debt obligation from the Tennessee Comptroller, about the loan covering the jet vac truck and camera truck, was distributed.
- The Animal Control building had to replace a couple of faulty air-conditioning units.
- The August 4th Council Meeting will be chaired by Vice Mayor Thompson while the Mayor attends the TML meeting.
- There is a concern about honey bee hives being located in residential areas. After reviewing state law, it appears the only way to prohibit bee hives is to do a zoning change. Planning Director Nate Heisler will be reviewing and may bring something to the Council for consideration.
- According to the Safewise study, the City of Portland is in the top 20 safest cities in Tennessee. The study also said that Portland is the only city that has seen a decline in property crime and violent crime two years in a row.
- Comparing the same time this year to last year (2024), traffic crashes have decreased by 17%.
- Traffic stops have increased by 152%, and total arrests have increased by 32%. Year-to-date through May, Portland Police have written 913 traffic warnings, 697 speeding citations and 495 other citations.
- The Police Department case clearance rate has risen by 6%, making the clearance rate about 74%.

10. Consent Calendar

Motion to: Approve

By: Alderman McDowell

Second: Alderman Woodall

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

Absent: Alderman Cole, Alderman Hall

Motion Passed (voice vote)

- A.** Ordinance No. 25-35 – Second Reading – An Ordinance amending the Fund Balance Policy for the City of Portland.
- B.** Ordinance No. 25-36 - Second Reading – An Ordinance to enter into an agreement with Perdue Trucking and Excavating for the 2025 Annual Water Service Line Replacement Project.
- C.** Department Reports
- D.** Minutes from June 2, 2025 City Council Meeting

11. Community Development – Vice-Mayor Megann Thompson

- No Items

Vice-Mayor Thompson noted that the Waffle House building is progressing and Scooters Coffee is progressing. Congratulations to Kristin Hope for being appointed as the new CEO of Portland Chamber of Commerce.

12. Finance – Alderman Vince Ellis

- No Items

13. Fire Department – Alderman Jody McDowell

- No Items

14. Human Resources – Alderman Vince Ellis

- A.** Discussion - Hiring Policy
Removed indefinitely with agenda approval.

15. Legislative – Mayor Mike Callis

- A.** Discussion of America 250 Celebration
Mayor Callis discussed the ideas from the first meeting.
Discussion about a concert on the 4th of July, having something every month throughout the year, purchasing banners and flags, promoting history and money has been budgeted for special events. The committee will be meeting again and sharing plans.

16. Municipal Airport – Alderman Mike Hall

- No Items

17. Parks & Recreation – Alderman Brian Woodall

- No Items

18. Planning & Codes – Vice-Mayor Megann Thompson

- A.** Ordinance No. 25-28- Second Reading - An Ordinance authorizing the public auction of City property located at 207 Strawberry Street and 208 Strawberry Street.

Motion to: Approve

By: Vice-Mayor Thompson

Second: Alderman Woodall

Discussion: Director Nate Heisler presented information about the lots and explained we are waiting for final plats. Discussion was held about how the city obtained the lots and the history of possible plans. Mayor Callis also advised that a third lot is in the area, more research needs to be completed and an Ordinance for the sale of the lot would come before the Council before it could be auctioned.

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

Motion Passed (voice vote)

- B.** Ordinance No. 25-37 - First Reading – An ordinance to amend the City of Portland, Tennessee zoning map by rezoning 0 Liberty Street from GCS (General Commercial Services) to R7.5 (Medium Density Residential).

Motion to: Discuss

By: Vice-Mayor Thompson

Second: Alderman McDowell

Discussion: Director Heisler presented the current zoning and what is being requested, along with the zoning in nearby areas. Director Heisler advised that the intent is to build single-family home identical to those surrounding areas. The developer advised the intent is a single-family dwelling that will face Liberty Street.

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

Absent: Alderman Cole, Alderman Hall

Motion Passed (voice vote)

- C.** Ordinance No. 25-38 - First Reading – An ordinance to amend the City of Portland, Tennessee zoning map by rezoning 0 Searcy Lane from RS-40 (Residential Single Family) to R7.5 (Medium Density Residential).

Motion to: Discuss

By: Vice-Mayor Thompson

Second: Alderman Jennings

Discussion:

- Director Nate Heisler advised current and requested zoning.
- The type of zoning requested is not on any of the lots nearby.
- Director Heisler advised this failed Planning Commission.
- The concerns of the Planning Commission were about spot zoning, not having a PUD, the bi-pass and whether the City would like commercial or residential in this area.
- Vice-Mayor Thompson advised, at the developers' meeting in Los Vegas, that this area was the most prime area of real estate we have in this city.
- Vice-Mayor Thompson advised at this time that a straight rezone of R7.5 would not be in the best interest of the city.
- Alderman Woodall asked if we were missing something with these smaller lots and if they should be doing a PUD.
- Director Heisler advised that Resolution 23-52 requires all rezoning as it pertains to multi-families to be a PUD.

Motion to: Suspend the rules to allow Zach Wilkinson to speak

By: Alderman Ellis

Second: Alderman Jennings

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

Absent: Alderman Cole, Alderman Hall

Discussion:

- Zach Wilkinson said the PUD would require a road that would take up too much land.
- Mr. Wilkinson said the cost of the PUD would be too much for this area.
- Property would not be able to meet the PUD guidelines.
- Mayor Callis asked what the proposal was for the lot. Mr. Wilkinson advised R 7.5 just straight rezoning.
- Mayor Callis questioned the plan for this lot, Mr. Wilkinson responded either single-family or duplexes.
- Alderman Jennings questioned the maximum number of houses on the lot? Mr. Wilkinson said he thought it would be 7 lots and on 3 or 4 of the lots you could build a duplex. If a road is added, because of PUD requirements, they would lose lots.
- Vice Mayor Thompson stands by this not being the right time to rezone this.
- Vice-Mayor Thompson urged the Council not to start picking apart the PUD.
- Mr. Wilkinson advised if a PUD was done on the land, it would be 5 lots.

- It was noted that the next PUD presentation (Item E under Planning and Codes) land amount was 2.81 acres versus the Searcy Lane area being 2.37 acres.

Yes: Alderman Ellis, Alderman Jennings, Alderman McDowell

No: Vice-Mayor Thompson, Alderman Woodall

Absent: Alderman Cole, Alderman Hall

Motion Passed (roll-call vote)

- D.** Ordinance No. 25-39 - First Reading – An ordinance to amend the City of Portland, Tennessee zoning map by rezoning 631 Highway 52 E, 380 and 392 Three Brothers Way from RM-1 (High Density Residential) and RS-20 (Low Density Single Family Residential) to R7.5 (Medium Density Residential).

Motion to: Discuss

By: Vice-Mayor Thompson

Second: Alderman Woodall

Discussion: Director Nate Heisler explained the zoning request and showed the changes on the map. This will add another lot to the subdivision. Vice-Mayor Thompson questioned why they were requesting R-7.5. Director Nate Heisler advised they could build a duplex on R-7.5, but if it remains RM-1 they would be required to complete a PUD.

Yes: Alderman Ellis, Alderman Jennings, Alderman McDowell, Alderman Woodall

No: Vice-Mayor Thompson

Absent: Alderman Cole, Alderman Hall

Motion Passed (voice vote)

- E.** Concept Planned Unit Development presentation by Zach Wilkinson. Location: Hwy 52E & Fowler Ford Rd. Director Heisler shared location and map and turned over the presentation to Zach Wilkinson.

- Mr. Wilkinson presented the PUD concept located at Highway 52 and Fowler Ford Road.
- After input from the neighborhood meeting, changes were made to which lots were used.
- Mr. Wilkinson is looking for input from the council before making an official PUD submission.
- Discussions have been held about the road direction, one-way vs two-way and keeping the road a private road.
- Vice-Mayor Thompson expressed concerns about traffic exiting out onto Highway 52 near the market with the drive-thru.
- Mr. Wilkinson advised the green area on the map would be used for a detention pond to help with flooding in the area.
- The sewer lift station would be moved, which would help the area's future development.
- Alderman Ellis added that a good variety of exterior choices would help with the aesthetics in the project.

- F.** Discussion - Jim Courtney Road Annexation

- Mayor Callis discussed that a meeting had been held with Sumner County Road Superintendent discussing only the Jim Courtney Road ownership.
- Director Nate Heisler said the road section that was under Sumner County maintenance, but the development property was within the city limits, was a half mile.
- He also said taking in to Airport Road would be 1.25 miles.
- Alderman McDowell discussed that the property on the side of the road is in the City limits, but the roadway itself, if not in the City Limits.
- The council would prefer to pursue to the end of development.

- G.** Discussion - Market St Property

- Mayor Callis advised that this is another property that we can put back on the market.
- Director Nate Heisler advised it is in the flood plan.
- Mayor Callis advised sale funds would go to Richland gym.
- Mayor Callis advised it would be brought back in ordinance form.

19. Police Department – Alderman Drew Jennings

- A.** Resolution No. 25-47 – A Resolution authorizing the adoption of the Special Duty Policy in its entirety for the Portland Police Department.

Motion to: Approve

By: Alderman Jennings

Second: Alderman Ellis

Discussion: Police Chief Arnold advised that there is currently no policy in place that dictates overtime rates. This policy is needed for the department to participate in grant-funded off-duty sign-ups, such as the Tennessee Highway Patrol Safety Grant. This also assists in budging for special events. This policy matches what the White House Police Department has adopted.

Alderman McDowell advised that the Sumner County Sheriff's department has the same policy in place.

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

Absent: Alderman Cole, Alderman Hall

Motion Passed (voice vote)

- B.** Ordinance No. 25-40 - First Reading – An Ordinance to amend Title 10 Animal Control of the City of Portland Municipal Code by adding Chapter 5 Owner Surrender Policy.

Motion to: Approve

By: Alderman Jennings

Second: Alderman Ellis

Discussion: Police Chief Arnold said this was needed due to the high number of surrendered animals. There are requirements for the owners to complete before they can be added to the list.

Police Chief Arnold advised this is needed because of capacity and working with Sumner County Animal Control requirements.

Alderman Woodall requested that, in one year, this be reviewed to see if it is working.

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

Absent: Alderman Cole, Alderman Hall

Motion Passed (voice vote)

- C.** Discussion - Adjacent property

- Mayor Callis advised there is property adjacent to the Police Department parking lot that the city tried to purchase several years ago.
- The owner is asking for \$15,000 and a fence for the property.
- It has been reviewed and determined it can help square off the parking lot, make easier access to the back of the building and could be used for the new generator.
- Alderman Jennings requested to negotiate because of the removal of the septic tank.
- The Council agreed to pursue.

20. Public Works – Alderman Brian Woodall

- A.** Discussion - Airport Road detention basin.

- Assistant Public Works Director Corbin Keen reviewed the research for the detention basin off Airport Road.
- Steve of CEC was also present for the discussion.
- Assistant Director Keen said they had received a proposal from a local contractor looking for soil.
- Steve of CEC reiterated that the pond doesn't help that much with the watershed at Lindsey Kala Court.
- A discussion was held about the Lindsey Kyla Court Area and the study information.
- Stewart Richie would have to complete a GEO to see if they can use the dirt.

Director Cobb reviewed the four options associated with the Airport Road Detention pond:

1. Put the property back on the market and do nothing.
2. Work with the local contractor (Stewart Richie) to move half the dirt and see if they need more in the future.
3. Get with Doug at the Airport and have the dirt moved to the Airport for their runway extension.
4. Taking out all the dirt and stockpiling at the Airport and completing is now at full cost.

Director Carlton Cobb did not recommend option four, because there are too many options to get it done at little or no cost.

- Mayor Callis wanted to make sure that it was understood that this would not help Lindsey Kyla Court homeowners.
- Assistant Director Keen advised that, as of now, there would be zero cost to the City to start phase I.
- Assistant Director Keen advised the City would be responsible for the cost of stabilization, and any time Stewart Richie disturbs it, the City would have to stabilize the basin.
- The cost of stabilization would be \$2,000 to \$3,000 for seed & straw.
- Director Cobb and Assistant Director Keen wanted to make sure it was understood that if they moved forward, there may be funding at some point.
- The City would be responsible for the permitting and the City would pay a maintenance fee every year.
- Discussion was held about Lindsay Kyla Court being labeled a floodplain and the process for FEMA to label it as that.
- I was determined that the City would get with FEMA about the steps to label Lindsay Kyla Court as a floodplain and get with homeowners before pursuing the classification.
- Stewart Richie will need to test the soil before anything can move forward. CEC will need a permit and within 60 days may have an active permit.

- B.** Discussion - Landfill Director Cobb received a letter from Sumner Co. Resource Authority advised they would start charging \$20 per mattress or box-spring.
Director Cobb is needing direction on how the Board wants to handle this issue.
The count for mattresses or box-springs is 80 within the last 7 days.
Discussion was held about charging at landfill and the issues charging individuals on specialty items or one-time fees.

Break started at 6:45 PM due to a power outage.

Mayor Callis called back to order at 7:00 PM.

Director Cobb reviewed how Gallatin and Lebanon are handling this issue. A discussion was held.

Motion to: Send to Ad Hoc

By: Alderman Woodall

Second: Alderman McDowell

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

Absent: Alderman Cole, Alderman Hall

Motion Passed (voice vote)

21. Utility Infrastructure – Alderman Charles Cole

- A.** Ordinance No. 25-41 -First Reading - An Ordinance authorizing the acceptance of the bid for the sale of salvaged Badger water meters that have been removed from the City of Portland's Water Distribution System.

Motion to: Approve

By: Alderman McDowell

Second: Alderman Woodall

Discussion: Engineer Megan Heisler explained there are several meters that can be sold.

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

Absent: Alderman Cole, Alderman Hall

Motion Passed (voice vote)

- B.** Ordinance No. 25-42 – First Reading - An ordinance to enter into an agreement with Haren Construction Company Inc. for the American Rescue Plan Act (ARPA) Resource Protection Project, 2025 raw water source improvements at the Portland Water Treatment Plant.

Motion to: Approve

By: Alderman Ellis

Second: Alderman Woodall

Discussion: Engineer Megan Heisler said there were two bids that were under budget.

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

Absent: Alderman Cole, Alderman Hall

Motion Passed (voice vote)

- C. Ordinance No. 25-43 – First Reading - An ordinance to enter into an agreement with Culy Contracting LLC for the 2025 Sanitary Sewer Manhole Repairs Project.

Motion to: Approve

By: Alderman Ellis

Second: Alderman Woodall

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

Absent: Alderman Cole, Alderman Hall

Motion Passed (voice vote)

- D. Resolution No. 25-48 - A resolution authorizing change order #2 in the increased amount of \$231,175 and extending the contract time an additional sixty (60) days with Perdue Trucking and Excavating for the 2024 Sewer Point Repairs Project
- **Removed from Agenda during approval of agenda.**

- E. Discussion - Enforcement of Ord 25-24 **PAY-IN-LIEU OF UPSIZING** section. Mayor Callis opened the discussion about the water line in front of the Waffle House reimbursement. Engineer Megan Heisler questioned the Council how they wanted the reimbursement to be calculated. Do they want it based on a 16-inch line or the size of the line that will be needed for the project?

Motion to: Send to Ad Hoc

By: Vice-Mayor Thompson

Second: Alderman Woodall

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

Absent: Alderman Cole, Alderman Hall

Motion Passed (voice vote)

- F. *(Added during Agenda Approval)Resolution No. 25-49 - A Resolution to approve the final adjusting change order #1 in the decreased amount of \$8,500 and extending the final completion contract time by seventy-five (75) additional days for the 2024 Sandye Avenue Sewer Project.*

Motion to: Approve

By: Alderman McDowell

Second: Alderman Ellis

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

Absent: Alderman Cole, Alderman Hall

Motion Passed (voice vote)

Adjournment

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

Motion passed by voice vote to **adjourn at 7:10 PM.**

Mike Callis, Mayor

Tracy Kizer, City Recorder

RESOLUTION

City of Portland, Tennessee

No. 25 – 50

A RESOLUTION AUTHORIZING CHANGE ORDER #1 IN THE INCREASED AMOUNT OF \$22,061.08 FOR THE SPLASHPAD AT RICHLAND PARK PROJECT WITH OLYMPIAN CONSTRUCTION CO, LLC.

WHEREAS, the City of Portland has approved the original contract amount of \$2,636,000 with Olympian Construction Co, LLC for the Splashpad at Richland Park Project; and

WHEREAS, Change order #1 is due to unsuitable soil resulting in the removal of the soft soil in the building pad area; and

WHEREAS, Change order #1 increases the contract amount by \$22,061.08; and

NOW THEREFORE BE IT RESOLVED by the Mayor and Board of Aldermen of the City of Portland to approve Change Order #1 with Olympian Construction Co, LLC in the increased amount of \$22,061.08; 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



PCO

Project Name: Richland Park Splash Pad

Owner : City of Portland
Mike Callis
100 Russell Street
Portland, TN
37148

PCO # 2
Printed On: 07/18/2025
Created On: 07/01/2025
Job Number # 25-07
Architect # :

Architect: OHM Advisors
Harrison Hilt
209 10th Ave South Suite 154
Nashville, TN 37203

Description	Bid Amount	Status	Change Date
1 Technician observed unsuitable soils (appeared similar to topsoil) were present within the proposed pump house and restroom pads footprint. Test pits were excavated within these areas to determine the depth to suitable soils. A static probe was used to test soils as test pits were excavated. Test pits were excavated to a depth of 4 feet to stable, suitable soils. See the attached site sketch for approximate soft soils dimensions. An existing water line is also present within these failing areas and located at a depth of approximately 3-4 feet below existing grade. Southern Consulting Engineering Technician ONSITE DISCUSSIONS: The depth and proximity of the existing water line and remediation efforts to remove the unsuitable soils is a major concern. Onsite test dig area was cut 2' below existing grade when Geotechnical representative was first onsite for soft areas. Geotechnical rep observed continued excavation of depths to 4' of existing grade in test pit. Approximately 6' from existing. Topsoil and wet soils were encountered the entire test excavation. Geotechnical report recommended removal of approximately 4' of unsuitable soil. Unsuitable soil is approximately 6' in total depth from existing grade. We are accounting for 18" of topsoil stripping, then excavating 3.33' to dry, suitable soils. Site is already stripped 10-12" of topsoil. Considering that the water line is required to remain active to supply the parks water supply, Southern Consulting recommends one of two options: Water department and the City of Portland decided to wait to install the building pad portion until we finish installing the 8 inch main and start water service, then we can start on the building. This will delay out project 3 weeks. The 3 weeks do not start until we have waterline pipe on-site. This will extend the project schedule over 45 days. Final Option: Remove the soft soils within the building pad areas. Dimensions of this area are 40-ft. L x 25-ft. W by approximately 3.33ft. D. Southern Consulting then recommends placing geotextile fabric lining all sides of the undercut (to provide soil/rock separation) followed by back filling these areas with 12-inch compacted lifts of surge stone. These areas will need to be observed to verify unsuitable soil has been removed, geotextile fabric has been placed, and proof rolled periodically (as filling) up to subgrade elevation. Excavate and stock pile on-site= 145CY. Replace excavated area with Surge Rock and compact in 12" lifts, lined with geotextile fabric= 240TN's of Surge Stone. Total cost =	\$22,061.08	Pending	
2 Reduction per the blue marked drawing from OHM. Includes the following scope: • 1064 SF-14 CY of concrete, 15hr labor, 1 load of stone, 8 piece of wire mesh 1.4 • Reduction in 12 Linel feet of Fencing	(\$5,600.00)	Pending	

Total: \$16,461.08

Please find above pricing as you requested. If this is acceptable, please confirm so we may proceed with a change order. To complete the scope of work will add 23 days to the project completion date.

Thank You,

Wesley Robinson
Project Manager

ORDINANCE

City of Portland, Tennessee

No. 25 – 44

First Reading

AN ORDINANCE TO AMEND THE CITY OF PORTLAND, TENNESSEE ZONING MAP BY REZONING 0 JACKSON RD, (MAP 33I PARCEL 23.00) FROM R7.5 (MEDIUM DENSITY RESIDENTIAL) TO GCS (GENERAL COMMERCIAL SERVICES)

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 RM-1 PUD (Residential Planned Unit Development) by a vote of 7-0 at their July 8, 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 R-7.5 (Medium Density Residential) to GCS (General Commercial Services). Approximately 1 acre more or less, located at 0 Jackson Road as shown on the attached map.

For reference, see Record Book 162, Page 126 in the Register's Office of Sumner County, Tennessee, and being shown as Map 33I, Parcel 23.00, 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:



ORDINANCE

City of Portland, Tennessee

No. 25 – 45

First Reading

AN ORDINANCE TO AMEND THE CITY OF PORTLAND, TENNESSEE ZONING MAP BY REZONING 115 WOODS RD, (MAP 16 PARCELS 57.00, 57.01 AND 57.02) FROM COUNTY RR (RURAL RESIDENTIAL) AND RS-40 (LOW DENSITY RESIDENTIAL) TO RM-1 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 RM-1 PUD (Residential Planned Unit Development) by a vote of 7-0 at their July 8, 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 RR (County Rural Residential) and RS-40 (Low Density Residential) to RM-1 PUD (Residential Planned Unit Development)

Approximately 43.57.00 acres more or less, located at 115 Woods Road as shown on the attached map.

For reference, see Record Book 6468, Pages 37-40 and Record Book 4136 Pages 581-582, in the Register's Office of Sumner County, Tennessee, and being shown as Map 16, Parcels 57.00, 57.01 and 57.02, 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

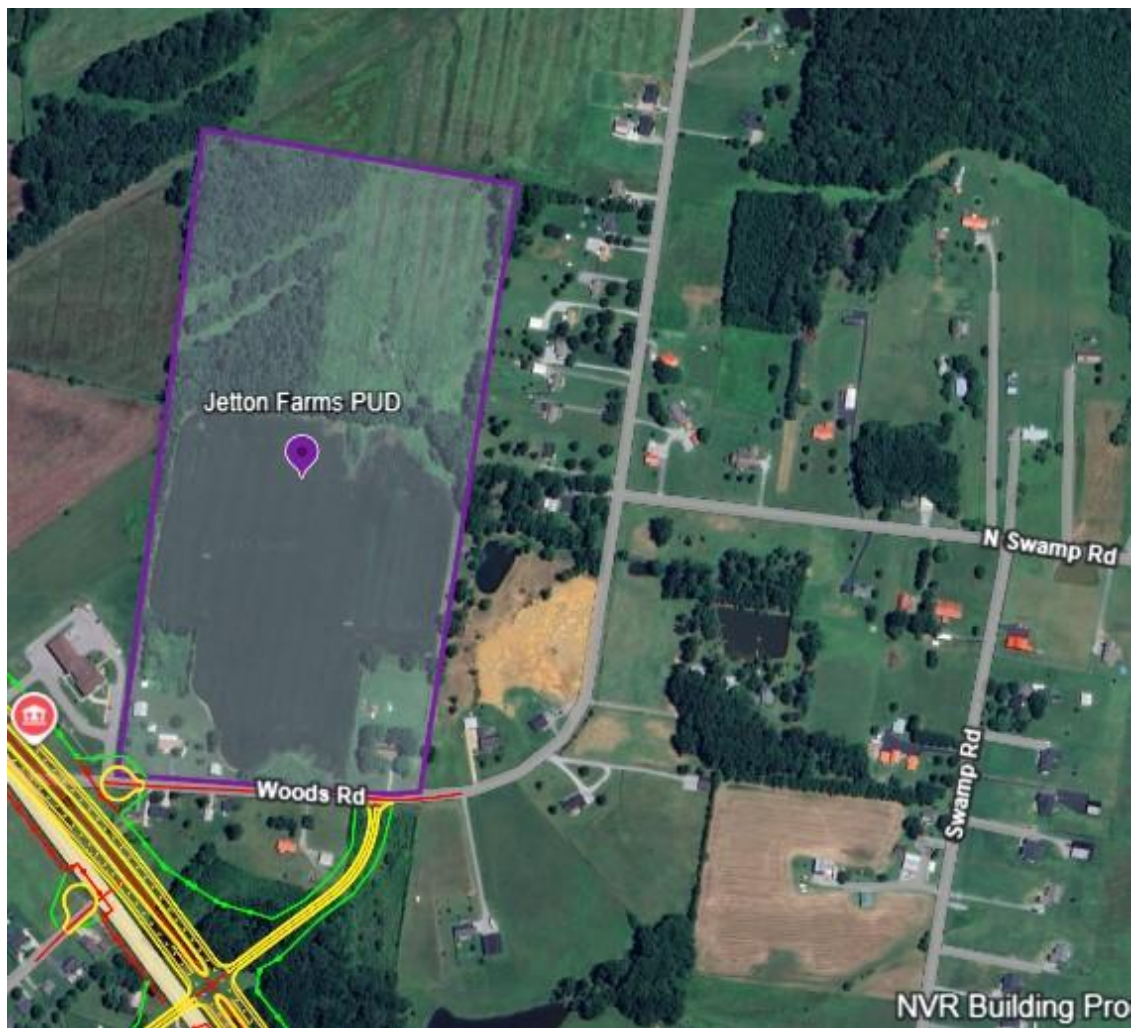
Attest: Tracy Kizer, City Recorder

Passed First Reading:

Notice Published: Portland Sun- ; Portland Leader:

Public Hearing

Passed Second Reading:



ORDINANCE

City of Portland, Tennessee

No. 25 - 46

First Reading

AN ORDINANCE RECENDING AND REPLACING ORDINANCE NO. 16-39 IN ITS ENTIRTY AND THAT WILL AMEND THE CITY OF PORTLAND MUNICIPAL CODE TITLE 12 ENTITLED “BUILDING, UTILITY, ETC. CODES”

WHEREAS, the City of Portland has reviewed the provisions of Title 12 of the Portland Municipal Code entitled “Building, Utility, Etc. Codes”; and

WHEREAS, recommendations for revisions to the said Title 12 are as follows:

Chapter 1 Building Code

12-102. Modifications.

(2) Delete the entire text of Section 109.2 and replace it with the following:

109.2. Schedule of Permit Fees. On buildings, structures, gas, mechanical, and plumbing systems or alterations/additions requiring a permit, a fee for each permit shall be paid as required, in accordance with the schedule as established by the City of Portland, TN.

Chapter 2 Plumbing Code

12-202. Modifications. The following sections are hereby revised:

(1) Section 101.1. Insert: City of Portland.

(2) Delete the entire text of Section 106.6.2 Fee Schedule and replace it with the following:

106.6.2. Fee Schedule. The fees for all plumbing work shall be as indicated in the City of Portland fee schedule.

(3) Section 106.6.3 Delete: Item 2 & 3 (as added by Ord. #9-38, August 2009)

Chapter 4
Mechanical Code

12-402. Modifications. The following sections are hereby revised:

- (1) Section 101.1. Insert: City of Portland.
- (2) Delete the entire text of Section 106.6.2 Fee Schedule and replace it with the following:
106.5.2. Fee Schedule. The fees for all mechanical work shall be as indicated in the City of Portland fee schedule.
- (3) DOES NOT EXIST IN CODE

Chapter 7
Residential Code

12-702. Modifications. The following sections are hereby revised:

- (1) The name “City of Portland” shall be inserted in Section 101.1.
- (2) Section 106.1.4. Information for construction in flood hazard areas: Revise to read as follows:
R106.1.4 Information for construction in flood hazard areas. For buildings and structures located in whole or in part in flood hazard areas, as established on local floodway rate maps, locally adopted flood plain ordinances shall apply.
- (3) **R108.2 Schedule of permit fees.** On buildings, structures, gas, mechanical, and plumbing systems or alterations/additions requiring a permit, a fee for each permit shall be paid as required in accordance with the schedule as established by the City of Portland, TN.

BUILDING PERMIT FEES	
RESIDENTIAL	
One & Two Family Dwellings	ICC Valuation x .40%
Multi Family (townhouses)	ICC Valuation x 1%
Manufactured Home	\$ 250.00
Additions	ICC Valuation x .40%
Remodels	\$ 0.50 sq. ft.
Plan Review – for all permits	\$ 0.05 per sq. ft.
PRE-FAB Buildings or carports	\$ 200.00
Built offsite brought to house	(200 sq. ft. or more)
Detached Garages / Pole Barns ONSITE BUILT ACCESSORY STRUCTURES	ICC Valuation x 1 %
Decks	0-199 / \$ 100.00 (if applicable) 200 – 400 / \$ 200 401 – larger / \$ 300
Above / On Ground Pool	\$ 150.00
In-Ground Pool	\$ 250.00
Demolition – Partial	\$ 100.00
Demolition - Full	\$ 200.00
House Moving	\$ 100.00
Re-Inspection	\$ 75.00 each after 1 st re-inspection
Certificate of Occupancy	\$ 50.00 – all new construction
Temporary Certificate of Occupancy	\$ 350.00 (Good for 14 calendar days)
Certificate of Completion	\$ 25.00

- All permits, including re-inspections, will incur a \$ 15.00 administrative fee.
- Inspections after one (1) re-inspection will be charged a \$ 75.00 fee for residential and a \$ 100.00 fee for commercial / industrial for each re-inspection required.
- All permits include an initial inspection and one (1) re-inspection at no additional charge.
- All permit and plan review fees will be based on and include under roof, conditioned, unconditioned, porch & garage space sq. ft.
- Minimum residential permit fee will be \$ 50.00.
- Valuation will be based on the most current ICC Valuation Data Table.
- Any work commencing before permit issuance will incur a double fee of the permit – Unless emergency is approved by the Building Official.

BUILDING PERMIT FEES	
COMMERCIAL / INDUSTRIAL	
Commercial	ICC Valuation x 1%
Commercial Additions	ICC Valuation x 1%
Commercial Remodels	\$0.10 per sq. ft.
Industrial	ICC Valuation x 0.25%
Industrial Additions	ICC Valuation x 0.25%
Industrial Remodel	\$0.10 per sq. ft.
Plan Review – for all permits	50 % of permit fee
Commercial Swimming Pool	\$ 500.00
Partial Demolition (commercial / industrial) **	\$ 250.00
Full Demolition (commercial / industrial) **	\$ 500.00
Use & Occupancy Permit	\$ 100.00
Re-Inspection	\$ 100.00 each after 1 st re-inspection
Full Certificate of Occupancy	\$ 500.00
Temporary Certificate of Occupancy - COMMERCIAL	\$ 750.00 (Good for 14 calendar days)
Temporary Certificate of Occupancy - INDUSTRIAL	\$ 1000.00 (Good for 14 calendar days)
Stock & Train Permit	\$ 350.00 (Good for 14 calendar days) this will be in addition to a temporary c/o

- All permits, including re-inspections, will incur a \$ 15.00 administrative fee.
- Inspections after one (1) re-inspection will be charged a \$ 75.00 fee for residential and a \$ 100.00 fee for commercial / industrial for each re-inspection required.
- All permits include an initial inspection and one (1) re-inspection at no additional charge.
- Minimum commercial / industrial permit fee will be \$ 100.00 – except on swimming pools.
- Valuation based on the most current ICC Valuation Data Table.
- Any work commencing before permit issuance will incur a double fee of the permit – Unless emergency is approved by the Building Official.
- **Commercial/Industrial Demolition Permit Applications require an asbestos state certificate.**

PLUMBING PERMIT FEES	
RESIDENTIAL	
New Construction	\$ 0.10 per sq. ft.
Remodel	\$ 75.00
Additions	\$ 0.10 per sq. ft.
Interior Gas Line Inspection	\$ 50.00
Grinder Pumps (Rough-In & Final)	\$ 75.00 (fee to be added to plumbing permit)
Re-Inspection Fee	\$ 75.00 – per occurrence after the 1st
Certificate of Completion – Remodels or Grinder Pumps	\$ 25.00
COMMERCIAL / INDUSTRIAL	
New Construction	\$0.15 per sq. ft.
Plan Review – for all permits	50% of permit fee
Additions	\$0.15 per sq. ft.
Remodels	\$ 0.10 per sq. ft.
Change-Out	\$ 100.00 per unit
Interior Gas Line Inspection	\$ 100.00
Grease Trap 1000 Gallon	\$ 150.00
1500 Gallon	\$ 200.00
2000 Gallon	\$ 250.00
Under Sink	\$ 100.00
Grinder Pumps (Rough-In & Final)	\$ 125.00 (fee to be added to plumbing permit)
Hotel per-floor Final Inspection	\$ 350.00 per floor
Re-Inspection Fee	\$ 100.00 each after 1 st re-inspection
Certificate of Completion – Remodels, Change-Out, Grease Traps, Gas Line, Grinder Pumps	\$ 50.00

- All permits, including re-inspections, will incur a \$ 15.00 administrative fee.
- Inspections after one (1) re-inspection will be charged a \$ 75.00 fee for residential and a \$ 100.00 fee for commercial / industrial for each re-inspection required.
- All permits include an initial inspection and one (1) re-inspection at no additional charge.
- Minimum plumbing permit fee residential will be \$ 50.00 – except on swimming pools.
- Minimum plumbing permit fee commercial/industrial will be \$ 100.00 – except on swimming pools.
- Valuation based on the most current ICC Valuation Data Table or sq. ft. of project.
- Any work commencing before permit issuance will incur a double fee of the permit – Unless emergency is approved by the Building Official.

MECHANICAL PERMIT FEES	
RESIDENTIAL	
New Construction	\$ 0.10 per sq. ft.
Remodel or Change-Out	\$ 75.00
Additions	\$ 0.10 per sq. ft.
Fireplaces	\$ 50.00 each
Interior Gas Line Inspection	\$ 50.00
Re-Inspection Fee	\$ 75.00 – per occurrence after the 1st
Certificate of Completion – Remodels, Change-Outs, Fireplaces, Gas Lines	\$ 25.00
COMMERCIAL / INDUSTRIAL	
New Construction	\$0.15 per sq. ft.
Plan Review – for all permits	50 % of permit fee
Additions	\$0.15 per sq. ft.
Remodels	\$0.10 per sq. ft.
Change-Outs	\$ 100.00 per unit
Interior Gas Line Inspection	\$ 100.00
Fireplaces	\$ 100.00 each
Mechanical Hood without Suppression	\$ 150.00
Walk-In Coolers or Freezers	\$ 75.00 – per cooler or freezer
Hotel per-floor Final Inspection	\$ 350.00 per floor
Re-Inspection	\$ 100.00 each after 1 st re-inspection
Certificate of Completion – Remodels, Change-Outs, Gas Lines, Hoods without suppression, walk-in cooler/freezer	\$ 50.00

- All permits, including re-inspections, will incur a \$ 15.00 administrative fee.
- Inspections after one (1) re-inspection will be charged a \$ 75.00 fee for residential and a \$ 100.00 fee for commercial / industrial for each re-inspection required.
- All permits include an initial inspection and one (1) re-inspection at no additional charge.
- Minimum mechanical permit fee residential - \$ 50.00
- Minimum mechanical permit fee commercial/industrial - \$ 100.00.
- Valuation based on the most current ICC Valuation Data Table or sq. ft. of project.
- Any work commencing before permit issuance will incur a double fee of the permit – Unless emergency is approved by the Building Official.

FIRE PROTECTION PERMIT FEES	
Fire Protection Permit Fee	1 % of job cost + \$ 50.00
Fire Protection Plan Review	50% of permit fee
Mechanical Hood with Suppression	\$ 150.00 per hood
Fire Department Standby	Contact Fire Department for Rates and Fees

- All permits, including re-inspections, will incur a \$ 15.00 administrative fee.
- Inspections after one (1) re-inspection will be charged a \$ 75.00 fee for residential and a \$ 100.00 fee for commercial / industrial for each re-inspection required.
- All permits include an initial inspection and one (1) re-inspection at no additional charge.
- Minimum fire protection permit fee will be \$ 100.00
- Valuation based on the written, agreed, and signed contract amount.
- Any work commencing before permit issuance will incur a double fee of the permit – Unless emergency is approved by the Building Official.

Chapter 15
Planning and Zoning Fee

SECTION

12-1501. Planning and Zoning Fees.

12-1501. Planning and Zoning Fees. Planning and Zoning fees shall be charged by the City of Portland as indicated below:

Planning Fee Schedule

Subdivisions

Name	Application	New Proposed Fee
Concept	Subdivisions	\$150 Plus \$5 per lot
Preliminary Plat	Subdivisions	\$300 Plus \$25 per lot
Final Plat	Subdivisions	\$500 Plus \$25 per lot

Site Plans

Name	Application	New Proposed Fee
No Building	Site Plans	\$200
Up to 10,000 Sq. Ft.	Site Plans	\$500
Over 10,000 Sq. Ft.	Site Plans	\$500 plus \$0.10 per Sq. Ft.
Maximum Site Plan Fee	Site Plans	\$2000

Rezoning and Annexation

Name	Application	Proposed Fee
Annexation	Annexation	\$500
Annexation- Non Contiguous	Annexation	\$1000
Up to 0.99 Acres	Rezoning	\$300
1 - 9 Acres	Rezoning	\$350
10 - 19 Acres	Rezoning	\$400
20 - 49 Acres	Rezoning	\$500
50 - 99 Acres	Rezoning	\$600
100 Acres or more	Rezoning	\$700

Planned Unit Development

Name	Application	New Proposed Fee
Preliminary Master Development Plan	Planned Unit Development	\$1000 plus \$.02 per sq. ft. of non residential building and \$10/dwelling unit

Final Master Development Plan

Planned Unit Development

\$1000 plus \$.02 per sq.
ft. of non residential
building and
\$10/dwelling unit

Temporary Uses

Name	Application	New Proposed Fee
Special Events Permit	Temporary	\$25
Special Event Plan Review	Temporary	\$50

MISC

Name	Application	New Proposed Fee
Board of Zoning Appeals	MISC	\$500
Right of Way Abandonment	MISC	\$100
Subdivision Regulations Amendment	MISC	\$100
Land Use Plan Amendment	MISC	\$100
Plan Amendment	MISC	\$100
Zoning Ordinance Amendment	MISC	\$200
Zoning Letter	MISC	\$50

NOW, THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland, Tennessee that the amendments to Title 12, of the City of Portland Municipal Code is hereby approved; and

BE IT FURTHER ORDAINED that this Ordinance shall become effective on October 1, 2025, the public welfare requiring it.

Mike Callis, Mayor

Attest: Tracy Kizer, City Recorder

Passed First Reading:

Passed Second Reading:

BUILDING CODES
FEE
COMPARISON
AND
EXAMPLES
ONLY

RESIDENTIAL BUILDING PERMIT FEE COMPARISON						
YEAR ADOPTED	2016	2023	2019	2021	2022	2025
Type of Permit	PORTLAND	GALLATIN	WHITE HOUSE	SPRINGFIELD	GOODLETTSVILLE	PROPOSED FEES
One & Two Family / New Construction UNDER BEAM	ICC Valuation x .35%	\$0.30 per sq. ft. Up to 3000 sq. ft. 3001-5000 – 0.35 5001 & over – 0.40	Flat fee - \$ 600 Under 2500 sq. ft. 2501-4999 - \$ 700 5000 & more - \$ 900	ICC Valuation x .0047 or .47%	\$ 0.85 per sq. ft.	ICC Valuation x .40%
Additions	ICC Valuation x .35%	0.15 per sq. ft. under beam	0-999 sq. ft. - \$ 200 1000 & more - \$ 300	ICC Valuation x .0047 or .47%	\$ 0.85 per sq. ft.	ICC Valuation x .40%
Remodels	Contract x .35%	Valuation / Contract x 1%	Under 1000 sq. ft. – \$ 100.00 Over 1000 sq. ft. – \$ 200.00	0.60 per sq. ft.	0.20 per sq. ft.	\$ 0.50 sq. ft. Based upon sq. ft. being remodeled
Plan Review – One & Two Family / Additions / Remodels	\$ 0.03 per sq ft – under beam	\$ 0.07 per sq ft – under beam	\$ 50.00 – per unit including townhomes, duplexes and apartments	NO FEE FOUND	NO FEE FOUND	\$ 0.05 per sq. ft. – all permits
PRE-FAB Buildings or carports Built offsite brought to house	Valuation / Contract X .35%	0.10 per sq. ft. + 35.00 Planning Fee	200-999 sq. ft. = \$ 100 1000 & more = \$ 200.00	Flat Fee - \$ 200	0.20 per sq. ft.	\$ 200.00 (200 sq. ft. or more)

RESIDENTIAL BUILDING PERMIT FEE COMPARISON – CONT.						
YEAR ADOPTED	2016	2023	2019	2021	2022	2025
Type of Permit	PORTLAND	GALLATIN	WHITE HOUSE	SPRINGFIELD	GOODLETTSVILLE	PROPOSED FEES
Detached Garages / Pole Barns / ONSITE BUILT ACCESSORY STRUCTURES	Valuation / Contract x 1 % Job Cost + \$ 25.00	0.10 per sq. ft. + 35.00 Planning Fee	200-999 sq. ft. = \$ 100 1000 & more sq. ft. = \$ 200.00	ICC Valuation x .0047 or .47%	\$ 0.85 per sq. ft.	ICC Valuation x 1 % This removes the + \$ 25.00 and contract and cost is based on valuation
Decks	1 % job cost + \$25.00	\$ 85.00	\$25.00 – UNDER 200 SQ. FT.	ICC Valuation x .0047 or .47%	\$ 0.85 per sq. ft.	0-199 / \$ 100.00 (if applicable) 200 – 400 / \$ 200 401 – larger / \$ 300
Above/ On Ground Pool	\$ 50.00	\$ 75.00 + \$ 35.00 Planning Fee	\$ 50.00 FLAT FEE	\$ 50.00 FLAT FEE	0-10,000 - \$ 50 10,001-20,000- \$ 150 20,001-30,000 - \$ 200 30,001-40,000 - \$ 250 40,001-50,000 - \$ 300 50,001 + = \$ 350	\$ 150.00
In-Ground Pool	\$ 100.00	\$ 75.00 + (valuation x 1%) + \$ 35.00	\$ 50.00	\$ 50.00	SAME AS ABOVE	\$ 250.00
Demolition – Partial	\$ 50.00	\$ 135.00	\$ 50.00	\$ 50.00	\$ 100.00	\$ 100.00
Demolition - Full	\$ 50.00	\$ 135.00	\$ 50.00	\$ 50.00	\$ 100.00	\$ 200.00

RESIDENTIAL BUILDING PERMIT FEE COMPARISON – CONT.						
YEAR ADOPTED	2016	2023	2019	2021	2022	2025
Type of Permit	PORTLAND	GALLATIN	WHITE HOUSE	SPRINGFIELD	GOODLETTSVILLE	PROPOSED FEES
Final C/O	\$ 25.00	\$0.07 per sq. ft.	\$ 25.00	-NA-	-NA-	\$ 50.00
Temp. C/O	- NA-	350.00 – 15 days	\$ 75.00	-NA-	\$ 200.00	\$ 350.00 (good for 14 calendar days)
Re-Inspect Fee	\$ 25.00 – after 1 st	\$ 85.00 – after 1 st	\$ 50.00 – after 1 st	-NA-	\$ 100.00	\$ 75.00 each after 1 st re-inspection
House Moving	\$ 50.00	\$ 100.00	\$ 100.00	-NA-	\$ 200.00	\$ 100.00
Manufactured Homes	ICC Valuation x .35%	\$ 100.00	Flat fee - \$ 600 Under 2500 sq. ft. 2501-4999 - \$ 700 5000 & more - \$ 900	\$200.00	\$ 0.85 per sq. ft.	\$ 250.00

RESIDENTIAL PLUMBING PERMIT FEE COMPARISON						
YEAR ADOPTED	2016	2023	2019	2021	2022	2025
Type of Permit	PORTLAND	GALLATIN	WHITE HOUSE	SPRINGFIELD	GOODLETTSVILLE	PROPOSED FEES
Plumbing New Construction or Additions	\$ 0.05 per sq. ft.	\$ 0.10 per sq. ft.	Flat Fee – 75.00	-NA-	Flat Fee - \$ 100	\$ 0.10 per sq. ft.
Remodels	\$ 0.05 per sq. ft.	\$ 60.00 per inspection	\$ 25.00	-NA-	-NA-	\$ 75.00
Re-Inspect Fee	\$ 25.00 – after 1 st	\$ 85.00 – after 1 st	\$ 50.00 – after 1 st	-NA-	\$ 100.00	\$ 75.00 each after 1 st re-inspection
PROPOSED ADDITION TO RESIDENTIAL PLUMBING FEES						
Grinder Pumps (Rough-In & Final)	-NA-	\$ 85.00	-NA-	-NA-	-NA-	\$ 75.00

RESIDENTIAL MECHANICAL PERMIT FEE COMPARISON						
YEAR ADOPTED	2016	2023	2019	2021	2022	2025
Type of Permit	PORTLAND	GALLATIN	WHITE HOUSE	SPRINGFIELD	GOODLETTSVILLE	PROPOSED FEES
Mechanical New Construction or Additions	\$ 0.05 per sq. ft.	\$ 0.10 per sq. ft.	Flat Fee – \$ 75.00	\$ 0.10 per sq. ft.	Flat Fee – \$ 100.00	\$ 0.10 per sq. ft.
Re-Model or Change-Out (per unit)	\$ 0.05 per sq. ft.	\$ 60 – per inspection	Flat Fee - \$ 25	Flat Fee - \$ 75	Flat Fee - \$ 100	\$ 75.00
Interior Gas Line	\$ 20.00	\$ 0.10 per sq. ft.	-NA-	\$ 75.00	Covered under flat fee of \$100.00	\$ 50.00
Re-Inspect Fee	\$ 25.00 – after 1 st	\$ 85.00 – after 1 st	\$ 50.00 – after 1 st	-NA-	\$ 100.00	\$ 75.00 each after 1 st re-inspection
PROPOSED ADDITION TO RESIDENTIAL MECHANICAL FEES						
Fireplaces	-NA-	\$ 50.00	-NA	-NA-	-NA-	\$ 50.00 – each

COMMERCIAL / INDUSTRIAL MECHANICAL PERMIT FEE COMPARISON						
YEAR ADOPTED	2016	2023	2019	2021	2022	2025
Type of Permit	PORTLAND	GALLATIN	WHITE HOUSE	SPRINGFIELD	GOODLETTSVILLE	PROPOSED FEES
Mechanical – New Construction or Additions	\$ 0.10 per sq. ft.	\$ 0.15 per sq. ft.	Under 10,000 sq. ft. - \$ 250.00 Over 10,000 sq. ft. - \$ 500.00	\$ 0.10 per sq. ft.	0-10,000 – \$ 100 10,000-20,000-\$ 150 20,001-30,000-\$200 30,001-40,000-\$250 40,001-50,000-\$300 50,001-over-\$400	\$ 0.15 per sq. ft.
Change-Out (per unit)	\$ 0.10 per sq. ft.	\$ 75.00 – per inspection	Flat Fee – \$ 25.00	\$ 0.10 per sq. ft.	0-10,000 – \$ 100 10,000-20,000-\$ 150 20,001-30,000-\$200 30,001-40,000-\$250 40,001-50,000-\$300 50,001-over-\$400	\$ 100.00
Interior Gas Line	\$ 20.00	\$ 0.15 per sq. ft.	\$ 25.00	\$ 75.00	0-10,000 – \$ 100 10,000-20,000-\$ 150 20,001-30,000-\$200 30,001-40,000-\$250 40,001-50,000-\$300 50,001-over-\$400	\$ 100.00
Re-Inspect Fee	\$ 50.00 – after 1 st	\$ 85.00 – after 1 st	\$ 50.00 – after 1 st	-NA-	\$ 100.00	\$ 100.00 each after 1 st re- inspection
PROPOSED ADDITION TO COMMERCIAL / INDUSTRIAL MECHANICAL FEES						
Fireplaces	-NA-	\$ 50.00	-NA	-NA-	-NA-	\$ 100.00 each
Walk-In Coolers or Freezers	-NA-	\$ 90.00 per cooler or freezer				\$ 75.00 per cooler or freezer
Hotel per-floor Final Inspection	-NA-	\$ 350.00 per floor	-NA-	-NA-	-NA-	\$ 350.00 per floor

COMMERCIAL / INDUSTRIAL PLUMBING PERMIT FEE COMPARISON						
YEAR ADOPTED	2016	2023	2019	2021	2022	2025
Type of Permit	PORTLAND	GALLATIN	WHITE HOUSE	SPRINGFIELD	GOODLETTSVILLE	PROPOSED FEES
Plumbing – New Construction or Additions	\$ 0.10 per sq. ft.	\$ 0.15 per sq. ft.	Under 10,000 sq. ft. - \$ 250.00 Over 10,000 sq. ft. - \$ 500.00	\$ 0.10 per sq. ft.	0-10,000 – \$ 100 10,000-20,000-\$ 150 20,001-30,000-\$200 30,001-40,000-\$250 40,001-50,000-\$300 50,001-over-\$400	\$ 0.15 per sq. ft.
Change-Out (per unit)	\$ 0.10 per sq. ft.	\$ 75.00 – per inspection	Flat Fee – \$ 25.00	\$ 0.10 per sq. ft.	0-10,000 – \$ 100 10,000-20,000-\$ 150 20,001-30,000-\$200 30,001-40,000-\$250 40,001-50,000-\$300 50,001-over-\$400	\$ 100.00
Interior Gas Line	\$ 20.00	\$ 0.15 per sq. ft.	\$ 25.00	\$ 75.00	0-10,000 – \$ 100 10,000-20,000-\$ 150 20,001-30,000-\$200 30,001-40,000-\$250 40,001-50,000-\$300 50,001-over-\$400	\$ 100.00
Re-Inspect Fee	\$ 50.00 – after 1 st	\$ 85.00 – after 1 st	\$ 50.00 – after 1 st	-NA-	\$ 100.00	\$ 100.00 each after 1 st re- inspection
PROPOSED ADDITION TO COMMERCIAL / INDUSTRIAL PLUMBING FEES						
Grinder Pumps	-NA-	\$ 125.00	-NA	-NA-	-NA-	\$ 125.00
Grease Traps						
1000 Gallon	Contract x 1%	\$ 150.00				\$ 150.00
1500 Gallon	Any size	\$ 200.00	-NA-	-NA-	-NA-	\$ 200.00
2000 Gallon		\$ 250.00				\$ 250.00
Under sink		\$ 100.00				\$ 100.00
Hotel per-floor	-NA-	\$ 350.00 per floor	-NA-	-NA-	-NA-	\$ 350.00 per floor
Final Inspection						

COMMERCIAL / INDUSTRIAL BUILDING PERMIT FEE COMPARISON						
YEAR ADOPTED	2016	2023	2019	2021	2022	2025
Type of Permit	PORTLAND	GALLATIN	WHITE HOUSE	SPRINGFIELD	GOODLETTSVILLE	PROPOSED FEES
Remodels	Contract x 1% - Commercial Contract x 0.25% - Industrial	\$ 0.10 per sq. ft.	Flat Fee – 75.00	-NA-	Flat Fee - \$ 100	\$0.10 per sq. ft.
Use & Occupancy	\$ 35.00	\$ 50.00 – \$ 350.00 Depending on occupancy	\$ 25.00	-NA-	\$ 100.00	\$ 100.00
Demolition	\$ 50.00	\$ 100.00	\$ 50.00	\$ 50.00	\$ 100.00	Partial -\$ 250.00 Full - \$ 500.00
Commercial Swimming Pool	\$ 100.00	SAME AS ABOVE	SAME AS ABOVE	SAME AS ABOVE	SAME AS ABOVE	\$ 500.00
Jobsite Trailer	\$ 100.00	-NA	-NA-	-NA-	-NA	REMOVE
Re-Inspect Fee	\$ 50.00 – after 1 st	\$ 85.00 – after 1 st	\$ 50.00 – after 1 st	-NA-	\$ 100.00	\$ 100.00 each after 1 st re- inspection
Full C/O	\$ 25.00	\$0.07 per sq. ft.	\$ 25.00	-NA-	-NA-	\$ 500.00
Temp C/O – Commercial	- NA-	450.00 – 15 days	\$ 75.00	-NA-	\$ 200.00	\$ 750.00 (Good for 14 calendar days)
Temp C/O Industrial	- NA-	450.00 – 15 days	\$ 75.00	-NA-	\$ 200.00	\$ 1000.00 (Good for 14 calendar days)
Stock & Train Permit	-NA-	\$ 350.00	-NA	-NA	-NA-	\$ 350.00 (Good for 14 calendar days) this will be in addition to the temp c/o.

EXAMPLE ONLY

FEE COMPARISON OF A 1250 SQ. FT. HOME – NO GARAGE, NO GAS	
CURRENT FEES	PROPOSED FEES
Building - \$ 739.77	Building - \$ 845.45
Plan Review - \$ 37.50	Plan Review - \$ 62.50
Plumbing - \$ 62.50	Plumbing - \$ 125.00
Mechanical - \$ 62.50	Mechanical - \$ 125.00
Admin. Fee - \$ 10.00	Admin. Fee - \$ 15.00
C/O Fee - \$ 25.00	C/O Fee - \$ 50.00
Impact Fees - \$ 2,451.75	Impact Fees - \$ 2,451.75
TOTAL - \$ 3,389.02	TOTAL - \$ 3,674.70
DIFFERENCE OF \$ 285.68	

Building – 1250 sq. ft. x \$ 169.09 ICC Valuation = \$ 211,362.50

CURRENT	PROPOSED
$211,362.50 \times .35\% = 739.77$	$211,362.50 \times .40\% = 845.45$
$\text{Plan Review} - 1250 \times 0.03 = 37.50$	$1250 \times 0.05 = \$ 62.50$
$\text{Plumbing} - 1250 \times .05 = 62.50$	$1250 \times 0.10 = 125.00$
$\text{Mechanical} - 1250 \times .05 = 62.50$	$1250 \times 0.10 = 125.00$

PLANNING
FEE
COMPARISON
AND
EXAMPLES
ONLY
NOT
PART
OF
ORDINANCE

Planning Fee Schedule

Subdivisions

Name	Application	Current Fee	Gallatin	White House	New Proposed Fee	Status	Example
Concept	Subdivisions	\$150 Plus \$5 per lot	\$100 + \$5 per lot	\$200	\$150 Plus \$5 per lot	Same	200 Lot Subdivision = \$1,100
Preliminary Plat	Subdivisions	\$150 Plus \$5 per lot	\$500 + \$25/Lot (1-25 Lots). \$1,000 + \$25/Lot (26-50 Lots). \$1,200 + \$25/Lot (50 Lots or more)	\$200	\$300 Plus \$25 per lot	Increase	200 Lot Subdivision = \$5,300
Final Plat	Subdivisions	\$150 Plus \$5 per lot	\$500 + \$25/Lot (1-25 Lots). \$1,000 + \$25/Lot (26-50 Lots). \$1,200 + \$25/Lot (50 Lots or more)	\$200	\$500 Plus \$25 per lot	Increase	200 Lot Subdivision = \$5,500

Site Plans

Name	Application	Current Fee	Gallatin	White House	New Proposed Fee	Status	Example
No Building	Site Plans	\$150	\$500 up to 3 acres + \$100 per acre above 3 acres. \$3,000 Max	\$500 - Up to 1,000SF with plan review	\$200	Increase	
Up to 10,000 Sq. Ft.	Site Plans	\$150	\$500 up to 3 acres + \$100 per acre above 3 acres. \$3,000 Max	\$750 - up to 1,000SF with plan review	\$500	Increase	
Over 10,000 Sq. Ft.	Site Plans	\$150 plus \$0.05 per Sq. Ft.	\$500 up to 3 acres + \$100 per acre above 3 acres. \$3,000 Max	\$1,500 - 1000SF to 5000SF with plan review. \$20,000 Max - Site Plans with square footages between 25,000SF - 200,000SF vary between \$6,000 - \$20,000	\$500 plus \$0.10 per Sq. Ft.	Increase	
Maximum Site Plan Fee	Site Plans	\$500	\$500 up to 3 acres + \$100 per acre above 3 acres. \$3,000 Max		\$2000	Increase	

Rezoning and Annexation

Name	Application	Current Fee	Gallatin	White House	New Proposed Fee	Status	Example
Annexation	Annexation	\$100	\$2000	\$300	\$500	Increase	
Annexation- Non Contiguous	Annexation	\$100	\$2500	\$300	\$1000	New	
Up to 0.99 Acres	Rezoning	\$200	\$1000	\$200	\$300	Increase	
1 - 9 Acres	Rezoning	\$250	\$1000	\$200	\$350	Increase	
10 - 19 Acres	Rezoning	\$300	\$1000	\$200	\$400	Increase	
20 - 49 Acres	Rezoning	\$400	\$1000	\$200	\$500	Increase	
50 - 99 Acres	Rezoning	\$500	\$1000	\$200	\$600	Increase	
100 Acres or more	Rezoning	\$600	\$1000	\$200	\$700	Increase	

Planned Unit Development

Name	Application	Current Fee	Gallatin	White House	New Proposed Fee	Status	Example
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Preliminary Master Development Plan	Planned Unit Development	\$350 plus \$5 per acre over 5 acres	\$1000 plus \$.02 per sq. ft. of non residential building and \$10/dwelling unit	\$400	\$1000 plus \$.02 per sq. ft. of non residential building and \$10/dwelling unit	Increase	200 Lot PMDP = \$3,000
Final Master Development Plan	Planned Unit Development	\$250 plus \$5 per acre over 5 acres	\$1000 plus \$.02 per sq. ft. of non residential building and \$10/dwelling unit	\$200	\$1000 plus \$.02 per sq. ft. of non residential building and \$10/dwelling unit	Increase	200 Lot FMDP = \$3,000

Temporary Uses

Name	Application	Current Fee	Gallatin	White House	New Proposed Fee	Status	Example
Special Events Permit	Temporary	\$25			\$25	Same	
Special Event Plan Review	Temporary	\$50			\$50	Same	

MISC

Name	Application	Current Fee	Gallatin	White House	New Proposed Fee	Status	Example
Board of Zoning Appeals	MISC	\$100	\$500 for Variance and Conditional Use. \$300 for Admin Appeal	\$75, \$500 after Construction	\$500	Increase	
Right of Way Abandonment	MISC	\$100	NA	NA	\$100	Same	
Subdivision Regulations Amendment	MISC	\$100	NA	NA	\$100	Same	
Land Use Plan Amendment	MISC	\$100	NA	NA	\$100	Same	
Plan Amendment	MISC	\$100	NA	NA	\$100	Same	
Zoning Ordinance Amendment	MISC	\$0	\$1000	NA	\$200	Increase	
Zoning Letter	MISC	\$0	\$50	NA	\$50	New	

Resolution

City of Portland, Tennessee

No. 25 - 51

A RESOLUTION TO ENTER INTO AN AGREEMENT WITH STEWART RICHEY CONTRACTING GROUP FOR THE CONSTRUCTION OF A REGIONAL DETENTION BASIN ON AIRPORT ROAD.

WHEREAS, the City of Portland owns an 11.09-acre parcel, located at 0 Airport Rd, Tax Map 033, Parcel 061.01, in Portland, Tennessee and desires to develop it into a regional detention basin (hereinafter called the "PROJECT"); and

WHEREAS, Civil and Environmental Consultants, Inc. has designed the detention basin which calls for approximately 72,000 cubic yards of material to be removed from the property; and

WHEREAS, Stewart Richey Contracting Group has expressed interest in beginning the construction of the detention basin in exchange for utilizing the excavated material from the site on another project; and

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

DEVELOPMENT AGREEMENT: AIRPORT RD DETENTION BASIN

CITY OF PORTLAND, TENNESSEE

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

I. GENERAL CONDITIONS

A. Scope of Agreement

The DEVELOPER shall remove approximately 35,000 cubic yards of material from the Airport Rd site and haul to 124 Kirby Drive, Portland, Tennessee. Material shall be removed from the Airport Road site in a way that works towards the common goal of constructing the designed regional detention basin. The CITY will provide grading

plans to the DEVELOPER. There will be no cost charged to the CITY by the DEVELOPER for 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. Airport Road Access Road

The DEVELOPER will be responsible for creating a path to the site from City-owned property at 308 Airport Road. The CITY will be responsible for providing geotextile material and 2-3" stone for the construction driveway. The CITY will initially install the driveway at a 6" depth. The DEVELOPER will be responsible for maintenance of the driveway throughout the project.

E. Best Management Practices (BMPs)

The DEVELOPER will install BMPs on the Airport Road site. The CITY will assist with maintenance of BMPs throughout the project. The CITY will be responsible for a Hydrologic Determination for the site and obtaining the Construction General Permit. The CITY will be responsible for twice-weekly Level 1 inspections.

F. Final Stabilization

When the DEVELOPER reaches a point where they have excavated enough material to satisfy their other site, the DEVELOPER will be responsible for fine grading of the excavated soil and preparation for stabilization as called out by the construction plans. The CITY will be responsible for final stabilization measures including, but not limited to hydroseeding, straw matting and seed/straw application.

G. Construction Traffic Control

Construction traffic from hauling material from the Airport Road detention basin site to Kirby Building Systems should be managed in a way that does not adversely impact existing residential traffic. The CITY maintains the right to dictate traffic patterns involved with this agreement and can be modified, when necessary, with proper notice to the DEVELOPER.

H. Soil Suitability

The DEVELOPER will be responsible for performing a geotechnical exploration of the existing soil conditions on the Airport Road property to determine soil suitability for the intended purpose. If the geotechnical report proves the soil to be unsuitable for the DEVELOPER'S desired use, this agreement shall become null and void and the DEVELOPER has no obligation to continue the project.

II. FUTURE CONSTRUCTION

Upon satisfaction of fill material needed, the DEVELOPER will have the option to continue working on the basin under a new agreement to borrow material for future projects or a proposal will be provided to the CITY for completion of the basin according to the City of Portland's Purchasing Policy. The new agreement or proposal will be brought to City of Portland Board of Mayor and Alderman for approval.

III. 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.

NOW, THEREFORE BE IT RESOLVED by the Mayor and Board of Aldermen of the City of Portland to enter into an agreement with Stewart Richey Contracting Group for the construction 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.

Mayor Mike Callis

Attest: Tracy Kizer, City Recorder

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

Resolution

City of Portland, Tennessee

No. 25 - 52

A RESOLUTION TO APPROVE A CHANGE ORDER IN THE AMOUNT OF \$8,750 FOR AN ENGINEERING AGREEMENT WITH CIVIL AND ENVIRONMENTAL CONSULTANTS, INC. FOR THE JURISDICTIONAL DETERMINATION AND PERMITTING OF THE 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, to move forward with construction of the basin, the site must have a Jurisdictional Determination completed by a Qualified Hydrologic Professional (QHP) to identify potential water features onsite; and

WHEREAS, since the construction of the basin will cause a land disturbance of more than one acre, the site must obtain a Construction General Permit from TDEC; 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 \$8,750 for Civil and Environmental Consultants, Inc. to perform the Jurisdictional Determination and apply for the Construction General Permit for the 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.

Mayor Mike Callis

Attest: Tracy Kizer, City Recorder

Approved this day of

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@cityofportlandtn.gov
Date: 07/24/2025
Request No.: 7 **CEC Project Manager:** Jacob Mabrey
CEC Project: 335-169 **Task:** 0009 & 0010
Project Name: Portland Municipal Engineering On-Call
Location: Portland, TN

Proposed Scope of Services:

This change order is being prepared in response to a request from the City of Portland (City) to CEC for ecological services on July 8, 2025, and a follow up request for permitting services on July 22, 2025. The City has requested a jurisdictional determination of the Airport Road property located at 36.5824°, -86.4837° (Parcel ID: 033 061.01) to identify and locate potential water quality features that could be present within the property limits. Following completion of the jurisdictional determination, the City has requested that CEC prepare the application for a Tennessee Department of Environment & Conservation (TDEC) Construction General Permit (CGP). The scope of services is detailed as follows.

Task 0009 – Airport Road Property Jurisdictional Determination

The scope of this task is to provide a jurisdictional determination survey to delineate Waters of the U.S. (i.e., streams, wetlands and ponds) within the project area described above. In performing the determinations, the 1987 *Corps of Engineers Wetlands Delineation Manual* and the 2012 *Regional Supplement: Eastern Mountains and Piedmont Region*, Version 2.0, will be closely followed to establish a description of the soils, plants, and hydrologic conditions of the site. A Tennessee Qualified Hydrologic Professional will perform the following tasks:

1. Using the 1987 *Corps of Engineers Wetland Delineation Manual* and the 2012 *Regional Supplement: Eastern Mountains and Piedmont Region*, Version 2.0, delineate potential wetlands located in the proposed site.
2. Complete the Corps of Engineers Wetland Data Forms for each wetland/upland sampling site.
3. Using a Trimble® DA2 GPS Unit, map the wetland boundaries (if present) to determine area, and log lat/long of each soil pit along with hue, value and chroma of the soil using a standard Munsell® Color Chart.
4. Provide a wet weather conveyance determination as a Qualified Hydrologic Professional (QHP) or Qualified Hydrologic Professional In-Training (TNQHP-IT) to the Client for informational purposes with the option for submittal to TDEC.

AUTHORIZATION FOR ADDITIONAL SERVICES

5. Use a Trimble® GeoXT GPS Unit to map the features in question.
6. Prepare a summary letter describing the findings that includes the hydrologic determination data form(s), wetland delineation form(s), Tennessee Rapid Assessment Method (TRAM) form(s) for wetland quality, a photo summary, and figures.

Submittal of the hydrologic determination summary letter and associated documentation will be performed concurrently for TDEC and USACE, should jurisdictional features be identified within the project area. This scope of work does not include a concurrence site visit with either TDEC or USACE. Please note that feature concurrence may be granted without a site visit, at the agency's discretion. If the City requests that a concurrence site visit be coordinated and performed, CEC can provide a separate cost estimate for these additional services.

Task 0010 – TDEC Construction General Permit Application

CEC will prepare the Stormwater Pollution Prevention Plan (SWPPP) and associated erosion prevention and sediment control (EPSC) plan for the earth disturbance activities for the proposed Airport Road Regional Detention Basin in accordance with TDEC's NPDES CGP. Based on our conversation, CEC understands that the proposed project limit of disturbance at the Airport Road property will be greater than 5 acres but less than 20 acres. Please note that the TDEC permit application fee for a site disturbance of greater than 5 acres, but less than 20 acres is **\$1,000**. Payment of the **\$1,000** application fee is not included in our scope of services.

CEC will prepare the Stormwater Pollution Prevention Plan (SWPPP) for the Airport Road property in accordance with TDEC's NPDES CGP. Please note that submittal of an associated erosion prevention and sediment control (EPSC) plan for the earth disturbance activities is required as part of the CGP application. An EPSC plan was previously developed for this site under Task 0004. CEC assumes that design of a sediment basin will not be required and that sequencing of construction and disturbance will be acceptable to both the City and TDEC to manage stormwater runoff through the project.

Pending the results of the jurisdictional determination and TDEC concurrence (Task 0009), revisions to the construction drawings may be required to show extents of jurisdictional features that may, or may not, be present within the project limits. Furthermore, it is currently assumed that ecological features including but not limited to springs, streams, wetlands, and sinkholes are not present within the proposed limits of disturbance. Proposed impact(s) to the above-listed features may result in the need for additional environmental permitting, which is not included in this scope of services. CEC has specifically estimated a budget allowance of \$1,000 (included within the overall cost of this change order request) for updates that may be needed to the EPSC plans based on results of Task 0009. Should changes be required that exceed this budgetary allowance, CEC will notify the City for approval prior to completing the revisions.

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 0009 within ten (10) business days upon receipt of notification to proceed, weather permitting. The written report will be completed within ten (10) business days of completing the field effort. Following receipt of USACE and/or



AUTHORIZATION FOR ADDITIONAL SERVICES

TDEC concurrence (Task 0009), CEC will begin services related to Task 0010. CEC anticipates submitting the CGP application within ten (10) business days of receiving concurrence from TDEC regarding Task 0009. Please note that TDEC has a 30-day review period for CGP submittals.

Please note that the presence of jurisdictional features that may be identified via Task 0009 may affect the proposed regional detention basin 90% design developed under Task 0004. Updates to the design due to findings associated with Task 0009 are not included within this scope of services. CEC can provide a separate cost estimate for these additional services, if needed.

CEC Principal Signature: _____

Estimated Additional Fee: \$8,750

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: _____