



**BOARD OF MAYOR AND ALDERMEN  
Portland City Hall - Council Chambers  
100 South Russell St. Room 111  
AGENDA for September 15, 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**

- A.** Ordinance No. 25-44 – Second 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 – Second 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.** Resolution No. 25-53 - A resolution to annex property at 0 Woods Road, also identified as (Sumner County Map 16 Parcel 57.02) containing 37.7 +/- acres upon written consent of the owner and to adopt a Plan of Services.
- D.** Application for off-premises Beer permit from Portland Wine & Spirits 144 West Knight St., Portland, TN.
- E.** Application for off-premises Beer permit from Park Circle Market # 3 at 301 S. Broadway, Portland, TN.

**8. Communications from Council Members**

**9. Mayor's Report**

**10. Alcohol Beverage Board**

- A.** Application for off-premises Beer permit from Portland Wine & Spirits 144 West Knight St., Portland, TN.
- B.** Application for off-premises Beer permit from Park Circle Market # 3 at 301 S. Broadway, Portland, TN.

**11. Consent Calendar**

- A.** Ordinance No. 25-47 – Second Reading - An Ordinance to rescind in its entirety Ordinance 24-29, the Developer's Agreement with Luther Bratton on Bracken Estates subdivision, with the attached amended Developer's Agreement.
- B.** Ordinance No. 25-48 - Second Reading - An ordinance to amend title 9 of the Portland Municipal Code by repealing and replacing Ordinance No. 23-59 chapter 10 Mobile Food Vendors.

- C. Ordinance No. 25-49 - Second Reading - An ordinance to repeal and replace Ordinance 17-45 with this ordinance adopting a revised public records policy and shall supersede any previous records policies set by the city of Portland.
- D. Ordinance No. 25-50 – Second Reading - An Ordinance to enter into a professional service agreement with Lose Design for engineering services for the Richland Gym Restroom Project, in the amount of \$73,500.
- E. Resolution No. 25-59 - A Resolution to re-appoint members to the Portland Municipal Planning Commission – Ann Blackburn, Gail Gentry, and Luther Bratton.
- F. Resolution No. 25-60 - A Resolution to re-appoint one existing member, Robert Tooker to the Portland Municipal Zoning Board of Appeals.
- G. Resolution No. 25-61 - Reappoint Phil Hobdy to Portland Airport Authority.
- H. Minutes from August 18, 2025 Council Meeting
- I. Department Reports from July 2025.

**12. Community Development – Vice-Mayor Megann Thompson**

**13. Finance – Alderman Vince Ellis**

- A. Resolution No. 25-62 - A Resolution to accept the best proposal for Banking Services for the City of Portland, Tennessee.

**14. Fire Department – Alderman Jody McDowell**

- A. Discussion - Strawberry Festival firework show(s)
- B. Discussion - NFPA 1710 Standard

**15. Human Resources – Alderman Vince Ellis**

**16. Legislative – Mayor Mike Callis**

- A. Resolution No. 25-58 - A Resolution to request the Operations and Programs Ad-Hoc Committee to review Wastewater Operations.

**17. Municipal Airport – Alderman Mike Hall**

**18. Parks & Recreation – Alderman Brian Woodall**

- A. Discussion — \$6,000,000 loan for park improvements.

**19. Planning & Codes – Vice-Mayor Megann Thompson**

- A. Ordinance No. 25-44 – Second 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 – Second 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.** Resolution No. 25-53 - A resolution to annex property at 0 Woods Road, also identified as (Sumner County Map 16 Parcel 57.02) containing 37.7 +/- acres upon written consent of the owner and to adopt a Plan of Services.
- D.** Ordinance No. 25-53 – First Reading – An Ordinance of the City of Portland, Tennessee, adopting the Preserving Portland Comprehensive Plan, and providing for an effective date.
- E.** Ordinance No. 25-54 – First Reading - An Ordinance to amend the City of Portland, Tennessee zoning map by rezoning 304-310 Fowler Ford Road, from R-15 (Low Density Residential), and GCRS (General Commercial Services) to PUD (Planned Unit Development).

## **20. Police Department – Alderman Drew Jennings**

### **21. Public Works – Alderman Brian Woodall**

- A.** Discussion - Hiring a traffic engineer to change Strawberry Street to a one-way road.
- B.** Discussion - Painting and signage for truck traffic on Highway 109.
- C.** Discussion - Update on Traffic Engineering from February 2025

### **22. Utility Infrastructure – Alderman Charles Cole**

- A.** Ordinance No. 25-51 – First Reading - An Ordinance to enter into an agreement with company name for the 2025 Sanitary Sewer Improvements, located at Richland Park, S Russell St, and North Street in Portland, Tn.
- B.** Ordinance No. 25-52 - First Reading - An Ordinance to approve change order #6 in the increased amount of \$251,903.47 with Cumberland Valley Constructors, Inc for the Wastewater Treatment Plant Expansion Phase II.

## **Adjournment**

ORDINANCE

City of Portland, Tennessee

No. 25 – 44

Second 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.

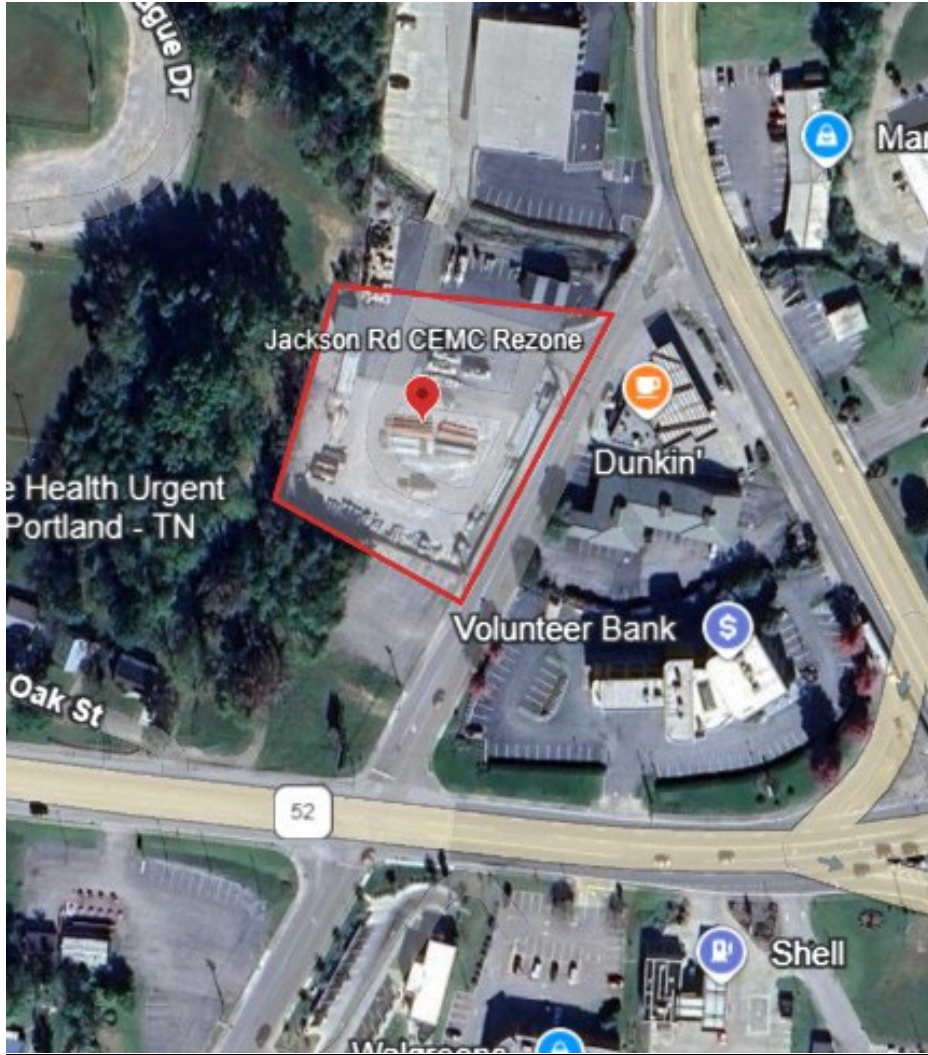
For reference, see Record Book 162, Page 126 in the Register's Office of Sumner County, Tennessee, and being shown as Map 33I, Parcel 23.00, for Sumner County, Tennessee.

**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: August 4, 2025  
Notice Published: Portland Leader on August 20, 2025  
Public Hearing: September 15, 2025  
Passed Second Reading:



ORDINANCE

City of Portland, Tennessee

No. 25 – 45

Second 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.

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Mike Callis, Mayor

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Attest: Tracy Kizer, City Recorder

Passed First Reading: August 4, 2025  
Notice Published: Portland Leader on August 20, 2025  
Public Hearing: September 15, 2025  
Passed Second Reading:



RESOLUTION

City of Portland, Tennessee

No. 25 – 53

**A RESOLUTION TO ANNEX PROPERTY AT 0 WOODS ROAD, ALSO IDENTIFIED AS (SUMNER COUNTY MAP 16 PARCEL 57.02) CONTAINING 37.7 +/- ACRES UPON WRITTEN CONSENT OF THE OWNER AND TO ADOPT A PLAN OF SERVICES**

**WHEREAS**, the owner has requested annexation of this property into the City of Portland corporate limits and said property is within the Urban Growth Boundary; and

**WHEREAS**, the owner will be responsible for the extension of any utilities; and

**WHEREAS**, the annexation will add no right-of-way to the city; and

**WHEREAS**, the Portland Municipal Planning Commission recommended approval of this Annexation and Plan of Services to the Mayor and Board of Aldermen by a vote of 7-0 at the July 8<sup>th</sup>, 2025, meeting.

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

**Section 1.** That Tennessee Code Annotated 6-51-102 authorizes the City of Portland to annex land at the request of the landowner when it appears that the prosperity of the municipality and the territory will be materially underachieving and the welfare of the inhabitants and property endangered if the property is not annexed. The City of Portland hereby determined that the prosperity of the municipality and territory described herein will be materially underachieving and the welfare of the inhabitants and property endangered if the property is not annexed.

**Section 2.** That pursuant to Section 6-51-101 through 6-51-114, Tennessee Code Annotated, the property described herein be, and the same is hereby annexed into the City of Portland, Sumner County, Tennessee, and incorporated within the corporate boundaries thereof.

**PROPERTY DISCRIPTON:** Approximately 37.7 +/- acres more or less, located at 0 Woods Road, as shown on the attached map.

For reference, see Record Book 6468, Pages 37-40 in the Register's Office of Sumner County, Tennessee, and being shown as Map 16, Parcel 57.02 for Sumner County, Tennessee.

**Section 3.** This annexation is contingent upon City Council passing the 2<sup>nd</sup> reading rezone for 0 Woods Road. That this ordinance takes effect 30 days from and after its final passage, the public welfare requiring it.

## **Plan for Serving the Annexation Area**

1. **Police Protection**  
Patrolling, radio response to calls, and other routine police services using the City's personnel and equipment will be provided on the effective date of the annexation.
2. **Fire Protection**  
Fire protection by the present personnel and the equipment of the fire fighting force, within the limitations of available water and distances from fire stations, will be provided on the effective date of annexation.
3. **Gas, Water, and Sewer**
  - a. **Gas** - The City may require improvements by the owner as the property develops to ensure needed capacity is available.
  - b. **Water** - The City may require improvements by the owner as the property develops to ensure needed capacity is available.
  - c. **Sewer** - The City may require improvements by the owner as the property develops to ensure needed capacity is available.
  - d. **Fire Hydrants** - The City may require improvements by the owner as the property develops to ensure the needed capacity is available.
4. **Electric Service**  
There are existing Cumberland Electric Membership Corporation power lines on this lot.
5. **Public Works**
  - a. **Stormwater** – Stormwater services will be available to this property in the same manner they are available to the rest of the City. Any improvements that must be completed as a result of development are the responsibility of the developer.
  - b. **Sanitation** – City sanitation services will be available at the time of annexation in accordance with existing City Ordinances.
  - c. **Street and Right-of-Way Repair and Maintenance**
    - i. This annexation adds no additional right-of-way to the City.
    - ii. The City and/or the County may require road improvements by the owner as the property develops.
6. **Schools**  
This property is currently served by Sumer County School System.
7. **Inspection and Codes Enforcement**  
All inspection and building/code enforcement programs existing within the City will be extended to the annexation areas on the effective date of the annexation.
8. **Planning and Zoning**  
The zoning jurisdiction of the City will extend to the annexation areas upon the effective date of the annexation and all municipal planning activities will encompass the needs of the annexed areas.

- a. The requested zoning for the annexation is IG (Industrial General).
9. **Animal Control**  
Services include pick-up of stray and/or dangerous animals. These services will be available to the annexation areas on the effective date of the annexation.
10. **Voting Rights and City Elections**
- a. If an eligible voter's permanent place of residence is located in an annexed area, that voter is automatically eligible to vote in City elections.
  - b. If an eligible voter is in the category of a property rights voter, then that voter must register at the Election Commission Office prior to voting in a City election.

Notice of the Public Hearing was published in the Portland Sun on December 24,2024.

**NOW THEREFORE BE IT RESOLVED** by the Mayor and Board of Aldermen of the City of Portland  
; 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



ORDINANCE

City of Portland, Tennessee

No. 25 - 47

First Reading

**AN ORDINANCE TO RESCIND IN ITS ENTIRETY ORDINANCE 24-29, THE DEVELOPER’S AGREEMENT WITH LUTHER BRATTON ON BRACKEN ESTATES SUBDIVISION, WITH THE ATTACHED AMENDED DEVELOPER’S AGREEMENT.**

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

**WHEREAS**, the Portland Department of Utilities (PDU) has approved the Water and Sewer Capacity Letter (see Exhibit A), stating the Water and Sewer Systems have capacity for the proposed 11-unit development, Bracken Estates, 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 system, 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 Luther Bratton for Bracken Estates, located at North Harris Ln, Tax Map 019, Parcel 092.00 and 092.01, 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: August 18, 2025

Passed Second Reading:

DEVELOPMENT AGREEMENT FOR BRACKEN ESTATES  
(REVISION 1)

CITY OF PORTLAND, TENNESSEE

This Development Agreement (“AGREEMENT”) is made and entered into on this \_\_\_\_ day of \_\_\_\_\_, 2025 by and between Luther Bratton (“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 an 11-unit development, located at North Harris Lane, Tax Map 019, Parcel 092.00 and 092.01, in Portland, Tennessee (hereinafter called the "PROJECT"); and

**WHEREAS**, DEVELOPER has received a letter stating the existing Water and Sewer System 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 PDU on the 1st day of **May, 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 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 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 125 linear feet (LF) of six (6) inch water main, 850 LF of eight (8) inch water main, and 1,100 LF of eight (8)

inch sewer main 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 – Phase I

### A. Sewer Collections System

#### a. Installations:

The DEVELOPER will be required to install approximately 745 LF of eight (8) inch sewer main with all associated appurtenances.

#### b. Surety Amount:

The DEVELOPER shall provide a Letter of Credit or cash escrow to the CITY for Phase I sanitary sewer installation in the amount of **\$233,125**, for the Sewer Collection 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 Phase I utilities are accepted by the City, a 12-month maintenance surety in the amount of **\$34,968.75** 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 in the amount stated above for 12 months after PDU's acceptance date or the taps will not be issued.

## III. UTILITIES – Phase II

### A. Water Distribution System

#### a. Installations:

The DEVELOPER will be required to install approximately 125 LF of six (6) inch water main and 850 LF of eight (8) inch water main, with all associated appurtenances.

#### b. Surety Amount:

The DEVELOPER shall provide a Letter of Credit or cash escrow to the CITY in the full amount of all sanitary sewer installation in the amount of **\$182,500**, for the water main installation 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 Phase II utilities are accepted by the City, a 12-month maintenance surety in the amount of **\$27,375** 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 in the amount stated above for 12 months after PDU's acceptance date or the taps will not be issued.

B. Sewer Collections System

a. Installations:

The DEVELOPER will be required to install approximately 350 LF of eight (8) inch sewer main with all associated appurtenances.

b. Surety Amount:

The DEVELOPER shall provide a Letter of Credit or cash escrow to the CITY in the full amount of all sanitary sewer installation in the amount of **\$96,875**, for the Sewer Collection 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 Phase II utilities are accepted by the City, a 12-month maintenance surety in the amount of **\$14,534.25** 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 in the amount stated above for 12 months after PDU's acceptance date or the taps will not be issued.

Developer's payment to the CITY for (i) a total SURETY amount of **\$512,500** for the PROJECT's utilities, and (ii) all applicable standard fees, and shall satisfy all Developer and Owner obligations with respect to all improvements, including without limitation the WATER AND SEWER IMPROVEMENTS. The WATER AND SEWER IMPROVEMENTS are referred to herein as the "IMPROVEMENTS".

C. Gas Distribution System

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

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](mailto:mheisler@cityofportlandtn.gov)

Luther Bratton  
P.O. Box 276  
Portland, Tennessee 37148

Date: 5/1/2023

**Re: BRACKEN ESTATES UTILITY SERVICES RENEWAL NO. 1  
N HARRIS LN, PORTLAND, TN 37148  
SUMNER COUNTY - TAX MAP 019, PARCELS 092.00 & 092.01**

Portland Department of Utilities (PDU) has completed its review of your application for Utility Services (Water & Sewer) for the proposed eleven (11) lots. Please see below for availability of services:

**WATER:**

The system does have the capacity for eleven (11) water taps once improvements are made. Once improvements are completed, anticipated operating pressures for the development will be 46.5 psi. Currently, there is no waterline along this North Harris Lane development. The City's minimum requirement within City Limits is eight (8) inch diameter water mains. To service the proposed development, PDU will require a waterline extension from the existing six (6) inch water main at the intersection of North Harris Rd and North Harris Lane, including boring under North Harris Road, to the existing six (6) inch water main to the north, along North Harris Lane (the approximate route shown in cyan below). This will entail approximately 900 feet of eight (8) inch C900 PVC or Ductile Iron and all associated appurtenances.



**SEWER:**

The system does have the capacity for eleven (11) taps once improvements are made. Currently, there is no sewer main along the property line of the Bracken Estates development. PDU will require an eight (8) inch sewer main from the northern-most property line of Bracken Estates, extending south along the entire road frontage of North Harris Lane to the intersection of North Harris Road. It will then follow along North Harris Road to the east until it crosses North Harris Road at 207 Evergreen Street, connecting to the gravity system (the approximate route shown in yellow below). This will entail approximately 1,100 feet of SDR 26 PVC Pipe or Protecto 401 Line Ductile Iron Pipe and all associated appurtenances.



Please note that all future parcels must have the utility main along the parcels road frontage to be approved for service and all services must be located on the property being serviced. The City does not allow utility services within a private easement. All of this was approved by Resolutions 19-27 (Water) and 20-103 (Sewer).

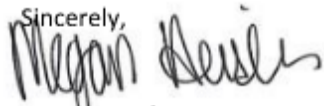
***This letter states PDU's ability to service the parcels in question. No approval of any services or main line extension is indicated. Construction Plans will be required to be submitted to and approved by PDU. An individual Residential Service Availability Request Form must be completed for each lot within this subdivision once the water and sewer main installations are complete and accepted for this development. The fees associated with each lot (i.e. tap, connection, capacity fees, etc.) will be determined once that Residential Service form is filled out and submitted to PDU.***

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) and 20-103 (Sewer).

This letter shall expire 12 months from the date on which it was written. All fees, rates, and conditions noted in this letter are current as of the date of this letter and are subject to change. PDU will hold the fees at the

amount stated above for a 12-month period after the date of this letter. After the 12-month period expires, the most current fee schedule will be applied to this development.

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

Sincerely,  
  
Megan Heisler, P.E.  
Utilities Engineer  
MNHAV000694EXT1 (Bracken Estates)  
cc.  
PDU Office

# ORDINANCE

## City of Portland, Tennessee

No. 25 - 48

Second Reading

### **AN ORDINANCE TO AMEND TITLE 9 OF THE PORTLAND MUNICIPAL CODE BY REPEALING AND REPLACING ORDINANCE NO. 23-59 CHAPTER 10 MOBILE FOOD VENDORS**

**WHEREAS**, The City of Portland seeks to update Title 9 Chapter 10 Mobile Food Vendors of the Portland Municipal Code; and

**WHEREAS**, Title 9 **Businesses, Peddlers, Solicitors, Etc.** shall be amended by repealing Chapter 10, Mobile Food Vendors in its entirety, and replacing it with Chapter 10, Mobile Food Vendors as follows:

**9-1001. Purpose.** The City has determined that regulation of Mobile Food Vendors (MFVs) is necessary in order to protect the health, safety, and welfare of the public, as well as to promote the public interest by regulating the areas and methods of operation. To meet these ends, the City has determined that all persons or entities that desire to vend to the public from MFVs within the City must be issued a permit pursuant to the requirements of this Article. This Ordinance shall fall under the purview of the City Planning Department for updates and enforcement authority; and all are subject to spot inspections by City Codes and Fire. These regulations are not applicable to private events that are not open to the public.

**9-1002. Definitions.** The following words, terms and phrases, when used in this Article, shall have the following meanings ascribed to them in this section:

- 1. Edible Food Products.** Edible Food Products are those products that are ready for immediate consumption, including Prepackaged Food, Prepared Food, and On-site Prepared Food. The term "Edible Food Products" does not include fresh produce so long as the produce has not been packaged, cooked, chopped, sliced, mixed, brewed, frozen, squeezed, or otherwise prepared for consumption.
- 2. Outside Preparation.** Any External Preparation of food or drink using external appliances, grills, or smokers that can safely be operated outside the MFV unit.
- 3. Ice Cream Vending Unit.** A motor vehicle containing a commercial freezer from which a Vendor sells or gives away frozen food products such as ice cream, frozen yogurt, frozen custard, flavored frozen water, and similar desserts, whether prepackaged, prepared, or prepared on-site typically known

as an ice cream truck. Such frozen food products are typically sold on City streets at intermittent locations. A Pedestrian Vendor selling frozen desserts shall not be considered an Ice Cream Vending Unit.

4. **Mobile Food Vendor.** Generally, a Mobile Food Vendor ("MFV") is an enclosed unit, truck, or trailer, or similar vehicle-mounted unit that:
  - a. Is mobile or capable of being moved by a licensed motor vehicle;
  - b. Any unit such as hotdog, ice cream, or food cart that is unloaded or delivered to an area for the purpose of vending to walk up customers, and is not easily moved from location to location without motorized help;
  - c. May or may not be independent with respect to water, wastewater, and power utilities (any such hook-ups may require City approval and inspection);
  - d. Is used for the preparation and/or sale of food;
  - e. Does not exceed thirty-five (35) feet in length and nine (9) feet in width;
5. **Operate.** To "operate" or "operation" shall mean all activities associated with the conduct of business, including, but not limited to, set up, take down, and actual hours where the MFV is open for business.
6. **Prepackaged Food.** Any properly labeled and processed food or beverage, prepackaged to prevent any direct human contact with the food product upon distribution from the manufacturer, and prepared at an off-site approved source, and that may be purchased at the MFV for immediate or later consumption.
7. **Prepared Food.** Any food or beverage that is served, packaged, cooked, chopped, sliced, mixed, brewed, frozen, squeezed, or otherwise prepared by persons off-site from a MFV that may be purchased at the MFV for immediate or later consumption.
8. **Public Property.** Any property owned or maintained by the City.
9. **Right-of-Way.** For the purposes of this Article, right-of-way shall mean streets where public parking is allowed and includes marked or unmarked parking spaces thereon.

**9-1003. Applicability of Article.** The provisions of this Article shall apply to Mobile Food Vendors engaged in the business of preparing, cooking, and distributing food with or without charge on or in public or private property within the City limits. This Article shall also apply to vendors selling prepared or prepackaged food if the vendor desires to exceed the exemption provided for the vendor herein.

**9-1004. Limited Exemptions.**

1. **Ice Cream Vending Units.** This Article shall not apply to an Ice Cream Vending Unit so long as the unit is stationary in the same location for no more than fifteen (15) minutes at a time. An Ice Cream Vending Unit may sell or attempt to sell items that are frozen only on local streets where the speed limit

is thirty (30) miles per hour or less. An Ice Cream Vending Unit shall not stop within twenty (20) feet of an intersection when attempting a sale or making a sale; and must have lights that are visible to oncoming traffic.

2. **Food Donations.** Public food donations are exempt, as long as no product is being sold in conjunction with a food give-a-way. All Edible Food Products must still follow safe food handling guidelines as directed by the TN State Health Department. Food donation vendors must still receive permission to set up and distribute, and must not hinder pedestrian, vehicular, or public safety traffic or access.
3. **Compliance with Article.** Any vendor who is granted an exemption under this Section and who desires to operate beyond the terms of the Limited Exemption described in this Section shall comply with the provisions of this Article that are applicable to MFVs.
4. **Community Events.** Certain City and Chamber events may be exempt.

#### **9-1005. Mobile Food Vendor Permit.**

1. **Application and Permit Required.** Unless exempted, every vendor desiring to engage in Mobile Food Vending shall submit an application, along with all necessary information and inspections, to the Business Office along with the appropriate fees before a permit shall be issued. The permit application shall not be considered complete until a safety inspection is completed, and the Business Office receives full payment for the type of permit desired. Permits are only valid during the calendar year in which they were issued, and each year the permitting process must be followed. Permits are non-transferrable.
2. **Applicable MFV Permits.** As with all MFV permits, if the MFV does not meet the requirements of the City, the MFV shall not receive a permit and it shall not be permitted to operate. The following MFV permit types are available:
  - a) **Special Event Permit** - Vendors that wish to operate within the City during a single event may apply for a permit that is valid up to 3 consecutive days; and this permit can only be issued 3 times in a calendar year for the same MFV. City and Chamber of Commerce sponsored events may require additional fees and conditions.
  - b) **Full Access Permit** - Vendors wishing to maintain a presence in the City with their MFV business may apply for daily operation.

**NOTE: Regardless of permit choice, no food Truck shall be left on private property where food service is offered outside the operating hours set forth in this ordinance. The food truck site MUST be vacated after each operational day.**

3. **Fees.** A non-refundable application fee in the amount of \$100.00 is required to receive an application for a MFV permit. There shall be no proration of fees; and fees are non-refundable once a permit has been issued. The following fees apply:
  - a. Special Event MFV Permit Fee - \$50.00
  - b. Full Access MFV Permit Fee - \$250.00
4. **Inspections after Permitting.** MFVs are subject to be checked quarterly at the discretion of the Fire Marshal, Codes Dept, and Property Maintenance Officer.

5. All reports will be relayed to the Planning Office for record keeping.
6. **Operation without Permit.** Any MFV operating without a valid Permit shall be deemed a public safety hazard and may be ticketed and impounded.
7. **Revocation of Permit.** The City may revoke a Permit if it is discovered that:
  - a. An applicant obtained the Permit by knowingly providing false information on the application;
  - b. The continuation of the Vendor's use of the Permit presents a threat to public health or safety, or if the Vendor otherwise presents a threat to public health or safety; or
  - c. The Vendor violates the regulations of this Article or any other City ordinance.
8. **Reinstatement.** After 90 days, the operator may request reinstatement of a revoked mobile food vendor permit by taking such actions as may be necessary to correct a mobile food service vehicle's noncompliance and paying a non-refundable reinstatement fee of \$500 to offset the City's cost of enforcement measures, inspections, and compliance verifications. Operator may apply for reinstatement only ONCE in the same calendar year.

**9-1006. Operation of Mobile Food Vendors.** The following requirements apply to all MFVs and Vendors operating at any location, whether on City property, the right-of-way, or on private property within the City. Private property owners may seek additional requirements for MFVs operating on their property.

1. **Additional Structures.** When vending on public property or right-of-way outside of a special event authorized by the City or Chamber, Vendors shall not provide any dining area. The term "additional structures" does not include the waste containers required by this Section. When vending on private property or within a special event authorized by the City or Chamber, permission from the property owner is required before the Vendor provides or allows any dining area, including but not limited to tables, chairs, booths, bar stools, benches and standup counters. Under no circumstances shall these dining areas encroach into the public right-of-way. The Vendor shall remove all additional structures when the Vendor ends its operations for the day.
2. **Compliance with Laws.** Except as provided herein, MFV placement and operation must adhere to federal, state, and local laws, regulations, and policies. Local laws, regulations, and policies include, but are not limited to the City's zoning ordinances, noise ordinances, stormwater regulations, and fire code. The vendor must comply with all safe food handling rules as described by the TN Department of Health.
3. **Distance between MFVs.** While operating, MFVs shall be at least ten (10) feet from other MFVs; except for approved events.
4. **District Restrictions.**
  - a. **Residential Districts.** MFVs are generally restricted in all areas zoned residential. MFVs in residential zones are allowed only as part of an event

that is sponsored or hosted by a neighborhood association, by a homeowners' association, a non-profit corporation, by the City, the Chamber, or another governmental entity; and each event is limited to one day per calendar year for that particular neighborhood.

- b. **Commercial Districts.** Generally, Mobile Vending on private property is permitted only in Commercially zoned districts with improved lots except for City and Chamber approved events.
- c. **City Property.** Use of City property is generally not available except for City and Chamber events. Certain City parking lots may allow MFVs, but that permission will be granted by the Parks Department at their discretion according to policies dealing with the use of City property.
- d. **Unimproved Lots.** MFVs are not allowed to operate on unimproved lots.

**5. Electrical Requirements.** Any MFV under this Article shall comply with the requirements of the National Electrical Code, and any other rules and regulations which may apply.

**6. Electrical Service.** Any power required for a MFV on a public right-of-way or public property should be self-contained. MFVs operating on private property may use electrical power from the property being occupied or an adjacent property only when permission has been given by an operator of the property to hook up to electricity from the property. No power cord, cable, or equipment shall be extended at or across any public right-of-way, alley, sidewalk, or other public property. For the purposes of this section, "operator" refers to either the property owner or tenant where there is one occupant of the parcel or refers to the property owner where there are multiple occupants or tenants on a parcel. The owner/operator of the MFV may be responsible for any damage caused to the electrical system.

**7. Fire Safety and Inspection.** Any Vendor operating a MFV under this Article shall comply with requirements of the International Fire Code as adopted, along with any other regulatory) fire code as adopted. An inspection by the Fire Department must be passed before any permit is issued; and random inspections by City staff may be made any time after a permit is issued. All MFV operators are to adhere to the following:

- a. Vendors must have the appropriate fire suppression and/or fire extinguishers available at all times for their type of combustibles; such as described in NFPA 10.
- b. All gasoline and propane must be properly stored and secured according to acceptable best practices, standards, and codes; such as that of the NFPA.
- c. Each mobile unit must contain a fire/carbon monoxide alarm.
- d. No trash or combustible material shall accumulate or be located within 3 feet of an open flame or fuel supply.
- e. Gasoline generators shall only be filled when the generator is cool to the touch and not in operation.

**8. Hours of Operation.** Generally, MFVs are allowed to operate between the hours of 5:30am and 10pm; but may be shortened by the property owner. Certain

approved events may dictate longer or shorter hours of operation as well.

9. **Items for Sale.** Generally, only food and beverage items may be sold from MFVs; a Vendor may sell or distribute merchandise from the MFV only if the merchandise bears the logo of the Vendor or the MFV; all other merchandise sales are prohibited. The sale or distribution of alcoholic beverages is prohibited specifically.
10. **Letter of Permission.** Vendors operating on private property shall obtain a letter from an operator of the property stating that the Vendor has permission to vend on the property and, if applicable, has permission to serve the operator's employees and/or customers. The Vendor shall keep a copy of the permission letter on the MFV at all times and while operating, the Vendor shall produce the letter upon the request of any City official acting in an enforcement capacity. For the purposes of this section, "operator" refers to either the property owner or tenant where there is one occupant of the parcel or refers to the property owner where there are multiple occupants or tenants on a parcel.
11. **Maximum Number of Units per Parcel.** While operating on private property, except for approved events by the City or Chamber, the number of MFVs allowed is limited by the size of the parcel as follows: For a lot that is one-half (.5) acre or smaller, a maximum of one (1) MFV is allowed; for a lot that is one-half to one (.5 -1.0) acre, a maximum of two (2) MFVs is allowed; for a lot that is larger than one (1.0) acre in size, a maximum of three (3) MFVs is allowed.
12. **Methods of Support.** MFVs shall be free-standing and shall not use stakes, rods, or any method of support that must be drilled, driven, or otherwise fixed, into or onto asphalt, pavement, curbs, sidewalks, or buildings.
13. **Mobile Vending on City Property.** MFVs wishing to operate on City property must schedule places and times through the Park Department. A minimum notice of 14 business days must be given to allow for scheduling; and schedules cannot be made for those who do not have an active permit. Scheduling times and places are limited, and are on a first come first serve basis. All City functions take precedence over MFVs; and MFVs may be asked at any time to move to another location on City property, or off of City property all together. The use, marking, or designation of spaces for Mobile Food Vending does not grant Vendors a vested right, property interest, or privilege in any specific space. City space for MFVs may be adjusted, modified, or removed if such adjustment, modification, or removal is determined to be in the interest of the public health, safety, welfare, and operation of the City.
14. **Obstruction of Vehicular and Pedestrian Traffic.** Placement of MFVs and any devices related to the MFV shall not obstruct or impede pedestrian or vehicular traffic, access to driveways or any egress or ingress, alley way, sight distance for drivers, loading bays, handicap parking spaces or access, or block fire hydrants or fire lanes.
15. **Operation on Unimproved Lots.** MFVs shall not operate on unimproved non-commercial lots. For the purposes of this Article, an unimproved lot is a lot without the following: Paved surface for the MFV and its customers, paved driveway access to a City street, and adequate lighting for the paved area. This prohibition regarding unimproved lots shall not be applicable to properties owned by the City or to events coordinated by the City and the Chamber.

- 16. Outside Preparation.** Any food and beverage preparation outside of the MFV shall not obstruct vehicular or pedestrian traffic, and such preparation shall not create safety hazards for the public. Vendors shall not serve food to customers directly from any outside preparation unit. Any barbecue, smoker, or cooking device that is external to the MFV shall be blocked by sufficient barriers so as to protect, and alert, pedestrians from possible injury.
- 17. Parking Direction.** When allowed, MFVs operating on public streets shall park in the same direction as traffic, with no more than eighteen inches (18") between the curb face or edge of pavement and with the service window, and the service window of the MFV must be facing the curb. Food trucks shall not block fire lanes, designated traffic lanes or ingress or egress to or from a building or street.
- 18. Service to Pedestrians.** MFVs shall serve pedestrians only; a drive-thru or drive-in service for vehicular customers is prohibited. MFVs should use traffic cones to prevent vehicles from driving through the area where pedestrians would line up for service.
- 19. Signs and Flashing Lights.** A MFV is limited to signs mounted to the exterior of the mobile food vendor's unit and one (1) detached sandwich board sign. Sandwich board signs shall not obstruct or impede pedestrian or vehicular traffic. MFVs signs shall not contain flashing lights or flashing light-emitting diodes (LED), nor shall the MFV use flashing lights or flashing LED as an embellishment on the MFV to attract attention.
- 20. Sound Amplification.** MFVs or Vendors shall not use sound amplification equipment in a way that may create a nuisance to others.
- 21. Spills.** To prevent discharges into the storm drain system, each MFV shall comply with the stormwater regulations of the City. In addition, each MFV should have a spill response plan and kit onboard to contain and remediate any discharge from the MFV.
- 22. Waste Storage and Disposal.** Vendors shall supply, in a prominent location, trash containers sufficient in size to collect all waste generated by customers and staff of the MFV. The Vendor shall keep the area around the MFV clear of litter and debris at all times. All trash and debris generated by customers and staff shall be collected by the Vendor and deposited in their trash or recycling container and removed from the site by the Vendor. Vendors shall not pour wastewater or grease on the ground. Vendors shall not place food waste or grease into City owned trash receptacles. Vendors shall not place food, waste, or grease into any part of City's sanitary sewer system or stormwater system.
- 23. Enforcement.** No food truck shall be left on private property where food service is offered outside the operating hours set forth in this Ordinance. The food truck site must be vacated after each operational day. The City of Portland Police and Codes Departments shall have authority to investigate and address any violation(s). Any MFV unit that was previously approved to be hard connected to the sewer system and under a pretreatment program, will be excluded from moving each day after operation.

**9-1007. Indemnity for Benefit of the City and Insurance.** Any Vendor operating under this Article shall comply with all requirements of the City with regard to risk management, including the provision of insurance in accordance with the standards set by the City and the execution of an indemnity agreement in favor of the City when operating on City property.

**BE IT ORDAINED,** The City of Portland hereby amends Title 9 of the Municipal Code by repealing Chapter 10 in its entirety and replacing it with this Ordinance, and the monies from these fees shall be applied to the upkeep of the Veterans Park located at Richland Park; and

**NOW THEREFORE, BE IT ORDAINED,** That this Ordinance shall become effective upon its passage, the public welfare requiring it.

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Mayor Mike Callis

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Attest: Tracy Kizer, City Recorder

Passed First Reading: August 18, 2025

Passed Second Reading:

ORDINANCE

City of Portland, Tennessee

No. 25 - 49

Second Reading

**AN ORDINANCE TO REPEAL AND REPLACE ORDINANCE 17-45 WITH THIS ORDINANCE ADOPTING A REVISED PUBLIC RECORDS POLICY AND SHALL SUPERSEDE ANY PREVIOUS RECORDS POLICIES SET BY THE CITY OF PORTLAND**

**WHEREAS**, pursuant to Tenn. Code Ann. § 10-7-503(g), every governmental entity subject to the Tennessee Public Records Act (“TPRA”) (Tenn. Code Ann. § 10-7-501 et seq.), must establish a written public records policy properly adopted by the appropriate governing authority by July 1, 2017; and

**WHEREAS**, the policy adopted shall not impose requirements on those requesting records that are more burdensome than state law; and

**WHEREAS**, the governing body of the City of Portland desires to comply with the recent change in state law as it pertains to records management.

**NOW THEREFORE BE IT ORDAINED** by the Mayor and Board of Aldermen of the City of Portland that the following Public Records Policy for the City of Portland is hereby adopted by to provide economical and efficient access to public records as provided under the Tennessee Public Records Act (“TPRA”) in Tenn. Code Ann. § 10-7-501, et seq.

**SECTION 1.** The following policy is hereby adopted as the Public Records Policy for the **City of Portland**

**PUBLIC RECORDS POLICY FOR THE CITY OF PORTLAND**

Pursuant to Tenn. Code Ann. § 10-7-503(g), the following Public Records Policy for the City of Portland is hereby adopted by the Mayor and Board of Aldermen to provide economical and efficient access to public records as provided under the Tennessee Public Records Act (“TPRA”) in Tenn. Code Ann. § 10-7-501, et seq.

The TPRA provides that all state, county and municipal records shall, at all times during business hours be open for personal inspection by any citizen of this state, and those in charge of the records shall not refuse such right of inspection to any citizen, unless otherwise provided by state law. *See* Tenn. Code Ann. § 10-7-503(a)(2)(A). Accordingly, the public records of the City of Portland are presumed to be open for inspection unless otherwise provided by law.

Personnel of the City of Portland shall timely and efficiently provide access and assistance to persons requesting to view or receive copies of public records. No provisions of this Policy shall be used to hinder access to public records. However, the integrity and organization of public records, as well as

the efficient and safe operation of the City of Portland shall be protected as provided by current law. Concerns about this Policy should be addressed to the Public Records Request Coordinator for the City of Portland or to the Tennessee Office of Open Records Counsel (“OORC”). This Policy is available for inspection and duplication in the office of the City Recorder. This Policy shall be reviewed periodically as needed. This Policy shall be applied consistently throughout the various offices, departments, and/or divisions of the City of Portland.

#### I. Definitions:

A. **Records Custodian:** The office, official or employee lawfully responsible for the direct custody and care of a public record. *See* Tenn. Code Ann. § 10-7-503(a)(1)(C). The records custodian is not necessarily the original preparer or receiver of the record.

B. **Public Records:** All documents, papers, letters, maps, books, photographs, microfilms, electronic data processing files and output, films, sound recordings, or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business by any governmental agency. *See* Tenn. Code Ann. § 10-7- 503(a)(1)(A).

C. **Public Records Request Coordinator(PRRC):** The individual, or individuals, designated in Section III, A.3 of this Policy who has, or have, the responsibility to ensure public record requests are routed to the appropriate records custodian and are fulfilled in accordance with the TPRA. *See* Tenn. Code Ann. § 10-7-503(a)(1)(B). The Public Records Request Coordinator may also be a records custodian.

D. **Requestor:** A person seeking access to a public record, whether it is for inspection or duplication.

E. **Department Records Custodian:** The department’s official or employee lawfully responsible for direct custody and care of a public record. *See* Tenn. Code Ann. § 10-7-503(a)(1)(C). The department records custodian is not necessarily the original preparer or receiver of the record.

#### II. Requesting Access to Public Records

The City of Portland has retained Next Request as a technology service provider to ensure compliance with the Tennessee Public Records Act. The Next Request Public Records Management Application provides a simple interface for managing records requests, helps to improve our response times, and streamlines all aspects of the records request process. A link to the Next Request portal can be found on the City of Portland’s website under the “Government” tab under “Open Records Request”.

A. Public record requests shall be made to the Public Records Request Coordinator (“PRRC”) or his/her designee in order to ensure public record requests are routed to the appropriate records custodian and fulfilled in a timely manner.

B. Requests for **inspection only** may be made orally or in writing on Form A at Portland City Hall, 100 South Russell Street, Portland, Tennessee 37148 by phone at **615-325-6776** or **by email to recordsrequest@cityofportlandtn.gov**.

C. Requests for copies, or requests for inspection and copies, shall be made through the Next Request online portal or in writing on Form A in person or by mail at Portland City Hall, 100 South Russell Street, Portland, Tennessee 37148 **or by email to recordsrequest@cityofportlandtn.gov**.

E. Proof of Tennessee citizenship by presentation of a valid Tennessee driver's license or alternative acceptable form of ID is required as a condition to inspect or receive copies of public records.

### III. Responding to Public Records Requests

#### A. Public Record Request Coordinator

1. The PRRC shall review public record requests and make an initial determination of the following:

- a. If the requestor provided evidence of Tennessee citizenship;
- b. If the records requested are described with sufficient specificity to identify them; and
- c. If the City of Portland is the custodian of the records.

2. The PRRC shall acknowledge receipt of the request and take any of the following appropriate action(s):

a. Advise the requestor of this Policy and the elections made regarding:

- i. Proof of Tennessee citizenship;
- ii. Form(s) required for copies;
- iii. Fees (and labor threshold and waivers, if applicable); and
- iv. Aggregation of multiple or frequent requests.

b. If appropriate, deny the request in writing, providing the appropriate ground such as one of the following:

- i. The requestor is not, or has not presented evidence of being, a Tennessee citizen;
- ii. The request lacks specificity;
- iii. An exemption makes the record not subject to disclosure under the TPRA;
- iv. The City of Portland is not the custodian of the requested records; or
- v. The records do not exist.

c. If appropriate, contact the requestor to see if the request can be narrowed.

d. Forward the records request to the appropriate department records custodian in the City of Portland

3. The designated PRRC is:

a. **City Recorder**

b. Contact information: City of Portland, 100 South Russell Street, Portland, Tennessee 37148 or by phone at 615-325-6776, or by email to [recordsrequest@cityofportlandtn.gov](mailto:recordsrequest@cityofportlandtn.gov).

B. Department Records Custodian

1. Upon receiving a public records request, a department records custodian shall promptly make requested public records available in accordance with Tenn. Code Ann. § 10-7-503. If the department records custodian is uncertain that an applicable exemption applies, the custodian may consult with the PRRC, who in turn may consult the counsel, or the OORC.

2. If not practicable to promptly provide requested records because additional time is necessary to determine whether the requested records exist; to search for, retrieve, or otherwise gain access to records; to determine whether the records are open; to redact records; or for other similar reasons, then a department records custodian shall, within seven (7) business days from the PRRC's receipt of the request, notify the PRRC of the time frame needed. The PRRC will then send the requestor a completed Public Records Request Response Form which is attached as Form B, based on the form developed by the OORC.

3. If a department records custodian thinks a request should be denied, he or she shall contact the PRRC of the denial request. The PRRC will review and if agrees with the denial, will deny the request in writing as provided in Section III.A.2.b and may use the Public Records Request Response Form B or through communication via the Next Request online portal.

4. If a department records custodian reasonably determines production of records should be segmented because the records request is for a large volume of records, or additional time is necessary to prepare the records for access, the records custodian shall consult the PRRC. The PRRC will review the information and if agrees, shall use the Public Records Request Response Form B or through communication via the Next Request online portal to notify the requestor that production of the records will be in segments and that a records production schedule will be provided as expeditiously as practicable. If appropriate, the PRRC should contact the requestor to see if the request can be narrowed.

5. If a department records custodian discovers records responsive to a records request were omitted, the records custodian should contact the PRRC, who will then notify the requestor concerning the omission and produce the records as quickly as practicable.

C. Redaction

1. If a record contains confidential information or information that is not open for public inspection, the department records custodian shall prepare a redacted copy prior to providing access. If questions arise concerning redaction, the PRRC should coordinate with counsel or other appropriate parties regarding review and redaction of records. The PRRC may also consult with the OORC.

2. Whenever a redacted record is provided, a records custodian should provide the PRRC with the basis for redaction, so the PRRC can notify the requestor. The basis given for redaction shall be general in nature and not disclose confidential information.

#### IV. Inspection of Records

- A. There shall be no charge for inspection of public records
- B. The location for inspection of records within the offices of City of Portland shall be determined by ~~either the PRRC or the records custodian~~.
- C. When a reasonable basis exists, the PRRC ~~or a records custodian~~ may require an appointment for inspection.

#### V. Copies of Records

- A. A records custodian shall promptly respond to a public record request for copies in the most economic and efficient manner practicable.
- B. Copies will be available for pickup at Portland City Hall.
- C. Upon payment for postage, copies will be delivered to the requestor's home address by the United States Postal Service.
- D. A requestor will not be allowed to make copies of records with personal equipment. Requestors may purchase storage devices from the City of Portland upon which the records will be downloaded.

#### VI. Fees and Charges and Procedures for Billing and Payment

Fees and charges for copies of public records should not be used to hinder access to public records.

- A. ~~Records custodians~~ The PRRC shall provide requestors with an itemized estimate of the charges prior to producing copies of records and may require pre-payment of such charges before producing requested records.
- B. When fees for copies and labor do not exceed \$10.00, the fees may be waived. Requests for waivers for fees above \$10.00 must be presented to the Mayor, who is authorized to determine if such waiver is in the best interest of the City of Portland and for the public good.
- C. Fees and charges for copies are as follows:
  - 1. \$0.15 per page for letter- and legal-size black and white copies.
  - 2. \$0.50 per page for letter- and legal-size color copies.
  - 3. The actual cost of any other medium upon which a record/information is being produced.
  - 4. Labor when time exceeds one hour.

5. If an outside vendor is used, the actual costs assessed by the vendor.

D. Payment is to be made via credit card (fees apply) on the Next Request online portal, **in cash or by personal check or cashiers check** payable to the **City of Portland** and presented to **the records custodian**.

E. Payment in advance will be required when costs are estimated to exceed \$25.00.

F. Payment in advance for Aggregation of Frequent and Multiple Requests may be required.

1. The City of Portland will aggregate record requests in accordance with the Frequent and Multiple Request Policy promulgated by the OORC when more than (4) requests are received within a calendar month (either from a single individual or a group of individuals deemed working in concert).

2. If more than four (4) requests are received within a calendar month:

a. Records requests will be aggregated at the **entity** level.

b. The PRRC is responsible for making the determination that a group of individuals are working in concert. The PRRC ~~or the records custodian~~ will inform the individuals that they have been deemed to be working in concert and that they have the right to appeal the decision to the OORC.

c. Requests for items that are routinely released and readily accessible are exempt from this policy. These records include meeting **agendas and approved minutes**.

**SECTION 2. Repealer.** Any resolutions, ordinances, policies, or parts thereof in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict only as pertaining to the subject matter of this resolution.

**SECTION 3. Severability.** If a part of this ordinance is invalid, all valid parts that are severable from the invalid part remain in effect. If a part of this ordinance is invalid in one or more of its applications, the part remains in effect in all valid applications that are severable from the invalid applications.

**BE IT FURTHER ORDAINED** by the City Council of the City of Portland, Tennessee that this Ordinance shall take effect after its final passage, the public welfare requiring it.

\_\_\_\_\_  
Mike Callis, Mayor

\_\_\_\_\_  
Attest: Tracy Kizer, City Recorder

Passed First Reading: August 18, 2025

Passed Second Reading:



**PUBLIC RECORD REQUEST RESPONSE FORM B**

City of Portland  
100 South Russell Street  
Portland, TN 37148

Date:

Requestor:

In response to your records request received on \_\_\_\_\_, our office is taking the action(s)<sup>1</sup> indicated below:

1 If all requested records do not have the same response, so indicate.

The public record(s) responsive to your request will be made available for inspection:

Location: \_\_\_\_\_

Date & Time: \_\_\_\_\_

Copies of public record(s) responsive to your request are:

Attached

Available for pickup at the following location:

\_\_\_\_\_ ; or

Being delivered via:

USPS First-Class Mail  Electronically  Other: \_\_\_\_\_

Your request is denied on the following grounds:

Your request was not sufficiently detailed to enable identification of the specific requested

record(s). You need to provide additional information to identify the requested record(s).

No such record(s) exists or this office does not maintain record(s) responsive to your request.

No proof of Tennessee citizenship was presented with your request. Your request will be reconsidered upon presentation of an adequate form of identification.

You are not a Tennessee citizen.

You have not paid the estimated copying/production fees

The following state, federal, or other applicable law prohibits disclosure of the requested records: \_\_\_\_\_.

It is not practicable for the records you requested to be made promptly available for inspection and/or copying because:

It has not yet been determined that records responsive to your request exist; or

The office is still in the process of retrieving, reviewing, and/or redacting the requested records.

The time reasonably necessary to produce the record(s) or information and/or to make a determination of a proper response to your request is: \_\_\_\_\_.

If you have any additional questions regarding your record request, please contact our office.

Sincerely,

City Recorder

Page 8 of 8

Ordinance No. 25-49

ORDINANCE

City of Portland, Tennessee

No. 25 - 50

Second Reading

**AN ORDINANCE TO ENTER INTO A PROFESSIONAL SERVICE AGREEMENT WITH LOSE DESIGN FOR ENGINEERING SERVICES FOR THE RICHLAND GYM RESTROOM PROJECT, IN THE AMOUNT OF \$73,500**

**WHEREAS**, The City of Portland recognizes the need for the design and construction of restroom facilities and meeting space at Richland Gym to better serve the public; and

**WHEREAS**, Lose Design has submitted a proposal to provide engineering services necessary for the design of the Richland Gym Restroom Project in the amount of \$73,500. Any additional services requested by the city will be billed at an hourly rate; and

**WHEREAS**, any additional services requested by the City of Portland shall not exceed \$17,000; and

**WHEREAS**, it is the best interest of the City of Portland to engage Lose Design to perform said engineering services to move the project forward in a timely and professional manner; and

**NOW, THEREFORE BE IT ORDAINED** by the Mayor and Board of Aldermen of the City of Portland to approve the Engineering Services Agreement with Lose Design in the amount of \$73,500 to provide engineering design and bid coordination services for the Richland Gym Restroom Project at Richland Park; 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: August 18, 2025

Passed Second Reading:

RESOLUTION

City of Portland, Tennessee

No. 25 - 59

**A RESOLUTION TO RE-APPOINT MEMBERS TO THE PORTLAND MUNICIPAL PLANNING COMMISSION**

**WHEREAS**, The Portland Municipal Planning Commission is governed by the TCA and provides that the Mayor may appoint members and the City Council confirm the appointment; and

**WHEREAS**, Ann Blackburn, Gail Gentry, and Luther Bratton, have expressed an interest in serving on the Portland Municipal Planning Commission and as a resident of the City of Portland is qualified to serve on said Commission as municipal representative; and

**NOW, THEREFORE BE IT RESOLVED**, By the Mayor and Board of Aldermen that Ann Blackburn, Gail Gentry, and Luther Bratton are hereby re-appointed to fill the (3) year term that will expire September 15, 2028, effective immediately; 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

RESOLUTION

City of Portland, Tennessee

No. 25 - 60

**A RESOLUTION TO RE-APPOINT ONE EXISTING MEMBER, ROBERT TOOKER TO THE PORTLAND MUNICIPAL ZONING BOARD OF APPEALS**

**WHEREAS**, The Portland Municipal Zoning Board of Appeals is governed by the TCA and provides that the Mayor may appoint members and the City Council confirm the appointment; and

**WHEREAS**, Robert Tooker has expressed an interest in serving on the Portland Municipal Zoning Board of Appeals and as a resident of the City of Portland is qualified to serve on said board; and

**NOW, THEREFORE BE IT RESOLVED**, By the Mayor and Board of Aldermen that Robert Tooker is hereby re-appointed to the Portland Municipal Zoning Board of Appeals to fill the (4) year term that will expire February 4, 2029, effective immediately; 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

RESOLUTION

City of Portland, Tennessee

No. 25 - 61

**A RESOLUTION APPROVING THE RE-APPOINTMENT OF ONE MEMBER TO THE PORTLAND AIRPORT AUTHORITY**

**WHEREAS** The Portland Airport Authority is governed by Tennessee Code Annotated which allows members to be appointed by the local governing body; and

**WHEREAS** the term of Phil Hobdy will expire September 1, 2025, and Mr. Hobdy has agreed to serve another term; and

**NOW THEREFORE BE IT RESOLVED**, by the Mayor and Board of Aldermen of the City of Portland that Phil Hobdy is hereby re-appointed to serve on the Airport Authority of the Portland Municipal Airport with a term to expire September 1, 2030; and

**BE IT FURTHER RESOLVED** that this resolution shall become effective from and after its passage, the public welfare requiring it.

\_\_\_\_\_  
Mike Callis, Mayor

\_\_\_\_\_  
Attest: Tracy Kizer, City Recorder

Approved this day of .



**BOARD OF MAYOR AND ALDERMEN  
Minutes for August 18, 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 Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell (left at 5:51 PM), Vice-Mayor Thompson, Alderman Woodall

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

**Absent:** Alderman Hall

**4. Approval of Agenda**

**Motion to:** Approve and defer Items C & D under 20. Public Works.

**By:** Alderman Woodall

**Second:** Alderman Cole

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

**Absent:** Alderman Hall

**Motion Passed (voice vote)**

**5. Presentation**

Mayor Callis presented a Certificate of Recognition to Matthew "Happy" Gilmore for his selfless actions that make this a better community. Chief Thornton and Chief Arnold expressed their gratitude to him for his quick response and help that saved a person's life.

**6. Public Comment Period**

- No one spoke

**7. Public Hearing**

**A.** Ordinance No. 25-37 - Second 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).

- No one spoke

**B.** Ordinance No. 25-38 - Second 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).

- No one spoke

**C.** Ordinance No. 25-39 - Second 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).

- No one spoke

**8. Communications from Council Members**

- No Items

**9. Mayor's Report** - Mayor Callis thanked Vice-Mayor Thompson for taking care of the last Council Meeting. The following was discussed:

- An Ordinance will soon be presented to sell land by auction, once the parcels have been determined. The proceeds will be used for sewer distribution.
- The contractor has installed 10,870 linear feet of the 16" regional water line.

- Would like for the Council to consider removing all multifamily uses from all zoning districts besides RM1. There may be confusion about where it can be used.
- The City does not pick or choose what developments can happen. Developers must meet regulations, follow, and complete codes that have been adopted by this Board. Some projects are not equal. For example, restaurants that have fewer than 100 seats may have fewer restrictions than those that have more than 100 seats.
- The Sales Tax Referendum is planned for May 2026. The revenue calculation, based on current trends, looks like the half-penny sales tax would generate about an equal amount of a 21 cents property tax increase. The Council has identified a third Fire Hall and staffing as top priority and has approved an employee step plan that will require ongoing revenue to ensure we can keep the plan going.
- The north loop bypass had six companies submit bids. The State will be finalizing bid awards and signing contracts soon.
- There was an opportunity last week to submit a grant for warning systems. A plan was pulled together to submit and, if selected, the next step will be approval from the Council to proceed. Most of the cost would be covered by the grant.
- Last Friday, August 15, 2025, the Mayor and Attorney Bradley met with White House Utility District's Management and discussed the final modeling of the entire system. WHUD would like to do a presentation to the entire City Council in September. Look for a special call meeting towards the end of September.
- The State Industrial Project is almost complete on Eubanks Road. This will open up more access to current industry and more potential industrial sites.

## 10. Consent Calendar

**Motion to:** Approve

**By:** Alderman McDowell

**Second:** Alderman Woodall

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

**Absent:** Alderman Hall

**Motion Passed (voice vote)**

- Ordinance No. 25-46 - Second Reading – An Ordinance rescinding 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”.
- Department Reports
- Minutes from August 4, 2025 Council Meeting.

## 11. Community Development – Vice-Mayor Megann Thompson

Vice-Mayor Thompson reported that the Waffle House may be opening in September.

## 12. Finance – Alderman Vince Ellis

- No Items

## 13. Fire Department – Alderman Jody McDowell

- No Items

## 14. Human Resources – Alderman Vince Ellis

- Resolution No. 25-57 - A Resolution authorizing the amendment to Resolution No. 19-123 approving the annual purchase of safety boots for certain Public Works, Parks and Department of Utilities Employees.

**Motion to:** Approve

**By:** Alderman Ellis

**Second:** Alderman Cole

**Discussion:** Human Resources Director Johnson explained the process for boot purchasing. Alderman Woodall explained this has not been updated for six (6) years and should streamline the reimbursement process for the Finance Department.

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

**Absent:** Alderman Hall

**Motion Passed (voice vote)**

## 15. Legislative – Mayor Mike Callis

- A.** Ordinance No. 25-48 - First Reading - An ordinance to amend title 9 of the Portland Municipal Code by repealing and replacing Ordinance No. 23-59 chapter 10 Mobile Food Vendors.

**Motion to:** Approve

By: Alderman McDowell

Second: Alderman Ellis

**Discussion:** Mayor Callis explained the opening time was changed to 5:30 AM and added an exemption for private events.

Alderman Cole questioned if the fees were enough to cover the sales tax loss. Discussion was held and it determined that Alderman Cole would submit requests and ideas to Ad Hoc committed to review the fees.

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

Absent: Alderman Hall

**Motion Passed (voice vote)**

- B.** Ordinance 25-49 - First Reading - An ordinance to repeal and replace Ordinance 17-45 with this ordinance adopting a revised public records policy and shall supersede any previous records policies set by the city of Portland.

**Motion to:** Approve

By: Alderman Woodall

Second: Alderman Cole

**Discussion:** Finance Director Slusser explained that this is an update in the policy to cover the software addition and updating some definitions.

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

Absent: Alderman Hall

**Motion Passed (voice vote)**

## 16. Municipal Airport – Alderman Mike Hall

- No Items

## 17. Parks & Recreation – Alderman Brian Woodall

- A.** Ordinance No. 25-50 – First Reading - An Ordinance to enter into a professional service agreement with Lose Design for engineering services for the Richland Gym Restroom Project, in the amount of \$73,500.

**Motion to:** Approve

By: Alderman Woodall

Second: Alderman Cole

**Discussion:** Parks Director White explained that the RFQ s were received, and the committee reviewed and unanimously chose Lose Design. This is for the design of the restrooms remodel and addition of the conference room. Discussion about the use of the gym and the continued renovation of the gym.

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

Absent: Alderman Hall

**Motion Passed (voice vote)**

## 18. Planning & Codes – Vice-Mayor Megann Thompson

- A.** Ordinance No. 25-37 - Second 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:** Approve

By: Vice-Mayor Thompson

Second: Alderman Woodall

**Discussion:** Planning Director Nate Heisler presented the zoning map and reported that it passed through the Planning Committee.

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

**Absent:** Alderman Hall

**Motion Passed (voice vote)**

- B.** Ordinance No. 25-38 - Second 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 Woodall

**Discussion:** Director Heisler presented the zoning map and the plans that were presented in the pre-application meeting.

- Director Heisler said this request failed in the Planning meeting.
- In the Planning meeting, the discussion of the area was about the possibility of it becoming a commercial hub when the bypass is completed and a straight zoning change without a PUD was not the direction they were given.
- Director Heisler advised the plan could be changed if straight zone change is granted.
- Alderman Cole questioned if it failed Planning, and why it was here before the Council.
- Mayor Callis explained the property owner has the right to petition the Council if it fails Planning Committee.
- Vice-Mayor Thompson explained that once the bypass was completed, this would be the most visible area of Portland and some of the concerns were expressed in the Planning Meeting.
- Vice-Mayor Thompson also commented that she would never want that area to be a straight zone change and would always want it to be passed with PUD.

**Motion to:** Suspend the Rules for Zack Wilkinson, the designer, to speak.

**By:** Alderman Jennings

**Second:** Alderman Woodall

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

**Absent:** Mike Hall

**Motion Passed (voice vote)**

**Discussion:**

- Zach Wilkinson said the plan had changed since the pre-application meeting, and they would not be able to get that density with R75.
- Zach Wilkinson spoke about the request and said that he feels a PUD is not appropriate because of having to build a roadway and the property size is too small for PUD.
- Zach Wilkinson also said the road would not be wise for the City and taxes would not be enough to cover the cost of the road.
- Vice-Mayor Thompson questioned the safety of five (5) driveways backing out onto Searcy Lane, and it is a congested area because of the schools with new drivers on that roadway.
- When questioned about the plans for the area, Zach Wilkinson said his max unit count was 14 duplexes, if the builder decides to build duplexes and not single-family homes.
- Vice-Mayor Thompson explained that once you give a straight rezone, it is done and the property owner can change their plan, since there is no PUD.
- Zach Wilkinson explained that the developer will have to look at the area to determine if duplexes or single-family homes would be more profitable.
- Zach Wilkinson also said that if this passed and when it was time for the Utilities Developer Agreement, the City could incorporate restrictions and design guidelines.
- Vice-Mayor Thompson commented that if this passes, it will set a precedent and developers will request zone changes and not complete a PUD in the future.
- Alderman Ellis said that his concern is that there is not much land left in Portland that has mixed use and brings in sales tax.
- Zach Wilkinson said that the city plans he had seen had that area as residential.

**Vote: Roll Call**  
Yes: Alderman Jennings, Alderman Woodall  
No: Alderman Cole, Alderman Ellis, Vice-Mayor Thompson  
Absent: Alderman Hall, Alderman McDowell

**Motion Failed 3 to 2 (roll call)**

- C. Ordinance No. 25-39 - Second 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: Approve**

By: Vice-Mayor Thompson

Second: Alderman Woodall

**Discussion:** Director Heisler presented the zoning map and advised this did pass in the Planning Commission Meeting.

Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman Woodall

Abstain: Vice-Mayor Thompson

Absent: Alderman Hall, Alderman McDowell

**Motion Passed (roll call vote)**

## 19. Police Department – Alderman Drew Jennings

- A. Resolution No. 25-54 - A resolution authorizing certain change orders in the net amount of \$28,533.45 for the Police Station Remodel Project.

**Motion to: Approve**

By: Alderman Jennings

Second: Alderman Ellis

**Discussion:** Mayor Callis explained that these were last-minute changes and the funding is in the budget.

- Discussion was held about concerns needing so many changes and how certain items were missed, such as electrical outlets.
- Codes Director Johnny Morris explained that the state of Tennessee does the electrical inspections and that they were not involved in the plan reviews.
- Discussion was held about better review of future contracts and building plans.
- Discussion was held about additional costs, such as generator, furniture and covering the north end of the building.
- Director Slusser suggested that Chief Arnold and her review what has been spent and the cost of additional needs to present at next Council meeting.

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

Absent: Alderman Hall, Alderman McDowell

**Motion Passed (voice vote)**

- Mayor Callis explained that on Thursday, August 21, 2025, everyone will be reviewing the final needs of the remodel and can ask about the cost of bricking the north end building.
- Director Slusser advised that we still need to pave the parking lot.
- At the next Council meeting, the information from the building review and complete funding will be presented.

- B. Discussion - Animal Control staffing

- Chief Arnold explained Animal Control has a staffing vacancy, which is not a certified position.
- Based on current department needs and the staffing trend of other departments, Chief Arnold is requesting this to become a sworn position.
- Chief Arnold explained that when Animal Control responds to a call, if it requires law enforcement, it could be handled immediately and not wait for an officer to respond and be pulled from patrol.
- This would be an increase in annual cost.
- Director Slusser advised it would be funded this year by cash on hand and next year would require a tax increase.

- There are a couple of officers that are interested and if they are transferred, they will be replaced on patrol.
- Mayor Callis advised it would basically be the same as Property Maintenance Officer, which has been very successful.

## 20. Public Works – Alderman Brian Woodall

- A.** Discuss and take possible action on 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.

- Mayor Callis explained that the information came back quicker than anticipated, and it was added to the agenda with one change to the Resolution.
- Public Works Assistant Director Keen reported that he spoke with the company about covering all costs, and they said they could not cover any additional costs.
- Assistant Director Keen also advised that they would be removing the dirt as directed in the plans for the detention pond.
- The change was that the City would be responsible for the road and stabilization and would not exceed \$20,000 and there would be no cost to remove the material from the basin.
- A discussion was held about the state looking for dirt or possible purchasing dirt.
- Mayor Callis explained that Stewart Richie will have to move the dirt to specs for building the basin.

**Motion to:** Approve

By: Alderman Woodall

Second: Alderman Jennings

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

Absent: Alderman Hall, Alderman McDowell

**Motion Passed (voice vote)**

- B.** Discuss and take possible action on 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.

Mayor Callis explained that this Resolution goes with the other resolution. Assistant Director Keen explained that the permits have to be for the City and not the contractor.

**Motion to:** Approve

By: Alderman Woodall

Second: Alderman Cole

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

Absent: Alderman Hall, Alderman McDowell

**Motion Passed (voice vote)**

- C.** Discussion - Painting and signage for truck traffic on Highway 109.  
Deferred during approval of Agenda.

- D.** Discussion - Update on Traffic Engineering from February 2025  
Deferred during approval of Agenda.

## 21. Utility Infrastructure – Alderman Charles Cole

- A.** Ordinance No. 25-47 – An Ordinance to rescind in its entirety Ordinance 24-29, the Developer’s Agreement with Luther Bratton on Bracken Estates subdivision, with the attached amended Developer’s Agreement.

**Motion to:** Approve

By: Alderman Cole

Second: Vice-Mayor Thompson

**Discussion:** Utilities Director Brian Price discussed the changes and explained they were adding the natural gas to the contract, following Title 19 guidelines.

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

**Absent:** Alderman Hall, Alderman McDowell

**Motion Passed (voice vote)**

- B.** Resolution No. 25-55 - A Resolution to approve the final adjusting change order #2 in the decreased amount of \$43,480.79 and extending the final completion contract time by thirty (30) additional days for the 2024 Sanitary Sewer Point Repairs Project.

**Motion to:** Approve

**By:** Alderman Cole

**Second:** Vice-Mayor Thompson

**Discussion:** Director Price advised it was finished under budget.

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

**Absent:** Alderman Hall, Alderman McDowell

**Motion Passed (voice vote)**

- C.** Resolution No. 25-56 - A Resolution authorizing the City of Portland to enter into an agreement with Thurman's Lawn & Landscapes, LLC for the yard restorations for fiscal year 2026.

**Motion to:** Approve

**By:** Alderman Cole

**Second:** Vice-Mayor Thompson

**Discussion:** Director Price advised bids were taken, and this company was the only one to bid. They are also the same company Utilities have been using for the last few years.

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

**Absent:** Alderman Hall, Alderman McDowell

**Motion Passed (voice vote)**

### **Adjournment**

**Motion to Adjourn** by Alderman Cole; Second by None;

Motion passed by voice vote to **adjourn at 06:31 PM.**

# BUSINESS OFFICE MONTHLY REPORT

## JULY 2025

<b>Total Payments Received</b>	9,515	\$2,016,401
<b>Utility Bills Processed</b>	10,342	\$1,468,602
<b>Total Service Orders Processed</b>	234	

<b>Total Customers by Service</b>	
Water	8461
Sewer	4759
Gas	5338
Sanitation	4883
Stormwater	5145

<b>New Service Connect/Disconnect</b>	
Water Disconnected	132
Water Connected	62
Gas Disconnected	53
Gas Connected	27

<b>Taps Sold Jul 2025</b>		<b>Taps Sold YTD 2025</b>	
Gas	3	Gas	42
Water	25	Water	118
Sewer	15	Sewer	77

<b>Leak Adjustments Processed</b>	21
<b>Pool Adjustments Processed</b>	47

<b>Property Taxes Processed</b>	
Bills Processed	14
Amount Received	\$7,457
<b>Property Taxes Collected YTD</b>	
2022	99.5%
2023	99.2%
2024	96.8%
<b>Tax Relief</b>	
New & Existing Applicants YTD	242
Submitted to State Jul 2025	0
Payment Approved Jul 2025	4

<b>Municipal Court Findings</b>	
Citations Suspended	6
Citations Dismissed	35
Defendants Found Guilty	204
Defendants Given Traffic Class	94

<b>Business Licenses</b>	
Active Licenses	515
New Licenses	3
Renewed Licenses	14
Active Food Vendors	16

## Building Codes - JULY - 2025 Report

Permit Type	Monthly Permits Issued	Amount	YTD Permits Issued
Residential Building	5	\$5,489.60	52
Commercial	1	\$1,899.01	5
Industrial	0	\$0.00	11
Plan Review	11	\$17,029.90	93
Stand Alone Building	4	\$1,226.22	18
Fire Alarm/Fire Sprinkler	0	\$0.00	5
Plumbing	9	\$1,258.20	60
Mechanical	7	\$31,518.40	86
Use & Occupancy	0	\$0.00	3
Swimming Pool	2	\$170.00	8
Demolition	0	\$0.00	5
Fire Works	0	\$0.00	7
<b>Total</b>	<b>39</b>	<b>\$58,591.33</b>	<b>353</b>

## Impact Fees Collected - JULY - 2025

Parks	\$3,880.50
Police	\$2,051.75
Fire	\$4,693.00
<b>Total</b>	<b>\$10,625.25</b>

### General Fund - YTD Totals

**\$485,699.02**

### General Fund - Fiscal YTD

**\$58,591.33**

### Impact Fees - YTD

Parks - \$36,589.50

Police - \$49,360.75

Fire - \$145,469.00

### Impact Fees - Fiscal YTD

\$3,880.50

\$2,051.75

\$4,693.00

### July - Inspections

Commercial	36
Residential	81
Industrial	2
<b>Totals</b>	<b>119</b>

### Inspections - Totals YTD

216
557
58
<b>831</b>



**CITY OF PORTLAND GRANT INFORMATION**

<b>GRANT NAME</b>	<b>CONTRACT AMOUNT</b>	<b>CITY MATCH</b>	<b>PHASE</b>
DT RAIL CROSSING E MARKET STREET	\$ 477,823.00	5%	CONSTRUCTION
DT RAIL CROSSING E MCGLOTHLIN STREET	\$ 376,488.00	5%	CONSTRUCTION
DT RAIL CROSSING MAIN STREET	\$ 532,352.00	5%	CONSTRUCTION
VW DIESEL LARGE TRUCK	\$ 98,437.50	25%	REPORTING
VW DIESEL MED TRUCK	\$ 289,339.53	25%	REPORTING
PORTLAND 2023 LPRF( SPLASH PAD)	\$ 3,173,600.00	50%	CONSTRUCTION
INTERCHANGE LIGHTING I65 EX121	\$ 1,775,280.00	0%	CONSTRUCTION
ATP COLLEGE STREET SIDEWALKS	\$ 1,139,215.00	20%	NEPA
TDOT BYPASS NORTH LOOP		CONTRACT SIGNED BY MAYOR NOW WE ARE IN THE PROCESS OF SUBMITTING FOR REIMBURSEMENT	
TDOT BYPASS SOUTH LOOP		CONTRACT SIGNED BY MAYOR NOW WE ARE IN THE PROCESS OF SUBMITTING FOR REIMBURSEMENT	
KIRBY ROAD PAVING	\$ 771,404.00	20%	DESIGN
SR109 CMAQ	\$ 762,662.50	0%	DESIGN
SOUTH APRON EXPANSION	\$ 158,500.00	5%	DESIGN
DGA- UPGRADE PORTALND MUNICIPAL	\$ 2,000,000.00	0%	LAND PURCHASED
AIRPORT LAND AQUISITIONS	\$ 280,700.00	5%	LAND AQUISITION METHOD 1
FY24 AIRPORT MAINTENANCE	\$ 15,000.00	0%	CONSTRUCTION
AIRPORT LAYOUT PLAN UPDATE	\$ 326,900.00	0%	PLANNING
POLICE THSO	\$ 10,000.00	0%	NEW APPLICATION AWARD LETTER RECEIVED
POLICE VCIF	\$ 121,761.00	0%	COMPLETE
POLICE TLETA	\$ 200,000.00	0%	IN PROCESS
WATER RESOURCE PROTECTION	\$ 4,250,000.00	0%	N/A
REGIONAL WATER LINE PROJECT	\$ 40,000,000.00	0%	CONSTRUCTION
TENNESSEE ART GRANT UP TO \$5,000	\$ 5,000.00	0%	DENIED
T-MOBILE HOMETOWN GRANT UP TO 50,000	\$ 50,000.00	0%	DENIED MORE APPLICANTS THAN INTENDED ENCOURAGED TO APPLY AGAIN
BCBS HEALTHY PLACES (PARKS)	\$ 800,000.00	0%	APPLICATION SUBMITTED
250 AMERICA CELEBRATION	\$ 25,000.00	0%	WAITING FOR INFORMATION FROM COMMITTEE TO APPLY
MUSEUM GRANT	\$ 20,000.00	0%	WAITING FOR INFORMATIONFROM BOARD AND PUBLIC WORKS TO APPLY

# Economic Development

## 2025 July Report

### **Commercial**

Developer Meetings 8

Outreach calls 4

Retail Calls 2

Retail Coach update

### **Industrial IDB**

Robertson County IDB Meeting

Monthly State Update ECD Call

Meeting with Shoals PILOT

Prospect calls 4

Meeting prospect 1

IDB Meeting 1

Industrial Onsite Meeting

### **MISC**

Joint ECD Meeting Robertson County

TVA Economic Developer Meeting

Meetings Chamber, OHCU

Small Business Owner Meeting Raymond Yates

Calls with ECD State 2

City Council meetings 1

### **Community**

Networking Lunch



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

As of July 31, 2025  
 Fiscal Year has elapsed - 8%

	Amount	Unspent Committed Funds
GO Bond 2020	\$3,921,537	\$1,253,836

	7/31/2025	Board Passed	
		Budget	% of Budget
<b>GENERAL FUND</b>			
Revenue			
Taxes & Licenses	1,057	11,237,000	0.0%
Planning & Codes	67,120	757,500	8.9%
Intergovernmental	0	2,413,000	0.0%
Miscellaneous	44,855	406,400	11.0%
Court	45,300	180,500	25.1%
Other Revenues	40,871	302,500	13.5%
Transfer In - Other Fin Source	0	10,000	0.0%
Grants & Special Projects	0	2,853,600	0.0%
<b>TOTAL</b>	<b>199,202</b>	<b>18,160,500</b>	<b>1.1%</b>
Expense			
General Government	87,367	2,755,730	3.2%
Administrative & Mayor	29,720	395,499	7.5%
Human Resources	12,150	130,364	9.3%
Planning & Zoning	19,856	271,045	7.3%
Codes	18,073	250,990	7.2%
Court	8,281	105,213	7.9%
Police	439,006	4,449,443	9.9%
Fire	291,023	5,114,162	5.7%
Streets & Highways	76,364	1,308,234	5.8%
City Garage	23,088	210,829	11.0%
State Street Aid	0	475,000	0.0%
Animal Control	19,721	112,596	17.5%
Grants & Special Projects	0	5,753,850	0.0%
Golf Course	55,255	643,236	8.6%
Parks & Recreation	92,021	1,072,532	8.6%
Community Development	15,517	266,888	5.8%
<b>TOTAL</b>	<b>1,187,442</b>	<b>23,315,611</b>	<b>5.1%</b>

<b>WATER &amp; SEWER</b>		<b>Board Passed</b>		
		<b>7/31/2025</b>	<b>Budget</b>	<b>% of Budget</b>
Revenue				
	Revenue	1,969,008	12,135,500	16.2%
	<b>TOTAL</b>	<b>1,969,008</b>	<b>12,135,500</b>	<b>16.2%</b>
Expense				
	Water Plant	90,060	1,864,954	4.8%
	Water Distribution System	132,421	3,847,916	3.4%
	Grants & Projects	0	1,855,000	0.0%
	Sewer Collection	86,536	3,195,960	2.7%
	Sewer Plant	62,631	2,808,764	2.2%
	Business Office	39,689	497,109	8.0%
	Utility Administration	58,090	923,968	6.3%
	<b>TOTAL w/ Projects</b>	<b>469,429</b>	<b>14,993,671</b>	<b>3.1%</b>
<b>NATURAL GAS FUND</b>				
	Revenue	303,225	6,265,000	4.8%
	Expense	352,992	8,083,893	4.4%
<b>AIRPORT FUND</b>				
	Revenue	\$42,470	\$454,500	9.3%
	Expense	\$50,401	\$450,889	11.2%
<b>DRUG FUND</b>				
	Revenue	\$492	\$4,000	12.3%
	Expense	\$0	\$13,000	0.0%
<b>STORMWATER</b>				
	Revenue	\$109,049	\$1,176,500	9.3%
	Expense	\$87,353	\$1,129,821	7.7%
<b>SOLID WASTE</b>				
	Revenue	\$133,875	\$1,480,603	9.0%
	Expense	\$72,573	\$1,874,429	3.9%

		<b>07/31/25</b>	<b>Board Passed Budget</b>	<b>% of Budget</b>
<b>IMPACT FEES</b>				
Revenue				
	Parks	8,358	20,000	41.8%
	Police	4,418	15,000	29.5%
	Fire	10,108	7,500	134.8%
	Interest	2,005	0	
	<b>TOTAL</b>	<b>\$24,889</b>	<b>\$42,500</b>	<b>58.6%</b>
Expense				
	Parks	0	33,500	<b>0.0%</b>
	Police	0	75,000	<b>0.0%</b>
	Fire	0	75,000	<b>0.0%</b>
	<b>TOTAL</b>	<b>\$0</b>	<b>\$183,500</b>	<b>0.0%</b>
<b>DEBT SERVICE - GENERAL FUND</b>				
Revenue	Transfer from General Fund	<b>\$0</b>	<b>\$991,627</b>	<b>0.0%</b>
Expense		<b>\$0</b>	<b>\$991,627</b>	<b>0.0%</b>

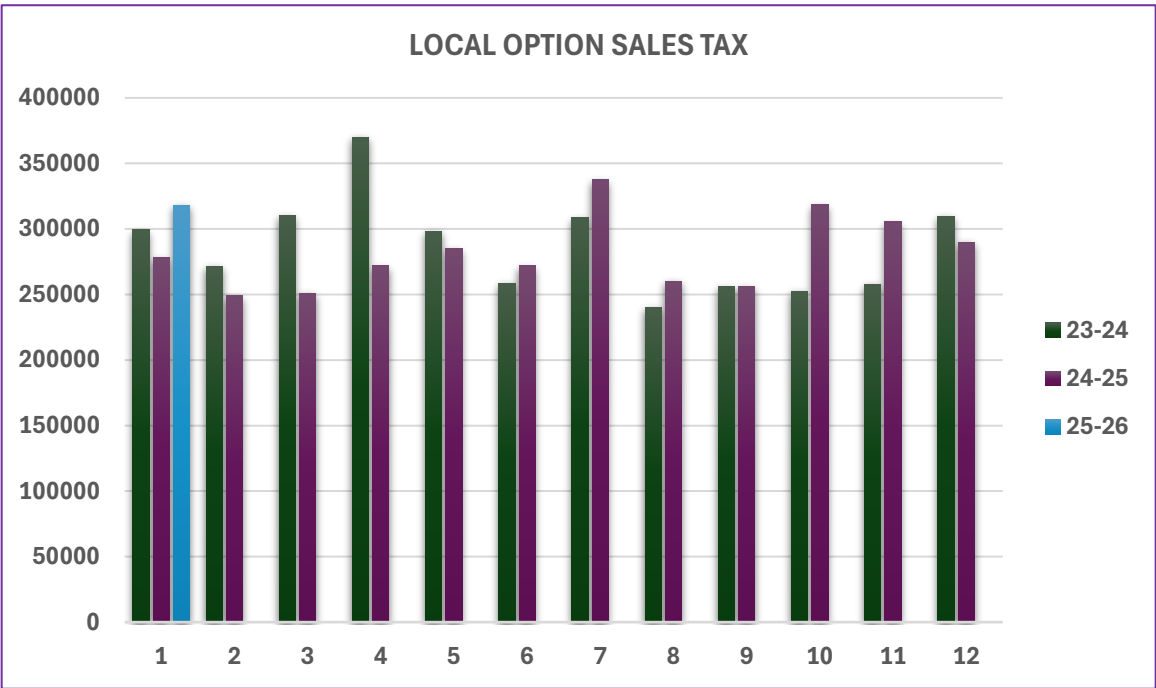
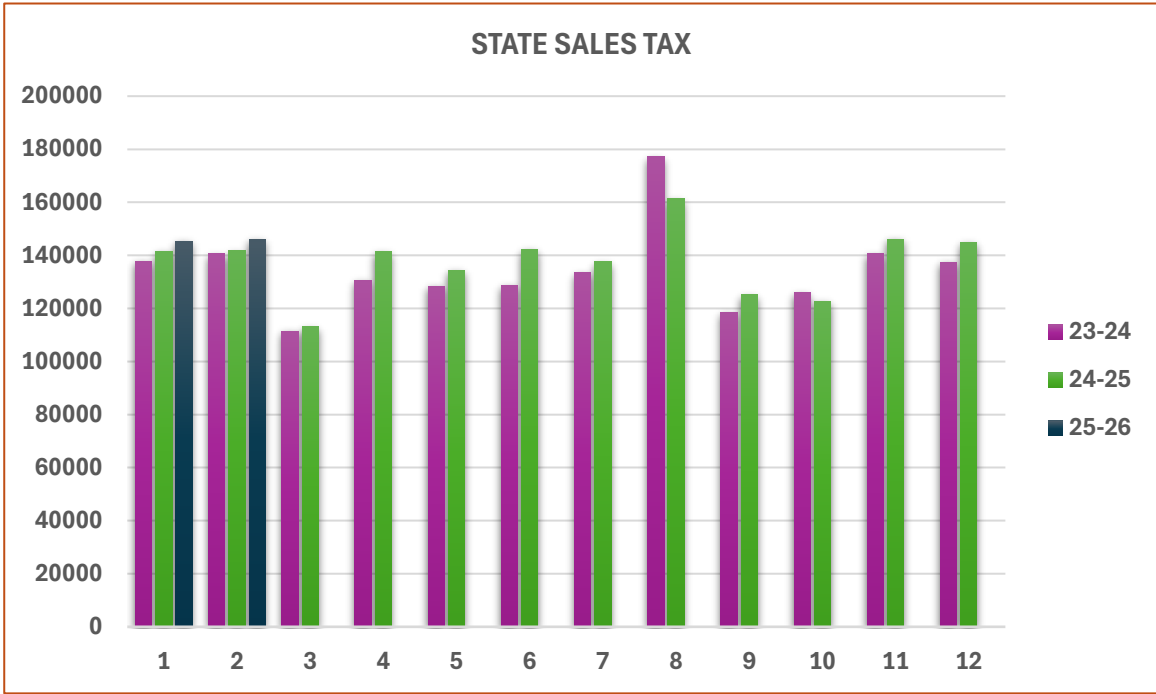
*Rachel Slusser, CMFO*

**CAPITAL OUTLAY**

		Status
Police	Police Cars X 2	
Public Works	Mini Ex	
Parks	Golf Sign	Ordered
	Mowers X 2	✓
	Camera System	
	ATV Golf	
	Amphitheater Painting	
	Pickleball Courts	
Sanitation	Sanitation Truck	✓
Sewer Collection	Jet Vac Truck	✓
	Camera Van	Ordered
Gas	Leak Detectors	

**PROJECTS**

Comprehensive Plan	In progress
Police Bldg Remodel	In progress
Irrigation - Golf Course	Complete
Splash Pad	In progress
System meter change out	On going
Wastewater Treatment Plant upgrac	In progress
Mason's Transmission Line	In progress
Oakhill Waterline	In progress
Oakhill Tank	In progress
Paving	On going
Sidewalks	On going
Gym Remodel	
Rewrite Subdivision Rules & Regs	
Demase Sewer	
Richland Park Sewer	
TGT Gas line replace	



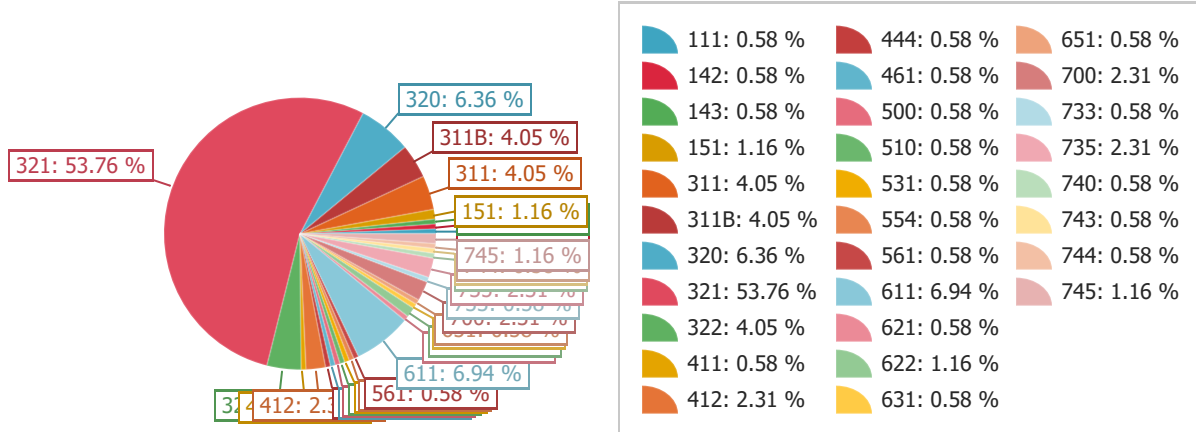


# Portland Fire Department

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



## Incident Reports By Incident Type, Summary



Incident Type	Total Incidents	Percent
111 - Building fire	1	0.58%
142 - Brush or brush-and-grass mixture fire	1	0.58%
143 - Grass fire	1	0.58%
151 - Outside rubbish, trash or waste fire	2	1.16%
311 - Medical assist, assist EMS crew	7	4.05%
311B - Public Assist	7	4.05%
320 - Emergency medical service incident, other	11	6.36%
321 - EMS call, excluding vehicle accident with injury	93	53.76%
322 - Motor vehicle accident with injuries	7	4.05%
411 - Gasoline or other flammable liquid spill	1	0.58%
412 - Gas leak (natural gas or LPG)	4	2.31%
444 - Power line down	1	0.58%
461 - Building or structure weakened or collapsed	1	0.58%
500 - Service Call, other	1	0.58%
510 - Person in distress, other	1	0.58%
531 - Smoke or odor removal	1	0.58%
554 - Assist invalid	1	0.58%

<b>Incident Type</b>	<b>Total Incidents</b>	<b>Percent</b>
561 - Unauthorized burning	1	0.58%
611 - Dispatched & canceled en route	12	6.94%
621 - Wrong location	1	0.58%
622 - No incident found on arrival at dispatch address	2	1.16%
631 - Authorized controlled burning	1	0.58%
651 - Smoke scare, odor of smoke	1	0.58%
700 - False alarm or false call, other	4	2.31%
733 - Smoke detector activation due to malfunction	1	0.58%
735 - Alarm system sounded due to malfunction	4	2.31%
740 - Unintentional transmission of alarm, other	1	0.58%
743 - Smoke detector activation, no fire - unintentional	1	0.58%
744 - Detector activation, no fire - unintentional	1	0.58%
745 - Alarm system activation, no fire - unintentional	2	1.16%

**Total Number of Incidents: 173**

**Total Number of Incident Types: 30**

**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 '7/1/2025 12:00:00 AM' and '7/31/2025 11:59:59 PM'

## Human Resources Monthly Report July 2025

New Hire Orientations	July	YTD
Full-Time	0	32
Re-Hires	0	2
Part-Time	2	5
Retirements	0	2
Severances		
• Voluntary	5	22
• Involuntary	0	1
Workers Comp Claims	2	9
Current open positions	6	

# Sales Summarized by Product

Site: **Portland Municipal Airport (TN)**

Created on (UTC):

Terminal: M4000-4001275

Start Date: 7/1/2025

End Date: 7/31/2025

Name	Total Amount	Total Units	Total Count
100 LL	\$19490.85	4280.230	164
Jet A	\$6983.33	1591.100	14

## Running Totals

Number of Sales: 178

Sale Total: \$26474.18

Units Total: 5871.330

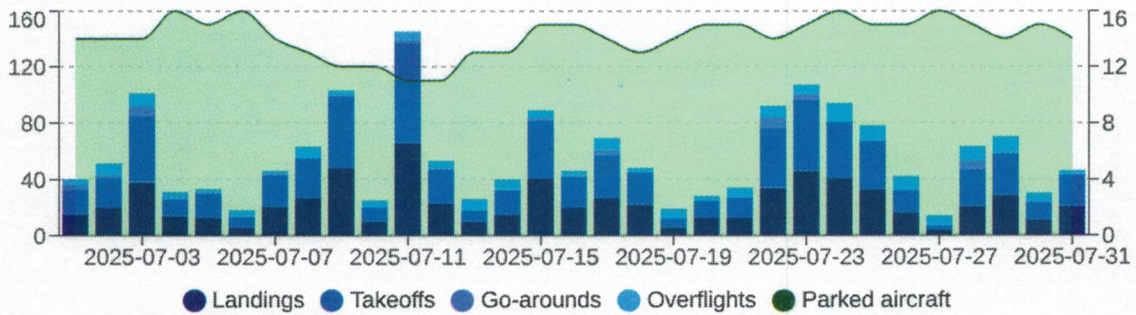
*Fuel Sales for July 2025*

## Douglas Hunter Field | Runway Operations Report

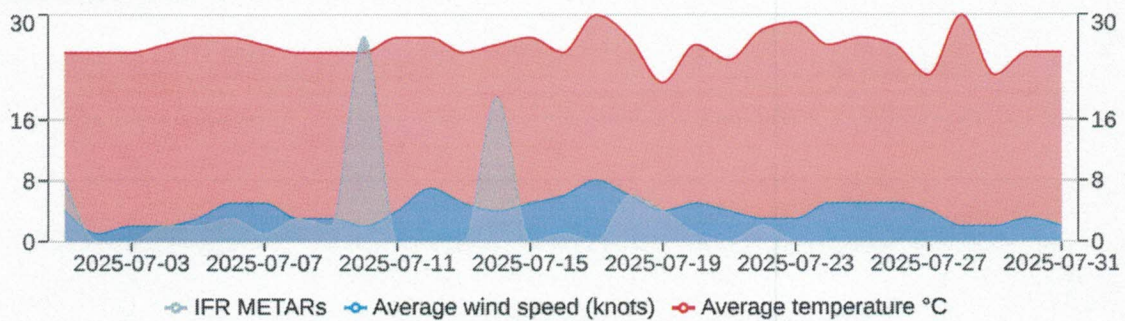
Report Date Range: 07/2025  
 Report creation date: 08/01/2025 04:31  
 Generated by: dhunter@cityofportlandtn.gov

Total Operations	Landings	Takeoffs	Go-Arounds	Overflights
<b>1,744</b>	<b>724</b>	<b>775</b>	<b>49</b>	<b>196</b>

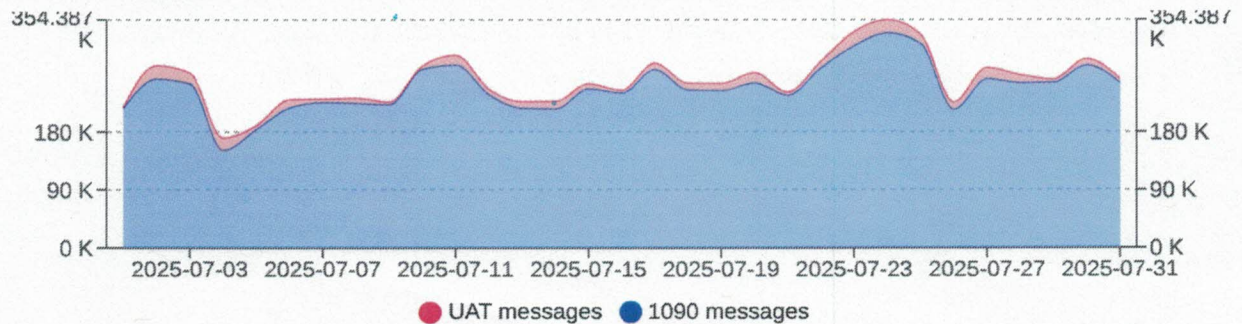
### Operations by Day



### Weather Conditions



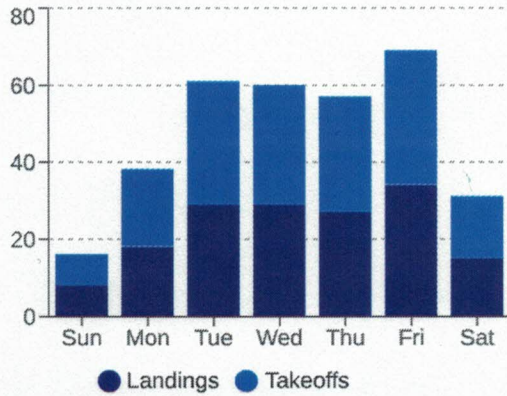
### Receiver health



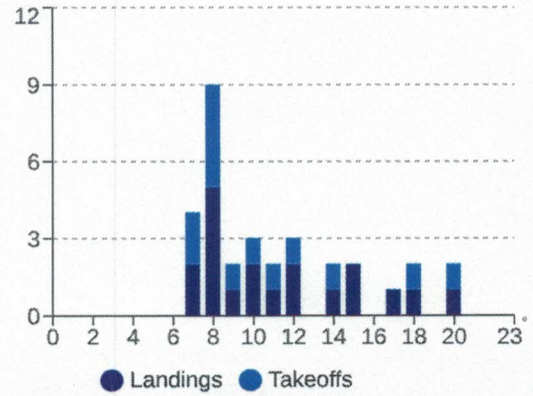
## Douglas Hunter Field | Runway Operations Report

Report Date Range: 07/2025

### Operations by Day of Week

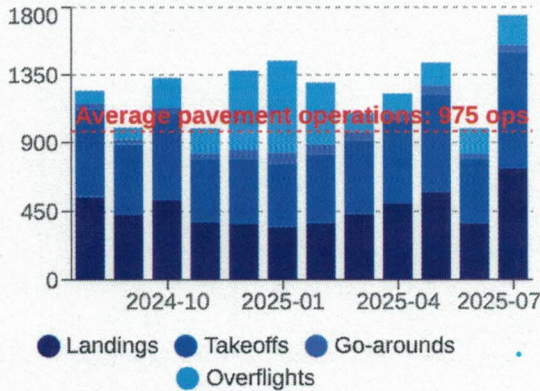


### Operations by Hour



## Historical Data

### Landings and Takeoff By Month



### Busiest Days on Record

Rank	Date	Pavement ops	Aircraft
1	2025-04-16 (W)	158	17
2	2025-07-11 (F)	137	17
3	2024-11-16 (S)	123	18
4	2025-04-22 (T)	121	18
5	2023-04-11 (T)	105	13
6	2023-09-13 (W)	103	15
7	2024-09-11 (W)	101	18
8	2025-05-29 (T)	100	8
9	2025-07-09 (W)	99	5
10	2025-04-08 (T)	98	12



**Monthly Report / July 2025**  
**Jamie White, Parks Director**  
**Tammy Groves, Assistant Parks Director**  
**Trent Stephens, Park Maintenance Crew Leader**  
**Marty Bullington, Golf Course Manager**

**Civic Clubs**

Portland Youth Football League	Summer Camps
Portland Soccer Club	Summer Camps
Portland Baseball and Softball	Tournaments

**Parks and Recreation Programs and Events**

Irrigation: Completed.

Richland Gym: Lose Design second reading.

Splashpad: Construction has begun and is going very slowly.

Richland Gym: Pickleball is on Monday and Thursday 10am to 2pm along with Tuesday 5pm to 8pm.  
Morning walkers Monday – Friday 7am to 10 am.

Farmers Market is on Thursdays in Richland Park from 3:30pm to 7pm. This is in the soccer facility parking lot. Farmers Market will run through the end of August.

Friday Nights Scrambles are on Fridays at Dogwood Hills Golf Course starting at 5 pm. The last scramble of the season will be Friday August 29.

Back to School Bash, Safety Day, Touch a Truck and ribbon cutting for the new Book Trail Sign and Book will be held on Saturday July 26<sup>th</sup>. Once again, I was very impressed with the turnout.

PHS Teachers were at Meadowbrook Park on Thursday July 31<sup>st</sup> for a beautification project. The teachers painted all the picnic tables. Thank you for the work to help our parks.

Portland Soccer Club and Portland Youth Football hosted their annual summer camps during the last week of July. Their practices begin in August, and their first games will be September 6.

Portland Baseball and Softball will be having a fall league this year. Practice starts in August, and games are on the first Monday in September.

Parks Department are taking applications for Trick or Treat in Richland Gym on Friday October 31 and the Portland Harvest Craft Show on Saturday November 8.



### July 2025 Sales Report

<u>Category</u>	<u>Items Sold</u>	<u>Total Sales</u>
Annual Memberships	1	\$850.00
Daily Rounds	1,114	\$29,445.00
Cart Rentals	129	\$905.00
Concessions	1,075	\$2,059.00
Pro Shop	187	\$8,880.23
Shed Rental	1	\$300.00
<b>Total:</b>		<b>\$42,439.23</b>

### July 2024 Sales Report

<u>Category</u>	<u>Items Sold</u>	<u>Total Sales</u>
Daily Rounds	1,247	\$32,180.00
Cart Rental	189	\$1,235.00
Concessions	1,115	\$2,097.00
Pro Shop	155	\$7,492.47
Shed Rental	1	\$300.00
<b>Total:</b>		<b>\$43,304.47</b>



## Planning Department July Monthly Report

Item	July	Year To Date
<b>Calls To/From Planning Department</b>	325	1839
<b>Number of Developer Meetings</b>	10	78
<b>Number of Complaints / Violations</b>	1	4
<b>Number of Walk-ins</b>	2	40
<b>Number of IDT Submissions</b>	13	104
<b>Number of Other Meetings</b>	6	24
<b>Number of Projects Invoiced</b>	8	43
<b>BZA Board Members Present</b>	0	
<b>BZA Agenda</b>	1	7
<b>BZA Minutes</b>	0	1
<b>Number of Items on Agenda BZA</b>	0	1
<b>Planning Commission Agenda</b>	1	7
<b>Planning Commission Minutes</b>	1	7
<b>Planning Commission Board Members Present</b>	7	-
<b>Number of Items on Agenda Planning Commission</b>	4	38
<b>Open Records for Planning Department</b>	1	11
<b>Active Letters of Credit</b>	-	38
<b>Emails</b>	560	3779
<b>File Archiving/Scanning</b>	0	6
<b>Plat Certifications Intake &amp; Pickup</b>	1	32
<b>Planning Commission Packets</b>	9	54
<b>Trip to Court House for Annexations</b>	0	1
<b>In House Reviews</b>	0	2
<b>Food Trucks</b>	2	22

## PORTLAND POLICE DEPARTMENT MONTHLY REPORT

7/1/2025 TO 7/31/2025

CID ACTIVITY					
Cases Assigned	26	Interviews Conducted	128	Asset Forfeitures	0
Cases Inactive	4	Monitored Interviews	0	DCS/AOA	8
Cases Cleared	14	Search Warrants	8	Knock and Talk	22
Call outs	1	Judicial Subpoenas	4	Assist Patrol Units	13
Grand Jury Cases	0	General Sessions Cases	3	Forensic Interviews	0
Grand Jury Hours	0	General Sessions Hours	9	Fire Investigations	1
Juv Court Cases	0	Criminal Court Cases	1	CVSA Performed	1
Juv Court Hours	0	Criminal Court Hours	1.5	Sex offenders reg	1

Records Activity			
Copies Distributed		Background Checks	
Walk-ins	3	Government	4
E-mails	46	Public Housing	0
Grand Jury & DA Copies	9	Local	28
Arrest Reports	118	Incident Reports	110
Written Warnings	127	City Citations	267

ANIMAL CONTROL ACTIVITY (PART TIME ONLY)					
Service calls	6	Sent to SCSO	0	Total Animals	6
Follow-ups	0	Assists	0	Reports	0
Talk to Officer calls	3	Cite	0	Verbal Warnings	0
Written Warnings	0	Welfare Complaints	0	Noise Complaints	0
Total Dogs	1	Total Cats	5	Total Livestock	0
Total Wildlife	0	Total Reptiles	0		

PROPERTY MAINTENANCE / CODES			
CASE NUMBERS	21	RESOLVED BY CONTACT/PHONE	10
NON-COMPLIANCE LETTERS	21	CITY COURTS DATES	1
NEW GRASS/RUBISH COMP	14	CITY HALL BANK ESCORTS	20
RE-INSPECTIONS	4	MAIL DELIVERY	20
PARKING COMPLAINTS	0	ASSIST ANIMAL CONTROL	18
FOLLOW-UP PARKING COMP	0	ARRESTS	0
VEHICLES (NON-COMP)	3	REPORTS	2
WORK ORDERS	2	CITATIONS	0
PROPERTY LIENS	0	WRITTEN WARNINGS	0
RELEASE OF LIENS	0	Civil Warrants	1

CALLS FOR SERVICE					
TOTAL MONTHLY CALLS= 2,218					
911 HANG UP	32	DRUG INVESTIGATION	2	RIOT	0
911 MISDIAL	40	ESCORT	14	ROBBERY	0
911 MISDIRECT	7	EVADING	0	RUNAWAY	1
911 OPEN LINE	40	EXPARTE SERVICE	0	SCAM	1
ABANDONED VEHICLE	4	EXTRA PATROL	80	SCHOOL CHECK	17
ABUSE INVESTIGATION	0	FIELD INTERVIEW	0	SCHOOL ZONE	0
ACCIDENT INJURY	10	FIGHT	0	SEX OFFENDER REGISTRATION/VIOLATION	0
ACCIDENT INJURY HIT/RUN	0	FIREARM DENIAL	0	SEXUAL ASSAULT	0
ACCIDENT PROPERTY	31	FIREWORKS	6	SHOOTING	0
ACCIDENT PROPERTY HIT/RUN	1	FOLLOW-UP	22	SHOPLIFTING	0
ACCIDENT SERIOUS INCIDENT	2	FORGERY	0	SHOTS FIRED OR HEARD	1
ACTIVE SHOOTER	0	FRAUD	4	SOLICITOR	4
ADMIN INVESTIGATION	0	HANGING	0	SPECIAL ASSIGNMENT	3
AIRCRAFT EMERGENCY	0	HARASSEMENT	4	SPECIAL ASSIGNMENT COMMUNITY	4
ALARM	45	HOSTAGE SITUATION	0	STABBING	0
ALARM HOLD UP/PANIC	0	HOTEL CHECK	0	STALKING	0
ALARM RESIDENTIAL PANIC	3	ILLEGAL DUMPING	1	STOLEN VEHICLE	1
ALARM TEST	0	INDECENT EXPOSURE	0	SUBDIVISION CHECK	2
ANIMAL CALL	35	INVESTIGATION	3	SUBJECT CHECK	37
APARTMENT CHECK	1	JUVENILE	10	SUICIDAL SUBJECT	6
ARMED SUBJECT	0	JUVENILE TRANSPORT	0	SUSPICIOUS INCIDENT	17
ARSON	1	KIDNAPPING	0	SUSPICIOUS PERSON	8
ASSAULT	1	KNOCK AND TALK	2	SUSPICIOUS VEHICLE	3
ASSIST CITIZEN	26	LAKE CHECK	0	TALK TO OFFICER	200
ASSIST EMS	21	LOCKOUT	9	TEST CALL	0
ASSIST FIRE	8	LOCKOUT URGENT	0	TEST CALL ALL AGENCIES	0
ASSIST OTHER AGENCY	21	LOST/FOUND PROPERTY	12	THEFT	12
ATTEMPT TO LOCATE	10	LPR HIT	1	THREATS	5
BARRICADED SUBJECT	0	MENTAL TRANSPORT	1	TRAFFIC COMPLAINT	2
BLUE TEAM REPORT	0	MISC. MATTER OF RECORD	4	TRAFFIC ENFORCEMENT	8
BOLO	7	MISSING ADULT	1	TRAFFIC HAZARD	15
BOMB THREAT	0	MISSING JUVENILE	0	TRAFFIC STOP	1006
BURGLARY	3	NOISE COMPLAINT	6	TRAIN DERAILMENT	0
BUSINESS CHECK	87	OPEN DOOR	4	TRESPASS	5
CAR SEAT CHECK	1	OVERDOSE	0	TROUBLE @ PD	0
CHECKPOINT	0	PARK CHECK	46	UNAUTHORIZED USE OF VEHICLE	0
CITY CALL OUT	0	PARKING COMPLAINT	5	UNKNOWN SITUATION	0
CIVIL MATTER	9	PHONE MESSAGE	0	VANDALISM	0
CODE 99-OFFICER IN TROUBLE	0	PRISONER ESCAPE	0	VEHICLE BURGLARY	1
CODES	19	PRISONER TRANSPORT	0	VEHICLE CHECK	29
DAMAGE TO PROPERTY	5	PRIVATE PROPERTY TOW	1	VIOLATION CORRECTION VERIFY	27
DEATH INVESTIGATION	2	PROSTITUTION	0	VIO OF ORDER OF PROTECTION	1
DELIVER MESSAGE	3	PROWLER	0	WARRANT CIVIL	1
DISORDERLY CONDUCT	0	P.I.	0	WARRANT CRIMINAL	2
DISTURBANCE	13	RADIO COMMUNICATION	0	WEATHER RELATED ISSUE	0
DOMESTIC	14	RECKLESS DRIVER	36	WELFARE CHECK	15
DRILL	0	REFERRAL	3	GANG ACTIVITY	0
DUI	1	REPO	4	GAS DRIVE OFF	0

YTD Total Calls for Service	15,233
YTD Total Written Warnings	913
YTD Total Speeding Citations	697
YTD Total all other city citations	495
YTD Commercial vehicle enforcements	116
YTD Total Arrest	363
Total Fuel per Gallons	3907.00



# Portland Police Department

## PPD PATROL DIVISION ACTIVITY FORM

Month: JULY

Supervisor: BARTOLOTTA



Officer	Crashes Worked	Speed Cite	DUI	Child Seat	Seat Belt	Distracted Driving	Other Cites	Other Warnings	Verbal Warning	School Zone	CMV	Reports	Assist	Arrests	Total Stops	Calls for service	Financial Responsibility
ADAMS	0	0	0	0	0	0	4	2	16	0	0	7	80	1	14	36	1
BISE	0	4	0	0	0	0	0	11	16	0	0	1	55	1	30	29	0
BRADLEY, R	2	5	0	0	0	0	7	0	16	0	0	7	44	2	26	31	1
BRADLEY, L	0	0	0	0	0	0	1	3	13	0	0	5	29	1	17	33	0
BRAY	0	7	0	0	0	0	5	2	11	0	0	8	48	7	25	100	1
BUCHANAN	1	16	1	0	0	4	8	6	43	0	0	3	9	3	81	6	2
CLEMMONS	2	0	0	0	0	0	4	1	47	0	0	9	93	2	78	47	1
CLINE	0	0	0	0	0	0	1	0	32	0	0	5	32	2	23	36	0
CONYER	1	1	0	0	0	0	1	5	18	0	0	8	39	6	30	18	2
CORLEY	1	0	0	0	0	0	3	1	5	0	0	2	10	1	6	36	0
CRADDOCK	0	0	0	0	0	0	0	1	16	0	0	2	15	1	17	32	0
ENGEL	0	0	0	0	0	0	100	1	19	0	1	45	40	40	81	41	22
FRANKS	1	3	0	0	0	0	0	2	9	0	0	8	8	1	20	63	1
KAYLOR	0	1	0	0	0	0	10	0	29	0	1	17	31	17	60	35	6
LADD	1	1	0	0	0	0	3	15	14	0	0	12	27	6	42	50	3
LEPTER	1	7	1	0	0	0	0	0	26	0	0	8	20	7	34	42	0
LESTER	1	2	0	0	0	0	2	23	19	0	2	2	42	5	46	27	0
MANNY	1	0	0	0	0	0	1	4	26	0	0	2	28	2	31	37	0
MILLER	2	1	0	0	0	1	2	12	7	0	0	5	13	3	23	55	1
PSZENITZKI	0	0	0	0	0	0	0	0	20	0	0	4	26	0	20	13	0
RILEY	0	7	0	0	0	0	1	2	3	0	0	0	1	0	13	3	0
RONAN	11	78	0	1	1	3	19	25	18	0	7	17	12	8	148	20	1
RUSH	1	1	0	0	0	0	0	14	3	0	1	4	55	2	18	135	0
STEPHENS	0	0	0	0	0	0	0	3	19	0	0	6	19	3	29	39	1
TAYLOR	0	0	0	0	0	0	0	5	17	0	0	6	48	0	25	40	0
TONEY	2	0	0	0	0	0	2	5	0	0	0	2	60	0	7	40	0
WERNER	1	28	0	0	0	0	3	1	42	0	1	7	7	4	73	14	7
<b>Total:</b>	<b>29</b>	<b>162</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>8</b>	<b>177</b>	<b>144</b>	<b>504</b>	<b>0</b>	<b>13</b>	<b>202</b>	<b>891</b>	<b>125</b>	<b>1017</b>	<b>1058</b>	<b>50</b>



# CITY OF PORTLAND

## Public Works

### Stormwater Field Crew

Council Report Submitted by  
**David Harris**

Submitted for the September meeting  
July 2025 Report

#### **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**

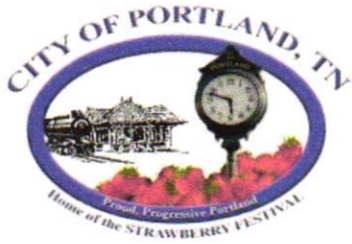
- Took truck and equipment to get repairs - Local mechanic shop and outside source.
- Perform daily maintenance check on vehicle and equipment
- Pick up various parts and supplies for vehicles and equipment.
- Clean up equipment and trucks

#### **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:**

- William Mack            Brush Cut Property to help with Dainage
- Clubbs Rd Project        Road Tile Installed and Swell cut to Pond at the Back of Properties
- Collins Property         Brush Cut Property to help with Dainage
- 113/115 Poplar St.      Cut Swell Between the 2 Driveways to move water
- 213 Lynnwood Dr.        Ditch Clean Out in the Front of Property



# CITY OF PORTLAND

## Public Works

### Stormwater Field Crew

Council Report Submitted by  
**David Harris**

- |                                     |                     |  |
|-------------------------------------|---------------------|--|
| <input checked="" type="checkbox"/> | Poplar St.          | Finished with Driveway Tile replacements, and Ditch Cleanouts on this street |
| <input checked="" type="checkbox"/> | Jim Courtney Rd.    | Installed 120' of tile and Ditch Cleanout on Park side of the Road           |
| <input checked="" type="checkbox"/> | 113 Hearthstone Dr. | Installed Driveway Tile and Ditch Cleanout                                   |
| <input checked="" type="checkbox"/> | 119 Cora St.        | Installed Driveway Tile and Ditch Cleanout                                   |
| <input checked="" type="checkbox"/> | 1109 Andrea Ln.     | Backfilled Holes that opened up around Catch Basin                           |
| <input checked="" type="checkbox"/> | 339 N. Harris       | Cleaned out the Ditch in the back yard seed and strawed                      |
| <input checked="" type="checkbox"/> | 201 Riggs Ave.      | Did a Ditch Cleanout down the side of Property to move water                 |
| <input checked="" type="checkbox"/> | 206 Austin Dr.      | Installed Driveway Tile and Ditch Cleanout                                   |



Date: 9/2/2025

## **Stormwater Management Monthly Report- July 2025**

### Illicit Discharge Detection and Elimination

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

### Construction Site Runoff Control

Pre-Con/Pre-App Meetings: 13

LDPs issued: 14

CGP Inspections: 22

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: 2

LTMA Inspections Received: 1

### Good Housekeeping

The stormwater department is required in TDEC's MS4 General Permit to train newly hired employees with basic stormwater information. Our department, along with the IT department, made a three-minute stormwater educational video to show new hires during their orientation. This video completes the requirement for the permit.



# CITY OF PORTLAND

## Public Works

### Street Dept.

Council Report Submitted by  
**Martin Weekley**

Submitted for August 2025 Meeting.  
July-August 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:

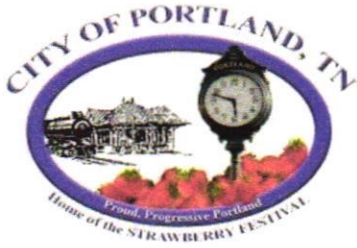
- Traffic Control , setup barricades, cones/ Removed after event
- Setup and remove signage and message boards (road closure etc.)
- Set up tables, chairs, stage for the band and other displays.
- Pick up and drop off supplies.
- Clean up and remove all trash before and after any event.
- Set up signage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

- Tree's: cut and haul away debris (Various locations)
- Flower and landscape: Removed dead flowers, fertilize, water and clean up
- Painted parking lots down town, fixed flag and repaired water lines
- Prep all winter equipment ( Snow plow, trucks, salt spreaders etc...)
- Removed gravel from roadways and curb areas.



# CITY OF PORTLAND

## Public Works

### Street Dept.

Council Report Submitted by  
**Martin Weekley**

- 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, Moyer-Green house,
- downtown, North and S Fire Hall, Police Dept, intersection of Hwy 109/52 and on poles along Hwy 109.
- Cleaned trash, weeded painted curb and gutter hwy 109 hwt 52 and down town
- Tree's: Removed several trees from city property. Used stump grinder to level the areas.
- installed all hanging flower pots and ground pot down town
- Started to load and haul millings from the city lake to low areas and street shop.
- installed benches and new mulch downtown
- Shut roadways down for high water/ water over the road during flood event.
- worked to install gravel and mulch in new parking lot B
- Remove dead animals from the roadways.
- Inspected new side walks for park side. Waffle house and city owned.
- Attend meetings and trainings
- 
-



# CITY OF PORTLAND

## Public Works

### Sanitation Dept

Council Report Submitted by  
**Martin Weekley**

Submitted for the Sept.15. 2025 meeting  
July 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

July-2025				
	Sumner Co. Resource Authority (Dump)		Volunteer Recycling Center (Haul)	
	City of Portland	Volunteer Recycling	City of Portland	Other(Cares)
<b># of Loads</b>	56	24	26	1
<b>Tonnage</b>	528.91	71.97		
<b>Per cost</b>	\$60.00	\$60.00	\$275.00	\$142.80
<b>Amount</b>	\$31,734.60	\$4,338.20	\$7,150.00	\$142.80
<b>Total</b>	\$36,072.80		\$7,292.80	
<b>Grand Total</b>	<b>\$43,365.60</b>			

# 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 Sept 15, 2025 meeting

Jul-25

Rapid Fueling Company	Regular	Diesel	Cost
Airport	18.00		38.14
City Hall	43.63		89.40
Mechanic Shop	29.59	5.25	75.35
Gas	733.61	202.35	2,000.54
Mayor	21.14		51.34
Meter Readers	151.78		310.35
Parks	602.14	272.70	1,899.65
Planning	57.57		117.08
Sanitation	31.90	1,951.49	4,841.94
Sewer Colleciton	598.65	126.99	1,579.54
Stormwater	614.95	416.02	2,292.00
Street	420.32	462.87	1,988.26
Water Dist	967.22	187.82	2,438.55
WTP	102.47	15.90	249.59
WWTP	96.20		193.55
Total Gallons	4,489.18	3,641.39	18,165.28
Total cost			

WEX fuel System	Cost	
Police Dept	4,266.35	9,754.59
Fire Dept	166.47	12,507.84
		22,262.43

WEX Fuel System	\$9,754.59
Rapid Fueling Co.	\$12,507.84
Total cost	\$22,262.43

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

**July 2025 Monthly Report**

2 Council Meetings

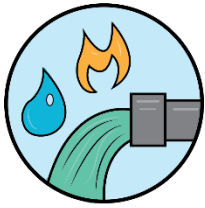
July 21 <sup>st</sup>
5 Council Members present
2 Council Members absent
0 Alcohol Beverage Board
Public Hearings
Resolutions
Ordinances

	July	Year-to-date
Work Study Meetings	0	2
Ad-Hoc Meetings – Utility	0	2
Liability Claims	2	6
Property Claims	0	3

**July 2025 Open Records Request - 10**

**YTD - 86**

<b>Name</b>	<b>Information Requested</b>	<b>Status</b>	<b>Response</b>	<b>Time spent</b>	<b>Value</b>	<b>Billed</b>
25-070901 / Larry Hoover	Citation 77203	email sent	Copies to email	>1 hour	10	
25-070701 / Sheryl Morris		email sent	Copies to email	>1 hour	10	0
25-071401 / Hudson Calfee	Impact Fees Change	email sent	Copies to email	>1 hour	10	0
25-071001 - Francis Montagnier	Body Cam	email sent	Copies to email	>1 hour	10	0
25-071501 / Seal Lewis	Citation for Jorge Vasquez-Santiago	Deny	Denied - No Record	>1 hour	10	0
25-071402 / Hudson Calfee	Building permits	email sent	Copies to email	>1 hour	10	
25-072101 / Garcia	Citation	email sent	Copies to email	>1 hour	10	
25-071801 / Josue Gomez	109 Liberty St documents	Share Drive	Copies to email	>1 hour	10	0
25-072302 / CSX	CSX camera information	Share Drive	Copies to email	>1 hour	10	0
25-072801 / Lyndsey Cavezza	Police Body Cam and reports			>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 July 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 3.813 MGD.

#### Single Taps

- Water: 14 taps
- Sewer: 12 taps
- Gas: 5 taps

#### Development Taps

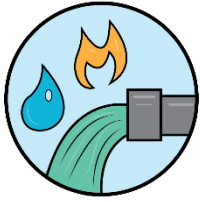
Utility	Original Letter	First Renewal	Second Renewal
Water	6	0	0
Sewer	0	0	0
Gas	0	0	0

#### City Projects

- Non-Competitive ARPA Grant Projects:
  - Masons 12" Connector Line – Water is 94% complete. Waiting on Oak Hill Tank to be completed.
  - Oak Hill Water Line – Water is 97% complete. Waiting on Oak Hill Tank to be completed.
  - Oak Hill Tank – Tank is 85% complete.
- Competitive ARPA Grant Projects
  - Regionalization Project – 9,600 linear feet has been installed. (2) wet cuts made on Blackey Bandy and Hwy 52 and Oak Grove Church Rd and Blackey Bandy. Crossed Oak Grove Church Rd, Fairfield Rd and Hwy 259.
  - Water Resource Protection Grant – WTP and City Lake Improvements – City received TDEC approval.
- 2" Service Line Replacement – 10 out of 17 service lines have been replaced.
- 2024 Sewer Point Repairs – 53 out of 53 items have been repaired. All restoration completed.

#### Private Development

- Sandye Ave Water – Completed and accepted.
- Twin Lakes – sewer 95% waiting on testing and as-builts. Water 70%. Offsite water upgrade, testing and as-builts need to be completed.
- Bracken Estates - Sewer phase 1 has been accepted. Water had a preconstruction meeting.
- Parkside Pointe - Onsite water and sewer Phase 3 accepted.
- Red River and Highland – 6" Waterline – 75% complete. The creek directional drilling has begun.
- Gateway 65 (Stateline Commerce) – onsite was given punch list awaiting cctv footage, 8" cleanout assembly needs to be installed, permanent power to fire line meter needs to be installed, testing of water main, backflow inspection reports needed once meters are set, fire hydrants need to be painted silver and as-builts.
- Bakers Acres Offsite – 60% complete.
  - Onsite – Phase 1 complete and accepted.
- 111 Industrial Dr sewer meter – provide punch list and met with Bar Environmental.
- Fire Meters Installed – None for the month of July



# PORTLAND

Department of Utilities

Call 811 Before You Dig!  
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 – July 2025

- July Gas Usage at each Gate Station:
  - Robertson Co Station: 1,214.18 MCF
  - TGT: 19,600 MCF
  - Leath: 3,136.4 MCF
- 4 gas services installed consisting of 867LF of ¾" service line pipe
- 1 commercial one-inch gas service installed 120LF service line pipe
- 3 abandoned gas services
- 2 gas service line leak repairs -excavation damage
- 1 gas main leak repair due to excavation damage
- 1 gas main leak repair from reported odor complaint
- 2- 2" HDPE System Valves Replaced
- Relocated 20ft of 2" HDPE gas service for Waffle House
- 8 gas risers replaced that were found on Atmospheric Corrosion Surveys
- 2 Yard Repairs
- Battery Replacement Program on gas meter volume correctors
- TPUC Regulator, Relief and Odorant Inspection -July 17-18th
- Gas Leak Investigations/Odor Complaints (indoor and outdoor)
- Quarterly Patrolling -TPUC Requirement
- Various gas pressure checks
- 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

Call 811 Before You Dig!

Portland, Tennessee

## CITY OF PORTLAND

TIM SUDDARTH – WTP CHIEF OPERATOR

298 PORTLAND LAKE RD.

PORTLAND, TENNESSEE 37148

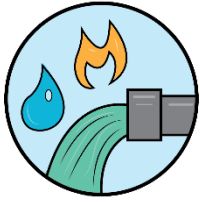
Telephone 615-325-6776 ext.192

Telephone 615-566-7074

Email [TSuddarth@cityofportlandtn.gov](mailto:TSuddarth@cityofportlandtn.gov)

### Portland WTP Report for July 2025

- Submitted June 2025 DMR via the EPA CDX online portal.
- Submitted June MOR's via certified mail.
- Street dept. mowed the dam and the area in front of the WTP.
- City mechanic changed spark plugs in T-141.
- Cleaned WFDC intake screen.
- Collected PFAS samples from WFDC and city lake, shipped to Pace Analytical in Peoria IL.
- John Bouchard and Sons replaced the drive cables on sludge collectors #3 and #4.
- 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 61,220,000 gallons of potable water for distribution to customers.



# PORTLAND

Department of Utilities

Call 811 Before You Dig!  
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 – July 2025

- 2116– CS Check Stations consisting of 87 pump stations once weekly & 68 the other days.
- 213 - 811 Locates
- 8 – SC Service Calls
- 5 - Telemetry alarms repair required
- 247 Hrs. - LSM Lift Station Maintenance
- 28 L/S Cleaned w/ Vac Truck.
- 3- Jetted lines.
- 16– LSR Lift Station Repairs.
- 4– YR Yard Repairs & 6 overflows cleaned up
- 90 Hrs. - Monthly CCTV searching for I&I Locations and inspections.
- 22 Hrs. Helping other departments.
- 4– SLR Service Line Repairs.
- 1-cleanout box replacement & 2 Cleanout repairs
- 1 Capped tap
- 1 Dye Test.
- 5 Hrs.- INI search
- 15- SLIN Service line inspection
- 1- Manhole replacement.
- 135 Hrs. - Monthly Safety Training, Vector Training & OTJ Training for 2 new employees.
- 24 HRS- Shop Work
- 30 HRS- Equipment Maintenance.
- 96 HRS Office Work
- 4 Overflows & 1 Releases for the month of July 2025.

Jonathan Harrison  
Collections System Supervisor



# PORTLAND

Department of Utilities

Call 811 Before You Dig!  
Portland, Tennessee

## CITY OF PORTLAND

BRANDON HOLMAN – INTERIM SUPERVISOR / LEAD

100 SOUTH RUSSELL STREET

PORTLAND, TENNESSEE 37148

Telephone 615-670-0052

Email Address: [bholman@cityofportlandtn.gov](mailto:bholman@cityofportlandtn.gov)

## Water Distribution Department July 2025 Monthly Report

- (7) Service Leaks
- Main Break Repairs
- (10) New services installed
- (153) Meter Change Outs
- Service Line Retirements
- (6) meter box change outs
- 3 day inventory counting
- Flushing
- Traffic
- Cut off Lists
- Locates



# PORTLAND

Department of Utilities

Call 811 Before You Dig!

Portland, Tennessee

## CITY OF PORTLAND

JENNIFER YOUNG – WW CHIEF PLANT OPERATOR

100 SOUTH RUSSELL STREET

PORTLAND, TENNESSEE 37148

Telephone 615-323-1437

Email [Jyoung@cityofportlandtn.gov](mailto:Jyoung@cityofportlandtn.gov)

### WWTP Monthly Report July 2025

We are currently running all 3 SBR's with good results. Here are our monthly totals.

- Total Influent Flow- 33.2 mgd
- Total Effluent Flow- 37.42 mgd
- Peak Influent Flow- 1.81 mgd
- Peak Effluent Flow- 3.64 mgd
- Total Rainfall- 3.87"
- Peak Rainfall- .78"
  
- We are continuing to work with Revere on getting the most accurate influent flow meter in place.
  
- We are working on getting issues with SBR #2 decanter valve cleaned and possibly replaced. Still waiting on the valve.
  
- We are working on SBR#3 Actuator to get it to open and close in the time required.

RESOLUTION

City of Portland, Tennessee

No. 25 – 62

**A RESOLUTION TO ACCEPT THE BEST PROPOSAL FOR BANKING SERVICES FOR THE CITY OF PORTLAND, TENNESSEE**

**WHEREAS**, the City of Portland, Tennessee (“the City”) issued a Request for Proposals (RFP) for banking services in order to obtain the most advantageous financial services provider for the City and its citizens; and

**WHEREAS**, proposals were received, reviewed, and evaluated in accordance with the criteria set forth in the RFP; and

**WHEREAS**, after careful consideration, it has been determined that the proposal submitted by Volunteer Bank represents the best overall value to the City based on service capabilities, financial benefits, and long-term stability; and

**WHEREAS**, banking services does not include investments such as CDs or Local Government Investment Pool (LGIP) accounts; and

**WHEREAS**, the Board of Mayor and Aldermen find it in the best interest of the City to accept said proposal and authorize execution of the necessary agreements for banking services.

**NOW THEREFORE BE IT RESOLVED** by the Mayor and Board of Aldermen of the City of Portland that the proposal submitted by Volunteer Bank is hereby accepted as the best proposal for the banking services for the City of Portland; 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

RESOLUTION

City of Portland, Tennessee

No. 25 – 58

**A RESOLUTION TO REQUEST THE OPERATIONS AND PROGRAMS AD-HOC COMMITTEE TO REVIEW WASTEWATER OPERATIONS**

**WHEREAS**, Resolution No. 25-43 established an Ad-Hoc working group for the purpose of ensuring local government operations and programs are comparable to other communities and private industry in cost, service, and value; and

**WHEREAS**, the regulatory conditions that apply to both wastewater treatment and wastewater collections continue to place a heavy burden on operational cost within the system; and

**WHEREAS**, the Ad-Hoc committee would seek to find areas of improvement for better efficiency, cost savings in operation, and funding options to keep the wastewater system in compliance and report its findings and possible solutions to the full Council; and

**WHEREAS**, the Ad-Hoc committee would work with staff to solicit information and help from other municipal wastewater departments and MTAS, and would review proposals and qualifications from consultants/engineers for the purpose of rate studies, modeling, system repair, and other services as needed; and

**NOW THEREFORE BE IT RESOLVED** by the Mayor and Board of Aldermen of the City of Portland that the Operations and Programs Ad-Hoc Committee review operations within the wastewater department and report its findings to the full City Council as it becomes available; an

**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

# Portland City Park Improvements and Upgrades

- Lean Too (\$50,000)
- Patch Cart Paths and new bridges (\$25,000)
- Landscaping (\$25,000)
- Fairway mower (\$60,000)
- Additional playground at Meadowbrook (\$100,000)
- Meadowbrook Trail Lighting (\$100,000)
- Large Shade Structure (MB)
- Structure/Pavilion (\$15,000)
- Stormwater work on creek area (\$75,000)
- Milling/Paving/Striping all parking lots and paving access road to Amphitheater (\$2,400,000)
- Bathroom upgrades in gymnasium (\$1,000,000)
- Updated lights for baseball fields (\$1,000,000)
- Build and pave 2nd entrance to Jim Courney (\$400,000)
- Additional playground for Splashpad area (\$100,000)
- Pickleball Ct x 2 (\$100,000)
- Maintenance Issues (\$500,000)

ORDINANCE

City of Portland, Tennessee

No. 25 – 44

Second 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.

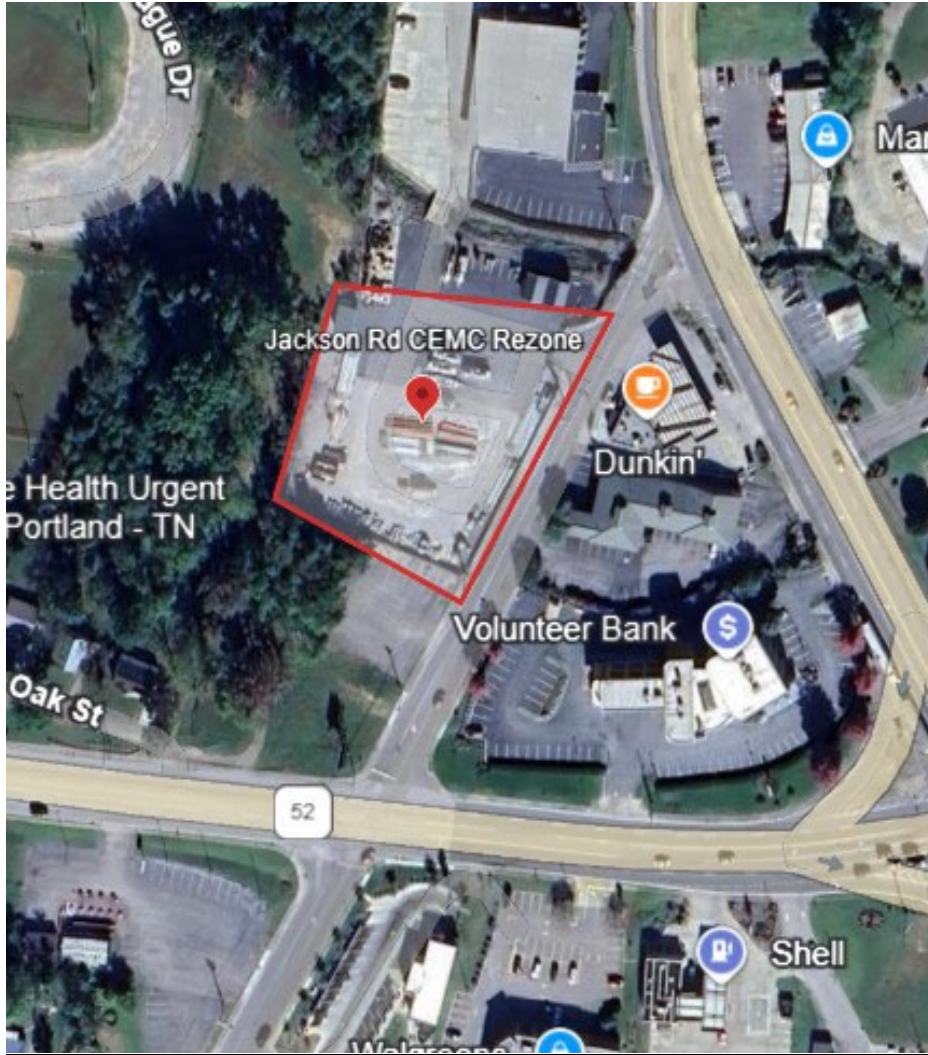
For reference, see Record Book 162, Page 126 in the Register's Office of Sumner County, Tennessee, and being shown as Map 33I, Parcel 23.00, for Sumner County, Tennessee.

**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: August 4, 2025  
Notice Published: Portland Leader on August 20, 2025  
Public Hearing: September 15, 2025  
Passed Second Reading:



ORDINANCE

City of Portland, Tennessee

No. 25 – 45

Second 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: August 4, 2025

Notice Published: Portland Leader on August 20, 2025

Public Hearing: September 15, 2025

Passed Second Reading:



RESOLUTION

City of Portland, Tennessee

No. 25 – 53

**A RESOLUTION TO ANNEX PROPERTY AT 0 WOODS ROAD, ALSO IDENTIFIED AS (SUMNER COUNTY MAP 16 PARCEL 57.02) CONTAINING 37.7 +/- ACRES UPON WRITTEN CONSENT OF THE OWNER AND TO ADOPT A PLAN OF SERVICES**

**WHEREAS**, the owner has requested annexation of this property into the City of Portland corporate limits and said property is within the Urban Growth Boundary; and

**WHEREAS**, the owner will be responsible for the extension of any utilities; and

**WHEREAS**, the annexation will add no right-of-way to the city; and

**WHEREAS**, the Portland Municipal Planning Commission recommended approval of this Annexation and Plan of Services to the Mayor and Board of Aldermen by a vote of 7-0 at the July 8<sup>th</sup>, 2025, meeting.

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

**Section 1.** That Tennessee Code Annotated 6-51-102 authorizes the City of Portland to annex land at the request of the landowner when it appears that the prosperity of the municipality and the territory will be materially underachieving and the welfare of the inhabitants and property endangered if the property is not annexed. The City of Portland hereby determined that the prosperity of the municipality and territory described herein will be materially underachieving and the welfare of the inhabitants and property endangered if the property is not annexed.

**Section 2.** That pursuant to Section 6-51-101 through 6-51-114, Tennessee Code Annotated, the property described herein be, and the same is hereby annexed into the City of Portland, Sumner County, Tennessee, and incorporated within the corporate boundaries thereof.

**PROPERTY DISCRIPTION:** Approximately 37.7 +/- acres more or less, located at 0 Woods Road, as shown on the attached map.

For reference, see Record Book 6468, Pages 37-40 in the Register's Office of Sumner County, Tennessee, and being shown as Map 16, Parcel 57.02 for Sumner County, Tennessee.

**Section 3.** This annexation is contingent upon City Council passing the 2<sup>nd</sup> reading rezone for 0 Woods Road. That this ordinance takes effect 30 days from and after its final passage, the public welfare requiring it.

## **Plan for Serving the Annexation Area**

1. **Police Protection**  
Patrolling, radio response to calls, and other routine police services using the City's personnel and equipment will be provided on the effective date of the annexation.
2. **Fire Protection**  
Fire protection by the present personnel and the equipment of the fire fighting force, within the limitations of available water and distances from fire stations, will be provided on the effective date of annexation.
3. **Gas, Water, and Sewer**
  - a. **Gas** - The City may require improvements by the owner as the property develops to ensure needed capacity is available.
  - b. **Water** - The City may require improvements by the owner as the property develops to ensure needed capacity is available.
  - c. **Sewer** - The City may require improvements by the owner as the property develops to ensure needed capacity is available.
  - d. **Fire Hydrants** - The City may require improvements by the owner as the property develops to ensure the needed capacity is available.
4. **Electric Service**  
There are existing Cumberland Electric Membership Corporation power lines on this lot.
5. **Public Works**
  - a. **Stormwater** – Stormwater services will be available to this property in the same manner they are available to the rest of the City. Any improvements that must be completed as a result of development are the responsibility of the developer.
  - b. **Sanitation** – City sanitation services will be available at the time of annexation in accordance with existing City Ordinances.
  - c. **Street and Right-of-Way Repair and Maintenance**
    - i. This annexation adds no additional right-of-way to the City.
    - ii. The City and/or the County may require road improvements by the owner as the property develops.
6. **Schools**  
This property is currently served by Sumer County School System.
7. **Inspection and Codes Enforcement**  
All inspection and building/code enforcement programs existing within the City will be extended to the annexation areas on the effective date of the annexation.
8. **Planning and Zoning**  
The zoning jurisdiction of the City will extend to the annexation areas upon the effective date of the annexation and all municipal planning activities will encompass the needs of the annexed areas.

- a. The requested zoning for the annexation is IG (Industrial General).
9. **Animal Control**  
Services include pick-up of stray and/or dangerous animals. These services will be available to the annexation areas on the effective date of the annexation.
10. **Voting Rights and City Elections**
  - a. If an eligible voter's permanent place of residence is located in an annexed area, that voter is automatically eligible to vote in City elections.
  - b. If an eligible voter is in the category of a property rights voter, then that voter must register at the Election Commission Office prior to voting in a City election.

Notice of the Public Hearing was published in the Portland Sun on December 24,2024.

**NOW THEREFORE BE IT RESOLVED** by the Mayor and Board of Aldermen of the City of Portland  
; 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



ORDINANCE

City of Portland, Tennessee

No. 25 - 53

First Reading

**AN ORDINANCE OF THE CITY OF PORTLAND, TENNESSEE, ADOPTING THE PRESERVING PORTLAND COMPREHENSIVE PLAN, AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, a Comprehensive Plan is a long-range policy document intended to guide the physical growth and development of the City by establishing a vision and framework for future land use, transportation, housing, natural resources, and community facilities; and

**WHEREAS**, on August 12, 2025, the Planning Commission, after due consideration and a public hearing, did recommend the adoption of the Preserving Portland Comprehensive Plan to the City Council with a 7-0 vote in favor; and

**WHEREAS**, the City Council find that the Comprehensive Plan is in the best interest of the health, safety, and welfare of the citizens of the City.

**WHEREAS**, the City Council have reviewed the Preserving Portland Comprehensive Plan, considered the recommendation of the Planning Commission, and held a public hearing on [Date] to receive public comment regarding the proposed adoption of the Plan; and

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

**Section 1.** Adoption of Comprehensive Plan. The Comprehensive Plan, entitled "Preserving Portland Comprehensive Plan," and all its component parts, including all maps, goals, objectives, policies, and recommendations, is hereby officially adopted as the Comprehensive Plan of the City of Portland.

**Section 2.** Effective Date. This Ordinance shall take effect and be in force from and after its passage and publication.

\_\_\_\_\_  
Mayor Mike Callis

\_\_\_\_\_  
Attest: Tracy Kizer, City Recorder

Passed First Reading:

Passed Second Reading:

ORDINANCE

City of Portland, Tennessee

No. 25 – 54

First Reading

**AN ORDINANCE TO AMEND THE CITY OF PORTLAND, TENNESSEE ZONING MAP BY REZONING 304-310 FOWLER FORD ROAD, (MAP 033J PARCELS 001.00, 011.00 AND 012.00) FROM R-15 (LOW DENSITY RESIDENTIAL), AND GCS (GENERAL COMMERCIAL SERVICES) TO PUD (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 GCS (General Commercial Services) by a vote of 7-1 at their September 9, 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-15(Low Density Residential) and GCS (General Commercial Services) to PUD (Planned Unit Development)

Approximately 3.37 acres more or less, located at 304-310 Fowler Ford Road as shown on the attached map.

For reference, see Record Book 6577, Page 383, Record Book 529 Page 626 and Record Book 677 Page 675 in the Register's Office of Sumner County, Tennessee, and being shown as Map 033J, Group C Parcels 001.00, 011.00 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:



**DEVELOPER**  
 CORNERSTONE DEVELOPMENT SERVICES  
 120 MAIN ST  
 PORTLAND, TN 37148

**OWNERS**  
 DOROTHY WILKINSON MICHAEL JONES  
 404 NORTH RUSSELL ST 404 NORTH RUSSELL ST  
 PORTLAND, TN 37148 1165 MINOR RD  
 P: 615-289-4219 BETHPAGE, TN 37022

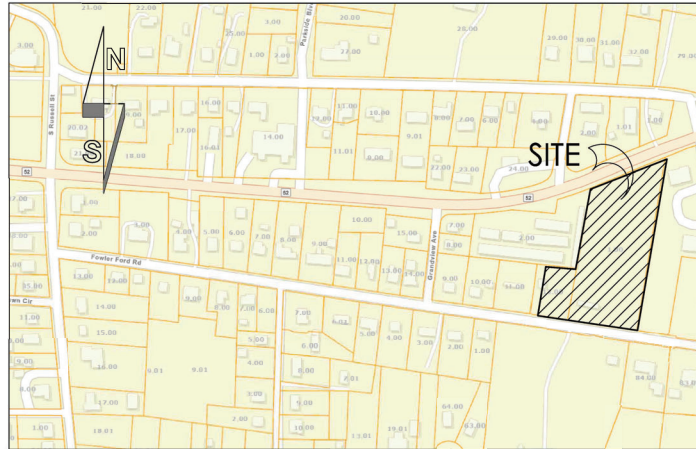
**ENGINEER/SURVEYOR**  
 ZACH WILKINSON  
 CORNERSTONE DEVELOPMENT SERVICES SURVEYING  
 120 MAIN ST  
 PORTLAND, TN 37148  
 P: 615-864-0940  
 EMAIL: ZWILKINSON@CORNERSTONEDEVELOPS.COM

**PLANNED UNIT DEVELOPMENT**  
**GRANDVIEW ESTATES PUD**  
 PORTLAND, SUMNER COUNTY, TN  
 MAP 033J GROUP C PARCELS 1.00, 11.00, & 12.00

**PLAN SHEET INDEX:**

DESCRIPTION	SHEET
COVER SHEET	CS0.0
EXISTING CONDITIONS	S 1.0
SITE PLAN	C 2.0
SITE LAYOUT	C 2.1
PRELIMINARY UTILITY PLAN	C 3.0
PRELIMINARY LANDSCAPE PLAN	L 4.0
PRELIMINARY DRAINAGE PLAN	C 5.0
PRELIMINARY AMENITIES PLAN	C 6.0

**PROJECT DESCRIPTION**  
 REQUEST FOR RM-1 PUD INCLUDING PRIVATE DRIVE, AMENITIES, AND INFRASTRUCTURE IMPROVEMENTS AS SHOWN FOR 14 LOTS TO BE SUBDIVIDED. PROPOSED USED ON LOTS TO BE SINGLE FAMILY OR DUPLEX STRUCTURES.



**LOCATION MAP**  
 NOT TO SCALE

**TAX ASSESSOR REFERENCE:**  
 BEING SHOWN ON TAX MAP 033J, GROUP C, PARCEL 001.00, 011.00 & 012.00 OF THE TAX ASSESSORS OFFICE OF SUMNER COUNTY, TENNESSEE.

**DEED REFERENCE:**  
 BEING THE SAME PROPERTY CONVEYED TO MICHAEL JONE BY DEED OF RECORD IN RECORD BOOK 437, PAGE 385 PARCEL 001.00, TO DOROTHY WILKINSON BY DEED OF RECORD IN RE 507 PG 436 PARCEL 01.00, AND TO THE JAMES L. AND DOROTHY D. WILKINSON REVOCABLE LIVING TRUST BY DEED OF RECORD IN RE 471 PG 475 PARCEL 012.00. REGISTERS OFFICE OF SUMNER COUNTY, TN.

**PLAT REFERENCE:**  
 PART OF PROPERTY BEING LOTS 27-34 OF GRANDVIEW SUBDIVISION PLAT OF RECORD IN PLAT BOOK 1, PAGE 23 OF THE REGISTERS OFFICE OF SUMNER COUNTY, TENNESSEE.

**DEED REFERENCE:**

LOT #	PARCEL #
1	033J 1.00
2	033J 2.00
3	033J 3.00
4	033J 4.00
5	033J 5.00
6	033J 6.00
7	033J 7.00
8	033J 8.00
9	033J 9.00
10	033J 10.00
11	033J 11.00
12	033J 12.00
13	033J 13.00
14	033J 14.00

**ZONING BULK REGULATIONS**

	CURRENT ZONING		BASE ZONING		PUD MINIMUM REQUIREMENTS		REQUESTED RM-1 PUD	
	R15 REDEVELOPMENT OVERLAY (CURRENT ZONING)	GCS (CURRENT ZONING)	RM-1 REDEVELOPMENT OVERLAY	YES	RM-1 PUD	YES	LOTS 1, 2, 5, 10-12	3, 5, 7, 9, 13
SINGLE FAMILY/DUPLEXES ALLOWED	YES	NO	YES	DUPLEXES	DUPLEXES	DUPLEXES		
MINIMUM AREA	12,000 SF	N/A	4,800 SF/LOT	5,000 SF/LOT	5,000 SF/LOT	5,000 SF/LOT	5,000 SF/LOT	5,000 SF/LOT
MINIMUM AREA/UNIT	9,200 SF	N/A	2,880 SF/UNIT	N/A	2,500 SF/UNIT	2,500 SF/UNIT	2,500 SF/UNIT	2,500 SF/UNIT
MINIMUM LOT WIDTH	75'	0'	37.50000'	N/A	60'	60'	60'	60'
FRONT BUILDING SETBACK	50'/60'	50'	50'/60'	20'	20'	20'-54'	20'-54'	20'-54'
SIDE BUILDING SETBACK	15'	10'	7.5'	5'	5'	5'-10'	5'-10'	5'-10'
REAR BUILDING SETBACK	30'	20'	20'	15'	15'	5'	5'	5'
BUFFERYARD (R15/GCS/RM-1)	NONE/15' TYPE B/10' TYPE A	15' TYPE B/NONE/15' TYPE B	10' TYPE A/15' TYPE B/10' TYPE A	20' TYPE C (ALONG ALL)	20' TYPE C (ALONG ALL)	20' TYPE C (ALONG ALL) AND ALTERNATIVE (3-512 2.0.)	20' TYPE C (ALONG ALL) AND ALTERNATIVE (3-512 2.0.)	20' TYPE C (ALONG ALL) AND ALTERNATIVE (3-512 2.0.)
MAXIMUM LOT COVERAGE BY ALL BUILDINGS	75%	65%	50%	N/A	15%	15%	15%	15%
PARKING			1.5 SPOTS/UNIT=39		60			

**TABLE OF EXCEPTIONS REQUESTED**

	RM-1 REDEVELOPMENT OVERLAY BASE ZONING REQUIREMENT	PUD MINIMUM REQUIREMENT	RM-1 PUD REQUEST	REASON
MINIMUM AREA/UNIT	2,880 SF/UNIT	2,500 SF/UNIT	2,500 SF/UNIT	BECAUSE OF THE PERIMETER OPEN SPACE DEDICATION REQUIREMENT OF ALL PUD'S, AND RELATIVELY SMALL SIZE OF PROPERTY, OVERALL DENSITY IS STILL SIGNIFICANTLY LESS THAN BASE ZONING ALLOWANCE.
FRONT BUILDING SETBACK	60'	20'	20'	BUILDING WILL BE LOCATED ON PRIVATE SHARED DRIVE WITHIN THE PROPOSED PUD.
SIDE BUILDING SETBACK	7.5'	5'	5'	
REAR BUILDING SETBACK	30'	15'	15'	
BUFFERYARD	10' TYPE A/15' TYPE B/10' TYPE A	20' TYPE C	AS SHOWN ON LANDSCAPE PLAN	PRESERVE EXISTING BUFFER, PROVIDE OPAQUE BARRIER AROUND PRIVATE STREETS.



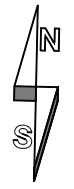
GRANDVIEW ESTATES PUD  
 PRELIMINARY MASTER DEVELOPMENT PLAN  
 304-310 PAVANE ROAD  
 PORTLAND, TN  
 SUMNER COUNTY, TENNESSEE

COVER SHEET

NO.	DATE	REVISION
1	7/25/23	CONSIDERED FOR AND PREPARED FOR SUBMITTING TO THE CITY COUNCIL GENERAL SERVICES
2	8/9/23	CONSIDERED FOR AND PREPARED FOR SUBMITTING TO THE CITY COUNCIL GENERAL SERVICES
3	8/28/23	CHANGES TO ANNO UNITS (AS NOTED)

SHEET NO.  
**CS0.0**  
 SHEET 1 OF 8  
 PROJECT # 23-081/CS0 DATE: 8-24-2023





PREPARED BY:  
**CORNERSTONE**  
 DEVELOPMENT SERVICES  
 SURVEYING  
 1202 MAIN STREET  
 PORTLAND, TN 37148  
 615.864.0940  
 tw@cornerstonedevelopment.com



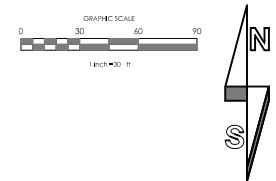
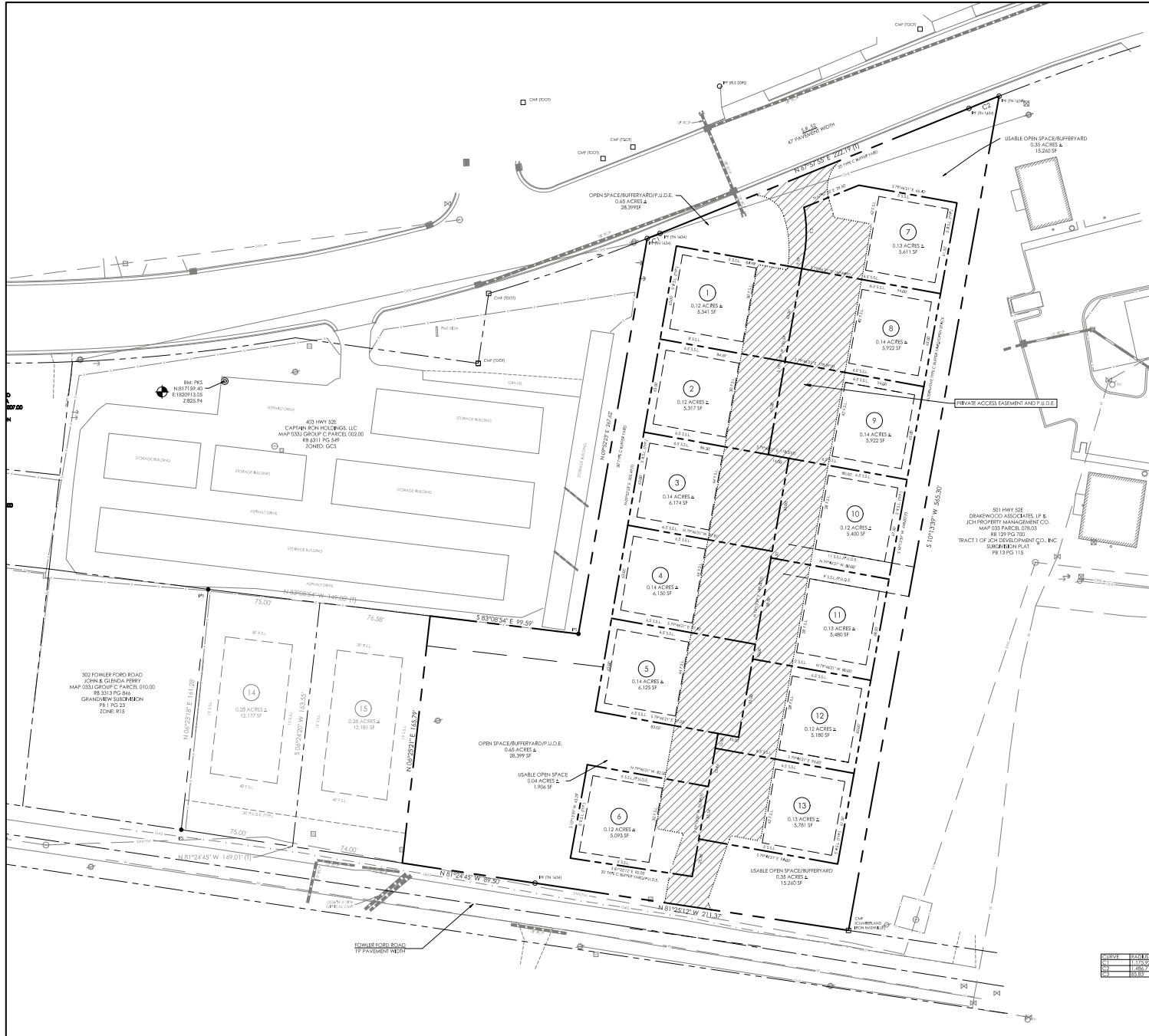
**811** IF YOU DIG IN TENNESSEE  
 CALL 811 FIRST  
 OF 800.351.1111 OR 615.556.1667  
 TENNESSEE ONE CALL ITS THE LAW

**GRANDVIEW ESTATES PUD**  
 PRELIMINARY MASTER DEVELOPMENT PLAN  
 304-310 FOWLER ROAD  
 PORTLAND, TENNESSEE  
 SUMNER COUNTY, TENNESSEE

SITE PLAN

NO.	DATE	REVISION
1	7-3-2025	CHANGES FOR EDC AND REBID/PHASED MEETING
2	8-5-2025	CHANGES FOR EDC AND REBID/PHASED MEETING
3	8-26-2025	CHANGES FOR EDC AND REBID/PHASED MEETING
4		CHANGES FOR EDC AND REBID/PHASED MEETING
5		CHANGES FOR EDC AND REBID/PHASED MEETING
6		CHANGES FOR EDC AND REBID/PHASED MEETING
7		CHANGES FOR EDC AND REBID/PHASED MEETING
8		CHANGES FOR EDC AND REBID/PHASED MEETING
9		CHANGES FOR EDC AND REBID/PHASED MEETING
10		CHANGES FOR EDC AND REBID/PHASED MEETING
11		CHANGES FOR EDC AND REBID/PHASED MEETING
12		CHANGES FOR EDC AND REBID/PHASED MEETING
13		CHANGES FOR EDC AND REBID/PHASED MEETING
14		CHANGES FOR EDC AND REBID/PHASED MEETING
15		CHANGES FOR EDC AND REBID/PHASED MEETING

SHEET NO.  
**C2.0**  
 SHEET 3 OF 8  
 PROJECT #1: 25-041-C105 DATE: 8-26-2025



LOT #	ACRES	SF
1	0.12	5,341
2	0.12	5,317
3	0.14	6,174
4	0.14	6,150
5	0.14	6,125
6	0.12	5,093
7	0.13	5,411
8	0.14	5,922
9	0.14	5,922
10	0.12	5,400
11	0.13	5,485
12	0.12	5,180
13	0.13	5,781
14	0.28	12,177
15	0.28	12,181

CHECK	DATE	BY	DESCRIPTION
1	08/27/24	JK	DESIGN
2	08/27/24	JK	DESIGN
3	08/27/24	JK	DESIGN

PREPARED BY:

120 AMB STREET  
PORTLAND, TN 37148  
615.864.2742  
info@cornerstonedevelopment.com

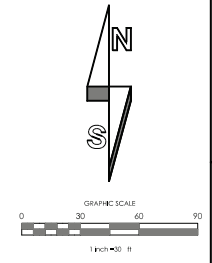
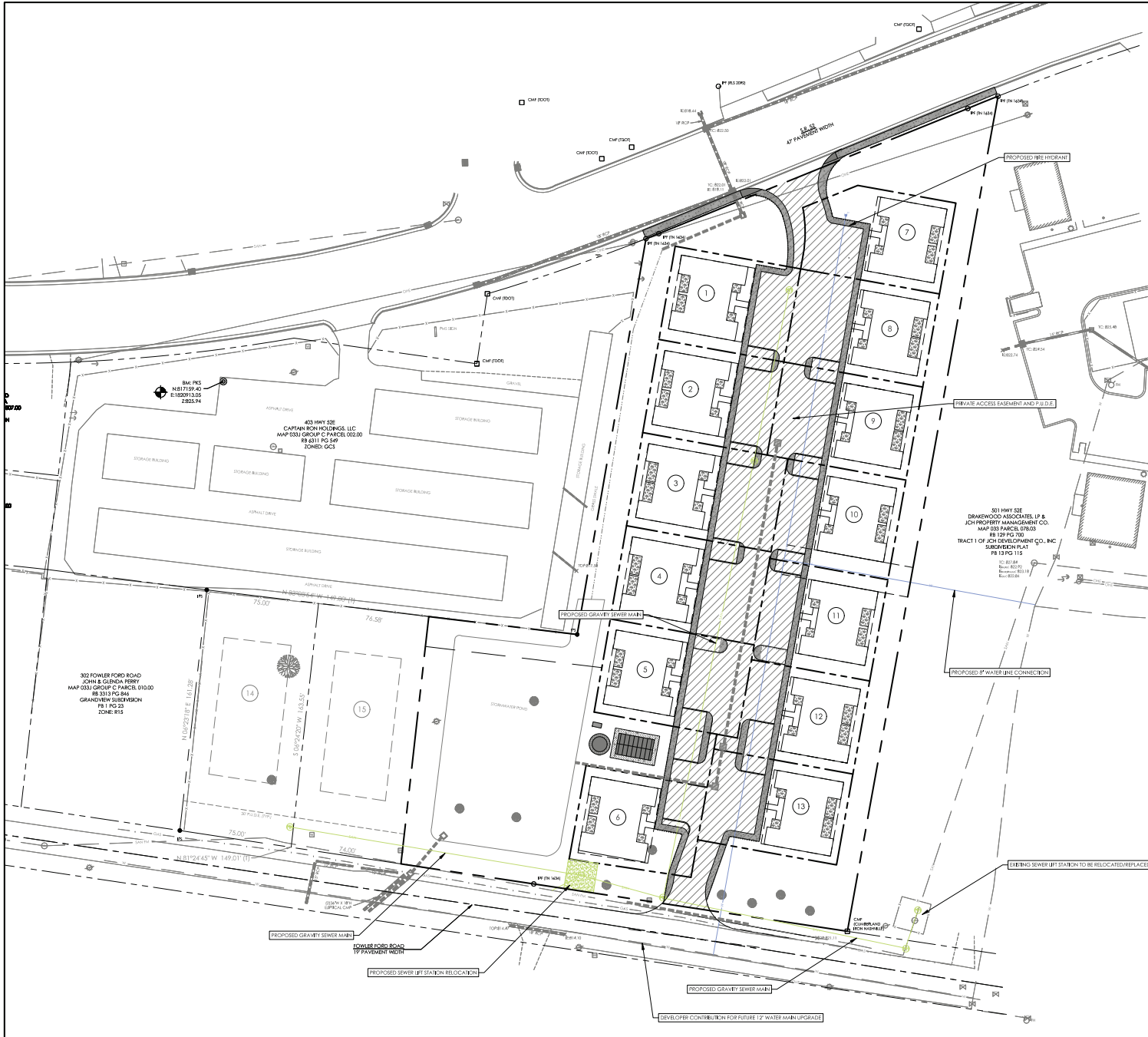


**811** IF YOU DIG IN TENNESSEE  
OR MISSISSIPPI CALL 811  
OR 1-800-368-1987  
TENNESSEE ONE CALL IS THE LAW

**GRANDVIEW ESTATES PUD**  
PRELIMINARY MASTER DEVELOPMENT PLAN  
304-310 FOWLER FORD ROAD  
PORTLAND, TENNESSEE  
SUMNER COUNTY, TENNESSEE

NO.	DATE	REVISION
1		CONCEPTUAL AND PRELIMINARY DESIGN
2		DESIGN DEVELOPMENT AND CONCEPTUAL DESIGN
3		PRELIMINARY DESIGN DEVELOPMENT

SHEET NO.  
**C2.1**  
SHEET 4 OF 6  
PROJECT #: 23.04.0025 DATE: 08/26/2025



- NOTES:
- NO GAS PROPOSED.
  - ALL ELECTRIC TO BE UNDERGROUND.

PREPARED BY:

**CORNERSTONE DEVELOPMENT SERVICES SURVEYING**  
 120 AMAR STREET  
 PORTLAND, TN 37148  
 615.864.2742  
 csw@cornerstonedevelopment.com



**811** IF YOU DIG IN TENNESSEE  
 CALL 811 FIRST  
 OR (800) 353-1111 OR (615) 354-1967  
 TENNESSEE ONE CALL IS THE LAW

**GRANDVIEW ESTATES PUD**  
 PRELIMINARY MASTER DEVELOPMENT PLAN  
 304-310 FOWLER FORD ROAD  
 PORTLAND, TENNESSEE  
 SUMNER COUNTY, TENNESSEE

PRELIMINARY UTILITY PLAN

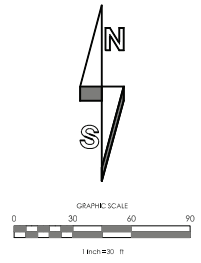
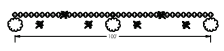
NO.	DATE	REVISION
1		CONSIDERED AND REVISIONS MADE
2		ISSUED FOR PERMITS
3		CHANGES TO PERMITS

SHEET NO.  
**C3.0**  
 SHEET 4 OF 6  
 PROJECT #: 23.04.0025 DATE: 10/26/2025

LANDSCAPE LEGEND

- CANOPY TREE - WILLOW OAK (QUERCUS PHellos)
- ✱ ACCENT TREE - OKAME CHERRY (PRUNUS CAMPANULATA X NICEA)
- SHRUB - AMERICAN BOXWOOD (BUXIS SEMPERVIRENS)

TYPE C BUFFER (10')



PREPARED BY:  
  
 120 AMB STREET  
 PORTLAND, TN 37148  
 615.864.2742  
 info@cornerstonedevelopment.com

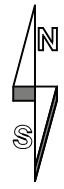


**811**  
 IF YOU DIG IN TENNESSEE  
 CALL 811 FIRST  
 OR (800) 353-1111 OR (615) 354-1967  
 TENNESSEE ONE CALL IS THE LAW

GRANDVIEW ESTATES PUD  
 PRELIMINARY MASTER DEVELOPMENT PLAN  
 304-310 FOWLER FORD ROAD  
 PORTLAND, TENNESSEE  
 SUMNER COUNTY, TENNESSEE

NO.	DATE	REVISION
1		CONSIDERED AND APPROVED FOR PERMITTING
2		REVISED TO REFLECT COMMENTS FROM THE CITY OF PORTLAND
3		REVISED TO REFLECT COMMENTS FROM THE CITY OF PORTLAND

SHEET NO.  
**L4.0**  
 SHEET 3 OF 6  
 PROJECT #: 20.04.0025 DATE: 10-26-2025



PREPARED BY:



**CORNERSTONE**  
DEVELOPMENT SERVICES  
SURVEYING

120 AMAR STREET  
PORTLAND, TN 37148  
615.353.8424  
info@cornerstonedevelopment.com



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CALL 811 FIRST  
OR (800) 353-1111 OR (615) 354-1967  
TENNESSEE ONE CALL IS THE LAW

**GRANDVIEW ESTATES PUD**  
PRELIMINARY MASTER DEVELOPMENT PLAN  
304-310 TOWER FORD ROAD  
FOYLAND,  
SUMNER COUNTY, TENNESSEE

PRELIMINARY DRAINAGE PLAN

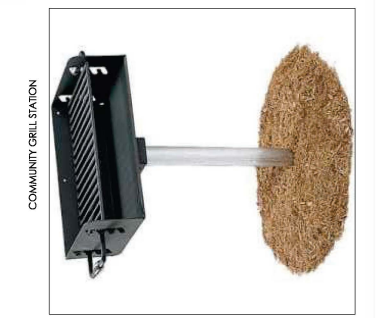
NO.	DATE	REVISION
1		CONCEPTUAL DESIGN AND PRELIMINARY DRAINAGE
2		REVISED DESIGN AND PRELIMINARY DRAINAGE
3		CHANGES FROM PRELIMINARY DRAINAGE

SHEET NO.  
**C5.0**  
SHEET 4 OF 6  
PROJECT #: 23.04.0025 DATE: 10-26-2023

**RICHLAND PARK GYM KITCHEN RENOVATION**

CONSTRUCTION DEVELOPMENT SERVICES COMES TO MAKING THE FOLLOWING RENOVATIONS TO YOURS:

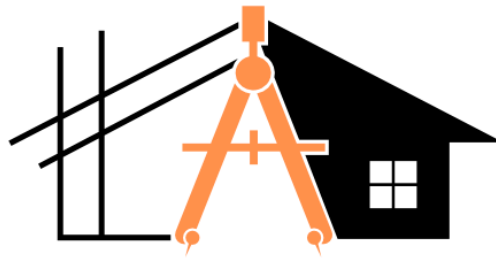
- REPAIR AND REPLACE EXISTING CABINETS
- REPAIR AND REPLACE EXISTING COUNTERTOPS
- REPAIR AND REPLACE EXISTING SINK
- REPAIR AND REPLACE EXISTING STOVE
- INSTALL 20' x 30' x 4" UNDER SINK GRASS GRAY
- REPAIR AND REPLACE EXISTING FLOORING
- DETERMINED TO BE ECONOMICALLY FEASIBLE, REMOVE WALL



**LEGEND**

- USABLE OPEN SPACE
- PASSIVE OPEN SPACE
- PROPOSED DRIVE/PARKING (NOT INCLUDED IN OPEN SPACE CALCULATIONS)

TYPE	AREA (SQ. FT.)	AREA (ACRES)
TOTAL AREA	2,411,000	55.2
REQUIRED OPEN SPACE	1,205,500	27.6
PROPOSED DRIVE/PARKING	1,205,500	27.6
REQUIRED OPEN SPACE TOTAL	2,411,000	55.2
PROPOSED DRIVE/PARKING TOTAL	1,205,500	27.6
TOTAL AREA	2,411,000	55.2



# CORNERSTONE

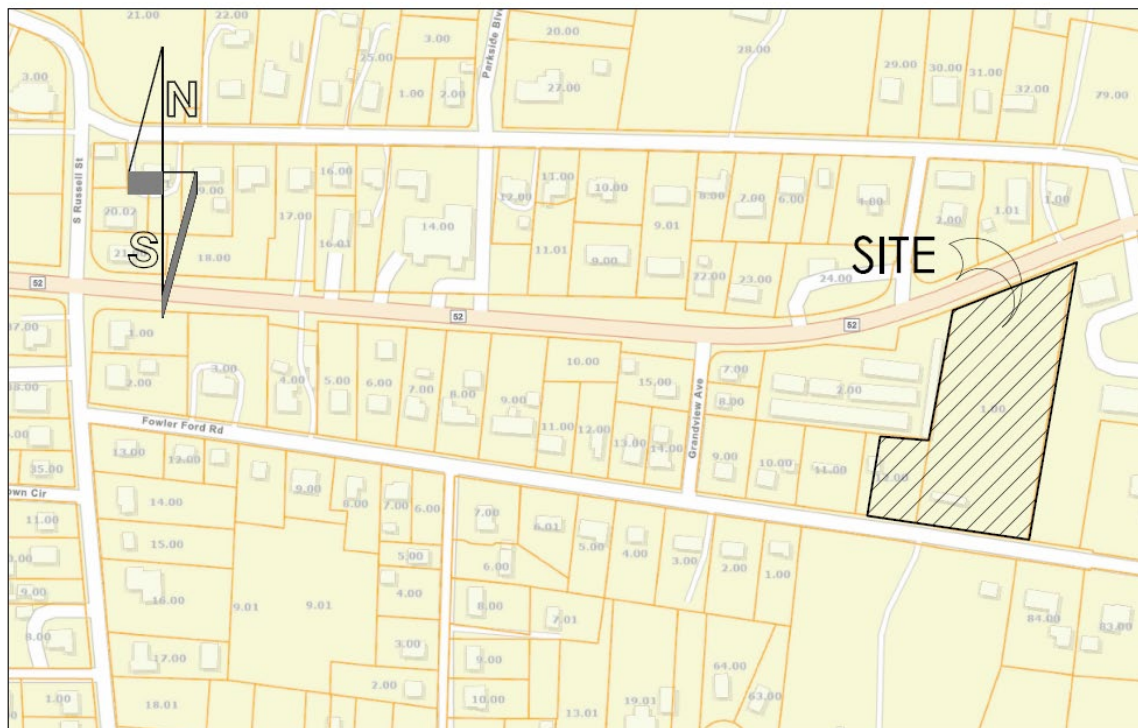
## DEVELOPMENT SERVICES

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SURVEYING • LAND DEVELOPMENT

# GRANDVIEW ESTATES PLANNED UNIT DEVELOPMENT (PUD)

Pattern Book  
Portland, Tennessee



LOCATION MAP  
NOT TO SCALE

Prepared by Cornerstone Development Services Surveying  
July 2025



## Property Owners:

Dorothy Wilkinson

404 North Russell St.

Portland, TN 37148

Michael Jones

404 North Russell St.

Portland, TN 37148

## Developer:

Cornerstone Development Services

120 Main St.

Portland, TN 37148

## Surveyor/Engineer:

Cornerstone Development Services Surveying

120 Main St.

Portland, TN 37148



# GRANDVIEW ESTATES

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Project Narrative .....	4-5
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## Project Narrative

### Context

The proposed development site is located at 306 and 310 Fowler Ford Road in Portland, Tennessee, within Sumner County. It is east of highway 109, fronting both Hwy 52E and Fowler Ford Road. The combined area of the two parcels is approximately 2.81 acres. It lies between a mixture of single and multi-family residential properties and commercial properties.

### History

Historically, the site has been used for medium-density residential purposes. In addition to the two existing mobile homes, there are signs of past utility service connections, gravel driveways, and minor accessory structures. The property has not undergone any recent development and remains largely underutilized.

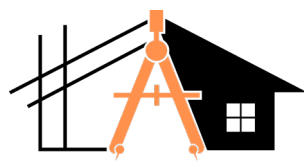
### Existing Conditions

The frontage along Fowler Ford Road is currently zoned R15 and the frontage along Hwy 52E is zoned GCS. The entire property is located in the City's Residential Redevelopment Overlay. The property is partially developed and currently includes two existing mobile homes. These structures appear to be older and are expected to be removed as part of the proposed redevelopment. The remainder of the site consists of open grassy areas, with scattered mature trees primarily along the perimeter. The topography of the site is gently sloping, with stormwater flowing toward the western edge of the property, and to the south, eventually crossing under Fowler Ford Road. The existing trailers are currently being supplied with public water and utilize septic systems for sewage disposal.

The surrounding area includes a mix of single and multi-family residential along Fowler Ford with multi-family and commercial uses along the Hwy 52E corridor. This corridor serves as a major east-west route through Portland and provides convenient access to schools, retail, and community services.

### Proposed Development

**Grandview Estates** is a proposed RM-1 Planned Unit Development (PUD) located in Portland, Sumner County, Tennessee. The project site encompasses 2.81 acres across three parcels at 306 and 310 Fowler Ford Road. The development is designed to introduce 13 thoughtfully arranged duplex buildings that offer a balance of high-quality architecture, functional design, and shared open space, situated between Hwy 52E and Fowler Ford Road along its own privately maintained driveway. The project originally included units fronting on Fowler Ford Road as well, but based on neighborhood feedback at the neighborhood meeting, those units were removed from the PUD, and will be developed separately as single family homes, meeting their existing zoning criteria.



The proposed project includes construction of a detention pond to provide water quality and quantity improvements. It is known that in certain rain events, Fowler Ford Road overtops, so the pond will be sized to attenuate the post construction runoff, by an amount that prevents overtopping of Fowler Ford road, and meets all other City stormwater ordinance requirements.

The project will also include utility improvements to the existing system including replacement and relocation of an existing sewer lift station and pump. A contribution will be made to go towards the future 12” water main upgrade project along Fowler Ford Road.

The goal of Grandview Estates is to provide a well-integrated residential community that enhances the surrounding area by introducing attainable housing options within Portland’s established neighborhoods. The project aligns with the city’s objectives for smart, responsible growth by utilizing infill development near an existing transportation corridor—Highway 52—and providing a compatible transition between nearby single-family homes and more commercial land uses to the south.

The project has been carefully crafted to respect the existing residential context while providing a fresh housing alternative that meets the needs of current and future Portland residents. It reflects a commitment to intentional design, sustainable land use, and neighborhood compatibility.

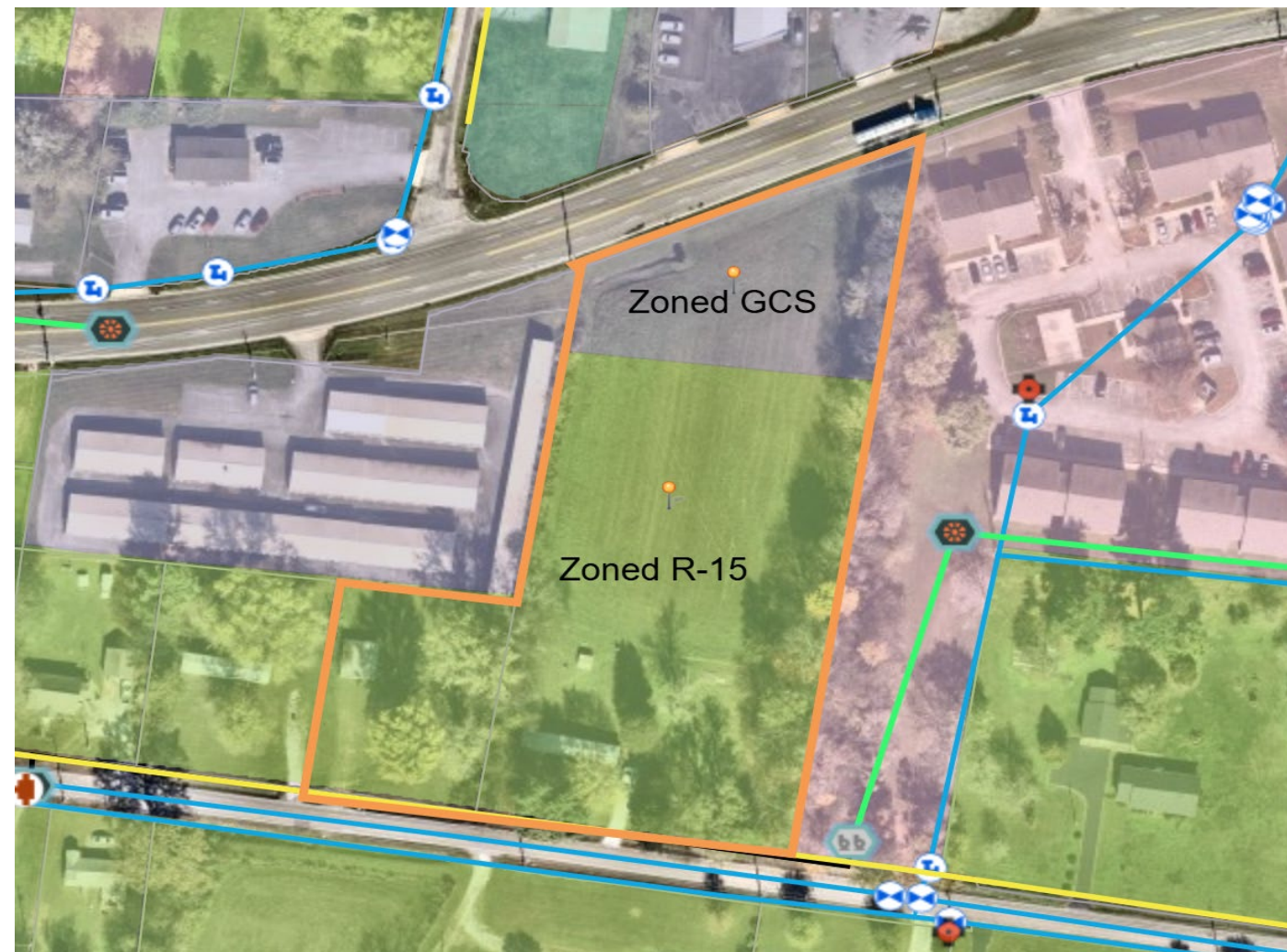
Grandview Estates is not just a housing development, it’s a neighborhood designed to reflect the values of the community, contribute positively to the local housing market, and support the long-term vision for growth in the City of Portland.





## Table of Exceptions and Zoning Information

Current Zoning: R-15 Re-Development Overlay / GCS





Requested Zoning: RM-1 PUD

ZONING BULK REGULATIONS						
	CURRENT ZONING		BASE ZONING	PUD MINIMUM REQUIREMENTS	REQUESTED RM-1 PUD	
	R15 REDEVELOPMENT OVERLAY(CURRENT ZONING)	GCS (CURRENT ZONING)	RM-1 REDEVELOPMENT OVERLAY	RM-1 PUD	LOTS 1, 2,5,10-12	3-5, 7-9, 13
SINGLE FAMILY/DUPLEXES ALLOWED	YES	NO	YES	YES	DUPLEXES	DUPLEXES
MINIMUM AREA	12,000 SF	N/A	4,800 SF/LOT	5,000 SF/LOT	5,000 SF/LOT	5,000 SF/LOT
MINIMUM AREA/UNIT	9,200 SF	N/A	2,880 SF/UNIT	N/A	2,500 SF/UNIT	2,500 SF/UNIT
MINIMUM LOT WIDTH	75'	0	37.500000	N/A	63'	63'
FRONT BUILDING SETBACK	50'/40'	50'	50'/40'	20'	28'-42'	30'-44'
SIDE BUILDING SETBACK	15'	10'	7.5'	5'	5'-10'	5'-10'
REAR BUILDING SETBACK	30'	20'	20'	15'	5'	5'
BUFFERYARD (R15/GCS/RM-1)	NONE/15' TYPE B/10' TYPE A	15' TYPE B/NONE/15' TYPE B	10' TYPE A/15' TYPE B/10' TYPE A	20' TYPE C (ALONG ALL)	20' TYPE C (ALONG ALL) AND ALTERNATIVE (3-512 Z.O.)	20' TYPE C (ALONG ALL) AND ALTERNATIVE (3-512 Z.O.)
MAXIMUM LOT COVERAGE BY ALL BUILDINGS	25%	65%	50%	N/A	19%	
PARKING			1.5 SPOTS /UNIT=39		60	

TABLE OF EXCEPTIONS REQUESTED				
	RM-1 REDEVELOPMENT OVERLAY BASE ZONING REQUIREMENT	PUD MINIMUM REQUIREMENT	RM-1 PUD REQUEST	REASON
MINIMUM AREA/UNIT	2,880 SF/UNIT	2,500 SF/UNIT	2,500 SF/UNIT	BECAUSE OF THE PERIMETER OPEN SPACE DEDICATION REQUIREMENT OF ALL PUD'S, AND RELATIVELY SMALL SIZE OF PROPERTY, OVERALL DENSITY IS STILL SIGNIFICANTLY LESS THAN BASE ZONING ALLOWANCE
FRONT BUILDING SETBACK	40'	20'	20'	BUILDING WILL BE LOCATED ON PRIVATE SHARED DRIVE WITHIN THE PROPOSED PUD
SIDE BUILDING SETBACK	7.5'	5'	5'	
REAR BUILDING SETBACK	20'	15'	15'	
BUFFERYARDS	10' TYPE A/15' TYPE B/10' TYPE A	20' TYPE C	AS SHOWN ON LANDSCAPE PLAN	PRESERVE EXISTING BUFFER, PROVIDE OPAQUE BARRIER AROUND POND
PRIVATE STREETS	WAIVER OF 5.4.8.3 OF SUBDIVISION REGULATIONS AS IT RELATES TO PRIVATE STREETS, TO ALLOW FOR PROPOSED LOT LAYOUT.			



## Permitted Uses

The proposed development is intended to serve as a high-quality residential community that aligns with the character and growth objectives of the City of Portland. The only permitted uses within this development will be limited to single-family and duplex-style residential homes. This focused land use approach ensures compatibility with surrounding neighborhoods while supporting a range of housing options to meet community needs.



## Proposed Density

The subject property is currently zoned R-15 Redevelopment Overlay, which allows a maximum residential density of 9,200 square feet per unit. The proposed rezoning to RM-1 Redevelopment Overlay allows for a higher density of 2,880 square feet per unit. The proposed Planned Unit Development (PUD) under RM-1 zoning will provide a density of approximately 4,707 square feet per unit. This proposed density strikes a balance between the existing and maximum allowable densities, offering a thoughtful approach to increasing housing opportunities while maintaining appropriate scale and character within the surrounding context.

DENSITY TABLE		
ZONING	MAX DENSITY ALLOWED/PROVIDED (SF/UNIT)	MAX DENSITY ALLOWED/PROVIDED (DWELLING UNITS/ACRE)
R-15 REDEVELOPMENT OVERLAY	9,200 SF/UNIT	4.7
RM-1 REDEVELOPMENT OVERLAY	2,880 SF/UNIT	15.1
PROPOSED RM-1 PUD DENSITY	4,707 SF/UNIT	9.2



# Typical Lot Layout and Proposed Setbacks





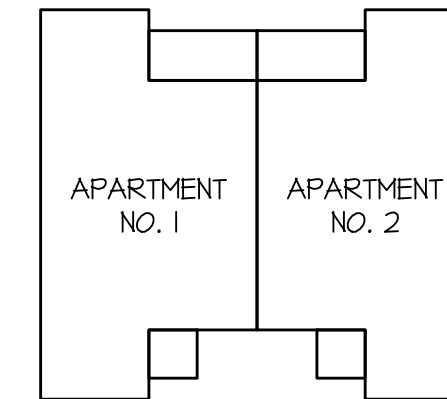
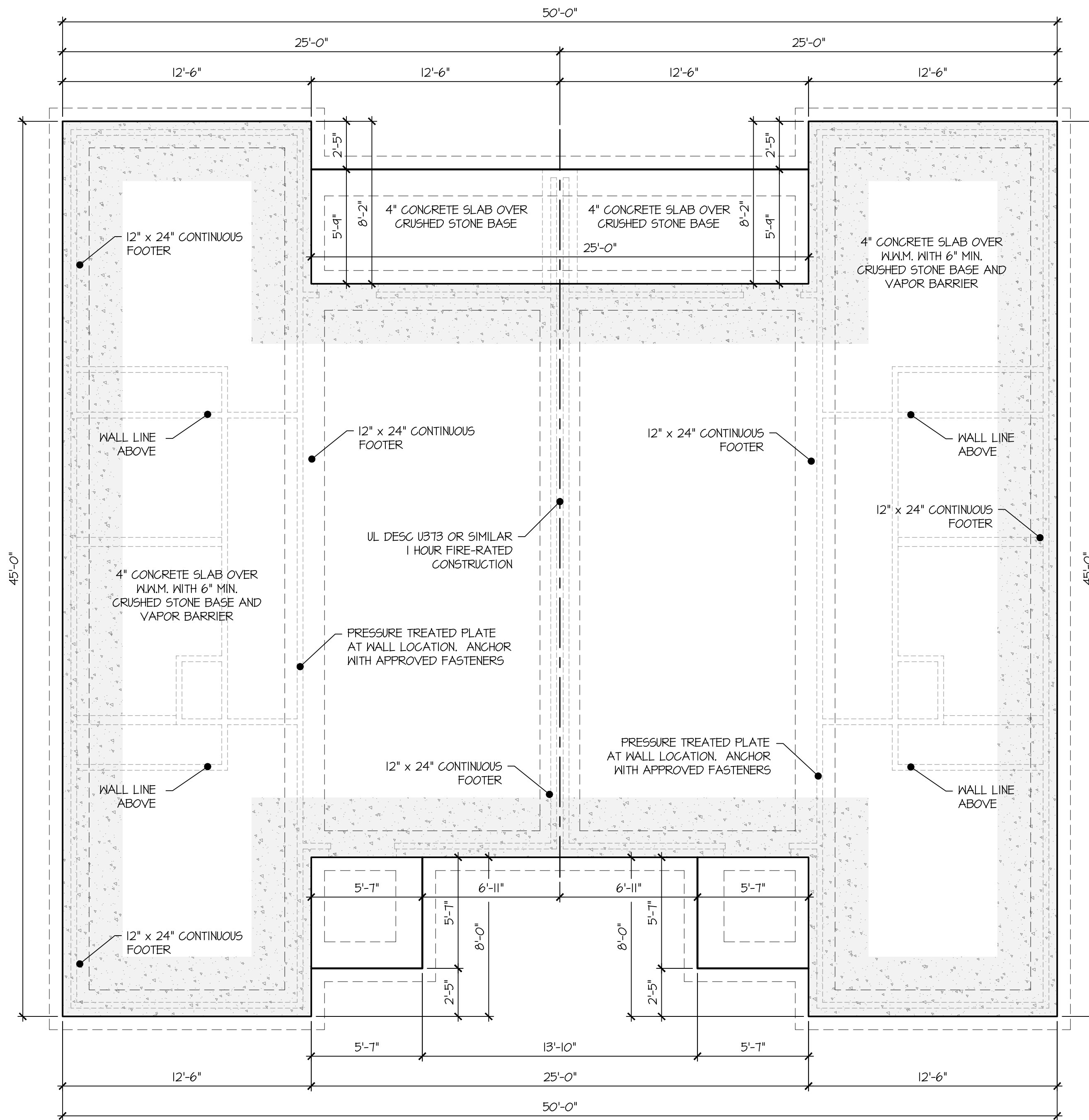
# Existing Conditions





## Architectural Renderings

Four different building types have been chosen for the proposed project, with varying roof types. Building square footages range from 2,032 SF (1,016 SF/Unit) to 2,052 SF (1,026 SF/Unit). Exterior materials to be used will be combinations of brick, board and batten, and hardy. All exterior materials will be a masonry product.



SQUARE FOOTAGE	
APARTMENT 1	923 SQ. FT.
APARTMENT 2	923 SQ. FT.
TOTAL LIVING AREA	1,846 SQ. FT.
STORAGE	N/A SQ. FT.
APT 1 FRONT PORCH	31 SQ. FT.
APT 1 REAR PORCH	72 SQ. FT.
APT 2 FRONT PORCH	31 SQ. FT.
APT 2 REAR PORCH	72 SQ. FT.
TOTAL UNDER ROOF	2,052 SQ. FT.

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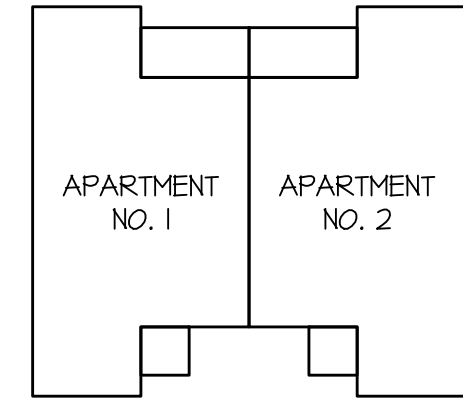
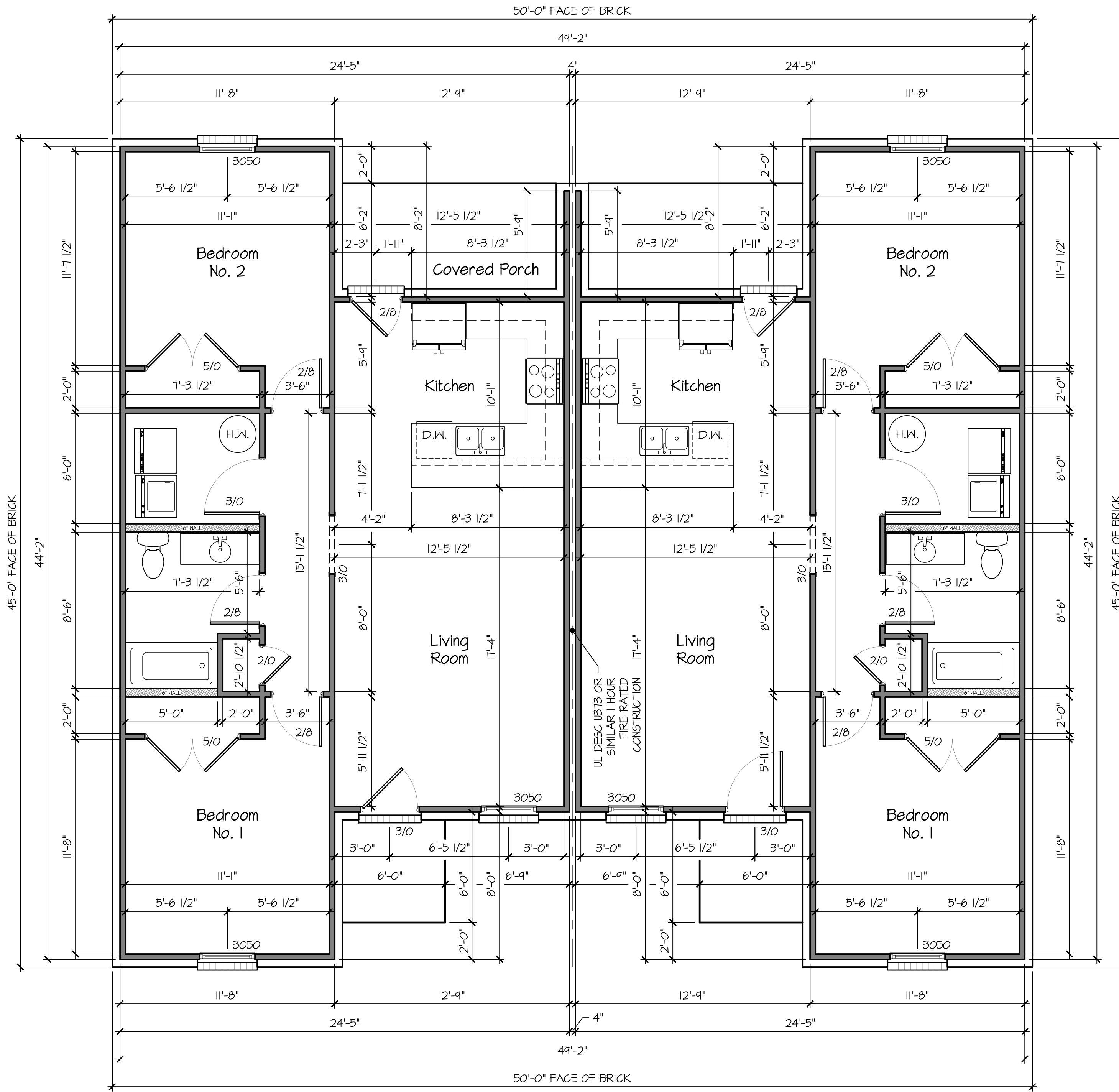
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**CAD CONVERSIONS** J.L.L.C.  
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FOUNDATION PLAN

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

25-027  
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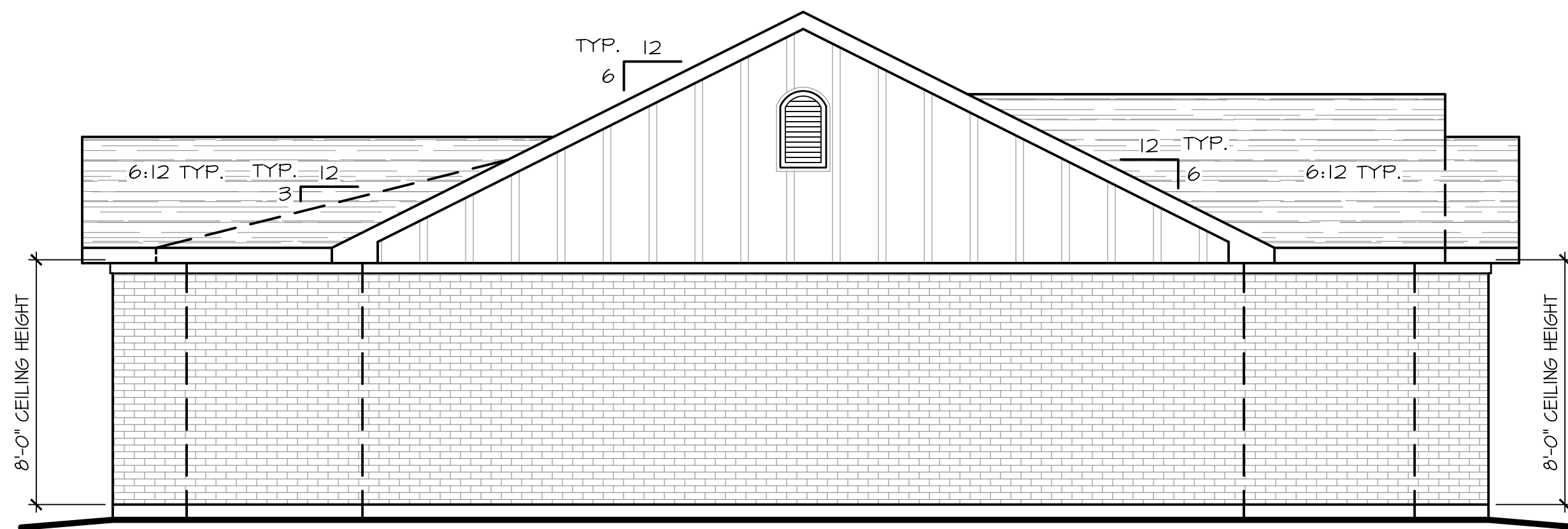
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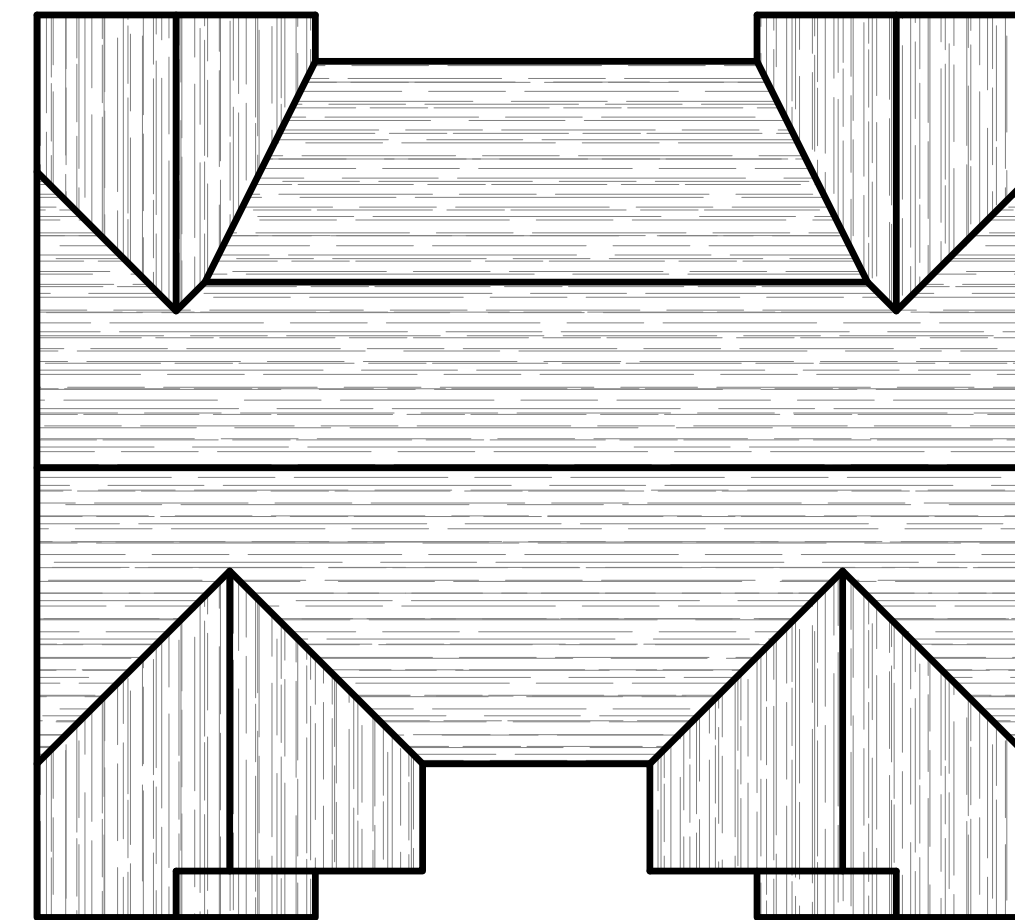
FIRST FLOOR PLAN  
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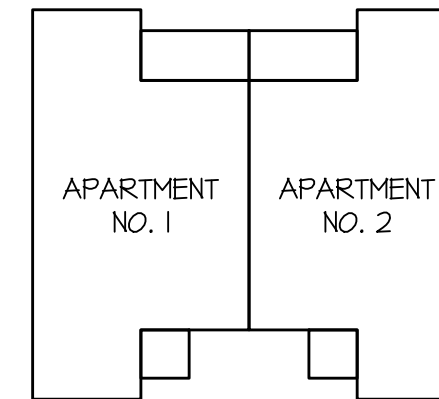
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LEFT SIDE ELEVATION  
SCALE: 1/4" = 1'-0"



ROOF PLAN  
SCALE: 1" = 10'-0"



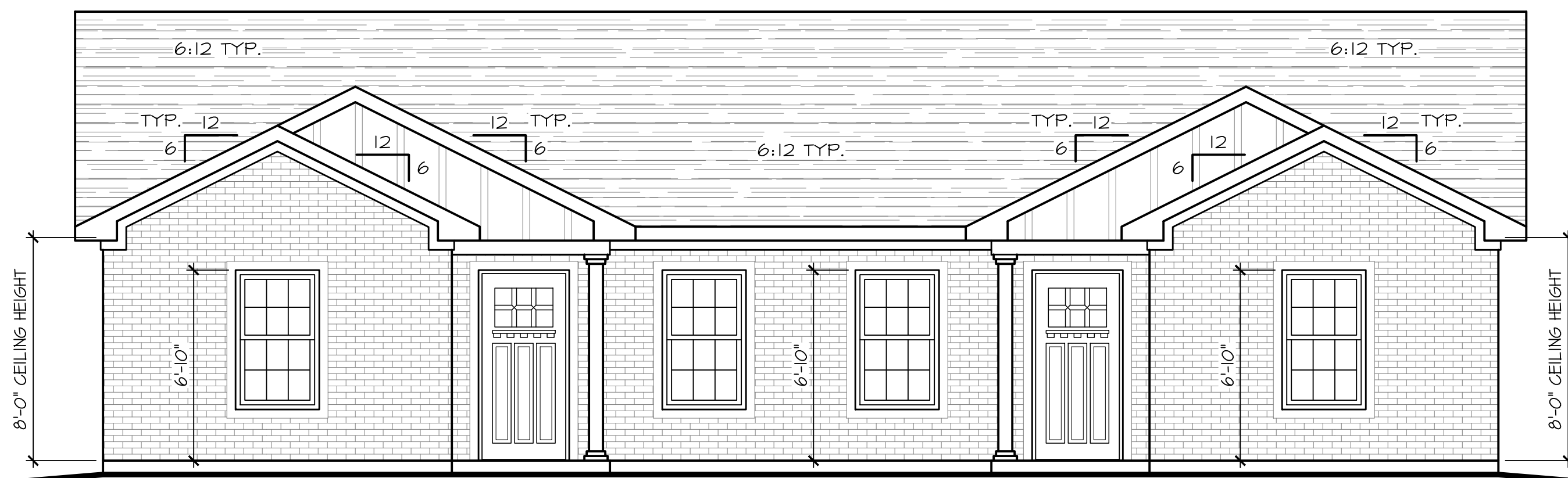
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NOTES:

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- THE PLAN SHOWN HEREIN CONSIDERS THE EXISTING AND FINAL GRADE OF THE LOT TO BE LEVEL. NO CONSIDERATION WAS GIVEN TO THE GRADE OF THE CONSTRUCTION SITE. VERIFY ALL SITE CONDITIONS PRIOR TO BEGINNING CONSTRUCTION.
- EACH INDIVIDUAL CONTRACTOR IS RESPONSIBLE FOR ENSURING THAT ALL BUILDING CODES; LOCAL, STATE, AND FEDERAL - PERTAINING TO THIS STRUCTURE ARE MET.
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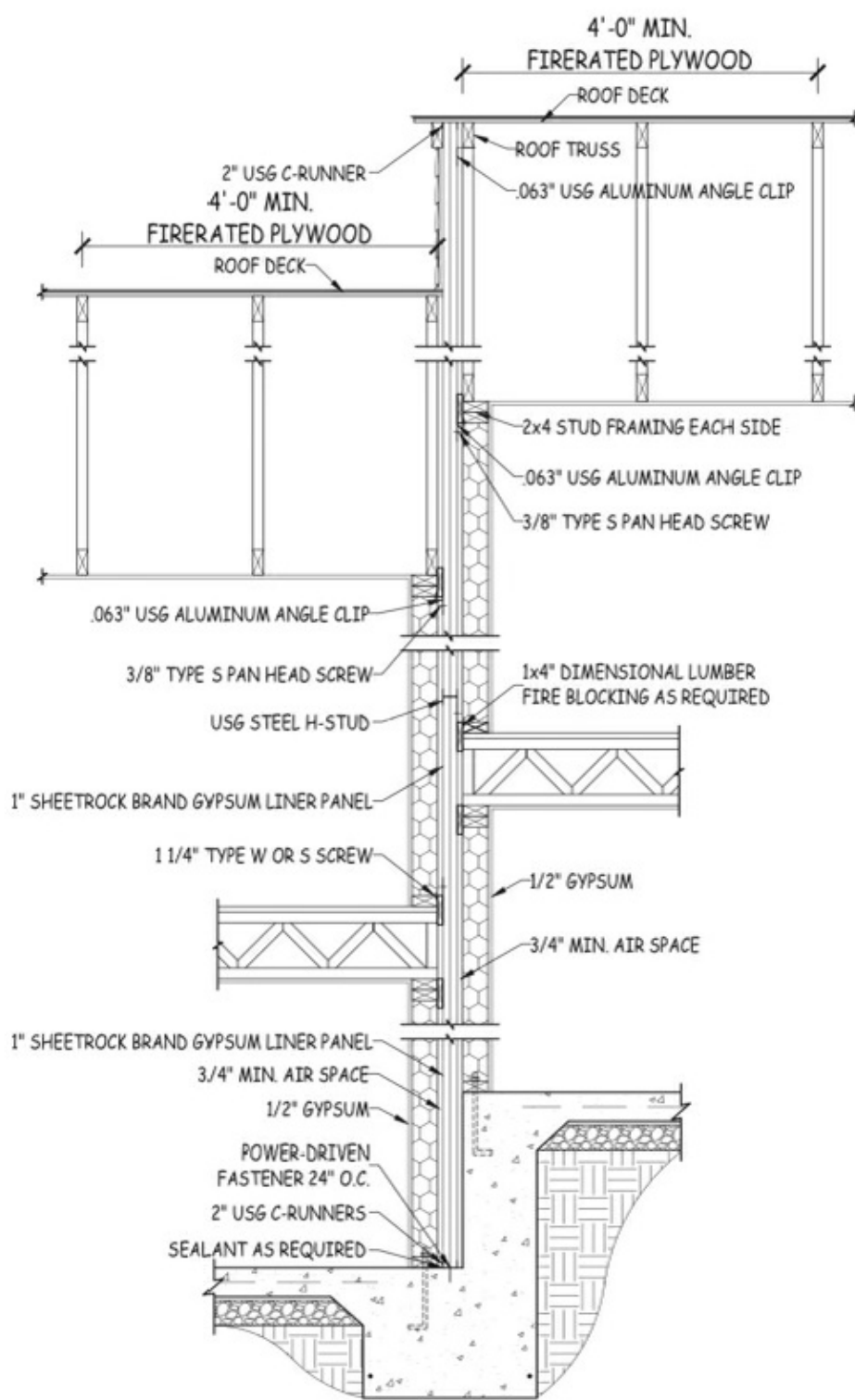
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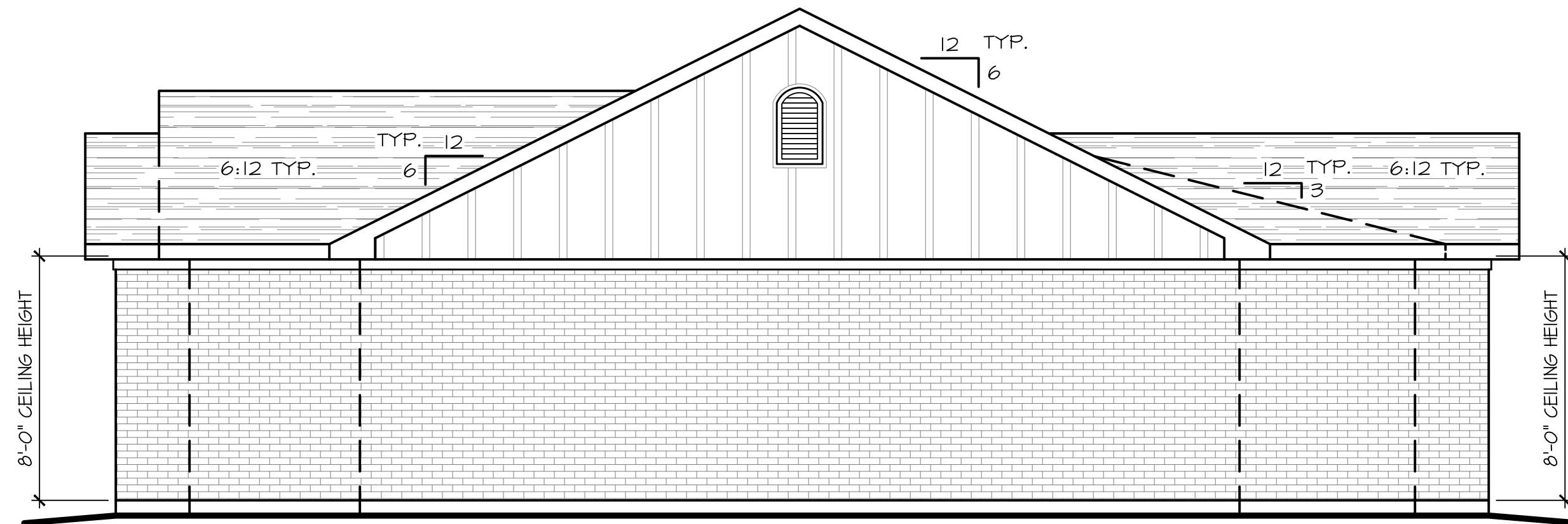
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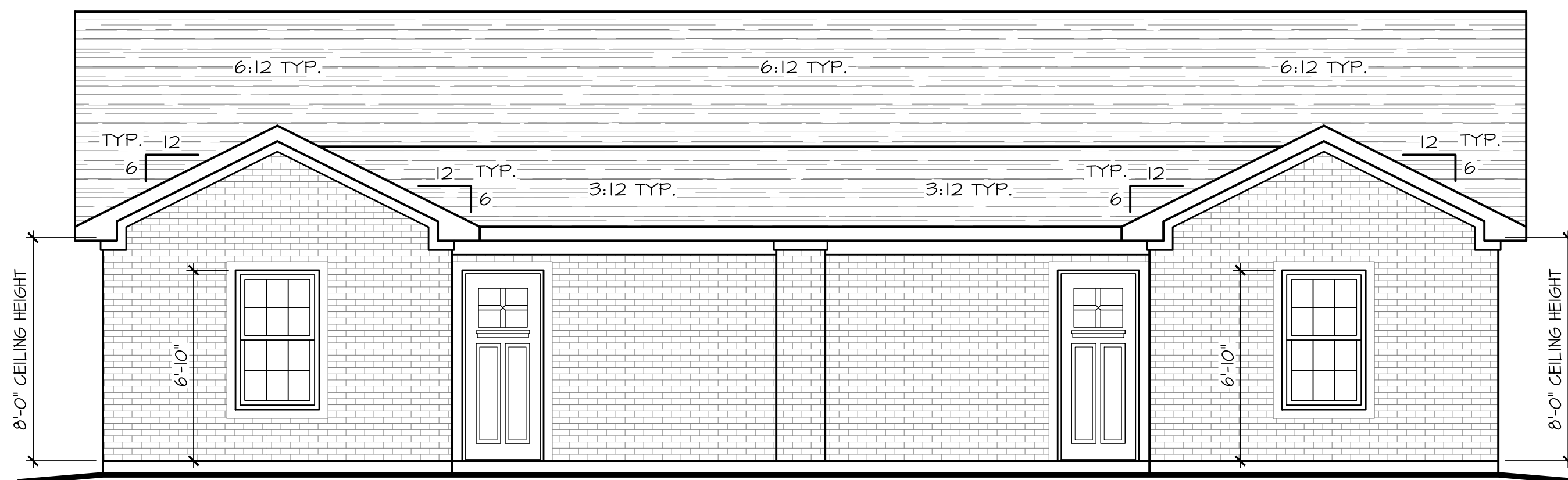


COMMON WALL DETAIL - UL DESIGN U373  
1/2" = 1'-0"



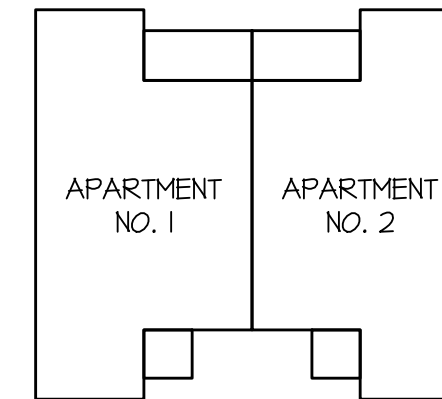
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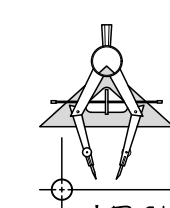


REAR ELEVATION

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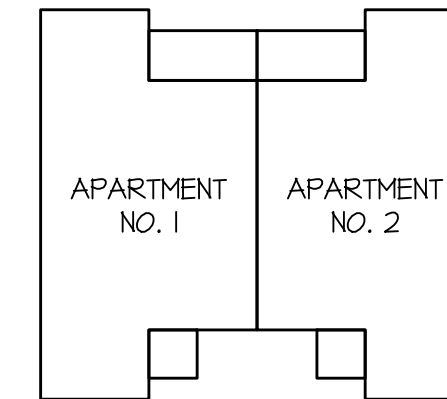
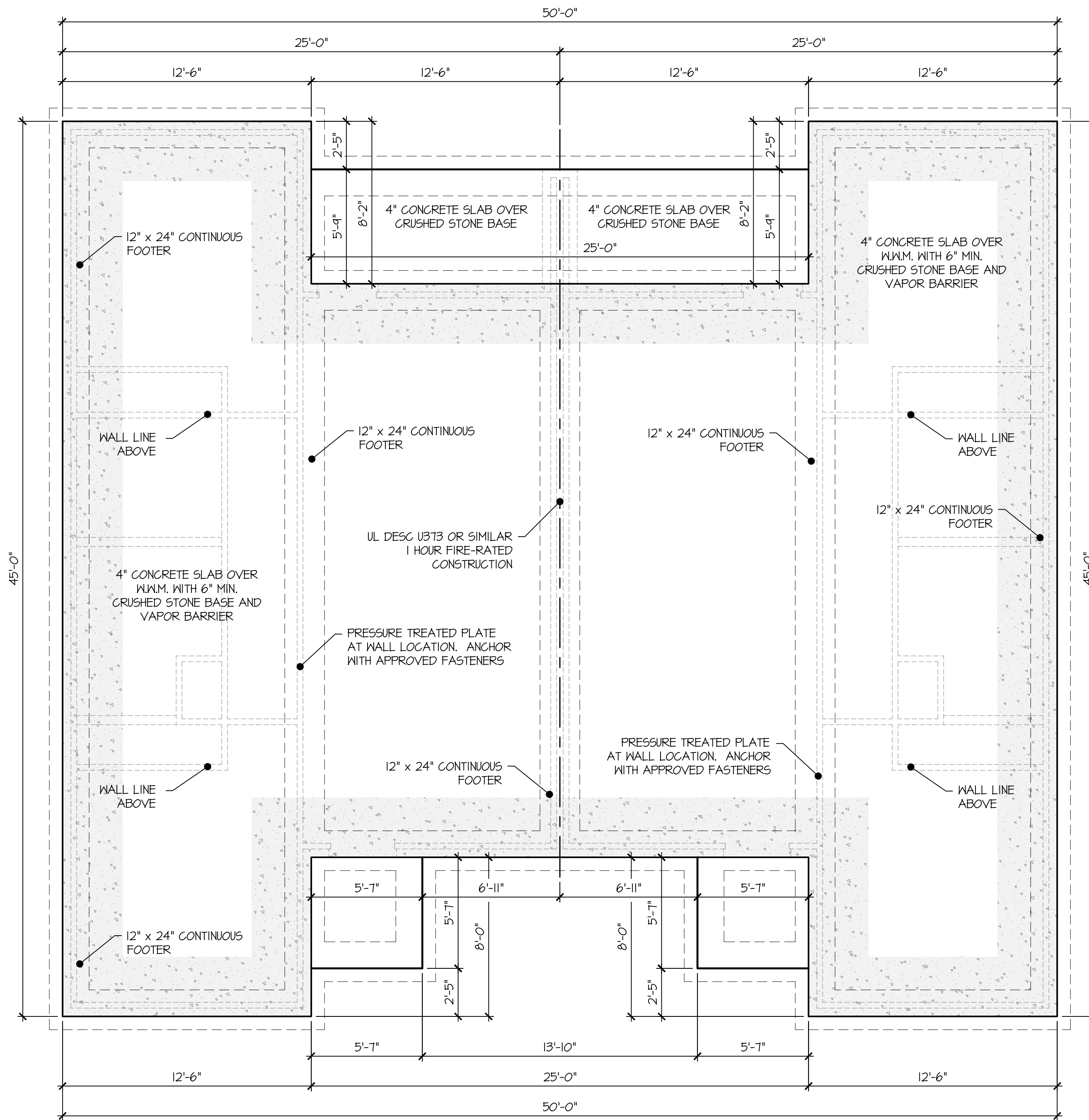
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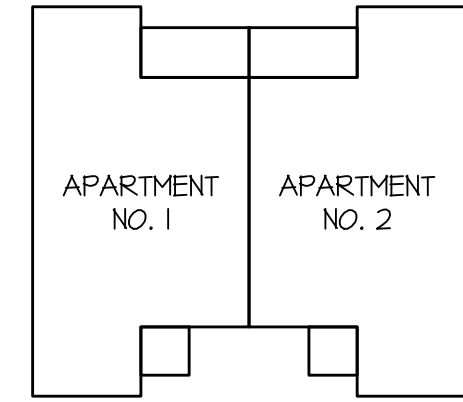
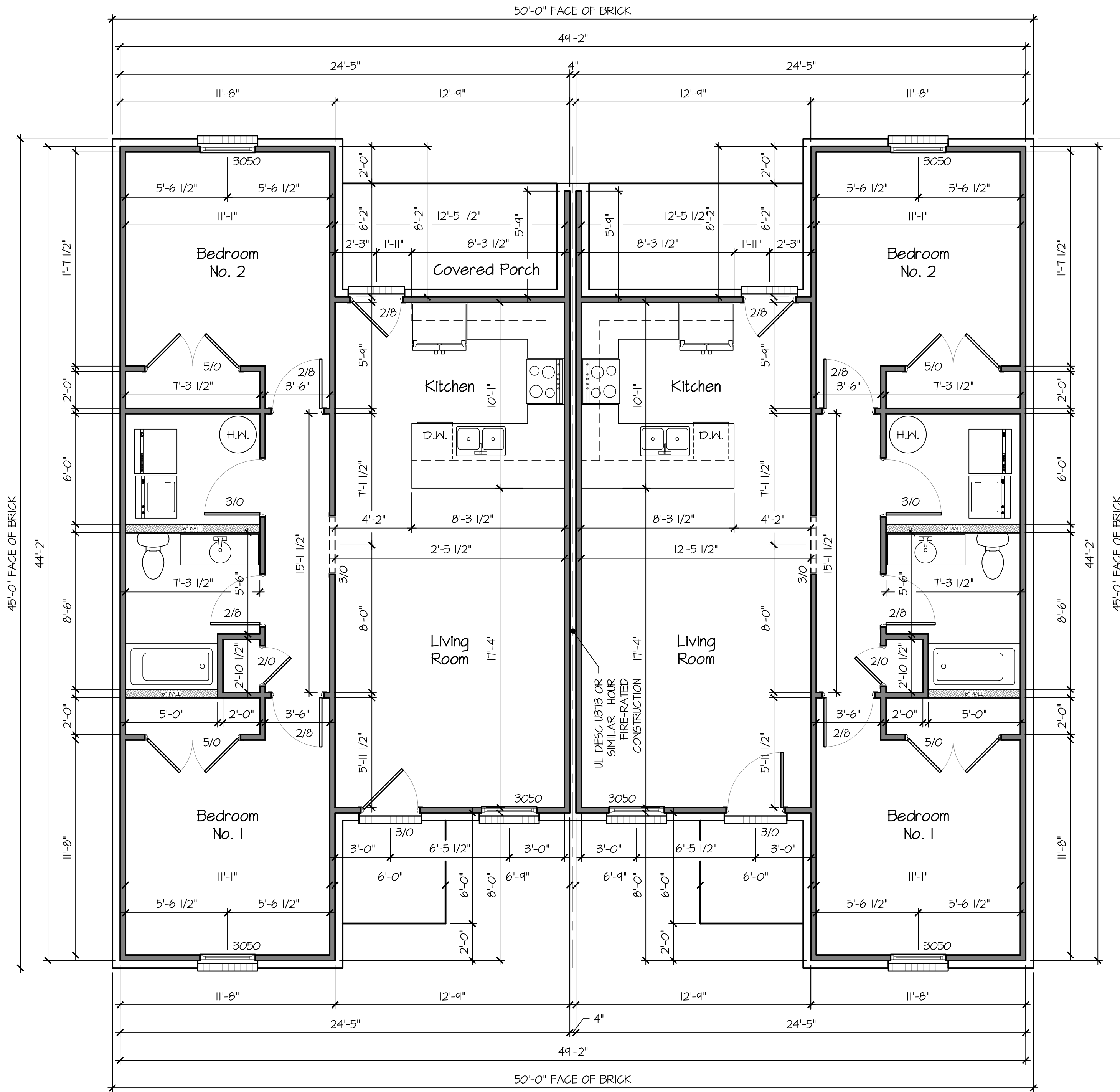
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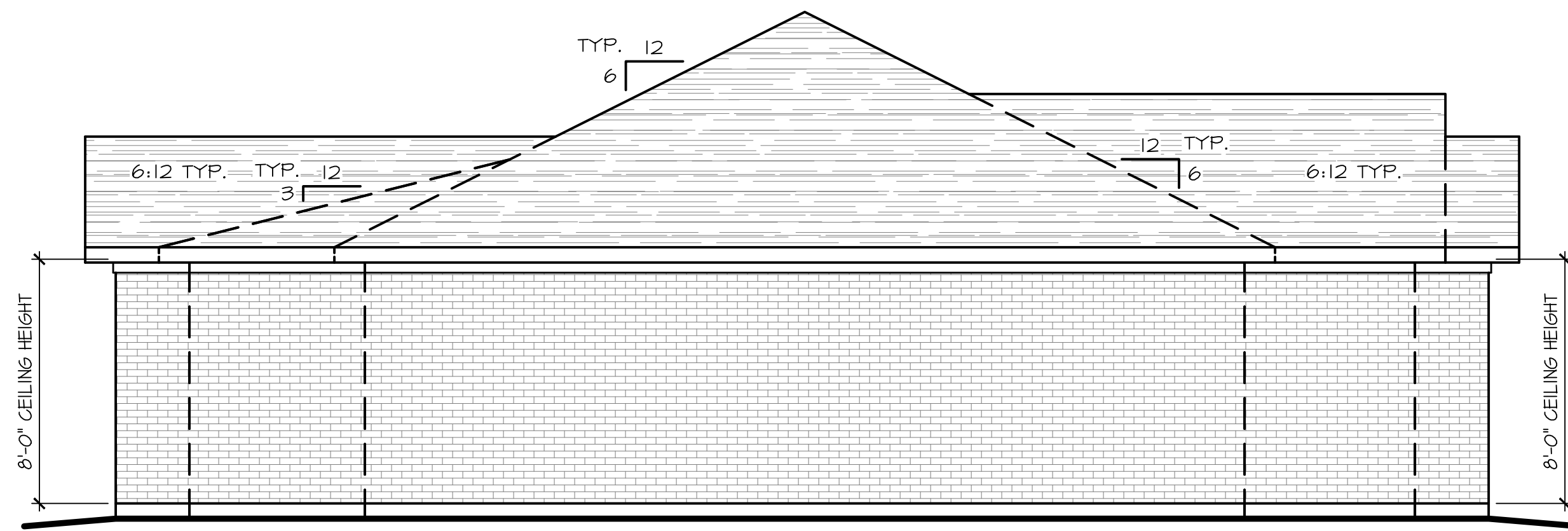
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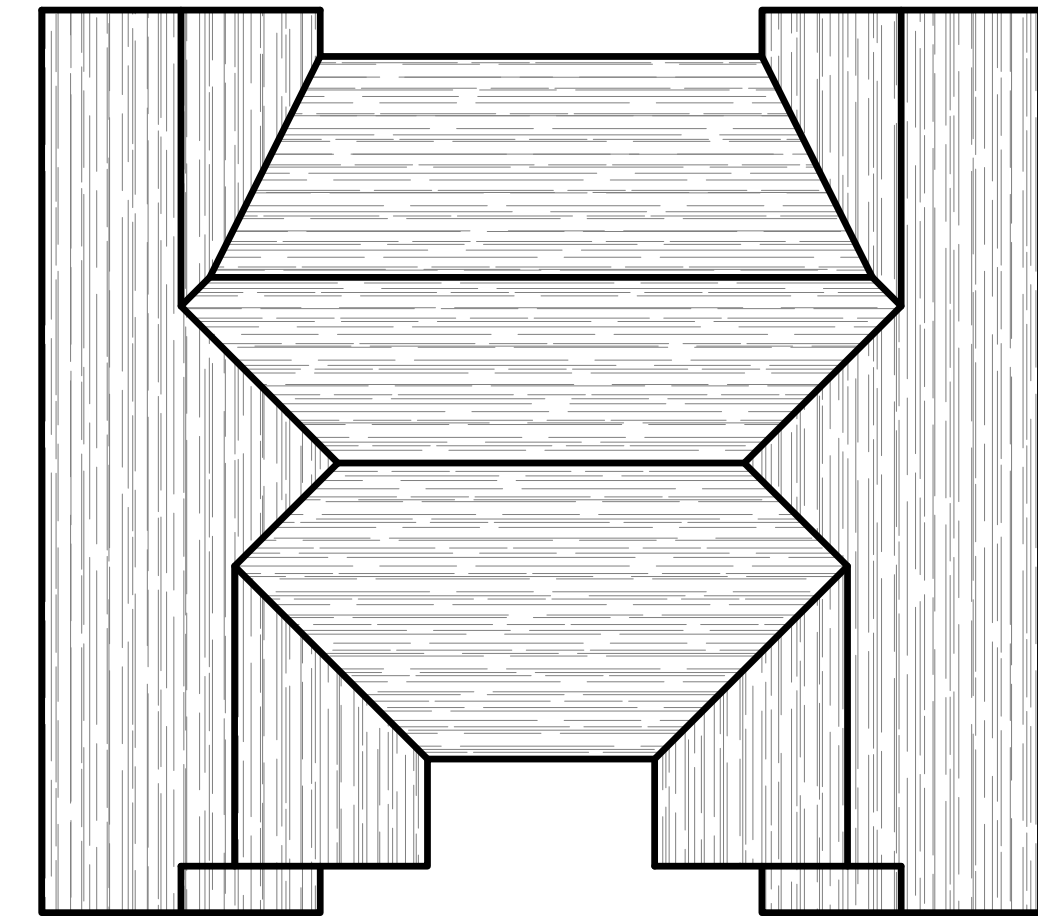
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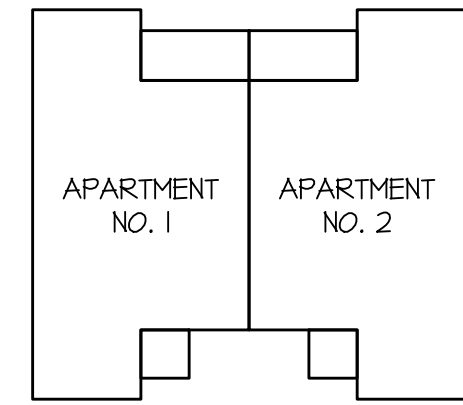
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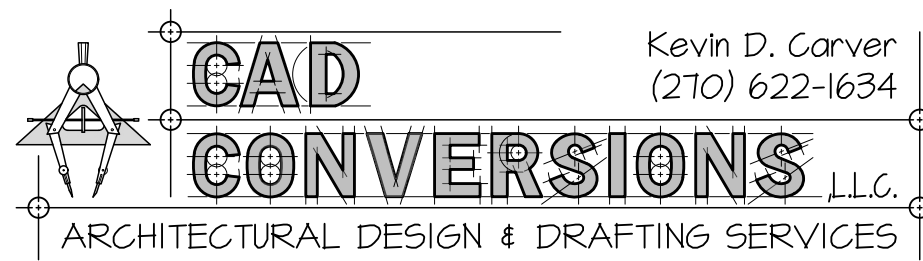
LEFT SIDE ELEVATION  
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ROOF PLAN  
SCALE: 1" = 10'-0"

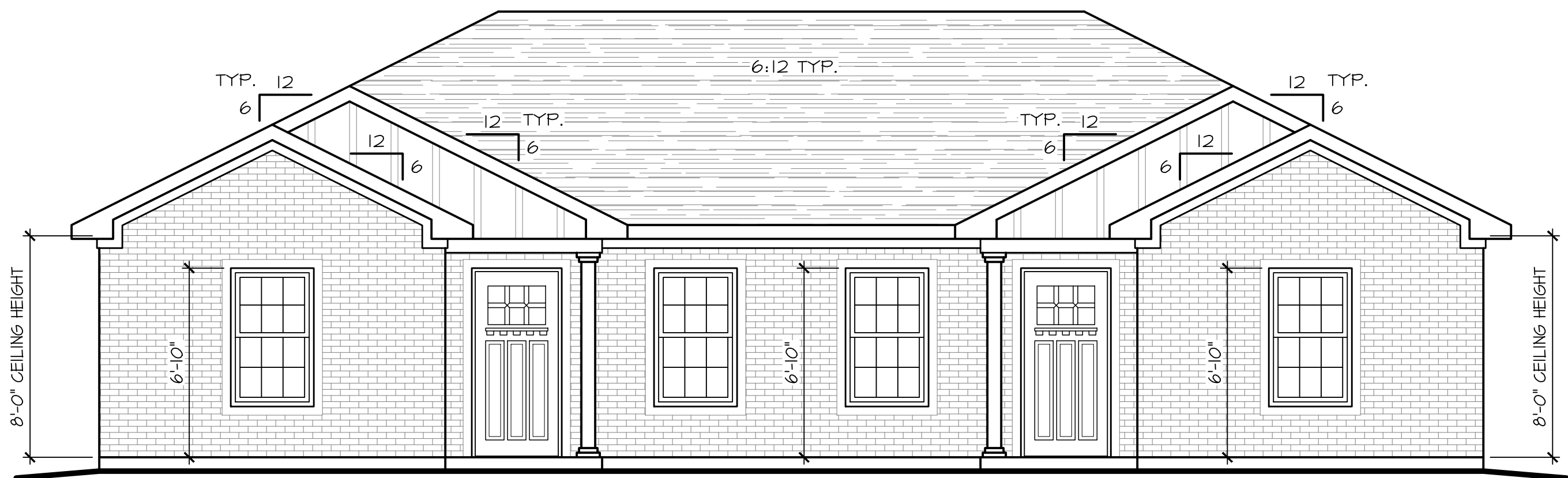


SQUARE FOOTAGE	
APARTMENT 1	923 SQ. FT.
APARTMENT 2	923 SQ. FT.
TOTAL LIVING AREA	1,846 SQ. FT.
STORAGE	N/A SQ. FT.
APT 1 FRONT PORCH	31 SQ. FT.
APT 1 REAR PORCH	72 SQ. FT.
APT 2 FRONT PORCH	31 SQ. FT.
APT 2 REAR PORCH	72 SQ. FT.
TOTAL UNDER ROOF	2,052 SQ. FT.


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NOTES:

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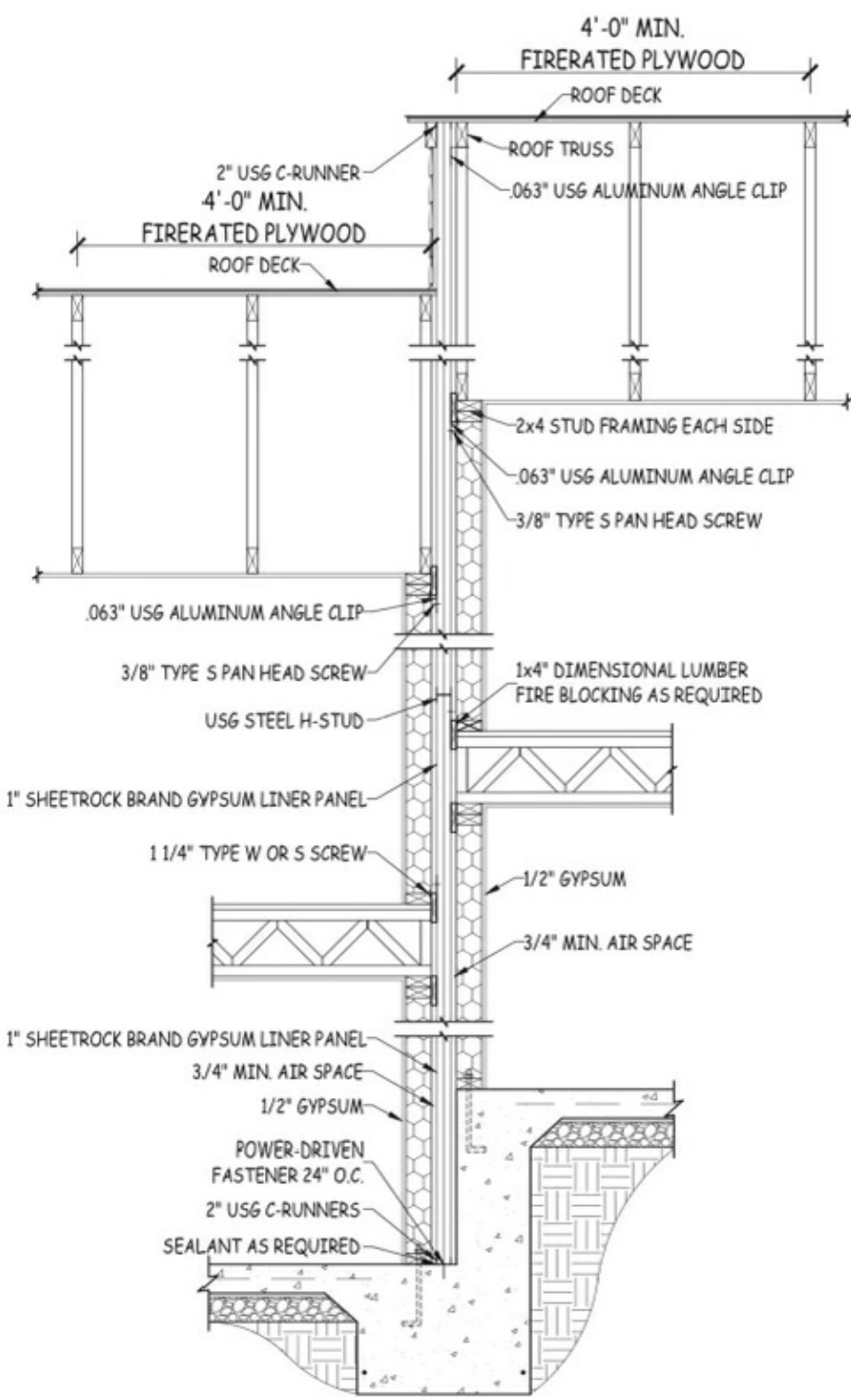


FRONT ELEVATION  
SCALE: 1/4" = 1'-0"

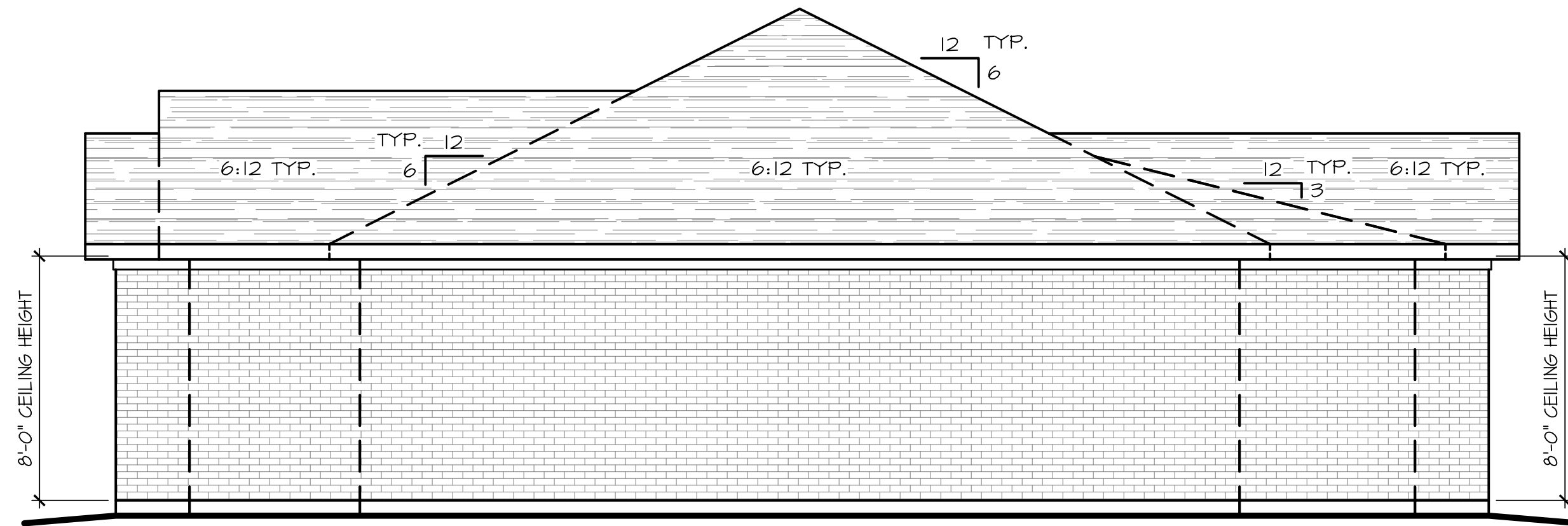
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 SHEET NO.  
 3 of 4



COMMON WALL DETAIL - UL DESIGN U373  
1/2" = 1'-0"



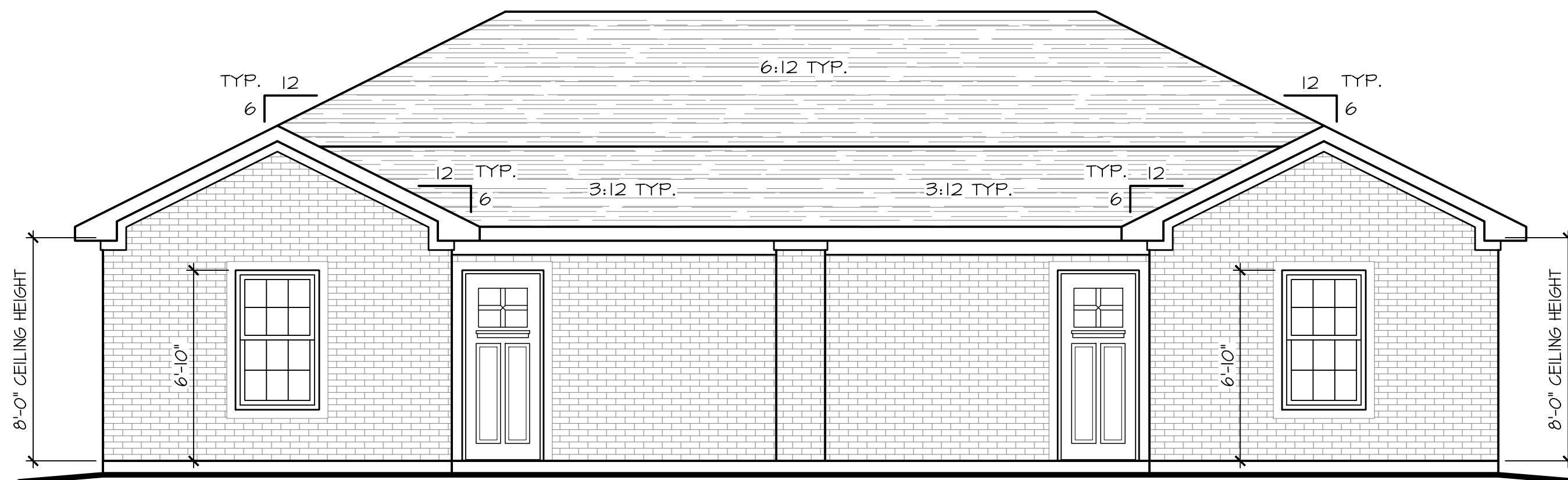
RIGHT SIDE ELEVATION

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


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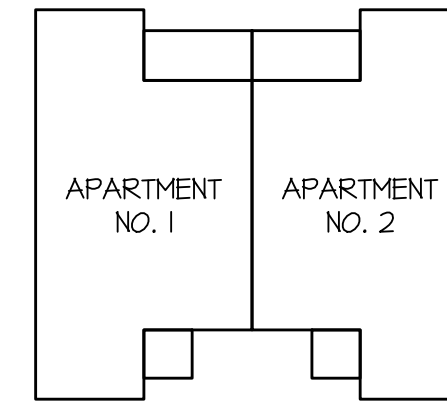
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REAR ELEVATION

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

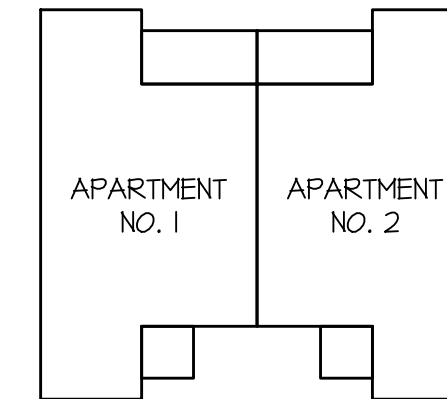
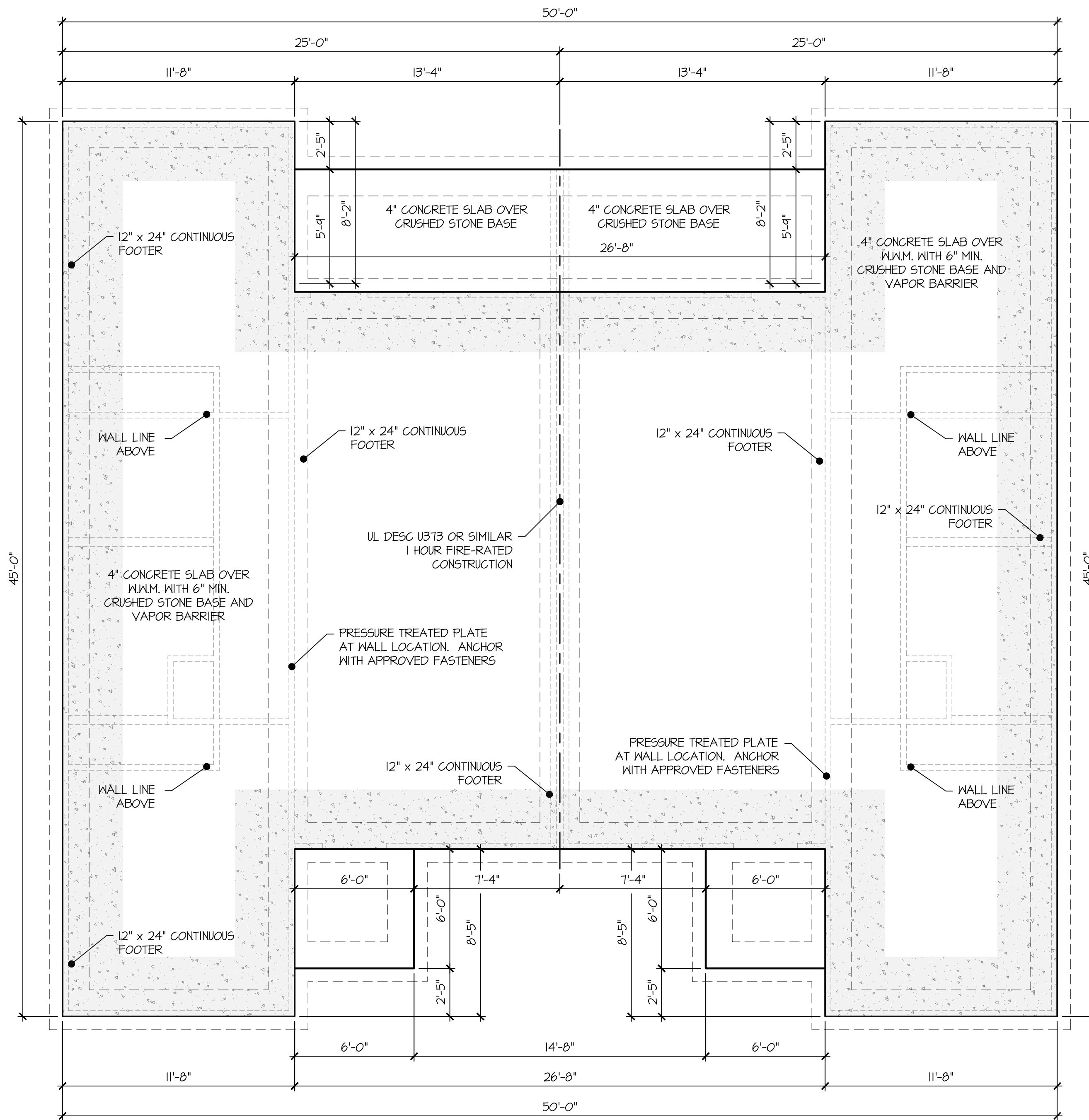


SQUARE FOOTAGE	
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25-027  
 SHEET NO.  
 4 of 4



SQUARE FOOTAGE	
APARTMENT 1	898 SQ. FT.
APARTMENT 2	898 SQ. FT.
TOTAL LIVING AREA	1,796 SQ. FT.
STORAGE	N/A SQ. FT.
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APT 1 REAR PORCH	82 SQ. FT.
APT 2 FRONT PORCH	36 SQ. FT.
APT 2 REAR PORCH	82 SQ. FT.
TOTAL UNDER ROOF	2,032 SQ. FT.

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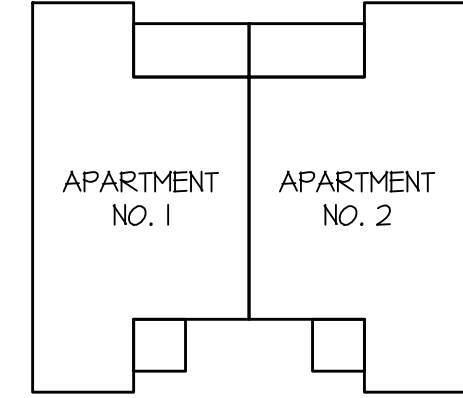
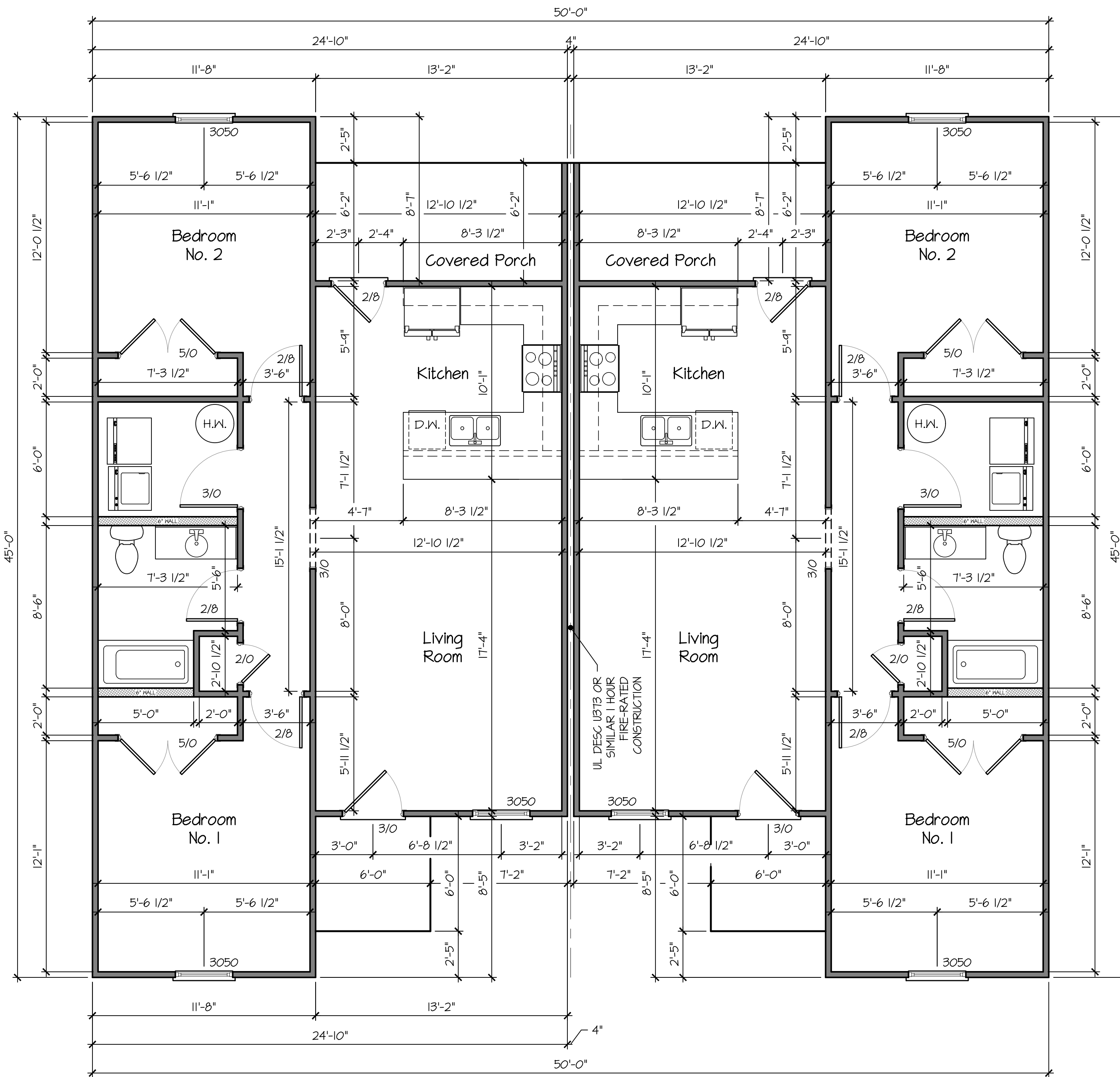
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FOUNDATION PLAN  
 SCALE: 1/4" = 1'-0"

25-028  
 SHEET NO.  
 1 of 4

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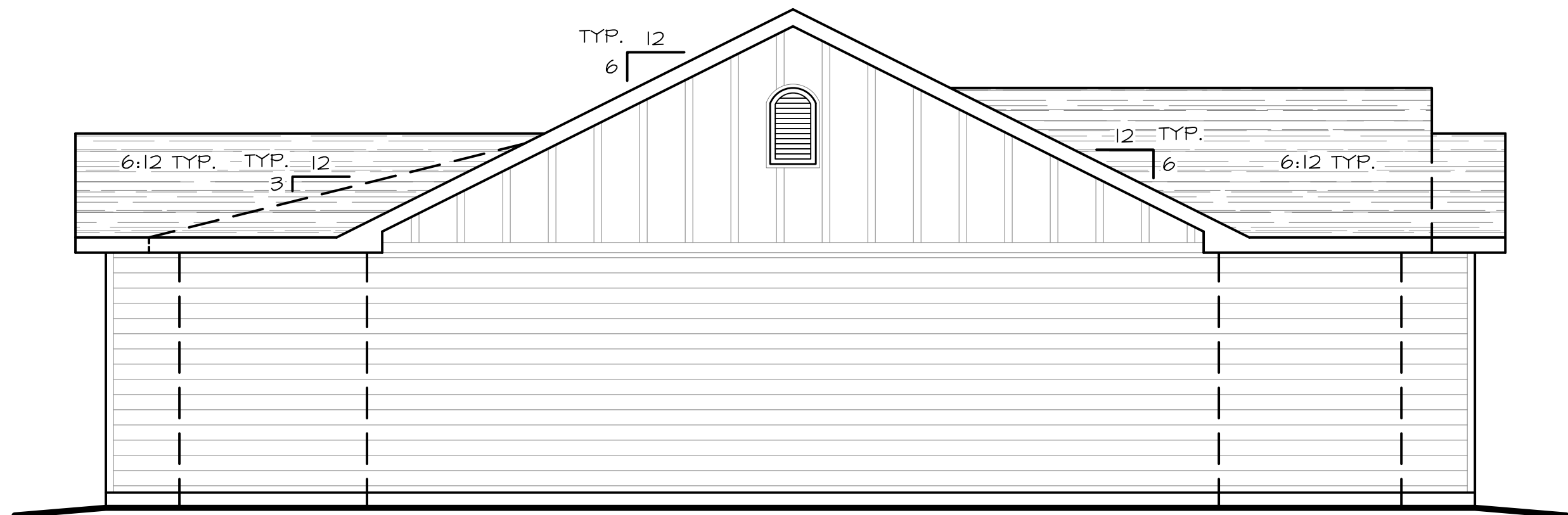
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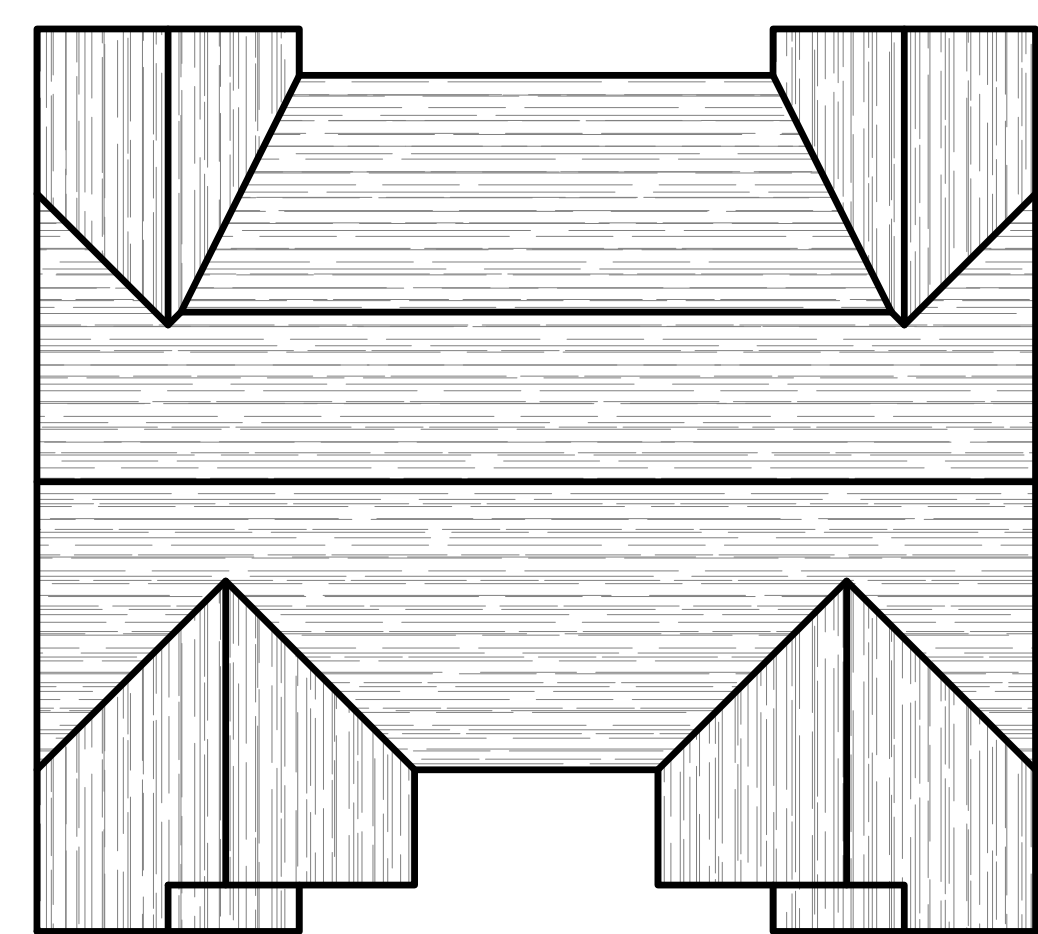
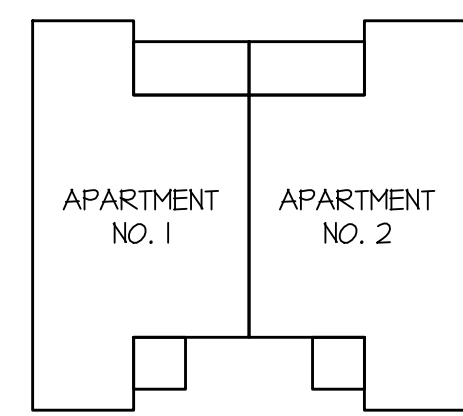
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**CAD CONVERSIONS** J.L.L.C.  
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FIRST FLOOR PLAN  
 SCALE: 1/4" = 1'-0"

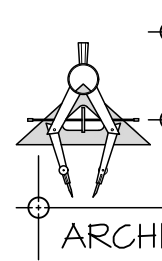
25-028  
 SHEET NO.  
 2 of 4



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



ROOF PLAN  
SCALE: 1" = 10'-0"


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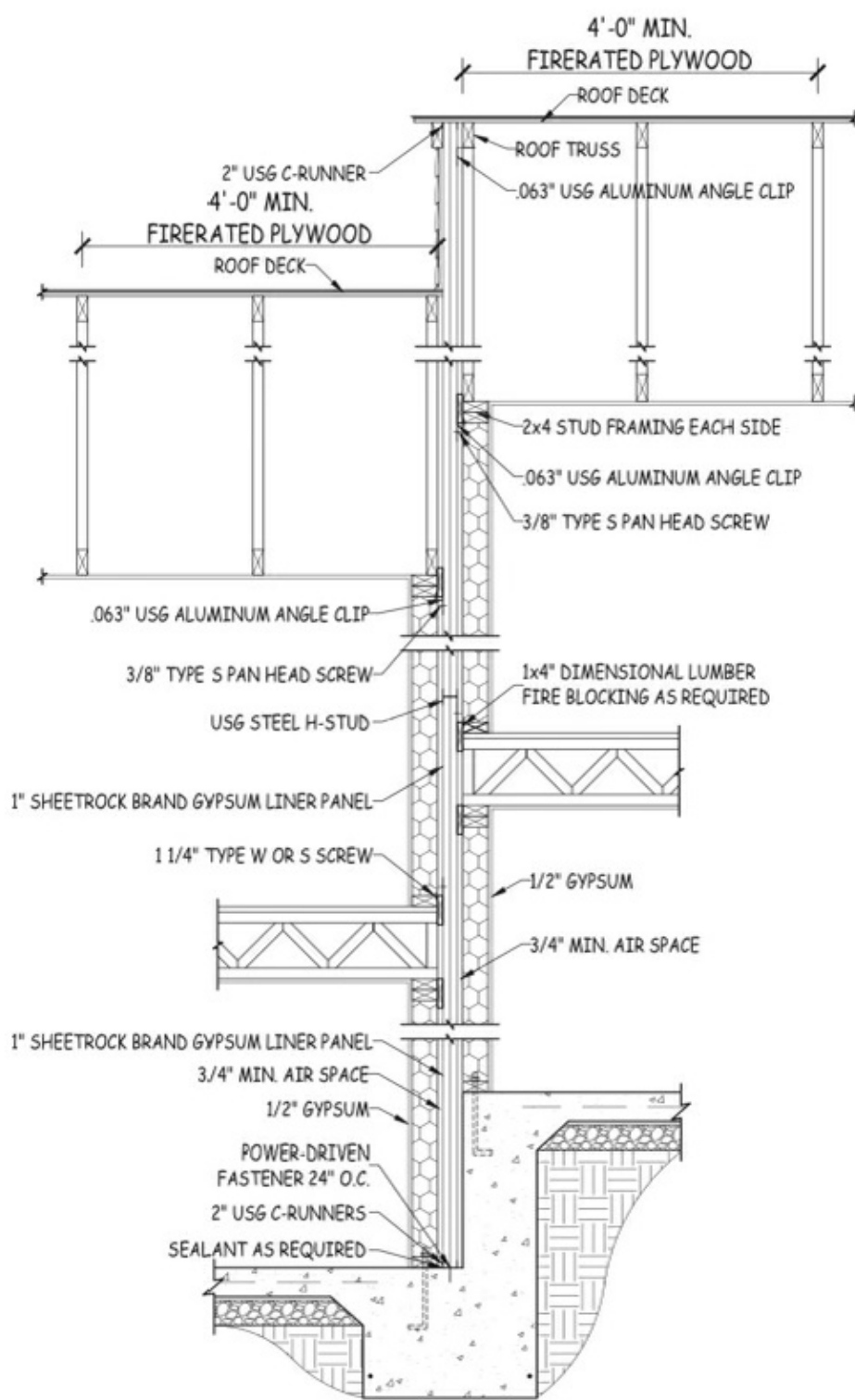
FRONT ELEVATION  
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APARTMENT 1	898 SQ. FT.
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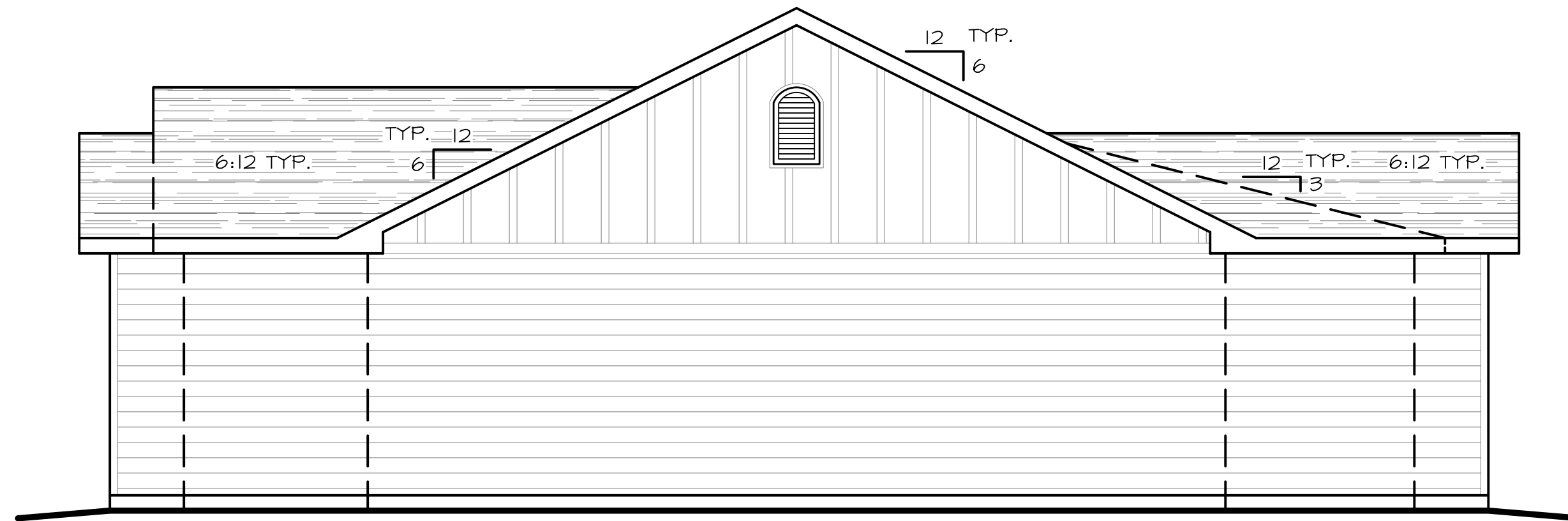
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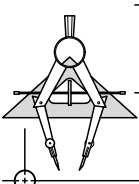
25-028  
 SHEET NO.  
 3 of 4



COMMON WALL DETAIL - UL DESIGN U373  
1/2" = 1'-0"

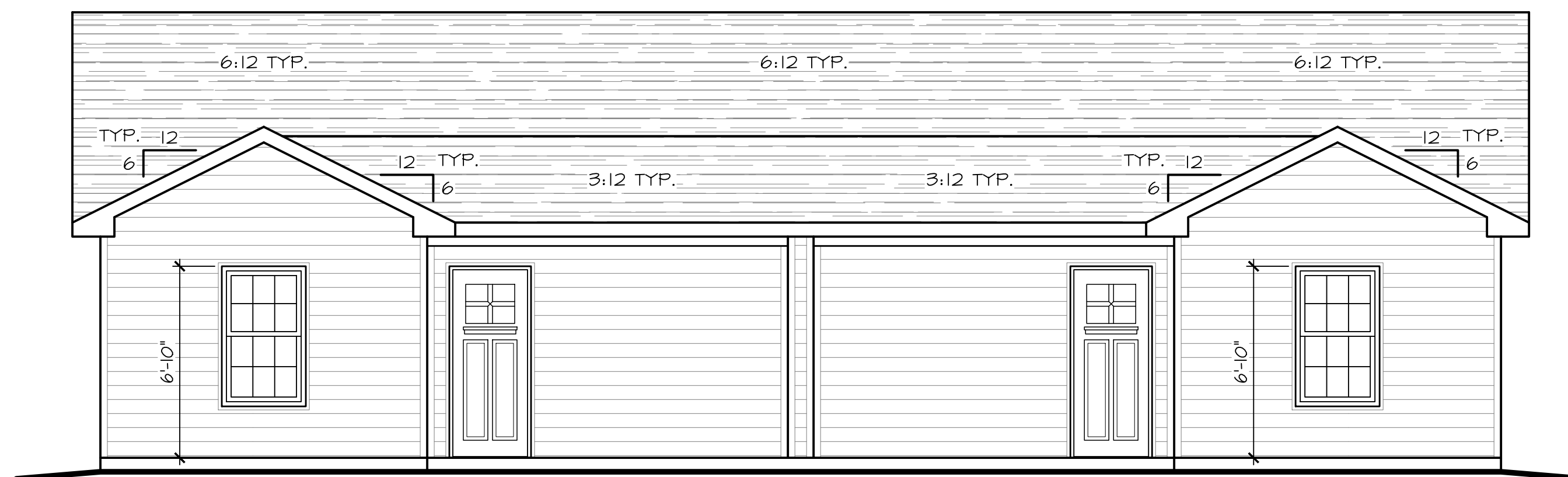


RIGHT SIDE ELEVATION  
SCALE: 1/4" = 1'-0"

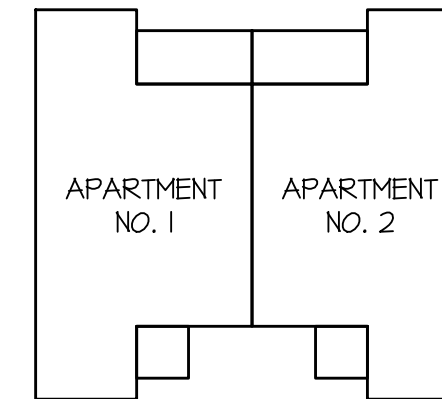

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REAR ELEVATION  
SCALE: 1/4" = 1'-0"

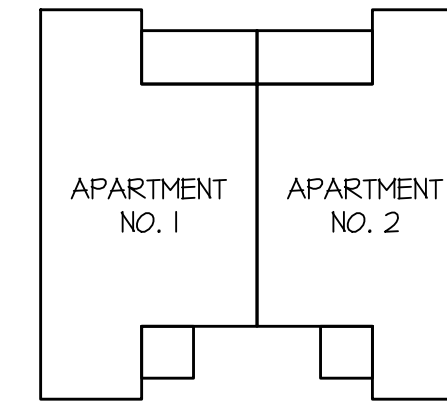
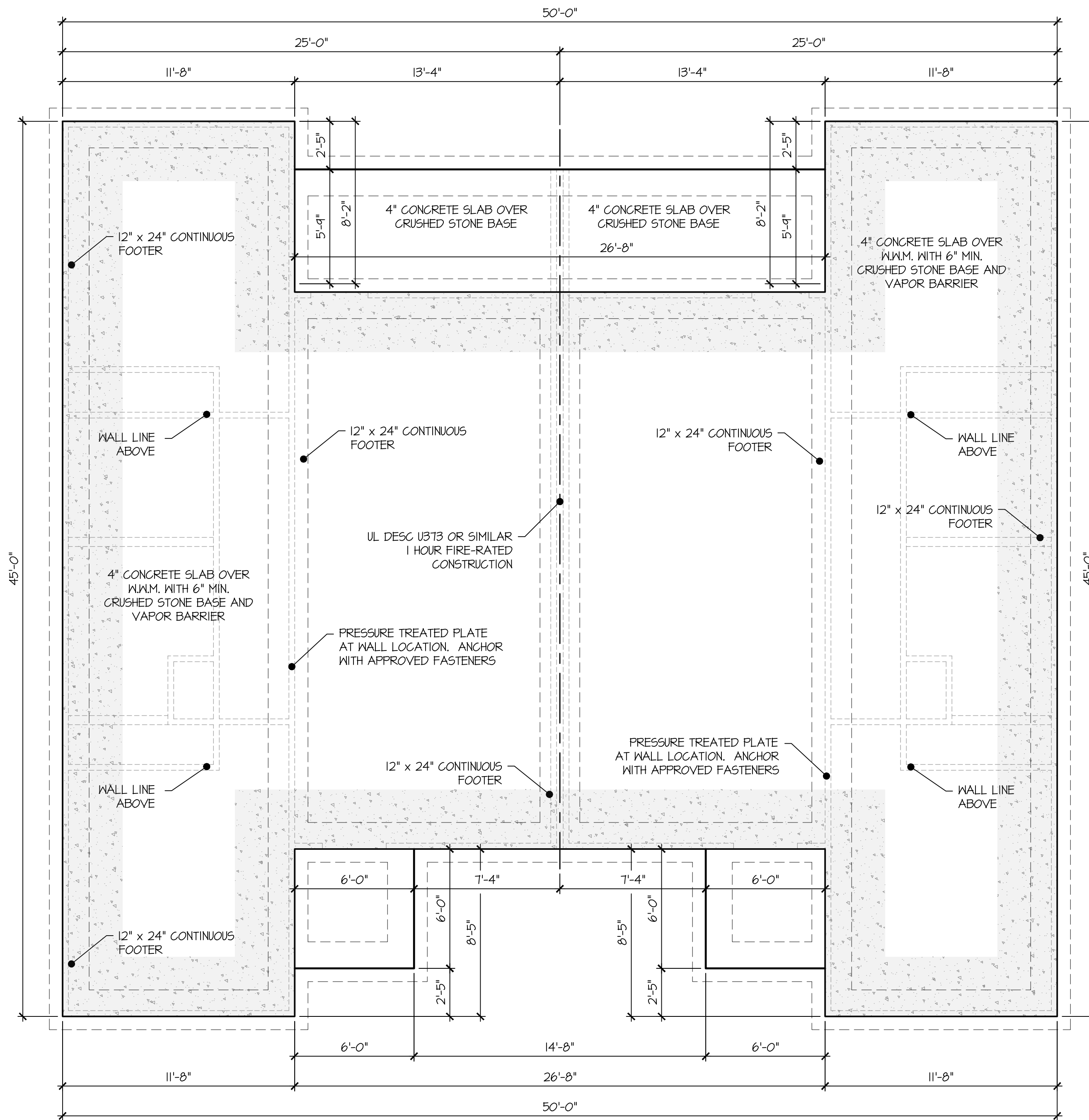


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25-028  
 SHEET NO.  
 4 of 4



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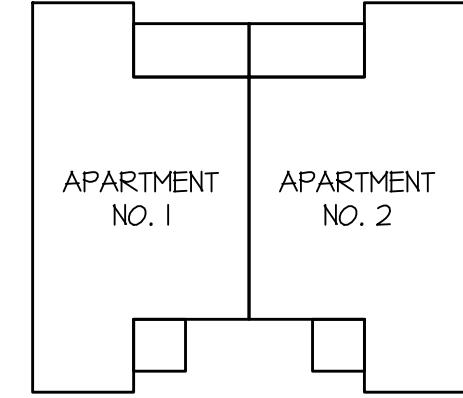
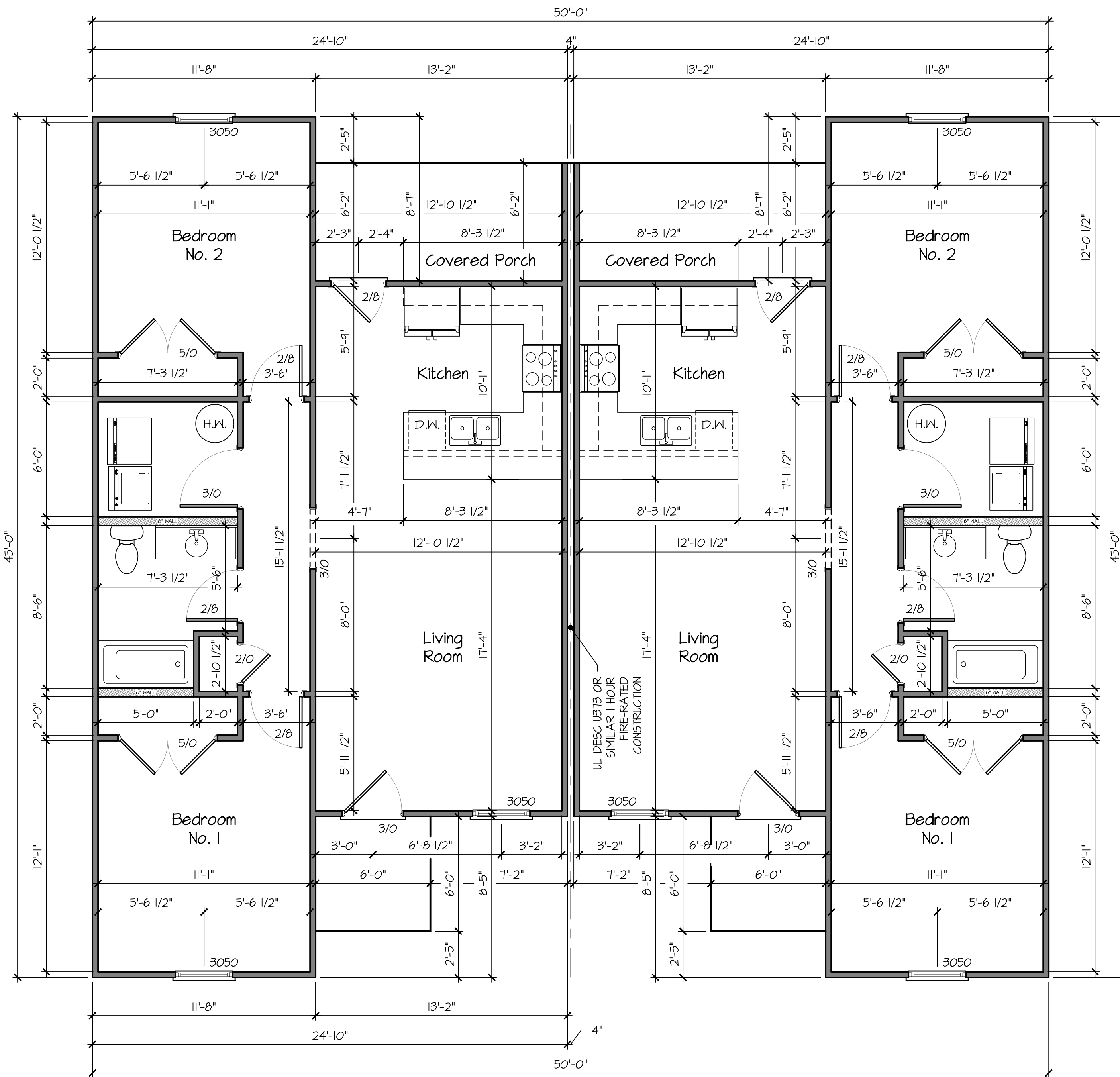
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FOUNDATION PLAN  
 SCALE: 1/4" = 1'-0"

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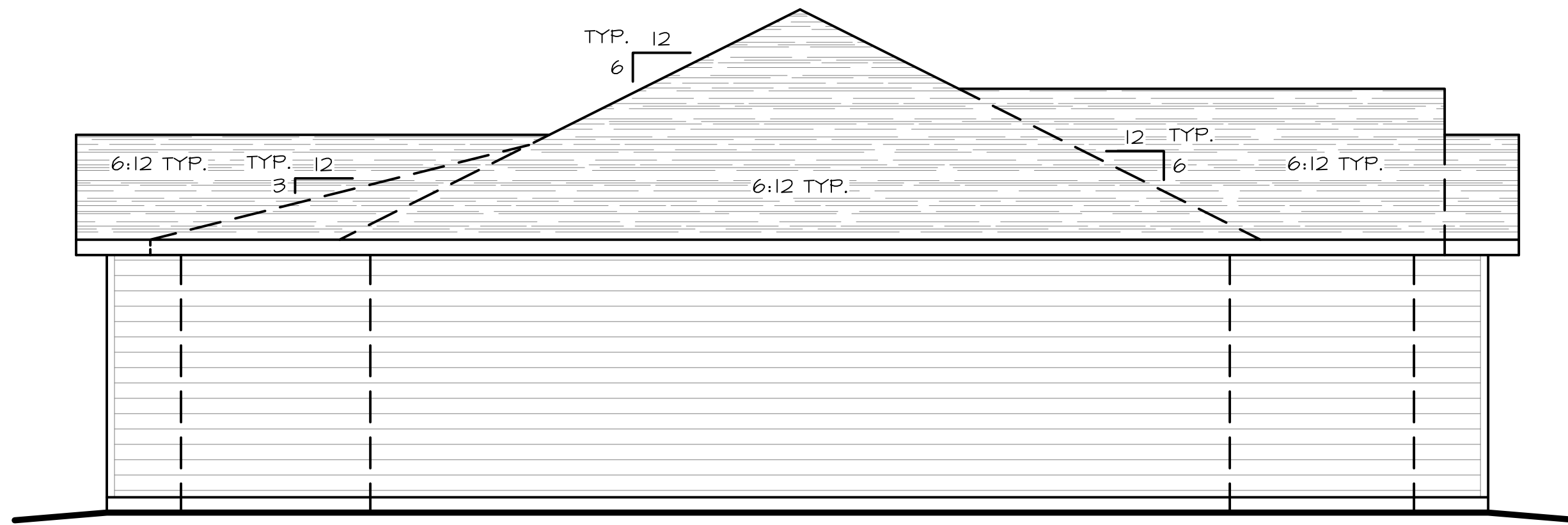
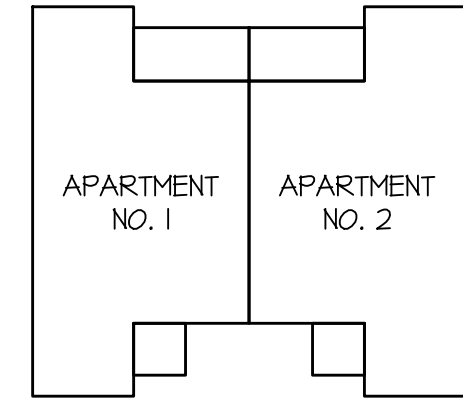
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FIRST FLOOR PLAN  
 SCALE: 1/4" = 1'-0"

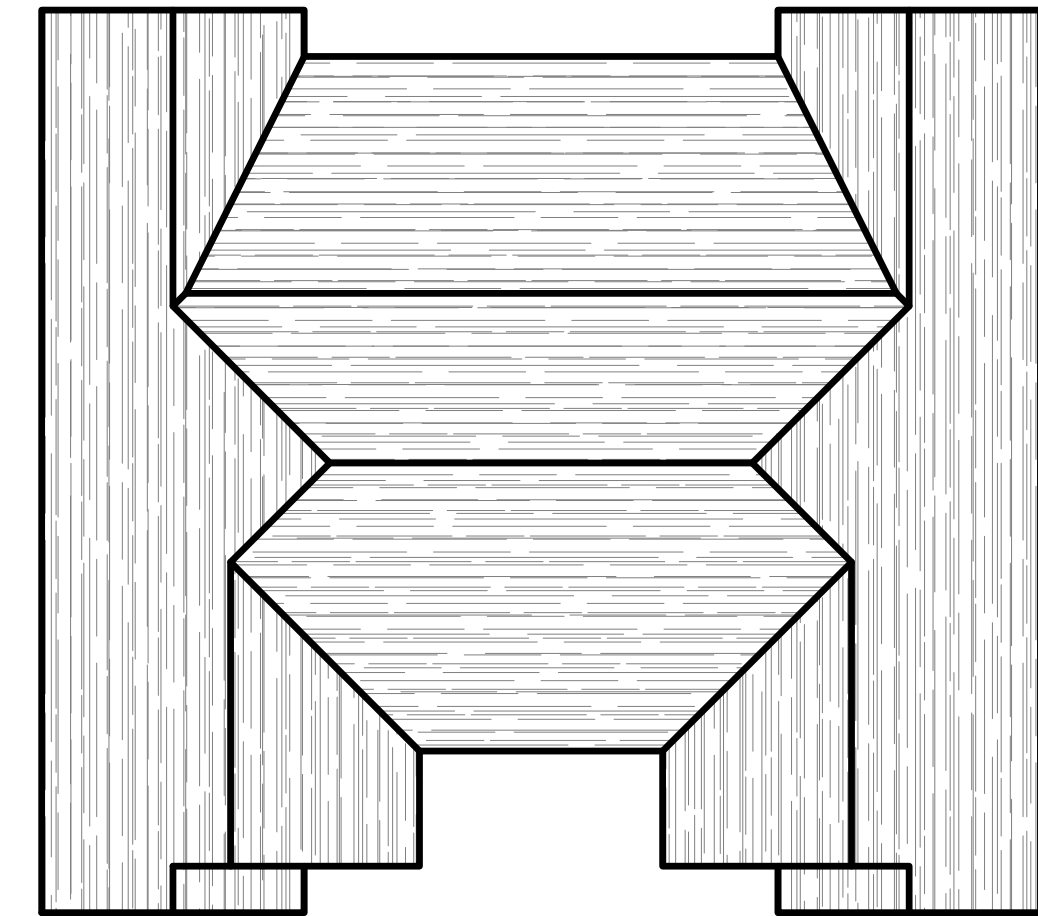
25-028  
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LEFT SIDE ELEVATION  
SCALE: 1/4" = 1'-0"



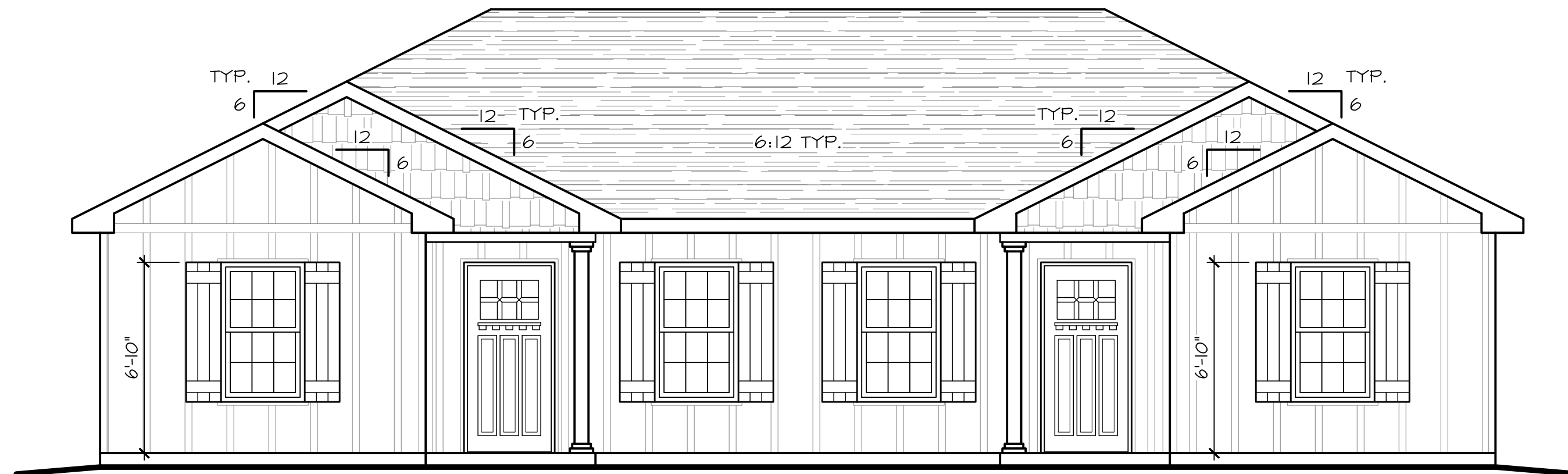
ROOF PLAN  
SCALE: 1" = 10'-0"

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

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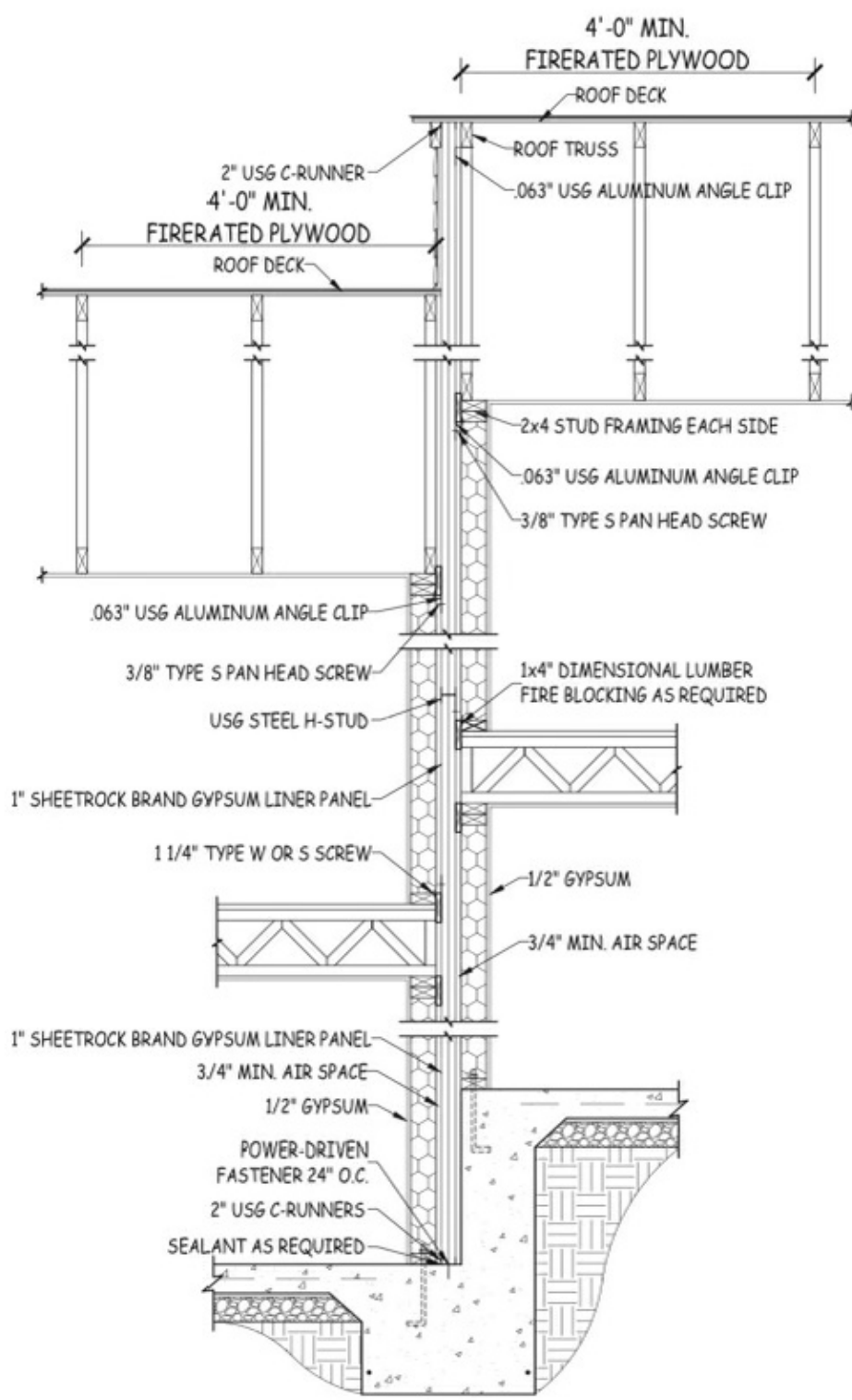
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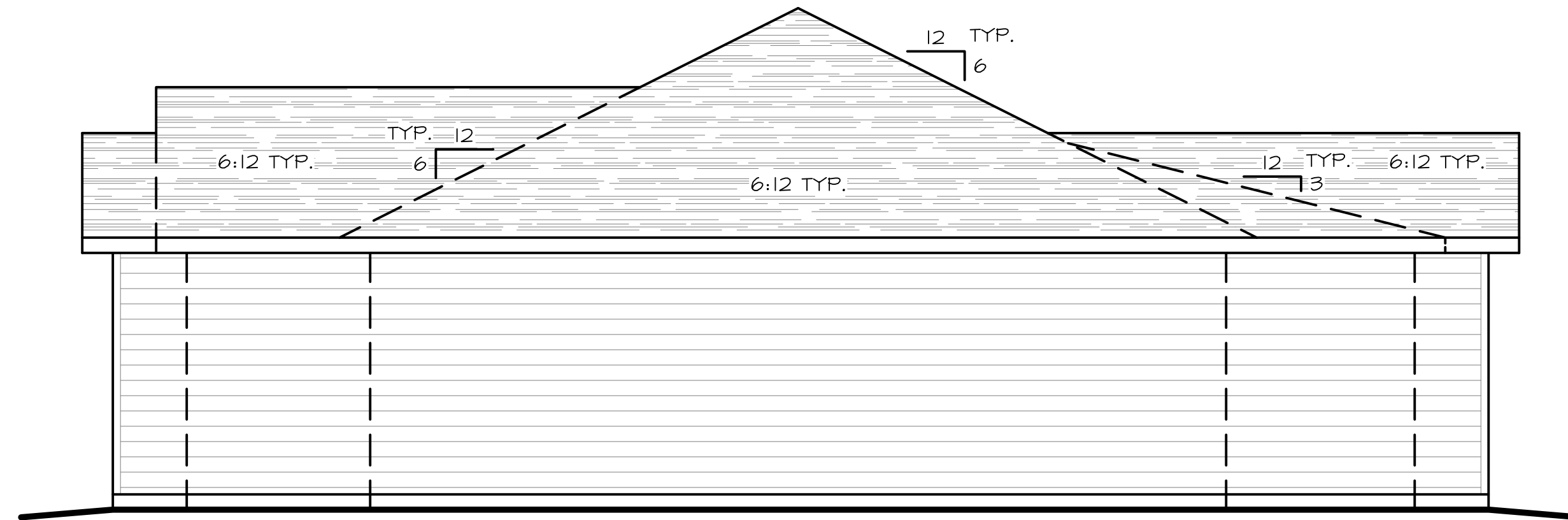
25-028

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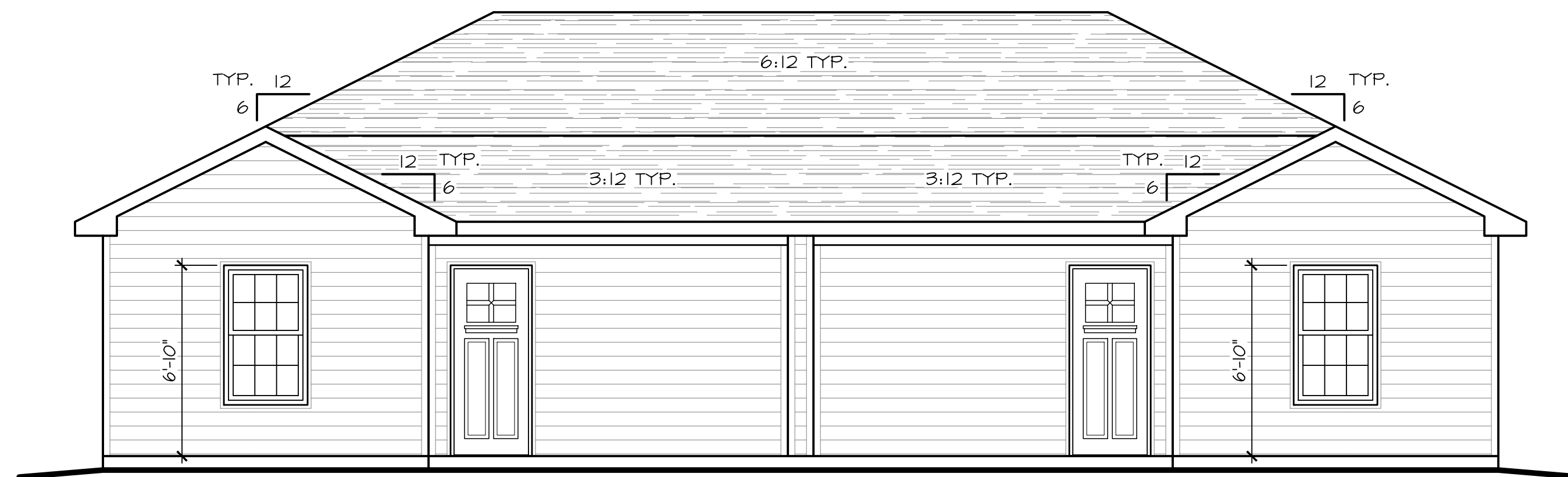
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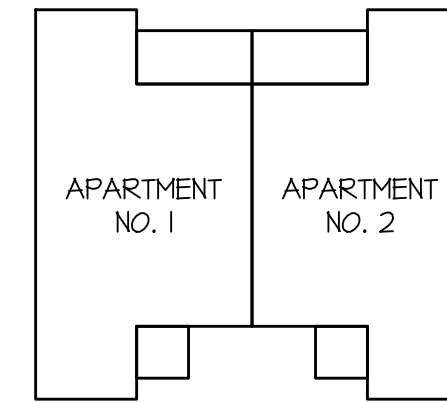
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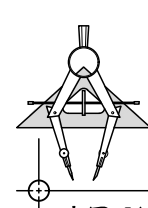
RIGHT SIDE ELEVATION  
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REAR ELEVATION  
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 4 of 4



## Visuals & Elevations

**Grandview Estates** aims to deliver a thoughtfully designed residential environment that supports the City of Portland’s long-term growth objectives while preserving the character, quality, and sense of place that define the surrounding community. The development is planned to include enhanced landscaping throughout the site, with a commitment to preserving select mature trees along the property boundaries to serve as a natural buffer for adjacent homes. In addition, a vinyl privacy fence will be installed along key edges of the property to provide additional screening. This fencing will be selected and installed with care to ensure it is aesthetically pleasing, durable, and consistent with the neighborhood’s visual character. Together, these elements will help the project integrate seamlessly with its surroundings while enhancing the overall appeal and livability of the site.





# Amenities

A shared amenity area will be provided for residents and guests, including:


- Community gazebo
- Fire pit
- Grill station

These features will be centrally located for accessibility and designed to encourage outdoor gathering and neighborhood interaction.



GRAPHIC SCALE  
0 30 60 90  
1 inch = 30 ft

RICHLAND PARK GYM KITCHEN RENOVATION



CORNERSTONE DEVELOPMENT SERVICES COMMITTS TO MAKING THE FOLLOWING RENOVATIONS TO "GRANNIES KITCHEN" IN THE RICHLAND GYM. PRIOR TO ISSUANCE OF BUILDING PERMITS:

- REPLACE CEILING TILES
- REPLACE CABINETS
- PAINT INTERIOR OF KITCHEN
- REPLACE SINK WITH 3 BASIN SINK
- INSTALL 20 GPM/40 LB UNDER SINK GREASE TRAP
- EVALUATE BLOCK WALL FOR EXPANSION OF KITCHEN. IF DETERMINED TO BE ECONOMICALLY FEASIBLE, REMOVE WALL





## Utilities

Water service is currently available on site. The development will contribute a \$56,250 towards future water projects, along with the standard \$750/SFMFR Developer's Contribution and \$1,800/SFMFR Improvement Fee.

To provide sewer service for the site, the existing lift station to the east of the site will have to be relocated and replaced. The cost of this is estimated at \$150,000, which will be at the development's expense, and ultimately replaces an existing old sewer lift station for the City. The development will also be paying the standard \$1,000/SFMFR Developer's Contribution and \$1,200/SFMFR Improvement Fee.



# PORTLAND

Department of Utilities

Call 811 Before You Dig!  
Portland, Tennessee

## CITY OF PORTLAND

ZECHARIAH ROWLEY – ENGINEER TECHNICIAN

100 SOUTH RUSSELL ST.

PORTLAND, TENNESSEE 37148

Telephone (615) 323-1437

Email Address: [zrowley@cityofportlandtn.gov](mailto:zrowley@cityofportlandtn.gov)

John Wilkinson  
1065 Rapids Road  
Portland, TN 37148

Date: 4/17/2025

**Re: WATER & SEWER CAPACITY LETTER  
304, 306, & 310 FOWLER FORD ROAD, PORTLAND, TN 37148  
SUMNER COUNTY – TAX MAP 033J, GROUP C, PARCEL 011.00, 012.00, & 001.00**

The Portland Department of Utilities (PDU) has completed its review of your application for water and sewer for the proposed 12 multi-family units and 5 duplexes (17 units) at the above-referenced location. Three (3) water taps are existing, so all water fees will show 14 units. Please see below for the capacity details.

### **WATER:**

The system does not have the 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.

Based on the modeling results, the water system has the hydraulic capacity to provide domestic and fire flow (1,500 gpm) to this development. As per Ord 24-42, the minimum water main pipe diameter required is an eight (8) inch within City Limits. The Developer will be required to install an eight (8) inch water main throughout the development, and it will need to connect to the existing twelve (12) inch water main behind the apartment complex to the east and connect to the existing eight (8) inch to the south along Fowler Ford Rd. This will entail approximately 525 linear feet of eight (8) inch Blue DR 14 C900 PVC or Ductile Iron Pipe and all associated appurtenances. See the red line in Exhibit 1.

Also, it is in the City's Capital Improvement Plan to install a twelve (12) inch from the Masons Tank to Hwy 109 into town. For this development, the Developer will be required to pay-in-lieu of upsizing the existing eight (8) inch along Fowler Ford Rd to a twelve (12) inch water main across the entire property frontage of the development. See the yellow line in Exhibit 1. Below and attached show how the pay-in-lieu of fee was calculated. Since Parcels 11.00 & 12.00 are existing lots, the pay-in-lieu of fee will not be charged for their property frontage. If any subdividing or lot lines being changed for those parcels occur, the pay-in-lieu of fee will apply.

### **Pay-in- Lieu of Fee:**

\$250 per foot x 225 feet = **\$56,250**



Exhibit 1

The City is currently designing or constructing Water Capital Improvement Projects, including the Oak Hill Water System Improvements, Masons Tank 12-inch Connector, Oak Hill Tank, TGT Water Improvements, Zoning Vaults, and several others. The Developer will be required to pay a Developer’s Contribution of **\$10,500** towards the City’s Capital Improvement Projects. The Developer will be required to pay **\$25,200** towards water improvement fees as per Ordinance 24-42. The Developer’s Contribution and water improvement fees shall be paid prior to a PDU Representative signing off on the Final Plat.

**Developer’s Contribution:**

Single-Family and Multi-Family Residence – 17 Units  
 17 units – 3 existing water taps = 14 units  
 14 Units x \$750 = **\$10,500**

**Improvement Fee:**

Single-Family and Multi-Family Residence – 17 Units  
 17 units – 3 existing water taps = 14 units  
 14 Units x \$1,800 = **\$25,200**

**Total Water Contributions: \$10,500 + \$25,200 + \$56,250 = \$91,950**

**SEWER:**

The modeling report shows that the City’s Sewer Collection System has the capacity for this development. This development is unable to gravity to the existing lift station so the Developer will be required to install a pump station at the low point of this development and abandon the existing pump station to be able to gravity into our sewer system. This will require all existing and proposed gravity mains to lead to the new pump station. See Exhibit 2 on the locations of the pump stations.

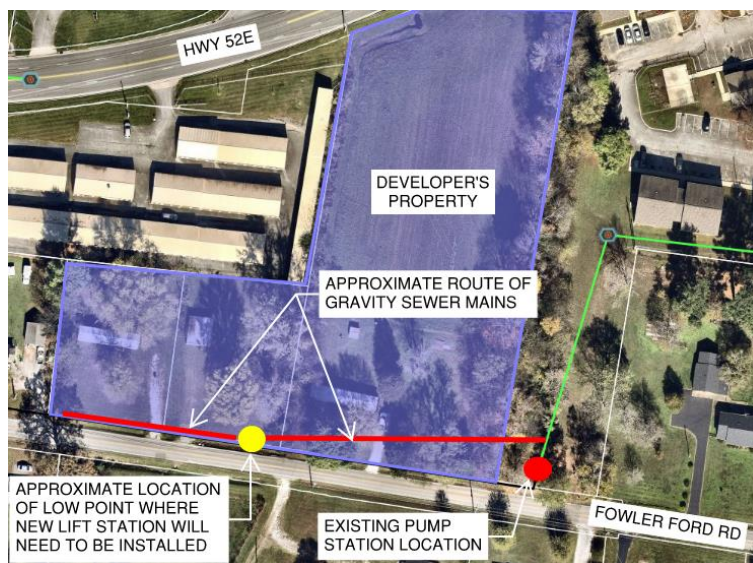


Exhibit 2

The City is currently designing or constructing Sewer Capital Improvement Projects, including the Wastewater Treatment Plant Expansion, Annual Point Repairs Project, Sandye Avenue Sewer Improvements, Hwy 52E Lift Station, and several others. The Developer will be required to pay a Developer's Contribution of **\$17,000** towards the City's Capital Improvement Projects. The Developer will be required to pay **\$20,400** in improvement fees. The Developer's Contribution and sewer improvement fees shall be paid prior to a PDU Representative signing off on the Final Plat. The payment was calculated as follows:

**Developer's Contribution:**

Single-Family and Multi-Family Residence – 17 Units  
17 Units x \$1,000 = **\$17,000**

**Improvement Fee:**

Single-Family and Multi-Family Residence – 17 Units  
17 Units x \$1,200 = **\$20,400**

**Total Sewer Contributions: \$17,000 + \$20,400 = \$37,400**

For any utilities the City accepts, the City is required by state law to depreciate all the fixed assets of the utility over a 40-year period. With this project, the total estimated value of the water and sewer installations is \$292,550. Thus, the estimated value must be depreciated annually over the 40-year period. That equates to approximately \$7,313.75 in the additional expenses to the City's annual budget for the next 40 years.

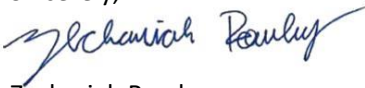
Also, all future parcels must have the utility main along the parcels' road frontage to be approved for service. The water meter shall be located on the property to be serviced or in a dedicated private easement for the property to be served, not more than twenty (20) feet from the Public Right-of-Way. All of this was approved by Resolution 24- 64 (Water), 24-61 (Sewer), and 24-60 (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 with each unit (i.e. tap, connection, capacity fees, etc.) will be determined once Construction Plans are submitted and utility installations have been accepted by the City, and the Residential Service Availability Form Request is filled out for water, sewer, and gas.**

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.

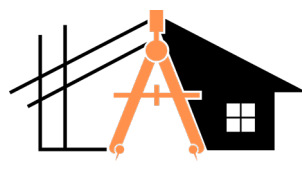
Should you have any questions, please feel free to contact me.

Sincerely,



Zechariah Rowley  
ZFRAV001887

cc. Business Office & PDU Office Staff



## Richland Gym Kitchen Renovation

The owners of Cornerstone Development services have deep roots in Portland, having been raised and grown up here. Both spent many hours at the Richland swimming pool and gym, playing, attending, and watching many sports, birthday parties, and other events. Both are currently raising families in Portland, and are excited to see Richland Gym being brought back to its former glory and the addition of the splash pad.

One of the last remaining pieces of the Richland Gym renovation is updating “Grannies Kitchen” concession stand. Prior to issuance of building permits for the proposed Grandview Estates PUD, Cornerstone Development Services commits providing and constructing the renovations outlined below:

- REPLACE CEILING TILES
- REPLACE CABINETS
- PAINT INTERIOR OF KITCHEN
- REPLACE SINK WITH 3 BASIN SINK
- INSTALL 20 GPM/40 LB UNDER SINK GREASE TRAP
- EVALUATE BLOCK WALL FOR EXPANSION OF KITCHEN. IF DETERMINED TO BE ECONOMICALLY FEASIBLE, REMOVE WALL.

Original estimates for these renovations were given at \$20,000. Cornerstone is excited and proud to donate their time and resources by adding the finishing touches to the Richland Gym renovation, a project that will have such positive affects for the community, and a place that means so much to Cornerstone.

ORDINANCE

City of Portland, Tennessee

No. 25 - 51

First Reading

**AN ORDINANCE TO ENTER INTO AN AGREEMENT WITH COMPANY NAME FOR THE 2025 SANITARY SEWER IMPROVEMENTS, LOCATED AT RICHLAND PARK, S RUSSELL ST, AND NORTH STREET IN PORTLAND, TN**

**WHEREAS**, the City of Portland deems it necessary to remove the Richland Park Lift Station on Jim Courtney Road, complete sewer point repair projects to reduce inflow and infiltration (I/I), and to work towards compliance of Consent Order WPC16-0079 issued by Tennessee Department of Environment and Conservation (TDEC); and

**WHEREAS**, the City of Portland received and opened bids on September 11, 2025, from the following contractors; and

<b>Contractor</b>	<b>Total Bid</b>
Contractor Name	\$
Contractor Name	\$
Contractor Name	\$
Contractor Name	\$

**WHEREAS**, after careful consideration, the bid from Company Name has been recommended as the best bid for the 2025 Sanitary Sewer 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 Company Name in the amount of \$ in the amount of \$ as the best bid for the 2025 Sanitary Sewer 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:  
Passed Second Reading:

ORDINANCE

City of Portland, Tennessee

No. 25 - 51

First Reading

**AN ORDINANCE TO ENTER INTO AN AGREEMENT WITH PERDUE TRUCKING & EXCAVATING FOR THE 2025 SANITARY SEWER IMPROVEMENTS, LOCATED AT RICHLAND PARK, S RUSSELL ST, AND NORTH STREET IN PORTLAND, TN**

**WHEREAS**, the City of Portland deems it necessary to remove the Richland Park Lift Station on Jim Courtney Road, complete sewer point repair projects to reduce inflow and infiltration (I/I), and to work towards compliance of Consent Order WPC16-0079 issued by the Tennessee Department of Environment and Conservation (TDEC); and

**WHEREAS**, the City of Portland received and opened bids on September 11, 2025, from the following contractors; and

<b>Contractor</b>	<b>Total Bid</b>
Perdue Trucking & Excavating	\$498,707.00
Jarrett Builders, Inc.	\$1,116,000

**WHEREAS**, after careful consideration, the bid from Perdue Trucking & Excavating has been recommended as the best bid for the 2025 Sanitary Sewer 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 Perdue Trucking & Excavating in the amount of **\$498,707.00** as the best bid for the 2025 Sanitary Sewer 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:  
Passed Second Reading:

**BID TABULATION**

City of Portland 2025 Sanitary Sewer Improvements Project

PDU No: 0201-187

Bid Date/Time: Wednesday, September 11, 2025 at 2:00pm (CST)

				<b>Perdue Trucking &amp; Excavating</b>		<b>Jarrett Builders, Inc.</b>	
				130 Morningside Dr Portland, TN 37148		1106 Lebanon Pike Nashville, TN 37210	
<b>Item</b>	<b>Description</b>	<b>EST QTY</b>	<b>UNIT</b>	<b>Unit Price</b>	<b>Total</b>	<b>Unit Price</b>	<b>Total</b>
1	Mobilization	1	LS	\$ 14,550.00	\$ 14,550.00	\$ 64,825.00	\$ 64,825.00
2	8" SDR 26 PVC	1,350	LF	\$ 158.90	\$ 214,515.00	\$ 308.00	\$ 415,800.00
3	6" SDR 26 PVC Service Line	300	LF	\$ 106.00	\$ 31,800.00	\$ 131.50	\$ 39,450.00
4	4" SCH 40 PVC Service Line	900	LF	\$ 42.25	\$ 38,025.00	\$ 127.25	\$ 114,525.00
5	<b>4' Dia. Precast Manhole w/ Frame &amp; Cover</b>						
a.	0' - 6' Deep	4	EA	\$ 5,985.00	\$ 23,940.00	\$ 6,456.00	\$ 25,824.00
b.	<6' - 8' Deep	3	EA	\$ 6,800.00	\$ 20,400.00	\$ 7,589.00	\$ 22,767.00
c.	<8' - 12' Deep	1	EA	\$ 9,175.00	\$ 9,175.00	\$ 10,206.00	\$ 10,206.00
6	8" x 6" SDR 26 PVC Service Tee	15	EA	\$ 375.00	\$ 5,625.00	\$ 445.00	\$ 6,675.00
7	6" Cleanout Assembly	15	EA	\$ 900.00	\$ 13,500.00	\$ 824.00	\$ 12,360.00
8	4" Cleanout Assembly	15	EA	\$ 570.00	\$ 8,550.00	\$ 588.00	\$ 8,820.00
9	Connect to Existing Service Laterals	15	EA	\$ 125.00	\$ 1,875.00	\$ 563.00	\$ 8,445.00
10	Concrete Collars	5	EA	\$ 1,850.00	\$ 9,250.00	\$ 2,853.00	\$ 14,265.00
11	Remove Existing Catch Basin and Install 3' x 3' Precast Catch Basin w/ Area Drain	1	EA	\$ 4,125.00	\$ 4,125.00	\$ 8,794.00	\$ 8,794.00
12	Remove and Replace 8" Clay Pipe w/ 15" ADS HP Storm Dual Wall Pipe	140	LF	\$ 69.80	\$ 9,772.00	\$ 94.25	\$ 13,195.00
13	Remove and Replace 15" RCP Storm Pipe	15	LF	\$ 67.00	\$ 1,005.00	\$ 120.00	\$ 1,800.00
14	Removal of Existing Manhole	4	EA	\$ 4,750.00	\$ 19,000.00	\$ 2,147.00	\$ 8,588.00
15	Existing Lift Station to be Removed and Installed Precast Manhole	1	LS	\$ 5,750.00	\$ 5,750.00	\$ 64,412.00	\$ 64,412.00
16	Bypass Pumping	1	LS	\$ 10,500.00	\$ 10,500.00	\$ 117,647.00	\$ 117,647.00
17	Asphalt Pavement Repair	510	SY	\$ 85.00	\$ 43,350.00	\$ 105.00	\$ 53,550.00
18	Traffic Control	1	LS	\$ 4,000.00	\$ 4,000.00	\$ 94,052.00	\$ 94,052.00
19	Project Allowance	1	LS	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
<b>TOTAL BASE BID</b>				<b>\$</b>	<b>498,707.00</b>	<b>\$</b>	<b>1,116,000.00</b>



ORDINANCE

City of Portland, Tennessee

No. 25 - 52

First Reading

**AN ORDINANCE TO APPROVE CHANGE ORDER #6 IN THE INCREASED AMOUNT OF \$251,903.47 WITH CUMBERLAND VALLEY CONSTRUCTORS, INC FOR THE WASTEWATER TREATMENT PLANT EXPANSION PHASE II**

**WHEREAS**, the City of Portland has approved the original contract amount of \$14,528,900 with Cumberland Valley Constructors, Inc. for the Wastewater Treatment Plant Expansion (WWTP); and

**WHEREAS**, the City of Portland has approved Change Orders # 1 - 5 with a net increase of \$62,337.58 with Cumberland Valley Constructors, Inc. for the WWTP Expansion Phase II; and

**WHEREAS**, Change Order #6 revises the contract by:

• Replacement of Blower Package	Increase	+\$209,513.59
• Siemans Clamp-On Flow Meters	Increase	+\$ 42,389.88
	<b>TOTAL</b>	<b>+\$251,903.47</b>

**WHEREAS**, Change Order #6 shall increase the contract amount by \$251,903.47, which shall adjust the contract amount to \$14,843,141.05, an increase of \$314,241.05 from the original contract amount; and

**NOW, THEREFORE BE IT ORDAINED** by the Mayor and Board of Aldermen of the City of Portland approves the acceptance of the Change Order #6 for the items stated above in the amount of \$251,903.47 with Cumberland Valley Constructors, Inc. for the WWTP Expansion Phase II; 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: