

JAN WADE HENSLEY  
Mayor



LISA S. ELAM  
Recorder-Treasurer

# *City of Covington*

POST OFFICE BOX 768  
200 West Washington Avenue, Covington, Tennessee 38019  
Telephone (901) 476-9613 Fax (901) 476-6699

THE MEETING OF THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF  
COVINGTON, TENNESSEE ON November 12, 2024, AT 5:30 P.M.

1. Meeting to be called to order by Mayor Jan Hensley.
2. Invocation to be given by Alderwoman Jean Johnson.
3. Pledge of Allegiance to the Flag to be led by Alderman John Edwards.
4. Minutes of the Preceding Meeting to be approved.
5. Report from Committees:
  - Minutes of General Welfare Public Safety Committee
  - Public Works Committee
6. Additions to the Agenda.
7. Welcome to visitors and grievances from citizens.
8. Report from Mayor Jan Hensley:
  - Updates
9. Report from Recorder-Treasurer Lisa Elam:
10. Report from City Attorney Rachel Witherington.
11. Old Business:
12. New Business:
  - Facility Use Agreement for DSCC to use the auditorium on November 18, 2024. This is a no-cost agreement.
  - Resolution 2024-11-12 D-Annexation by Owner Consent
  - Ordinance 1782 (Administrative Ordinance) ready for approval on first reading



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- Ordinance 1783 (Rezoning 1270 Simonton Street) ready for approval on first reading
- Ordinance 1784 (Rezoning 2030 S Main Street) ready for approval on first reading
- Ordinance 1785 (Rezoning 785 East Street) ready for approval on first reading
- Ordinance 1786 (Planned Development Zoning Regulations) ready for approval on first reading
- Burnett Lane Bridge Discussion
- Bills over/Under \$1,000.00 ready for approval for Board Approval

The Board of Mayor and Aldermen met at City of Covington on October 22, 2024, at 5:30 p.m. with the following members present: Mayor Jan Hensley, Aldermen: Jeff Morris, C.H. Sullivan, Danny Wallace, Chris Richardson. Jean Johnson, and John Edwards. Also present were Assistant Fire Chief Jeff Channel, Public Works Director Tim Haynes, Building Official Lessie Fisher, Police Chief Donna Turner, Human Resource Director Cody Bumpus, Assistant to the Mayor Jason Fleming, Recorder-Treasurer Lisa Elam, City Attorney Rachel Witherington.

Meeting was called to order by Mayor Jan Hensley.

Invocation was given by Alderman Danny Wallace.

Pledge of Allegiance to the Flag was led by Alderman C.H. Sullivan.

Motion was made by Alderman Sullivan and seconded by Alderman Richardson that the Minutes of the Preceding Meeting be approved as distributed to the Board (See Attached).

Motion passed.

Mayor Hensley presented donation requests from Dunham Masonic Lodge #150, C.H.S. Girls Basketball Team, and Covington Manta Rays Swim Team. The requested donation was \$250.00 each.

Motion was made by Alderman Sullivan and seconded by Alderman Richardson that the donations be approved.

Motion passed.

Mayor Hensley announces Scare on the Square will be held on October 26, 2024. First Baptist Church will host a trunk-a-treat on October 27, 2024. Mayor Hensley reported the Burnett Bridge Project is in the review process.

Recorder/Treasurer Lisa Elam reported sales tax received for July collections were \$404,547, which is a decrease of \$19,794 or -4.7%. The year-to-date collection for fiscal year 2024 is \$404,547, which is a decrease of \$19,794 or -4.7%.

Motion was made by Alderman Richardson and seconded by Alderman Sullivan that the Minutes of the Finance and Administration Committees Meeting be approved.

Motion passed.

With no further business the meeting adjourned at 5:43 p.m.

The General Welfare – Public Safety Committee met at City of Covington on October 22, 2024, at 4:00 p.m. with the following members present: Mayor Jan Hensley, Vice-Mayor Jeff Morris, Alderman Chris Richardson, Alderman John Edwards, Alderman Danny Wallace and Alderman C H Sullivan, and Alderwoman Jean Johnson. Also, present were Assistant Fire Chief Jeff Channel, Public Works Director Tim Haynes, Human Resource Director Cody Bumpus, Park and Recreation Director Molly Glass, Building Official Lessie Fisher, Assistant to the Mayor Jason Fleming, and Recorder-Treasurer Lisa Elam.

Meeting was called to order by Chairman Alderman Chris Richardson.

Assistant Fire Chief Channel reported the week of October 9<sup>th</sup> was fire prevention week. The bids for the Fire Stations have been published in The Leader. The first bid is for painting the bay floors and restriping. The second bid is for new asphalt. See attached. Assistant Fire Chief Channel reported a total of 6.5 volunteer hours for the month. Surplus property liquidation is also attached. Alderman Edwards

Motion was made by Alderman Edwards and seconded by Alderman Sullivan to approve the fire department report.  
Motion passed.

Lieutenant Demario Avery reported the police department has 2 vacant positions with 2 offers accepted. He reported a total of 6 vehicles seized and 7 vehicles for auction. Lieutenant Avery also reported 5 new vehicles have been purchased. The police department reported a total of 58 arrests. See attached.

Motion was made by Alderman Sullivan and seconded by Mayor Hensley to approve the police department report.  
Motion passed.

There being no further business, the meeting was adjourned at 4:08 p.m.

The Public Works Committee met at City of Covington November 05, 2024, at 4:00 p.m. with the following members present: Chairman Alderman Danny Wallace, Alderman Jeff Morris, Alderwoman Jean Johnson and Mayor Hensley. Also, present were Public Works Director Tim Haynes, Building Official Lessie Fisher, Human Resource Director Cody Bumpus, Alderman Chris Richardson, Alderman C H Sullivan, Utilities Manager Calvin Johnson, Police Chief Donna Turner, and Recorder-Treasurer Lisa Elam. Also in attendance was Senior Accountant Charity Parimore, Chief of Staff Jason Flemming and Fire Chief Richard Griggs

Chairman Alderman Wallace called meeting to order.

Director Haynes reported Bobby Flowers will be promoted to Stan Taylor's position upon his retirement. Director Haynes also reported Water Treatment Plant Operator Joe Bloechl passed the G4 Water Test. He also announced the department received a new utility truck which will replace the truck in a previous automobile accident. He further stated the guidelines in the residential leaf removal process.

Motion was made by Mayor Hensley and seconded by Alderman Richardson to approve Public Works Report given by Director Haynes.  
Motion Passes

Mayor Hensley gave an update on questions on the status on the Burnett Bridge funding with the CBDG Grant. Mayor Hensley stated the application is in review process and should have an answer by Thanksgiving.

Concern was expressed by the Board of Alderman with the delay in the grant funds. Mayor Hensley and Chief of Staff Flemming will request the status of the grant and report any information to the Board.

Alderman Wallace made a request for the Handicap Parking on the Square be inspected and updated to be more visible.

Building Official Fisher reported the Planning Commission will be requesting 3 new zonings. Building Official Fisher reported to add Resolution D on next weeks Board of Alderman Meeting along with Green Point Ag.

Motion was made by Mayor Hensley and seconded by Alderwoman Johnson to approve Building Official Fisher's report.  
Motion passes.

With no further business the meeting adjourned at 4:46 p.m

FIRE CHIEF  
RICHARD GRIGGS



Phone: (901) 476-2578

# CITY OF COVINGTON

OFFICE OF THE FIRE CHIEF

P.O. Box 768

COVINGTON, TENNESSEE 38019

MAYOR  
JAN WADE HENSLEY



Fax: (901) 476-9800

Covington Fire Department

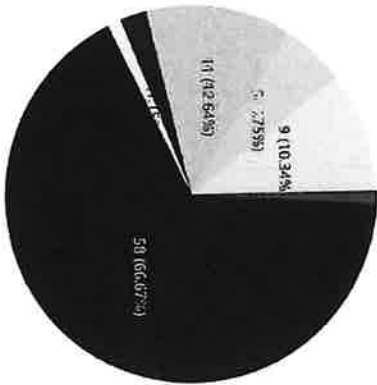
Report for October 22<sup>nd</sup>, 2024

1. Community Events: Fire Prevention, visited children at schools and daycares, Methodist Prep, Charger Academy, Crestview Elementary etc. Participated in a day at City Hall with children from Drummonds Elementary. This year's fire prevention message: Smoke Alarms, make them work for you.
2. Volunteer Hours: \_\_\_6.5\_\_\_ hours worked by Volunteers in September.
3. Call volume report for September 19<sup>th</sup>-October 17<sup>th</sup>, 2024, and a total call volume report.
4. County coverage area collections 2024: \$78,975.00
5. Station Update: Renovations at station – Floor painting, Parking lot paving. Bid sheets attached.
6. Severe Weather Sirens: All are operational
7. Fire Inspection report—See report.
8. New Apparatus ordered
9. Surplus property liquidation. Item #4 transferred to Civic Center.
10. Official Columbia Southern transcript conferring degree completion for Richard Griggs.
11. Firefighter Terrance Smith attended a CDP- Haz-Mat Course in Anniston Alabama
12. Free Smoke Alarms Please Call (901)-476-2578 to schedule an appointment.

Respectfully submitted.

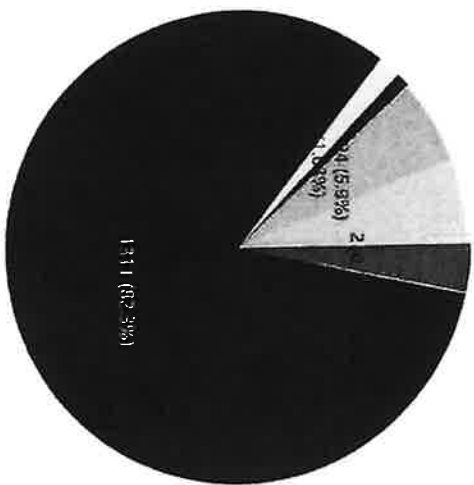
Fire Chief, Richard Griggs

Total (87)



- 1 - Fire
- 3 - Rescue & Emergency Medical Service Incident
- 4 - Hazardous Condition (No Fire)
- 5 - Service Call
- 6 - Good Intent Call
- 7 - False Alarm & False Call
- None / In Progress

Total (1593)



- 1 - Fire
- 2 - Overpressure Rupture, Explosion, Overheat(no fire)
- 3 - Rescue & Emergency Medical Service Incident
- 4 - Hazardous Condition (No Fire)
- 5 - Service Call
- 6 - Good Intent Call
- 7 - False Alarm & False Call
- 9 - Special Incident Type
- None / In Progress

FIRE CHIEF  
RICHARD GRIGGS



Phone: (901) 476-2578

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Fax: (901) 476-9800

## INVITATION TO BID: 10-30-2024

The City of Covington Fire Department is seeking bids for the cleaning, preparing, painting and striping the bay floors at both City of Covington fire stations.

### Category:

### Scope of work requested:

- Sand the entire floor with mechanical sander to abrade surface.
- Apply prime coat of General Polymers 3745 High Performance Epoxy.
- Finish coat with General Polymers 4638 HS Polyurethane Floor Enamel on entire floor area to include 12 inches @ wall floor joint.
- Install lane stripes with General Polymers Pace-Cote Polyaspartic SS.

101 Tennessee Ave. Covington Tn. 38019 - Bay floor, Hose Tower, Shop, Electrical room, laundry room

100 Mueller Brass Road Covington Tn. 38019 – Bay floor, Hose tower, laundry room.

Contractor to supply labor, tools, material, and equipment to complete job.

**Bid Opening Date:** 11-07-2024.

**Bid Opening Time:** 2:00 P.M.

**Bid Opening Location:** Covington Fire Department 101 Tennessee Ave. Covington TN, 38019

Bidders must visit both stations Covington Fire Department 101 Tennessee Ave. & 100 Mueller Brass Rd. Covington Tn. 38019, during normal business hours Monday-Friday 8am-5pm. (901) 476-2578.

Bids will be accepted until 2:00 pm on Thursday November 7<sup>th</sup>, 2024, when at such time they will be publicly opened. The bid opening will take place at The Covington Fire Department, 101 Tennessee Ave. Covington TN, 38019. Bid envelopes shall be sealed and marked on the outside "Sealed Bid: "Floor bid", to avoid premature opening. Bids must be in the same envelope and marked correctly.

The City of Covington reserves the right to accept and/or reject any or all or any portion of any bid and to waive any informality in the bid process. The City of Covington is an equal opportunity employer, drug-free workplace with policies of non-discrimination based on race, sex, religion, color, national or ethnic origin, age, disability, or military service.

FIRE CHIEF  
RICHARD GRIGGS



Phone: (901) 476-2578

# CITY OF COVINGTON

OFFICE OF THE FIRE CHIEF  
P.O. Box 768  
COVINGTON, TENNESSEE 38019

MAYOR  
JAN WADE HENSLEY



Fax: (901) 476-9800

## INVITATION TO BID: 10-30-2024

The City of Covington Fire Department is seeking bids for the parking lot Asphalt Surface and Striping at 101 Tennessee Ave. and 100 Mueller Brass Rd. Covington Tn.38019.

### Category:

**Parking lot cleaned, loose asphalt removed, low areas filled with hot mixed asphalt to existing grade, all tie ins to concrete will be milled at a depth of 2 inches for a proper tie in, before a 2-inch overlay of entire lot. Parking lot stripes will be applied to match the existing layout, and meet ADA standards. Station one approx. 1420 sq. yards, Station two approx. 1100 sq. yards.**

**Bid Opening Date:** 11-7-2024.

**Bid Opening Time:** 2:00 P.M.

**Bid Opening Location:** Covington Fire Department 101 Tennessee Ave. Covington TN, 38019

Contractors shall visit both stations: Covington Fire Department 101 Tennessee Ave & 100 Mueller Brass Rd. Covington Tn.38019 for proper measurements of work requested, during normal business hours Monday-Friday 8am-5pm. (901) 476-2578.

Bids will be accepted until 2:00 pm on Thursday November 7<sup>th</sup>, 2024, when at such time they will be publicly opened. The bid opening will take place at The Covington Fire Department, 101 Tennessee Ave. Covington TN, 38019. Bid envelopes shall be sealed and marked on the outside "Sealed Bid: "Paving", to avoid premature opening. Bids must be in the same envelope and marked correctly.

The City of Covington reserves the right to accept and/or reject any or all or any portion of any bid and to waive any informality in the bid process. The City of Covington is an equal opportunity employer, drug-free workplace with policies of non-discrimination based on race, sex, religion, color, national or ethnic origin, age, disability, or military service.



This report outlines the activities and contributions of the Fire Inspector for the time frame of September 23 – October 18, highlighting key inspections and assistance provided to ensure public safety and regulatory compliance.

#### **Fire Inspections:**

- Conducted 5 annual fire inspections across various properties. These inspections are crucial for identifying fire hazards, ensuring fire safety measures are in place, and promoting compliance with fire safety regulations. One property needed immediate attention to fire risk issues.

#### **Business Final Inspections for Certificate of Occupancy:**

- Completed 8 inspections of businesses aimed at ensuring Fire and Life Safety measures were in place before opening to the public.

#### **Fire Alarm Inspections:**

- Conducted 1 inspection focused on fire alarm systems. These inspections are critical for ensuring that commercial fire alarm systems have effective activation, are appropriately placed and/or properly maintained to reduce fire risks. (Beall's, Big Lot's, TSC) new owner needed verification.

**Annual Fire Inspection and Fire Drill for Schools/Daycares:** These inspections were conducted with Deputy State Fire Marshal Tommy Smith.

- Conducted a Fire Inspection/Fire Drill on Tipton Christian Elementary
- Conducted a Fire Inspection/Fire Drill on Tipton Christian Middle & High School
- Conducted a Fire Inspection at Starks Daycare.

#### **Business Pre-Plan Visit:**

- Conducted 8 pre-plan visits for business facilities. Pre-plan visits involve assessing the layout, risks, and potential hazards of a facility to develop effective emergency response plans.

#### **Plans Review**

- Plan Review for Agape Chapel and Banquet Hall (10-01)
- Plan Review for 713 Hwy. 51 S. (10-01)

- Plan Review for Primetime Grill (10-01)
- Plan Review for Distillery- Building Official (10-03)
- Plan Review/Compliance for Distillery- Code Solutions (10-16)
- Plan Review tour for Covington High School (Buildings Not Sprinkled). (10-15)

### **Emergency Calls/Operations**

- Fire Alarm complaint at Glendale Commons (09-30)
- 150 Witherington, seed company fire extinguishment progress update (10-10)
- Assisted Chief Channell with putting up signs and banners for Fire Prevention Week.
- Earthquake Drill- Magnolia Creek Nursing Home (10-17)

### **Meetings**

- Tipton County Fire Inspectors Meeting. Atoka (09-30)
- Planning Commission Meeting. (10-01)
- Special Events Committee Meeting. (10-03)
- Meeting for delayed Fire Alarms in Schools. TCBOE (10-15)
- OSHA Compliance with Chief Griggs- Education Requests for City Employees including classes for checking off AED, use of AED, CPR training and mandatory training of Bloodborne Pathogens for Firefighters, Police and Sanitation Workers.

### **Education/Administration/Training**

- TEMA Disaster Damage Assessment class. SWTBOA (09-26)
- Training for Inspections portion of First Due Program. Conference Call (10-01)

### **Holiday/Day's Off**

- Columbus Day (10-14)
- Sick Day (10-18)

**Conclusion:** Initiating a new documentation system for Fire Inspections has dampened the number of annual inspections conducted this month. However, I attest that my efforts have significantly contributed to public safety by conducting essential fire inspections, ensuring compliance with fire and life safety regulations during business inspections, and assisting in various critical inspections related to building codes enforcement. These activities are crucial for safeguarding lives, protecting property, and promoting a safe environment within the community.

Russell Thigpen  
Fire Inspector/OSHA Compliance

SURPLUS PROPERTY NOMINATION FORM  
CITY OF COVINGTON, TENNESSEE

DEPARTMENT: FIRE

The following items are hereby nominated for designation as surplus city property pursuant to City of Covington Resolution No. \_\_\_\_\_.

Item: ①

Description: Gas Powered Exhaust Fan.

Serial Number: 8045

Age: 20 Estimated remaining useful life (years) ?

Purchase price: 3,500

Estimated Current Value: 100.00

Reasons for making the nomination: Replaced w battery operated fan.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

  
Signature

10-16-2024  
Date

SURPLUS PROPERTY NOMINATION FORM  
CITY OF COVINGTON, TENNESSEE

DEPARTMENT: FIRE

The following items are hereby nominated for designation as surplus city property pursuant to City of Covington Resolution No. \_\_\_\_\_.

Item: (2)

Description: Gas Powered Exhaust Fan

Serial Number: 718G 441 - 6065

Age: 20+ Estimated remaining useful life (years) ?

Purchase price: 3,500

Estimated Current Value: 300.00

Reasons for making the nomination: Replaced w/ battery fan.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Richard L. Goff  
Signature

10-16-2021  
Date

SURPLUS PROPERTY NOMINATION FORM  
CITY OF COVINGTON, TENNESSEE

DEPARTMENT: FIRE

The following items are hereby nominated for designation as surplus city property pursuant to City of Covington Resolution No. \_\_\_\_\_.

Item: ③

Description: Misc. Tire Chains, Lightbar, Air Cart.

Serial Number: NONE

Age: 30+ Estimated remaining useful life (years) ?

Purchase price: 1,000

Estimated Current Value: 100.00

Reasons for making the nomination: \_\_\_\_\_

NOT IN USE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Richard G. Goff  
Signature

10-16-2024  
Date

SURPLUS PROPERTY NOMINATION FORM  
CITY OF COVINGTON, TENNESSEE

DEPARTMENT: FIRE

The following items are hereby nominated for designation as surplus city property pursuant to City of Covington Resolution No. \_\_\_\_\_.

Item: (4)

Description: Betco Floor Buffer

Serial Number: D437510

Age: 5 Estimated remaining useful life (years) ?

Purchase price: \$1665.00

Estimated Current Value: \$1000.00

Reasons for making the nomination: NO LONGER HAVE FLOORS  
THAT NEEDS BUFFER.

Transferred to Civic Center!!

Richard H. [Signature]  
Signature

10-16-2024  
Date

SURPLUS PROPERTY NOMINATION FORM  
CITY OF COVINGTON, TENNESSEE

DEPARTMENT: FIRE

The following items are hereby nominated for designation as surplus city property pursuant to City of Covington Resolution No. \_\_\_\_\_.

Item: (5)

Description: HURST EXTRICATION TOOLS, CUTTER, SPREADER, RAMM

Serial Number: C-40991F, R-15358, S41298

Age: 30 years Estimated remaining useful life (years) \_\_\_\_\_

Purchase price: \$25,000

Estimated Current Value: 500.00

Reasons for making the nomination: NO PUMP, LOW PRESSURE TOOLS  
REPLACED WITH H.P. BATTERY TOOLS,

Rahad G.  
Signature

10-16-2024  
Date

SURPLUS PROPERTY NOMINATION FORM  
CITY OF COVINGTON, TENNESSEE

DEPARTMENT: FIRE

The following items are hereby nominated for designation as surplus city property pursuant to City of Covington Resolution No. \_\_\_\_\_.

Item: ⑥

Description: Misc Expired Turnout GEAR, HELMETS

Serial Number: \_\_\_\_\_

Age: 11 y/o Estimated remaining useful life (years) 0

Purchase price: 20,000

Estimated Current Value: 100.00

Reasons for making the nomination: Turnout GEAR, EXPIRED NOT  
SUITABLE FOR USE.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Richard G. [Signature]  
Signature

10-16-2024  
Date

SURPLUS PROPERTY NOMINATION FORM  
CITY OF COVINGTON, TENNESSEE

DEPARTMENT: FIRE

The following items are hereby nominated for designation as surplus city property pursuant to City of Covington Resolution No. \_\_\_\_\_.

Item: ⑦

Description: White Refrigerator

Serial Number: N/A

Age: 30 + Estimated remaining useful life (years) ?

Purchase price: 600

Estimated Current Value: 50

Reasons for making the nomination: Replaced Durrig Remodel

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Rickard J. G.  
Signature

10-16-2024  
Date

# Columbia Southern University

21982 University Lane  
Orange Beach, AL 36561

## OFFICIAL ACADEMIC TRANSCRIPT

Student Name: Richard Lynn Griggs

Birth Date: 11/6

Enrollment Date: 07/07/15

Student Number: 253127

Date Printed: 10/01/24

Program Enrolled: Bachelor of Science in Fire  
Administration

COURSE	TITLE	SEMESTER HOURS	GRADE
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### Transfer Credits

Source

Hrs

### Professional Training

CERT	WMD Radiological/Nuclear Course for Hazardous Material	2	
CERT	Tennessee: Firefighter II	3	
CERT	Texas: Active Attack Integrated Response Course	1	
CERT	Confined Space Rescue Awareness	1	
CERT	Tennessee: Fire Chief Orientation	1	
CERT	Hazardous Materials Team Operations	3	
CERT	Tennessee: Fire Investigator	3	
CERT	Tennessee: Firefighter I	3	
CERT	FEMA: Exercise Design	1	
CERT	Tennessee: Conducting Live Fire Evolutions	1	
CERT	Tennessee: Pumper Hydraulics	1	
CERT	Rope Rescue Awareness	1	
CERT	Tennessee: Fire Officer III	3	
CERT	Tank Car Specialist	1	
CERT	TEEX: EMS Operations and Planning for Weapons of M	1	
CERT	Tennessee: Fire Officer I/II	3	
CERT	NFA: Wildland Urban Interface Firefighting for Str	1	
CERT	Hazardous Material Technician Training	3	
CERT	Tennessee: Live Firefighting	2	
CERT	40-Hour HAZWOPER	3	
CERT	Crude by Rail Emergency Response	1	
CERT	Tennessee: Modular	1	

COURSE	TITLE	SEMESTER HOURS	GRADE
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	Emergency Response Radiological		
CERT	Tennessee: Training Operations in Small Department		1
CERT	Tennessee: Fire Officer IV		3
CERT	Tennessee: Fire Department Instructor I		3
CERT	Tennessee Arson Detection for the First Responder		1
Total Hours:			48

### Dyersburg State Community College

EMT 102	Emergency Medical Technician II		6
EMT 103	Emergency Medical Technician III		5
EMT 101	Emergency Medical Technician I		4
Total Hours:			15
Total Transfer Credit Hours:			63

### Summer 2015

FIR 2302	Principles of Fire and Emergency Services Safety and Survival	3	W
PS 1010	American Government	3	W
TERM: HOURS: 0 QPTS: GPA:			

### Summer 2019

EH 1010	English Composition I	3	B
PHL 1010	Critical Thinking	3	A
HY 1110	American History I	3	B
FIR 2302	Principles of Fire and Emergency Services Safety and Survival	3	DP

RAISED SEAL NOT REQUIRED: THIS TRANSCRIPT IS PRINTED ON SECURITY PAPER AND IS ONLY VALID WHEN IT BEARS THE SIGNATURE OF THE REGISTRAR.

Richard Griggs  
4154 Mt Lebanon Rd

Covington

TN 38019

Rachel Farris  
Registrar

253127

Richard Lynn Griggs



TERM: HOURS: 9 QPTS: 30.00 GPA: 3.33

09/26/2024

Honors: Magna Cum Laude

**Spring 22/23 Term SP 203L**

PSY 1301 General Psychology 3 A

SOC 1301 Introduction to Sociology 3 A

ART 1301 Art Appreciation I 3 B

BIO 1301 Non-Majors Biology 3 A

TERM: HOURS: 12 QPTS: 45.00 GPA: 3.75

**Fall Term 3B 2024**

MAT 1301 Liberal Arts Math 3 A

TERM: HOURS: 3 QPTS: 12.00 GPA: 4.00

**Winter Term 4B 2024**

BIO 1302 Ecology and the Environment 3 A

FIR 2303 Fire Behavior and Combustion 3 A

TERM: HOURS: 6 QPTS: 24.00 GPA: 4.00

**Spring Term 5B 2024**

ENG 1302 English Composition II 3 A

FIR 2304 Building Construction for Fire Protection 3 A

FIR 2305 Introduction to Fire Prevention 3 A

TERM: HOURS: 9 QPTS: 36.00 GPA: 4.00

**Spring Term 6B 2024**

FIR 3305 Fire Protection Structure and Systems 3 A

FIR 3306 Fire Prevention Organization and Management 3 A

FIR 3307 Community Risk Reduction for the Fire and Emergency Services 3 A

TERM: HOURS: 9 QPTS: 36.00 GPA: 4.00

**Summer Term 1B 2025**

FIR 4301 Political and Legal Foundations of Fire Protection 3 A

FIR 4303 Fire and Emergency Services Administration 3 A

FIR 4308 Applications in Fire Research 3 A

TERM: HOURS: 9 QPTS: 36.00 GPA: 4.00

**Degrees Conferred**

Bachelor of Science in Fire Administration

RAISED SEAL NOT REQUIRED: THIS TRANSCRIPT IS PRINTED ON SECURITY PAPER AND IS ONLY VALID WHEN IT BEARS THE SIGNATURE OF THE REGISTRAR.

Richard Griggs  
4154 Mt Lebanon Rd

Covington

TN 38019

*Rachel Farris*Rachel Farris  
Registrar

253127

Richard Lynn Griggs





Donna Turner  
Chief of Police

# Covington Police Department

211 South Main Street Covington, TN 38019

Telephone (901) 475-1261

(c) 901- 444-1047

Fax (901) 313-9359

dturner@covingtontn.com

22 October 2024

## Public Safety Committee Meeting Law Enforcement Agenda

September 2024

- **Personnel**
- **Training**
- **Monthly Activity**
- **August Press Releases**
- **August Major Expenses**
- **Total Calls for Service**
- **Traffic Stops Totals**
- **K9 Statistics**
- **August 2023 Statistics**
- **August Seizure Updates**
- **Policy Review and Approval**
- **August Traffic Surveys**

### Personnel

The CPD currently has two (2) vacant positions. September - October staffing changes:

The three backgrounds and agility tests have been completed for new hires. The medicals and psychological are scheduled by HR Director Bumpus.

**Officer Dowell** and **Officer Hayes** have been accepted and will be attending TLETA in the January 2025 class.

**Officer Barnes** and **Officer Olive** are attending TLETA 12-week basic training academy from September 29 – December 20, 2024.

*"Serving - Protecting- Caring"*

The open position for intelligence analyst will be posted.

### **Training**

**9/9 – 9/13:** Sgt Jermale Taylor attended the Instructor Development Course to help develop a better understanding of curriculum development and classroom mechanics leading to more effective training deliveries.

**9/9 – 9/20:** Det Norwood attended the Basic Criminal Investigation School in Jackson, TN hosted by TBI. This course focused on interviews, interrogation, search warrant writing, photography, and crime scene processing.

**9/9 – 11/22:** Sgt Doss is attending the National Forensic Academy, a 10-week program designed to meet the needs of law enforcement agencies in evidence identification, collection, and preservation.

**9/16 – 9/18:** Analyst Hayes attended the TIBIS Certification training hosted by the TBI at Gatlinburg, TN.

**9/25 – 9/27:** Chief Turner attended the Quarterly TACP Meeting in Franklin, TN.

### **Monthly Activity**

- 9/1- The Patrol Division conducted a THSO traffic enforcement saturation in Covington.
- 9/3- Chief Turner held panel interviews for patrol officers. 7 candidates were referred for background investigations.
- 9/4- Sgt Templeton and IT Nic Shaw attended the West TN First Net Collaboration Meeting hosted by Verizon in Memphis.
- 9/4- GT Distributors sized staff for ballistic vest purchases at CID.
- 9/5- Chief Turner and CPD staff presented retirement/appreciation plaques to Director David Gray, Director Tina Dunn and Kristin Mathis.
- 9/5- Welcome back to Officer Kenneth Preyer on his first day!
- 9/5- Chief Turner and CPD staff participated in the recording of a video for the Living, Learning and Investing in Tipton Co by Tipton Perfect on the square.
- 9/6- Ofc Olive and Ofc Barnes attended TLETA Orientation in Nashville.
- 9/7 – 9/8- Chief Turner and Staff attended and maintained security at the Highway 51 Music Festival
- 9/10- Chief Turner held a Training Unit Meeting.

9/10- CPD staff attended the Veteran's Recognition at the Tipton County Museum  
9/11- Chief Turner and staff attended and participated in the 9/11 Memorial hosted in Atoka  
9/11- Lt McCurry, Lt Dillingham, and Analyst Hayes attended the West TN THSO Quarterly Network Meeting in Jackson.  
9/12- Chief Turner attended a 51 Music Festival recap meeting with the president of the CEDC.  
9/12- Chief Turner recognized CPD staff celebrating National Women's Police Day!  
9/12- Chief Turner spoke on Current trends in Fraud at the Citizen's Bank Smart Women's Luncheon hosted at DSCC Covington Campus. CPD staff attended.  
9/16- Chief Turner held a SRO Unit meeting.  
9/17- Chief Turner attended a final planning Teams meeting regarding CN Railroad Covington Exercise.  
9/17- CPD Staff conducted Intruder Drills at the Alternative Learning Center, Crestview Middle and Elementary Schools, and Charger Academy.  
9/18- Covington Police Department and Tipton Prevents hosted the TBI Dangerous Drug Taskforce Regional Drug Trends Seminar held at the Covington Civic Center.  
9/18- Chief Turner attended the Nationwide Cybersecurity Review Teams meeting.  
9/19- Lt Avery attended the Urban Area Security Teams Meeting in Memphis.  
9/19 -20- CPD patrol Division conducted THSO traffic saturations in Covington.  
9/24- Chief Turner and staff held a supervisor test and interview panel assessment.  
9/28 – 9/29- Chief Turner and staff attended and maintained security of the Heritage Festival.  
9/30- Chief Turner held a Training Unit Meeting

#### **Monthly Press Releases:**

09/11 - Covington Police Department Nabs Suspect After Disturbing Threats Against Officer  
09/24 – Violent Fugitive Captured following failure to appear at Tipton County Circuit Court Trial

#### **September 2024 Major Expenses:**

110-42100-148: Employee Education and Training | \$10,975.43

### **September Statistical Graphs and Totals:**

- **September 2024 / Total calls for service – 1582**
- **September 2024 / Traffic stops - 112**
- **September 2024 / Statistics Patrol including and CID.**
- **September 2024 – Social Media Outreach – 29,964**

### **September Seizure Updates:**

9/1 – 2007 Hyundai GST  
9/7 – 2016 Volvo XC60  
9/15 – 2004 Chevy Tahoe  
9/18 – 2012 Nissan Altima  
9/21 – 2009 Nissan Maxima  
9/26 – 2003 Chevy Trailblazer

Chief Turner and Lt Dillingham submitted awarded vehicles and surplus CPD vehicles for auction to Fleet Manager Brad Kinney:

CPD PL08 (equipment removed)  
CPD K-9 (K1 – equipment removed)

1999 Green Toyota 4 Runner: Revoked for D.U.I & Narcotics  
2009 Ford F-150 Platinum: Revoked for D.U.I & Narcotics  
2008 Infiniti G35: Revoked for D.U.I & Narcotics  
2004 White Chevy Silverado: Revoked for D.U.I.  
2008 Chevy Impala: Narcotics  
1999 Harley Davidson: Revoked for D.U.I  
2006 Pontiac Torrent: Revoked for D.U.I. & Narcotics

Proceeds will be utilized in upfitting of CPD fleet vehicles.

New vehicles purchased: 3 Chevrolet Malibu sedans, 2022 Dodge Durango (used), and 2022 Ford Interceptor (used). According to Fleet Manager Kinney, the Ford Company has deemed six of our current fleet vehicles to be under recall with no fix for the engine issues. One truck has been taken off line due to the engine issues.

**Traffic survey:**

A traffic survey was conducted with the traffic trailer at Pleasant and Main Street on the Square.



*"Serving- Protecting- Caring"*



Donna Turner  
Chief of Police

# Covington Police Department

211 South Main Street Covington, TN 38019

Telephone (901) 475-1261

(c) 901- 444-1047

Fax (901) 313-9359

dturner@covingtontn.com

## PRESS RELEASE

24 September 2024

### **\*For Immediate Release\***

#### **Violent Fugitive Captured Following Failure to Appear at Tipton County Circuit Court Trial**

[Covington, TN] – The Covington Police Department detectives, analysts, and officers joined forces to locate and capture Terrian Tipton, 29, of 2001 Charleston-Gift Road in Covington, TN. Terrian Tipton was previously arrested on October 8, 2023, by CPD detectives, for the alleged armed robberies of three (3) individuals in the Covington communities of Loon Lane, Crane Cove, and Hall Alley. Tipton has been on the run from authorities after failing to appear at his Circuit Court trial on August 20, 2024. Tipton was initially released on a \$60,000 bond from Tipton County Circuit Court on November 11, 2023, and advised of his court date upon his release.

After skipping court and evading law enforcement for nearly a month, Tipton was apprehended at his relatives' residence located at 1862 Cottonwood Place in Covington on September 23, 2024. His capture resulted from extensive investigations, surveillance, and coordinated efforts between the Covington Police Department detectives, intel analysts, CPD Drone Team, and the US Marshals Joint Rivers Task Force. Tipton was transported to the Tipton County Sheriff's Office Jail and is currently being held without bond. He is facing charges of three (3) counts of Aggravated Robbery.

"I commend our team for using innovative investigative techniques and hunting this fugitive down even though he fled to other jurisdictions prior to his capture. We anticipate additional charges for the relatives who harbored or assisted him during his flight from authorities" said Chief Donna Turner "We made efforts to contact and allow Tipton to turn himself in, but he did not think we would track and hunt him down. I want to thank the US Marshals Joint Rivers Task Force agents who assisted in Tipton's capture without incident. If you are wanted and choose to run, we will not stop until we locate and arrest you."

If you have any information about this case, please contact the Criminal Investigation Division at 901-475-1261 or message us on the Covington Police Department's Facebook page.

*"Serving – Protecting – Caring"*



*"Serving – Protecting- Caring"*



Donna Turner  
Chief of Police

# Covington Police Department

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## PRESS RELEASE

11 September 2024

### **\*For Immediate Release\***

#### **Covington Police Department Nabs Suspect After Disturbing Threats Against Officer**

On the evening of 10 September 2024 at approximately 6:40 PM, the Covington Police Department received a report of intimidation directed at one of its officers. The complaint revealed a threatening Facebook post aimed at a CPD officer, containing explicit threats of violence. In the post, the suspect threatened to seek out the officer and shoot him. The post, which included a chilling declaration to shoot a CPD officer, prompted immediate action from the department. Our investigation quickly identified the suspect as 18-year-old Nehemiah Banks, a resident of Covington, TN.

In response, CPD officers, alongside our Intelligence Analyst and the Violent Crime Unit (VCU), mobilized resources to locate Banks. Our Analyst meticulously gathered intelligence on Banks' whereabouts and vehicles. This crucial information led us to a vehicle associated with Banks, which was located on Crane Cove, Covington, TN.

By 10:30 PM, CPD officers executed a search warrant and arrest warrant at the identified residence. Banks was located and taken into custody without incident. He was subsequently transported to the Criminal Investigation Division for questioning. Following the interview, Banks was booked into the Tipton County Jail, where he was formally charged with Harassment and Retaliation. He is scheduled to appear before Judge M.O. Eckel III at the Tipton County General Sessions Court on 29 October 2024. Banks remains in custody with a \$150,000.00 bond.

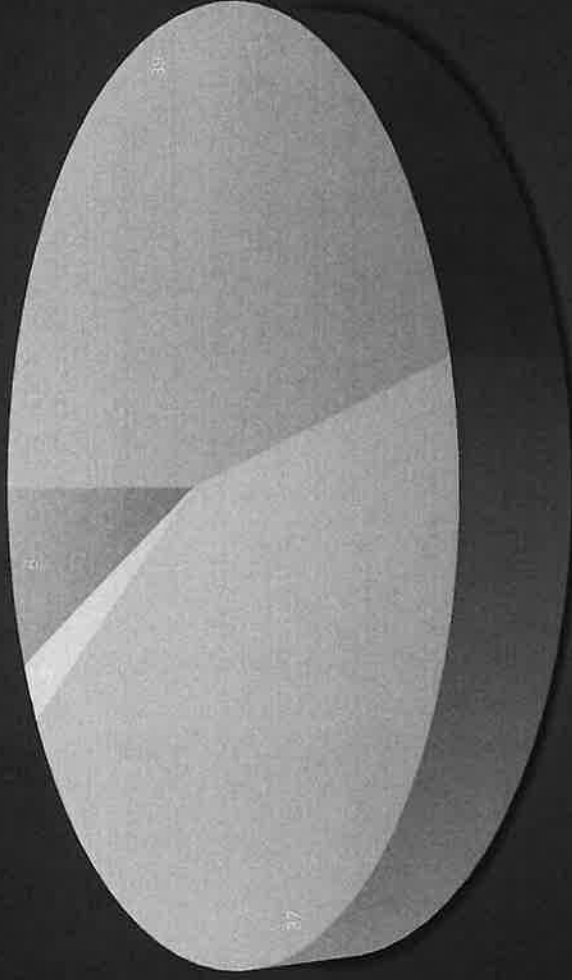
"The Covington Police Department remains committed to ensuring the safety of our community and protecting our officers from threats and violence," said Chief Donna Turner. "I commend our officers for the swift action of all involved in identifying the suspect's location and bringing this matter to a resolution."

If anyone has any further information, please contact the Covington Police Department's Criminal Investigation Division at 901-475-1261 or message us on Facebook Messenger.

*"Serving - Protecting- Caring"*



## Personnel



■ Personnel

■ Positions

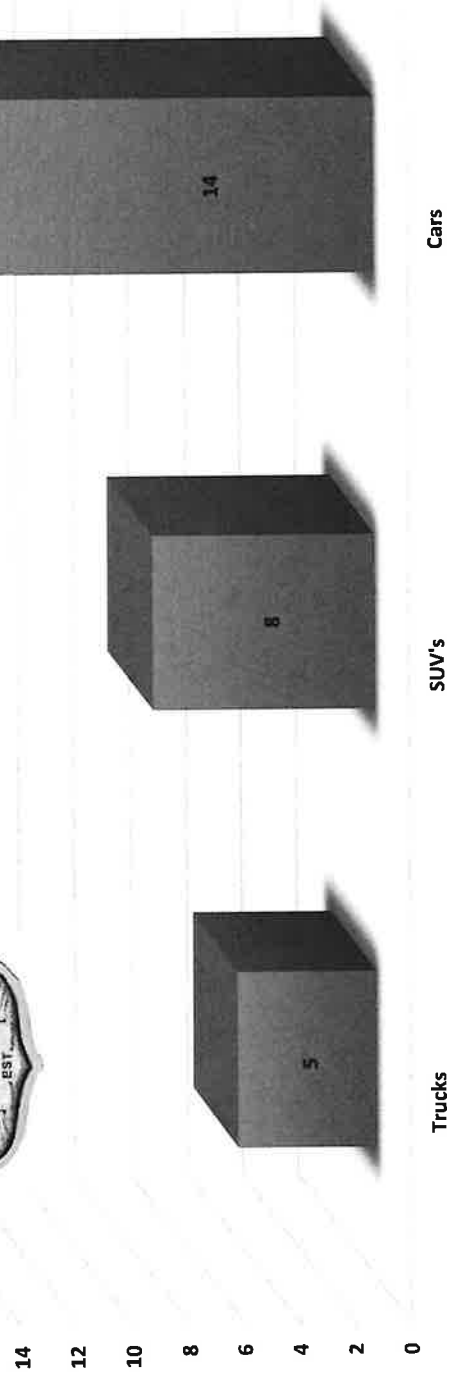
■ Sworn

■ Not Sworn

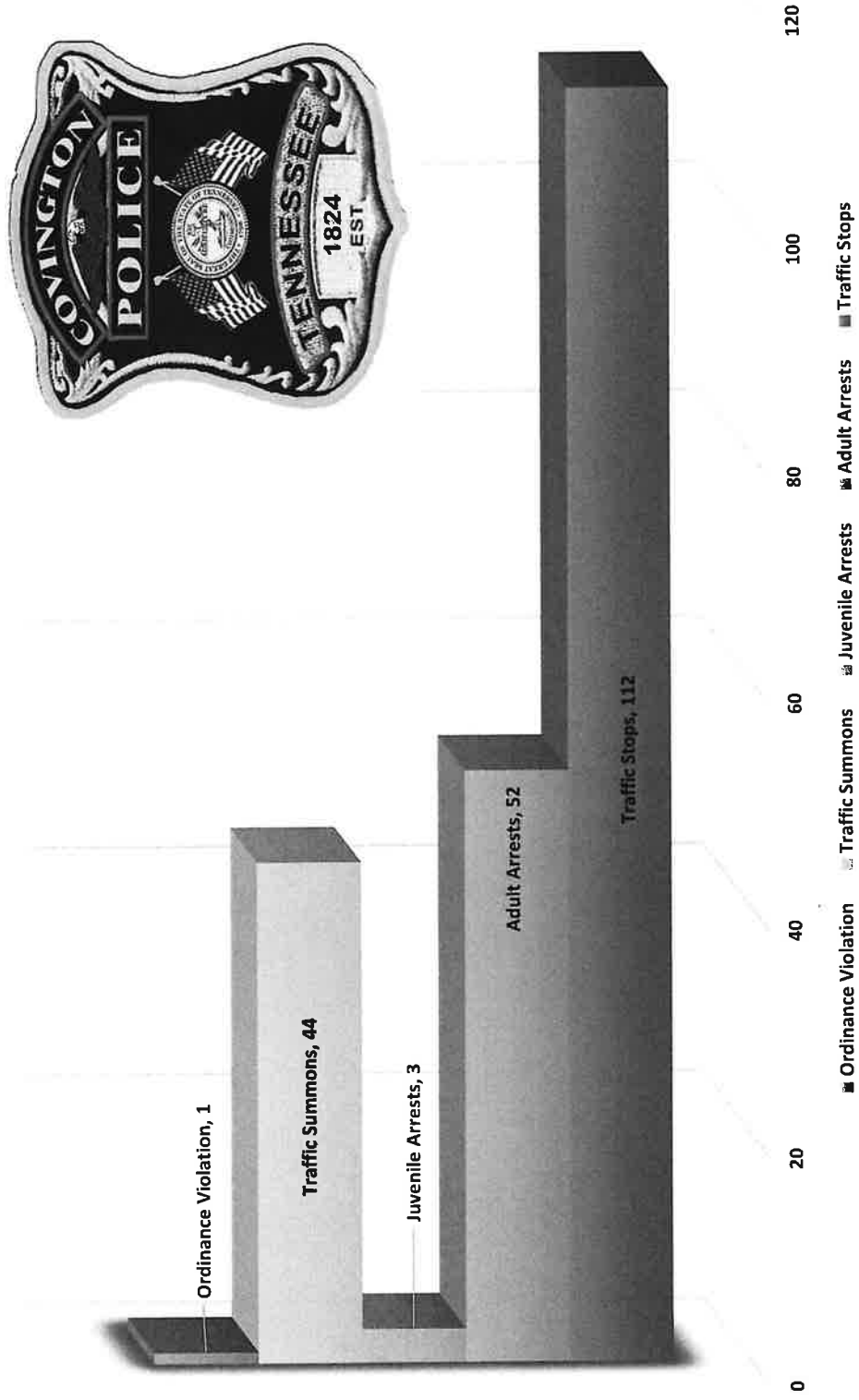
■ Openings



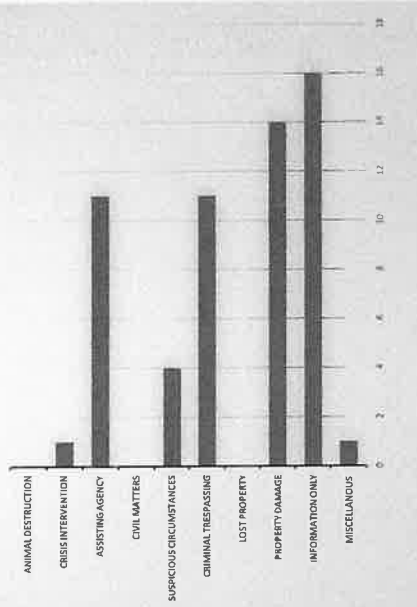
## Fleet



## Statistics

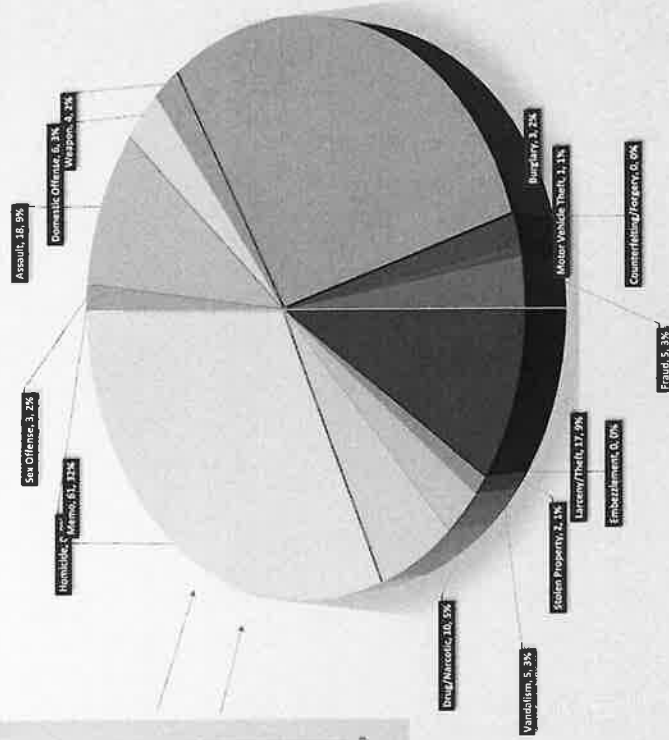


## Memos

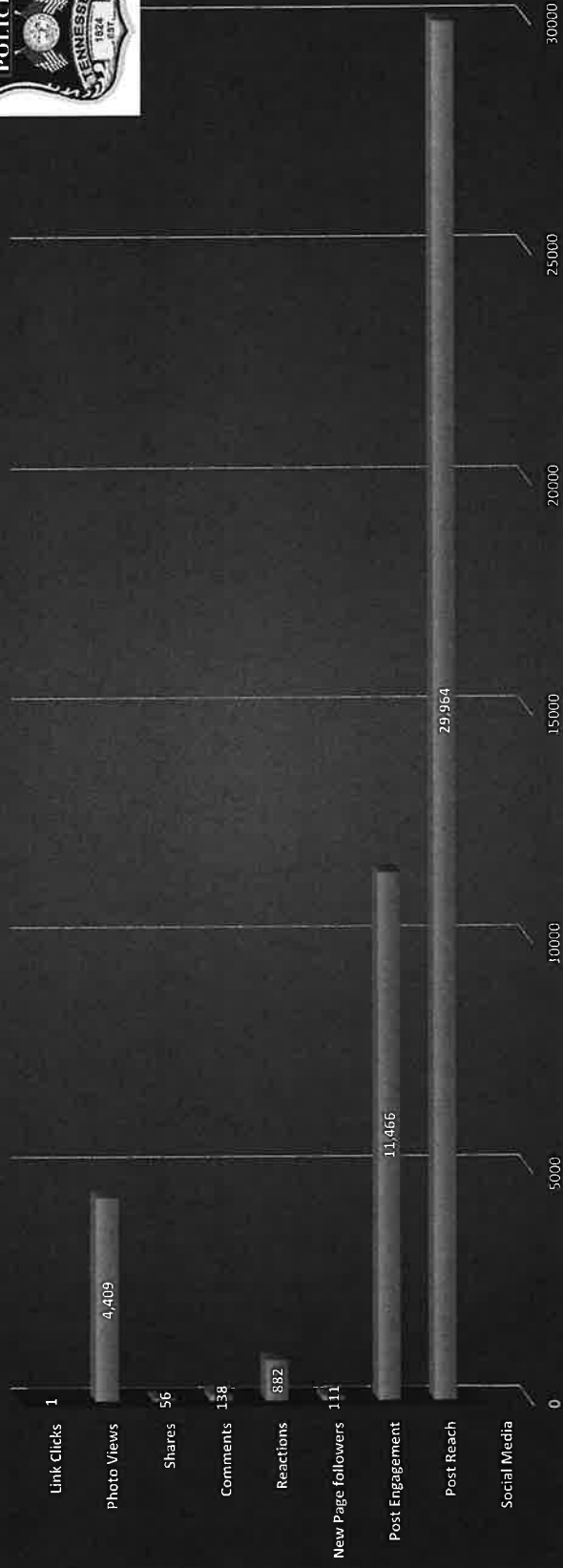


## Offenses

- Homicide
- Sex Offense
- Assault
- Domestic Offense
- Weapons
- Motor Vehicle
- Burglary
- Motor Vehicle Theft
- Fraud
- Larceny/Theft
- Embezzlement
- Stolen Property
- Vandalism
- Drug/Narcotics
- Memo



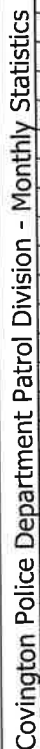
# CPD Social Media Engagements



Covington Police Department

Criminal Investigations Division

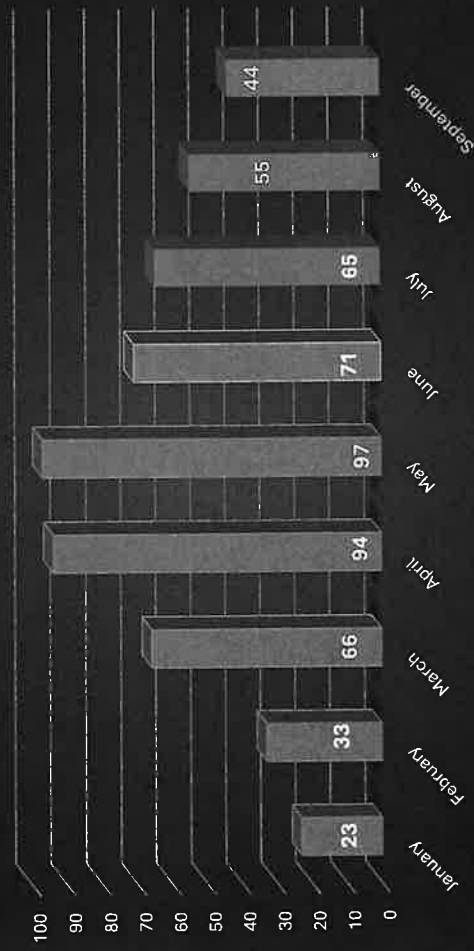
[illegible]

Covington Police Department Patrol Division - Monthly Statistics

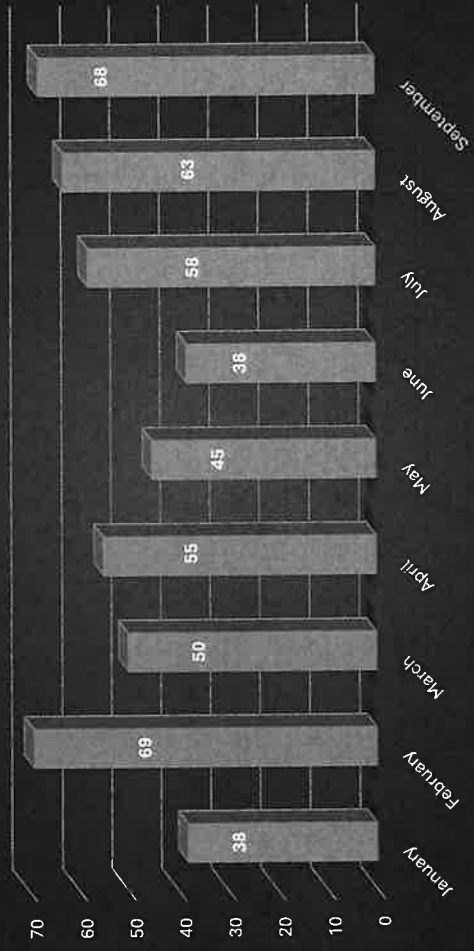
## Number of Arrests



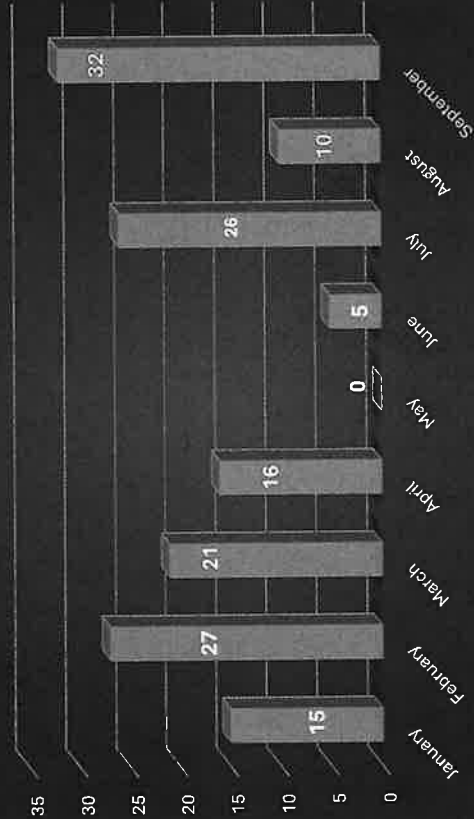
## Traffic Citations



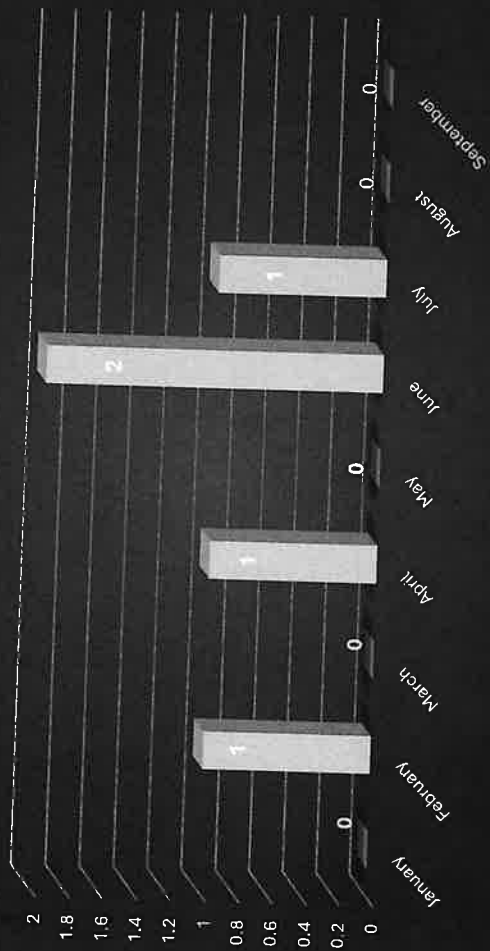
## Traffic Warnings



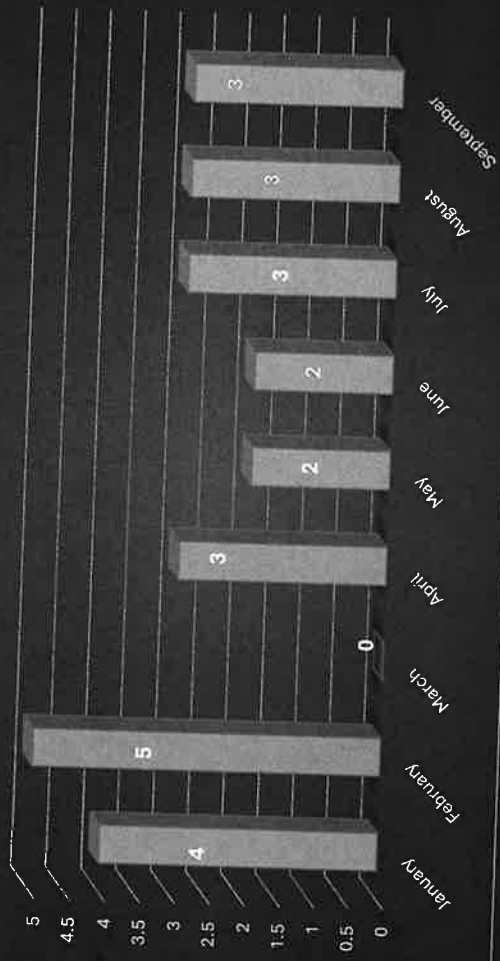
## Parking Tickets



## Robbery



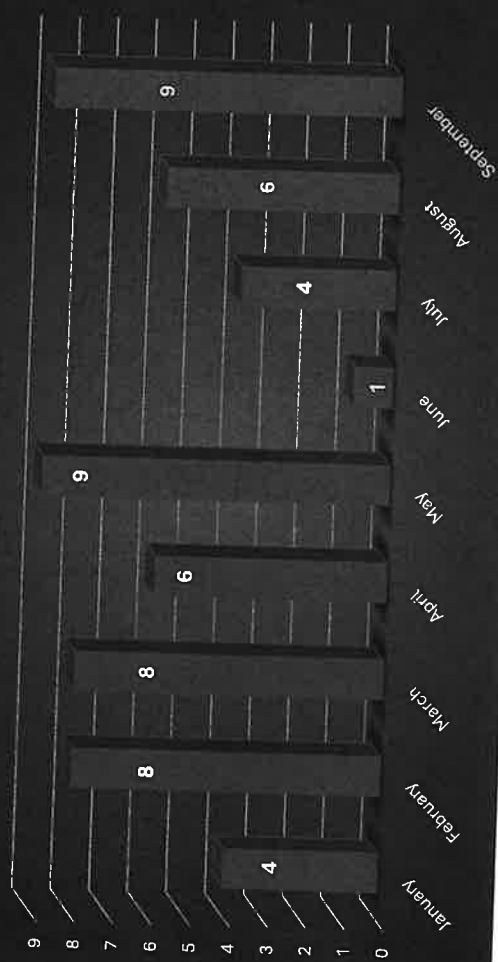
## Burglary



## Assaults



## Assaults



# Poss. of a Firearm





# Covington Public Works/Utilities

**DIRECTOR OF PUBLIC WORKS**

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**City of Covington**

**Public Works Meeting**

**City Hall**

**Downstairs Board Room 4:00 P.M.**

**November 5, 2024**

- 1. Update on Well #4 (Completed)**
- 2. Pretreatment Compliance Inspection 2024 (see attachment)**
- 3. Gas Pipeline Safety Inspection 2024 (see Attachment)**
- 4. Bobby Flowers promoted to Grounds Supervisor**
- 5. Joe Bloechl passed his WW Grade 4 test**
- 6. Malik will take his Water Grade 3 test 11/14**
- 7. Chris/ Rodney will take a Water Testing Class on 11/18-21**
- 8. Open positions-2 Utility Repairmen**

**Other Business:**

- 1. Code Division monthly report: (See attached)**

**Adjourn:**



STATE OF TENNESSEE  
**DEPARTMENT OF ENVIRONMENT AND CONSERVATION**  
**DIVISION OF WATER RESOURCES**

Memphis Environmental Field Office  
8383 Wolf Lake Drive  
Bartlett, TN 38133  
Phone 901-371-3000    Statewide 1-888-891-8332    Fax 901-371-3170

September 19, 2024

Mayor Jan Hensley  
City of Covington  
200 West Washington  
Covington, TN 38019

Re:    Pretreatment Compliance Inspection  
      Covington Sewage Treatment Plant (STP)  
      NPDES Permit No. TN0020982  
      Tipton County

Dear Mayor Hensley:

On April 30, 2024, Ms. Brittany Gibson with the Division of Water Resources, Memphis Environmental Field Office (DWR/MEFO) conducted a Pretreatment Compliance Inspection (PCI) at the City of Covington's Sewage Treatment Plant (STP). Upon arrival at the facility, Ms. Gibson met with Mr. James Mason - Chief Certified Wastewater Operator, and Mr. Calvin Johnson - Utilities Manager, and stated that the purpose of the inspection was to review the City of Covington's Pretreatment Program. This was accomplished by reviewing each of the facility's Significant Industrial User (SIU) files and permits, and subsequently conducting an inspection of a selected SIU (Charms, LLC.). These visits provide an excellent opportunity to ask questions or discuss any problems that your SIUs may be experiencing with the current pretreatment program.

This inspection covered the period of June 2023 through March 2024. The City of Covington has four (4) Significant Industrial Users (SIUs). Only one (1) is a Categorical Industrial User (CIU) and the remaining three (3) are Non-Categorical Industrial Users (NCIUs). Three out of four (3/4) of Covington's SIUs are operational and actively discharging.

Mueller Fittings (metal finishing manufacturer), the STP's only CIU has been down and out of operation since March 31, 2023, when a F3 tornado touched down in Covington, TN. This facility is not currently discharging. However, the facility anticipates starting production operations up around October 2024. Mr. Mason and Mr. Johnson plan to inspect the facility before and after production start-up.

Covington's three (3) NCIUs are Charms Co. (hard candy manufacturer), Sugarright (sugar/sucrose manufacturer), and Unilever (ice cream/popsicle manufacturer). All three are actively discharging. Charms LLC. was selected for an on-site inspection. During the inspection Ms. Gibson, Mr. Mason, and Mr. Johnson met with Mr. Harvey Beasley - Sanitation Supervisor to discuss the overview of their manufacturing process. Afterwards, a tour was conducted at the facility.

Biosolids are sent to a municipal solid waste landfill. The Division of Solid Waste Management regulates this process.

The following are items to note regarding this inspection:

- o During this reporting period Unilever received one (1) Notice of Violation (NOV) in January 2024 for BOD exceedances.
- o *As of the date of this letter, the City of Covington submitted their Industrial Waste Survey (IWS) to Nashville Central Office (NCO) in June 2024.*

The City of Covington exhibits a comprehensive and structured pretreatment program. The Division appreciates Mr. Mason's and Mr. Johnson's cooperation and assistance during this visit and the City of Covington's continued efforts to comply with its' pretreatment regulations. If you have any questions or comments regarding this visit, please contact Ms. Brittany Gibson at (901) 633-6931 or [Brittany.Gibson@tn.gov](mailto:Brittany.Gibson@tn.gov).

Sincerely,



Brittany Gibson  
Environmental Scientist  
Division of Water Resources  
Memphis Environmental Field Office

cc: TDEC/DWR/MEFO – File

ec: David Gray- Public Works Director  
Calvin Johnson - City of Covington Utilities & Water Manager  
James Mason - Covington Chief Certified Wastewater Operator  
Samantha O'Neil - TDEC/DWR/NCO, State Pretreatment Coordinator  
Gordon Holcomb - TDEC/DWR/NCO, State Pretreatment



**Tennessee Public Utility Commission  
Gas Pipeline Safety Division  
2024 Inspection (Onsite Days) Affidavit – RRO**

I acknowledge that an inspection of City of Covington Gas OPID #02853  
(Operator)

on the following date(s): September 9<sup>th</sup> through 11<sup>th</sup>, 2024,

was performed and that the completed inspection form was available for review during the exit interview and the information provided for purposes of this inspection is true, accurate, and complete to the best of my knowledge and belief.

Contact Personnel: Calvin Johnson Title: Utilities Manager

Office #: 901.476.0583 Cell#: 901.232.6688 Email: cjohnson@covingtontn.com

Mailing Address, City State Zip: P.O. Box 768, Covington, TN 38109

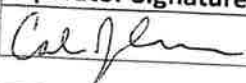
Company Street Address: 300 S. College St., Covington, TN 38109


Responsible Company Official: Jan Hensley Title: Mayor

Mailing Address: 200 W. Washington Ave., Covington, TN 38109

- A GPSD exit interview summary will be attached to this affidavit listing all potential violations and recommendations as observed during the inspection. All guidance, action plans, and technical assistance pertaining to this inspection will be documented on the exit interview summary along with the acknowledgement signatures of the operator and inspector.

Executed and sworn on this 11th day of September, 2024

Operator Signature	Operator Printed
	<u>Calvin Johnson</u>

Inspector Signature	Date(s) of Attendance	Inspector Printed
	<u>9/9-11/2024</u>	<u>Kenneth Harper</u>



**Tennessee Public Utility Commission - Gas Pipeline Safety Division**  
**2024 Safety Inspection Evaluation & Exit Interview**

<b>Operator:</b> City of Covington Gas	<b>Inspection Number:</b> 24-029RROKH
<b>Federal ID Number:</b> 2853	<b>Inspection Type:</b> Regulators, Reliefs, & Odorant and OQ P9
<b>Location:</b> Covington, TN	<b>Inspection Date(s):</b> 9/9-11/24
<b>Contacted:</b> Calvin Johnson	<b>TPUC:</b> Kenneth Harper
<b>Pre-Inspection Date (If Applicable):</b> 5/13/24	<b>Remote Date(s):</b> N/A
<b>Onsite Date(s):</b> 9/9-11/24	<b>Report Submittal Date:</b> 9/21/24
<b>Section 114 Inspection Date:</b> N/A	<b>Travel Date(s) (If not part of Onsite Dates):</b> N/A

**Minimum Federal Safety Standards Alleged Violation(s)**

Inspection #	Inspection Type	Date(s)	# Cited This Inspection	# Closed This Inspection	# Previously Cited - Still Open	Total # Open
20-010	Valves, Leaks, Patrolling	5/12-14/2020	0	0	0	0
22-010DA	PAP	1/10/2022	0	0	0	0
23-013IMPTW	DIMP	2/16/2023	0	0	0	0
23-017VLP&CKH	Valves, Leaks, Patrolling, Corrosion & OQ P9	12/12-13/2023	0	0	0	0
24-018PAPKH	Public Awareness	5/29-30/24	0	0	0	0
24-029ROKH	RRO & OQ P9	9/9-11/24	0	0	0	0

**Cited/Open/Closed Violations**

**Advisory Notes:**

Failure to address cited violations within the timeframe mandated may result in assessment of a civil penalty of up to \$100,000 per day up to a maximum of \$1,000,000.

No violations were cited for Inspection 24-029RROKH.

No violations open from previous inspections.

No violations closed from previous inspections.

## Inspection Summary

Above listed inspection(s) were performed for the City of Covington Gas Department on September 9<sup>th</sup> through 11<sup>th</sup>, 2024. The attached report is used to document the review of policies, procedures, records, and other documentation maintained to demonstrate compliance with the minimum federal safety standards (MFSS) and State of Tennessee Gas Pipeline Safety Division (GPSD) regulations.

## Non-Compliances

**Minimum Federal Safety Standards Alleged Non-Compliance(s)**  
(Non-Compliances Cited or Closed through Follow-Up are Reported Below)

Inspection #	Inspection Type	Date(s)	# Cited This Inspection	# Closed This Inspection	# Previously Cited - Still Open	Total # Open
20-010	Valves, Leaks, Patrolling	5/12-14/2020	0	0	0	0
22-010DA	PAP	1/10/2022	0	0	0	0
23-013IMPTW	DIMP	2/16/2023	0	0	0	0
23-017VLP&CKH	Valves, Leaks, Patrolling, Corrosion & OQ P9	12/12-13/2023	0	0	0	0
24-018PAPKH	Public Awareness	5/29-30/24	0	0	0	0
24-029ROKH	RRO & OQ P9	9/9-11/24	0	0	0	0

Failure to address cited non-compliances within the timeframe mandated may result in assessment of a civil penalty of up to \$100,000 per day up to a maximum of \$1,000,000.

1. Non-compliances (Present Inspection):

No non-compliances were observed during this inspection.

2. Non-compliances (Previous Inspections):

No non-compliances from previous inspections remain open or were closed during this inspection.

3. Technical Assistance:

No technical assistance was provided during this inspection.

4. Recommendations/Best Practices:

The Recommendations/Best Practices listed below is/are not required by code, but would demonstrate compliance:

1. Revise pressure test procedures in O&M manual to include test duration time when pressure testing is required.

2. Revise odorant sampling procedure in O&M manual to provide guidance to personnel using a CGI to confirm acceptable odorant levels.

5. Operator Comments:

No operator comments provided during inspection.

6. Inspection Notes:

API 1162 was generally followed as guidance in construction of plan and program. A review of excavation damages for the previous five years was reviewed with the operator, with occurrence of damages trending relatively flat. Operator experienced one third-party damage to the system last year and has reacted by increasing education and communication with the excavator. System coated steel piping was determined by operator to be adequately protected with low occurrence of leaks due to corrosion.

Operator should continue observing system to present an on-going program, adjusting to changes in growth of system to reduce excavation damages. Involvement and education should continue with public schools to help raise awareness concerning recognizing leaks. Effectiveness evaluations should be reviewed and analyzed for possible improvements in awareness of the hazards of natural gas. Operator is encouraged to contact Gas Pipeline Safety for technical assistance if questions or guidance is needed regarding the Public Awareness Program and API 1162.

7. Excavation Damage/Damage Prevention:

Operator excavation damage statistics was discussed along with prevention. Operator is encouraged to follow Tenn. Code Ann. § 65-31-111(e), when operators whose utility facilities have been damaged, which states reporting the incident using the Damage Information Reporting Tool (DIRT) utilized by the Common Ground Alliance.

The following link will provide more information regarding the DIRT tool and the Excavation Damage Enforcement:

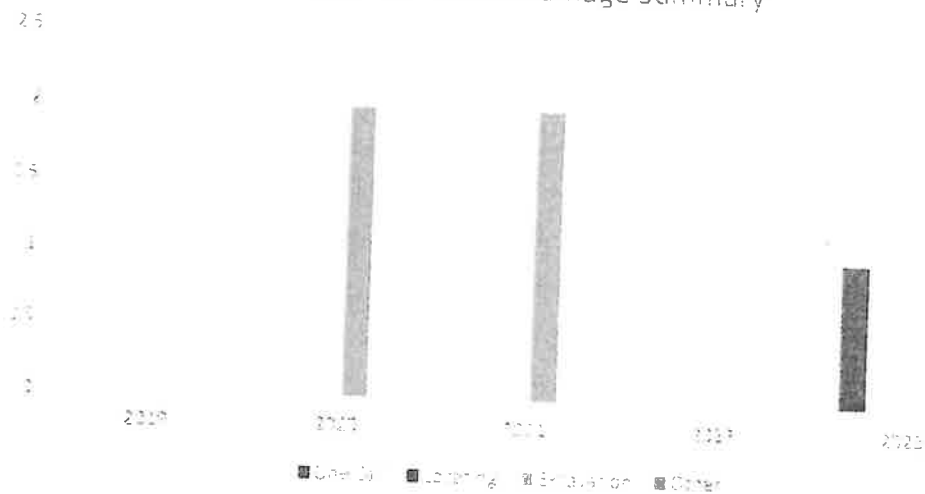
<https://www.tn.gov/tpuc/divisions/uudp-underground-utility-damage-prevention.html>

As a reminder, anyone who has experienced or witnessed a probable violation of Tenn. Code Ann. §65-31-101 et al. may file a complaint with the Tennessee Public Utility Commission or by calling 615-741-2904. In order to ensure timely investigations, complaints must be filed within ninety (90) days of being made aware of an alleged violation of the Underground Utility Damage Prevention Act.

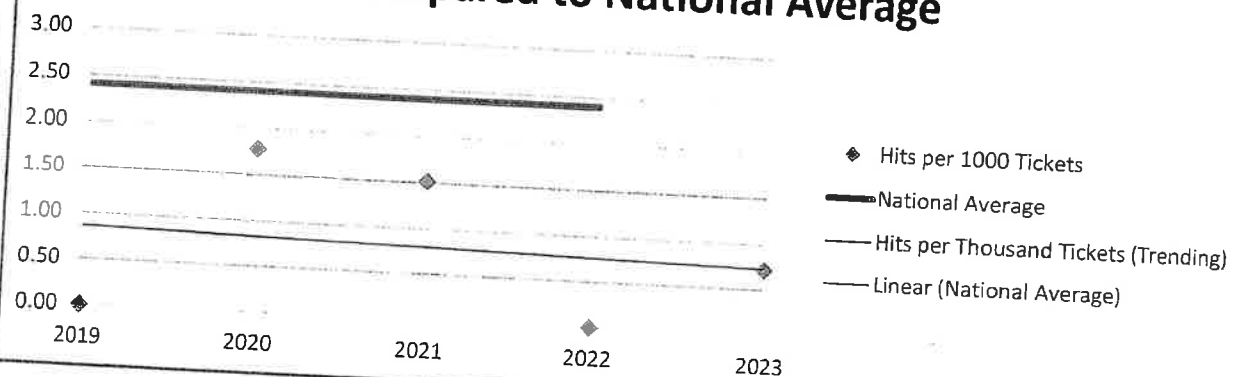
**CITY OF COVINGTON GAS 5-YEAR  
HITS pr 1000 EXCAVATION DAMAGE SUMMARY**

Calendar Year	Total Hits	Total Tickets	Hits per 1000	One Call	Locating	Excavation	Other
2023	1	1394	0.7	1	0	0	0
2022	0	1318	0	0	0	0	0
2021	2	1318	1.52	0	0	2	0
2020	2	1128	1.77	0	0	2	0
2019	0	1222	0	0	0	0	0

City of Covington Gas  
5 Year Excavation Damage Summary



## City of Covington Gas 5-Year Excavation Damage Compared to National Average



**National Average 2.4**

**\*Tennessee State Average 3.4**

The City of Covington Gas Department's average number of hits unfortunately increased from zero to 0.7, however, it is much better than both the national and \*state averages. One-call issues were identified as the reason for the increase.

### 8. Photo Documentation:

See below

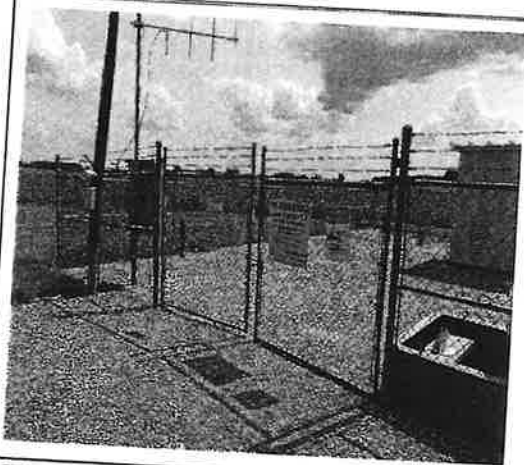
## Photo Documentation

No.

Photo

Description

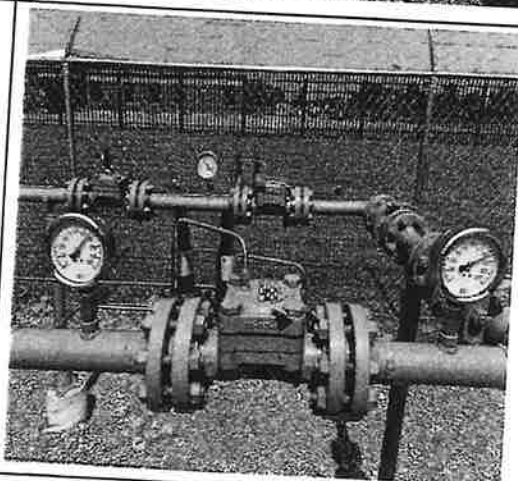
1



### Mueller Brass Regulator Station Regulator Station Security

The Colonial Heights regulator station is located off the road behind a locked and chained gate to prevent unauthorized access and vandalism. All of the regulator stations seen during the inspection were secure. There are no issues or concerns.

2



### Mueller Brass Regulator Station Regulator Station Inspection

The regulator station is well painted and pressure gauges were clean and legible. Slight surface rust visible but no atmospheric corrosion concerns. The pipe to soil transitions were protected.

3

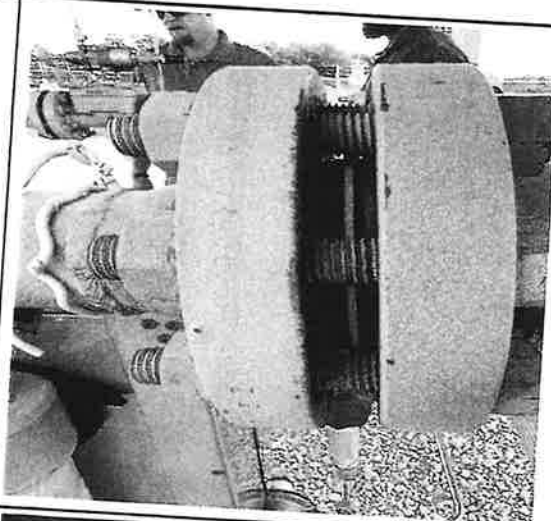


### Colonial Heights Regulator Station Public Awareness

The regulator station clearly visible and readily accessible. Warning and danger signage placed conspicuously on fencing to inform public of the presence of the gas pipeline facility at this location. In case of emergency, the operator's emergency contact information also listed on signage.

All of the regulator stations seen during the inspection had required signage. There are no issues or concerns.

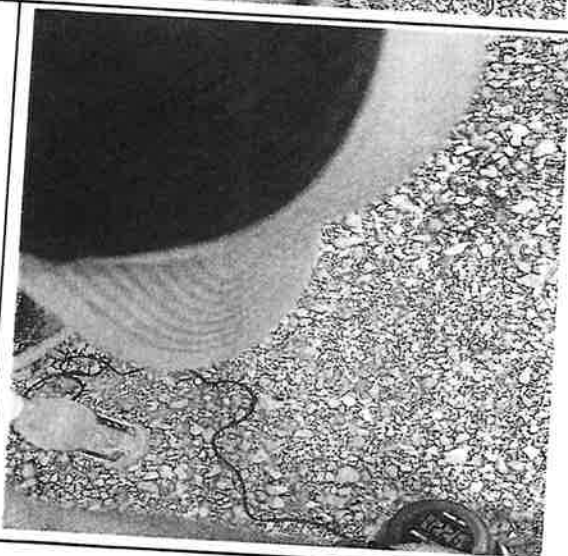
4



**First Utilities Regulator Station**  
**Flange and Flange Accessories**

The regulator station piping and flanges protected by paint. Slight surface rust visible on the fittings; however, flanges observed at the regulator stations were ASME B16.5 compliant and met the MAOP requirements for the pipeline system.

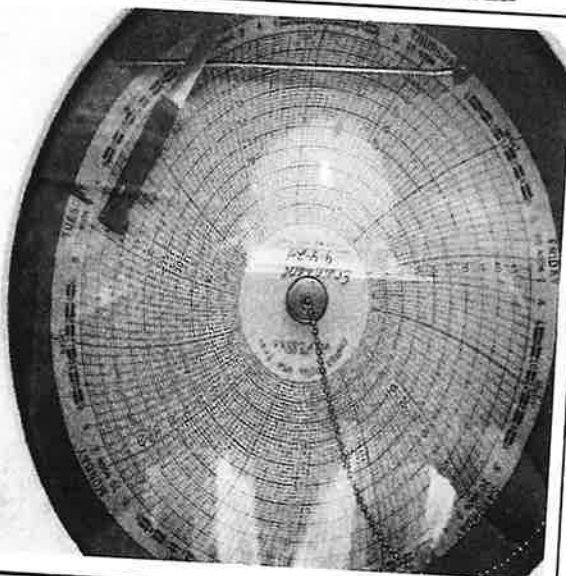
5



**Rialto Regulator Station**  
**Cathodic Protection Measurement**

Patrick Steinhaus, City of Covington Gas technician taking a pipe to soil reading (-1.226 V). The regulator station is well painted and has some slight surface rust; however, there is no atmospheric corrosion. There are no issues or concerns.

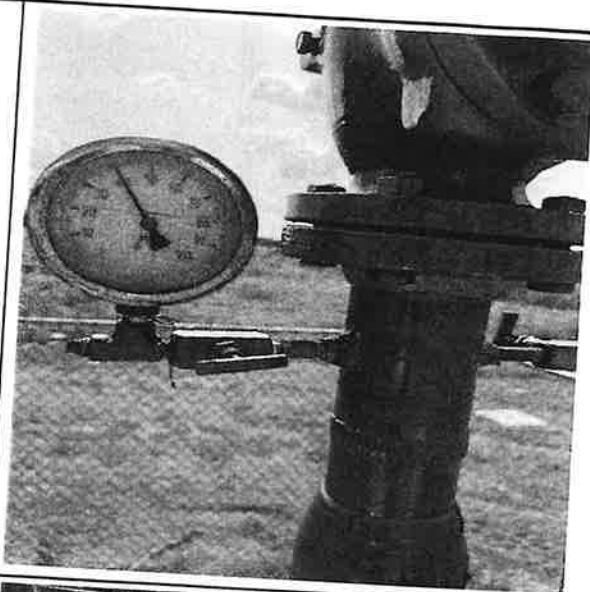
6



**Ervin Lane Regulator Station**  
**Maximum Operating Pressure Chart**

The City of Covington Gas department uses recording charts for some of its regulator stations. This photo shows outlet distribution MOP at this station to be 40 psig.

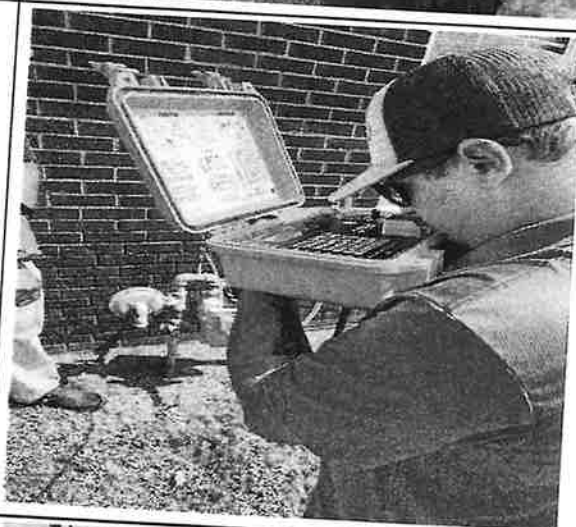
7



**ESL Regulator Station**  
Overpressure Protection

City of Covington Gas ESL regulator station relief gauge showing 40 psig set point. All system regulator stations operated and maintained by contractor (Sullivan Natural Gas).

8



**4625 Hwy 59 South**  
Odorant Sampling point

Patrick Steinhaus performing the odorant level sampling with Dtex CGI and got a readily detectable reading of (0.15%). Inspector verified the final result by sniffing the machine as well. Dtex Odorator Serial #D01725 calibrated 9-18-23 (2 yr cycle).

9



**Mueller Brass Regulator Station**  
Odorizer Check

During the inspection, Calvin Johnson, City of Covington Gas performed an odorant level check of odorizer and can be seen adding odorant to the reservoir.

Camera Type: State issued iPhone

If you need further assistance or have questions, please contact Kenneth Harper via email at [kenneth.harper@tn.gov](mailto:kenneth.harper@tn.gov) or by phone at (615) 969-1768, or Travis Aslinger via email at [travis.aslinger@tn.gov](mailto:travis.aslinger@tn.gov) or by phone at (615) 202-9848.

# CODE COMPLIANCE DEPARTMENT REPORT: NOVEMBER 5, 2024



## TOUCHPOINTS:

**Personnel Report:** 1 employee will be out of the office an extended period of time  
1 part time employee position is posted

**Training:** On going in numerous subjects

### **On Going Projects:**

- Blight Grant
- Property Maintenance Concerns
- Site Plans submitted - none
- Re-zoning Application or Text Amendment submitted:
  - Go4th Rental Services/Joey Goforth – 785 East Street
  - Johnny Berryman -- 2030/2032 South Main Street
  - Greenpoint Ag – 1270 Simonton Street
- Commercial Renovation applications submitted:
  - BMH – Tipton Infusion lab
  - Covington Country Club – rebuild
  - Spricks Cabinets and Carpentry Solutions – 1318 Hwy 51 North

No meeting in October

**FACILITIES USE AGREEMENT  
BETWEEN  
DYERSBURG STATE COMMUNITY  
COLLEGE  
AND  
City of Covington**

This Facilities Use Agreement entered into as of October 29, 2024 between the DYERSBURG STATE COMMUNITY COLLEGE ("Institution") and City of Covington ("User") for the use by User of certain space or facilities owned by Institution.

**1. Space.** Subject to the terms of this Agreement, Institution agrees that User may use the following Space or Space and equipment at the Institution:

The Auditorium in the Baptist Memorial Academic Healthcare building at the Jimmy Naifeh Center at Tipton County.

**2. Permitted Use.** User may use the Space for the following, and for no other purpose:

User may use the Space to conduct the City of Covington public meeting

**3. Term.** User may use the Space on the following dates and during the following hours:

Monday, November 18, 2024 from 6:00pm until 9:00pm

**4. Compliance with Laws, Policies and Regulations.** When using the Space, User agrees to comply with all applicable state, federal or city laws and regulations, and with the policies and regulations of the Institution pertaining to the use and occupancy of the Space. User acknowledges that it has been provided with copies of the Institution's pertinent policies and regulations.

User agrees to take good care of the Space and to maintain the space in as good order and condition as it was prior to User's use.

User agrees not to use or allow the Space to be used for any unlawful purpose. User agrees not to commit or allow to be committed any waste or nuisance in or about the Space, or subject the Space to any use that would damage the Space or raise or violate any insurance coverage maintained by or for the benefit of the Institution.

**5. Rental Fee.** User agrees to pay Institution a use fee of \$ 0.00 per day (e.g. day, month, year, week) whether or not User actually uses the space. Rental Fee shall be payable in advance on or before the Effective Date.

Upon request, Guest Wi-Fi is available for a fee of \$25.00 for one day through one week facilities use contracts. For contracts beyond one-week term, the Guest Wi-Fi fee is \$50.00. User agrees to pay Institution a fee of \$ 0.00 for 1 (days) for Guest Wi-Fi. All payments must be made payable to the Institution and sent to the address indicated in this Agreement.

**6. Insurance.** Upon request of the Institution, User, at its expense, agrees to procure and maintain during the term a policy of commercial general liability insurance in an amount of not less than one million dollars (\$1,000,000), single limit, against claims for bodily injury, death and property damage occurring in connection with User's use of the Space. This insurance must name the Tennessee Board of Regents, Institution and the State of Tennessee as additional insureds. User must provide Institution with a certificate evidencing this insurance coverage no later than ten days prior to User's use of the Space.

**7. Liability.** User agrees to conduct its activities in the Space in a careful and safe manner. As a material part of the consideration to Institution, User agrees to assume all risk of damage to and loss or theft of User's property while at Institution, damage to the Space, and injury or death to persons related to User's use or occupancy of the Space in, upon, or about the Space from any cause, and User waives all claims against Institution. User further agrees to indemnify and hold harmless Institution, the Tennessee Board of Regents, the State of Tennessee and their officers, regents, agents and employees, against all claims, suits, liabilities, costs, damages and expenses (including reasonable attorney's fees) arising out of or in connection with: (i) User's use or occupancy of the Space, or any activity or thing done, performed or suffered by User, its agents, its employees, Users, invitees or persons attending or participating in User's activities in or about the Space; or (ii) any loss, injury, death or damage to persons or the Space on or about the Space by reason of any act, omission or negligence of User, or any of its agents, its contractors, its employees, licensees, or invitees; or (iii) any breach or default in the performance of any obligation on User's part to be performed under the terms of this Agreement. User's indemnity obligations will not extend to any liability to the extent it is caused by the negligence of Institution or its agents or employees.

**8. Environmental Regulations.** User will not permit any Hazardous Substance to be used, stored, generated or disposed of on, in or about, or transported to or from, the Space, by User, User's agents, employees, contractors, invitees, subtenants, concessionaires or Users without first obtaining Institution's written consent, which Institution may give or withhold in its sole discretion, or revoke at any time. If Institution consents, all Hazardous Substances must be handled at User's sole cost and expense, in compliance with all applicable state, federal or local governmental requirements, using all necessary and appropriate precautions. If User breaches these obligations, or if the presence of Hazardous Substances on, in or about the Space caused or permitted by User results in contamination of any part of the Space, or if contamination by Hazardous Substances otherwise occurs in a manner for which User is legally liable, then User will indemnify and hold harmless Institution, the Tennessee Board of Regents, and the State of Tennessee from and against any and all claims, actions, damages, fines, judgments, penalties, costs, liabilities, losses and expenses (including, without limitation, any sums paid for settlement of claims, court costs,

attorneys' fees, consultant and expert fees) arising during or after the expiration or termination of this Agreement as a result of any breach or contamination. Without limitation, if User causes or permits the presence of any Hazardous Substance on, in or about the Space and this results in contamination of any part of the Space, User will promptly, at its sole cost and expense, take all necessary actions to return the Space and any adjacent facility to the condition existing prior to the presence of any Hazardous Substance; provided, however, User shall first obtain Institution's approval for any such remedial action. "Hazardous Substance" means any substance regulated by any local government, the State of Tennessee or the United States government. "Hazardous Substance" includes any material or substances which are defined as "hazardous material," "hazardous waste," "extremely hazardous waste" or a "hazardous substance" pursuant to state, federal or local government law. "Hazardous Substance" includes but is not restricted to asbestos, polychlorobiphenyls and petroleum.

**9. Assignment and Subletting.** User does not have the right to assign this Agreement or allow any other person or entity to use or occupy any of the Space without the prior written consent of Institution, which consent may be granted or withheld in Institution's sole discretion.

**10. Default.** If User fails to pay any fee or other sum required to be paid by User when due, or otherwise fails to comply with or observe any other provision of this Agreement, in addition to any other remedy that may be available to Institution, whether at law or in equity, Institution may immediately terminate this Agreement and all rights of User.

**11. Interpretation.** This Agreement constitutes the entire agreement and understanding of the parties with respect to its subject matter. No prior or contemporaneous agreement or understanding will be effective. This Agreement may not be modified or amended except by written instrument signed by both parties. This Agreement shall be governed by the laws of Tennessee, the courts of which state shall have jurisdiction over its subject matter.

**12. Relationship.** Neither User nor any personnel of User will for any purpose be considered employees or agents of Institution. User assumes full responsibility for the actions of User's personnel, and is solely responsible for their supervision, daily direction and control, payment of salary (including withholding income taxes and social security), worker's compensation and disability benefits.

**13. Authority.** The individual signing below on behalf of User hereby represents and warrants that s/he is duly authorized to execute and deliver this Agreement on behalf of User and that this Agreement is binding upon User in accordance with its terms.

**14. Non-Discrimination.** The parties agree to comply with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Executive Order 11,246, the Americans with Disabilities Act of 1990 and the related regulations to each. Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students because of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic

information, or any other category protected by federal or state civil right law.

**15. Conflicts of Interest.** The User warrants that no part of the total contract amount provided herein shall be paid directly or indirectly to an officer or employee of the State of Tennessee as wages, compensation, or gifts in exchange for acting as officer, agent, employee, subcontractor or consultant to the User in connection with work contemplated or performed relative to this Agreement.

**16. Claims Against the Institution.** Any and all monetary claims against the Institution, its officers, agents, and employees in performing any responsibility specifically required under the terms of this Agreement shall be submitted to the Board of Claims or the Claims Commission of the State of Tennessee and shall be limited to those provided for in T.C.A. § 9-8-307.

**17. Copyrights.** If music is to be performed in conjunction with the use of the Space, the parties agree to abide by the following copyright and performance provisions:

A. the User hereby assures that all necessary copyright and royalty licenses have been obtained from ASCAP, BMI, SESAC and any other performing rights organization or the copyright owner for the performance to be presented under the terms of this Agreement.

B. the User agrees to provide the Institution the prior written consent of SESAC, Inc. or the copyright owner for copyrighted music or work for which SESAC is the licensing agent.

C. the User agrees to indemnify, hold harmless and defend the Institution and the State of Tennessee from and against any and all claims, demands or suits which may be brought for copyright infringement allegedly arising in the course of the performance presented under the terms of this Agreement. Such indemnification shall extend to both criminal and civil actions and shall include any and all loss, damage, penalty, court costs or attorneys' fees incurred by the Institution as a result of such infringement.

D. the Institution shall promptly notify the User of any such claim brought against the Institution or the State of Tennessee. The settlement or compromise of any claim brought against the Institution or the state shall be subject to the approval of the appropriate state officials, as required by T.C.A. Section 20-13-103.

**18. Term.** The term of this Agreement will begin on November 18, 2024, and end on November 18, 2024, at which time User's right to use the Space under this Agreement will automatically expire. This Agreement may be terminated earlier by either party upon ten (10) days prior written notice to the other party.

DYERSBURG STATE COMMUNITY COLLEGE

By: Ang Johnson

Title: V.P. of Academic Affairs & Student Success

Date: 10.30.2024

Signed by:  
By: Sam Wm  
ETA40E392F47467

Title: President

Date: 10/31/2024

City of Covington

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

ADDRESS:

ATTN: Jason Fleming

\_\_\_\_\_

\_\_\_\_\_

Phone:

Email: jfleming@covingtontn.com

## **Resolution D – Proposed Annexation By Owner Consent**

**2024-11-12**

**A Resolution Calling for a Public Hearing on the Proposed Annexation of Territory into the City of Covington by Owner Consent and Approving a Plan of Services for an area of approximately two hundred seventy-nine. Seven (279.7) acres on the east side of Highway 179 at the end of Cotton Top Road (Gary W Taylor property and Ceres Land Management Consulting LLC property)**

**WHEREAS**, the City of Covington, having been petitioned by interested persons, proposes the extension of its corporate limits by the annexation of certain territory non-contiguous to its existing boundaries and within its urban growth boundaries by owner consent; and

**WHEREAS**, a plan of services for the territory proposed for annexation by owner consent has been reviewed by the Covington Municipal-Regional Planning Commission; and

**WHEREAS**, the Board of Mayor and Alderman desires to conduct a public hearing on the proposed annexation and plan of services;

**NOW THEREFORE BE IT RESOLVED** by the City of Covington Tennessee as follows:

- A. That a public hearing is hereby scheduled for **5:00 pm to 6:00pm on December 17, 2024, at Covington City Hall, 200 West Washington Avenue**, Covington, Tennessee on the proposed annexation of territory by owner consent, and Plan of Services, to wit: attached as exhibit B.
- B. That a copy of this resolution, describing the territory proposed for annexation by owner consent, along with the plan of services (attached as exhibit A), shall be promptly sent to the last known address listed in the office of the Tipton County property assessor for each property owner of record within the territory proposed for annexation, with such being sent by first class mail and mailed no later than twenty-one (21) days prior to the scheduled date of the hearing on the proposed annexation.
- C. That a copy of this resolution shall also be published by posting copies of it in at least three (3) public places in the territory proposed for annexation and in the like number of public places in the City of Covington, and by publishing notice of the resolution at or about the same time in the Leader, a newspaper of general circulation in such territory and the City of Covington.
- D. That notice of the time, place and purpose of a public hearing on the proposed annexation by owner consent and the plan of services shall be published in a newspaper of general circulation in the City of Covington not less than twenty-one (21) days before the hearing, which notice included the locations of a minimum of three (3) copies of the plan of services for public inspection during all business hours from the date of notice until the public hearing.

- E. APPLICABLE TO MUNICIPALITIES NOT MAINTAINING ITS OWN SCHOOL SYSTEM – That written notice of the proposed annexation shall be sent to the affected school system as soon as possible, but in no event less than thirty (30) days before the public hearing.

**WHEREUPON,** the Mayor declared the Resolution adopted, affixed a signature and the date thereto, and directed that the same be recorded.

\_\_\_\_\_  
Mayor

Date \_\_\_\_\_

\_\_\_\_\_  
City Recorder-Treasurer

Date \_\_\_\_\_

Approved as to Form and Legality this \_\_\_\_ day of \_\_\_\_\_, 2024

\_\_\_\_\_  
City Attorney

**ORDINANCE NUMBER 1782**

**AN ORDINANCE TO AMEND ORDINANCE 1775 THE "ADMINISTRATIVE ORDINANCE" OF THE CITY OF COVINGTON.**

WHEREAS Ordinance 1782 has not been codified as a part of the Covington Municipal Code but is maintained along with any amendments in the Office of the Recorder-Treasurer; and

WHEREAS, the Board of Mayor and Aldermen wish to amend the Administrative Ordinance;

**NOW, THEREFORE BE IT ENACTED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF COVINGTON, TN, THAT:**

Section 1. Ordinance "Administrative Ordinance" shall be amended by: establishing the following new fees: fire protection; water leak protection, water & sewer leak protection, sewer impact; and sports registration.

Section 2. Automatic adjustment of Rates to Reflect Cost of Living: shall be adjusted on an annual basis in an amount equal to the percentage change in the Consumer Price Index for Urban Areas (CPI U, US City Average, and All Items) for the prior calendar year as determined by the U.S. Department of Labor. Said annual adjustment shall be effective with the July billing cycle each year. This will apply to gas, water, sewer, and solid waste rates. The Board of Mayor and Aldermen may reject the automatic adjustment by passage of a resolution.

Section 3. This ordinance shall take effect on December 10, 2024, the welfare of the corporation demanding it.

Attest: \_\_\_\_\_

Recorder-Treasurer

\_\_\_\_\_

Mayor

Passed on 1<sup>st</sup> Reading \_\_\_\_\_

Passed on 2<sup>nd</sup> Reading \_\_\_\_\_

Public Hearing \_\_\_\_\_

Passed on 3<sup>rd</sup> Reading \_\_\_\_\_

Airport  
FY 2024/2025

1	Description	MR	Fee per Month	Size per Opening	
2					
3	Open Hanger	477	\$60.00		
4	SM T Hanger	477	\$175.00	36' or 38'	
5	LG T Hanger	477	\$225.00	40'	
6	BI-FOLD Hanger	477	\$225.00	46'	
7	C Hanger	477	\$1,000.00	80' X 100'	
8	E Hanger	477	\$1,200.00	100' X 100'	
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Cemetery  
FY 2024/2025

1	Description	MR	Fee	
2				
3	Grave Space Fee, purchase of	486	\$150.00	
4	Maintenance Fee per Grave	522	\$430.00	
5	Perpetual Care per grave	484	\$100.00	
6	Certificate Fee per grave	521	\$20.00	
7	Refundable Marker Deposit	523	\$300.00	
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Civic Center  
FY 2024-2025

1	Description	MR	Fee
2			
3	Wedding - Full package (includes everything)		\$2,500.00
4	Wedding Ceremony Only (6 hrs) + Rehearsal (3 hrs)		\$1,000.00
5	Receptions, Reunions, Dinners, etc. (Sat/Sun)		\$800.00
6	Meetings/Conferences		\$100/hour (\$500 max)
7	Second Floor Room Rentals		\$50/hour (\$300 max)
8			
9	Optional Add-ons (if not already included in selected package):		
10	Tableware		\$100.00
11	Bistro Tables		\$100.00
12	Podium		\$50.00
13	Projector/screen		\$50.00
14	Sound System/microphones		\$50.00
15	House Managers on site for event		\$200.00
16	Discounts: 20% off for employees and Non-Profits		
17			
18	Damage deposit - Tennessean		\$500.00
19	Damage deposit - Second floor rooms		\$200.00
20			
21	Non-Refundable cleaning fees		
22	no table cloths		\$100.00
23	with table cloths		\$150.00
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Code Department  
FY 2024/2025

	A	B	C	D	E
1	<b>Description</b>		MR	<b>Fee</b>	
2	<b>Professional Services:</b>				
3	Review Fee		138	actual cost	
4	<b>Demolition:</b>				
5	Residential		137	\$150.00	
6	Commercial		137	\$300.00	
7	Deposit refundable		137	\$600.00	
8	<b>Certificate of Occupancy:</b>				
9	with building permit		137	\$40.00	
10	without building permit		137	\$60.00	
11	Certificate of Completion		137	\$40.00	
12	<b>Non-residential building permits:</b>				
13	Life Safety Inspections		137	\$50.00	
14	Driveway Permit		137	\$50.00	
15	<b>Swimming Pool:</b>				
16	In Ground - setback only		137	\$30.00	
17	Above Ground - setback only		137	\$30.00	
18	Temporary Building Permit		137	\$55.00	
19	Building Moving Permit		137	\$100.00	
20	Fence Permit		137	\$100.00	
21	Failure to obtain permit prior to starting construction		137	Double the building permit fee	
22	Nonrefundable Processing Fee		571	\$25.00	
23	<b>Sign Permit:</b>				
24	\$1.00 to \$2,000		143	\$35.00	
25	\$2,001 and over		143	\$75.00 flat fee plus \$1.00 per square foot per side	
26	Sign - Plan Review		138	\$25.00	
27	Temporary Sign		143	\$30.00	
28	<b>Mobile Home Park:</b>				
29	Single Wide Mobile Home		137	\$200.00	
30	Double Wide Mobile Home		137	\$400.00	
31	RV & Mobile Home Parks annual fee			\$50.00 + \$10.00 per approved lots.	
32					
33	Lot Mowing and Clean Up		513	\$200.00 per hour with a 2 hour minimum	
34	Administrative Lien/Recording Fee		514	\$150.00 per lien	
35					

Code Department  
FY 2024/2025

36	<b>Building Permit:</b>						
37	Unless otherwise noted below, the total valuation shall be based on seventy dollars (\$70.00) per sq ft under roof.						
38	Under roof shall consist of all heated and unheated space.						
39	\$1,000.00 or less			\$60.00			
40	\$1,001 to \$50,000	\$60.00 for the first \$1,000 plus \$3.00 for each additional thousand or fraction					
41		thereof to and including \$50,000.					
42	\$50,001 to \$100,000	\$167.00 for the first \$50,000 plus \$2.50 for each additional thousand or					
43		fraction thereof to and including \$100,000.					
44	\$100,001 to \$500,000	\$292.00 for the first \$100,000 plus \$2.00 for each additional thousand or fraction					
45		thereof to and including \$500,000.					
46	\$500,001 and above	\$1,092.00 for the first \$500,000 plus \$1.50 for each additional thousand or					
47		fraction thereof to and including \$500,000.					
48							
49							
50	Commercial Plans Review Fees			One-half of Building Permit			
51				Minimum Fee of \$50.00			
52				Maximum Fee of 5,000.00			
53	Commercial Fast Track Review Fees			Two-thirds of Building Permit			
54				Minimum Fee of \$50.00			
55				Maximum Fee of 5,000.00			
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COURT  
FY 2024/2025

1	Description	MR	Fees and Fines	
2	Court Cost	174	\$105.00	
3	Court Cost - Additional Cost on Speed	174	\$5.00	
4	Court Cost - Hands Free Law	174	\$10.00	
5	State Litagition Tax		\$13.75	
6	Local Litagition Tax		\$13.75	
7	E-Citation & Written - Sunset Provision 7-1-2026		\$5.00	
8	Continuation Fee	174	\$10.00	
9	Towed Vehicle(s)		actual cost	
10	Fines	174	as allowed per TCA	
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Fire Department  
FY 2024/2025

1	<b>Description</b>				MR	Fee
2	Hazardous Materials-Cost Recovery					actual cost
3	<b>MUNICIPAL</b>					
4	False Alarm - Commercial					
5	First 3 per year					\$0.00
6	Each Additional per year				583	\$50.00
7						
8						
9	<b>RURAL</b>					
10	Fire Subscription - Annual				501	\$75.00
11	Deposit - One Commercial - per Incident				501	\$500.00
12	Deposit - One Residential & Accessory & Motor Vehicle - per Incident				501	\$500.00
13	per Incident Fee - insured				501	\$1,000.00
14	per Incident Fee - uninsured		\$400 per hour with a minimum of 2 hours		501	
15						
16	<b>MISCELLANEOUS</b>					
17	Permit - Open Burn				584	\$50.00
18	Fire Reports		As allowed per TCA 10-7-503		515	
19	Food Truck Annual Inspection				583	\$50.00
20	Pyrotechnics				583	\$50.00
21	Fire Hydrant Flow Reports				583	\$75.00
22	Fire hydrant inspection-private				583	\$50.00 e
23						
25						
25						
26	<b>Original Inspection</b>					
27	Day care centers (child and adult)				583	\$50.00
28	Nursing homes				583	\$50.00
29	Care homes/mental health				583	\$50.00
30	Alcohol and drug centers				583	\$50.00
31	Counseling centers				583	\$50.00
32						
33						
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Fire Department  
FY 2024/2025

36	<b>Annual Inspection</b>				MR	Fee
37	Day care centers (child and adult)				583	\$25.00
38	Nursing homes				583	\$25.00
39	Care homes/mental health				583	\$25.00
40	Alcohol and drug centers				583	\$25.00
41	Counseling centers				583	\$25.00
42	<b>New Installation - 2 inspections</b>					
43	Fire Suppression Systems					
44	Hood and duct				583	\$50.00
45	Special				583	\$100.00
46	Standpipe				583	\$50.00
47	<b>Sprinkler System Inspection</b>					
48	Commercial				583	\$50.00
49	Residential				583	\$25.00
50	<b>Fire Alarm Inspection</b>					
51	Full or Partial evacuation system				583	\$50.00
52	<b>Fire Protection Fee</b>					
53	New - Residential					\$0.12 sq ft
54	New/Change of Occupancy - Commercial					\$0.18 sq f
55	New/Change of Occupancy - Industrial					\$0.24 sq f
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Miscellaneous  
FY 2024/2025

1	Description	MR	Fee:	
2	<b>Business Licenses</b>			
3	Privilege Tax - Business License	518	\$15.00	TCA 67-4-723 (a)(1)
4	Privilege Tax - Minimum Business License	518	\$15.00	TCA 67-4-723(b)(1)
5	Renewal Minimum Business License	518	\$15.00	TCA 67-4-723(b)(1)
6	<b>Beer</b>			
7	Beer Permits Application Fee (nonrefundable)	136	\$250.00	TCA 57-5-104(a)
8	Beer Permits Annual Renewal	136	\$100.00	TCA 57-5-104(b)(1)
9	Beer Civil Penalty - sale to minors	598	TCA 57-5-108 (2)(a) \$1000.00 each offense if a Responsible Vendor Not to exceed	
10	Beer Civil Penalty - sale to minors	598	TCA 57-5-108 (2)(b) \$2500.00 each offense if not a Responsible Vendor	
11	Beer Civil Penalty -any other offense	598	TCA 57-5-108-(2)(b) \$1000.00 each offense Not to Exceed	
12	<b>Liquor</b>			
13	Intoxicating Liquor License - Package and Wine in Grocery Stores	532	\$250.00	
14	Inspection Fee - Liquor		5%	TCA 57-3-503(a)
15	Failure to collect, report, and/or pay Inspection fee - penalty		10% of the fee due	TCA 57-3-503(b)
16	Renewal of Liquor License		Same as paid to TN ABC TCA 57-4- 301	
17				
18	Nonpayment of Check		\$20.00	TCA 9-1-109
19	Nonpayment of Check/Handling		\$30.00	TCA 47-29-102
20	Notary Fee	572	\$5.00	
21				
22				
23				
24				
25				
26				

Miscellaneous  
FY 2024/2025

27	Description	MR	FEE	
28				
29	<b>Utility Fees</b>			
30	Reconnect during business hours		\$50.00	
31	After Hours Service Call		\$100.00	
32	Reconnect fee - if bill not paid by 8:30am morning after services are reestablished		\$25.00	
33	Nonrefundable User Fee		\$25.00	
34	Transfer		\$25.00	
35	Water Leak Protection - Residential		per month \$1.80	limit \$2,500
36	Water Leak Protection - Commercial: Single Occupancy		per month \$5.00	limit \$2,500
37	Water Leak Protection - Commercial: Multiple Occupancy		per month \$10.00	limit \$2,500
38	Water & Sewer Leak Protection - Residential		per month \$3.05	limit \$2,500
39	Water & Sewer Leak Protection - Commercial: Single Occupancy		per month \$8.50	limit \$2,500
40	Water & Sewer Leak Protection - Commercial: Multiple Occupancy		per month \$17.00	limit \$2,500
41				
42	<b>Transient Vendor Permits</b>			
43	Permit Application & Renewal	525	\$50.00 for each 14 day period	TCA 67-4-710
44	Permit Surety Bond		\$2,500.00	
45				
46	<b>SOB</b>			
47	Sexually Oriented Business Permit		\$100.00	
48	SOB Injunction Fee		\$500.00	
49	SOB Annual Permit Fee		\$850.00	
50	SOB Permit Transfer Fee		20%	
51	SOB Employee License		\$25.00	
52	SOB Employee Annual Renewal		\$25.00	
53				
54				
55				
56				
57				
58				
59				

Natural Gas  
FY 2024-2025

1	<b>Description</b>				<b>Fee</b>			<b>MR</b>
2	<b>Deposit</b>							
3	Industrial and Large Commercial				2X est use			567
4	Small Commercial				\$200.00			567
5	Residential				\$200.00			567
6	<b>Tap Fee</b>							
7	First 100 Feet - Minimum Fee				\$300.00			509
8	Plus Next 300 Feet				2.50 per ft			509
9	Plus above 401 Feet				1.50 per ft			509
10								
11	Permit Fee				\$10.00			451
12	Inspection Fee				\$10.00			451
13	Outlet Fee - per outlet				\$7.50			451
14	Surcharge to be collected - bill unpaid by certain time				5%			
15	Meter turned off - service charge to turn on (seasonal				\$25.00			
16	<b>Gas Rate</b>		<b>Fixed</b>		<b>per 100 cf</b>			
17	Lge. Comm (Inside)		\$12.00		\$1.162 cf			
18	Resid. (Inside)		\$12.00		\$2.323 cf			
19	Comm. (Inside)		\$12.00		\$1.195 cf			
20	Industrial/Demand		\$70.00		\$1.079 cf			
21	Resid. (Outside)		\$12.00		\$2.394 cf			
22	Comm. (Outside)		\$12.00		\$1.230			
23	Industrial Transportation Fee				\$0.76			
24	Rate: Cost of Gas based on purchased gas adjustment ordinance # 1671 for each user classification							
25								
26								
27								
28								
29								
30								
31								
32								
33								
34								
35								

Parks Rec  
FY 2024/2025

1	<b>Description</b>					
2	<b>Membership</b>		SportsPlex or Pool Only	SportsPlex or Pool Only	Water & Weights	Water & Weights
3			Annual	Monthly	Annual	Monthly
4	Single Resident		\$200.00	\$20.00	\$250.00	\$25.00
5	Family Resident		\$250.00	\$30.00	\$325.00	\$35.00
6	Single Non-Resident		\$250.00	\$30.00	\$325.00	\$35.00
7	Family Non-Resident		\$300.00	\$35.00	\$400.00	\$45.00
8	Senior (55 & Over)		\$125.00	\$15.00	\$155.00	\$20.00
9	Special Needs Adults		\$125.00	\$15.00	\$155.00	\$20.00
10	Corporate Rate		\$150.00	\$20.00	\$200.00	\$25.00
11	Corporate Family		\$225.00	\$25.00	\$275.00	\$30.00
12	City Employee Single		\$125.00	N/A	\$150.00	N/A
13	City Employee Family		\$200.00	N/A	\$250.00	N/A
14	Students (College ID Required)		\$125.00	\$15.00	\$155.00	\$20.00
15	Military/Fire/Police/Teacher-Single		\$150.00	\$15.00	\$200.00	\$20.00
16	Military/Fire/Police/Teacher-Family		\$225.00	\$25.00	\$275.00	\$30.00
17	Guest Fee	\$7.00				
18	Swim Lessons:	\$55.00				
19	Pool Admission -Non-member	\$7.00				\$6.00
20	Pool Party	\$150.00 for 2 hours; \$25.00 per additional hour \$45.00 deposit includes lifeguard				\$135.00
21	Pavilion Usage/Pole Barn	\$50.00 4 hours or less; \$20.00 per hour after 4 hours				\$45.00
22	Turf (field drying material)	\$20.00 per bag				
23	Parks & Recs Employees & Contractors	\$25.00 per/hour per/employee between games only				
24	Ballfield Rentals (Practice)	One and a half hours (90 minutes)	\$30.00 without lights \$40.00 with lights			
25	Sports Registration Fees	are non-refundable	\$10.00 late fee - applies day after close of sign-ups			
26	Park Bench New Only	\$1,000.00				
27	Park Bench Plaque	\$350.00				

Parks Rec  
FY 2024/2025

28	<b>Resident Status</b>	<b>Sportsplex Studio</b>	<b>Riding Arena</b>	<b>Fairgrounds</b>
29	Resident	\$20 per hour	\$250 for 6 hours, \$25 each additional hour	\$250 for 6 hours, \$25 each additional hour
30	Non-Resident	\$25 per hour	\$300 for 6 hours, \$25 per additional hour	\$300 for 6 hours, \$25 per additional hour
31	Deposit	N/A	\$100 non refundable	\$100 non refundable
32				
33	<b>Resident Status</b>	<b>Baltzer Field Soccer/Lacrosse</b>	<b>Sports Complex</b>	<b>Baltzer Field - Baseball Diamond</b>
34	Resident	\$130 per field	\$65 per field	\$65 per field
35	Non-Resident	\$150 per field	\$70 per field	\$70 per field
36	Deposit	\$100	\$100.00	\$100.00
37	2nd Day Field Prep	N/A	\$40 per field	\$40 per field
38	Maintenance Fee	\$30 per field, per game	\$5 per field, per game	\$5 per field,per game
39				
40	<b>Resident Status</b>	<b>Frazier Park Football Park</b>	<b>Frazier Park Softball Field</b>	
41	Resident	\$100 per field	\$65 per field	
42	Non-Resident	\$125 per foeld	\$80 per field	
43	Deposit	\$100.00	\$100	
44	2nd Day Field Prep	\$50 per field, per game	\$40 per field, per game	
45	Maintenace Fee	\$30 per field, per game	\$5 per field	
46				
47				
48				
49				
50				
51				
52				

Parks Rec  
FY 2024/2025

53	<b>Tipton County Museum, Veterans' Memorial and Nature Center</b>			Military Discount		
54	Museum Conference Room	\$100.00 per hour during business hours. \$150.00 per hour after business hours. \$150.00 refundable deposit				
55	<b>Dues</b>					
56	Individual, Military Family, Senior Family	\$25.00				
57	Family Membership	\$30.00				
58	Contributor	\$50.00				
59	Philanthropist	\$100.00				
60	Benefactor	\$200.00				
61	Corporate Sponsor	\$500.00				
62	<b>Education</b>					
63	Lecture Series - Non Members	\$5.00		\$4.00		
64	Art Classes - Members	\$15.00		\$14.00		
65	Art Classes - Non Members	\$20.00		\$19.00		
66	School programs of 10 or more	\$5.00 per child				
67	Saturday Workshops for school age children	\$8.00 per child Non Members		\$7.00		
68	<b>Other</b>					
69	Brick, Sale of	\$100.00				
70	Hammock rental	\$5.00/hour, must be at least 18 years of age. A valid State ID is required.				
71	Booth Rentals - If selling products - *not applicable to Core Member Organization	\$25.00				
72	*Core Member Organization Examples - VFW, OCR, Veteran Council, American Legion, TRABBA, DAR, Out of the Woods Wildlife, ect.					

Planning  
FY 2024/2025

1	Description		MR	Fee			
2							
3	<b>BZA and BPMA</b>						
4	Administrative Review			No Charge			
5	Special Exception		141	\$200.00			
6	Variance		141	\$200.00			
7							
8	<b>Planning Commission</b>						
9							
10	Rezoning/Text Amendment		141	\$200.00 plus \$5.00 per required mailed notice			
11	Site Plan Review/Design Guidelines		138	\$300.00			
12	Minor Subdivision Plat		138	\$150.00			
13	Major Subdivision Preliminary Plat		138	\$300.00 plus \$10.00 per lot			
14	Major Subdivision Construction Plat		138	\$300.00 plus \$40.00 per lot			
15	Major Subdivision Final Plat		138	\$300.00 plus \$25.00 per lot			
16							
17							
18	Zoning Verification Request		141	\$40.00			
19							
20							
21	Advertising Fee per Agenda Item		141	\$75.00			
22							
23	HZC/Processing Fee		141	\$25.00			
24							
25							
26							
27							
28							
29							
30							
31							
32							
33							
34							
35							

Police Department  
FY 2024/2025

1	Description		MR	Fee	
2					
3	Reports accident/incident	As allowed per TCA 10-7-503			
4					
5	<b>Seized Vehicles</b>				
6	Impounding Fee		176	Impounding fee shall be equal to the wrecker service fee for towing the vehicle	
7	Daily Storage Fees		176		
8				\$40.00	
9					
10					
11					
12					
13					
14					
15					
16					
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33					
34					
35					

Records Copies  
FY 2024/2025

1	Description			MR	Fee	
2	General Copies					
3	8.5 X 11 or 8.5 X 14 Black & White			546	\$0.15	
4	8.5 X 11 or 8.5 X 14 Color			546	\$0.50	
5	18 X 14			546	\$5.00	
6	24 X 36			546	\$9.00	
7	30 X 42			546	\$11.00	
8						
9	GIS Map Copies					
10	8.5 X 11 or 8.5 X 14 Lines/Text Only					
11	8.5 X 11 or 8.5 X 14 Photo			546	\$0.15	
12	11 X 17 Lines/Text Only			546	\$0.50	
13	11 X 17 Photo			546	\$3.00	
14	18 X 24 Lines/Text Only			546	\$4.00	
15	18 X 24 Photo			546	\$5.00	
16	24 X 36 Lines/Text Only			546	\$6.00	
17	24 X 36 Photo			546	\$9.00	
18	36 X 48 Lines/Text Only			546	\$12.00	
19	36 X 48 Photo			546	\$20.00	
20	36 X 60 Lines/Text Only			546	\$24.00	
21	36 X 60 Photo			546	\$25.00	
22	Data manipulation over 1/2 hour add per layer			546	\$30.00	
23	C.D. Copies			546	\$10.00	
24	Employee hourly wage calculated per TCA 10-7-506			546	\$10.00	
25						
26						
27						
28						
29						
30						
31						
32						
33						
34						
35						

Sewer Service  
FY 2024/2025

1	Description			MR	Fee	
2	Deposit					
3	Industrial and Large Commercial				2X est use	
4	Small Commercial				\$100.00	
5	Residential				\$80.00	
6	Tap Fee					
7	Inside City Limits			433	\$600.00	
8	Outside City Limits			433	\$1,100.00	
9	Pressurized Sewer System					
10	Tank Fee			433	\$6,000.00	
11	Monthly Maintenance Fee					
12	Inside City Limits				\$9.00	
13	Outside City Limits				\$13.00	
14						
15	Inspection Fee					
16	Gravity, Pressurized, or Septic			431	\$10.00	
17	Permit Fee					
18	Gravity, Pressurized, or Septic			431	\$10.00	
19						
20	Surcharge to be collected - bill unpaid by certain time				5%	
21	Industrial Surcharge Fee	BOD per pound			0.179	
22		S.S. per pound			0.086	
23						
24	Sewer Impact Fee					
25	Inside City Limits-Residential				\$1,000.00	
26	Outside City Limits-Residential				\$2,000.00	
27	Inside and Outside City Limits - Commercial				\$2,000.00 minimum - then negotiated	
28						
29	Description			Rate		
30	Inside City Limits - Minimum					
31	5/8 inch				\$9.02	
32	1 inch				\$10.71	
33	deleted					
34	2 inch				\$27.64	
35	3 inch				\$45.10	

Sewer Service  
FY 2024/2025

36	4 inch					
37	6 inch				\$93.59	
38	8 inch				\$125.08	
39	per thousand gallons				\$177.05	
40	<b>Description</b>				\$5.21	
41	<b>Outside City Limits - Minimum</b>			MR	<b>Rate</b>	
42	5/8 inch					
43	1 inch				\$12.99	
44	deleted				\$15.79	
45	2 inch					
46	3 inch				\$41.74	
47	4 inch				\$67.64	
48	6 inch				\$140.95	
49	8 inch				\$188.31	
50	per thousand gallons				\$266.11	
51	<b>Inside City - Pressurized Sewer</b>				\$6.99	
52	5/8 inch					
53	1 inch				\$10.19	
54	deleted				\$12.08	
55	2 inch					
56	3 inch				\$31.16	
57	4 inch				\$50.86	
58	6 inch				\$105.53	
59	8 inch				\$141.01	
60	per thousand gallons				\$199.61	
61	<b>Outside City Pressurized Sewer</b>				\$5.89	
62	5/8 inch					
63	1 inch				\$14.65	
64	deleted				\$17.81	
65	2 inch					
66	3 inch				\$47.05	
67	4 inch				\$76.25	
68	6 inch				\$158.93	
69	8 inch				\$212.32	
70	per thousand gallons				\$300.03	
					\$7.89	

Solid Waste  
FY 2024/2025

1	Description					
2	Deposit				Fee	
3	Industrial and Large Commercial					
4	Small Commercial				2X est use	
5	Residential				\$100.00	
6					\$40.00	
7	Roll Out Cart(s)					
8	Commercial - once a week pick up per cart					
9	Residential - once a week pick up 1st cart and curbside				\$34.00	
10	Residential - once a week pick up - each additional cart				\$26.00	
11					\$13.50	
12						
13	Dumpster(s)					
14	Lock Fee All Container Sizes					
15					\$12.00	
16	Volume	Collection				
17	2 Cu Yd Container	1X week				
18		2X week			\$120.00	
19		3X week			\$187.00	
20		4X week			\$241.00	
21		5X week			\$315.00	
22	Extra Pick Up				\$393.00	
23	4 Cu Yd Container	1X week			\$48.00	
24		2X week			\$151.00	
25		3X week			\$233.00	
26		4X week			\$326.00	
27		5X week			\$398.00	
28	Extra Pick Up				\$478.00	
29	6 Cu Yd Container	1X week			\$60.00	
30		2X week			\$181.00	
31		3X week			\$290.00	
32		4X week			\$393.00	
33		5X week			\$478.00	
34	Extra Pick Up				\$574.00	
35					\$81.00	

Solid Waste  
FY 2024/2025

36	8 cu Yd Container	1X week					
37		2X week			\$209.00		
38		3X week			\$327.00		
39		4X week			\$436.00		
40		5X week			\$550.00		
41	Extra Pick Up				\$700.00		
42					\$115.00		
44	Shared Dumpster(s)						
45	Assembly - Restaurants, Fast Food, Theaters						
46	Large						
47	Medium				\$287.00		
48	Small				\$206.00		
49	Business - Law Office, Insurance Office				\$165.00		
50	Large						
51	Medium				\$123.00		
52	Small				\$43.50		
53	Mercantile - Retail Stores				\$34.00		
54	Large						
55	Medium				\$173.00		
56	Small				\$123.00		
57					\$43.00		
58	Min Shared Dumpster						
59					\$43.00		
60	Surcharge to be collected - bill not paid by certain time						
61					5%		
62	Curbside Pick Up						
63	Commercial						
64	Knuckle Boom - Full Load						
65	Knuckle Boom - Less than Full Load				\$236.00		
66	Trash Train				\$118.00		
67	Residential				\$46.00		
68	Change of Occupancy						
69	Trash Train				\$129.00		
70	Bulk Items				25.00 a day or dump		
					12.00 a pick up		

Special Event  
FY 2024/2025

1	Description	Fee		MR
2				
3	Application	Free		
4				
5	Fire Extinguisher Usage	\$250.00 Refundable Deposit/if no usage		
6	Fire Department Employees	\$30.00 per hour/per person		
7	Parks & Recreation Employees	\$25.00 per hour/per person		
8	Police Department Employees	\$30.00 per hour/per person		
9	**Public Works Employees	\$31.00 per hour per person		
10				
11				
12	**CPW equipment or vehicle usage will be charged per current State rate(s)			
13				
14				
15	Per November 16, 2021 Finance and Administrative Committee meeting minutes approved at the Board of Mayor and Alderman meeting on December 14, 2021 the following applies to the Special Event fees : Third Party Sponsored - 100% no waiver; City and Third Party Mixed-Sponsored - waive all fees with approval from the Board; Nonprofit Third Party Sponsored - 50% fees waived.			
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				

Water Service  
FY 2024/2025

1	Description				MR	Fee		
2								
3	<b>Deposits</b>							
4	Industrial & Large Commercial							
5	Small Commercial				569	2X est use		
6	Residential				569	\$100.00		
					569	\$80.00		
7	<b>Tap Fees Inside &amp; Outside City Limits</b>							
8	5/8 - 1" Inside City Limits				417	\$600.00		
9	5/8 - 1" Outside City Limits				417	\$1,000.00		
10	Over 1"				417	cost plus 10%		
11	Secondary Meter (Lawn Meter)				417	\$600.00		
12								
13	Surcharge to be collected - bill not paid by certain time					5%		
14								
15	Permit Fee							
16	Inspection Fee				412	\$10.00		
17	Outlet Fee - per outlet				412	\$10.00		
18	Backflow Protective Devices Initial inspection				412	\$7.50		
19	Backflow Protective Devices Annual inspection				412	\$55.00		
20	Fire Hydrant					Owner responsible for this inspection		
21	Fire Hydrant Water Meter Deposit					actual cost + 10%		
22	Minimum bill - 3" meter				569	\$500.00		
23	Testing LAB					\$205.67		
24	Secondary meter turned off - service charge to turn on					\$10.50 per test		
25						\$25.00		
26								
27								
28								
29								
30								
31								
32								
33								
34								

Water Service  
FY 2024/2025

35								
36	<b>Description</b>							
37	<b>Inside City Limits - Minimum per Meter Size</b>					<b>Rate</b>		
38	5/8 inch							
39	1 inch					\$10.80		
40	deleted					\$30.39		
41	2 inch							
42	3 inch					\$93.67		
43	4 inch					\$154.11		
44	6 inch					\$192.65		
45	8 inch					\$275.16		
46	per thousand gallons					\$550.29		
47	First 2,000							
48	Next 8,000					\$5.42		
49	Next 40,000					\$3.68		
50	Next 50,000					\$3.48		
51	Next 100,000					\$2.89		
52						\$2.77		
53	<b>Outside City Limits - Minimum per meter size</b>							
54	5/8 inch							
55	1 inch					\$16.27		
56	deleted					\$41.30		
57	2 inch							
58	3 inch					\$137.63		
59	4 inch					\$220.17		
60	6 inch					\$275.16		
61	8 inch					\$412.77		
62	per thousand gallons					\$825.45		
63	First 3,000							
64	Next 7,000					\$5.42		
65	Next 10,000					\$4.69		
66	Next 20,000					\$4.31		
67						\$3.07		
68								
69								

## ORDINANCE 1783

### AN ORDINANCE TO AMEND THE COVINGTON MUNICIPAL ZONING MAP TO REZONE PROPERTY AT 1270 SIMONTON STREET (GREENPOINT AG HOLDINGS, LLC PROPERTY) FROM R-2 (MEDIUM DENSITY RESIDENTIAL) DISTRICT TO B-2 (HIGHWAY ORIENTED BUSINESS) DISTRICT.

WHEREAS, pursuant to Tennessee Code Annotated Sections 13-7-201 and 13-7-202 a zoning ordinance and map have been adopted for the City of Covington; and,

WHEREAS, the Covington Municipal-Regional Planning Commission has recommended that the following property be reclassified from its current zoning designation to the proposed zoning designation and,

WHEREAS, a public hearing was held before Covington Board of Mayor and Aldermen pursuant to section 13-7-203, Tennessee Code Annotated, the time and place of which was published with fifteen days advance notice; and,

### NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF COVINGTON:

**SECTION 1.** That the following described property be rezoned from R-2 (Medium Density Residential) District to B-2 (Highway Business) District:

#### **Parcel 5.12 on Tipton County Tax Map 025**

Beginning at a point, said point being the northwestern most corner of Parcel 5.12 on Tipton County Tax Map 025, thence moving in a southeasterly direction along the northern boundary of Parcel 5.12 to a point said point being the northeastern most corner of Parcel 5.12; thence moving in a southerly direction along the eastern boundary of Parcel 5.12 to a point, said point being the southeastern most corner of Parcel 5.12; thence moving in a northwestern direction along the southern boundary of Parcel 5.12 to a point, said point being the southwestern most corner of Parcel 5.12; thence moving in a northerly direction along the western boundary of Parcel 5.12 to the point of beginning.

**SECTION 2.** BE IT FURTHER ORDAINED that this Ordinance shall become effective immediately upon its passage after third and final reading, THE PUBLIC WELFARE REQUIRING IT.

Passed First Reading

Mayor

Passed Second Reading

City Recorder-Treasurer

Public Hearing

Passed Third Reading

## ORDINANCE 1784

### AN ORDINANCE TO AMEND THE COVINGTON MUNICIPAL ZONING MAP TO REZONE PROPERTY AT 2030 SOUTH MAIN STREET (JOHNNY BERRYMAN PROPERTY) FROM R-1 (LOW DENSITY RESIDENTIAL) DISTRICT TO R-1A (MODERATE DENSITY RESIDENTIAL) DISTRICT.

WHEREAS, pursuant to Tennessee Code Annotated Sections 13-7-201 and 13-7-202 a zoning ordinance and map have been adopted for the City of Covington; and,

WHEREAS, the Covington Municipal-Regional Planning Commission has recommended that the following property be reclassified from its current zoning designation to the proposed zoning designation and,

WHEREAS, a public hearing was held before Covington Board of Mayor and Aldermen pursuant to section 13-7-203, Tennessee Code Annotated, the time and place of which was published with fifteen days advance notice; and,

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF COVINGTON:**

**SECTION 1.** That the following described property be rezoned from R-1 (Low Density Residential) District to R-1A (Moderate Density Residential) District:

#### **Parcel 23.00 on Tipton County Tax Map 050**

Beginning at a point, said point being the northwestern most corner of Parcel 23.00 on Tipton County Tax Map 050, thence moving in a easterly direction along the northern boundary of Parcel 23.00 to a point said point being the northeastern most corner of Parcel 23.00; thence moving in a southeasterly direction along the eastern boundary of Parcel 23.00 to a point, said point being the southeastern most corner of Parcel 23.00; thence moving in a westerly direction along the southern boundary of Parcel 23.00 to a point, said point being the southwestern most corner of Parcel 23.00; thence moving in a northeasterly direction along the western boundary of Parcel 23.00 to the point of beginning.

**SECTION 2.** BE IT FURTHER ORDAINED that this Ordinance shall become effective immediately upon its passage after third and final reading, THE PUBLIC WELFARE REQUIRING IT.

\_\_\_\_\_  
Passed First Reading

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Passed Second Reading

\_\_\_\_\_  
City Recorder-Treasurer

\_\_\_\_\_  
Public Hearing

\_\_\_\_\_  
Passed Third Reading

## ORDINANCE 1785

### AN ORDINANCE TO AMEND THE COVINGTON MUNICIPAL ZONING MAP TO REZONE PROPERTY AT 785 EAST STREET (JOEY GOFORTH PROPERTY) FROM M-2 (INDUSTRIAL) DISTRICT TO B-2 (HIGHWAY BUSINESS) DISTRICT:

WHEREAS, pursuant to Tennessee Code Annotated Sections 13-7-201 and 13-7-202 a zoning ordinance and map have been adopted for the City of Covington; and,

WHEREAS, the Covington Municipal-Regional Planning Commission has recommended that the following property be reclassified from its current zoning designation to the proposed zoning designation and,

WHEREAS, a public hearing was held before Covington Board of Mayor and Aldermen pursuant to section 13-7-203, Tennessee Code Annotated, the time and place of which was published with fifteen days advance notice; and,

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF COVINGTON:**

**SECTION 1.** That the following described property be rezoned from M-2 (Industrial) District to B-2 (Highway Business) District:

#### **Parcel 4.00 on Tipton County Tax Map 041F, Group K**

Beginning at a point, said point being the northwestern most corner of Parcel 4.00 on Tipton County Tax Map 041F, Group K, thence moving in a southeasterly direction along the northern boundary of Parcel 4.00 to a point said point being the northeastern most corner of Parcel 4.00; thence moving in a southwesterly direction along the eastern boundary of Parcel 4.00 to a point, said point being the southeastern most corner of Parcel 4.00; thence moving in a northwesterly direction along the southern boundary of Parcel 4.00 to a point, said point being the southwestern most corner of Parcel 4.00; thence moving in a northeasterly direction along the western boundary of Parcel 4.00 to the point of beginning.

**SECTION 2.** BE IT FURTHER ORDAINED that this Ordinance shall become effective immediately upon its passage after third and final reading, THE PUBLIC WELFARE REQUIRING IT.

\_\_\_\_\_  
Passed First Reading

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Passed Second Reading

\_\_\_\_\_  
City Recorder-Treasurer

\_\_\_\_\_  
Public Hearing

\_\_\_\_\_  
Passed Third Reading

## ORDINANCE 1786

### AN ORDINANCE TO AMEND THE MUNICIPAL ZONING ORDINANCE OF COVINGTON, TENNESSEE: AMENDING TEXT OF THE ZONING ORDINANCE BY ESTABLISHING STANDARDS FOR A PD (PLANNED DISTRICT DEVELOPMENT) DISTRICT

WHEREAS, pursuant to *Tennessee Code Annotated* Sections 13-7-201 through 13-7-211, a municipal zoning ordinance has been adopted for City of Covington, Tennessee; and,

WHEREAS, the Covington Municipal-Regional Planning Commission has recommended the following amendment to the text of the municipal zoning ordinance, deleting the M-3 (Artisan Industrial) district and establishing a B-4 District; and,

WHEREAS, pursuant to *Tennessee Code Annotated* Section 13-7-203, a public hearing was held before this body, the time and place of which was published with fifteen days advance notice;

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF COVINGTON, TENNESSEE:

**Section 1.** That the following text shall be added to the Covington Municipal Zoning Ordinance as Section 11-505:

**11-505. Planned Development District (PD)**

1. This section is intended to provide the means and guidelines through which tracts of land may be developed through an overall unified approach rather than the traditional lot-by-lot treatment afforded by other districts in this Ordinance. It is intended to provide a maximum of design freedom in order to create a better living environment, by making the best use of topography and land features and by permitting the developer an opportunity to more fully utilize the physical characteristics of the site through the reduction of lot sizes, the absence of yard and bulk restrictions and the planned mixing of uses. Through the requirement of a development plan, it is the intent that property under this section will be developed through a unified design providing continuity between the various elements and ultimately leading to a better environment. Increased densities may be permitted under this Section if such an increase can be substantiated on the basis that the superior design makes greater densities possible with no reduction of amenities. This section is not intended as a panacea and should not be utilized as a device for making increased densities more acceptable or as a means of

circumventing the City's development regulations.

**Planned Development (PD):** A development guided by a total design plan in which one or more of the zoning or subdivision regulations, other than use regulations, shall be permitted to be waived or varied to allow flexibility and creativity in site and building design and location, in accordance with general guidelines.

#### **505-1. Objectives**

1. The Board of Mayor and Aldermen may, upon proper application, rezone a site of at least twenty-five (25) acres to facilitate the use of flexible techniques of land development and site design by providing relief from zone requirements designed for conventional developments. In addition, the Board may establish standards and procedures, including restricting land uses to only those compatible to surrounding development prior to a rezoning in order to obtain one or more of the following objectives:
  - A. Promote the efficient use of land to facilitate a more economic arrangement of buildings, circulation systems, land use and utilities.
  - B. Preserve to the greatest extent possible the existing landscape features and amenities and utilize such features in a harmonious fashion.
  - C. Provide more usable and suitably located recreation facilities and other public and common facilities than would otherwise be provided under conventional land development procedures.
  - D. Combine and coordinate architectural styles, building forms and building relationships within the planned developments.
  - E. Ensure a quality of construction commensurate with other developments within the City.
  - F. Creation of a safe and desirable environment for areas characterized by a unified building and site development program.
  - G. Rational and economic development in relation to public services.
  - H. Efficient and effective traffic circulation, both within and adjacent to the development site.
  - I. Creation of a variety of housing compatible with surrounding neighborhoods to provide a greater choice of types of environments and living units.
  - J. Provision of attractive and appropriate locations for business uses in well-designed buildings and provisions of opportunities for employment closer to residence with a reduction in travel from home to work.

#### **505-2. Relation Between Planned Developments and Zoning Districts**

Planned Developments under this section, planned developments (PD) shall be permitted, subject to the stated requirements. PDs are established by overlaying a Preliminary Development Plan over the existing district. The overlays are as follows: PD (Planned Development) over R-1, R-2 or R-3 districts. A zoning amendment is required following the procedures

outlined in this section and in accordance with Chapter 13 of this Zoning Ordinance.

### **505-3. Modification of District Regulations**

1. Planned Developments may be constructed in the above zoning districts subject to the standards and procedures set forth below:
  - A. Except as modified by and approved in the Ordinance approving a preliminary development plan, Planned Development shall be governed by the regulations of the district or districts in which the said Planned Development is located.
  - B. The Ordinance approving the preliminary development plan for the Planned Development may provide for such exceptions from the zoning district regulations governing use, area, setback, signage, loading, width and other bulk regulations, parking, and such subdivision regulations as may be necessary or desirable to achieve the objectives of the proposed Planned Development, provided such exceptions are consistent with the standards and criteria contained in this section and have been specifically requested in the application for a Planned Development and further provided that no modification of the district requirements or subdivision regulations may be allowed when such proposed modification would result in:
    - i. Inadequate or unsafe access to Planned Development.
    - ii. Traffic volume exceeded the anticipated capacity of the major street network in the vicinity.
    - iii. An undue burden on public parks, recreation areas, schools, fire and police protection and other public facilities which serve or are proposed to serve the Planned Development.
    - iv. The construction of utilities or facilities is not representative of accepted engineering practices or standards adopted by the City of Covington.
    - v. A development which will be incompatible with the purposes of this Ordinance.
  - C. Such exceptions shall supersede the regulations of the zoning district in which the Planned Development is located. Provided, however, in no case shall the uses or densities be varied, except as herein provided, and setbacks along the boundary of the Planned Development shall not be less than those allowed in the underlying zoning.
  - D. The Development Agreement, which is executable prior to Planned Development Zoning is a general agreement and is subject to subsequent supplemental agreements to address more specific concerns required as the level of detail increases in the review process.

### **505-4. Coordination with Subdivision Regulations**

1. The uniqueness of each proposal for a Planned Development may require that

specifications for which the width and surfacing of streets, public ways, public utility rights-of-way, curbs and other standards may be subject to modification from the specifications established in the Subdivision Regulations adopted by the Planning Commission.

2. Modifications may be incorporated only with the review of the Planning Commission and approval of the Board of Mayor and Aldermen as part of its review of the Final Development Plan for a PD and granted as a variance in the preliminary approval of the subdivision which must be concurrent with the final approval by the Planning Commission of the plan.
3. It is the intent of this Ordinance that subdivision review under the Subdivision Regulations be carried out simultaneously with the review of Planned Development under this section of the Zoning Ordinance.
4. The development plans submitted under section #8 of this section must be submitted in a form that will satisfy the requirements of the Subdivision Regulations for preliminary and final plats.
5. The requirements for both this section of the Zoning Ordinance and those of the Subdivision Regulations shall apply to all PD's and all actions of the Board of Mayor and Aldermen pertaining to PD's shall be based upon a recommendation by the Planning Commission.

#### **505-5. General Standards and Criteria**

The Board of Mayor and Alderman may grant a permit which modifies the applicable district zoning regulations and subdivision regulations upon recommendation by the Planning Commission which shall be forwarded pursuant to the provisions contained in this section.

The proposed development will not represent a conflict in use with surrounding property nor will they unduly hinder or prevent the development of surrounding property in accordance with the current development policies and existing plans for the City of Covington.

An approved water supply, community wastewater treatment and disposal and storm water drainage facilities that are adequate to serve the proposed development have been or shall be provided.

The location and arrangement of the structures, parking areas, walks, lighting and other service facilities shall be compatible with the surrounding land uses and any part of the proposed development not used for structures, parking and loading areas or access ways shall be landscaped or otherwise improved except where natural features are such as to justify preservation.

Any modification of the zoning or other regulations that would otherwise be applicable to the site are warranted by the design of the preliminary development plan and the amenities incorporated therein and are not inconsistent with the public interest.

Provisions shall be made for a homeowner's association or other responsible party to maintain any and all common and open space and/or common elements, unless conveyed to and accepted by the City of Covington or other public body approved by the City of Covington.

#### **505-6. General Provisions**

The following general provisions shall apply to any Planned Development Districts created by the Board of Mayor and Aldermen.

1. **Application for Planned Development Permit Required**

Each application for a Planned Development shall be submitted in accordance with the requirements of these regulations and the requirements set forth in the Subdivision Regulations. Variances to the requirements of both regulations may be granted upon review of the Planning Commission.

2. **Waiver of Board of Zoning appeals Action**

No action of the Board of Zoning Appeals shall be required in the approval of a Planned Development District.

3. **Ownership and Division of Land**

No tract of land may be considered for or approved as a PD unless such tract is under the single ownership of a landowner. For the purpose of this Ordinance, a landowner may be a person, partnership, corporation, association or any other legal entity entitled to own property. The holder of a written option to purchase, a party purchaser to a contract for the sale of real property contingent upon the success of a PD application for the property, or any governmental agency shall be considered landowners for the purpose of this Section. Unless otherwise provided as a condition of approval of PD, the landowner of an adopted PD may divide and transfer parts of such development. The transferee shall complete each section and use and maintain it in strict conformance with the Final Development Plan.

4. **Professional Design**

The Covington Municipal-Regional Planning Commission shall not consider any development plan for any proposed Planned Development, either on a preliminary or final basis, nor shall the City of Covington Board of Mayor and Aldermen concur with any preliminary development plan for a proposed Planned Development unless such proposed plan includes a certification that the services of a licensed civil engineer or one or more design professionals was utilized in the preparation of the master plan.

A. **Architecture -**

A pattern book (building guide that regulates the architectural massing, building types, heights, facades, styles, materials, and details and establishes the basic design guidelines that will ensure that the architecture of the individual buildings within the development will be in keeping with the overall vision) shall be included in the proposed planned development submitted to the Planning Commission and the Board of Mayor and Alderman. The pattern shall illustrate key components of building design such as the shape of windows and doors, roof pitches, eave details, column details, dormer details, and types of porches that are appropriate for that style.

Identical or similar single-family buildings or elevations may not be repeated more frequently than every sixth house along the same side of any street. Buildings shall be considered similar if they have similar door and window configuration, direction of roof pitch, building mass and building form. Attached buildings shall provide variation in building height, setbacks, rooflines, window, door openings, materials and colors. Buildings shall relate well to the streetscape through the provision of front porches, doors, windows, and architectural details that face the street, and assist in minimizing the dominance of garages. For at least 50% of all units, garages shall be side entry, rear entry or front entry with garage recessed a minimum of five (5) feet behind the front building line.

5. Development Period; Staging

The expeditious construction of any Planned Development authorized under these provisions shall be undertaken to assist in the assurance of the full completion of the development in accordance with the adopted final development plan.

A. Start of Development -

Within five (5) years from the date of preliminary plan approval of a PD, actual construction shall have commenced in such development. Actual construction is defined to include the placing of construction materials in a permanent position and fastened permanently or extensive grading including demolition or removal of existing structures necessary for the development.

B. Completion Period -

If no actual construction, as determined by the Building Inspector, has begun within the time stated in the final development and construction schedule, the final development plan shall lapse upon written notice to the applicant from the Planning Commission and shall be of no further effect. At its discretion and for good cause, the Planning Commission may extend for a reasonable time, not to exceed one year, the period for the beginning of construction.

If a development plan is terminated under the provisions of this section, the planned development designation shall be removed from the Official Zoning Map. The zoning regulations applicable before the development was approved shall then be in effect.

C. Staging of Development -

The Planning Commission may elect to permit the staging of development, in which case, the following provision shall be complied with:

- i. Each stage shall be so planned and so related to existing surroundings and available facilities and services that failure to proceed to the subsequent stages will not have an adverse impact on the development or its surroundings at any stage of development. The development staff shall review any proposed phasing plan and recommend to the Planning Commission a plan for the phasing and recommended construction improvements including site improvements, streets, surface and

subsurface drainage, water lines, sewer lines, parking areas, landscaping, planting and screening. The Developer shall also prepare a cost estimate of the recommended improvements to be approved by the City Engineer for bonding purposes.

6. Common Open Space and Public Facilities

The requirements of common open space and public facilities shall be in accordance with the provisions of this Section.

- A. Common open space must be usable for recreational purposes or must provide visual, aesthetic environmental amenities. The uses authorized for the common open space must be appropriate to the scale and character of the Planned Development considering its size, density, expected population, topography and the number and type of structures to be provided.
- B. Common open space must be suitably improved for its intended use, but open space containing natural features worthy of preservation may be left unimproved. Any buildings, structures and improvements to be located in the common open space must be appropriate to the uses which are authorized therefore and must conserve and enhance the amenities of the common open space having regard to its topography and the intended function of the common open space.
- C. The development phasing sequence which is part of the preliminary development plan must coordinate the improvement of the common open space, the construction of the buildings, structures and improvements in the common open space, the construction of public improvements and the construction of buildings in a Planned Development, but in no event shall occupancy permits for any phase of the final development plan be issued unless and until the open space which is part of that phase has been dedicated or conveyed and improved.
- D. No common open space of a Planned Development shall be conveyed or dedicated by the developer or any other person to any public body, homeowner's association or other responsible party unless the City of Covington Planning Commission has determined that the character and quality of the tract to be conveyed make it suitable for the purpose for which it was intended. The Planning Commission may consider the size and character of the buildings to be constructed within the Planned Development, the topography and existing trees, the ground cover and other natural features, the manner in which the open space is to be improved and maintained for recreational or amenity purposes, and the existence of public parks or other public recreational facilities in the vicinity.
- E. All land shown on the final development plan as common open space may be either:
  - i. Conveyed to a public body, if said public body agrees to accept conveyance and to maintain the common open space and any buildings, structures, or improvements which have been placed on it; or
  - ii. Conveyed to an organization for ownership and maintenance subject to

the following:

- F. The Covington Municipal-Regional Planning Commission and City of Covington Board of Mayor and Alderman may require that the landowner provide for and establish an organization for the ownership and maintenance of any common open space and such organization shall not be dissolved nor shall it dispose of any common open space, by sale or otherwise (except to an organization conceived and established to own and maintain the common open space), without first offering to dedicate the same to the City of Covington and said dedication be approved by the Board of Mayor and Aldermen. However, the conditions of any transfer shall conform to the adopted final development plan.
- i. In the event that the organization established to own and maintain common open space, or any successor organization, shall at any time after the establishment of the Planned Development fail to maintain the common open space in reasonable order and condition in accordance with the adopted final development plan, the Building Official may serve written notice upon such organization and/or the owners or residents of the Planned Development and hold a public hearing. After thirty (30) days when the deficiencies of maintenance are not corrected, the Building Official shall call upon any public or private agency to maintain the common open space.
  - ii. The cost of such maintenance by such an agency shall be assessed proportionally against the properties within the Planned Development that have a right of enjoyment of the common open space and shall become a lien on said properties.
  - iii. If the common open space is deeded to a Homeowners' and/or Property Owners Association, the developer shall file a declaration of covenants and restrictions that will govern the association, to be submitted with the application for preliminary approval. The provisions shall include but not be limited to the following:
    - a. The Association must be set up before homes are sold.
    - b. Membership must be mandatory for each home buyer and any successive buyer.
    - c. The open space restrictions must be permanent, not just for a period of time.
    - d. The Association must be responsible for liability insurance, local taxes and the maintenance of recreational and other facilities.
    - e. Homeowners/Property owners must pay their pro rata share of the cost of the assessment levied by the association to meet changed needs.

G. Dedication of Public Facilities

The Covington Planning Commission, as a condition of approval and adoption and in accordance with the final development plan, require that suitable areas for streets, public rights-of-way, schools, parks and other public areas be set aside, improved and/or dedicated for public use.

H. Bond Requirement for Improvements

The Planning Commission shall require that a performance bond, letter of credit, other surety agreement, be furnished and filed with the City of Covington for required private and public improvements. An escrow agreement and account approved by the City Attorney as to form and content and by the Planning Commission, shall be required in the amount of one hundred (100) percent of the estimated construction and engineering cost. Said escrow shall accompany the request for final plan approval to ensure completion of all improvements including, but not limited to public site improvements, streets, surface and subsurface drainage, water lines, sewer lines, parking areas, landscaping, planting and screening.

Additionally, the Planning Commission may recommend and the Board of Mayor and Alderman may require an escrow account to be established by the developer, for a period not to exceed two (2) years following the completion of any or all common open space and /or public facilities included in the Planned Development, to ensure the maintenance of such open spaces or public facilities by the Homeowners' Association or other responsible party, upon a determination that the character or nature of such open space or public facility would be hazardous to the public, if not properly maintained. The funds required may be an amount up to one hundred (100) percent of the estimated cost of proper maintenance for the open areas or facilities for the time period designed.

I. Development Contract

Before a final development plan is approved by the City, the developer and owner must enter into a development contract with and satisfactory to the Board of Mayor and Alderman relative to all required improvements.

J. Relation to Utilities, Public Facilities

PD districts shall be so located in relation to sanitary sewers, water lines, surface and subsurface drainage systems and other utilities systems and installations that neither extension nor enlargement of such systems will be required in manner, form, character, location, degree, scale, or timing resulting in higher net public cost or earlier incursion of public cost than would development in a form generally permitted in the area. Such districts shall be located with respect to schools, parks, playgrounds and other public facilities required to have access to the same degree as would development in a form generally permitted in the area.

K. Relation to Major Transportation Facilities

PD district shall be located with respect to major streets and highways or other transportation facilities so as to provide direct access to such districts without creating traffic along minor streets in residential neighborhoods outside such districts.

L. Vehicular Movement and Standards

The street design of any PD should include a clearly defined hierarchical street system. Streets, drives, parking and service areas must provide safe and convenient access to dwelling units, project facilities and for service and emergency vehicles. Streets will not be laid out to encourage outside traffic to traverse the development

on minor streets or occupy more land than is required to provide access as needed or create unnecessary fragmentation of the development into small tracts. In general, tract size shall be the maximum consistent with use, shape of the site and for the convenience and safety of the occupants.

- a. Vehicular access to other streets from off-street parking and service areas shall be combined, limited, located, designed and controlled as to channel traffic to and from such areas conveniently, safely and in a manner which minimizes marginal traffic friction and promotes free traffic flow on streets without excessive interruptions.
- b. Principal vehicular access points shall be designed to permit smooth traffic flow with controlled turning movements and minimum hazards to vehicular or pedestrian traffic. Minor streets without PD's shall not be connected to streets outside the development in such a way as to encourage their use by through traffic.
- c. All streets in PDs shall be publicly dedicated streets. Private streets shall not be allowed.

#### M. Pedestrian Movement

Access for pedestrians and cyclists shall be arranged to provide safe, convenient routes and need not be limited to vehicular access points. When pedestrian access points do not occur at street intersections, they shall be marked and controlled and when such ways are exposed to substantial vehicular traffic at the edges of a district, fences or other barriers shall be erected and maintained to prevent crossings, except at designated points. Bicycle, and/or bridle paths, if provided, shall be in relation to the pedestrian way system so that street crossings are combined.

Walkways shall form a logical, safe and convenient system for pedestrian access to all project facilities and off-site destinations likely to attract substantial pedestrian traffic. Walkways to be used by substantial numbers of children as play areas or routes to school or other principal destinations, shall be so located and safeguarded as to minimize contacts with normal automobile traffic. Street crossings shall be held to a minimum on such walkways, located and designed to promote safety appropriately marked and otherwise safeguarded. If substantial bicycle traffic is anticipated, bicycle paths shall be appropriately located, designed and constructed, may be combined with other easements and used by emergency or other service vehicles, but shall not be used by other automobile traffic.

#### N. Planning Relationships with Adjoining Development

- a. The design of any Planned Development should reflect an effort by the developer to plan land uses within the Planned Development so as to blend harmoniously with adjacent land uses.
- b. Fences, walls or vegetative screening shall be provided along the edges of Planned Developments where needed to protect residents from undesirable views, lighting, noise, or other off-site influences or to protect occupants of adjoining residential districts from similar adverse influences within the Planned Development. In both cases, screening shall be designed to control the existing or potential adverse views from existing or potential first floor residential windows in the Planned Development or other residential districts. Screening requirements may be waived where terrain makes protection against overview impracticable.

O. Site Planning

Site planning within any PD shall provide for the protection of the development from potentially adverse surrounding influences and shall also provide for the protection of surrounding areas from potentially adverse influences within the development, including, but not limited to, area storm water management plans, hydrological studies, water and wastewater facilities, streets, noise and other environmental considerations. All reports and plans shall be submitted to the planning staff for review and approval and shall be made a part of the final development plan. Site plan shall be required for all uses except single family detached dwellings.

P. Signs

In the PD signs shall be as permitted by the underlying District and regulated by the City of Covington Sign Ordinance.

Q. Accessory Off-Street Parking and Loading

Accessory off-street parking and loading in the PD shall be regulated by Section 11-314 of this Zoning Ordinance.

**505-7. Specific Standards and Criteria for Planned Developments**

In addition to the general standards and general provisions set forth above, Planned Developments shall comply with the requirements and standards that follow.

1. Permitted Uses

It is the intent of this Ordinance that any site or parcel of land to be developed as a PD shall not be less than twenty-five (25) acres and shall be under single ownership. Within the PD District, the following uses are permitted subject to review by the Planning Commission and approval of the Board of Mayor and Aldermen. Any permitted use, accessory use, or conditional use allowed in the underlying residential district or; commercial uses listed below and shown in designated commercial areas illustrated on an approved final plat.

A. Limited Retail:

Gift Shops, Flower Shops, Clothing Stores, Delicatessens,  
Book / Stationary Stores, Grocery Stores not to exceed 10,000 sq ft of  
building area,

Fruit and Vegetable Markets, Candy, Nuts and Confectionary Stores,  
Dairy Product Stores, Specialty Markets, Shoe Stores, Cafes and Tea  
Rooms, Drug Stores, Antique Stores, Sporting Goods and Bicycle Shops,  
Hobby, Toy and Game shops, Tobacco Stores and Stands

B. Personal Services:

Dry-Cleaning (clothing), Barber Shops, Beauty Shops,  
Shoeshine Shops, Shoe Repair, Photographic Studios

C. Professional Services Limited to:

Real Estate Offices, Insurance Offices, Accounting Offices,  
Attorney Offices, Computer Repair Services,  
Offices and Clinics of Medical Professionals

D. Depository Institutions:

Banks, Automatic Teller Machine Stations

E. Public Recreation:

Assembly Hall, Banquet Hall, Community Center,  
Clubs / Lodges, Parks, Playgrounds,  
Fitness Centers, Dance Studios

F. Places of Worship

G. Child Day Care Centers, Adult Day Care Centers

H. Public Administration Services:

Fire Stations, Police Stations

I. Education Services

J. Commercial uses shall be clustered and concentrated within areas suitable for such within the Planned Development district and be separated from residential uses by buffering. Commercial uses must also be located on collector status streets which serve the PD.

K. No outside storage shall be permitted, and trash disposal facilities shall be completely enclosed by walls or materials that complement all other buildings.

L. Off-street parking areas shall be paved and landscaped. A permanently landscaped front yard shall be maintained with a minimum of fifteen (15) feet wide which shall not be used for parking and with only driveways crossing said yard. Permanently landscaped side and rear yards of appropriate width shall also be maintained.

M. Any loading service area shall be at the rear of the building. The Planning Commission may attach other landscaping or design requirements as needed in order to protect any adjoining or neighboring uses.

2. Densities

In Developments there are no minimum lot sizes or yard requirements. However, lot dimensions and lot sizes must be shown on the Preliminary Development Plan which must be reviewed by the Planning Commission and approved by the Board of Mayor and Aldermen. Within any PD classification, the Board of Mayor and Aldermen may authorize an increase in overall residential density within the project area.

A. The base densities are as follows:

<u>Zone</u>	<u>Density</u>
R-1	3.48 units per acre
R-2	5.40 units per acre
R-3	5.80 units per acre

An increase in density not to exceed sixteen percent (16%) may be granted for the dedication of six percent (6%) of the total PD to the City of Covington. The site must be of such nature that excessive cut or fill is not required. The site must also be landscaped to the specifications of a landscape plan that must be submitted by the developer and approved by the Planning Commission. The City reserves the right to accept or decline any proposed land dedication.

An increase in density not to exceed ten percent (10%) may be granted for incorporating the following provisions into the development:

- B. Providing additional recreational uses and facilities, or imagination in recreation design such as providing clubhouses, swimming pools, tennis courts, and other major facilities.
- C. Developing a system of pedestrian walkways for safe circulation to schools, churches, shopping and other traffic generators.
- D. Providing additional landscaping, applicable on public land with a minimum of six (6) shade trees per acre with a height of between eight (8) to ten (10) feet.
- E. An increase in density, not to exceed ten percent (10%) may be granted for providing superior aesthetics within a development by:  
Combining distinctiveness and excellence in architectural setting and design. Exceptional design of the automobile circulation system to include a minimum of paved surfaces. Providing enclosed or sub-surface parking where applicable. Providing a comprehensive fencing or screening system that offers the greatest possible degree of privacy.
- F. All provisions for increases in density granted under this section must be accomplished at the time that fifty percent (50%) of the dwelling units per development phase are occupied.
- G. The Board of Mayor and Aldermen may prohibit or limit an increase in density to avoid the following conditions:
  - Inconvenient or unsafe access to Planned Development.
  - Traffic congestion in the streets within or adjoining the Planned Development. An excessive burden on parks, recreation areas, schools, police and fire protection, and other public facilities which serve or are proposed to serve the Planned Development. Any condition which might pose a threat to the health, safety, or welfare of the residents of the Planned Development or the general public or frustrate the orderly development of the surrounding area.
- H. The developer shall submit documentation, plans and drawings as necessary to justify density increases. The Board of Mayor and Aldermen may decrease or eliminate allowed density increases if it is determined that the developer is not performing to standards as agreed upon.

### 3. Accessibility of Site

All proposed streets and driveways shall be adequate to serve the residents, occupants, visitors or other anticipated traffic of the Planned Development, but may be designed so as to discourage outside through traffic from traversing the development. The location of the entrance points of the streets and driveways upon existing public roadways shall be subject to the approval of the Planning Commission.

### 4. Off-Street Parking

Off-street parking shall be conveniently accessible to all dwelling units and other uses. Where appropriate, common driveways, parking areas, walks and steps may be provided, maintained and lighted for night use. Screening of parking and service

areas shall be required through the use of trees, shrubs, hedges, and/or berms and screening walls.

5. Pedestrian Circulation

The pedestrian circulation system and its related walkways shall be separated, whenever feasible, from the vehicular street system to provide an appropriate degree of separation of pedestrian and vehicular movement.

6. Privacy

The Planned Development shall provide reasonable visual and acoustical privacy for dwelling units within and adjacent to the Planned Development. Protection and enhancement of property and the privacy of its occupants may be provided by the screening of objectionable views or uses and reduction of noise through the use of fences, insulation, natural foliage, berms and landscaped barriers.

**505-8. Procedures for Planned Development Approval**

The provisions of this Section govern the procedure for approval of all Planned Developments provided herein.

1. Pre-Application Procedure

At least one (1) month prior to filing any application for Planned Development, the prospective applicant shall request a pre-application conference with the Planning Staff.

To obtain information, each applicant shall confer with the planning staff in connection with the preparation of the Planned Development application. The general outline of the proposal, evidenced schematically by sketch plans, is to be considered before submission of the Planned Development application. Thereafter, the Planning Staff shall furnish the applicant with comments regarding such conference, including appropriate recommendations to inform and assist the applicant prior to his preparing the components of the Planned Development application.

2. Preliminary Development Plan

A preliminary development plan shall be submitted to the Planning Commission with the application for the Planned Development within six (6) months of the pre-application conference. A final development plan, including all the requirements of a preliminary development plan, may be submitted as a single application.

3. Written Documents

A. A legal description of the total site proposed for development, including a statement of present and proposed ownership and present and proposed zoning.

B. A statement of planning objectives to be achieved by the PD through the particular approach proposed by the applicant. This statement should include a description of the character of the proposed development and the rationale behind the assumptions and choices made by the applicant.

C. A development schedule indicating the approximate date when construction of the PD or stages of the PD can be expected to begin and be completed.

D. If the Planned Development is proposed to be constructed in stages or units during a period extending beyond a single construction season, a development schedule indicating:

- a. the approximate date when construction of the project can be expected to begin;
  - b. the order in which the phases of the project will be built; and
  - c. the minimum area and the approximate location of common open space and public improvements that will be required at each stage.
- E. A statement of the applicant's intentions with regard to the future selling or leasing of all or portions of the PD, such as land areas, dwelling units, etc.
- F. Quantitative data for the following: total number and type of dwelling units; parcel size; proposed lot coverage of buildings and structures; approximate gross and net residential densities; total amount of open space (including a separate figure for usable open space), total amount of residential construction (including a separate figure for commercial construction), appropriate studies used in the development of the General Development Plan and other studies as may be required by the Planning Commission.
- G. A statement setting forth in detail either, (1) the exceptions which are required from the zoning and subdivision regulations otherwise applicable to the property to permit the development of the proposed Planned Development, or (2) the bulk regulations under which the Planned Development is proposed.
- H. A tabulation setting forth:
  - a. Maximum total square feet of building floor area proposed for commercial uses, by general type use;
  - b. Maximum total land area, expressed in acres and as a percentage of the total development area, proposed to be devoted to commercial, public and private open space, streets; and off-street parking and loading areas.

4. Site Plan and Supporting Maps

A site plan and any maps necessary to show the major details of the proposed PD must contain the following minimum information:

- A. The existing site conditions should include contours at two-foot (2') intervals, water courses, flood plains, unique natural features and forest cover.
- B. Proposed lot lines and plot designs.
- C. The location and floor area size of all existing and proposed buildings, structures and other improvements including maximum heights, types of dwelling units, and density per type and nonresidential structures, including commercial to include preliminary elevations and/or architectural renderings of typical structures and improvements. Such drawings should be sufficient to relay the basic architectural intent of the proposed improvements but should not be encumbered with final detail at this stage.
- D. The location and size in acres or square feet of all areas to be conveyed, dedicated or reserved as common open spaces, public parks, recreational areas, school sites and similar public and semi-public uses.

- E. The existing and proposed circulation system of arterial, collector and local streets including off-street parking areas, service areas, loading areas and major points of access to public rights-of-way (including major points of ingress and egress to the development). Notations of proposed ownership, public or private, should be included where appropriate.
- F. The existing and proposed pedestrian circulation system, including its interrelationships with the vehicular circulation system, indicating proposed treatments of points of conflict.
- G. The existing and proposed utility systems include sanitary sewers, storm sewers, water lines, and drainage. (Detailed drainage plan and calculations shall be handled at the final development plan stage.)
- H. A general landscape plan indicating the treatment of materials used for private and common open spaces.
- I. Enough information on land areas adjacent to the proposed PD to indicate relationships between the proposed development and existing and proposed adjacent areas, including land uses, zoning classifications, densities, circulation systems, public facilities and unique natural features of the landscape.
- J. The proposed treatment of the perimeter of the PD includes materials and techniques used such as screens, fences and walls.
- K. Any additional information as required by the Planning Commission as necessary to evaluate the character and impact of the proposed PD.

The City may, in its discretion, modify or waive any of the informational requirements contained in this subsection, items A through K, in order to reasonably adopt these requirements to a particular Planned Development to facilitate an orderly application process. If any informational requirement is waived, however, provisions shall be made to supply such information in a form satisfactory to the City prior to final development plan approval.

#### **505-9. Preliminary Development Plan Approval Process and Effect of Approval**

1. At least forty-five (45) days prior to the Planning Commission meeting at which it is to be considered, the owner of the property or his agent shall submit to the Planning Commission the Preliminary Development Plan, a completed application form, and all other information required under this Section. The Planning Commission shall review the application and shall recommend to the Board of Mayor and Aldermen to approve; disapprove; or approve the Planned Development subject to conditions. The Planning Commission may also defer a decision or take the matter under advisement until the next regular meeting.
2. Any owner or his agent may appeal to the Board of Mayor and Alderman any recommendation or condition the Planning Commission imposes in the recommendations by filing written, notice of appeal at least seven (7) days

prior to review by the Board of Mayor and Alderman. However, the applicant shall submit a preliminary development plan incorporating any and all conditions not appealed within ninety (90) days after the Planning Commission's decision on the requested Planned Development or the application shall be deemed withdrawn.

3. The recommendation of the Planning Commission and any notices of appeal shall be forwarded to the Board of Mayor and Alderman within ten (10) days of the Planning Commission meeting or within ten (10) days of the date the applicant submitted a preliminary development plan incorporating the required conditions, whichever date occurs later.
4. The Board of Mayor and Aldermen shall hold a public hearing on the application for the Planned Development and the preliminary plan after receipt of recommendations from the Planning Commission and any notice of appeal. The Board of Mayor and Aldermen shall establish a date for a public hearing and shall provide written notice and publication in accordance with Section 11-1304 of this Ordinance. The Board of Mayor and Aldermen shall render a decision on any appeal and shall: approve; disapprove; or approve the proposed Planned Development and preliminary development plan subject to conditions, and if approved, shall set forth the conditions imposed.
5. The approved preliminary development plan shall bind the applicant, owner, and mortgagee, if any, and the City of Covington with respect to the contents of such plan.
6. The preliminary development plan shall be used in lieu of a Master Subdivision Plan to comply with the provisions of the Subdivision Regulations pertaining to Master Plans.
7. The Covington Planning Commission may amend or waive a development schedule upon submission of written justification by the applicant.

#### **505-10. Final Development Plan Approval Process**

An application for approval of a final development plan of the entire Planned Development, if it is to be completed in one phase, or a portion of the Planned Development, if it consists of more than one phase, shall be submitted by the applicant at least forty-five (45) days prior to the Planning Commission meeting. The application for final development plan approval shall be filed with the Planning Commission and shall include, but not be limited to, the following:

- A. A plan/plat suitable for recording with the Tipton County Register's Office.
- B. Proof referred to on the plan and satisfactory to the City Attorney as to the provision and maintenance of common open space.

- C. All certificates, seals and signatures are required for the dedication of land and recordation of documents.
- D. Tabulations of each separate use area, including land area, bulk regulations and number of dwelling units per gross acre and the gross floor area for commercial uses.
- E. Location and type of landscaping.
- F. Location and dimensions of utility and drainage facilities.
- G. All other requirements of a Final Plan under the City of Covington Municipal Subdivision Regulations.

The Planning Commission shall review the plan and determine whether the final plan substantially conforms or substantially deviates from an approved Preliminary Development Plan in accordance with the following:

- A. It provided for less density than the approved outline plan; or it provides greater open space by the elimination of a reduction in the size of residential or commercial buildings.
- B. A decision shall be rendered on a final development plan by the Planning Commission. If a final plan is disapproved by the Planning Commission the applicant may file a final development plan that substantially conforms to the approved preliminary plan, or the applicant may file for an amendment to the approved preliminary development plan.
- C. After a final development plan is approved by the Planning Commission, the Building Inspector shall record such plan in the Tipton County Register's Office after receiving receipt of any necessary bonds, fees and contracts to provide improvements required in the City of Covington Subdivision Regulations and the required signatures for recordation have been secured.

Site Plan Review. All site plan reviews required under the provisions of this Zoning Ordinance shall be completed prior to application for approval of any final development plan for any Planned Development.

#### **505-11. Zoning Administration – Permits**

The Building Official may issue building permits for the area of the Planned Development covered by the approved final development plan for work in conformity with the approved final development plan and with all other applicable Ordinances and regulations. However, the Building Official shall not issue an occupancy permit for any building or structure shown on the final development plan of any stage of the Planned Development unless the open space and public facilities allocated to that stage of the development schedule have been conveyed to the designated public agency or Homeowners' Association or a responsible party. The Building Official shall issue a certificate of occupancy for any completed building or structure located in an area covered by the approved final development plan if the completed building or structures conforms to the requirements of the approved final development plan and all other applicable regulations and Ordinances.

**505-12. Reapplication if Denied**

If any application for a Planned Development is denied by the legislative body, a reapplication pertaining to the same property and requesting the same Development may not be filed within twelve (12) months of the date final action was taken on the previous application unless such reapplication is initiated by the Planning Commission or authorized by the Board of Mayor and Aldermen.

**505-13. Procedure for Amendment**

A Planned Development and the approved preliminary development plan may be amended in accordance with the procedure that governed its approval as set forth in this Section.

**Section 3.** BE IT FURTHER ORDAINED that this Ordinance shall become effective immediately upon its passage after third and final reading, THE PUBLIC WELFARE REQUIRING IT.

\_\_\_\_\_  
Passed First Reading

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Passed Second Reading

\_\_\_\_\_  
City Recorder-Treasurer

\_\_\_\_\_  
Public Hearing

\_\_\_\_\_  
Passed Third Reading

**NOTICE OF PUBLIC HEARINGS:**