

HARTSVILLE/TROUSDALE COUNTY METROPOLITAN GOVERNMENT

CODES AND ZONING COMMITTEE

David Thomas, Chair
Lonnie Taylor, Vice Chair
Rosalie Myhan, Secretary (NVM)

Tommy Belcher
Alan Carman
David Nollner

Rick Gregory, Consultant

AGENDA

AUGUST 1, 2024 | 6:00PM | MAYOR'S OFFICE

1. Call Meeting to Order
2. Review minutes from June 6
3. Discussion
 - A. Update from Rick Gregory
 - B. Review Building Inspector Job Description
 - C. Burn Permits
 - D. Blasting Permit Review
 - E. Other
4. Public Comment
5. Adjourn

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MINUTES

JUNE 6, 2024 | 7:00PM | MAYOR'S OFFICE

1. Call Meeting to Order 7:00 PM

Members present: David Thomas, David Nollner, Alan Carman, Lonnie Taylor. Rosalie Myhan, Rick Gregory Absent: Tommy Belcher

Others: Cliff Sallee: Public Works

2. Review minutes from April 9

Motion to approve minutes: David Nollner 2nd Alan Carman PASSED

3. **Discussion**

David Thomas opened the discussion with the topic of Burn Permits. Cliff Sallee was present to speak to the Roll Off Dumpsters that are available for rent for contractors to remove construction debris from the build site and not burn the debris within the city limits. Public Works has numerous 30 yd Roll Off dumpsters that are available. The County would be able to make money from these. Rita Crowder has agreed to be the contact to get a Burn Permit she would be able to message the Fire Department that a Burn Permit was purchased and the location. She is set up to accept the fees. The Roll Off Dumpster rental agreement would still need to be handled through Public Works.

- A. **Update from Rick Gregory** – Mr. Gregory provided updates on the current consolidation he has been working on. The presentation of the consolidation showed the verbiage from the City Ordinance in green and the County Yellow. The Committee reviewed the definitions and where there were discrepancies, the Committee determined which definition would be best suited. The Junkyard had separate definitions concerning the number of cars. The definition of junk should include appliances, derelict farm implements, etc.

MOTION: Four or more cars will define a Junkyard in Urban and County
Lonnie Taylor 2nd Alan Carman PASSED

Building Inspector is labeled in the Charter as being appointed by the Mayor and approved by the County Commission.

Parking Space differed in County and Urban ordinances. Motion was made last year to have 20 feet. Need to locate motion.

Suitable paving is not defined. The Subdivision Regulations has a diagram of the acceptable road construction.

Temporary Permits will be approved by the BZA.

Carnivals would be able to be permitted in C1 and C2 in Urban and County.

Temporary Hardships were stricken from the Ordinances several years ago. Rosalie Myhan will forward the Ordinance to Rick.

Service Station setbacks will be 50 ft.

Cluster Developments should be listed in the Subdivision Regulations not in the Zoning Ordinance. Only listed in R1. Recommend to remove completely in Zoning and place in Subdivision Regulations.

MOTION: To strike the Cluster Development from the Ordinances
Lonnie Taylor 2nd David Nollner PASSED

Signs, Billboards combined the Commercial Urban and County and looked at setbacks.

Develop a Mobile Home Parks acreage combined Urban and County - 5 acres

Junkyard setbacks and restrictions unified for both County and Urban.
Stopped at Section 4

B. Burn Permits

Continued discussion concerning Rita Crowder accepting Burn Permits with a fee of \$25 with the funds going to the Fire Department.

MOTION: Carry the Burn Permit to next meeting Alan Carman 2nd Lonnie Taylor

C. Blasting Permit Review -

Discussion about the enforcement of Blasting Permit. The State Fire Marshal's office does have a \$500 fine for infractions.

MOTION: Defer to next month's meeting David Nollner 2nd Lonnie Taylor PASSED

D. Other

Rosalie Myhan brought up that the Chris Gregory asked the Codes and Zoning Committee to look into increasing the Impact Fees/Adequate Facilities Tax.

4. Public Comment

5. Adjourn Lonnie Taylor 2nd Alan Carman PASSED

Job Description as written by Dwight Jewell in 2018

JOB ANNOUNCEMENT

TO: All Interested Parties

Date: September 2018

FROM: County Mayor

POSITION: Building Official/Building Inspector/Zoning and Codes Enforcement Director

JOB SUMMARY: Under the direction of the County Mayor, subject to County Commission confirmation, operates and directs the Building, Zoning, Planning, and Codes Enforcement department. Performs technical field inspections and investigative work in enforcement of the adopted Zoning, Building, Plumbing, Mechanical, Fire and Property Maintenance Code to ensure the safety and general welfare of residents and to maintain safety and property values of all structures in Hartsville/Trousdale County.

DUTIES AND RESPONSIBILITIES:

1. Makes field inspections of and approves all phases of public and private construction and improvement work to assure that the appropriate construction is completed in compliance with the plans, standards, specifications, special requirements, codes and regulations. Issues correction notices, stop work orders, and or approvals as required.
2. Maintains accurate records of all inspections, investigations and findings including written, electronic, and photographic documentation.
3. Operates and maintains public office duties, including answering email and phone questions, permit applications, plan reviews, issue building permits, maintains all files and records, and other such duties. Issue Certificate of Occupancy and Change of Occupancy documents.
4. Provides continuous and ongoing evaluation of construction progress to observe safety procedures and code compliance. Issue stop work orders for work commencing without building permits or not in compliance. Receives complaints in regard to defective or substandard construction or Zoning violations and handles enforcement problems.
5. Confers and answer questions with architects, contractors, builders and the general public in the field. Conducts Plans reviews of Residential and Commercial construction, architectural drawings, site plans, surveys, and approves or rejects proposed plans as appropriate.
6. Ability to explain and interpret pertinent laws, ordinances, regulations and codes. To enforce such tactfully, impartially and firmly to everyone under stressful circumstances.
7. Recommends and drafts new ordinances and amendments to existing codes, Zoning ordinances, Subdivision Regulations, or other similar regulations/ordinances.
8. Develops and administers the annual departmental budget; monitors expenditures to ensure compliance with approved budget.
9. Attends various meetings, serves on committees, makes speeches and presentations as needed; and be staff support to the Planning Commission and the Board of Zoning appeals, as well as the County Commission. Assists or prepares agendas and packets of info for such meetings.
10. Be the Flood Plain manager for Hartsville/Trousdale County. Review all building permit applications for compliance, require Certificate of Elevation, and maintain records for annual audits.
11. Monitors inventory of department equipment and supplies; initiates purchase orders for new materials.
12. Assists in identifying grant opportunities and grant writing and administration.
13. Assist with addressing of new homes, road names, and duties as needed by the local 911 board.
14. Serves as Fire Safety Inspector providing inspections, and needed reports.

15. May be designated by the County Commission as Codes Enforcement Officer, handling all complaints and violations of Zoning and Building ordinances, work in conjunction with the Sheriff and County Attorney. Do investigative work to determine extent of legal actions or punitive remedies taken by the Dept. for resolution of various code violations.
16. Serves as the County ADA coordinator, representing the County in disputes and complaints pertaining to Federal ADA requirements, maintain the county notifications, public access and adjudicates requests for allowed relief and accommodation's.
17. Work in conjunction with the Property Assessor, to maintain accurate and up to date maps of the County and its Zoning Districts. Aid in Census maps, and voting redistricting as needed.
18. Prepare and present monthly reports to the Planning Commission, HUD, and Mayor. Prepare semi-annual report to the County Commission of all revenue streams and anticipated future tax revenues, number of Building reports issued, and growth trends,
19. Other duties and responsibilities may be at the direction of the Mayor or County Commission. Such as Administrator of certain grants and projects, representative to RPO, and TDOT certifications. Emergency Planning committee, ICS training and certifications, as well as damage assessments in a disaster situation.

QUALIFICATIONS/COMPETENCIES:

1. High School Diploma or pertinent College Degree. Experience in inspection, law enforcement, code compliance or general construction. Some college or 3-5 years and additional experience in passing standardized testing preferred.
2. Must hold or obtain ICC Certifications in Building, Plumbing, and Mechanical (both residential and commercial) and /or State of Tennessee Certified Codes Inspector License within one year of hire (As required by State Law). Fire Inspector License also required if performing those duties.
3. Must provide personal cell phone and transportation as required.
4. Must possess a valid Tennessee Driver's License, and Insurance.
5. Must be physically capable to walk on all terrains, climb ladders, and maneuver in crawl spaces, attics and all areas of construction sites. Pass a physical examination and drug test as required.
6. Must possess strong written and verbal communication skills, and make explanations to the public, contractors, and workers under potentially stressful circumstances.
7. Considerable skill in reading and interpreting construction drawings, plans, specifications and codes. Considerable ability to remember and retain, complicated engineering principals and codes.
8. May be exposed to wet/ or humid conditions, moving mechanical parts, high precarious places, fumes, airborne particulates toxic or caustic chemicals, outside weather conditions of extreme heat and cold. Some work environment has high noise levels, and numerous safety concerns.
9. Ability to multi-task and pay attention to detail. Ability to operate test equipment, be computer literate in email, word processing, and spread sheet applications.
10. Ability to understand and follow written and oral instructions. To establish and maintain effective working relationships with superiors, employees, contractors, government officials and the public. Ability to work with those who may have differing opinions and maintain cooperative working relationships.
11. Adheres to City, State, and Federal laws, rules and regulations and have or obtain any needed certifications or licenses.

OTHER INFORMATION:

1. Full time hourly position per Hartsville/Trousdale County Personnel Policy, with any and all benefits and restrictions contained within the personnel policy.
2. Pay as agreed, commensurate with experience and certifications.
3. Any costs for required testing for certifications will be reimbursed only upon successful completion.
4. May be required to use personal vehicle subject to customary reimbursement.
5. Periodic extended travel will be required for training and conferences, subject to County travel policy.

Employment Application and Resume (please attach copies of pertinent Certifications and Licenses), must be received by the Mayor's office by **12:00 noon, Monday October 15, 2018**. For more information or interview contact Dwight Jewell, County Administration BLDG. 328 Broadway Room 1, Hartsville TN 37074 or call 615-374-1125

HARTSVILLE/TROUSDALE COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

Burn Permit

Section ____

Open burning restricted. Open burning within the Urban Services District is restricted as follows:

(1) No person shall cause, suffer, allow or permit open burning of refuse, garbage, trade waste, ~~trees, limbs, leaves, brush, grass~~, flammables, combustibles, wood scraps, or materials from construction or salvage operations.

(2) Open burning of trees, limbs, leaves, brush, and grass shall be by permit only.

~~(23)~~ Open burning as listed below may be conducted without permit provided that no public nuisance is or will be created by the open burning:

(a) Fires used for the cooking of food or for ceremonial or recreational purposes including barbecues, fire pits and outdoor fireplaces:

(b) Fires set for the training and instruction of firemen or for research in fire protection or prevention or Right-of-Way clearing by authorized contractor(s).

~~(34)~~ Adherence to these regulations will not relieve the person responsible for such burning from the consequences of any damages, injuries, or claims resulting from such open burning.

~~(45)~~ Nothing in this section shall be construed to conflict or be contrary to the Tennessee Air Quality Act (Tennessee Code Annotated, § 68-22-108, et seq.), and the person or organization seeking a permit shall be solely responsible for compliance with the Act in the event a permit is issued. (Ord. 88-647, §§ 1-5, as replaced by Ord. #97-1575, Feb. 1997, and renumbered by Ord. #06-2921, July 2006)

(6) Nothing in this section shall be construed to conflict or be contrary to TCA 39-14-304 Reckless burning or TCA 39-14-306. Setting fires at certain times without permit

~~(57)~~ Adoption of this ordinance voids, vacates and supersedes Ordinance #9-93 entitled "An Ordinance of the Town of Hartsville, Tennessee, to amend Title 7, Chapter 2, Section 7-202 of the Hartsville Municipal Code"

~~(68)~~ As approved by Committee, Date?

~~(79)~~ Effective Date?

HARTSVILLE/TROUSDALE COUNTY GOVERNMENT
ORDINANCE #303-2024-03

AN ORDINANCE TO SET A FEE FOR BLASTING EVENTS

WHEREAS, the land use controls of Hartsville/Trousdale County, Tennessee have been adopted for the purpose of promoting the public health, safety, morals, convenience, order, prosperity, and general welfare of the community; and

WHEREAS, as referenced in the Hartsville Zoning Ordinance Article VII.D Fee, "The Hartsville/Trousdale County Commission shall establish a schedule of fees and collection procedure...The schedule of fees shall be posted in the Office of the Building Inspector. Only the Commission may alter or amend the fee schedule";

WHEREAS, the Hartsville/Trousdale County Regional Planning Commission has duly reviewed and recommended this request to the County Commission at their February 12, 2024 regular meeting ; and

WHEREAS, the County Commission has reviewed such recommendation and has conducted a public hearing prior to the second reading.

NOW, THEREFORE, BE IT ORDAINED BY THE HARTSVILLE/TROUSDALE COUNTY COMMISSION that a fee of \$100 (One Hundred Dollars) is set for blasting activity in the County.

BE IT ENACTED that this ordinance shall be adopted and effective on June 1, 2024, the public welfare requiring it.

*As recommended by Planning Commission February 12, 2024
As recommended by the Codes & Zoning Committee January 5, 2024
Public Hearing to be held on May 27, 2024 if passed at 1st reading*

First Reading:	<u>April 22, 2024</u>	1M _____ 2m _____	Voice Vote	Absent _____
Second Reading:	<u>May 27, 2024</u>	1M _____ 2m _____	Voice Vote	Absent _____

Approved:

Attest:

Commission Chairman

County Clerk



HARTSVILLE/TROUSDALE COUNTY
PLANNING OFFICE | CODES, ZONING, AND BUILDING
 328 Broadway, Room 1 | Hartsville, TN 37074
 office (615) 374-1125 | cell (615) 374-5066

Blasting Permit Fee \$ _____
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BLASTING PERMIT

While the State of Tennessee regulates all construction blasting, Hartsville/Trousdale County Planning Department also requires a permit which serves to notify of blasting taking place within the County.

If you have questions about construction blasting, please contact the State Fire Marshall's office at (615) 741-2241.

Application Date _____

Check one: **New work** **Renewal**
(Renewal required after 1 year)

Expiration Date _____

Project Name _____

Project Location _____

Anticipated Start Date _____ *Minimum 5 days after notification date*

Anticipated Completion Date _____

Actual Completion Date _____ *County to be notified when blasting operations cease*

Reason for Blasting _____

Will explosives be stored on site? YES * NO

*If the answer is YES, you must notify the Trousdale County Fire Department.
 Contact Chief Mark Beeler at firedept@trousdalecountyttn.gov*

Name of Blasting Contractor _____

Address _____

24-hour Contact and Phone _____

Email Address _____

Checklist (Attach Copies)

- Blaster's Certificate of Insurance
- Federal License of Purchase
- TN Explosive Users Registration Certification
- Handler's Card

The undersigned applicant hereby agrees to comply with all applicable requirements as prescribed by TCA, the Standard Fire Prevention Code, and the National Fire Code as adopted by the State of Tennessee and Hartsville/Trousdale County. In the event of handler changes, the undersigned is to notify the HTC Planning office within 48 hours of the change. This document in no way releases the holder from any liability nor authorizes any practices that are unsafe, malicious, or that violate any law or ordinance, either federal, state, or local. A copy of this document must be kept on the job site during blasting and/or related operations. Hartsville/Trousdale County reserves the right to stop blasting operations on this project if the safety of the general public and/or city facilities are endangered until the situation is mutually resolved.

Initial the following statements after reading:

- _____ **I UNDERSTAND THAT NO BLASTING IS ALLOWED WITHIN 50 FEET OF STREAMS OR WETLANDS.**
- _____ **I UNDERSTAND THAT NO BLASTING IS ALLOWED WITHIN 50 FEET OF POLYETHLENE NATURAL GAS LINES.**
- _____ **I UNDERSTAND THAT NO BLASTING IS ALLOWED WITHIN 100 FEET OF STEEL NATURAL GAS LINES.**

 Signature of Responsible Party (Contractor/Blaster)

 Print Name & Title

For office use only

Authorized by: _____

Copies to: Gas Dept. Police Dept. Fire Dept. Water and Sewer Dept. EMS Project File

Requirements for Blasters:

The State Fire Marshal's office has established specific requirements for companies seeking to conduct blasting activities. These requirements can be accessed on the Fire Marshal's website at <https://www.tn.gov/commerce/fire/permit/licensing/blasting/blasters.html>. Companies interested in becoming licensed blasters can apply through this link: <https://www.tn.gov/commerce/fire/permit/licensing/blasting/blasters/initial/>

Suggestions for Blasters in Regard to Public Notice:

Upon receiving registration from the Department of Commerce and Insurance, blasting companies have the discretion to conduct blasts with or without public notification. While companies have the option to provide advanced notices to the public about planned blasts, this practice is voluntary and typically coordinated with local zoning and planning committees. Companies may schedule one or multiple blasts and decide on the frequency of public notifications. To submit a blasting notice, companies can visit <https://www.tn.gov/commerce/fire/permit/blasting-notice.html>. Concerned individuals can contact the State Fire Marshal's office by submitting a blasting complaint here <https://www.tn.gov/commerce/fire/permit/licensing/blasting/consumers/complaint.html>.

(Attempted to find information regarding how a company should go about notifying the public, but was told to call a number that wasn't in service. I emailed the Division of Consumer Affairs, but they never responded.)