

City of Millersville
Board of Commissioners
1246 Louisville Hwy, Millersville, TN 37072

REGULAR COMMISSION MEETING AGENDA

Tuesday, November 18, 2025, 6:00 PM

1. Call to Order.
2. Invocation and Pledge of Allegiance.
3. Citizens' Comments, Comment Sign-up Sheet Available to Sign Before Meeting.
4. Approval of Minutes for October 21, 2025, Regular Commission Meeting
5. Public Hearing of Ordinance 25-831 An Ordinance to Set Certain Fees Charged by the City of Millersville, Tennessee, for Various Municipal Services (Blade Banners and Air Dancers)
6. Discussion and Consideration of Ordinance 25-831 An Ordinance to Set Certain Fees Charged by the City of Millersville, Tennessee, for Various Municipal Services (Blade Banners and Air Dancers) - Second Reading
7. Discussion and Consideration of Ordinance 25-832 An Ordinance to Amend Table 3, Residential Districts, Permitted and Conditional Uses of the Zoning Ordinance of the City of Millersville - First Reading
8. Discussion and Consideration of Ordinance 25-833 An Ordinance to Amend the Municipal Ordinance of the City of Millersville by Adding New Section 22.33 Short-Term Rentals to Chapter 22 - Businesses - First Reading.
9. Discussion and Consideration of Ordinance 25-834 An Ordinance to Amend Ordinance 3-423 Updating References in Section 2-1 of the Millersville Code of Ordinances First Reading
10. Discussion and Consideration of Ordinance 25-835 An Ordinance to Dissolve the Board of Zoning and Appeals First Reading
11. Discussion and Consideration of Ordinance 25-836 An Ordinance to Create the Board of Zoning Appeals First Reading
12. Discussion and Confirmation of Board of Zoning Appeals Appointments
13. Discussion and Consideration of City Financial Software
14. Discussion and Consideration of Resolution 25-R-15 A Resolution Requesting TDOT Further Evaluate Needs for Noise Abatement Walls Along the 1-65 Corridor.
15. Discussion and Consideration of the December 1 City Commission Meeting Date
16. City Manager Comments
17. Commissioners' Comments
18. Adjournment

CITY OF MILLERSVILLE, TENNESSEE

ORDINANCE 25-831

AN ORDINANCE TO SET CERTAIN FEES CHARGED BY THE CITY OF MILLERSVILLE, TENNESSEE FOR VARIOUS MUNICIPAL SERVICES

WHEREAS, The City of Millersville (the City) provides certain municipal services to a wide variety of entities requesting and or requiring those services; and,

WHEREAS, the provision of those services generally provide benefit to all people and entities residing or conducting business with the City of Millersville; and,

WHEREAS, on occasion the benefits resulting from the provision of some municipal services are enjoyed by individuals rather than the general population of the City; and,

WHEREAS, the City of Millersville is empowered by State law to charge fees to recover some of the costs of providing certain services; and,

WHEREAS, it is prudent that the City's Governing Body occasionally review and adjust fees so that expenses incurred by the City in supplying certain municipal services are adequately met by the associated fees; and,

WHEREAS, the City of Millersville is empowered to make administrative changes to enhancement systems to recover charge fees for providing certain services; and,

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the City of Millersville, Tennessee that fees shall be adopted as follows in Exhibit A attached and they may be amended occasionally as required:

Passed this ____ day of _____, 2025

First Reading: October 21, 2025

Second Reading: _____

Mayor:

Attest:

Judy Florendo, City Recorder

**CITY of Millersville****Fee Schedule****PERMIT FEES**

Planning Submission Fees (fee includes plan review, design review, and staff comments)	
Residential	Contact Department
Minor Subdivision (up to 5 lots)	\$500.00
Major Subdivision (more than 5 lots)	\$650.00
Multi-Family Residential	\$750.00
Commercial/Industrial	\$1,000.00
PUD- multi-family, commercial, and/or rec spaces	\$1,500.00

** These projects will also incur an administrative fee of \$20.00 for processing & attached documentation to permits**

Planning Submission fee does not include engineering fees, please see engineering review chart table below

Planning Commission- Application Fees	
Residential Minor Subdivision (up to 5 lots)	\$500.00
Residential Major Subdivision (more than 5 lots)	\$350.00 for sketch plat \$450.00 + \$20.00/lot for preliminary plat or site plan \$500.00 for final plat or site plan
Commercial/ Industrial Site Plan	\$400.00
Re Zone (newspaper ad and mailouts)	\$400.00
Annexation (includes signage, newspaper ad, and mailouts)	\$400.00
PUD Master Site Plan	\$950.00 + \$25.00 per intended parcel

Board of Zoning Appeals (BZA)	
Residential Variance	\$300.00
Residential Variance- Accessory Structure	\$100.00
Commercial/Industrial Variance	\$300.00
Conditional Use	\$300.00

**CITY OF Millersville****Fee Schedule**

Engineering Review Fees- 3 rd Party	
*All Projects requiring Commission approval	Developer Funded

Building Permit Fees	
New Construction for One and Two-Family Homes Residential (To Include Plumbing Fee, Mechanical Fee, and Zoning review fee)	Total square feet x \$0.93
One and Two-Family Additions	Total square feet x \$0.75
Interior Alterations/Remodeling	Square feet x \$0.25 (\$100.00 min)
Multi-Family Residential	Total square feet X \$0.95 (up to \$25,000.00)
Commercial/ Industrial	Total square feet X \$1.00 (up to \$25,000.00)
C/I Interior Alterations	Square feet x \$0.75 (\$250.00 min)
Mobile Home	Contact Department
Minimum Permit Fees	Residential \$75.00 Non-residential \$100.00
Residential Mechanical Permits	\$0.05 per s/f (\$75.00 min)
Commercial/Industrial Mechanical Permits	\$0.10 per s/f (\$100.00 min)
Residential Plumbing Permits	\$0.05 per s/f (\$75.00 min)
Commercial/Industrial Plumbing Permits	\$0.10 per s/f (\$100.00)
*All electrical permits must be pulled through the State of Tennessee	

* These projects will also incur an administrative fee of \$20.00 for processing & attached documentation to permits*

All projects will require inspections, please see "Planning and Zoning- Additional Fees Cont. below for associated fees

**CITY of Millersville****Fee Schedule**

Fire Department Fees	
Fire Protection Plan Review Fee (Fire Alarm, Suppression, etc.)	\$0.05 per s/f (\$50.00 min)
Fire Protection Permit Fee (per trade)	\$100.00 per s/f (\$100.00 min)
Fire Sprinkler Inspection Fee (included rough in and final)	\$100.00
Commercial Kitchen Hood Plan Review	\$150.00 per hood
Fireworks Tent (includes inspections)	\$1500.00
Burn Permit (effective for one week)	Residential \$15.00 Commercial \$100.00

Parks and Recs Event Fees	
Food Truck	\$100.00
Outdoor Rental	\$350.00 All Day \$200.00 Half a Day
Inflatables	\$20.00/ per inflatable with the addition of a lawn use permit
Lawn Use	\$15.00/hr

*Contact the Parks and Rec Department for further details and requirements for rentals

Stormwater Fees	
Commercial/Industrial Land Disturbance	\$300.00 plus \$100.00 per additional acre
Residential Land Disturbance	\$300.00 plus \$75.00 per additional acre
Commercial/Industrial Driveway (per connection)	\$200.00
Residential Driveway	\$100.00
Stormwater Inspection (Violation)	\$50.00

* If one (1) acre or more is disturbed, a notice of intent must be filed with the TN Dept of Environment & Conservation (TDEC). A notice of coverage must be provided to the Stormwater Dept prior to a land disturbance permit being issued

**CITY of Millersville****Fee Schedule**

Signs	
Sign Permit	\$150.00
Sign Re-Face	\$50.00
Temporary Sign	\$25.00
Blade Banner-Air Dancer Sign	\$20.00 (per sign)
Billboard	Contact the State of Tennessee- TDOT
Sign Master Plan	\$300.00

Planning and Zoning Permit Fees- Additional	
Accessory Structure Up to 200 s/f	\$100.00
200 s/f and above	\$150.00
Deck	\$75.00
Swimming Pool- in ground	\$150.00
Swimming Pool- above ground	\$100.00
Fence	\$75.00
Communication Tower Review	\$200.00
Communication Tower Permit	\$250.00 + \$50.00 per antenna
Temporary Construction Trailer	\$100.00
Demolition Fee	\$100.00
Structure Moving Fee	\$200.00
Road Maintenance Fee- Residential	\$150.00
Road Maintenance Fee- Non-Residential	\$0.15 per s/f (\$150.00 min)
Zoning Verification Letter	\$25.00
Permit Processing Fee	\$20.00

*** Demolition Permits require an asbestos state certificate**

**CITY OF Millersville****Fee Schedule**

Planning and Zoning Permit Fees- Additional Fees Cont.	
Certificate of Occupancy Inspection Residential	\$125.00/ inspection
Certificate of Occupancy Inspection Commercial	\$150.00/ inspection
Temporary Certificate of Occupancy (Pre Final Inspection)	\$125.00
Property Maintenance Code Violation	\$50.00 per day per violation
Building and Fire Code Violation	\$50.00 per day per violation
Street Cut and Patch	\$200.00
*Any re-inspection fee	\$125.00

CITY OF MILLERSVILLE, TENNESSEE

ORDINANCE 25-832

AN ORDINANCE TO AMEND TABLE 3, RESIDENTIAL DISTRICTS, PERMITTED AND CONDITIONAL USES OF THE ZONING ORDINANCE OF THE CITY OF MILLERSVILLE

WHEREAS, the Board of Commissioners of the City of Millersville, Tennessee adopted the Zoning Ordinance of the City of Millersville on June 1, 2020, to promote the general welfare of the citizens of Millersville, and,

WHEREAS, the Planning Commission of the City of Millersville and the Board of Commissioners of the City of Millersville, Tennessee have discussed the overall regulation of Short-Term Rentals, and,

WHEREAS, The City of Millersville Planning Commission met on October 14, 2025, and recommended the approval of the proposed amendment.

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the City of Millersville, Tennessee that Table 3, Residential Districts, Permitted and Conditional Uses of the Zoning Ordinance of the City of Millersville is amended by adding Vacation Rental as a permitted use in the following residential districts: RR, Rural Residential; ER, Estate Residential; SR-1, Suburban Residential; SR-2, Suburban Residential; MFR, Muti-Family Residential; MXR, Mixed Residential; and MXC, Mixed Commercial following the second reading of this ordinance.

Passed this _____ day of _____, 2025

First Reading: _____

Second Reading: _____

Mayor Lincoln Atwood

Attest:

Judy Florendo, City Recorder

CITY OF MILLERSVILLE, TENNESSEE

ORDINANCE 25-833

AN ORDINANCE TO AMEND THE MUNICIPAL ORDINANCE OF THE CITY OF MILLERSVILLE BY ADDING NEW SECTION 22.33 SHORT-TERM RENTALS TO CHAPTER 22 – BUSINESSES

WHEREAS, Short-Term Rentals may provide opportunities for accommodation for visitors to the City of Millersville and commercial opportunities for property owners, and,

WHEREAS, the City of Millersville seeks to ensure that the use and enjoyment of Short-Term Rentals within the City of Millersville is in a safe manner that does not create unreasonable nuisance, and,

WHEREAS, the legislature of the State of Tennessee passed the Short-Term Rental Unit Act which provided guidance and requirements for the regulation of Short-Term Rentals, and,

WHEREAS, The City of Millersville Planning Commission met on October 14, 2025, and recommended the approval of the proposed amendment.

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the City of Millersville, Tennessee that Chapter 22 – Businesses of the Municipal Ordinance of the City of Millersville is amended by adding new Section 22.33 Short-Term Rentals, the language of the new Section is provided in the attachment.

Passed this _____ day of _____, 2025

First Reading: _____

Second Reading: _____

Mayor Lincoln Atwood

Attest:

Judy Florendo, City Recorder

Attachment

Section 22-33 – Short-Term Rentals

Definitions

- (A) "Short-Term Rental Unit" or "Unit" - a residential dwelling unit (by definition not to include campers; recreational vehicles; and mobile or manufactured homes, whether permanently fixed to the ground or not) that is rented wholly or partially for a fee for a period of less than thirty (30) continuous days and does not include a hotel as defined in T.C.A. Section 68-14-302 or a bed and breakfast establishment or a bed and breakfast homestay as those terms are defined in T.C.A. Section 68- 14-502.
- (B) As per the provisions of T.C.A. Section 13-7-601, certain limited provisions of this Ordinance may not be applicable or wholly applicable to "Legacy Short-Term Rental Units."
- (C) Legacy Clause (formerly referred to as "Grandfather Clause")
T.C.A. § 13-7-603(a) provides that any ordinance, resolution, regulation, rule, or other requirement of any type that prohibits, effectively prohibits, or otherwise regulates the use of property as a Short-Term rental unit does not apply to property that was being used as a Short-Term rental unit prior to the enactment of the ordinance, resolution, regulation, rule or other requirement by the local governing body. This section also provides that the law in place at the time that the property was being used as a Short-Term rental unit is the law that governs the use of the Short-Term rental unit until the property is sold, transferred, ceases being used as a Short-Term rental unit for a period of 30 continuous months, or has been in violation of generally applicable local laws three (3) or more separate times as provided by T.C.A. § 13-7-604. It is important to note that the phrase being "used as a Short-Term rental unit" is a defined term and it means:
 - The property was held out to the public for use as a Short-Term rental unit, and:
 - For property that began being held out to the public for use as a Short-Term rental unit within the jurisdiction of a local governing body that required a permit to be issued or an application to be approved pursuant to an ordinance specifically governing Short-Term rental units prior to using the property as a Short-Term rental unit, a permit was issued or an application was approved by the local governing body for the property; or
 - For property that began being held out to the public for use as a Short-Term rental unit within the jurisdiction of a local governing body that did not require a permit to be issued or an application to be approved pursuant to an ordinance specifically governing Short-Term rental units, the provider remitted taxes due on renting the unit pursuant to

Title 67, Chapter 6, Part 5 for filing periods that cover at least six (6) months within the twelve-month period immediately preceding the later of: (i) The effective date of this act; or (ii) The effective date of an ordinance, resolution, regulation, rule, or other requirement by a local governing body having jurisdiction over the property requiring a permit or an application to be approved pursuant to an ordinance specifically governing Short-Term rental units.

So, to the extent that (1) a property was held out to the public as a Short-Term rental unit, (2) the municipality in which the property is located had a permit or application process in place in order to operate as a Short-Term rental unit provider, and (3) the provider obtained a permit or had an application approved, the provider has legacy status. In addition, Short-Term rental units have legacy status if the governmental entity had not adopted a permitting or application process pursuant to an ordinance specifically governing Short-Term rental units, but the provider remitted taxes due on renting the unit under Tennessee Code Annotated, Title 67, Chapter 6, Part 5, for the filing period that covers at least 6 of the 12 months immediately preceding the effective date of this Act or the effective date of any regulation adopted by the municipality requiring an application to be approved or a permit to be obtained pursuant to an ordinance, in order to operate as a Short-Term rental unit provider. Consequently, a legacy provider may continue to operate under the regulations that the municipality had in place at the time that the property began being used as a Short-Term rental unit, until the property is sold, transferred, ceases being used as a Short-Term rental unit for a period of 30 continuous months, or has been in violation of generally applicable local laws three (3) or more separate times as provided by T.C.A. § 13-7-604.

- (D) Short-Term Residential Rental Agent: A person designated to be responsible for daily operations, either being the owner or the person designated by the owner of a Short-Term residential rental or a Short-Term residential rental certificate application. Such person shall be available for and responsive to contact at all times and someone who is customarily present at a location in the City of Millersville, Tennessee, for purposes of transacting the Short-Term residential rental business. The Short-Term residential rental agent must meet all other requirements set forth by state law.
- (E) Short-Term Residential Rental Occupants: Guests, tourists, lessees, vacationers or any other person who, in exchange for compensation, occupy a Short-Term residential rental dwelling unit for lodging for a period of time not to exceed thirty (30) consecutive days, but not in any event to be from any period of time less than overnight.

Information posted

No person or entity shall operate a Short-Term rental unit, including without limitation a Legacy Short-Term rental unit, unless a Short-Term Rental Permit has been first obtained from the City of Millersville. To obtain a Short-Term Rental Permit, an otherwise eligible applicant must submit an application in compliance with the provisions of this Chapter of the City Municipal Code on a form provided by the City of Millersville. If approved, a legible copy of the Short-Term Rental Permit shall be posted within the unit and shall include all of the following information:

- (a) The name, address, telephone number and email address of the owner of the Short-Term rental unit and the Short-Term rental agent, if applicable;
- (b) The business license number;
- (c) Any applicable Hotel-Motel tax certifications and or numbers as are applicable pursuant to T.C.A. §67-4-1401 et seq.;
- (d) The maximum occupancy of the unit;
- (e) The maximum number of vehicles that may be parked at the unit; and,
- (f) The Short-Term rental permit number
- (g) Emergency information including a note to dial 911 in case of emergency and the name and location of the nearest hospital
- (h) A notice that if renters have any concerns about code compliance of the Short-Term Rental should contact the Millersville Codes Department at 615-859-0880 or by email at codes@cityofmillersville.com
- (i) Fire evacuation map for the Short-Term Rental that also shows the location(s) of fire extinguisher(s) in the Short-Term Rental
- (j) A notice that per TCA § 13-7-604, any false complaint made against a Short-Term rental unit provider are punishable as perjury under § 39-16-702.

All Short-Term rental units must be properly maintained and regularly inspected by the owner or the Short-Term Residential Rental Agent to ensure continued compliance with applicable zoning, housing, building, health and life safety code provisions.

Minimum standards for Short-Term rental units

Short-Term rental unit shall meet the following minimum standards:

- a) A Short-Term rental unit may include a primary dwelling unit and/or a secondary dwelling unit, but cannot include uninhabitable structures for rent such as garages, barns or sheds that have not been legally converted into residential living space by means of a

- construction or remodel permit, nor recreational vehicles or campers. Mobile or manufactured homes are also excluded from use as Short-Term rentals.
- b) A Short-Term rental unit must meet all applicable laws related to zoning, housing, building, health, electrical, gas, plumbing and life safety.
 - c) Maximum occupancy: the maximum occupancy shall be determined by the total of sleeping spaces:
 - i) Two (2) persons per queen, king, or California king bed or sleeper sofa,
 - ii) One (1) person per sofa, twin, or full size bed or sleeper sofa.
 - iii) Children three (3) years and under may sleep in a crib, bassinet, portable crib, or bedside sleeper and not count against the maximum occupancy.
 - iv) The occupancy maximum shall be conspicuously posted within the Short-Term residential rental unit.
 - v) The Short-Term rental unit Owner shall not receive any compensation or remuneration to permit occupancy and shall not permit occupancy of a Short-Term rental property for any agreed or contracted period of less than forty (40) hours.
 - d) The Short-Term rental Permit holder shall be responsible for collecting and remitting all applicable Hotel-Motel taxes and sales taxes and any other taxes required by state law and/or by the City of Millersville.
 - e) Each Short-Term Rental shall have a minimum of one parking space.
 - f) All occupants shall abide by all generally applicable codes, ordinances and regulations, including without limitation, applicable noise restrictions and all applicable waste management provisions of the City of Millersville.
 - g) The name and telephone number of the owner of the Short-Term rental unit or the Short-Term rental Agent shall be conspicuously posted within the Short-Term rental unit. This contact shall be responsible for responding within 2 hours notice in the event of a serious incident, potential violation, or threat to health and safety at the Short-Term Rental.
 - h) Any driveway serving a Short-Term Rental must meet current City of Millersville requirements. Ingress to and egress from the Short-Term Rental must not be blocked by parking.

Permit application process

- a) Certificate applications. Applicants for a Short-Term Rental Units Permit shall submit an application to the City of Millersville. The application shall be furnished under oath on a form specified by the Town. This provision shall apply whether the Application is for a Short-Term rental unit, or a Legacy Short-Term rental unit, together with documentary evidence which supports classifying to (proposed) Short-Term Rental Unit as a "Legacy Short-Term Rental Unit". Such application shall include:
 - i) Name, address, telephone number and email address of the owner of the Short-Term Rental unit and the Short-Term rental Agent, if applicable;
 - ii) Documentation that applicant is the owner or the Short-Term Rental Agent;
 - iii) Business License number, if applicable;

- iv) Certification and/or registration number relating to the Hotel-Motel occupancy tax authorized by T.C. A. §67-4-1401 et seq.;
- v) A concept plan, indicating the subject property, the building(s) on the site intended for Short-Term rental unit, proposed parking and guest access;
- vi) Proof of insurance on the dwelling unit; and
- vii) A narrative with the following:
 - (1) A description of the area available for Short-Term rental (i.e., the entire property and house, a guest cottage, a portion of the house, etc.);
 - (2) A description of the number of bedrooms proposed for rental;
 - (3) The maximum number of guests to be accommodated at one time;
 - (4) The days of operation (all year, just holidays, weekend/weeknights, etc.); and,
 - (5) How trash will be handled, and the method of informing occupants about method of disposal of trash.
- b) Application fee.
 - i) The permit application fee for owner-occupied Short-Term rental units shall be \$150.00.
 - ii) The permit application fee for all other non-owner-occupied Short-Term rental units shall be \$200.00.
- c) Application review.
 - i) The City of Millersville Fire Chief and Director of Planning and Permits will review applications to ensure compliance with state and local laws.
 - ii) If the Application meets all of the requirements set forth in this Chapter, City of Millersville staff shall advise the Board by email and shall issue, to the applicant, a Short-Term Rental Unit Permit within thirty (30) days of receipt of the Application.
- d) Permit renewal and fee.
 - i) Permits shall be renewed annually
 - ii) The permit renewal fee for a Short-Term rental (excluding Legacy status) is \$100 annually. It is the responsibility of the Short-Term rental property owner to obtain this annual permit and pay the annual fee. Failure to renew the permit will result in the permit being revoked and a new application review submitted. All fees will apply if re-applying. Legacy status Short-Term rental properties need only obtain a permit; no fees are imposed.

Permit approval, transferability, conditions, renewal and revocation.

- a) Permit approval. The Permit Application, if approved, shall be issued for a specific site location and/or address of the proposed Short-Term rental unit or Legacy Short-Term rental unit provided in the application as set forth in this Chapter of the City of Millersville Municipal Code.
- b) Upon receipt of a Short-Term rental unit permit number, the applicant must display said number on any materials or platforms used to advertise the Short-Term rental unit.
- c) Grant or denial of application. Review of an application shall be conducted in accordance with due process principles and shall be granted unless the applicant fails to meet the conditions and requirements of this Chapter or otherwise fails to demonstrate compliance with generally applicable local ordinances, state or federal law. Any false statements or information provided in the application are grounds for revocation, suspension and/or imposition of penalties, including denial of future applications. The decision by the City Manager of the City of Millersville as to whether to issue, deny or revoke any Permit shall be final, reviewable only by application for Writ of Certiorari to Chancery Court or Circuit Court as provided in the Tennessee Code Annotated.
- d) Transferability. The Certificate is non-transferable to another site, property, location or owner. Legacy Short-Term rental unit Permits are subject to additional transferability restrictions as provided in T.C.A. Section 13-7-601, et seq., as now enacted or hereafter amended.
- e) Revocation. After the property incurs three (3) documented Town Code and/or other violations of any generally applicable state laws or breaches of the peace and/or based upon unreasonable interference with the use and enjoyment of adjoining or other nearby properties, a notice will be given to the address of record for the Short-Term rental unit and a hearing in front of the City of Millersville Board of Commissioners will follow. Such violations shall be evidenced by a finding of guilt or fault or unreasonable interference with the use and enjoyment of nearby properties, by a court or an administrative officer or other body designated by the City of Millersville Board of Commissioners.
- f) A Short-Term rental unit Permit which is revoked shall prevent its Permit holder and/or any owner of or agent for the specific property from applying for a new Permit for Short-Term rental unit permit for a period of one (1) year from date of revocation.
- g) Suspension of Permit. The City of Millersville may suspend a previously issued permit in the event that a Permittee is found to be noncompliant with any of the terms, conditions or requirements of this Ordinance. Any permit which is suspended for administrative noncompliance with permitting requirements may be reinstated upon the Permittee demonstrating, to the satisfaction of the City of Millersville, that the noncompliance issue(s) which resulted in suspension of the permit have been resolved.

- h) No property shall be operated as a Short-Term rental unit when its permit has been suspended and/or revoked and unless and until a valid Short-Term Rental Unit Permit shall be subsequently issued by the City of Millersville.

Health and Safety

All Short-Term rentals are subject to health and safety inspection conducted by the office of the Fire Chief of the City of Millersville prior to initial permit issuance and prior to permit renewal.

The owner of the Short-Term Rental shall ensure that at least one fire extinguisher in good working order is readily accessible in the Short-Term Rental.

False claims

Any false complaint made against a Short-Term rental unit provider is punishable as perjury under § 39-16-702.

Ability to restrict

Per TN Code § 13-7-605, a condominium, co-op, homeowners association, or other similar entity may prohibit or otherwise restrict an owner of property within the jurisdiction of the condominium, co-op, association, or other similar entity from using the owner's property as a Short-Term rental unit as provided for in the entity's governing documents.

A lessor, through the terms of a lease agreement, may restrict the use of the leased property as a Short-Term rental unit.

A property owner may place a restrictive covenant or easement on the property that restricts the future use of the property as a Short-Term rental unit as authorized under existing law.

Invalidity of part; private agreements and covenants.

Should any court of competent jurisdiction declare any section, clause or provision so declared unconstitutional, such decision shall affect only such section, clause, or provision so declared unconstitutional, and shall not affect any other section, clause or provisions of this Chapter.

Additionally, this Chapter shall in no way be used to supersede any privately created agreements or covenants by any homeowner associations or developers restricting certain uses.

Every section, clause, and phrase of this Ordinance is separable and severable. Should any section, sentence, clause, or phrase be declared unconstitutional or invalid by a court of competent jurisdiction, said unconstitutionality or invalidity shall not affect or impair any other

CITY OF MILLERSVILLE, TENNESSEE

ORDINANCE 25-834

AN ORDINANCE TO AMEND ORDINANCE 03-423, SECTION 2-1 THE MUNICIPAL ORDINANCE OF THE CITY OF MILLERSVILLE

WHEREAS, the Millersville Board of Commissioners wishes to regulate the usage of political signs on city property and,

WHEREAS, the Millersville Board of Commissioners feel that a more thorough and relevant ordinance is necessary for the wellbeing of the community,

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the City of Millersville, that the Section 2-1 of the Millersville Code be amended to read as follows:

- **Sec. 2-1. - Political signs, parking on city owned property.**
 - (a) No political signs may be placed on city owned property, or the rights-of-way adjacent to city owned property, except as follows: Political signs meeting the size regulations set forth in Millersville Zoning Ordinance 98-322 [chapter 90 of this Code], as amended, may be displayed in front of the voting precinct(s) from one hour before voting polls are open until one hour after the voting polls close on election day or on days of early voting at the voting precinct(s). Any structures supporting a sign will be included in calculating the square footage of the sign. No political signs or other objects may be placed on the voting precinct(s) property within ten feet of the street or within ten feet from the edge of the voting precinct(s) driveways or in such a way that they create a visibility hazard for traffic entering or exiting the voting precinct(s) property. The placement of signs will also be subject to the limitations set forth by the Sumner and/or Robertson County Election Commissions.
 - (b) Except as provided herein, there shall be no parking of vehicles or trailers on the grass on the voting precinct(s) property. All parked vehicles must be in designated parking areas. Vehicles violating this provision may be issued a citation for improper parking and/or towed at the owner's expense. When traffic congestion requires it, the city manager or chief of police may designate additional parking areas.
 - (c) Vehicles and trailers displaying political signs shall not be parked on city property for longer than is necessary for the operator or occupant to conduct normal city business. On days when city property is used as a vote polling location, vehicles and trailers displaying political signs must comply with the regulations set forth by the Sumner and/or Robertson

County Election Commissions and may be prohibited from operating or parking on the voting precinct(s) property.

- (d) On Election Day and on days of early voting at city property, pedestrians may hold signs and otherwise gather on city property, within the areas designated by the Sumner and/or Robertson County Election Commissions, provided that they remain at least ten feet away from the street and at least ten feet away from the edge of the voting precinct(s) driveways. Pedestrians shall not interfere with the normal flow of traffic.

Passed this _____ day of _____, 2025

First Reading: _____

Second Reading: _____

Mayor Lincoln

Atwood Attest:

Judy Florendo, City Recorder

- **Sec. 2-1. - Political signs, parking on city owned property.**

- (a) No political signs may be placed on city owned property, or the rights-of-way adjacent to city owned property, except as follows: Political signs meeting the size regulations set forth in Millersville Zoning Ordinance 98-322 [chapter 90 of this Code], as amended, may be displayed in front of the voting precinct(s) from one hour before voting polls are open until one hour after the voting polls close on election day or on days of early voting at the voting precinct(s). Any structures supporting a sign will be included in calculating the square footage of the sign. No political signs or other objects may be placed on the voting precinct(s) property within ten feet of the street or within ten feet from the edge of the voting precinct(s) driveways or in such a way that they create a visibility hazard for traffic entering or exiting the voting precinct(s) property. The placement of signs will also be subject to the limitations set forth by the Sumner and/or Robertson County Election Commissions.
- (b) Except as provided herein, there shall be no parking of vehicles or trailers on the grass on the voting precinct(s) property. All parked vehicles must be in designated parking areas. Vehicles violating this provision may be issued a citation for improper parking and/or towed at the owner's expense. When traffic congestion requires it, the city manager or chief of police may designate additional parking areas.
- (c) Vehicles and trailers displaying political signs shall not be parked on city property for longer than is necessary for the operator or occupant to conduct normal city business. On days when city property is used as a vote polling location, vehicles and trailers displaying political signs must comply with the regulations set forth by the Sumner and/or Robertson County Election Commissions and may be prohibited from operating or parking on the voting precinct(s) property.
- (d) On Election Day and on days of early voting at city property, pedestrians may hold signs and otherwise gather on city property, within the areas designated by the Sumner and/or Robertson County Election Commissions, provided that they remain at least ten feet away from the street and at least ten feet away from the edge of the voting precinct(s) driveways. Pedestrians shall not interfere with the normal flow of traffic.

CITY OF MILLERSVILLE, TENNESSEE

ORDINANCE 25-835

AN ORDINANCE OF THE CITY OF MILLERSVILLE, TENNESSEE, DISSOLVING THE BOARD OF ZONING APPEALS

WHEREAS, the City of Millersville, Tennessee (the “City”) has previously created a Board of Zoning Appeals (“BZA”) pursuant to Tennessee Code Annotated (“T.C.A.”) § 13-7-205; and

WHEREAS, the City Commission finds that it is in the best interests of the City, efficient administration, and the public welfare to dissolve the Board of Zoning Appeals and to provide for appeals, variances, and other related matters to be handled by alternative mechanisms; and

WHEREAS, the City Commission finds that proper notice, hearing (if required), and adoption of this ordinance is consistent with applicable state law and the City’s charter and code;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF MILLERSVILLE, TENNESSEE, AS FOLLOWS:

SECTION 1. Dissolution of the Board of Zoning Appeals.

1. The Board of Zoning Appeals of the City of Millersville (hereafter “BZA”) is hereby dissolved effective as of the effective date of this ordinance. All appointments to the BZA shall terminate on that date.
2. From and after the effective date of this Ordinance, the BZA shall no longer convene, no new cases shall be accepted, and no further official action shall be taken by the BZA; provided, however, that any appeals or applications already pending before the BZA as of the effective date may be addressed as set forth in Section 3 below.

SECTION 2. Transfer of Jurisdiction/Alternative Mechanism.

1. All powers, duties, functions, appeals, variances, and other matters that were formerly vested in the BZA under applicable zoning ordinance provisions and pursuant to T.C.A. § 13-7-207 shall, from and after the effective date of this Ordinance, be transferred to the City Commission (or its designated board, commission or hearing officer) as authorized by the City. For clarity, such powers include but are not limited to:
 - a. Hearing and deciding appeals where it is alleged there is error in any order, requirement, permit, decision or refusal made by the Zoning Administrator or other administrative official in carrying out or enforcing the zoning ordinance;
 - b. Hearing and deciding requests for special exceptions or for interpretation of the zoning map or other special questions;
 - c. Hearing and deciding variances where strict application of a regulation would cause exceptional practical difficulties or undue hardship, provided such relief may be granted without

substantial detriment to the public good and without substantially impairing the intent and purpose of the zone plan or zoning ordinance.

2. The City Commission may by resolution or separate ordinance designate a hearing officer or committee to carry out these functions, adopt rules of procedure, establish guidelines and fees, set meeting schedules, and otherwise administer such matters, provided such procedures are consistent with the zoning ordinance and state law.
3. The City shall ensure that any transfer of jurisdiction is appropriately noted in the City's zoning ordinance and map as required by T.C.A. § 13-7-212 regarding maintenance of current zoning ordinance and map.

SECTION 3. Pending Matters.

1. Any matters that were filed with the BZA before the effective date of this ordinance and have not been finally disposed of shall be transferred to the body designated in Section 2 above and shall be heard as soon as practicable under the rules governing such body.
2. Applicants or appellants may request that their matter proceed before the previously established BZA (if feasible) or may agree to proceed before the designated body, but the City may require consolidation of such matters under the new structure to avoid duplication or delay.
3. The City shall provide notice to all parties of record of any such transition.

SECTION 4. Severability.

If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held invalid, such invalidity shall not affect the validity of the remaining portions of this Ordinance.

SECTION 6. Effective Date.

This Ordinance shall take effect upon its passage, the public welfare requiring it.

Passed this _____ day of _____, 2025

First Reading: _____

Second Reading: _____

Mayor Lincoln Atwood

Attest:

Judy Florendo, City Recorder

CITY OF MILLERSVILLE, TENNESSEE

ORDINANCE 25-836

AN ORDINANCE OF THE CITY OF MILLERSVILLE, TENNESSEE, ESTABLISHING A BOARD OF ZONING APPEALS PURSUANT TO TENNESSEE CODE ANNOTATED §§ 13-7-205 ET SEQ.

WHEREAS, the City of Millersville, Tennessee (“City”) has adopted a zoning ordinance pursuant to the authority granted in Tennessee Code Annotated (“T.C.A.”) §§ 13-7-201 et seq.; and

WHEREAS, T.C.A. § 13-7-205 authorizes the City to establish a Board of Zoning Appeals to hear and decide appeals, variances, and special exceptions in the administration of the zoning ordinance; and

WHEREAS, the City Commission of Millersville finds it necessary and appropriate to formally establish such a Board for the fair and efficient administration of the zoning code and to ensure due process and public participation in zoning matters;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF MILLERSVILLE, TENNESSEE:

SECTION 1. Establishment.

There is hereby created and established a Board of Zoning Appeals (BZA) for the City of Millersville, Tennessee, pursuant to T.C.A. § 13-7-205. The Board shall be an administrative body distinct from the City Council and the Planning Commission.

SECTION 2. Composition and Appointment.

1. The Board shall consist of seven (7) members appointed by the Mayor and confirmed by the City Commission.
2. Members shall be residents of the City and shall serve without compensation unless otherwise provided by ordinance.
3. Each member shall be appointed for a term of three (3) years, except that the initial appointments shall be staggered so that approximately one-third (1/3) of the terms expire each year, in accordance with T.C.A. § 13-7-205(b).
4. Members may be removed by the Mayor, with approval of the City Commission, for cause upon written charges and after public hearing.
5. Vacancies shall be filled by appointment of the Mayor, subject to City Commission confirmation, for the unexpired portion of the term.

SECTION 3. Organization.

1. The Board shall elect from among its members a Chair, Vice-Chair, and Secretary to serve for one-year terms.
2. The Secretary may be a City staff member designated to maintain records of all proceedings and actions.
3. The Board shall adopt rules of procedure consistent with state law and this ordinance.
4. The Board shall meet at least quarterly or as needed upon call of the Chair or Zoning Administrator, and all meetings shall comply with the Tennessee Open Meetings Act (T.C.A. § 8-44-101 et seq.).

SECTION 4. Powers and Duties.

The Board shall have all powers and duties authorized by T.C.A. § 13-7-207, including but not limited to:

1. Appeals of Administrative Decisions — To hear and decide appeals where it is alleged there is error in any order, requirement, decision, or determination made by the Zoning Administrator or other administrative official in the enforcement of the zoning ordinance.
2. Variances — To authorize, upon appeal, such variance from the terms of the zoning ordinance as will not be contrary to the public interest, where, owing to special conditions, a literal enforcement of the provisions of the ordinance would result in unnecessary hardship.
3. Special Exceptions and Interpretations — To hear and decide special exceptions to the terms of the ordinance upon which the Board is required to act and to interpret the zoning map and district boundaries when questions arise.
4. Conditions and Safeguards — In exercising its powers, the Board may impose such conditions and safeguards as it may deem necessary to protect the public welfare and ensure compliance with the spirit and intent of the zoning ordinance.
5. Records and Reports — The Board shall keep minutes of its proceedings, showing the vote of each member, and such records shall be public and filed with the City Recorder.

SECTION 5. Meetings and Quorum.

1. A quorum shall consist of four (4) members.
2. The concurring vote of a majority of members present and voting shall be necessary to reverse any order or decision of the administrative officer or to decide in favor of an applicant on any matter upon which the Board is required to act.
3. All decisions shall be in writing and shall state the reasons or findings upon which they are based.

SECTION 6. Appeals and Procedures.

1. Any person aggrieved by a decision of the Zoning Administrator may appeal to the BZA within thirty (30) days of such decision, as provided by the zoning ordinance.
2. Notice of appeal shall be filed in writing with the Zoning Administrator and the Board Secretary.
3. Appeals from decisions of the Board may be made to a court of competent jurisdiction as provided in T.C.A. § 13-7-207(3).

SECTION 7. Conflict of Interest and Ethics.

All members shall comply with the Tennessee Conflict of Interest Act (T.C.A. § 12-4-101 et seq.), the City's ethics ordinance, and any applicable local conflict-of-interest policies. Members shall recuse themselves from any matter in which they have a personal or financial interest.

SECTION 8. Administrative Support.

The Zoning Administrator or City Planner shall serve as staff to the Board and shall provide technical, administrative, and record-keeping assistance as necessary.

SECTION 9. Severability.

If any provision of this Ordinance is held invalid or unconstitutional by a court of competent jurisdiction, such invalidity shall not affect the remaining provisions, which shall remain in full force and effect.

SECTION 10. Effective Date.

This Ordinance shall take effect immediately upon its passage and adoption, the public welfare requiring it.

Passed this _____ day of _____, 2025

First Reading: _____

Second Reading: _____

Mayor Lincoln Atwood

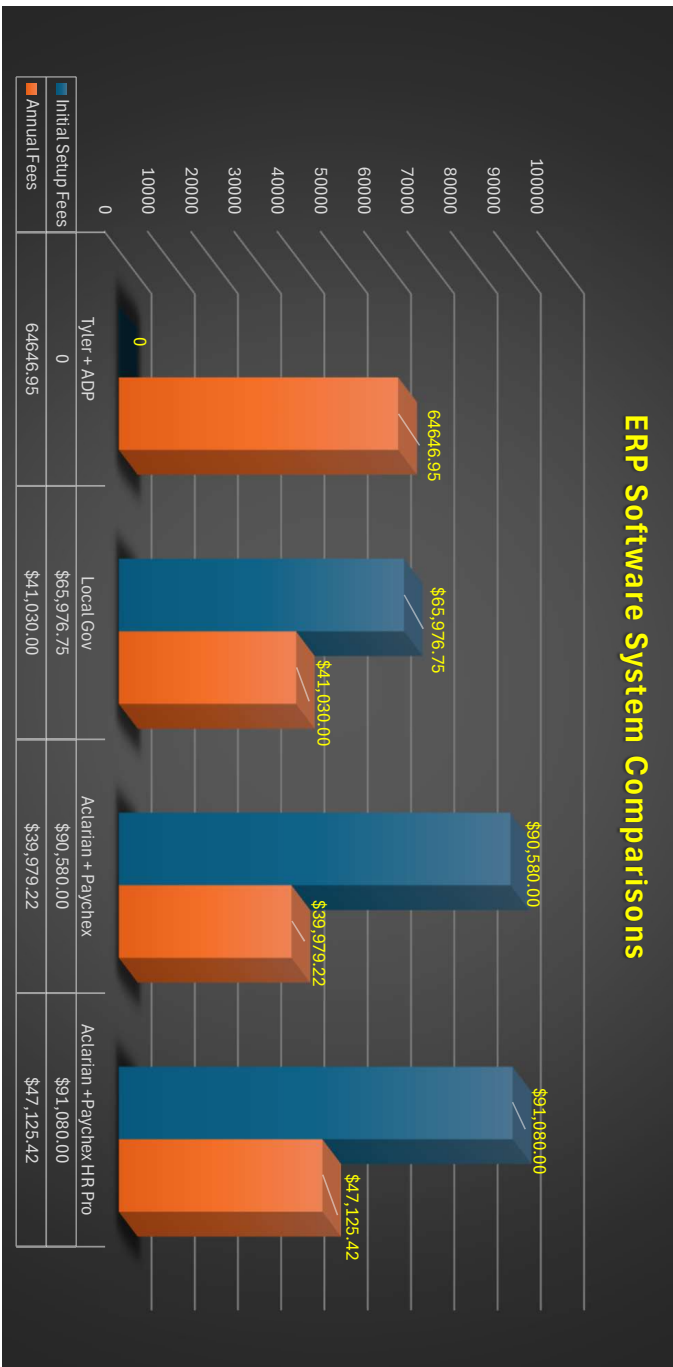
Attest:

Judy Florendo, City Recorder

ERP Software comparisons				
	Local Government (LGC)	Acclarian	Tyler	
Software				
General Ledger	\$ 7,592.00	General Ledger	\$ 9,000.00	
Purchasing	\$ 4,526.00	Purchasing	\$ 13,500.00	
Payroll	\$ 12,118.00			
Fixed Assets	\$ 6,132.00	Capital Assets	\$ 7,200.00	
Misc. Receipting	\$ 4,526.00	Cashiering	\$ 6,750.00	
City Property Tax	\$ 4,526.00	Billing & AR	\$ 7,650.00	
Utility Billing	\$ 16,644.00	Project Management, Workflows, User Setup	\$ 9,990.00	
		Budgeting	\$ 8,550.00	
		Projects & Grants	\$ 6,300.00	
Website	\$ 3,754.00	Treasury Management	\$ 7,650.00	
Hardware				
SQL Server 2022	\$ 1,106.25	Initial Mobilization Fee	\$ 11,990.00	
SQL Server 2022 User	\$ 2,003.75			
Credit Card Reader	\$ 2,318.75			
HH Meter Reader	\$ 584.00			
Setup & Config.	\$ 146.00			
	\$ 65,976.75		\$ 88,580.00	
Annual Fee	\$ 38,690.00	Annual Fee	\$ 29,100.00	61046.95
Annual Fee (Website)	\$ 2,340.00			
	\$ 41,030.00			
		Total with Paycor	\$ 29,100.00	61046.95
		Total with Paychex	\$ 40,370.50	3600
		Total with Paychex HR Pro	\$ 39,979.22	64646.95
			\$ 47,125.42	

ERP Software System Comparisons

Software Program	Initial Setup Fees		Annual Fees	
Tyler + ADP		0		64646.95
Local Gov	\$	65,976.75	\$	41,030.00
Actarian + Paychex	\$	90,580.00	\$	39,979.22
Actarian +Paychex HR Pro	\$	91,080.00	\$	47,125.42



[illegible]

CITY OF MILLERSVILLE, TENNESSEE

RESOLUTION NO. 25-R-15

A RESOLUTION OF THE CITY OF MILLERSVILLE, TENNESSEE, BOARD OF COMMISSIONERS REQUESTING THE TENNESSEE DEPARTMENT OF TRANSPORTATION TO EVALUATE FURTHER THE NEEDS FOR SOUND WALLS ALONG INTERSTATE 65 WITHIN THE CITY OF MILLERSVILLE AND TO INSTALL SAID SOUND WALLS IF THEY MEET THE MINIMUM REQUIREMENTS

WHEREAS, the City of Millersville is bordered by Interstate 65, a major transportation corridor that serves as a critical link for local, regional, and interstate travel; and

WHEREAS, the city recognizes the importance of this interstate to the overall transportation network and economic vitality of the region; and

WHEREAS, residential neighborhoods in several areas of Millersville are located in close proximity to Interstate 65, resulting in increased levels of traffic noise that adversely impacts the quality of life for residents; and

WHEREAS, the Tennessee Department of Transportation (TDOT) has established procedures for evaluating and determining eligibility for noise abatement measures, including the construction of sound walls, in accordance with federal and state guidelines; and

WHEREAS, with the recent widening of Interstate 65, certain sections of the roadway adjacent to residential areas within Millersville may meet or approach the criteria for the installation of noise abatement structures; and

WHEREAS, the City of Millersville Board of Commissioners desires to work collaboratively with TDOT to ensure that appropriate noise studies are conducted and that qualifying areas receive the necessary mitigation measures to protect the health, comfort, and welfare of its residents.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF MILLERSVILLE, TENNESSEE, AS FOLLOWS:

Section 1. The City of Millersville hereby formally requests that the Tennessee Department of Transportation conduct a thorough evaluation of the need for sound walls along Interstate 65 within and adjacent to the corporate limits of the City of Millersville.

Section 2. The city further requests that, should such an evaluation determine that any segment(s) meet the minimum requirements for noise abatement under TDOT and Federal Highway

Administration (FHWA) standards, TDOT proceed with the planning, design, and installation of sound walls in those areas.

Section 3. The City Manager is hereby authorized to transmit a certified copy of this Resolution to the Commissioner of the Tennessee Department of Transportation and to engage in any communications necessary to support this request.

Section 4. This Resolution shall take effect immediately upon its adoption, the public welfare requiring it.

Adopted: _____

MAYOR

CITY RECORDER

APPROVED AS TO FORM AND LEGALITY

CITY ATTORNEY