

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

CITY COMMISSION MEETING AGENDA
Tuesday, December 16, 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. Approval of Minutes for November 18, 2025 Regular Commission Meeting
6. Approval of November 2025 Financial Statement
7. Public Hearing 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
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 - Second Reading
9. Public Hearing 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
10. 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 - Second Reading
11. Public Hearing of Ordinance 25-834 An Ordinance to Amend the Ordinance 3-423 Updating References in Section 2-1 of the Millersville Code of Ordinances
12. Discussion and Consideration of Ordinance 25-834 An Ordinance to Amend the Ordinance 3-423 Updating References in Section 2-1 of the Millersville Code of Ordinances - Second Reading
13. Public Hearing of Ordinance 2-835 An Ordinance to Dissolve the Board of Zoning and Appeals
14. Discussion and Consideration of Ordinance 2-835 An Ordinance to Dissolve the Board of Zoning and Appeals - Second Reading
15. Public Hearing of Ordinance 2-836 An Ordinance to Create the Board of Zoning and Appeals
16. Discussion and Consideration of Ordinance 2-836 An Ordinance to Create the Board of Zoning and Appeals - Second Reading
17. Consideration of Resolution 25-R-16 A Resolution to Appoint Members to the Board of Zoning and Appeals
18. Discussion and Approval for Finance Director, Michael Delk, to be a Signatory on all Municipal Farmer's Bank Financial Accounts
19. Discussion and Consideration a date for Strategy Session #2
20. Discussion and Consideration of City Manager's Performance Evaluations
21. City Manager Comments
22. Commissioners' Comments
23. Adjournment

**City of Millersville, Tennessee
Board of Commissioners
1246 Louisville Highway, Millersville, TN 37072
Regular Commission Meeting MINUTES**

October 21, 2025 | 6:00 PM | City Hall

Meeting Minutes

Attending: Mayor Lincoln Atwood, Vice Mayor Darnall, Commissioners Jesse Powell, Carla McCain, and David Gregory, City Manager Mike Housewright, City Attorney Rob Wheeler, and City Recorder Judy Florendo.

1. Call to Order

Mayor Lincoln Atwood called the regular meeting of the Millersville Board of Commissioners to order at 6:00 PM.

2. Invocation and Pledge of Allegiance

Commissioner David Gregory led the invocation. The Pledge of Allegiance was recited immediately after.

3. Citizens' Comments

A sign-up sheet was available for in-person attendees.
No citizens came forward to speak.

4. Approval of Minutes – September 16, 2025, Meeting

Motion: **Vice Mayor Darnall** moved to approve the minutes of the September 16, 2025, meeting as presented.

Second: **Commissioner Gregory**.

Vote: All commissioners voted "aye." **Motion carried unanimously.**

5. Discussion and Approval of the FY 2024 Financial Audit

City Manager Mike Housewright introduced **Brittany Meats** of *The MG Group, Certified Public Accountants and Consultants*, to present the Fiscal Year 2024 Audit Report.

Brittany Meats began by noting that the City received a **disclaimer of opinion** for all funds, as the auditors were unable to obtain sufficient evidence to verify the accuracy of financial records. The affected areas included governmental, business, general funds, solid waste, state street aid, and sewer funds.

She reported incomplete documentation, unbalanced records, and missing supporting documentation for transactions, making it impossible to confirm or dispute the reported numbers.

Key Findings Summarized by the Auditor:

- Missing or inaccurate financial records and unsupported journal entries
 - Lack of internal controls and documentation over financial transactions
 - Disorganization and unsafe storage conditions in the police evidence room
 - Insufficient training on the City's financial software
 - Payroll errors including inaccurate PTO tracking and bonus overpayments
 - Unsupported adjustments to accounts receivable, including sewer billing
 - Non-compliance with documentation requirements for grant expenditures
 - Absent capital asset inventory and improper budget amendments
 - Improperly documented related-party transactions for fire station renovations
 - No cybersecurity plan in place as required by state law
 - Failure to close books within two months of fiscal year end
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Vice Mayor Darnall questioned when auditors inspected the police evidence room. **Brittany Meats** indicated the review occurred about a year prior. **Darnall** voiced concern that prior complaints about the evidence room had persisted without corrective action.

Brittany Meats observed that while newer items were properly shelved, older evidence remained unlogged and disorganized.

Vice Mayor Darnall also addressed audit findings involving an alleged conflict of interest with a former employee contractor. He cited records showing the individual's city employment ended before invoice dates, concluding the issue was attributable to outdated documentation.

Brittany Meats clarified the finding may not represent actual overlap, only a lack of records provided to auditors.

Commissioner Powell questioned whether credit card expenditures were included; **City Manager Housewright** confirmed they were.

City Manager Housewright further explained that the City is developing corrective actions and updating policies, including reorganization of the evidence room and implementation of training for personnel. He added that a finance officer and updated procedures are now in place.

Vice Mayor Darnall and **Commissioner Powell** emphasized the need to address fund transfers between departments and clarify drug fund transactions.

Motion: *Vice Mayor Darnall moved to approve the Fiscal Year 2024 Final Audit.*

Second: *Commissioner Powell.*

Vote: *All commissioners voted "aye." Motion approved unanimously.*

7. Public Hearing – Ordinance 25-826: An Ordinance Amending the Zoning Approval Process – Second Reading

Mayor Atwood opened the floor for public comment regarding Ordinance 25-826, amending the City's zoning approval process. No citizens came forward to speak.
Public hearing closed.

8. Discussion and Consideration – Ordinance 25-826: Amending the Zoning Approval Process (Second Reading)

Motion: Vice Mayor Darnall moved to approve Ordinance 25-826 on second reading.
Second: Commissioner McCain.

Discussion:
There was no further discussion.

Vote:
All Commissioners voted "Aye."
Result: Motion carried unanimously. Ordinance 25-826 approved on second reading.

9. Public Hearing – Ordinance 25-829: An Ordinance Amending Ordinance 20-742, Parks and Recreation Advisory Board – Second Reading

Mayor Atwood opened the floor for public comment on Ordinance 25-829, concerning amendments to the Parks and Recreation Advisory Board structure. No citizens came forward.
Public hearing closed.

10. Discussion and Consideration – Ordinance 25-829: Amending Parks and Recreation Advisory Board Ordinance 20-742 (Second Reading)

Motion: Vice Mayor Darnall moved to approve Ordinance 25-829.
Second: Commissioner Powell.

Discussion:
There was no additional discussion.

Vote:
All Commissioners voted "Aye."
Result: Motion carried unanimously. Ordinance 25-829 approved on second reading.

11. Appointment of Parks and Recreation Advisory Board Members

Mayor Atwood opened discussion to appoint members to the Parks and Recreation Advisory Board. The Mayor noted a Commissioner representative was needed for the board.

Nomination: **Mayor Atwood** nominated **Vice Mayor Darnall** to serve as the Commission's representative.

Vote:

A roll call vote was conducted. All Commissioners voted **"Aye."**

Result: **Vice Mayor Darnall appointed to the Parks and Recreation Advisory Board.**

The Commission then voted on other nominees. **Each was approved unanimously.**

Final Appointments:

- **Vice Mayor Darnall**
- **Amy Corbett**
- **Jeremy Graham**
- **Connie Ricketts**
- **Denise Davio**

12. Public Hearing – Ordinance 25-830: Amending Regulation of Air Dancer and Blade Banner Signs – Second Reading

Mayor Atwood opened the floor for public comment on Ordinance 25-830, amending regulations on Air Dancer and Blade Banner signs.

No citizens came forward to speak.

Public hearing closed.

13. Discussion and Consideration – Ordinance 25-830: Amending Regulation of Air Dancer and Blade Banner Signs (Second Reading)

Motion: **Vice Mayor Darnall** moved to approve Ordinance 25-830 on second reading.

Second: **Commissioner Gregory.**

Discussion:

Vice Mayor Darnall proposed several amendments aimed at supporting local businesses by permitting improved visibility while maintaining aesthetic and safety standards.

- **Amendment 1:** Strike language specifying "one sign per every 50 feet of road frontage ... up to a maximum of three," resulting in the sentence: "There may be up to a maximum of three such blade banners."
Seconded by: Commissioner Powell.
Vote: All Commissioners voted "Aye." Amendment 1 adopted.
- **Amendment 2:** Change maximum height from 8.5 to 10.5 feet, and maximum sign face to 35 square feet per side.
Seconded by: Commissioner Powell.
Vote: All Commissioners voted "Aye." Amendment 2 adopted.

- **Amendment 3:** Strike sentence requiring "at least 20 feet separation between blade banner signs."
Seconded by: Commissioner Powell.
Vote: All Commissioners voted "Aye." Amendment 3 adopted.

Vice Mayor Darnall explained these amendments would allow a limited number of banners while ensuring that torn, faded, or poorly maintained signs remain prohibited. He emphasized the goal of helping Millersville businesses market competitively while keeping visual standards intact.

Mayor Atwood voiced concern about removing zoning restrictions entirely, noting it might allow banners in residential areas, such as short-term rentals advertising with signage. He suggested maintaining restrictions confining such displays to commercial zones.

Commissioner Powell responded that businesses must possess a city business license to place banners, which should sufficiently restrict placement without complicating zoning variances further. He stated that most home-based businesses rely on online marketing and would likely not use physical signage.

Mayor Atwood acknowledged the differing perspectives but withdrew his concern since the ordinance could be revisited should problems arise.

Vote:

All Commissioners voted "Aye."

Result: Ordinance 25-830 approved on second reading, as amended.

14. Discussion and Consideration – Ordinance 25-831: To Establish Fees for Blade Banner and Air Dancer Signs (First Reading)

Commissioner Powell asked **City Manager Housewright** for clarification regarding the proposed fee change.

City Manager Housewright: Explained the ordinance establishes a **\$20 per-sign permit fee** for blade banners and air dancers as a placeholder, leaving flexibility for adjustment after comparison with neighboring municipalities. Current temporary sign fees are \$25.

Commissioner Powell: Asked whether a new permit would be required if an existing sign were replaced due to damage.

City Manager Housewright: Responded that replacement in kind would not require a new fee; only new installations would trigger payment.

Commissioner Powell: Inquired whether tracking sign permits would be feasible.

City Manager Housewright: Confirmed the system could track signage similarly to other permits.

Motion: Vice Mayor Darnall moved to approve Ordinance 25-831 on first reading.

Second: Commissioner McCain.

Vote: All Commissioners voted "Aye."

Result: Ordinance 25-831 approved on first reading.

15. Discussion and Consideration – Ordinance 25-832: To Amend Table 3, Residential Districts, Permitted and Conditional Uses (First Reading)

Discussion focused on **short-term rentals** classified as vacation rentals.

Motion: Commissioner Powell moved to **table Item 14** (Ordinance 25-832) until after discussion of Ordinance 25-833.

Second: Commissioner McCain.

Vote: All Commissioners voted “Aye.” Motion to table approved.

16. Discussion and Consideration – Ordinance 25-833: Adding New Section 22.33 “Short-Term Rentals” to Chapter 22 – Businesses (First Reading)

Motion: Commissioner Powell moved to **send Ordinance 25-833 to a work session** for further discussion.

Second: Vice Mayor Darnall.

Vote: All Commissioners voted “Aye.” Motion carried.

Return to Item 14 – Ordinance 25-832 (continued):

Following deferral of Ordinance 25-833, the Board returned to Ordinance 25-832.

Motion: Commissioner Powell moved to **table Ordinance 25-832** to the same work session scheduled for additional discussion on short-term rentals.

Second: Commissioner McCain.

Vice Mayor Darnall requested explanation regarding why **Townhome Residential Districts** were excluded by the Planning Commission. Commissioners agreed this issue would also be reviewed during the work session.

Vote: All Commissioners voted “Aye.” Motion carried.

17. Discussion and Confirmation – Board of Zoning Appeals Appointments

Commissioner Powell initiated discussion regarding the current status of the Board of Zoning Appeals (BZA). He noted that the City’s BZA membership and terms appeared inconsistent with the Tennessee Code Annotated (TCA) and existing municipal resolution.

Commissioner Powell:

- Reported that the BZA currently operates with five members but should have seven under state law.
- Stated that the 2023 resolution governing appointments contains term lengths (one, four, and five-year) not compliant with TCA, which stipulates staggered three-year terms.
- Recommended obtaining a **formal legal opinion** from the City Attorney to determine the correct number of members and appropriate term structure before proceeding with any new appointments.

- Suggested making the selection process **open to the public**, similar to the Parks and Recreation Advisory Board recruitment process, to ensure transparency and expand community involvement.

Vice Mayor Darnall:

Agreed that the issue should be examined during the next work session to clarify compliance with TCA. He noted that depending on the Attorney's opinion, the City might need to appoint one to five additional members in January 2026 to reach proper board composition.

Commissioner Powell:

Recommended advertising open positions publicly, explaining the BZA's functions and meeting schedule, and eventually hosting an online application process through the City's website to simplify community participation.

Commissioner Gregory:

Agreed, emphasizing the need to educate potential applicants about the BZA's responsibilities and workload.

Motion: Commissioner Powell moved to **add review of the Board of Zoning Appeals Resolution** to the next work session agenda for legal clarification and process recommendations.

Second: Commissioner McCain.

Vote: All Commissioners voted "Aye."

Result: Approved unanimously. Discussion to continue during the next work session.

18. Discussion and Consideration – City Financial Software

City Manager Housewright presented a comparison of financial software options intended to replace the City's current Tyler & ADP system.

Summary of Presentation:

- Tyler/ADP currently costs approximately **\$65,000 annually**.
- **Local Gov Software:** \$66,000 initial setup + \$41,000 annual; estimated 18-month implementation.
- **Aclarian + Paychex (standard or HR Pro packages):** \$90,000 setup cost; annual fees between \$40,000 – \$47,000 depending on modules.
- **Aclarian's** conversion timeline estimated at **6–9 months**, significantly shorter than Local Gov.
- HR Pro includes a built-in HR support consultant, which City Manager Housewright recommended given recent HR and compliance challenges.

Discussion:

- **Commissioner McCain** requested clarification on contract term; **Finance Director Delk** stated each would be a one-year contract.
- **Vice Mayor Darnall** asked whether setup fees include the first-year subscription (they do not) and suggested **negotiating lower pricing** based on professional benchmarks.
- **Commissioner Powell** asked about on-site training; **Finance Director Delk** confirmed Clarion provides direct, in-person training during implementation.
- Commissioners discussed whether to integrate future website upgrades (**Civic Plus**, approx. \$4,200 – \$5,200 annually).

- **Vice Mayor Darnall** and **Commissioner Powell** agreed replacing Tyler would address multiple audit findings related to inadequate financial tracking and staff training.
- **Mayor Atwood** raised concerns about clear budget sourcing, suggesting phasing the rollout once current financial conditions are verified.
- **Finance Director Delk** noted the City has sufficient **reserve funds**, if necessary, but confirmed operational budgeting would be reviewed before commitment.

Consensus:

The Commission agreed that software modernization is necessary but deferred immediate approval pending updated financial verification and recommendations from the accounting firm.

Motion: Commissioner Powell moved to **table consideration of new financial software until the next regular Commission meeting**, allowing time for audit remediation and financial reconciliation.

Second: Vice Mayor Darnall.

Vote: All Commissioners voted "Aye."

Result: Motion carried. Item deferred to next Commission meeting.

19. Approval – City Manager Authorization to Contract for Financial Assistance Services

Discussion:

Vice Mayor Darnall introduced a motion authorizing the City Manager to sign a contract with **Mauldin and Jenkins**, an outside accounting firm, to assist in bringing the City's financial records current and addressing deficiencies identified in the FY 2024 audit.

Motion: Vice Mayor Darnall moved to approve the City Manager's authority to execute the contract with Mauldin and Jenkins.

Second: Commissioner McCain.

Commissioner Powell requested clarification that the approval covers one verified engagement to update City financials; **Mayor Atwood** confirmed it does.

Vote: All Commissioners voted "Aye."

Result: Motion approved unanimously. The City Manager is authorized to engage Mauldin and Jenkins for financial reconciliation services.

20. Discussion and Approval – Bulk Purchase of E/One Sewer Pumps

City Manager Housewright reported that the City's existing supply of E/One sewer pumps was nearly depleted, with only one unit remaining in inventory.

Details:

- Proposed purchase: 30 E/One pumps.
- Total estimated cost: **\$57,600.**
- Quote provided by the City's Public Works Director.

Motion: Vice Mayor Darnall moved to approve the purchase of 30 E/One sewer pumps as presented.

Second: Commissioner Gregory.

Vote: All Commissioners voted "Aye."

Result: Motion approved unanimously.

21. Discussion and Approval – City Manager Evaluation Criteria

Commissioner Powell presented the updated draft of the City Manager's evaluation criteria. He explained that the revisions incorporated feedback from prior meetings and should serve as the official performance review tool for the City Manager's six-month evaluation scheduled for December.

Discussion Summary:

- Commissioners reviewed format and scoring methods, noting that final adjustments could still be made before completion.
- The tool will measure leadership, fiscal management, employee relations, policy implementation, and communication with the Board and public.

Motion: Commissioner Powell moved to approve adoption of the City Manager Evaluation Criteria.

Second: Commissioner Gregory.

Vote: All Commissioners voted "Aye."

Result: Motion carried unanimously. Evaluation criteria adopted for future use.

22. City Manager's Comments

City Manager Housewright provided the following updates:

- **City Finance Director** and **City Recorder** met with auditors earlier that day. **The MG Group** agreed to **pause the upcoming audit** until the City completes its financial reconciliations with assistance from **Mauldin and Jenkins**. The goal is to avoid another "disclaimer of opinion" in the next audit.
- An estimate is forthcoming from **Luke Sullivan** regarding the City's sidewalk project, which involves coordination with TDOT and approximately 25 affected properties.
- The City Manager is reviewing **applications for the HR Director position**; meanwhile, HR functions are being temporarily handled by staff member Kelsey, whom he commended for excellent interim performance.

23. Commissioners' Comments

Commissioner Gregory:

Inquired whether an external consultant had been identified to assist with property acquisitions related to the TDOT sidewalk project.

City Manager Housewright replied that **Luke Sullivan** is preparing a proposal and will notify TDOT once finalized.

Commissioner McCain:

Expressed concern regarding **trash collection performance**, reporting ongoing service disruptions and unacceptable conditions citywide.

City Manager Housewright:

Acknowledged the issue and stated he would consult with legal counsel before addressing it directly with the vendor. He also emphasized that all citizen complaints about missed collection should be reported **through City Hall** so records can be properly maintained.

Vice Mayor Darnall:

Confirmed that an entire neighborhood's trash service had been missed the previous day and reiterated the vendor's failure to follow its **Corrective Action Plan**, which requires completion and notification of any delays to City Hall. He praised City staff and the Commission for progress made in addressing financial and audit issues—a difficult but productive meeting, he noted—and emphasized that engaging Mauldin and Jenkins was an essential step forward.

Commissioner Powell:

Announced that the **City's Veterans Day Ceremony** will be held at **8:00 a.m. on November 11, 2025**, in front of City Hall.

- The event will include a performance by the local elementary school choir.
- A **"Thank You, Veterans"** banner will be displayed in the City Hall lobby for citizens to sign messages of gratitude prior to the ceremony.

He encouraged all residents and veterans to attend and participate.

Mayor Atwood:

Reminded the public of the upcoming **Trail of Treats** event at the Community Center on **Saturday, October 25, 2025**, beginning at 4:00 p.m. He encouraged community groups and businesses to participate by setting up tables and thanked Commissioners and staff for a productive meeting.

24. Adjournment

Motion to Adjourn:

With no further business, **Mayor Atwood** adjourned the meeting at **7:42 p.m.**

Respectfully Submitted,

Judy Florendo, City Recorder

**City of Millersville
Board of Commissioners
1246 Louisville Hwy, Millersville, TN 37072
REGULAR COMMISSION MEETING MINUTES
Tuesday, November 18, 2025, 6:00 PM**

The Regular Commission Meeting of Millersville, TN Board of Commissioners was held on November 18, 2025, at 6:00 PM at City Hall. Those attending were: Mayor Lincoln Atwood; Vice Mayor Dustin Darnall; Commissioner Jesse Powell; Commissioner David Gregory; City Manager, Mike Housewright; City Attorney, Robert Wheeler; and City Recorder, Judy Florendo. Commissioner Carla McCain was not present at the meeting.

1. Call to Order

The meeting was called to order at 6:00 PM.

2. Invocation and Pledge of Allegiance

Commissioner Gregory led the invocation, followed by the Pledge of Allegiance.

Preceding Item 3, Vice Mayor Darnall made a motion to amend the agenda: "For the first time, we have a financial statement. As new item number five, I would like to add the approval of the November financial statement." The motion was seconded by Commissioner Powell.

Mayor Atwood called for a vote. **All voted "aye," and the motion passed unanimously.**

3. Citizens' Comments

A comment sign-up sheet was available before the meeting; however, no one came forward to speak.

4. Approval of Minutes for October 21, 2025, Regular Commission Meeting

Commissioner Gregory made a motion to approve the minutes from the October 21, 2025, meeting. There was no second to the motion. **Mayor Atwood** noted that some changes were needed to more accurately reflect what occurred at the October 21st meeting. He made a motion to include those changes and to postpone the vote on the October minutes until the December commission meeting. **Vice Mayor Darnall** seconded the motion.

A vote was taken; **all voted "aye" in favor of moving the approval of the October 21st meeting minutes to the December commission meeting.**

5. Approval of the November 2025 Financial Statement

Vice Mayor Darnall made a motion to approve the November 2025 Financial Statement. **Commissioner Gregory** seconded the motion. **Mayor Atwood** asked for discussion.

City Manager Mike Housewright stated that the Financial Statement before them shows balances and expenditures; it does not include year-to-date figures, but those will be forthcoming. They are still working through

the finances to provide those; the present form is not the final version of the statement they will receive month to month.

Commissioner Powell inquired if there was a comparison of where they were last year at this time based on these numbers, noting that the public might be curious as well.

Vice Mayor Darnall responded that they have about **\$800,000** more in the general fund plus the reserve fund than they had at this time last year. He noted that he could not readily calculate the fund differences for the sewer, solid waste, street fund, and stormwater accounts. He thanked Finance Director Michael Delk, acknowledging the significant work he put into achieving their current status.

Mayor Atwood called for a vote. **All voted "aye," and the motion to approve the November 2025 Financial Statement passed.**

6. 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)

Mayor Atwood opened the floor for a public hearing. No one came forward to speak, and the hearing was closed.

7. 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

Vice Mayor Darnall made a motion to approve Ordinance 25-831; it was seconded by **Commissioner Powell**.

Mayor Atwood asked if there was any discussion. **Commissioner Powell** inquired if the ordinance was retroactive. **City Manager Housewright** responded that he did not believe it was retroactive.

Commissioner Powell then asked, "What about those with current citations on the books for blade banners?"

City Manager Housewright clarified that they had not enforced those citations; they purposely left some issues alone until this ordinance was placed into effect.

Mayor Atwood asked if there was any further discussion. Hearing none, he called for a roll call vote. Commissioner Powell, Vice Mayor Darnall, Commissioner Gregory, and Mayor Atwood voted "aye." **The motion to approve Ordinance 25-831 passed with a unanimous vote. (Commissioner McCain was not present at the meeting.)**

8. 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

Mayor Atwood stated that this was the first reading, and there were questions regarding the ordinance, specifically why townhomes were left out. He explained, "The concern was that, unlike a single-family detached home, the only potential space between a resident and a neighboring short-term rental could be a party wall. There were also concerns about adding short-term rentals to denser housing, which would place additional pressure in terms of traffic, etc. The one challenge is that townhomes are allowed in other zoning districts."

Vice Mayor Darnall added, "So, it doesn't prevent all townhomes, just townhomes in the townhome residential district. It's a measure to protect those neighboring townhomes."

Commissioner Powell asked **City Recorder Judy Florendo** if there is anything currently zoned as "townhome residential." She replied that she had not seen any zoning ordinances indicating that. **Commissioner Powell** stated he would validate that with **City Planner Brian Halma**. He then asked **City Attorney Rob Wheeler** if he saw a legal issue with having townhomes that are not in zoning for townhome residential but would be eligible for short-term rentals, while townhomes in residential zoning (which they currently do not have) would be ineligible.

City Attorney Wheeler responded that he did not see any problem and considered it a non-issue.

Vice Mayor Darnall noted, "We do have at least one small townhome residential plot on Highway 31 just before Bethel Road. It does not appear there are structures on it at the moment." He then made a motion to approve Ordinance 25-832: An Ordinance to Amend Table Three, Residential Districts, Permitted and Conditional Uses of the Zoning Ordinance of the City of Millersville on first reading. The motion was seconded by **Commissioner Gregory**.

Commissioner Powell expressed that he did not see the point in restricting townhome residential if they were not allowing it in townhomes in other zones.

Mayor Atwood asked if he would like to make a motion to change the ordinance.

Commissioner Gregory replied that since this is the first reading, it would not go into effect until the second reading, and they can have discussions during the second reading.

Commissioner Powell stated he was not going to make a motion to change it yet, suggesting they could work through it at a work session after this reading.

Vice Mayor Darnall mentioned he might make an amendment at a later meeting.

Mayor Atwood called for a roll call vote. **Vice Mayor Darnall, Commissioner Gregory, and Mayor Atwood** voted "aye"; **Commissioner Powell** voted "no." The motion to approve the first reading of Ordinance 25-832 passed with 3 "ayes" and 1 "no."

9. 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

Mayor Atwood noted that there were four questions posed regarding this ordinance:

1. **Why were mobile or manufactured homes excluded?**
A significant portion of mobile and manufactured homes in Millersville are located in mobile home parks, which were built to older design standards. The concern is that many mobile home parks are not constructed to modern standards with improved spacing between homes and well-designed roadways. Adding short-term rentals in this context could exacerbate existing issues by increasing traffic.
2. **Why did we limit occupancy to only two persons per room?**
This limit was drawn from an example of a short-term rental ordinance from another municipality. The intent is to prevent overcrowding in short-term rental spaces, which can create potential safety risks. The

two-person-per-bedroom limit applies to bedrooms of a certain size; for instance, a bedroom of 210 square feet could accommodate three people.

3. **Why was parking included in the ordinance and why does a six-bedroom rental require three parking spaces when only five bedrooms are allowed?**

One concern raised in other areas regarding short-term rentals is their impact on neighborhood parking. Requiring onsite parking as part of the short-term rental can help alleviate these issues. There may also be legacy short-term rentals with more than five bedrooms. This was included to illustrate the math of the parking requirements.

4. **Why a minimum rental period of 48 hours? Is there a better way to prevent one-day party rentals?**

The concern was to limit potential party rentals. In public comments, one person argued against this, noting that short-term rental owners have a vested interest in limiting party rentals. These are the answers to the questions posed at the last work session.

Vice Mayor Darnall remarked that the version before them was different from previous drafts. He stated, "I made edits and sent them to the city manager. I believe I copied everyone on it." He pointed to the occupancy per room, which is found on the fifth page of the ordinance. This section limited occupancy to two people per room up to a certain size, with larger rooms allowed to accommodate more people. Darnall explained, "When I rent a short-term rental, the occupancy is typically limited by the sleeping surfaces."

He proposed the following changes:

- Two people per queen, king, or California king bed or sleeper sofa.
- One person per sofa, twin, or full-size bed.
- An exemption for children under the age of three in cribs, bassinets, portable cribs, or bedside sleepers, which would not count against the overall maximum occupancy of the short-term rental.

Vice Mayor Darnall noted that this was likely the largest change in that section. Additionally, he changed the 48-hour minimum rental period to 40 hours, allowing for an eight-hour window for cleaning crews to turnover the rental, thus enabling a two-day rental. He explained that a 48-hour rental effectively becomes a three-day rental due to check-in times being well after checkout times.

Vice Mayor Darnall mentioned other minor changes, including a reference to Sumner or Robertson Chancery Court, which he changed to "chancery or circuit court clerk" or "circuit court," removing county references based on discussions with the city attorney regarding how lawsuits would be filed. He also incorporated a point on page four, section A, noting that he would not be allowed to rent out his home due to an uninhabitable storage building. He added that a short-term rental unit may include a primary dwelling unit or a secondary dwelling unit but cannot include uninhabitable structures for rent, such as garages, barns, or sheds. This aligns with the intention of the planning commission to prevent the renting of uninhabitable structures while allowing property owners to rent their habitable properties.

Vice Mayor Darnall concluded, "I will go ahead and make the motion to approve 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 on first reading."

Mayor Atwood asked if he had a second for the motion. **Commissioner Gregory** seconded the motion.

Commissioner Powell proposed an amendment. He presented the following: "On page five, under minimum standards for short-term rental units, line E, each short-term rental shall have a minimum of one parking space. I would like to modify that to say each short-term rental shall have a minimum of one dedicated parking space."

Vice Mayor Darnall seconded the motion to amend.

Mayor Atwood conducted a roll call vote; all voted in favor of approving Commissioner Powell's motion to amend. He then returned to the original motion to approve the first reading of Ordinance 25-833.

Commissioner Powell inquired about the permit and renewal fee, specifically regarding grandfathered short-term rentals. He asked, "They will still have to apply for the initial permit and subsequent permits manually, correct?"

Vice Mayor Darnall confirmed, "Yes, but they're exempt from the fees."

Commissioner Powell clarified, "But not the renewal fee? They're exempt from the application fee for the first one. What exactly are they exempt from?"

Vice Mayor Darnall responded, "On page six, D2, the last sentence states that legacy status short-term rental properties need only obtain a permit. No fees are imposed."

Discussion followed, during which **Vice Mayor Darnall** mentioned that he believed annual renewal fees are covered under the state law protecting legacy short-term rentals. **Commissioner Powell** asked if they must pay an application fee for a permit. **Vice Mayor Darnall** replied that he did not recall there being a legacy exemption for that; the only distinction is whether it's owner-occupied or non-owner-occupied; both pay a fee, albeit different amounts. He stated he would need to look it up.

Commissioner Powell indicated he might propose another amendment pending that outcome. He then directed attention back to page five, under minimum standards for short-term rental units, paragraph A. "So we're restricting mobile and manufactured homes as short-term rentals. I want to discuss this in greater detail. Why don't we just add townhomes here? Why don't we specify the types of dwellings we do not want to include due to whatever building standards we have an issue with? If mobile and manufactured homes are excluded due to design standards, then townhomes should be as well since they share adjoining walls. Why not include recreational vehicles and tents as well?"

Mayor Atwood responded that the planning commission's statement on mobile and manufactured homes pertains to those in mobile home parks. "They didn't specifically list it in the language, but I know that was the intent."

Commissioner Powell argued, "The reasoning sounds similar. Both mobile home parks and townhomes have issues with spacing between homes and design standards. So why don't we restrict this to the type of housing? Why not specify that in the ordinance?"

Mayor Atwood agreed, stating, "I don't disagree with you. The language does include recreational vehicles or campers. I don't oppose excluding townhomes, but for a different reason. Townhomes are often purchased to create rentals. I would prefer to have those properties occupied by residents rather than allowing outside investors to come in and rent them out."

Commissioner Powell added, "I would include townhomes and apartments in this discussion because, like you, I would prefer them to be residences."

Mayor Atwood responded, "I don't think there would be an issue with apartments, as they are typically owned by a company. I'm not sure they would engage in short-term rentals or need to, given their desire to control occupancy."

Commissioner Powell inquired, "Is there an issue with restricting townhomes as a blanket rule? With the types of housing we're considering, we need to be cautious."

City Attorney Wheeler expressed, "You've got to have a legitimate governmental interest or reason."

Commissioner Powell reiterated, "We encounter the same issue with mobile or manufactured homes. We need to have a legitimate governmental reason to restrict that by specific housing type; it's not zoning."

City Attorney Wheeler clarified, "I think you can restrict by your zoning ordinance. The whole purpose is to have zoning, and pursuant to your planning, I don't see the prohibition."

Commissioner Powell replied, "But we will need specific governmental reasons if we're restricting a certain type of housing not by zone. We may have an issue with the mobile or manufactured homes unless there's a legal reason."

Mayor Atwood suggested, "Maybe instead of restricting by housing type, we can prevent short-term rentals in mobile home parks for the reasons stated by the planning commission."

Vice Mayor Darnall added, "The existing mobile home parks are not in a zoning district on our zoning map. The one we just approved limits short-term rentals to specific zoning districts. If the last action is approved on the second reading, I believe that excludes mobile homes in mobile home parks. However, any mobile homes not in a park would not be excluded if they are in these residential districts. Correct? So, the argument for mobile homes is the same as it is for townhomes that are not within their designated district."

Commissioner Powell clarified, "Since we do not have a mobile home park zone, we have specific zoning for that. That's a separate discussion and argument. I'm prepared to vote on this tonight and then discuss it further at a work session."

Vice Mayor Darnall inquired, "Did you find out about permit fees during your research?"

Commissioner Powell responded, "I did not see anything. I'll need to do more research when I'm not trying to listen to a conversation as I read."

Commissioner Powell continued, "Pending that change, I want to get this on record. On page six, under permit renewal and fee, I would like to change the last sentence regarding legacy short-term rentals to indicate that they only do not have to pay the initial fee."

Mayor Atwood noted, "Your first line also states that the permit renewal fee for short-term rentals excludes legacy status."

Commissioner Powell clarified, "But the last sentence indicates they will not have to pay any fees whatsoever, even annually afterward. I want legacies to have to pay the fees after the first year."

Mayor Atwood responded, "Right, but the very first sentence states that the permit renewal fee for a short-term rental, excluding legacy status, is..."

Vice Mayor Darnall proposed, "I'll make an amendment after 'excluding' to add 'initial fee,' and also on the next to last line after 'no,' add 'initial.' If we pass this, we may have to undo that if there is a TCA prohibition."

Commissioner Powell seconded the amendment (pending TCA findings).

Mayor Atwood summarized, "I have a motion and a second. To clarify, there is no initial fee for the permit in year one, but there will be a renewal fee thereafter. We should move 'legacy status' from D.2 altogether, and in section B, the application fee should exclude 'legacy status.' There is no fee for the application in year one."

Vice Mayor Darnall amended his amendment: "In section B, on page six, I will comment that legacy status is excluded from both, and also in D.2, strike 'excluding initial fee, legacy status.'"

Mayor Atwood asked if there was further discussion and then called for a roll call vote. All voted "aye," and the motion to amend the first proposed amendment by Commissioner Powell for Ordinance 25-833 passed with unanimous approval.

Vice Mayor Darnall clarified, "So, we had the motion, I offered the amendment for the initial fee and the no initial fee. Then I amended that, and we just voted on the amended amendment. Now we're back to the amendment, which will be exactly what we just voted on."

Another roll call vote was taken, and all voted "aye." **The first motion to amend Ordinance 25-833 passed with unanimous approval.**

Mayor Atwood inquired if there was any further discussion regarding Ordinance 25-833, an ordinance to amend the municipal ordinance of the City of Millersville by adding new section 22.33 for short-term rentals to Chapter 22 - Businesses - First Reading. Hearing no further discussion, a roll call vote was taken for the approval of the first reading of Ordinance 25-833. **All voted in favor, and the motion passed on the first reading of Ordinance 25-833.**

10. 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

Vice Mayor Darnall made a motion to approve the first reading of Ordinance 25-834, which was seconded by **Commissioner Powell**.

Mayor Atwood asked if there was further discussion.

Vice Mayor Darnall responded, "This is an ordinance I brought forward. We discussed it at the work session. I made some initial changes after our discussion that I don't think will be controversial. The first change in section A is at the end of the first line, where 'right of ways' should be corrected to 'rights of ways.' Additionally, all references to 'City Hall' have been changed to 'Voting Precinct.' For the public's benefit, on Voting Day, there are restrictions on political signs and parking on city-owned properties. The current reading states that when we're voting at the community center, you can't have signs there. We want to clarify that you can have signs at City Hall; we want to change that to the Voting Precinct."

He continued, "Also, looking to the future and trying to avoid a similar situation if the voting precinct ever changes, I changed the reference from 'Highway 31' to 'the street' where the Voting Precinct is located. Furthermore, references to Sumner County only have been changed to 'Sumner and/or Robertson County,' depending on what the future looks like, to avoid having to revisit this ordinance whenever changes occur to the voting precinct."

Mayor Atwood acknowledged the motion and second, then asked if there was further discussion. Hearing none, he took a roll call vote. **All voted "aye," and the motion to approve Ordinance 25-834 on the first reading passed.**

11. Discussion and Consideration of Ordinance 25-835: An Ordinance to Dissolve the Board of Zoning and Appeals - First Reading

Vice Mayor Darnall made a motion to pass Ordinance 25-835 on the first reading, which was seconded by **Commissioner Powell**. **Mayor Atwood** asked for discussion.

Vice Mayor Darnall clarified, "We are not eliminating the Board of Zoning Appeals. If you look at the next item, we will be reestablishing the Board of Zoning Appeals. This is the only way we could think of to fix violations of TCA with our current Board of Zoning Appeals. TCA requires terms to expire at least once per year. We don't have that; almost all terms are about to expire at the end of this year. We can't create non-three-year terms unless we implement a new BZA. I might get outvoted here, but I don't think I will. The intention is to dissolve the BZA, restart it, and appoint the same members to the BZA in staggered one, two, or three-year terms for better continuity of government."

Mayor Atwood called for a roll call vote. **All voted "aye," and the motion to pass Ordinance 25-835 unanimously passed.**

12. Discussion and Consideration of Ordinance 25-836: An Ordinance to Create the Board of Zoning Appeals - First Reading

Vice Mayor Darnall made a motion to pass Ordinance 25-836 on the first reading, which was seconded by Commissioner Gregory.

Mayor Atwood asked for discussion.

City Manager Housewright added, "If I can speak to this for a moment? One thing that is absent from this ordinance is the establishment of a date for the meetings. I can add a date; the Board of Zoning and Appeals meets on demand. However, according to the current ordinance, it is scheduled for the second Tuesday of the month when there is a need..."

City Manager Housewright continued, "I would like to add a date and keep it at that. Would you like me to add language to establish that date or have the chair call it on demand?"

Discussion ensued about what part of the resolution addressed the issue of setting the date for the Board of Zoning Appeals (BZA) meetings.

Vice Mayor Darnall said, "It doesn't establish a date. I like the idea of having a reserved day for them. I don't know that we necessarily have to encode it in the ordinance, but it ensures that if they need to meet, we don't have to worry about other groups that don't have an established day taking up this room."

Commissioner Gregory suggested, "Then I will go ahead and amend the motion to state that the BZA meets on the first Tuesday of the month."

Mayor Atwood called for a roll call vote. **All voted "aye." The motion to add the first Tuesday of the month back to the original motion of the ordinance passed unanimously.**

13. Discussion and Confirmation of Board of Zoning Appeals Appointments

Mayor Atwood stated, "I have two nominations: one for Travis Bartow and another for Larry Petty. We need a third nomination, which I believe is Brandon Parchman from **Vice Mayor Darnall**. We will address each of these nominations independently."

A vote was taken for each of the named nominees.

Larry Petty was approved by unanimous vote.

Brandon Parchman was approved by unanimous vote.

Travis Bartow was approved by unanimous vote.

14. Discussion and Consideration of City Financial Software

Vice Mayor Darnall remarked, "This might be a surprise, but circumstances have changed since our last meeting. When we decided to defer this, credit goes to our new finance director, who discovered that our payroll was coming exclusively out of the general fund. As a result, things that should have been paid by the sewer fund were also coming out of the general fund. We now have a substantial amount of money that we can put back into the general fund, and I believe we can now justify this expense. This system pays for itself over time; I forget what the payback period was, but it's about \$20,000 savings every year. The implementation fee was the hangup, but I believe we have plenty of money in the bank now to justify this. It's a much better system, so I personally am in favor of this and encourage my fellow commissioners to support it. It will make the day-to-day operations for city staff much better. Therefore, I make a motion to approve the city manager to sign the contract with Aclarian."

Commissioner Gregory seconded the motion.

Commissioner Powell asked, "How long is the contract for?"

City Manager Housewright replied, "If I remember correctly, it's pretty much a year. The issue with the contract was more along the lines of if something doesn't work out, we are 18 months from executing for another software package."

Finance Director Michael Delk added, "The initial contract is for 90 days."

Mayor Atwood called for a roll call vote for the approval of the purchase of city financial software. **The "ayes" were unanimous, and the motion for approval of the purchase passed.**

15. Discussion and Consideration of Resolution 25-R-15: A Resolution Requesting TDOT to Further Evaluate Needs for Noise Abatement Walls Along the I-65 Corridor

Vice Mayor Darnall made a motion to approve Resolution 25-R-15, which was seconded by Commissioner Powell.

Commissioner Powell added, "I'll second it. Can we request that someone from TDOT come out, similar to what they did in Goodlettsville? Can we have TDOT come out at our work session in December?"

City Manager Housewright confirmed, "We can request that."

Commissioner Powell continued, "I mean, they came out to Goodlettsville. If they don't come out here, I'm going to be extremely disappointed."

16. Discussion and Consideration of the December 1st City Commission Work Session Meeting Date

Mayor Atwood noted that he would not be able to attend the meeting. After discussing dates and schedules, the commissioners decided to keep December 1st as the date for the next work session meeting.

17. City Manager Comments

City Manager Housewright expressed gratitude to the staff for their support regarding the financial software. "I believe this is a major step toward tracking our finances. I want to acknowledge our **Finance Director, Michael Delk**. I feel like he found a hole in the boat, and I can honestly say I sleep a lot better at night knowing our finances will be in much better shape. I want to acknowledge that."

City Attorney Wheeler interjected, "Would you include me in staff comments? Do we now have a board of seven members? Have you established the length of terms? When are you going to do that?"

Mayor Atwood clarified, "As of right now, the appointments we just made will be for the three-year terms that we're allowed to set. We are currently dissolving that board and reconstructing it through two motions. When we reconstitute it, we will stagger the terms of one, two, and three years at that point."

Commissioner Powell added, "It will exist in its current form for the next month, and then it will be dissolved and reestablished with staggered terms."

City Manager Housewright continued, "I will include information for anyone interested in the BZA board who wishes to apply. We will post it on our website, Facebook, and other platforms. Additionally, when you communicate with me, the mayor, or anyone else, please indicate whether you would like to serve a one, two, or three-year term. We will establish staggered terms for these initial appointments to avoid dissolving it again."

18. Commissioners' Comments

Commissioner Gregory made no comments.

Commissioner Powell expressed gratitude, saying, "Thank you to everyone who came out for the Veteran's Day ceremony. If you couldn't make it, the choir from Millersville Elementary sang, and it was a really good service. Thank you to the Vice Mayor for coming and speaking; your remarks were great. I also want to thank everyone in the city who has contributed to the food drive. To date, we've received almost **250 items**. There are more that I need to pick up from the community center, and the drive will continue through Friday this week. If anyone else would like to donate, you can drop off items here at City Hall or the community center. We will continue to collect those items, and they will be delivered to Millersville Elementary School for the food banks. Lastly, great job on the finances; it's amazing to see the turnaround from where we were last year to where we are now."

Vice Mayor Darnall noted, "We are approaching six months with our city manager, and we committed to doing a performance review. I will ask at our next regularly scheduled meeting that we vote on the combination of our individual reviews of the new city manager. If you are a resident of Millersville and are interested in volunteering, there are several opportunities available." He encouraged anyone interested in the vacancy on the BZA to let the mayor or the city manager know as well as the number of your term you would like: one, two, or three. He mentioned Christmas plans involving Santa were underway. He also said they had a strategy session to chart out the Millersville strategic plan, and they would schedule a follow-up meeting.

Mayor Atwood said anyone interested in the board openings are welcome to email him at his email on the city website. He complimented the city staff and the boards on the great jobs they are doing.

19. Adjournment

With no further business the meeting was adjourned at **7:10:42 PM**.

Respectfully submitted by Judy Florendo, City Recorder

Year to Date Summary

General Fund

Revenues	\$ 741,167.37
FY25 Revenues	\$ 1,048,917.41
Expenditures	\$ 951,877.11
FY25 Expenditures	\$ 1,636,373.02
Current Balance	\$ 991,325.97
FY25 Balance	\$ 322,283.78

Sewer Fund

Revenues	\$ 757,237.82
FY25 Revenues	\$ 740,235.60
Expenditures	\$ 303,419.25
FY25 Expenditures	\$ 416,889.97
Current Balance	\$ 3,157,983.48
FY25 Balance	\$ 4,046,580.75

Solid Waste Fund

Revenues	\$ 225,063.76
FY25 Revenues	\$ 246,344.32
Expenditures	\$ 267,524.52
FY25 Expenditures	\$ 202,111.77
Current Balance	\$ 42,689.19
FY25 Balance	\$ 103,214.74

Street Fund

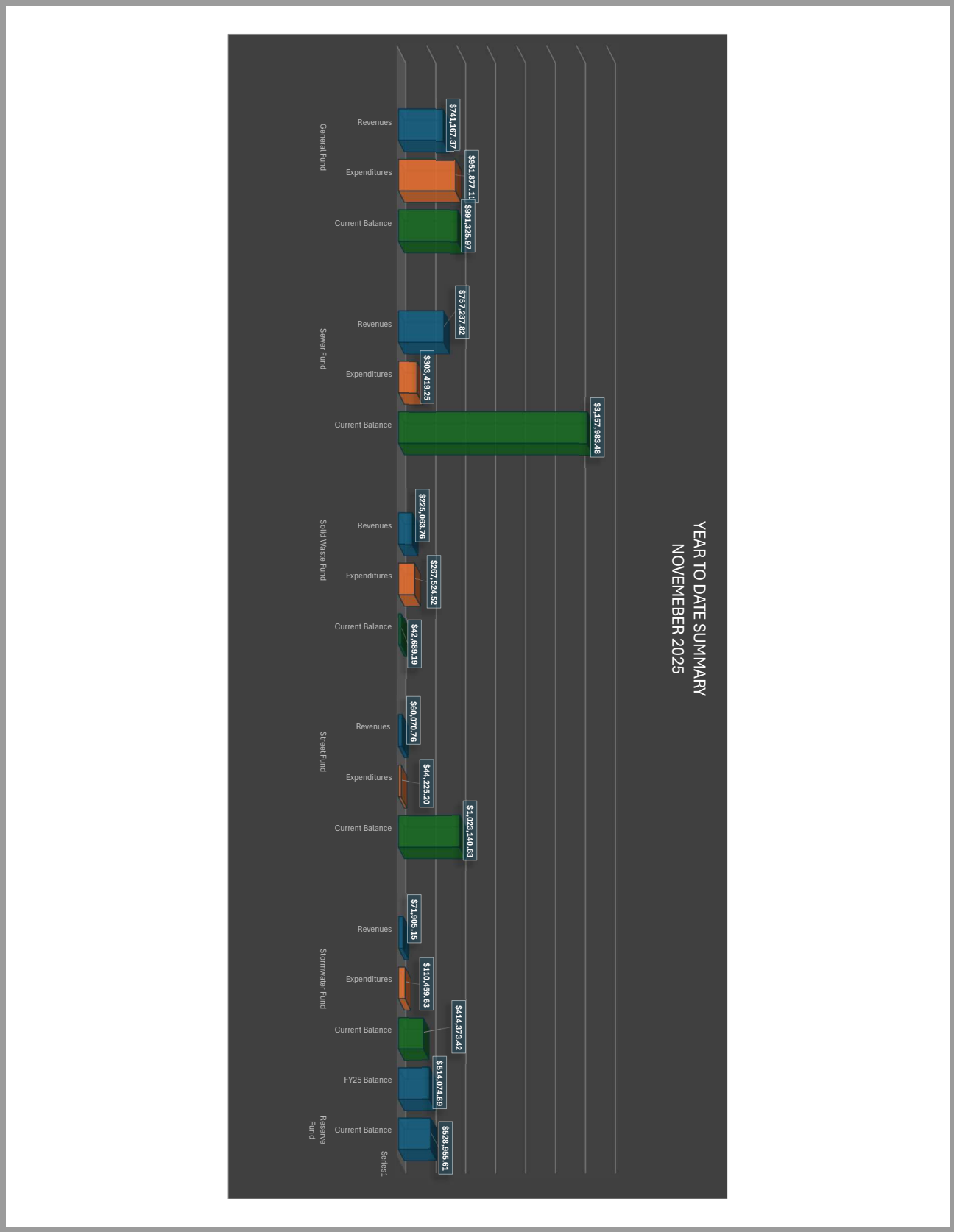
Revenues	\$ 60,070.76
FY25 Revenues	\$ 240,388.71
Expenditures	\$ 44,225.20
FY25 Expenditures	\$ 32,530.62
Current Balance	\$ 1,023,140.63
FY25 Balance	\$ 1,868,176.80

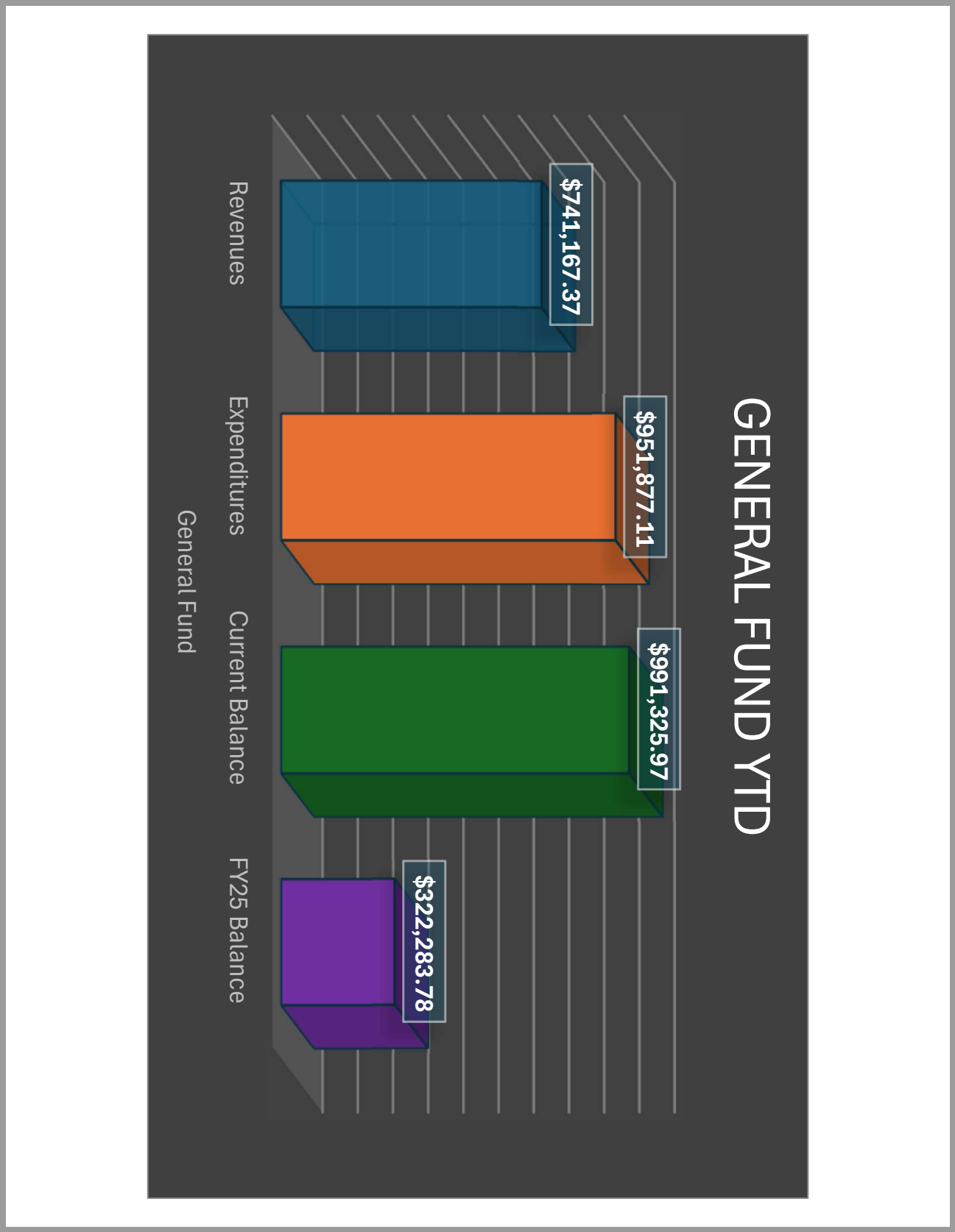
Stormwater Fund

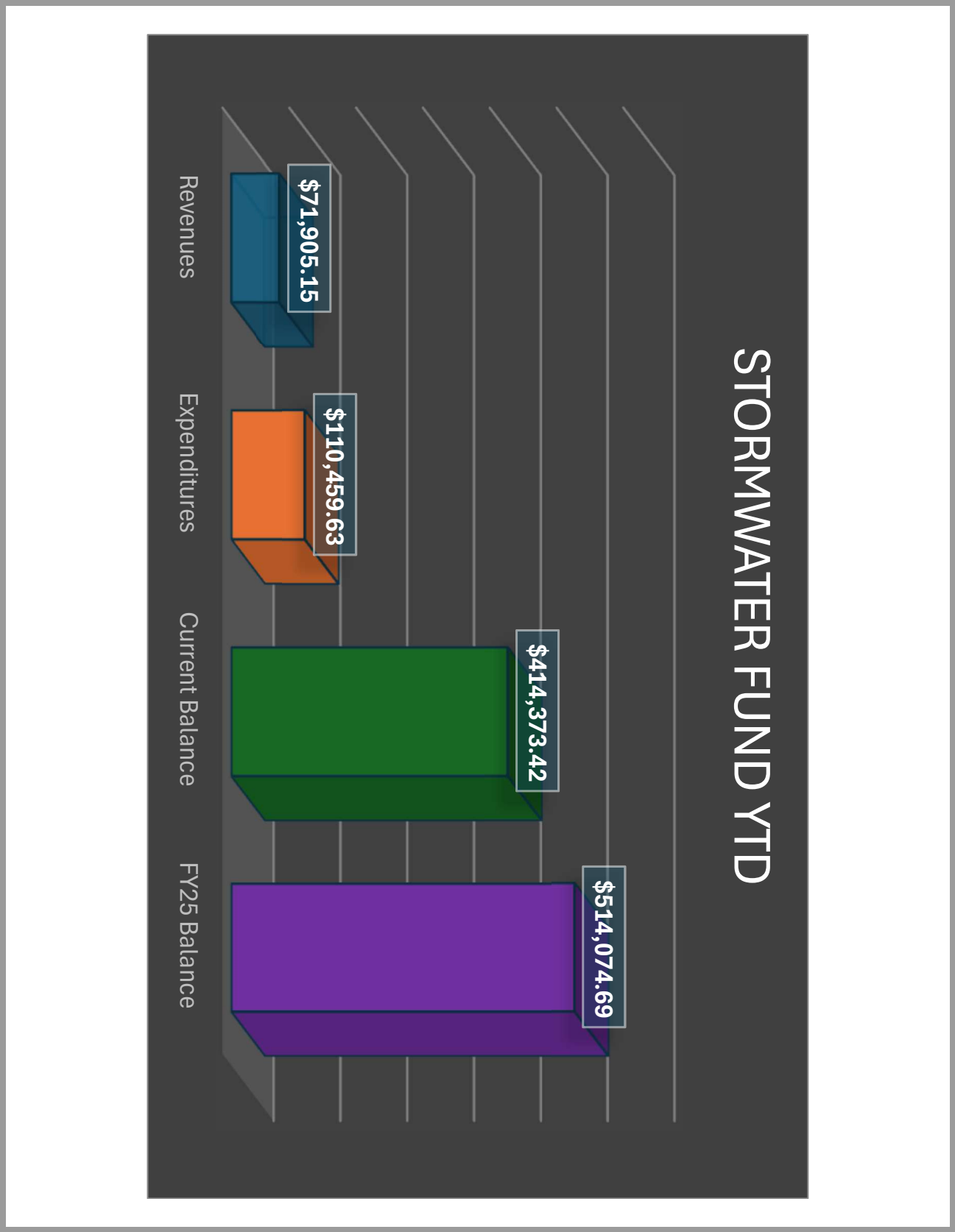
Revenues	\$ 71,905.15
FY25 Revenues	\$ 71,599.45
Expenditures	\$ 110,459.63
FY25 Expenditures	\$ 55,017.07
Current Balance	\$ 414,373.42
FY25 Balance	\$ 514,074.69

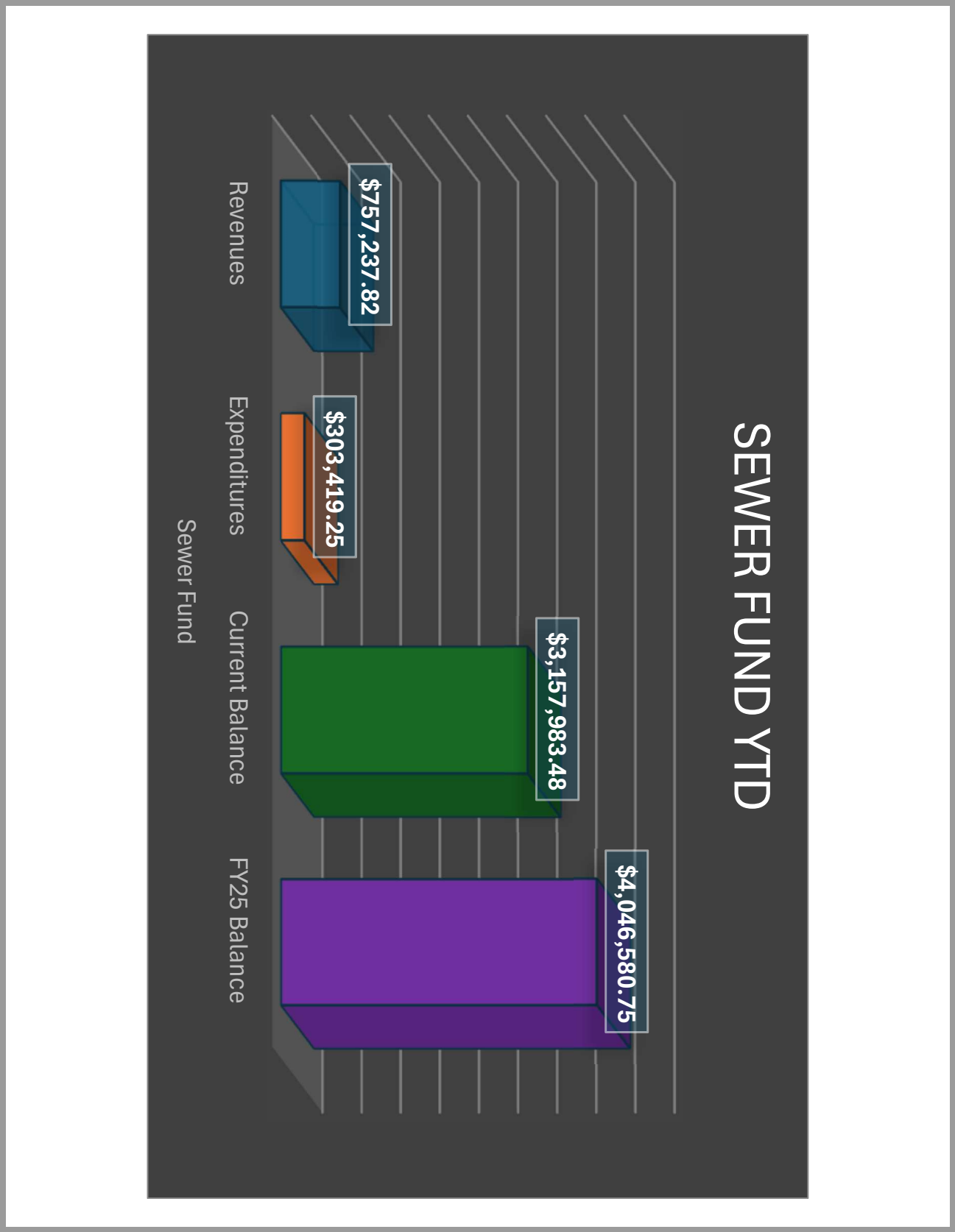
Reserve Fund

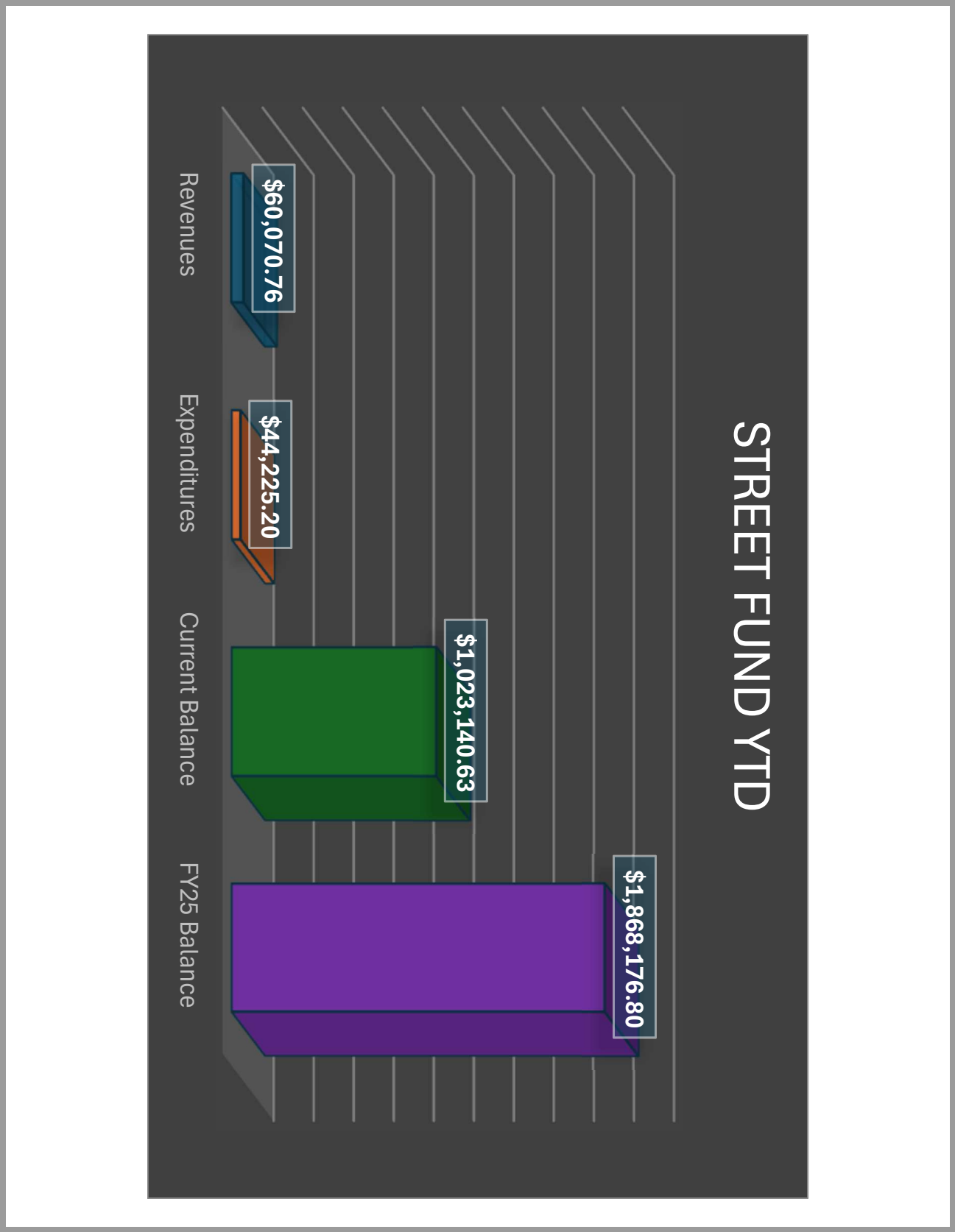
Current Balance	\$ 528,955.61
FY25 Balance	\$ 379,334.80

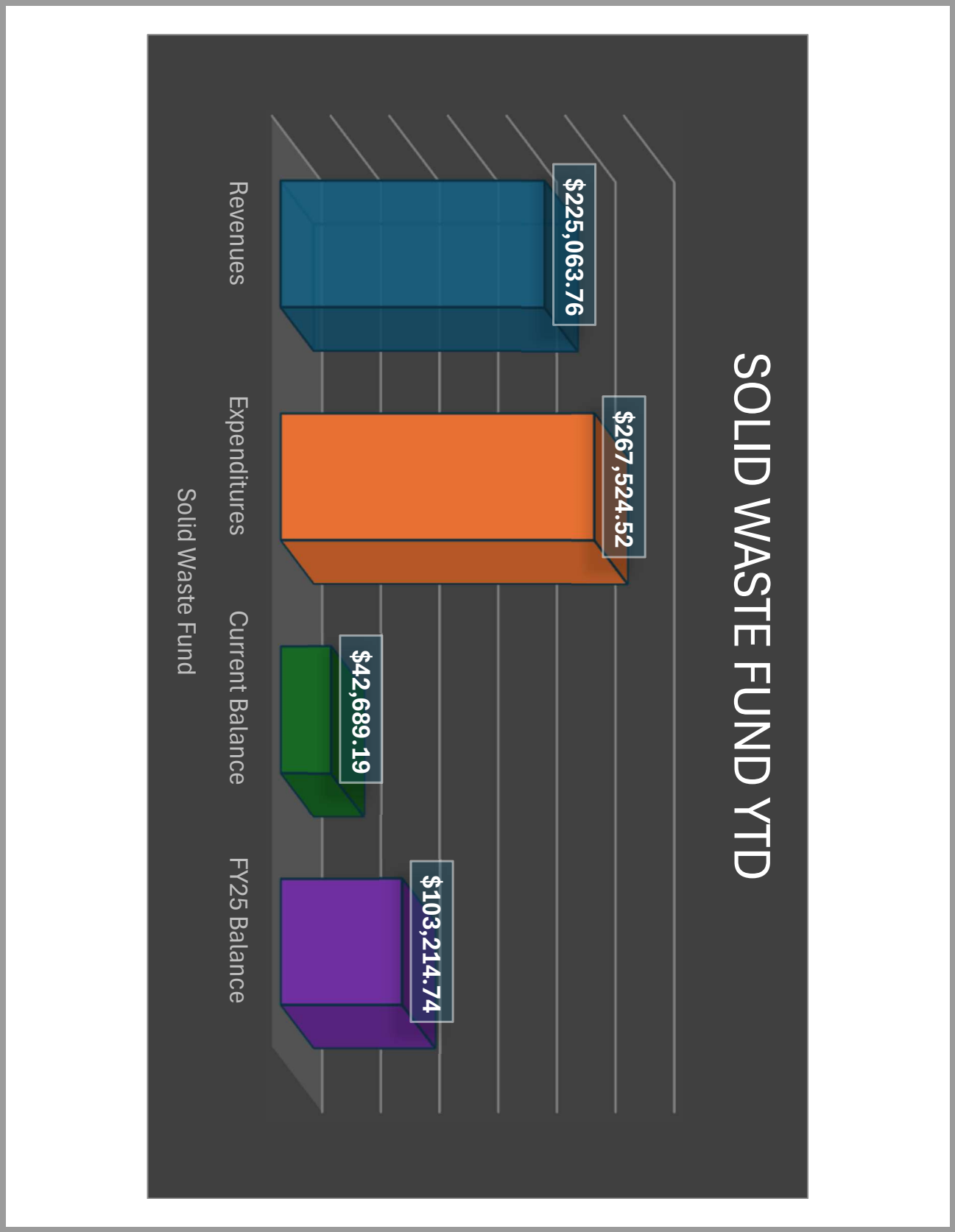












CITY OF MILLERSVILLE, TENNESSEE

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: November 18, 2025

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 designated parking space located on the property.
- 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 (legacy status excluded).
 - ii) The permit application fee for all other non-owner-occupied Short-Term rental units shall be \$200.00 (legacy status excluded).
- 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 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 initial 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 25-832

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: November 18, 2025

Second Reading: _____

Mayor Lincoln Atwood

Attest:

Judy Florendo, City Recorder

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: November 18, 2025

Second Reading: _____

Mayor Lincoln Atwood

Attest:

Judy Florendo, City Recorder

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, 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: November 18, 2025

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.
4. Meetings, when necessary, shall be held on the first Tuesday of the month.

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: November 18, 2025

Second Reading: _____

Mayor Lincoln Atwood

Attest:

Judy Florendo, City Recorder

CITY OF MILLERSVILLE, TENNESSEE
RESOLUTION NO. 25-R-16

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILLERSVILLE,
TENNESSEE, CONFIRMING THE APPOINTMENT OF MEMBERS TO THE BOARD
OF ZONING APPEALS PURSUANT TO TENNESSEE CODE ANNOTATED § 13-7-205

WHEREAS, the City of Millersville has enacted an ordinance establishing a Board of Zoning Appeals (“BZA”) in accordance with the authority granted under Tennessee Code Annotated (“T.C.A.”) § 13-7-205; and

WHEREAS, said ordinance provides for a seven-member Board to be appointed by the Mayor and confirmed by the City Commission; and

WHEREAS, the Mayor has recommended the following individuals for appointment to the Millersville Board of Zoning Appeals, with staggered terms of office to ensure continuity and compliance with T.C.A. § 13-7-205(b);

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

SECTION 1. Confirmation of Appointments.

The following persons are hereby appointed to serve on the Millersville Board of Zoning Appeals for the terms indicated:

Name	Initial Term Length	Term Expiration
_____	1 year	_____
_____	1 year	_____
_____	2 years	_____
_____	2 years	_____
_____	3 years	_____
_____	3 years	_____
_____	3 years	_____

Thereafter, all successors shall serve three-year terms as provided by ordinance.

SECTION 2. Oath of Office.

Each appointed member shall take the official oath of office and shall serve until the expiration of his or her term, or until a successor is appointed and confirmed.

SECTION 3. Duties.

The members of the Board of Zoning Appeals shall exercise the powers and perform the duties set forth in the City’s zoning ordinance and T.C.A. § 13-7-207, including the hearing of administrative appeals, variances, and special exceptions.

SECTION 4. Effective Date.

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

Adopted this ____ day of _____, **20**.

Mayor, City of Millersville, Tennessee

ATTEST:

City Recorder/Clerk