

**THE
ENGLEWOOD
MUNICIPAL
CODE**

Prepared by the



Municipal Technical Advisory Service
In cooperation with the Tennessee Municipal League

March 2024

TOWN OF ENGLEWOOD, TENNESSEE

MAYOR

Tony Hawn

VICE MAYOR

Chris Cochran

COMMISSIONERS

Walter "Wally" Dwayne Arrowood, Sr.
Richard Robinson
Jerry Shirk

RECORDER

Joe Cline, CMFO

TOWN ATTORNEY

Derek Green

PREFACE¹

The Englewood Municipal Code contains the codification and revision of the ordinances of the Town of Englewood, Tennessee. By referring to the historical citation appearing at the end of each section, the user can determine the origin of each particular section. The absence of a historical citation means that the section was added by the codifier. The word "modified" in the historical citation indicates significant modification of the original ordinance.

The code is arranged into titles, chapters, and sections. Related matter is kept together, so far as possible, within the same title. Each section number is complete within itself, containing the title number, the chapter number, and the section of the chapter of which it is a part. Specifically, the first digit, followed by a hyphen, identifies the title number. The second digit identifies the chapter number, and the last two digits identify the section number. For example, title 2, chapter 1, section 6, is designated as § 2-106.

By utilizing the table of contents and the analysis preceding each title and chapter of the code, together with the cross references and explanations included as footnotes, the user should locate all the provisions in the code relating to any question that might arise. However, the user should note that most of the administrative ordinances (e.g. Annual Budget, Zoning Map Amendments, Tax Assessments, etc...) do not appear in the code. Likewise, ordinances that have been passed since the last update of the code do not appear here. Therefore, the user should refer to the town's ordinance book or the recorder for a comprehensive and up to date review of the town's ordinances.

Following this preface is an outline of the ordinance adoption procedures, if any, prescribed by the town's charter.

The code has been arranged and prepared in loose-leaf form to facilitate keeping it up to date. MTAS will provide updating service under the following conditions:

- (1) That all ordinances relating to subjects treated in the code or which should be added to the code are adopted as amending, adding, or deleting specific chapters or sections of the code (see section 7 of the adopting ordinance).
- (2) That one copy of every ordinance adopted by the town is kept in a separate ordinance book and forwarded to MTAS annually.
- (3) That the town agrees to pay the annual update fee as provided in the MTAS codification service charges policy in effect at the time of the update.

¹Whenever in this municipal code of ordinances masculine pronouns are used, the feminine is included.

When the foregoing conditions are met MTAS will reproduce replacement pages for the code to reflect the amendments and additions made by such ordinances. This service will be performed at least annually and more often if justified by the volume of amendments. Replacement pages will be supplied with detailed instructions for utilizing them so as again to make the code complete and up to date.

The able assistance of the codes team is gratefully acknowledged: Kelley Myers, Nancy Gibson, and Karen Seay.

Abb Oglesby
Legal Program Manager

**ORDINANCE ADOPTION PROCEDURES PRESCRIBED BY THE
TOWN CHARTER**

Section 11. Procedure for adopting ordinances. All ordinances shall begin with the clause, "Be it ordained by the Board of Commissioners of the Town of Englewood, Tennessee." An ordinance may be introduced by the Mayor or any of the four (4) Commissioners. The body of ordinances may be omitted from the minutes on first passage, but reference therein shall be made to the ordinance by title and subject matter. Every ordinance shall be passed on two (2) different days, at regular, special or adjourned meetings, with at least one (1) passage occurring at a regular meeting. Copies of the text of every ordinance must be made available to the public during every meeting in which the ordinance is subject to passage. Every ordinance must receive at least, a majority vote on each passage as defined in Section 10 of this Article. Every ordinance shall be effective upon final passage unless by its terms the effective date is deferred. Every ordinance upon final passage shall be signed by the Mayor, and shall be immediately taken charge of by the Recorder and numbered, copied in an ordinance book and there authenticated by the signature of the Recorder, and filed and preserved in the Recorder's office.

Section 12. Legislative action which must be exercised by ordinance. Except as otherwise provided by general law or this Charter, legislative action of the Board of Commissioners shall be by ordinance when granting, renewing or extending public franchises; creating, abolishing or combining departments or offices; authorizing the borrowing of money; regulating the rate charged for its services by a public utility; fixing fees, service charges and utility rates; levying taxes; providing a fine or other penalty or establishing a rule or regulation for violation of which a fine or other penalty is imposed; or amending or repealing an existing ordinance.

TABLE OF CONTENTS

PAGE

INTRODUCTION

OFFICIALS OF THE TOWN AT TIME OF CODIFICATION	ii
PREFACE	iii
ORDINANCE ADOPTION PROCEDURES PRESCRIBED BY THE TOWN CHARTER	v

CHARTER

CHARTER TABLE OF CONTENTS	C-1
TEXT OF CHARTER	C-2

CODE OF ORDINANCES

CODE-ADOPTING ORDINANCE	ORD-1
TITLE 1. GENERAL ADMINISTRATION	1-1
CHAPTER	
1. BOARD OF COMMISSIONERS	1-1
2. MAYOR	1-3
3. RECORDER	1-4
4. MISCELLANEOUS	1-5
5. TOWN MANAGER	1-6
6. CODE OF ETHICS	1-8
TITLE 2. BOARDS AND COMMISSIONS, ETC.	2-1
CHAPTER	
1. LIBRARY BOARD	2-1
TITLE 3. MUNICIPAL COURT	3-1
CHAPTER	
1. TOWN JUDGE	3-1
2. COURT ADMINISTRATION	3-3
3. WARRANTS, SUMMONSES AND SUBPOENAS. . . .	3-4
4. BONDS AND APPEALS	3-5

	<u>PAGE</u>
TITLE 4. MUNICIPAL PERSONNEL	4-1
CHAPTER	
1. PERSONNEL REGULATIONS	4-1
2. OCCUPATIONAL SAFETY AND HEALTH PROGRAM	4-2
3. INFECTIOUS DISEASE CONTROL POLICY	4-3
4. TRAVEL REIMBURSEMENT REGULATIONS	4-12
5. SOCIAL MEDIA USE AND INTERNET POSTING POLICY	4-15
TITLE 5. MUNICIPAL FINANCE AND TAXATION	5-1
CHAPTER	
1. MISCELLANEOUS	5-1
2. REAL PROPERTY TAXES	5-2
3. PRIVILEGE TAXES GENERALLY	5-3
4. WHOLESALE BEER TAX	5-4
TITLE 6. LAW ENFORCEMENT	6-1
CHAPTER	
1. POLICE AND ARREST	6-1
TITLE 7. FIRE PROTECTION AND FIREWORKS	7-1
CHAPTER	
1. FIRE DISTRICT	7-1
2. FIRE CODE	7-2
3. FIRE DEPARTMENT	7-4
4. FIRE SERVICE OUTSIDE TOWN LIMITS	7-6
5. FIREWORKS	7-8
TITLE 8. ALCOHOLIC BEVERAGES	8-1
CHAPTER	
1. INTOXICATING LIQUORS	8-1
2. BEER	8-2
TITLE 9. BUSINESS, PEDDLERS, SOLICITORS, ETC.	9-1
CHAPTER	
1. MISCELLANEOUS	9-1
2. PEDDLERS, ETC.	9-2

	<u>PAGE</u>
3. CHARITABLE SOLICITORS	9-6
4. POOL ROOMS	9-8
5. CABLE TELEVISION	9-9
6. ADULT-ORIENTED ESTABLISHMENTS	9-10
 TITLE 10. ANIMAL CONTROL	 10-1
CHAPTER	
1. IN GENERAL	10-1
2. DOGS/CATS	10-6
3. HORSES	10-8
 TITLE 11. MUNICIPAL OFFENSES	 11-1
CHAPTER	
1. ALCOHOL	11-1
2. OFFENSES AGAINST THE PEACE AND QUIET	11-2
3. FIREARMS, WEAPONS AND MISSILES	11-4
4. TRESPASSING AND INTERFERENCE WITH TRAFFIC	11-5
5. REGISTERED SEX OFFENDERS ON OR ABOUT PUBLIC PARKS AND RECREATION FACILITIES	11-7
6. LITTERING	11-8
 TITLE 12. BUILDING, UTILITY, ETC. CODES	 12-1
CHAPTER	
1. BUILDING CODE	12-1
2. PLUMBING CODE	12-3
3. ELECTRICAL CODE	12-5
4. FUEL GAS CODE	12-7
5. RESIDENTIAL CODE	12-11
6. ENERGY CONSERVATION CODE	12-12
7. MECHANICAL CODE	12-13
8. PROPERTY MAINTENANCE CODE	12-14
9. EXISTING BUILDING CODE	12-16
10. OFFICE OF ADMINISTRATIVE HEARING OFFICER	12-17

	<u>PAGE</u>
TITLE 13. PROPERTY MAINTENANCE REGULATIONS	13-1
CHAPTER	
1. MISCELLANEOUS	13-1
2. ABANDONED MOTOR VEHICLES ON PRIVATE PROPERTY	13-6
3. SLUM CLEARANCE	13-9
TITLE 14. ZONING AND LAND USE CONTROL	14-1
CHAPTER	
1. MUNICIPAL PLANNING COMMISSION	14-1
2. ZONING ORDINANCE	14-2
3. FLOOD DAMAGE PREVENTION ORDINANCE	14-3
4. MOBILE HOME PARKS	14-26
TITLE 15. MOTOR VEHICLES, TRAFFIC AND PARKING	15-1
CHAPTER	
1. MISCELLANEOUS	15-1
2. EMERGENCY VEHICLES	15-13
3. SPEED LIMITS	15-15
4. TURNING MOVEMENTS	15-16
5. STOPPING AND YIELDING	15-17
6. PARKING	15-20
7. ENFORCEMENT	15-23
8. GOLF CARTS AND LOW SPEED MOTOR VEHICLES	15-25
9. MOTOR VEHICLE REGISTRATION	15-28
TITLE 16. STREETS AND SIDEWALKS, ETC.	16-1
CHAPTER	
1. MISCELLANEOUS	16-1
2. EXCAVATIONS AND CUTS	16-4
TITLE 17. REFUSE AND TRASH DISPOSAL	17-1
CHAPTER	
1. GARBAGE PICKUP	17-1

	<u>PAGE</u>
TITLE 18. WATER AND SEWERS	18-1
CHAPTER	
1. WATER.....	18-1
2. WATER AND SEWER SYSTEM ADMINISTRATION.....	18-11
3. GENERAL WASTEWATER REGULATIONS	18-20
4. INDUSTRIAL/COMMERCIAL WASTEWATER REGULATIONS.....	18-44
5. CROSS-CONNECTIONS, AUXILIARY INTAKES, ETC.....	18-74
6. PUBLIC UTILITIES COMMITTEE	18-79
TITLE 19. ELECTRICITY AND GAS.....	19-1
CHAPTER	
1. ELECTRICITY.....	19-1
2. GAS.....	19-2
TITLE 20. MISCELLANEOUS	20-1
[RESERVED FOR FUTURE USE]	
CERTIFICATE OF AUTHENTICITY.....	CERT-1