

**REGULAR MEETING OF THE CITY COUNCIL
OF THE CITY OF EAST RIDGE**

**AGENDA
September 25, 2025
6:00 pm**

1. Call to Order
2. Invocation
3. Roll Call
4. Approval of Minutes September 11, 2025
5. Communication from Citizens
6. Communication from Councilmembers
7. Communication from City Manager
8. Old Business:
 - A. **ORDINANCE NO. 1232** - AN ORDINANCE TO AMEND EAST RIDGE CITY CODE, ARTICLE 12, CHAPTER 3, SECTION 12-301, IN ORDER TO ADOPT THE 2023 NATIONAL ELECTRICAL CODE AS THE OFFICIAL ELECTRICAL CODE OF THE CITY OF EAST RIDGE (2nd READING)
9. New Business
 - A. **ORDINANCE NO. 1233** - AN ORDINANCE OF THE EAST RIDGE CITY COUNCIL TO AMEND THE FISCAL YEAR 2026 OPERATING BUDGET, ORDINANCE NO. 1226, BY CHANGING THE REVENUES AND EXPENDITURES OF VARIOUS FUNDS (1st READING)
 - B. **RESOLUTION NO. 3741** - A RESOLUTION OF THE EAST RIDGE CITY COUNCIL AUTHORIZING THE CITY TO ACCEPT TWO DONATIONS IN THE TOTAL AMOUNT OF THREE THOUSAND DOLLARS FROM THE EAST RIDGE SEVENTH-DAY ADVENTIST CHURCH TO BENEFIT THE EAST RIDGE POLICE DEPARTMENT AND THE EAST RIDGE FIRE DEPARTMENT
 - C. **RESOLUTION NO. 3742** - A RESOLUTION OF THE EAST RIDGE CITY COUNCIL APPROVING AN ADDITION TO THE AUDIO-VISUAL (AV) CONTRACT FOR VENUE 1921 AT EAST RIDGE THROUGH AVI-SPL'S GLOBAL SUPPORT AND MAINTENANCE PROGRAM
 - D. **RESOLUTION NO. 3743** - A RESOLUTION OF THE EAST RIDGE CITY COUNCIL APPROVING A BID FOR A TROPHY VENDOR TO SUPPLY TROPHIES FOR VARIOUS SPORTS PROGRAMS FOR THE PARKS AND RECREATION DEPARTMENT EFFECTIVE FROM SEPTEMBER 2025 THROUGH AUGUST 2026
 - E. Discussion of the service of alcohol at Venue 1921 at East Ridge
 - F. Discussion of Tentative Agenda for **October 9, 2025**, City Council Meeting (Attachment A)
10. Adjournment

ATTACHMENT A
TENTATIVE AGENDA
October 9, 2025

8. Old Business:

- A. **ORDINANCE NO. 1233** - AN ORDINANCE OF THE EAST RIDGE CITY COUNCIL TO AMEND THE FISCAL YEAR 2026 OPERATING BUDGET, ORDINANCE NO. 1226, BY CHANGING THE REVENUES AND EXPENDITURES OF VARIOUS FUNDS (2nd READING)
- B. Discussion of Mobile Food Trucks

9. New Business

- A. **ORDINANCE NO. _____** - AN ORDINANCE ADOPTED FOR THE PURPOSE OF AMENDING THE CITY OF EAST RIDGE, TENNESSEE MUNICIPAL ZONING ORDINANCE REGULATING DEVELOPMENT WITHIN THE CORPORATE LIMITS OF CITY OF EAST RIDGE, TENNESSEE, TO MINIMIZE DANGER TO LIFE AND PROPERTY DUE TO FLOODING, AND TO MAINTAIN ELIGIBILITY FOR PARTICIPATION IN THE NATIONAL FLOOD INSURANCE PROGRAM (1st READING)
- B. **RESOLUTION NO. ____** - A resolution authorizing the sale of approximately 47 square feet of city-owned property to ERWD, LLC
- C. **RESOLUTION NO. ____** - A resolution approving bids to replace a portion of the roof of the City Hall complex over Administration
- D. **RESOLUTION NO. ____** - A resolution approving a proposal to provide professional landscaping services for City-designated outdoor spaces
- E. Discussion of a Stormwater Master Plan

**REGULAR MEETING OF THE CITY COUNCIL
OF THE CITY OF EAST RIDGE**

**September 11, 2025
6:00 p.m.**

The East Ridge City Council met pursuant to the meeting notice on September 11, 2025, at 6:00 p.m. in the East Ridge City Hall Council Chambers. Mayor Williams called the meeting to order.

Bishop Terry Arnold gave the invocation. All joined in for the Pledge of Allegiance.

Present: Mayor Brian Williams, Vice Mayor David Tyler, Councilmember Jacky Cagle, Councilmember Jeff Ezell, Councilmember Andrea Witt, City Manager Scott Miller, City Attorney Mark Litchford, Finance Director Diane Qualls, and City Clerk Jennifer Deitrick

Attendance: Fifteen

Milestone Award

Mayor Williams recognized Matrika Santaude for 5 years of service with the East Ridge Municipal Court.

Approval of Consent Agenda

Councilmember Witt moved to approve the Consent Agenda. Seconded by Vice Mayor Tyler.

There being no discussion, Mayor Williams asked for a roll call vote. Vice Mayor Tyler – yes; Councilmember Cagle – yes; Councilmember Ezell – yes; Councilmember Witt – yes; Mayor Williams – yes. Motion carried unanimously.

Communication from Citizens

Melody Modero, 1516 Melody Lane, expressed concern regarding drainage causing a hole in her yard. Asked for ditches to be dug along the roadside to better channel water. City Manager Miller stated that he would have the Street Department Supervisor follow up with Ms. Modero.

Communication from Councilmembers

Vice Mayor Tyler, Councilmember Cagle and Councilmember Ezell had no comments.

Councilmember Witt requested that everyone remember the first responders for 9/11.

Mayor Williams reflected on the significance of September 11, 2001, honoring the families, first responders, survivors, and the unity that brought the nation together. He encouraged all to renew their commitment to unity, service, and hope for the future. He highlighted upcoming Parks and Recreation activities, including the expanded two-day Fall Festival on September 27–28, and noted that the East Ridge Library continues to offer a variety of programs for all ages. Mayor Williams also announced that the City has been awarded the Best Managed City designation by *Business View Magazine* and congratulated the Council, staff, and employees for this recognition.

Communication from City Manager

City Manager Miller reported that approval was received for a Capital Outlay Note to purchase new equipment and provided updates on several projects, including Venue 1921 at East Ridge, the Community Center expansion, North Mack Smith Road widening, and John Ross Road resurfacing. He noted that the Splashpad has closed for the season and Pioneer Park has reopened. He also reported that the Optimist Club hosted a 9/11 ceremony at Fire Station 1 and that the Police Officer of the Year award was presented to Sergeant Clayton Smith and the Firefighter of the Year award was presented to Battalion Chief Eric Bowen. Additionally, he announced that National Night Out is scheduled for October 21 and that loans through U.S. Small Business Administration are available through September 19 for those impacted by the August 12 flooding.

Mayor Williams thanked Hamilton County and Tennessee Emergency Management Association for reaching out regarding the Small Business Administration loan program. Mayor Williams also introduced Grant Braaksma, Congressman Fleschman’s field representative for the area.

Old Business

NONE

New Business

PUBLIC HEARING FOR ORDINANCE NO. 1232 - AN ORDINANCE TO AMEND EAST RIDGE CITY CODE, ARTICLE 12, CHAPTER 3, SECTION 12-301, IN ORDER TO ADOPT THE 2023 NATIONAL ELECTRICAL CODE AS THE OFFICIAL ELECTRICAL CODE OF THE CITY OF EAST RIDGE

City Attorney Litchford read the ordinance by caption. Mayor Williams opened the public hearing.

Chief Building Official Howell stated that the City of East Ridge is an exempt jurisdiction for commercial buildings and to maintain the exempt status codes must be adopted within seven years of the most recently published edition.

Following no citizen comments, Mayor Williams closed the public hearing.

ORDINANCE NO. 1232 - AN ORDINANCE TO AMEND EAST RIDGE CITY CODE, ARTICLE 12, CHAPTER 3, SECTION 12-301, IN ORDER TO ADOPT THE 2023 NATIONAL ELECTRICAL CODE AS THE OFFICIAL ELECTRICAL CODE OF THE CITY OF EAST RIDGE (1st READING)

City Attorney Litchford read the ordinance by caption.

Councilmember Ezell moved to approve Ordinance No. 1232. Seconded by Vice Mayor Tyler.

There being no discussion, Mayor Williams asked for a roll call vote. Vice Mayor Tyler – yes; Councilmember Cagle – yes; Councilmember Ezell – yes; Councilmember Witt – yes; Mayor Williams – yes. Motion carried unanimously.

RESOLUTION NO. 3734 - A RESOLUTION OF THE EAST RIDGE CITY COUNCIL AUTHORIZING THE CITY MANAGER TO APPROVE CHANGE ORDER REQUEST NO. 6 FOR THE NORTH MACK SMITH ROAD WIDENING AND IMPROVEMENTS PROJECT TO ADDRESS 16,250 SQUARE FEET UNSUITABLE SOIL

City Attorney Litchford read the resolution by caption.

City Manager Miller explained that approximately 16,250 square feet of unsuitable soil was discovered. The estimated cost of the change order to address the area of unsuitable soil is \$156,214.18.

Councilmember Witt moved to approve Resolution No. 3734. Seconded by Vice Mayor Tyler.

Following brief discussion, Mayor Williams asked for a roll call vote. Vice Mayor Tyler – yes; Councilmember Cagle – yes; Councilmember Ezell – yes; Councilmember Witt – yes; Mayor Williams – yes. Motion carried unanimously.

RESOLUTION NO. 3735 - A RESOLUTION OF THE EAST RIDGE CITY COUNCIL APPROVING A CHANGE ORDER WITH CALDWELL PAVING & GRADING, LLC FOR ROADWAY IMPROVEMENTS ON MCDONALD ROAD IN AN AMOUNT NOT TO EXCEED \$48,495.50

City Attorney Litchford read the resolution by caption.

City Manager Miller explained that during discussions with Whataburger earlier this year, concerns were raised about the condition of the intersection at McDonald Road and Ringgold Road. Caldwell Paving & Grading, LLC, which is currently performing the City’s resurfacing program, has estimated the cost of the roadway improvements and resurfacing to be \$48,495.50. Funding will come from the Fiscal Year 2025–2026 road resurfacing budget.

Vice Mayor Tyler moved to approve Resolution No. 3735. Seconded by Councilmember Witt.

Clarification was sought regarding the scope of the project. City Manager Miller stated the work will include leveling the hump at the intersection and resurfacing McDonald Road almost to Slater Road, noting that the area at Slater Road is private property.

Following additional discussion, Mayor Williams asked for a roll call vote. Vice Mayor Tyler – yes; Councilmember Cagle – yes; Councilmember Ezell – yes; Councilmember Witt – yes; Mayor Williams – yes. Motion carried unanimously.

RESOLUTION NO. 3736 - A RESOLUTION OF THE EAST RIDGE CITY COUNCIL AUTHORIZING THE CITY'S PARTICIPATION IN FUNDING A CAPITAL CAMPAIGN FEASIBILITY STUDY FOR A POTENTIAL YMCA FACILITY AT CAMP JORDAN PARK

City Attorney Litchford read the resolution by caption.

City Manager Miller stated that a feasibility study was conducted to determine the viability of building a YMCA facility at Camp Jordan Park. The response to that study was favorable. Since the YMCA is nonprofit, the next step in the process is to conduct a capital campaign feasibility study to determine the potential fundraising capability. Triangle 2 submitted a proposal to conduct the study at a cost of \$30,000 which would be split equally between the YMCA and the City.

Councilmember Ezell inquired whether travel expenses would be covered by the YMCA or shared between the YMCA and the City. City Manager Miller stated the cost would be split.

Councilmember Cagle inquired about the initial feasibility study's participants. Kathy Teufel, a YMCA representative, stated the participants were selected within a 10-to-15-minute drive of East Ridge.

Vice Mayor Tyler moved to approve Resolution No. 3736. Seconded by Councilmember Witt.

There being no discussion, Mayor Williams asked for a roll call vote. Vice Mayor Tyler – yes; Councilmember Cagle – no; Councilmember Ezell – no; Councilmember Witt – yes; Mayor Williams – yes. Motion carried.

RESOLUTION NO. 3737 - A RESOLUTION OF THE EAST RIDGE CITY COUNCIL AUTHORIZING THE PURCHASE OF TWO FORD EXPLORER SPORT UTILITY VEHICLES FROM LONNIE COBB FORD THROUGH THE TENNESSEE DEPARTMENT OF GENERAL SERVICES STATEWIDE CONTRACT LISTING #209, PURSUANT TO TENNESSEE CODE ANNOTATED 12-3-1201(b), FOR USE BY THE EAST RIDGE POLICE DEPARTMENT CRIME SUPPRESSION UNIT

City Attorney Litchford read the resolution by caption.

Chief Uselton stated that the East Ridge Police Department is requesting approval to purchase two vehicles through the state contract for a total amount of \$100,050 and the purchase is included in the current fiscal year budget.

Councilmember Ezell moved to approve Resolution No. 3737. Seconded by Vice Mayor Tyler.

Following brief discussion, Mayor Williams asked for a roll call vote. Vice Mayor Tyler – yes; Councilmember Cagle – yes; Councilmember Ezell – yes; Councilmember Witt – yes; Mayor Williams – yes. Motion carried unanimously.

RESOLUTION NO. 3738 - A RESOLUTION OF THE EAST RIDGE CITY COUNCIL AUTHORIZING THE PURCHASE OF AN EAGLE PRINT FINGERPRINT SYSTEM FROM EAGLE ADVANTAGE SOLUTIONS, INC. FOR THE EAST RIDGE POLICE DEPARTMENT

City Attorney Litchford read the resolution by caption.

Chief Uselton stated the East Ridge Police Department is requesting to purchase a fingerprint system at a cost of \$13,180.86

Councilmember Witt moved to approve Resolution No. 3738. Seconded by Vice Mayor Tyler.

There being no discussion, Mayor Williams asked for a roll call vote. Vice Mayor Tyler – yes; Councilmember Cagle – yes; Councilmember Ezell – yes; Councilmember Witt – yes; Mayor Williams – yes. Motion carried unanimously.

RESOLUTION NO. 3739 - A RESOLUTION OF THE EAST RIDGE CITY COUNCIL AUTHORIZING THE ACCEPTANCE OF THE FEDERAL FISCAL YEAR 2026 TENNESSEE HIGHWAY SAFETY OFFICE HIGH VISIBILITY GRANT IN THE AMOUNT OF \$10,000

City Attorney Litchford read the resolution by caption.

Development Administrator McAllister stated that a grant was awarded to the City in the amount of \$10,000 and requires no matching funds.

Vice Mayor Tyler moved to approve Resolution No. 3739. Seconded by Councilmember Ezell.

There being no discussion, Mayor Williams asked for a roll call vote. Vice Mayor Tyler – yes; Councilmember Cagle – yes; Councilmember Ezell – yes; Councilmember Witt – yes; Mayor Williams – yes. Motion carried unanimously.

RESOLUTION NO. 3740 - A RESOLUTION OF THE EAST RIDGE CITY COUNCIL AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE HAMILTON COUNTY HEALTH DEPARTMENT STEP ONE TEACHING GARDEN GRANT PROGRAM

City Attorney Litchford read the resolution by caption.

City Library Weaver stated that the Library is requesting approval to apply for the Hamilton County Health Department Step One Teaching Garden Grant is the amount of \$1,000 and summarized the intended use of the funds if the grant is awarded.

Councilmember Witt moved to approve Resolution No. 3740. Seconded by Vice Mayor Tyler.

There being no discussion, Mayor Williams asked for a roll call vote. Vice Mayor Tyler – yes; Councilmember Cagle – yes; Councilmember Ezell – yes; Councilmember Witt – yes; Mayor Williams – yes. Motion carried unanimously.

Discussion of update to City Charter Review Commission.

City Attorney Litchford stated on April 10, 2025, the Council directed City Manager Miller to contact MTAS to conduct a review the City's Charter. MTAS consultant Hona Rogers is currently reviewing the charter for legality based on any new case law. City Attorney Litchford stated that he also spoke with Ms. Rogers regarding MTAS's ability to make recommendations to city charters.

Councilmember Cagle inquired about the process to form a committee to review Council-recommended versus MTAS-recommended amendments and how such a committee would be appointed. He also identified a section of the Charter for potential amendments and indicated he would compile proposals for MTAS review. City Attorney Litchford stated that decisions regarding a committee would be made by the Council and noted that Council members may submit their recommendations to City Manager Miller, who is working with MTAS during the review process

City Attorney Litchford reviewed the process for placing Charter amendments on the ballot for voter approval.

Councilmember Cagle noted that the Charter reflects that amendments were made but does not include specific details about the amendments. City Attorney Litchford stated that the Charter references the ordinances that amended it, and those ordinances can be reviewed to determine the specific changes.

Discussion of Tentative Agenda for the September 25, 2025 City Council Meeting (see Attachment A)

**ATTACHMENT A
TENTATIVE AGENDA
September 25, 2025**

Old Business

ORDINANCE NO. 1232 - AN ORDINANCE TO AMEND EAST RIDGE CITY CODE, ARTICLE 12, CHAPTER 3, SECTION 12-301, IN ORDER TO ADOPT THE 2023 NATIONAL ELECTRICAL CODE AS THE OFFICIAL ELECTRICAL CODE OF THE CITY OF EAST RIDGE (2nd READING)

No Discussion

New Business

PUBLIC HEARING FOR ORDINANCE NO. ____ - AN ORDINANCE ADOPTED FOR THE PURPOSE OF AMENDING THE CITY OF EAST RIDGE, TENNESSEE MUNICIPAL ZONING ORDINANCE REGULATING DEVELOPMENT WITHIN THE CORPORATE LIMITS OF CITY OF EAST RIDGE, TENNESSEE, TO MINIMIZE DANGER TO LIFE AND PROPERTY DUE TO FLOODING, AND TO MAINTAIN ELIGIBILITY FOR PARTICIPATION IN THE NATIONAL FLOOD INSURANCE PROGRAM

Chief Building Official Howell stated that FEMA completed a comprehensive update to the Flood Insurance Rate Maps (FIRMs) which the City must adopt by November 28, 2025 to remain in good standing with the National Flood Insurance Program. The ordinance to adopt the updated FIRMs will be presented to Planning Commission on October 6, 2025. The ordinance will then be presented to City Council on October 9, 2025, for first reading and October 23, 2025 for public hearing and second reading.

ORDINANCE NO. ____ - AN ORDINANCE ADOPTED FOR THE PURPOSE OF AMENDING THE CITY OF EAST RIDGE, TENNESSEE MUNICIPAL ZONING ORDINANCE REGULATING DEVELOPMENT WITHIN THE CORPORATE LIMITS OF CITY OF EAST RIDGE, TENNESSEE, TO MINIMIZE DANGER TO LIFE AND PROPERTY DUE TO FLOODING, AND TO MAINTAIN ELIGIBILITY FOR PARTICIPATION IN THE NATIONAL FLOOD INSURANCE PROGRAM (1st READING)

No Discussion

ORDINANCE NO. ____ - An ordinance to amend the Fiscal Year 2026 Operating Budget, Ordinance No. 1226 (1st Reading)

Finance Director Qualls stated the ordinance will reflect amendments to the Grant Fund, Solid Waste Fund, and Capital Improvement Fund.

RESOLUTION NO. ____ - A Approving a bid for a trophy vendor to supply trophies for various sports programs for the Parks and Recreation Department

Parks and Recreation Director Skiles stated that bids will be opened on September 17, 2025 and a recommendation for approval will be presented to Council on September 25, 2025.

Discussion of the service of alcohol at Venue 1921 at East Ridge

Parks and Recreation Director Skiles stated that Venue 1921 at East Ridge will need to be added to the City's existing ordinance regarding the sale of beer and alcohol in order permit such sales when the facility is rented and staff is requesting Council's approval to proceed with drafting an ordinance to allow beer and alcohol sales at Venue 1921 at East Ridge.

Councilmember Cagle stated that the definitions of beer and alcohol in the current ordinance may need to be reviewed and asked about alcohol sales at Camp Jordan Arena. Director Skiles explained that the concessionaire at the Arena is only authorized to sell beer, as liquor and wine are not approved for the Arena under the current ordinance.

Councilmember Cagle inquired about setback requirements for a property at the corner of Prigmore Road and Ringgold Road. Chief Building Official Howell explained the setback requirements for the property.

City Manager Miller added an agenda item to approve an Audio-Visual Maintenance Agreement for Venue 1921 at East Ridge for four additional years after the one-year warranty.

Adjournment

There being no further business, the September 11, 2025, Regular Meeting of the City Council of the City of East Ridge was adjourned at 7:30 p.m.

APPROVED:

MAYOR

CITY CLERK

ORDINANCE NO. 1232

AGENDA MEMORANDUM

Code Adoption

Date: September 11th, 2025

Submitted by:


Michael Howell, Chief Building Official

SUBJECT:

The Tennessee State Fire Marshal's Office requires exempt municipalities to adopt codes within seven (7) years of the most current published edition pursuant to the Tennessee Code Annotated § 68-120-101(b)(5)(A).

The City of East Ridge last adopted the 2017 edition of the National Electrical Code through Ordinance 1096 on February 28, 2019. To remain in compliance with state requirements, we now need to adopt the 2023 National Electrical Code edition. This helps ensure we're keeping up with current life safety standards and maintaining consistency with other exempt jurisdictions across the state.

The adoption of the 2023 National Electrical Code will go into effect on January 1, 2026, giving contractors ample time to adjust to the newly adopted 2023 NEC requirements and amendments.

ORDINANCE NO. 1232

AN ORDINANCE TO AMEND EAST RIDGE CITY CODE, ARTICLE 12, CHAPTER 3, SECTION 12-301, IN ORDER TO ADOPT THE 2023 NATIONAL ELECTRICAL CODE AS THE OFFICIAL ELECTRICAL CODE OF THE CITY OF EAST RIDGE

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, That East Ridge City Code, Article 12, Chapter 3, Section 12-301 be and hereby is amended by deleting the present Section 12-301 in its entirety and substituting in lieu thereof the following:

Section 12-301. Code Adopted.

The National Electrical Code of 2023 (NFPA 70: National Electrical Code, International Electrical Code Series) is hereby adopted as the official electrical code of the City. Such Code is adopted by reference pursuant to the provisions of T.C.A. §6-54-501 through §6-54-506. The tables and examples included in Annexes A-E the National Electrical Code of 2023 are not adopted by the City of East Ridge. The provisions of such National Electrical Code shall be in full force and effect to the same extent as if such provisions were copied verbatim herein, except as amended by section 12-307.

Section 12-306. Fees

Permit Fee	\$50.00
Inspection Fee Per Inspection	\$35.00
Re-Inspection Fee	\$35.00
Consultation Base Fee. Hourly after 30 min.	\$35.00
Power Out over a year	\$50.00

Any inspection that requires more than 30 minutes will be assessed at an hourly rate of \$35.00.

BE IT FURTHER ORDAINED that section 12-307 be and hereby is amended by deleting the present Section 12-307 in its entirety and substituting in lieu thereof the following:

Section 12-307. Amendments to the Code Adopted.

The following sections of the National Electrical Code, Edition 2023, are hereby amended, as hereinafter approved:

- (a) Sections 110.24(B), Available Fault Current shall be optional;
- (b) Section 210.8 (A) is amended to make the 250-volt receptacles for garages, kitchens, and laundry, plus refrigerators further than 6' from sinks, optional;
- (c) Sections 210.12 is amended so as to make Arc Fault Circuit Interrupters (“AFCIs”) optional for laundry areas and for branch circuits dedicated to supplying refrigeration equipment;
- (d) Section 210.19(C) is amended to delete said section in its entirety and substitute in lieu thereof the requirement that all range taps shall be on separate wired circuits; and
- (e) Section 210.52(C)(2) – Island and Peninsular Countertops and Work Surfaces Receptacle Outlets. The installation of a receptacle outlet at the island, peninsula, or work surface is at the discretion of the builder or homeowner and is not required by this section. If installed to serve an island or peninsular countertop or work surface, it shall be installed in accordance with 210.52(C)(3). If a receptacle outlet is not provided to serve an island or peninsular countertop or work surface, provisions for a future receptacle shall be required only when the structure is built on a concrete slab (slab-on-grade foundation). For slab-on-grade foundations, acceptable provisions for a future receptacle shall include:
 - 1. A raceway system extending from an accessible outlet box to a box or stub-up located in the island or peninsula.

BE IT FURTHER AND FINALLY ORDAINED, that this Ordinance shall become effective January 1, 2026, and all designs, drawings and plans submitted on or after January 1, 2026, shall conform to the National Electrical Code of 2023 as adopted and amended herein.

Passed first reading _____, 2025

Passed second reading _____, 2025

Brian W. Williams, Mayor

ATTEST:

J. Scott Miller, City Manager

APPROVED AS TO FORM:

Mark W. Litchford, City Attorney

ORDINANCE NO. 1233

AGENDA MEMORANDUM

September 25, 2025

Submitted by:

Diane Qualls

Diane Qualls, Finance Director

Per T.C.A 6-56-208 the budget can be amended during the year as one way to monitor the budget. I will need to amend the budget to reflect the following items:

- General Fund – Amended to reflect donations from East Ridge Seventh Day Adventist Church.
- Grant Fund – Amended to reflect new grants that have been received.
- Solid Waste Fund – Amended to reflect purchase of used truck to replace Truck #2.
- Capital Improvement Fund – Amended to reflect change order on North Mack Smith.

ORDINANCE NO. 1233

AN ORDINANCE OF THE EAST RIDGE CITY COUNCIL TO AMEND THE FISCAL YEAR 2026 OPERATING BUDGET, ORDINANCE NO. 1226, BY CHANGING THE REVENUES AND EXPENDITURES OF VARIOUS FUNDS

WHEREAS, Ordinance No. 1226 provided for the revenue for the City of East Ridge, Tennessee, for the fiscal year July 1, 2025, to June 30, 2026, and appropriated such revenue for the payment of expenses of the municipal government, and made certain other provisions with respect to the financial operation of the City of East Ridge; and

WHEREAS it is necessary and appropriate that said Ordinance No. 1226 be amended by changing the revenues and expenditures of various funds; and

WHEREAS T.C.A. §6-56-208 allows the governing body of a municipality to amend the annual budget ordinance in the same manner as any other ordinance may be amended; and

WHEREAS the Council finds that the proposed budget amendment is for legitimate municipal purposes and consistent with applicable law; and

WHEREAS, the Council has general authority to adopt an ordinance relative to the management and control of the finances of the municipality that is for the good of the government, protection of its citizens, and necessary and proper for carrying out the power granted to the Council pursuant to applicable law.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE that pursuant to the Municipal Budget Law of 1982, as amended and codified at Tennessee Code Annotated §6-56-201 *et seq.*, Ordinance No. 1226 is and the same hereby shall be amended as follows:

General Fund	Budget	Amendment	Final
Revenue			
Donation – Police Dept	0	1,500	1,500
Donation – Fire Dept	0	1,500	1,500
Total Budget (Amended)	27,827,365	3,000	27,880,365
Expenditures			
Police – Administration	2,615,465	1,500	2,616,965
Fire	3,626,762	1,500	3,628,262
Total Budget (Amended)	27,827,365	3,000	27,880,365

Grant Fund	Budget	Amendment	Final
Revenue			
Covid Grant – HCWWTA	0	3,039,749	3,039,749
THSO – High Visibility	0	10,000	10,000
Step ONE Health Dept.	0	1,000	1,000
Total Budget (Amended)	12,425	3,050,749	3,063,174
Expenditures			
Covid Grant – HCWWTA	0	3,039,749	3,039,749
THSO – High Visibility	0	10,000	10,000
Step ONE Health Dept	0	1,000	1,000
Total Budget (Amended)	12,425	3,050,749	3,063,749

Solid Waste Fund	Budget	Amendment	Final
Revenue			
Insurance Recoveries	0	9,500	9,500
Use of Fund Balance	71,472	29,150	100,622
Total Budget (Amended)	2,184,255	38,630	2,222,885
Expenditures			
Capital Outlay	233,485	38,650	275,135
Total Budget (Amended)	2,184,255	38,650	2,222,905

Capital Improvement Fund	Budget	Amendment	Final
Revenue			
Use of Fund Balance	7,233,764	156,215	7,389,979
Total Budget (Amended)	11,577,000	156,215	11,733,215
Expenditures			
North Mack Smith	4,250,000	156,215	4,406,215
Total Budget (Amended)	11,577,000	156,215	11,733,215

BE IT FURTHER ORDAINED, that to the extent required, a true and correct copy of this ordinance showing the approved budget amendments shall be filed with the applicable agency or entity as required by law.

BE IT FURTHER ORDAINED, that if any section, clause, provision, or portion of this Ordinance is held to be invalid or unconstitutional by any Court of competent jurisdiction, such holdings shall not affect any other section, clause, provision, or portion of this Ordinance.

BE IT FURTHER AND FINALLY ORDAINED, that this Ordinance takes effect immediately after its passage, the public welfare of the City requiring it.

Approved on First Reading _____, 2025.

Approved on Second Reading _____, 2025.

Brian W. Williams, Mayor

ATTEST:

J. Scott Miller, City Manager

APPROVED AS TO FORM:

Mark W. Litchford, City Attorney

RESOLUTION NO. 3307

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, APPROVING THE TRANSFER OF EAST RIDGE'S TENNESSEE DEPARTMENT OF CONSERVATION (TDEC) ALLOCATED AMERICAN RESCUE PLAN (ARP) FUNDS TO THE WATER & WASTEWATER TREATMENT AUTHORITY (WWTA) IN THE AMOUNT OF \$2,533,124

WHEREAS, the State of Tennessee through TDEC has developed the Tennessee Deployment of American Rescue Plan Funding; Water Infrastructure Plan in order to allocate a portion of the State funds toward water infrastructure in Tennessee; and,

WHEREAS, TDEC has allocated \$2,533,124 to East Ridge through formula-based non-competitive grant calculation; and,

WHEREAS, The Hamilton County Commission has agreed to provide the required matching funds for the grant using Hamilton County ARP funds in an amount of \$506,625.00; and,

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE that the transfer of the State allocation and matching funds in the amount of Three Million Thirty-Nine Thousand Seven Hundred Forty-Nine Dollars (\$3,039,749) to the Hamilton County WWTA to be used to fund wastewater infrastructure projects in East Ridge be and is hereby approved.

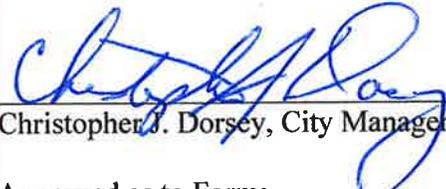
BE IT FURTHER RESOLVED that the City Council approve the transfer of State allocation and matching funds in the amount Three Million Thirty-Nine Thousand Seven Hundred Forty-Nine Dollars (\$3,039,749) to the Hamilton County WWTA to be used to fund wastewater infrastructure rehabilitation in East Ridge subject to TDEC project approval.

BE IT FURTHER RESOLVED that this Resolution shall take effect from and after its passage, the public welfare of the City requiring it.

This resolution is adopted as of this 25th day of August 2022.


Brian W. Williams, Mayor

Attest:


Christopher J. Dorsey, City Manager

Approved as to Form:


Mark W. Litchford, City Attorney

RESOLUTION NO. 3704

A RESOLUTION OF THE EAST RIDGE CITY COUNCIL AUTHORIZING THE PURCHASE OF A 2024 FORD F-150 4WD PICKUP TRUCK FOR THE SANITATION DEPARTMENT TO REPLACE TRUCK #42, WHICH WAS DECLARED A TOTAL LOSS FOLLOWING A MOTOR VEHICLE ACCIDENT

WHEREAS, on July 9, 2025, Truck #42, assigned to the City of East Ridge Sanitation Department, was involved in a motor vehicle accident determined not to be the fault of the City employee operating the vehicle; and

WHEREAS, the accident resulted in the total loss of Truck #42, creating a need for replacement pickup truck in order to maintain continuity of service;

WHEREAS, pursuant to T.C.A. 12-3-1202 (a)(b), the City is allowed to purchase used vehicles without going through the competitive bid process; and

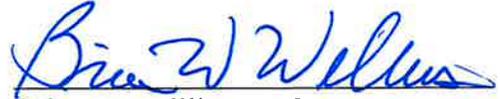
WHEREAS, staff is requesting approval to purchase a 2024 Ford F-150 4WD pickup truck to replace Truck #42, at a purchase price of \$38,650.00.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESEE that the City Manager is hereby authorized to purchase a 2024 Ford F-150 4WD pickup truck in the amount of \$38,650.00 for use by the Sanitation Department, replacing Truck #42 declared a total loss.

BE IT FURTHER RESOLVED that the City Manager or his designee is authorized to take all necessary actions and complete all necessary paperwork to complete said purchase in accordance with applicable procurement policies and procedures.

BE IT FURTHER AND FINALLY RESOLVED that this Resolution shall take effect immediately after its passage, the public welfare of the City requiring it.

Adopted this 24 day of July 2025.

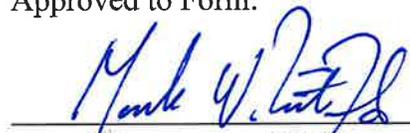

Brian W. Williams, Mayor

Attest:



J. Scott Miller, City Manager

Approved to Form:



Mark W. Litchford, City Attorney

RESOLUTION NO. 3741

AGENDA MEMORANDUM

**ACCEPT DONATIONS TO BENEFIT THE
EAST RIDGE POLICE AND FIRE DEPARTMENTS**

September 25, 2025

Submitted by:



Michael Williams, Fire Chief

The East Ridge Seventh-day Adventist Church has generously presented two donations to the City in recognition of the service provided by its public safety departments. The amount of the donations is \$3,000.

Staff request that the Mayor and Council formally accept the donations from the East Ridge Seventh-day Adventist Church, with \$1,500 designated for the East Ridge Fire Department and \$1,500 designated for the East Ridge Police Department.

RESOLUTION NO. 3741

A RESOLUTION OF THE EAST RIDGE CITY COUNCIL AUTHORIZING THE CITY TO ACCEPT TWO DONATIONS IN THE TOTAL AMOUNT OF THREE THOUSAND DOLLARS FROM THE EAST RIDGE SEVENTH-DAY ADVENTIST CHURCH TO BENEFIT THE EAST RIDGE POLICE DEPARTMENT AND THE EAST RIDGE FIRE DEPARTMENT

WHEREAS, the East Ridge Seventh-day Adventist Church has generously offered to donate funds to the City of East Ridge; and

WHEREAS, the Church has requested that one donation in the amount of One Thousand Five Hundred Dollars (\$1,500.00) be directed to the East Ridge Police Department in recognition of its service to the community; and

WHEREAS, the Church has further requested that an additional donation in the amount of One Thousand Five Hundred Dollars (\$1,500.00) be directed to the East Ridge Fire Department in recognition of its service to the community; and

WHEREAS, the Mayor and City Council acknowledge and greatly appreciate the partnership of local faith communities in supporting public safety and enhancing the quality of life for residents; and

WHEREAS, it is in the best interest of the City to accept these donations and designate them for the intended purposes.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, that the City Council hereby authorizes the acceptance the donations from the East Ridge Seventh-day Adventist Church in the total amount of Three Thousand Dollars (\$3,000.00), with One Thousand Five Hundred Dollars (\$1,500.00) allocated for the benefit of the East Ridge Police Department and One Thousand Five Hundred Dollars (\$1,500.00) allocated for the benefit of the East Ridge Fire Department.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately after its passage, the public welfare of the City requiring it.

Adopted this _____ day of _____, 2025

Brian W. Williams, Mayor

Attest:

J. Scott Miller, City Manager

Approved to Form:

Mark W. Litchford, City Attorney

RESOLUTION NO. 3742

AGENDA MEMORANDUM
ADDING AV 4 YEAR ELITE/SOUND MACHINE SERVICE
VENUE 1921 AT EAST RIDGE
SEPTEMBER 25, 2025

Submitted By:

Shawwna Skiles

Shawwna Skiles, Parks and Recreation Director

Subject: Recommendation for AV Integration Services – Venue 1921 at East Ridge

At the regular council meeting held on **August 28, 2025**, the **Mayor and City Council** requested pricing for the addition of a **4-year maintenance plan** along with an **enhanced sound plan** to the previously approved **Audio-Visual (AV) contract for Venue 1921 at East Ridge**. Cost for this service is \$15,586.03

This proposed addition will ensure the long-term functionality and performance of the AV systems installed at the venue, including:

- Routine inspections
- Software and firmware updates
- Equipment servicing
- Technical support

The plan will be implemented in coordination with the original AV vendor and reviewed annually to ensure continued alignment with operational needs and budgetary considerations.

The proposed services will be provided through **AVI-SPL's Global Support and Maintenance program**, which is designed to relieve staff of the day-to-day burden of maintaining collaboration technology, keeping teams connected, and focused on delivering business value.

AVI-SPL Elite Services include:

- **Unlimited remote help desk support**, available globally 24x7x365
- **Unlimited onsite support**, Monday through Friday, 8:00 AM to 5:00 PM*
- **Facilitation of manufacturer repair or replacement programs**, including navigation of warranty terms
- **Software and firmware updates**, managed remotely for covered assets

This addition reflects the City's commitment to maintaining Venue 1921 as a premier event space and ensuring that all technical systems remain reliable, responsive, and up-to-date.

Proposal attached for review.

SS

RESOLUTION NO. 3742

A RESOLUTION OF THE EAST RIDGE CITY COUNCIL APPROVING AN ADDITION TO THE AUDIO-VISUAL (AV) CONTRACT FOR VENUE 1921 AT EAST RIDGE THROUGH AVI-SPL'S GLOBAL SUPPORT AND MAINTENANCE PROGRAM

WHEREAS, the City of East Ridge previously approved an Audio-Visual (AV) contract for Venue 1921 at East Ridge; and

WHEREAS, at the regular meeting of the City Council on August 28, 2025, the Mayor and Council requested pricing for the addition of a four (4) year maintenance plan, along with an enhanced sound plan, to the existing contract; and

WHEREAS, AVI-SPL has proposed to provide said services through its Global Support and Maintenance program at a cost of Fifteen Thousand Five Hundred Eighty-Six Dollars and Three Cents (\$15,586.03); and

WHEREAS, this plan will ensure the long-term functionality and performance of the AV systems installed at Venue 1921 at East Ridge; and

WHEREAS, the City Council desires to maintain Venue 1921 at East Ridge as a premier event space by ensuring reliable, responsive, and up-to-date AV technology.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE that the City Council hereby approves the addition of a four (4) year maintenance and enhanced sound plan to the existing AV contract for Venue 1921 at East Ridge at the cost of Fifteen Thousand Five Hundred Eighty-Six Dollars and Three Cents (\$15,586.03) and authorizes the City Manager or his designee to execute any and all documents to enter into an agreement for said services.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately after its passage, the public welfare of the City requiring it.

Adopted this _____ day of _____, 2025

Brian W. Williams, Mayor

Attest:

J. Scott Miller, City Manager

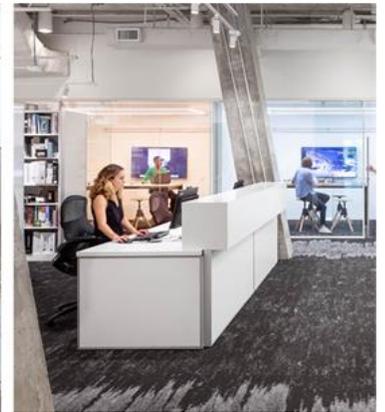
Approved to Form:

Mark W. Litchford, City Attorney

Proposal Prepared For:

City of East Ridge TN

J. Scott Miller



AVI-SPL LLC

www.avispl.com

Prepared By: Ryan Kline
Ryan.Kline@avispl.com
629-245-8213

Proposal No: 493642

Date: 9/9/2025

Global Support and Maintenance

AVI-SPL's Global Support and Maintenance services relieve you of the day-to-day burden of maintaining your collaboration technology estate, keeping your teams connected, and concentrated on delivering business value.

Elite Support

Our Elite services give you an extra level of onsite responsiveness and support with:

- * **Unlimited onsite support M-F, 8am-5pm***
- * **Unlimited remote help desk support - available globally 24x7x365**
- * **Facilitation of manufacturer repair or replacement programs - let us navigate your warranty terms**
- * **Software and firmware updates managed remotely for covered assets**



Global Support Operations Centers

- AVI-SPL's Global Support Operations Centers (GSOCs) deliver live help desk support 24x7x365.
- Offering quick and efficient email, phone, and portal communications options.
- The GSOCs will diagnose a problem, implement a repair remotely, or escalate to a specialist.

Repair/Replacement Facilitation - Some equipment may be repairable or replaced at no charge under the manufacturer's warranty policy. Labor for onsite installation of parts covered under manufacturer warranty may be subject to our current standard time and material rates. The help desk will assist in arranging the return of the defective equipment to the manufacturer for service/replacement as applicable.

Software Updates and Upgrades - Access to the help desk for customer-initiated software updates and upgrades remotely available per manufacturer recommendation. Updates are provided on a fix or fail basis. Once an issue is reported, the remote help desk coordinates with you and the manufacturer to determine the best course of action. If a specialist or a programmer, onsite help, or any other labor is required, additional charges may apply at the applicable rate for those services.

Unlimited Onsite Support - available Monday through Friday, 8 a.m. - 5 p.m.*, excluding company holidays, with travel included. Where applicable, AVI-SPL will provide a two-business day onsite response following the help desk's determination that an onsite dispatch is needed.

*Local standard time excluding AVI-SPL published holidays. For customers in the Middle East, services will be provided Sunday through Thursday from 8 a.m. - 5 a.m. local standard time, excluding United Arab Emirates (UAE) national holidays.

Investment Summary - Proposal # 493642

Terms and Conditions

Special Terms

None

Billing Terms

Payment terms are Net 30 Days from the date of invoice unless otherwise specified in the Proposal.

Any support and maintenance services and remote managed services non-recurring charges outlined within this Proposal will be invoiced in full upon the earlier of customer's issuance of a purchase order and customer's signature below. Any on-site managed services and remote managed services monthly recurring charges outlined in this Proposal will be invoiced monthly. All fees and payments outlined in this Proposal are in US Dollars and all billing and payment shall be made in US Dollars.

Link to AVI-SPL Terms and Conditions: <https://avispl.com/terms-of-use/>

Purchase orders should be addressed to AVI-SPL LLC

Coverage in the amount of \$15,586.03

*** any and all applicable taxes will be included upon invoicing**

Buyer Acceptance

Buyer Legal Entity: _____
Buyer Authorized Signature: _____
Buyer Authorized Signatory Name: _____
Buyer Authorized Signatory Title: _____
Date: _____



6301 Benjamin Road, Suite 101
 Tampa, FL 33634
 Tel. 866.708.5034
 www.avispl.com

Prepared by: Ryan Kline
Date Prepared: 09/09/25
Proposal #: 493642
Proposal Valid Until:

Previous Contract Exp. Date:

Line #	System/Room Name	Location	Serial No.	Start Date	End Date	Qty.	Part No.	Service Description	Unit Price	Extended Price
Maintenance Services										
AV Room Services										
1	Venue 1921	1517 Tombras Ave Chattanooga, TN 37412		11/1/2026	10/31/2030	1	AVIELITERM (Elite Service)	Elite - Venue 1921	\$13,555.91	\$13,555.91
AV Service Total:									\$13,555.91	\$13,555.91
VTC Services										
3		1517 Tombras Ave 0 Chattanooga, TN 37412		Upon P.O. 0 Acceptance	4 Yr from P.O. Acceptance	48	EASCUSTOM (SoundMachine)	Manufacture Direct -	\$42.29	\$2,030.12
VTC Service Total:									\$42.29	\$2,030.12

Contract Grand Total
\$15,586.03

NOTES:

This Entire Document and all information (including drawings, specifications and designs) presented by AVI-SPL LLC are the property of AVI-SPL LLC or its affiliate. Proprietary information provided to potential customers, clients or agents is for the sole purpose of demonstrating solutions delivery capabilities and shall be held in confidence. These Materials may not be copied, distributed or disclosed in any way without the sole written permission of an authorized representative of AVI-SPL.

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RESOLUTION NO. 3743

AGENDA MEMORANDUM
2025 PARKS AND RECREATION TROPHY BID

SEPTEMBER 25TH, 2025

Submitted By:

Shawwna Skiles

Shawwna Skiles, Parks and Recreation Director

SUBJECT: 2025 Youth Trophy Bid – Parks and Recreation

The City of East Ridge Parks and Recreation Department solicited bids from qualified vendors to provide trophies for our Youth sports programs. Trophies will be purchased in lots specific to each sport, and the quantities listed are estimates subject to change based on enrollment and other program factors.

The selected vendor will be contracted to supply trophies from October 2025 through September 2026 under the agreed pricing terms.

The following bids were received:

- Classic Medallics Inc. – \$17,065.00
- Common Sense Awards – \$8,075.00
- Awards of Excellence – \$6,685.00

Based on the bid amounts received, we respectfully request Council approval to proceed with Awards of Excellence, as they submitted the lowest bid.

Attachment Included

SS

RESOLUTION NO. 3743

A RESOLUTION OF THE EAST RIDGE CITY COUNCIL APPROVING A BID FOR A TROPHY VENDOR TO SUPPLY TROPHIES FOR VARIOUS SPORTS PROGRAMS FOR THE PARKS AND RECREATION DEPARTMENT EFFECTIVE FROM SEPTEMBER 2025 THROUGH AUGUST 2026

WHEREAS, on August 31, 2025, the City of East Ridge advertised for bids for trophy vendor to supply trophies for various sports programs for the Parks and Recreation Department effective from September 2025 through August 2026; and

WHEREAS, sealed bids were opened and publicly read on September 17, 2025, beginning at 2:30 p.m. at the East Ridge City Hall; and

WHEREAS, City staff has maintained a file of the bids which were submitted; and

WHEREAS, after conducting a public bid opening and after reviewing the bid documents, City staff recommends the bid for a trophy vendor to supply trophies for various sports programs be awarded to Awards of Excellence, in the estimated amount of \$6,685.00, which is based on enrollment numbers and other factors.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, that

SECTION 1. The bid for a trophy vendor to supply trophies for various sports programs for the Parks and Recreation Department effective from September 2025 through August 2026 be awarded to Awards of Excellence, in the estimated amount of \$6,685.00.

SECTION 2. That the Mayor, or his designee, is hereby authorized to execute any contract or agreement necessary between the City of East Ridge and Awards of Excellence subject to approval of the City Attorney.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately after its passage, the public welfare of the City requiring it.

Adopted this _____ day of _____, 2025.

Brian W. Williams, Mayor

Attest:

J. Scott Miller, City Manager

Approved as to Form:

Mark W. Litchford, City Attorney

**CITY OF EAST RIDGE
PARKS AND RECREATION TROPHY BID
BID OPENING: SEPTEMBER 17, 2025, 2:30 PM EST**

COMPANY: Awards of Excellence.

Sport	Item Description	Est. Qty	Price Each	Total Price
Soccer, Baseball, T- Ball, Softball	6½" Meridian Series Figure on Alamar II Series SB-340 base (Marco Awards or similar). Includes color-sublimated logo on front plate.	1,100	<u>4.75</u>	<u>5225.</u>
All Sports	2¾" Insert Medal with custom 2" Alumni sublimated insert and 1½" ribbon (any color). Marco Awards or similar.	120	<u>2.50</u>	<u>300-</u>
All Sports	Champion Trophy – 24" tall, mounted on two posts with Alamar II lid/base (AL-370/SB-370), sport figure on top, sublimated logo on front plate, year trim on bottom base. Marco Awards or similar.	20	<u>19.00</u>	<u>380</u>
All Sports	Runner-Up Trophy – 20" tall, mounted on two posts with Alamar II lid/base (AL-370/SB-370), sport figure on top, sublimated logo on front plate, year trim on bottom base. Marco Awards or similar.	20	<u>18.00</u>	<u>360-</u>
Adult Softball	Plaques – 10½" x 13" Champion cherry finish laminated plaques with multi-color sublimated front plate.	20	<u>10.00</u>	<u>200-</u>
	Runner-Up-9" x 12", cherry finish laminated plaques with multi-color sublimated front plate.	20	<u>11.00</u>	<u>220</u>

GRAND TOTAL: \$ 6685-

TERMS AND CONDITIONS GOVERNING THIS RFP

Pursuant to Tennessee State Law, the Iran Divestment Act Certification attached must be completed, notarized and returned with the bid in order for the bid to be considered and awarded.

All bids must be sealed and property marked "2025 East Ridge Parks and Rec Trophy Bid" on the outside of the envelope. Late bids will not be considered under any circumstances.

Bids for the City's Parks and Rec Department Trophies will be received up and until 2:30 pm EST on Wednesday September 17, 2025 at the Office of the City Clerk, 1517 Tombras Avenue, East Ridge, Tennessee. At that time bids received will be opened and read aloud. All questions on this project should be directed to Shawna Skiles at 423-260-9190 or sskiles@eastridgetn.gov.

The City of East Ridge reserves the right to reject any or all bids, to waive technicalities therein, and to award the bid in the City's best interest.

**2025 East Ridge Parks and Rec Trophy Bid Specifications
Bid Opening
Wednesday September 17, 2025 at 2:30pm
East Ridge City Hall
1517 Tombras Avenue
East Ridge Tn 37412**

COMPANY: Awards of Excellence
ADDRESS: 251 South Pentz St.
Dalton, Ga. 30720
PHONE: (423) 400-1121
E-MAIL: trophies4less@hotmail.com
PRINT NAME: William Mitchell
SIGNED: 
DATE: 9/10/25

**2025 East Ridge Parks and Rec Trophy Bid Specifications
 Bid Opening
 Wednesday September 17, 2025 at 2:30pm**

**East Ridge City Hall
 1517 Tombras Avenue
 East Ridge Tn 37412**

Company Name: Awards of Excellence

Bid Requirements:

- All items must include a customization option.
- Turnaround time must not exceed 10 days from the date the order is placed.
- Quantities listed are estimates only and do not represent guaranteed purchase amounts.
- Photos of proposed products must be included with the bid submission.

Bid Table

Sport	Item Description	Estimated Qty	Price Each	Total Price
Soccer, Baseball, T- Ball, Softball	6½" Meridian Series Figure on Alamar II Series SB-340 base (Marco Awards or similar). Includes color-sublimated logo on front plate.	1,100	<u>\$4.75</u>	<u>\$5,225.00</u>
All Sports	2¾" Insert Medal with custom 2" Alumni sublimated insert and 1½" ribbon (any color). Marco Awards or similar.	120	<u>\$2.50</u>	<u>\$300.00</u>

All Sports	<p>Champion Trophy – 24" tall, mounted on two posts with Alamar II lid/base (AL-370/SB-370), sport figure on top, sublimated logo on front plate, year trim on bottom base. Marco Awards or similar.</p>	20	<u>\$19.00</u>	<u>\$380.00</u>
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All Sports	<p>Runner-Up Trophy – 20" tall, mounted on two posts with Alamar II lid/base (AL-370/SB-370), sport figure on top, sublimated logo on front plate, year trim on bottom base. Marco Awards or similar.</p>	20	<u>\$18.00</u>	<u>\$360.00</u>
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Adult Softball	<p>Plaques – 10½" x 13" Champion cherry finish laminated plaques with multi-color sublimated front plate.</p>	20	<u>\$10.00</u>	<u>\$200.00</u>
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<p>Runner-Up-9" x 12", cherry finish laminated plaques with multi-color sublimated front plate.</p>	20	<u>\$11.00</u>	<u>\$220.00</u>
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Grand Total: \$6,685.00

DISCUSSION ITEM

AGENDA MEMORANDUM
ALCOHOL SERVICE AT VENUE 1921 AT EAST RIDGE

SEPTEMBER 25, 2025

Submitted By:

Shawwna Skiles

Shawwna Skiles, Parks and Recreation Director

Subject: Proposal to Add Beer, Wine, and Spirits to Venue 1921 at East Ridge

Venue 1921 at East Ridge—named in honor of the city’s founding year—is being developed as a premier destination for both community and private events. As we prepare to host weddings, receptions, fundraisers, luncheons, dinners, and other social gatherings, the ability to offer alcohol service under proper licensing and regulation is a key component in enhancing the venue’s appeal and aligning with public expectations.

Adding beer, wine, and spirits service will not only elevate the guest experience but also increase the venue’s competitiveness with similar regional event spaces. This addition supports our broader goal of making Venue 1921 a sustainable and attractive asset for East Ridge—one that can generate revenue, attract tourism, and serve as a vibrant hub for civic engagement.

If approved by the Council, an ordinance can be drafted and presented for first reading at the October 9th meeting. We welcome the opportunity to work with city leadership to ensure all licensing and operational standards are met, and that alcohol service is responsibly managed in accordance with local and state regulations.

SS

DISCUSSION ITEM

AGENDA MEMORANDUM PENDING
MOBILE FOOD TRUCKS

October 9, 2025

Submitted By:



J. Scott Miller, City Manager

SUBJECT:

Earlier this calendar year the City Council directed City Staff (Building Official and City Manager) to proceed with drafting an ordinance in reference to mobile food trucks. Mr. Michael Howell and I worked together (predominantly Mr. Howell) to craft legislation pertaining to the permitting and the operation of mobile food trucks within the corporate limits of the City of East Ridge. We went back and forth on the draft five times to hone-in on specific items as definitions, operations, permitting, rules and procedures. Finally, we reached a conclusion on the proposed document; which document is being presented to the City Council at this time for comment.

Attached hereto for your information and review is a draft of the following documents in reference to the mobile food trucks:

- Synopsis of the Mobile Food Vending Ordinance;
- Table of Contents for said ordinance; and
- The Ordinance itself.

Attachments

JSM/

Synopsis – City of East Ridge - Mobile Food Vending Ordinance

Purpose

- Protect public health, safety, and welfare.
- Establish uniform rules for mobile food vendors.
- Encourage economic opportunities at the street level.

Key Definitions

- *Mobile food vehicle*: Roadworthy enclosed truck/trailer where food is prepared or sold.
- *Canteen truck*: Provides food at work sites; no on-site cooking.
- *Mobile food vending permit*: Required for operation within the city.
- *Location-specific permit*: Allows one vehicle to be staged permanently on private property.
- *Special event permit*: For temporary events (up to 2 days).
- *Overlay district*: Defined areas where vending is permitted.

When Vending is Allowed

- Only with a valid vending permit and required state/county health/business licenses.
- Allowed within overlay districts on office, commercial, and manufacturing-zoned property with owner's consent.
- Permitted at private parties/events (not on city streets).

Permanent Operation (Private Property Owners)

- Owners may host one permanently staged food truck with:
 - Location-specific and vending permits.
 - Approved site plan.
 - Compliance with zoning, health, and fire rules.
 - No permanent utility hookups.
 - Accessory items removed when closed.

Permitting Requirements

- Each vehicle requires its own non-transferable permit.
- Application requires ID, addresses, vehicle details, site plan, and photos.
- Fire Marshal inspection required.

Safety and Location Requirements

- At least 20 feet clearance from structures.
- Trucks must be placed behind front building line unless waived.
- City may order relocation if safety issues arise.

Operational Rules

- Hours: 8:00 a.m. – 11:00 p.m.
- Trash disposal required.
- No amplified music, PA systems, or LED lighting.
- Must not block businesses, pedestrians, or emergency access.
- Prohibited: permanent utility hookups, alcohol sales, unimproved property use.

Public Property Operation

- Requires a special event permit (max. 2 days).
- Canteen trucks exempt if mobile, non-obstructive, and serving construction sites.

Compliance

- Vendors must maintain valid health and fire inspections.
- Insurance required for those operating on public property.

Violations, Suspension & Revocation

- Citations for operating without a permit, overstaying time limits, or violating rules.
- Permit suspension after 2 violations in 6 months; revocation after 3 violations in 12 months.
- Reinstatement requires corrective action and \$200 fee.

Appeals

- Denials, suspensions, or revocations may be appealed to the City Council within 10 business days.
- Council may uphold, reverse, or reduce penalties.

Fees

- Vending permit: \$200 per vehicle/ per calendar year.
- Location-specific permit: \$200/property/year.
- Fire inspection: \$50.00.
- Special event: \$50 (2-day) / \$25 (per day).
- Violations: up to \$50/day per offense.

Index – Title 9, Chapter 11 – Mobile Food Vending Ordinance

Section 1 – Purpose p. 1

Section 2 – Definitions p. 1-2

- 2.1 Canteen truck
- 2.2 Location-specific mobile food permit
- 2.3 Mobile food owner or vendor
- 2.4 Mobile food vehicle
- 2.5 Mobile food vehicle in operation
- 2.6 Mobile food vending permit
- 2.7 Private property
- 2.8 Public property
- 2.9 Special events
- 2.10 Special event permit
- 2.11 Unimproved property
- 2.12 Overlay district

Section 3 – Mobile Food Vending—When Allowed p. 3

- 3.1 Authorization requirements (permits, licenses, zoning, private events, food handling)

Section 4 – Permanent Operation by Property Owner p. 3-4

- 4.1 Ownership and permission
- 4.2 Zoning compliance
- 4.3 Permit requirements
- 4.4 Vehicle staging and overnight storage
- 4.5 Accessory items
- 4.6 Utilities
- 4.7 Health and safety compliance
- 4.8 Multiple vehicles
- 4.9 Revocation clause

Section 5 – Permitting Requirements p. 4-5

- 5.1 Mobile food vending permit
- 5.2 Exemption for permitted special events
- 5.3 Application requirements
- 5.4 Location-specific permit applications
- 5.5 Site plan requirements
- 5.6 Fire marshal inspection
- 5.7 Clearance to structures

Section 6 – Clearance to Structures p. 5-6

Section 7 – Public Safety Compliance p. 6

- 7.1 City authority to require movement
- 7.2 Accessory items

Section 8 – Operational Requirements p. 6-7

- 8.1 General requirements (districts, trash, accessory items, noise, lighting, signage)
- 8.2 Business access
- 8.3 Utility connections
- 8.4 Pedestrian access
- 8.5 Hours of operation
- 8.6 Private property operations
- 8.7 Alcohol prohibition
- 8.8 Signage
- 8.9 Removal/movement of vehicles when not in operation

Section 9 – Operation on Public Property p. 7-8

- 9.1 General requirements
- 9.2 Special event permits
- 9.3 Canteen trucks

Section 10 – Compliance with Health Regulations p. 8

Section 11 – Compliance with Fire and Public Safety p. 8

Section 12 – Insurance p. 8

Section 13 – Complaints, Suspension, Revocation p. 9-10

- 13.1 Observed violations
- 13.2 Citation
- 13.3 Operation without valid permit
- 13.4 Continuation of unauthorized operations
- 13.5 General violations
- 13.6 Responsibility for violations
- 13.7 Suspension of permit
- 13.8 Revocation of permit
- 13.9 Reinstatement
- 13.10 Notice
- 13.11 Administrative hearing officer

Section 14 – Appeals p. 10-11

14.1 Filing

14.2 City Council review

14.3 Refunds

Section 15 – Fees p. 11

15.1 Mobile food vehicle fee

15.2 Application/permit fee

15.3 Location-specific permit fee

15.4 Fire marshal inspection fee

15.5 Special event permit fee

15.6 Violation fines

15.7 Business license requirement

15.8 Fire inspection contact

AN ORDINANCE TO CREATE TITLE 9, CHAPTER 11 OF THE EAST RIDGE MUNICIPAL CODE ESTABLISHING REGULATIONS FOR OPERATING A MOBILE FOOD-VENDING BUSINESS WITHIN THE CITY OF EAST RIDGE, TENNESSEE

Section 1 - Purpose.

It is the purpose of this chapter to protect the public health, safety, and general welfare of individuals and the community at large, to establish uniform regulations for the operation of mobile food vehicles, and to enhance street-level economic opportunities within the city.

Section 2.- Definitions.

For the purpose of this chapter, unless specifically defined below, words or phrases shall be interpreted so as to give them the meaning they have in common usage and to give this chapter its most effective application. Words in the singular shall include the plural, and words in the plural shall include the singular. Words used in the present tense shall include the future tense. The word "shall" connotes mandatory and not discretionary; the word "may" be permissive. The following definitions shall apply in the interpretation of this chapter, whether capitalized or not, and in any regulations promulgated hereunder, unless specifically stated otherwise.

2.1 - Canteen truck means any vehicle that operates to provide food service to workers at locations where food is otherwise unavailable, from which vendors sell food that requires no on-site preparation or assembly, other than the heating of pre-cooked foods.

2.2 - Location-specific mobile food permit means a permit that has been approved and issued by the City of East Ridge to the owner of private property for the purpose of allowing a single (one) mobile food vehicle to be staged, on-site, overnight, regardless of duration.

2.3 - Mobile food owner or vendor means any person or entity selling food or drinks from a mobile vehicle, including, but not limited to, an enclosed unit, truck, or trailer is allowed to operate in an overlay district. Private property events are exempt when a two (2) day permit is required.

2.4 - Mobile food vehicle means an enclosed unit, truck, or trailer that is roadworthy, has a valid motor vehicle title and registration, and has a license that is properly displayed and from which food is prepared, cooked, assembled, or stored with the intent of selling such food to the public.

2.5 - Mobile food vehicle in operation means a mobile food vehicle that when arriving to an approved private property or site is either preparing to open for business, open for business, or in the process of preparing to leave a site, and shall return to an approved, state-inspected commissary or other City of East Ridge permitted location.

2.6 - Mobile food vending permit means any permit granted by the City of East Ridge for the operation of a mobile food vehicle (enclosed unit, truck, or trailer) on private and public property.

2.7- Private property means real property owned by an individual or individuals having exclusive rights to it, and which is not owned by a public entity.

2.8 - Public property means real property owned by the City of East Ridge or Hamilton County, including public and private right-of-way/streets designed for motor vehicles.

2.9 - Special events refer to any public gathering, such as a block party, local festival, parade, celebration, concert, carnival, fair, exhibits, trade shows, or similar activities, held on public or private property within the City of East Ridge, Tennessee, for a duration of no more than two (2) days. A special event permit is required for all events lasting two (2) days.

2.10 - Special event permit means any permit approved by the City of East Ridge authorizing the holding of a special event as defined here within.

2.11 - Unimproved property means any property that does not have ingress and egress through a driveway of approved material and does not contain a building that may be occupied pursuant to applicable building codes.

2.12 - Overlay district means an additional layer of standards to all areas within a defined overlay boundary, regardless of the underlying base zoning district.

Section 3- Mobile food vending—When allowed.

3.1 - It shall be a violation to engage in mobile food vending in the City of East Ridge, whether on public or private property, unless authorized by the City of East Ridge through:

- a) The issuance of a mobile food vending permit; and
- b) Having obtained all necessary business licenses and any applicable permits, licenses, or certifications from the State of Tennessee, Hamilton County, and the Tennessee Health Department.
- c) The operation of a mobile food vehicle is allowed within an approved overlay district as shown in Exhibit 1 (page 12) and is only permitted on property within office, commercial, and Manufacturing zoning districts as described in the City of East Ridge Zoning Ordinance with written permission from the property owner.
- d) Operation as part of a private event/parties hosted by a homeowner's association or similar neighborhood group within a residential neighborhood or subdivision, or as part of a private party at a single residence. Service is limited to the guests of the event only. Mobile food vending is not permitted to operate/set up on city streets.
- e) Food prepared, served, or sold from a mobile food vehicle as designed for mobile food vending.

Section 4 - Permanent Operation by Property Owner.

4.1 - A property owner may permanently operate a mobile food vehicle on their own privately-owned parcel, provided the following conditions are met:

- a) **Ownership and Permission:** A mobile food vehicle may only be permanently staged on a property with the express permission of the property owner. The owner of the mobile food vehicle must obtain and maintain the property owner's consent for such use. Additionally, the vehicle must meet all definitions and requirements of a "mobile food vehicle" as described in this ordinance.
- b) **Zoning Compliance:** The property must be located within the designated district zoned for office, commercial, or manufacturing uses, as defined in the City of East Ridge Zoning Ordinance.

- c) Permit Requirements: A valid Location-Specific Mobile Food Permit must be obtained and renewed annually.
 - i. A valid Mobile Food Vending Permit must also be obtained for the vehicle.
 - ii. A valid Location- Specific Food Permit must be obtained and renewed annually.
 - iii. A site plan shall be submitted showing the layout of the mobile food vehicle, ingress/egress, customer area (if applicable), and compliance with spacing requirements. The site plan must be submitted and approved by the building official.
 - d) Vehicle Staging and Overnight Storage: The food truck may remain permanently parked (overnight and during off-hours) on-site, provided it is on an approved paved surface and does not obstruct required fire lanes, emergency access, or parking for other uses on the property.
 - e) Accessory Items: Tables, chairs, trash receptacles, signage, or other accessory items must be removed during non-operating hours, subject to compliance with all general site requirements and fire safety codes. The Fire Marshal reserves the right to require removal if deemed unsafe or unsightly.
 - f) Utilities: Mobile food vehicles under this section may not be permanently connected to water, sewer, gas or electricity.
 - g) Health and Safety Compliance: The food truck must maintain a current health permit from the Tennessee Department of Health and pass the annual fire inspection by the East Ridge Fire Marshal.
 - h) Multiple Vehicles: Only one (1) mobile food vehicle may be permanently staged on the property at any time under this provision.
 - i) Revocation Clause: The City reserves the right to revoke the location-specific permit if the food truck becomes a nuisance, causes traffic or safety concerns, or violates any of the conditions of this ordinance.
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Section 5 - Permitting requirements.

5.1 - Mobile food vending permit. Prior to operating a mobile food vehicle as defined in this chapter, operators shall obtain a mobile food vending permit from the City of East Ridge through the Code Enforcement Department which shall operate as the permit administrator department. A mobile food vending permit shall only be granted after a mobile food vending permit application has been approved by the City of East Ridge Building Official or their designee. The permitting process shall be required for each individual mobile food vehicle that is to operate within the City of East Ridge. Mobile food vending permits are non-transferable. A mobile food vending permit must be attached to the mobile unit and be within view. Operating a mobile food truck within the City of East Ridge will require proof of a business license from the county or state. If a food truck

or other mobile vendor makes Tennessee sales at different temporary locations in Tennessee, the vendor should register its primary business location for sales and use tax purposes. The primary business location may be the vendor's residence or central kitchen. The vendor should collect Tennessee sales tax at the state and local rate applicable to its business location and report all sales, including sales made from temporary locations, on the sales tax return for its business location.

5.2 - Mobile food vehicles operating solely within the City of East Ridge, permitted special events are exempt from the mobile food vehicle permitting process, provided no additional sales are planned outside of the regularly scheduled, permitted special event.

5.3 - The vendor shall submit a mobile food vending permit application as approved in form by the city attorney. Applicants for a mobile food vending permit under this chapter must file with the Building and Codes Department a written application containing the following:

- a) Name of applicant/vendor.
- b) ii. A valid government-issued ID for the business owner or the owner of the mobile food vehicle.
- c) Complete permanent home address and business address of the applicant.
- d) A brief description of the nature of the business and the goods to be sold.
- e) As applicable, the location and length of time for which the mobile food vehicle will be staged on a privately-owned property that has a valid location-specific mobile food permit.
- f) The vehicle registration number, make, model, and description for any vehicle to be used, including dimensions and color photographs (front, both sides, rear) of the mobile food unit or vehicle.

5.4 - Location-specific mobile food permit applications.

5.5 - Site plan. A site plan for the proposed location shall be submitted to the City of East Ridge Building and Codes Department by the property owner or their agent. The site plan shall show the location of the mobile food vehicle, its relationship to other structures, proposed parking to serve the location, and any other pertinent details.

5.6 - Inspection and permit from the fire marshal. Mobile food vehicles shall be subject to an inspection by the City of East Ridge Fire Marshal or their designee.

5.7 - Clearance to structures. There shall be a clearance of no less than 20 feet between any portion of a mobile food vehicle and any structure built of combustible construction. There shall be a clearance of no less than 20 feet between any portion of a mobile food vehicle and any structure built of non-combustible construction. The mobile food truck must be placed behind the front building line. If site constraints exist, at the discretion of the city manager.

Section 6 - Clearance to Structures

6.1 - Clearance to structures. There shall be a clearance of no less than 20 feet between any portion of a mobile food vehicle and any structure built of combustible construction. There shall be a clearance of no less than 20 feet between any portion of a mobile food vehicle and any structure built of non-combustible construction. The mobile food truck must be placed behind the front building line. If site constraints exist, at the discretion of the city manager.

Section 7 - Public Safety Compliance

7.1 - Mobile food vendors staged on property that has a valid location-specific mobile food permit acknowledge and agree that the city has the right to require the movement of their mobile food vending vehicle/trailer and any other associated structure/furnishings should the city determine that its presence is a threat to public safety.

7.2 - All temporary signs, tables, chairs, steps, decks, and other accessory items associated with mobile food vehicles staged on property that has a valid location-specific mobile food permit may remain in place when a mobile food vehicle is not "in operation" which includes allowing these accessory items to remain in place for up to 24 hours when the mobile food vehicle temporarily leaves the property.

Section 8 - Operational Requirements

8.1 - General requirements. The following operational requirements shall apply to all mobile food vendors and location-specific mobile food permit holders:

- a) Mobile food vehicles may operate within the designated approved overlay district and are only permitted on properties within the on properties within office, commercial, and manufacturing zoning districts as described in the City of East Ridge Zoning Ordinance, with written permission from the property owner or their agent.
- b) Trash receptacle(s) and private waste disposal services shall be provided by the operator.
- c) Except for mobile food vehicles staged on property that has a valid location-specific mobile food permit, tables, chairs, umbrellas, trash cans, steps, decks, and other accessory items shall be removed and stored out of sight when not open for business.
- d) No amplified music, PA system or LED lighting.

- e) Business access. No mobile food vehicle shall operate in a location or manner that impedes access to or from another business, or otherwise may interfere with access to emergency areas, paths, or facilities.
 - f) Utility connections. Permanent connections to water, sanitary sewer, gas, or electrical service are prohibited.
 - g) Pedestrian access.
 - h) Hours of operation: 8:00 am –11:00 pm.
 - i) Mobile food vehicles shall not reduce the clear pedestrian path of travel on public or private sidewalks or multi-use paths to less than four six feet.
 - j) Mobile food vehicles shall provide no less than six feet, eight inches of clearance under awnings and canopies.
 - k) Operation on private property. Any mobile food vehicle operating on private property under a mobile food vending permit shall be subject to the following operational requirements:
 - l) Compliance with all general requirements listed above.
 - m) Mobile Food vendors must obtain written permission from the owner or their agent of private property on which the mobile food vehicle will operate.
 - n) Mobile food vehicles may not operate on unimproved properties unless a paved driveway entrance leading to the street right-of-way and, a gravel or asphalt/concrete paved surface that meets the requirements of the city development regulations, sufficient in size to allow for the parking of the mobile food vehicle(s) and other motor vehicles on the property.
 - o) Mobile food vehicles operating on private property shall not be parked within ten feet of a public right-of-way.
 - p) The sale of alcohol or alcoholic mixed beverages shall be prohibited.
 - q) Signage is allowed on food trucks and vehicles.
 - r) Moving of mobile food vehicles when not open for business.
 - s) When not staged on a privately-owned parcel that has a valid location-specific mobile food permit, mobile food vehicles shall be "in operation" as defined means a mobile food vehicle that when arriving at an approved private property or site is either preparing to open for business, open for business, or in the process of preparing to leave a site, and shall return to an approved, state-inspected commissary or the other City of East Ridge permitted location.
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Section 9 - Operation on Public Property

9.1 - Operation on public property.

9.2 - Compliance with all general requirements listed above.

9.3 - Mobile food vendors operating on public property must obtain a special event permit from the City of East Ridge. This permit is valid for one (1) or two (2) days. Special event permits issued by the City of East Ridge are effective for a maximum of two (2) days.

9.4) Canteen trucks are not regulated by this chapter, provided they:

- a) Are not stationary for more than ten minutes.
- b) Not impeding the flow of traffic.
- c) And in the case of canteen trucks, they operate within active construction sites.

Section 10 - Compliance with Health Regulations

10.1 - Valid health inspection certifications acquired in accordance with the State of Tennessee shall serve as certification of inspection for operation in the City of East Ridge.

Section 11- Compliance with Fire and Public Safety Regulations

11.1 – Any mobile food vendor operating a mobile food vehicle in the City of East Ridge shall comply with requirements of the International Fire Code as adopted by the City of East Ridge, any other regulatory fire code as adopted by the City of East Ridge, and any additional rules and regulations adopted by the City of East Ridge Fire Department for the operation of mobile food vehicles. Prior to the issuance of a mobile food vending permit, mobile food vehicles shall be subject to inspection by the City of East Ridge Fire Marshal.

Section 12 – Insurance

12.1 - Operators of mobile food units that operate on public property or right-of-way shall provide with their application and annual renewal application proof of an insurance policy, issued by an insurance company licensed to do business in the state, with the city as a named insured, protecting the operator and the city from all claims or suits for damages to property or bodily injury, including death, which may arise from operations under or in connection with the permit. Minimum liability limits for such insurance policy shall be not less than the minimum limits specified by Tennessee Code Annotated Section 29-20-403. Such insurance shall show paid-up

premiums for a minimum of one (1) year and shall provide that the policy will not terminate or be canceled prior to the expiration date without thirty (30) days' advance written notice to the mayor or his designee.

Section 13 - Mechanism for Complaints—Suspension or Revocation

13.1 - Should the City of East Ridge observe a mobile food vendor in violation of this chapter, code enforcement, or their designee, may seek resolution through this chapter, including without limitation the issuance of a notice of violation to parties involved in the operation of the mobile food vending unit, including, but not limited to the operator or owner of the unit, as well as the property owner where the violation occurred.

13.2 - Citation. Each of the following circumstances constitute a violation of this article, for which a citation may be issued by a codes enforcement officer or police officer of the City.

13.3 - Operation of a mobile food service vehicle without a current, valid permit, provided further that each day and each separate location at which a mobile food service vehicle is operated without a current, valid permit shall be considered a separate violation.

13.4 - Continuation of temporary mobile food service vehicle operations beyond the time period authorized by staff.

13.5 - Failure to comply with any other provision of this chapter.

13.6 - Responsibility for Violations. The City code enforcement officers and police officers may, at their discretion in consideration of the situation, cite any of the individuals or entities listed below for any violation of the provisions of this chapter.

- a) The operator of a mobile food service vehicle.
- b) An employee working in or out of a mobile food service vehicle.
- c) The owner of the property on which a mobile food service vehicle is located.

13.7 - Suspension of Permit. A mobile food vendor permit shall be suspended by the permit administrator if:

- a) The applicant for the permit knowingly provided false information on the application.
- b) Two violations of this chapter have occurred within a six month period in conjunction with the mobile food service vehicle for which the permit has been issued.

c) The operator of a mobile food service vehicle fails to maintain a current, valid, vehicle registration, health department permit, business license, or proof of required motor vehicle insurance coverage.

13.8 - Revocation of Permit. A mobile food vendor permit shall be revoked by the permit administrator:

- a) If three violations of this chapter have occurred within any 12-month period.
- b) A mobile food service vehicle is operated in an unlawful manner so as to constitute a breach of the peace or otherwise threaten the health, safety or general welfare of the public.

13.9 - Reinstatement:

- a) An operator may reinstate a suspended mobile food vendor permit by taking such actions as may be necessary to correct a mobile food service vehicle's noncompliance and paying a reinstatement fee of \$200 to offset the City's cost of enforcement measures, inspections, and compliance verifications.
- b. An operator whose mobile food vendor permit has been revoked may apply for a new permit after 12 months from the date of revocation, provided the operator has taken such actions as may be necessary to correct a mobile food service vehicle's noncompliance. The operator shall pay a permit reinstatement fee of \$200 to offset the City's cost of enforcement measures, inspections and compliance verifications.
- c. No permit will be issued to any person who intends to operate the same mobile food service vehicles for which the operator's permit is currently suspended or has been revoked within the preceding 12 months.

13.10 - Notice. Notice of the suspension or revocation of a mobile food vendor permit shall be issued to the operator in writing by the permit administrator to the address of contact contained on the permit application.

13.11 - Administrative Hearing Officer. Notwithstanding anything to the contrary herein, any violation of this chapter may, in addition to other ramifications permitted in this chapter, be cited and referred to the City's administrative hearing officer for adjudication of penalties and fines as set forth in T.C.A. § 6-54-1001 et seq. who shall have authority to levy penalties and fines in accordance with T.C.A. § 1009, as amended.

Section 14 – Appeals

14.1- Filing. The denial, suspension, or revocation of a mobile food vendor permit by the City administrator may be appealed by filing a written notice of appeal, establishing the grounds for the appeal, with the East Ridge City Manager for City Council review. The notice of appeal shall be filed no later than ten business days following receipt of the notice of denial, suspension or revocation.

14.2 - City Council Review. When an appeal is filed with the East Ridge City Manager for City Council review as set forth herein, the City Council may request such additional information from the operator and the permit administrator as may be deemed necessary. At the City Council's discretion, the appeal may be decided based on the written information and documentation submitted, or a hearing may be scheduled with the operator and the permit administrator. The appeal shall be placed on the agenda within thirty days of filing and shall be heard at a regularly scheduled City Council meeting. The City Council's decision on the appeal shall be issued in writing, based on a written summation or revocation of the permit, and shall be final. The City Council may reverse the denial, suspension, or revocation of a permit or may reduce the waiting period requirement for reinstatement of a revoked permit if it is determined that the operator has taken reasonable steps to mitigate the violations leading to the revocation and to prevent future violations.

14.3 - Refunds. There shall be no refund of an application fee for a mobile food vendor permit that has been denied. There shall be no refund of a reinstatement fee for a suspended or revoked permit unless the City Council determines on appeal that the permit administrator acted in error in suspending or revoking the permit.

Section 15 - Fees

15.1- Mobile Food Vehicle - \$200/vehicle, per Calendar year

15.2 - Application/permit fee (fee to be updated annually based on administration cost)

15.3 - Location Specific mobile food permit - \$200.00/property, per year

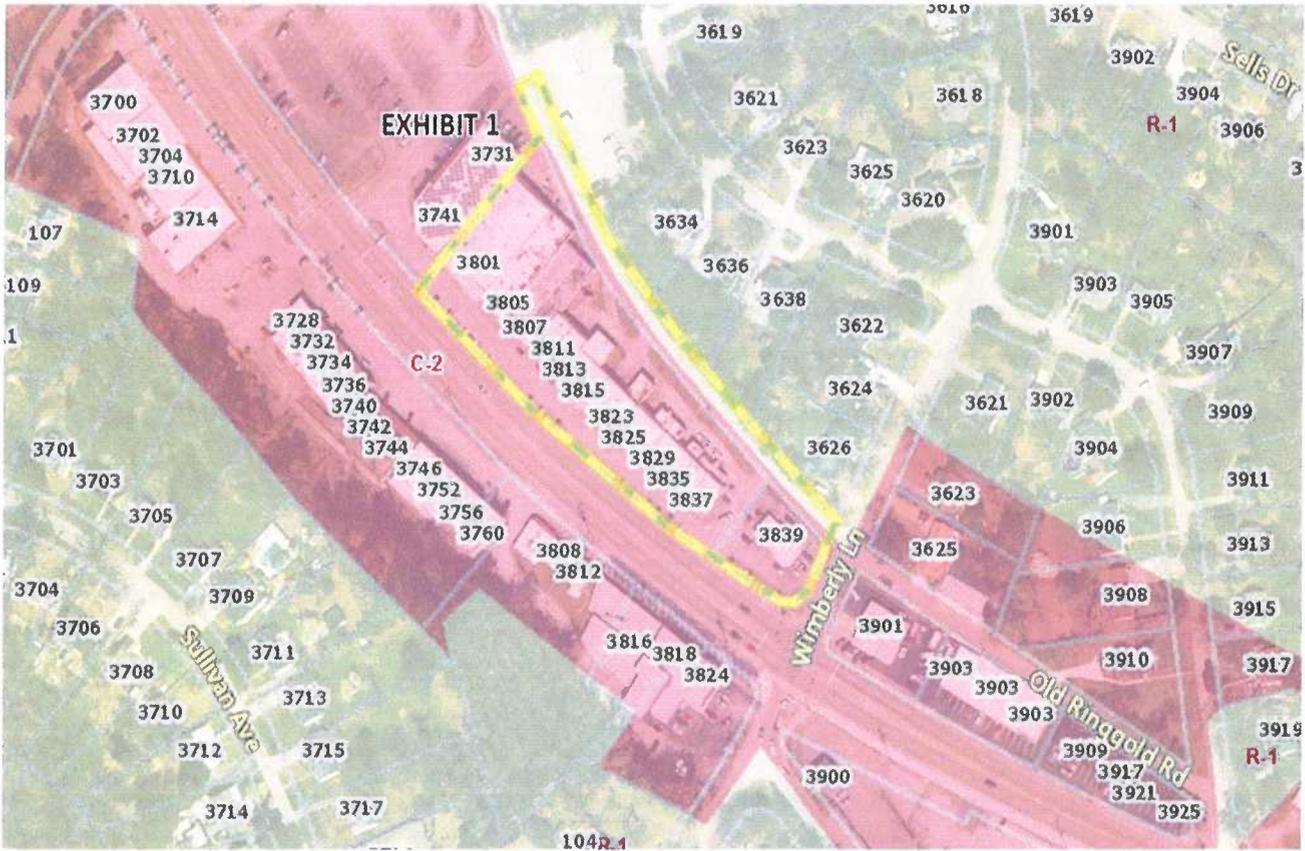
15.4 - Fire Marshal inspection fee \$50.00

15.5 -Two-day special event permit \$50.00 or \$25.00 per day.

15.6- Violations – Maximum \$50.00 per day per offense

15.7 -Business license -Contact the City of East Ridge at 423-867-7711

15.8 -Fire Inspection – Fire Marshal Bryan Dean at 423-867-7100 / bdean@eastridgetn.gov



3800 Block of Ringgold Road – Food trucks permitted.

ORDINANCE NO. _____

AGENDA MEMORANDUM

Flood Ordinance

Date: September 11th, 2025

Submitted by:



Michael Howell, Chief Building Official

SUBJECT:

FEMA has recently completed a comprehensive update of the Flood Insurance Rate Maps (FIRMs) for the City of East Ridge as part of a nationwide effort to update flood maps. The City is required to adopt the updated FIRMs before the effective date of November 28, 2025, to remain in good standing with the National Flood Insurance Program (NFIP).

There is no direct fiscal impact to the city associated with the adoption of the new maps. However, failure to adopt the FIRMs by the required deadline would result in suspension from the NFIP, making flood insurance unavailable to property owners and jeopardizing eligibility for federal disaster recovery funding.

ORDINANCE NO. _____

MUNICIPAL FLOODPLAIN ZONING ORDINANCE

AN ORDINANCE ADOPTED FOR THE PURPOSE OF AMENDING THE CITY OF EAST RIDGE, TENNESSEE MUNICIPAL ZONING ORDINANCE REGULATING DEVELOPMENT WITHIN THE CORPORATE LIMITS OF CITY OF EAST RIDGE, TENNESSEE, TO MINIMIZE DANGER TO LIFE AND PROPERTY DUE TO FLOODING, AND TO MAINTAIN ELIGIBILITY FOR PARTICIPATION IN THE NATIONAL FLOOD INSURANCE PROGRAM.

ARTICLE I. STATUTORY AUTHORIZATION, FINDINGS OF FACT, PURPOSE AND OBJECTIVES

Section A. Statutory Authorization

The Legislature of the State of Tennessee has in Sections 13-7-201 through 13-7-210, Tennessee Code Annotated delegated the responsibility to local governmental units to adopt regulations designed to promote the public health, safety, and general welfare of its citizenry. Therefore, the City of East Ridge, Tennessee, Mayor and the City Council do ordain as follows:

Section B. Findings of Fact

1. The City of East Ridge, Tennessee, Mayor and its Legislative Body wishes to maintain eligibility in the National Flood Insurance Program (NFIP) and in order to do so must meet the NFIP regulations found in Title 44 of the Code of Federal Regulations (CFR), Ch. 1, Section 60.3.
2. Areas of the City of East Ridge, Tennessee are subject to periodic inundation which could result in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base, all of which adversely affect the public health, safety and general welfare.
3. Flood losses are caused by the cumulative effect of obstructions in floodplains, causing increases in flood heights and velocities; by uses in flood hazard areas which are vulnerable to floods; or construction which is inadequately elevated, floodproofed, or otherwise unprotected from flood damages.

Section C. Statement of Purpose

It is the purpose of this Ordinance to promote the public health, safety and general welfare and to minimize public and private losses due to flood conditions in specific areas. This Ordinance is designed to:

1. Restrict or prohibit uses which are vulnerable to flooding or erosion hazards, or which result in damaging increases in erosion, flood heights, or velocities;

2. Require that uses vulnerable to floods, including community facilities, be protected against flood damage at the time of initial construction;
3. Control the alteration of natural floodplains, stream channels, and natural protective barriers which are involved in the accommodation of floodwaters;
4. Control filling, grading, dredging and other development which may increase flood damage or erosion;
5. Prevent or regulate the construction of flood barriers which will unnaturally divert flood waters or which may increase flood hazards to other lands.

Section D. Objectives

The objectives of this Ordinance are:

1. To protect human life, health, safety and property;
2. To minimize expenditure of public funds for costly flood control projects;
3. To minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;
4. To minimize prolonged business interruptions;
5. To minimize damage to public facilities and utilities such as water and gas mains, electric, telephone and sewer lines, streets and bridges located in floodprone areas;
6. To help maintain a stable tax base by providing for the sound use and development of floodprone areas to minimize blight in flood areas;
7. To ensure that potential homebuyers are notified that property is in a floodprone area;
8. To maintain eligibility for participation in the NFIP.

ARTICLE II. DEFINITIONS

Unless specifically defined below, words or phrases used in this Ordinance shall be interpreted as to give them the meaning they have in common usage and to give this Ordinance its most reasonable application given its stated purpose and objectives.

"Accessory Structure" means a subordinate structure to the principal structure on the same lot and, for the purpose of this Ordinance, shall conform to the following:

1. Accessory structures shall only be used for parking of vehicles and storage.
2. Accessory structures shall be designed to have low flood damage potential.
3. Accessory structures shall be constructed and placed on the building site so as to offer the minimum resistance to the flow of floodwaters.

4. Accessory structures shall be firmly anchored to prevent flotation, collapse, and lateral movement, which otherwise may result in damage to other structures.
5. Utilities and service facilities such as electrical and heating equipment shall be elevated or otherwise protected from intrusion of floodwaters.

"Addition (to an existing building)" means any walled and roofed expansion to the perimeter or height of a building.

"Appeal" means a request for a review of the local enforcement officer's interpretation of any provision of this Ordinance or a request for a variance.

"Area of Shallow Flooding" means a designated AO or AH Zone on a community's Flood Insurance Rate Map (FIRM) with one percent or greater annual chance of flooding to an average depth of one to three feet where a clearly defined channel does not exist, where the path of flooding is unpredictable and indeterminate; and where velocity flow may be evident. Such flooding is characterized by ponding or sheet flow.

"Area of Special Flood-related Erosion Hazard" is the land within a community which is most likely to be subject to severe flood-related erosion losses. The area may be designated as Zone E on the Flood Hazard Boundary Map (FHBM). After the detailed evaluation of the special flood-related erosion hazard area in preparation for publication of the FIRM, Zone E may be further refined.

"Area of Special Flood Hazard" see **"Special Flood Hazard Area"**.

"Base Flood" means the flood having a one percent chance of being equaled or exceeded in any given year. This term is also referred to as the 100-year flood or the one (1)-percent annual chance flood.

"Basement" means any portion of a building having its floor subgrade (below ground level) on all sides.

"Building" see **"Structure"**.

"Development" means any man-made change to improved or unimproved real estate, including, but not limited to, buildings or other structures, mining, dredging, filling, grading, paving, excavating, drilling operations, or storage of equipment or materials.

"Elevated Building" means a non-basement building built to have the lowest floor of the lowest enclosed area elevated above the ground level by means of solid foundation perimeter walls with openings sufficient to facilitate the unimpeded movement of floodwater, pilings, columns, piers, or shear walls adequately anchored so as not to impair the structural integrity of the building during a base flood event.

"Emergency Flood Insurance Program" or **"Emergency Program"** means the program as implemented on an emergency basis in accordance with Section 1336 of the Act. It is intended as a program to provide a first layer amount of insurance on all insurable structures before the effective date of the initial FIRM.

"Erosion" means the process of the gradual wearing away of land masses. This peril is not "per se" covered under the Program.

"Exception" means a waiver from the provisions of this Ordinance which relieves the applicant from the requirements of a rule, regulation, order or other determination made or issued pursuant to this Ordinance.

"Existing Construction" means any structure for which the "start of construction" commenced before the effective date of the initial floodplain management code or ordinance adopted by the community as a basis for that community's participation in the NFIP.

"Existing Manufactured Home Park or Subdivision" means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, final site grading or the pouring of concrete pads) is completed before the effective date of the first floodplain management code or ordinance adopted by the community as a basis for that community's participation in the NFIP.

"Existing Structures" see **"Existing Construction"**.

"Expansion to an Existing Manufactured Home Park or Subdivision" means the preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).

"Flood" or "Flooding"

(a) A general and temporary condition of partial or complete inundation of normally dry land areas from:

1. The overflow of inland or tidal waters.
2. The unusual and rapid accumulation or runoff of surface waters from any source.
3. Mudslides (i.e., mudflows) which are proximately caused by flooding as defined in paragraph (a)(2) of this definition and are akin to a river of liquid and flowing mud on the surfaces of normally dry land areas, as when earth is carried by a current of water and deposited along the path of the current.

(b) The collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding as defined in paragraph (a)(1) of this definition.

"Flood Elevation Determination" means a determination by the Federal Emergency Management Agency (FEMA) of the water surface elevations of the base flood, that is, the flood level that has a one percent or greater chance of occurrence in any given year.

"Flood Elevation Study" means an examination, evaluation and determination of flood hazards and, if appropriate, corresponding water surface elevations, or an examination, evaluation and determination of mudslide (i.e., mudflow) or flood-related erosion hazards.

"Flood Hazard Boundary Map (FHBM)" means an official map of a community, issued by FEMA, where the boundaries of areas of special flood hazard have been designated as Zone A.

"Flood Insurance Rate Map (FIRM)" means an official map of a community, issued by FEMA, delineating the areas of special flood hazard or the risk premium zones applicable to the community.

"Flood Insurance Study" is the official report provided by FEMA, evaluating flood hazards and containing flood profiles and water surface elevation of the base flood.

"Floodplain" or **"Floodprone Area"** means any land area susceptible to being inundated by water from any source (see definition of "flooding").

"Floodplain Management" means the operation of an overall program of corrective and preventive measures for reducing flood damage, including but not limited to emergency preparedness plans, flood control works and floodplain management regulations.

"Flood Protection System" means those physical structural works for which funds have been authorized, appropriated, and expended and which have been constructed specifically to modify flooding in order to reduce the extent of the area within a community subject to a "special flood hazard" and the extent of the depths of associated flooding. Such a system typically includes hurricane tidal barriers, dams, reservoirs, levees or dikes. These specialized flood modifying works are those constructed in conformance with sound engineering standards.

"Floodproofing" means any combination of structural and nonstructural additions, changes, or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities and structures and their contents.

"Flood-related Erosion" means the collapse or subsidence of land along the shore of a lake or other body of water as a result of undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as a flash flood, or by some similarly unusual and unforeseeable event which results in flooding.

"Flood-related Erosion Area" or **"Flood-related Erosion Prone Area"** means a land area adjoining the shore of a lake or other body of water, which due to the composition of the shoreline or bank and high water levels or wind-driven currents, is likely to suffer flood-related erosion damage.

"Flood-related Erosion Area Management" means the operation of an overall program of corrective and preventive measures for reducing flood-related erosion damage, including but not limited to emergency preparedness plans, flood-related erosion control works and floodplain management regulations.

"Floodway" means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height.

"Freeboard" means a factor of safety usually expressed in feet above a flood level for purposes of floodplain management. "Freeboard" tends to compensate for the many unknown factors that could contribute to flood heights greater than the height calculated for a selected size flood and floodway conditions, such as wave action, blockage of bridge or culvert openings, and the hydrological effect of urbanization of the watershed.

"Functionally Dependent Use" means a use which cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or

passengers, and ship building and ship repair facilities, but does not include long-term storage or related manufacturing facilities.

"Highest Adjacent Grade" means the highest natural elevation of the ground surface, prior to construction, adjacent to the proposed walls of a structure.

"Historic Structure" means any structure that is:

1. Listed individually in the National Register of Historic Places (a listing maintained by the U.S. Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
2. Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
3. Individually listed on the Tennessee inventory of historic places and determined as eligible by states with historic preservation programs which have been approved by the Secretary of the Interior; or
4. Individually listed on the City of East Ridge, Tennessee inventory of historic places and determined as eligible by communities with historic preservation programs that have been certified either:
 - a. By the approved Tennessee program as determined by the Secretary of the Interior or
 - b. Directly by the Secretary of the Interior.

"Letter of Map Change (LOMC)" means an official FEMA determination, by letter, that amends or revises an effective Flood Insurance Rate Map or Flood Insurance Study. Letters of Map Change include:

"Letter of Map Amendment (LOMA)" An amendment based on technical data showing that a property was incorrectly included in a designated special flood hazard area. A LOMA amends the current effective Flood Insurance Rate Map and establishes that a specific property or structure is not located in a special flood hazard area.

"Conditional Letter of Map Revision Based on Fill (CLOMR-F)" A determination that a parcel of land or proposed structure that will be elevated by fill would not be inundated by the base flood if fill is placed on the parcel as proposed or the structure is built as proposed.

"Letter of Map Revision Based on Fill (LOMR-F)" A determination that a structure or parcel of land has been elevated by fill above the base flood elevation and is, therefore, no longer exposed to flooding associated with the base flood. In order to qualify for this determination, the fill must have been permitted and placed in accordance with the community's floodplain management regulations.

"Conditional Letter of Map Revision (CLOMR)" A formal review and comment as to whether a proposed flood protection project or other project complies with the minimum NFIP requirements for such projects with respect to delineation of special flood hazard areas. A CLOMR does not revise the effective Flood Insurance Rate Map or Flood Insurance Study; upon submission and approval of certified as-built documentation, a Letter of Map Revision may be issued by FEMA, to revise the effective FIRM.

"Letter of Map Revision (LOMR)" Letter of Map Revisions are generally based on the implementation of physical measures that affect the hydrologic or hydraulic characteristics of a flooding source and thus result in the modification of the existing regulatory floodway, the effective Base Flood Elevations (BFEs), or the Special Flood Hazard Area (SFHA). The LOMR officially revises the Flood Insurance Rate Map (FIRM) or Flood Boundary and Floodway Map (FBFM), and sometimes the Flood Insurance Study (FIS) report, and when appropriate, includes a description of the modifications. The LOMR is generally accompanied by an annotated copy of the affected portions of the FIRM, FBFM, or FIS report.

"Levee" means a man-made structure, usually an earthen embankment, designed and constructed in accordance with sound engineering practices to contain, control or divert the flow of water so as to provide protection from temporary flooding.

"Levee System" means a flood protection system which consists of a levee, or levees, and associated structures, such as closure and drainage devices, which are constructed and operated in accordance with sound engineering practices.

"Lowest Floor" means the lowest floor of the lowest enclosed area, including a basement. An unfinished or flood resistant enclosure used solely for parking of vehicles, building access or storage in an area other than a basement area is not considered a building's lowest floor; provided, that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of this Ordinance.

"Manufactured Home" means a structure, transportable in one or more sections, which is built on a permanent chassis and designed for use with or without a permanent foundation when attached to the required utilities. The term "Manufactured Home" does not include a "Recreational Vehicle".

"Manufactured Home Park or Subdivision" means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

"Map" means the Flood Hazard Boundary Map (FHBM) or the Flood Insurance Rate Map (FIRM) for a community issued by FEMA.

"Mean Sea Level" means the average height of the sea for all stages of the tide. It is used as a reference for establishing various elevations within the floodplain. For the purposes of this Ordinance, the term is synonymous with the National Geodetic Vertical Datum (NGVD) of 1929, the North American Vertical Datum (NAVD) of 1988, or other datum, to which Base Flood Elevations shown on a community's Flood Insurance Rate Map are referenced.

"National Geodetic Vertical Datum (NGVD)" means, as corrected in 1929, a vertical control used as a reference for establishing varying elevations within the floodplain.

"New Construction" means any structure for which the "start of construction" commenced on or after the effective date of the initial floodplain management Ordinance and includes any subsequent improvements to such structure.

"New Manufactured Home Park or Subdivision" means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after the effective date of this ordinance or the effective date of the initial floodplain management ordinance and includes any subsequent improvements to such structure.

"North American Vertical Datum (NAVD)" means, as corrected in 1988, a vertical control used as a reference for establishing varying elevations within the floodplain.

"100-year Flood" see **"Base Flood"**.

"Person" includes any individual or group of individuals, corporation, partnership, association, or any other entity, including State and local governments and agencies.

"Reasonably Safe from Flooding" means base flood waters will not inundate the land or damage structures to be removed from the Special Flood Hazard Area and that any subsurface waters related to the base flood will not damage existing or proposed structures.

"Recreational Vehicle" means a vehicle which is:

1. Built on a single chassis;
2. 400 square feet or less when measured at the largest horizontal projection;
3. Designed to be self-propelled or permanently towable by a light duty truck;
4. Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

"Regulatory Floodway" means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height.

"Regulatory Flood Protection Elevation" means the "Base Flood Elevation" plus the "Freeboard". In "Special Flood Hazard Areas" where Base Flood Elevations (BFEs) have been determined, this elevation shall be the BFE plus 1 foot. In "Special Flood Hazard Areas" where no BFE has been established, this elevation shall be at least three (3) feet above the highest adjacent grade.

"Riverine" means relating to, formed by, or resembling a river (including tributaries), stream, brook, etc.

"Special Flood Hazard Area" is the land in the floodplain within a community subject to a one percent or greater chance of flooding in any given year. The area may be designated as Zone A on the FHBM. After detailed ratemaking has been completed in preparation for publication of the FIRM, Zone A usually is refined into Zones A, AO, AH, A1-30, AE or A99.

"Special Hazard Area" means an area having special flood, mudslide (i.e., mudflow) and/or flood-related erosion hazards, and shown on an FHBM or FIRM as Zone A, AO, A1-30, AE, A99, or AH.

"Start of Construction" includes substantial improvement, and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure (including a manufactured home) on a site, such as the pouring of slabs or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; and includes the placement of a manufactured home on a foundation. Permanent construction does not include initial land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds, not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

"State Coordinating Agency" the Tennessee Emergency Management Agency, State NFIP Office, as designated by the Governor of the State of Tennessee at the request of FEMA to assist in the implementation of the NFIP for the State.

"Structure" for purposes of this Ordinance, means a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home.

"Substantial Damage" means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed fifty percent (50%) of the market value of the structure before the damage occurred.

"Substantial Improvement" means any reconstruction, rehabilitation, addition, alteration or other improvement of a structure in which the cost equals or exceeds fifty percent (50%) of the market value of the structure before the "start of construction" of the initial improvement. This term includes structures which have incurred "substantial damage", regardless of the actual repair work performed. The market value of the structure should be (1) the appraised value of the structure prior to the start of the initial improvement, or (2) in the case of substantial damage, the value of the structure prior to the damage occurring.

The term does not, however, include either: (1) Any project for improvement of a structure to correct existing violations of State or local health, sanitary, or safety code specifications which have been pre-identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions and not solely triggered by an improvement or repair project or; (2) Any alteration of a "historic structure", provided that the alteration will not preclude the structure's continued designation as a "historic structure".

"Substantially Improved Existing Manufactured Home Parks or Subdivisions" is where the repair, reconstruction, rehabilitation or improvement of the streets, utilities and pads equals or exceeds fifty percent (50%) of the value of the streets, utilities and pads before the repair, reconstruction or improvement commenced.

"Variance" is a grant of relief from the requirements of this Ordinance.

"Violation" means the failure of a structure or other development to be fully compliant with the community's floodplain management regulations. A structure or other development without the elevation certificate, other certification, or other evidence of compliance

required in this Ordinance is presumed to be in violation until such time as that documentation is provided.

"Water Surface Elevation" means the height, in relation to the National Geodetic Vertical Datum (NGVD) of 1929, the North American Vertical Datum (NAVD) of 1988, or other datum, where specified, of floods of various magnitudes and frequencies in the floodplains of riverine areas.

ARTICLE III. GENERAL PROVISIONS

Section A. Application

This Ordinance shall apply to all areas within the incorporated area of the City of East Ridge, Tennessee.

Section B. Basis for Establishing the Areas of Special Flood Hazard

The Areas of Special Flood Hazard identified on the City of East Ridge, Tennessee, as identified by FEMA, and in its Flood Insurance Study (FIS) and Flood Insurance Rate Map (FIRM), Community Panel Numbers 47065C0344H, 47065C0363H, 47065C0364H, 47065C0368H, 47065C0376H, 47065C0377H, 47065C0381H, and 47065CIND0C, dated November 28, 2025, along with all supporting technical data, are adopted by reference and declared to be a part of this Ordinance.

Section C. Requirement for Development Permit

A development permit shall be required in conformity with this Ordinance prior to the commencement of any development activities.

Section D. Compliance

No land, structure or use shall hereafter be located, extended, converted or structurally altered without full compliance with the terms of this Ordinance and other applicable regulations.

Section E. Abrogation and Greater Restrictions

This Ordinance is not intended to repeal, abrogate, or impair any existing easements, covenants or deed restrictions. However, where this Ordinance conflicts or overlaps with another regulatory instrument, whichever imposes the more stringent restrictions shall prevail.

Section F. Interpretation

In the interpretation and application of this Ordinance, all provisions shall be: (1) considered as minimum requirements; (2) liberally construed in favor of the governing body and; (3) deemed neither to limit nor repeal any other powers granted under Tennessee statutes.

Section G. Warning and Disclaimer of Liability

The degree of flood protection required by this Ordinance is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur on rare occasions. Flood heights may be increased by man-made or natural causes. This Ordinance does not imply that land outside the Areas of Special Flood Hazard or uses permitted within such areas will be free from flooding or flood damages. This Ordinance shall not create liability on the part of the City of East Ridge, Tennessee or by any officer or employee thereof for any flood damages that result from reliance on this Ordinance or any administrative decision lawfully made hereunder.

Section H. Penalties for Violation

Violation of the provisions of this Ordinance or failure to comply with any of its requirements, including violation of conditions and safeguards established in connection with grants of variance shall constitute a misdemeanor punishable as other misdemeanors as provided by law. Any person who violates this ordinance or fails to comply with any of its requirements shall, upon adjudication therefore, be fined as prescribed by Tennessee statutes, and in addition, shall pay all costs and expenses involved in the case. Each day such violation continues shall be considered a separate offense. Nothing herein contained shall prevent the City of East Ridge, Tennessee from taking such other lawful actions to prevent or remedy any violation.

ARTICLE IV. ADMINISTRATION

Section A. Designation of Ordinance Administrator

The Chief Building Official is hereby appointed as the Administrator to implement the provisions of this Ordinance.

Section B. Permit Procedures

Application for a development permit shall be made to the Administrator on forms furnished by the community prior to any development activities. The development permit may include, but is not limited to the following: plans in duplicate drawn to scale and showing the nature, location, dimensions, and elevations of the area in question; existing or proposed structures, earthen fill placement, storage of materials or equipment, and drainage facilities. Specifically, the following information is required:

1. Application stage
 - a. Elevation in relation to mean sea level of the proposed lowest floor, including basement, of all buildings where Base Flood Elevations are available, or to certain height above the highest adjacent grade when applicable under this Ordinance.
 - b. Elevation in relation to mean sea level to which any non-residential building will be floodproofed where Base Flood Elevations are available, or to certain height above the highest adjacent grade when applicable under this Ordinance.
 - c. A FEMA Floodproofing Certificate from a Tennessee registered professional engineer or architect that the proposed non-residential

floodproofed building will meet the floodproofing criteria in Article V, Sections A and B.

- d. Description of the extent to which any watercourse will be altered or relocated as a result of proposed development.
- e. In order to determine if improvements or damage meet the Substantial Improvement or Substantial Damage criteria, the applicant shall provide to the Floodplain Administrator a detailed cost to repair all damages and/or cost of improvements which includes the complete costs associated with all types of work necessary to completely repair or improve a building. These include the costs of all materials, labor, and other items necessary to perform the proposed work. These must be in the form of:
 - An itemized costs of materials, and labor, or estimates of materials and labor that are prepared by licensed contractors or professional construction cost estimators
 - Building valuation tables published by building code organizations and cost-estimating manuals and tools available from professional building cost-estimating services.
 - A qualified estimate of costs that is prepared by the local official using professional judgement and knowledge of local and regional construction costs.
 - A detailed cost estimate provided and prepared by the building owner. This must include as much supporting documentation as possible (such as pricing information from lumber companies, plumbing and electrical suppliers, etc). In addition, the estimate must include the value of labor, including the value of the owner's labor.

2. Construction Stage

Within AE Zones, where Base Flood Elevation data is available, any lowest floor certification made relative to mean sea level shall be prepared by or under the direct supervision of, a Tennessee registered land surveyor and certified by same. The Administrator shall record the elevation of the lowest floor on the development permit. When floodproofing is utilized for a non-residential building, said certification shall be prepared by, or under the direct supervision of, a Tennessee registered professional engineer or architect and certified by same.

Within approximate A Zones, where Base Flood Elevation data is not available, the elevation of the lowest floor shall be determined as the measurement of the lowest floor of the building relative to the highest adjacent grade. The Administrator shall record the elevation of the lowest floor on the development permit. When floodproofing is utilized for a non-residential building, said certification shall be prepared by, or under the direct supervision of, a Tennessee registered professional engineer or architect and certified by same.

For all new construction and substantial improvements, the permit holder shall provide to the Administrator an as-built certification of the lowest floor

elevation or floodproofing level upon the completion of the lowest floor or floodproofing.

Any work undertaken prior to submission of the certification shall be at the permit holder's risk. The Administrator shall review the above-referenced certification data. Deficiencies detected by such review shall be corrected by the permit holder immediately and prior to further work being allowed to proceed. Failure to submit the certification or failure to make said corrections required hereby, shall be cause to issue a stop-work order for the project.

3. Finished Construction Stage

A final Finished Construction Elevation Certificate is required after construction is completed and prior to Certificate of Compliance/Occupancy issuance. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of final as-built construction of the elevation of the reference level and all attendant utilities. The Administrator will keep the certificate on file in perpetuity.

Section C. Duties and Responsibilities of the Administrator

Duties of the Administrator shall include, but not be limited to, the following:

1. Review all development permits to assure that the permit requirements of this Ordinance have been satisfied, and that proposed building sites will be reasonably safe from flooding.
2. Review proposed development to assure that all necessary permits have been received from those governmental agencies from which approval is required by Federal or State law, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334.
3. Notify adjacent communities and the Tennessee Emergency Management Agency, State NFIP Office, prior to any alteration or relocation of a watercourse and submit evidence of such notification to FEMA.
4. For any altered or relocated watercourse, submit engineering data/analysis within six (6) months to FEMA to ensure accuracy of community FIRM's through the Letter of Map Revision process.
5. Assure that the flood carrying capacity within an altered or relocated portion of any watercourse is maintained.
6. Record the elevation, in relation to mean sea level or the highest adjacent grade, where applicable, of the lowest floor (including basement) of all new and substantially improved buildings, in accordance with Article IV, Section B.
7. Record the actual elevation, in relation to mean sea level or the highest adjacent grade, where applicable to which the new and substantially improved buildings have been floodproofed, in accordance with Article IV, Section B.

8. When floodproofing is utilized for a nonresidential structure, obtain certification of design criteria from a Tennessee registered professional engineer or architect, in accordance with Article IV, Section B.
9. Where interpretation is needed as to the exact location of boundaries of the Areas of Special Flood Hazard (for example, where there appears to be a conflict between a mapped boundary and actual field conditions), make the necessary interpretation. Any person contesting the location of the boundary shall be given a reasonable opportunity to appeal the interpretation as provided in this Ordinance.
10. When Base Flood Elevation data and floodway data have not been provided by FEMA, obtain, review, and reasonably utilize any Base Flood Elevation and floodway data available from a Federal, State, or other sources, including data developed as a result of these regulations, as criteria for requiring that new construction, substantial improvements, or other development in Zone A on the City of East Ridge, Tennessee FIRM meet the requirements of this Ordinance.
11. Maintain all records pertaining to the provisions of this Ordinance in the office of the Administrator and shall be open for public inspection. Permits issued under the provisions of this Ordinance shall be maintained in a separate file or marked for expedited retrieval within combined files.
12. A final Finished Construction Elevation Certificate (the latest edition of FEMA Elevation Certificate Form) is required after construction is completed and prior to Certificate of Compliance/Occupancy issuance. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of final as-built construction of the elevation of the reference level and all attendant utilities. The Floodplain Administrator shall review the certificate data submitted. Deficiencies detected by such review shall be corrected by the permit holder immediately and prior to Certificate of Compliance/Occupancy issuance. In some instances, another certification may be required to certify corrected as-built construction. Failure to submit the certification or failure to make required corrections shall be cause to withhold the issuance of a Certificate of Compliance/Occupancy. The Finished Construction Elevation Certificate certifier shall provide at least 2 photographs showing the front and rear of the building taken within 90 days from the date of certification. The photographs must be taken with views confirming the building description and diagram number provided in Section A. To the extent possible, these photographs should show the entire building including foundation. If the building has split-level or multi-level areas, provide at least 2 additional photographs showing side views of the building. In addition, when applicable, provide a photograph of the foundation showing a representative example of the flood openings or vents. All photographs must be in color and measure at least 3" × 3". Digital photographs are acceptable.

ARTICLE V. PROVISIONS FOR FLOOD HAZARD REDUCTION

Section A. General Standards

In all areas of special flood hazard, the following provisions are required:

1. New construction and substantial improvements shall be anchored to prevent flotation, collapse and lateral movement of the structure;
2. Manufactured homes shall be installed using methods and practices that minimize flood damage. They must be elevated and anchored to prevent flotation, collapse and lateral movement. Methods of anchoring may include, but are not limited to, use of over-the-top or frame ties to ground anchors. This requirement is in addition to applicable State of Tennessee and local anchoring requirements for resisting wind forces.
3. New construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage;
4. New construction and substantial improvements shall be constructed by methods and practices that minimize flood damage;
5. All electrical, heating, ventilation, plumbing, air conditioning equipment, and other service facilities shall be designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding;
6. New and replacement water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the system;
7. New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters;
8. On-site waste disposal systems shall be located and constructed to avoid impairment to them or contamination from them during flooding;
9. Any alteration, repair, reconstruction or improvements to a building that is in compliance with the provisions of this Ordinance, shall meet the requirements of "new construction" as contained in this Ordinance;
10. Any alteration, repair, reconstruction or improvements to a building that is not in compliance with the provision of this Ordinance, shall be undertaken only if said non-conformity is not further extended or replaced;
11. All new construction and substantial improvement proposals shall provide copies of all necessary Federal and State permits, including Section 404 of the Federal Water Pollution Control Act amendments of 1972, 33 U.S.C. 1334;
12. All subdivision proposals and other proposed new development proposals shall meet the standards of Article V, Section B;
13. When proposed new construction and substantial improvements are partially located in an area of special flood hazard, the entire structure shall meet the standards for new construction;
14. When proposed new construction and substantial improvements are located in multiple flood hazard risk zones or in a flood hazard risk zone with multiple Base Flood Elevations, the entire structure shall meet the standards

for the most hazardous flood hazard risk zone and the highest Base Flood Elevation.

Section B. Specific Standards

In all Areas of Special Flood Hazard, the following provisions, in addition to those set forth in Article V, Section A, are required:

1. Residential Structures

In AE Zones where Base Flood Elevation data is available, new construction and substantial improvement of any residential building (or manufactured home) shall have the lowest floor, including basement, elevated to no lower than one (1) foot above the Base Flood Elevation. Should solid foundation perimeter walls be used to elevate a structure, openings sufficient to facilitate equalization of flood hydrostatic forces on both sides of exterior walls shall be provided in accordance with the standards of this section: "Enclosures".

Within approximate A Zones where Base Flood Elevations have not been established and where alternative data is not available, the administrator shall require the lowest floor of a building to be elevated to a level of at least three (3) feet above the highest adjacent grade (as defined in Article II). Should solid foundation perimeter walls be used to elevate a structure, openings sufficient to facilitate equalization of flood hydrostatic forces on both sides of exterior walls shall be provided in accordance with the standards of this section: "Enclosures"

2. Non-Residential Structures

In AE Zones, where Base Flood Elevation data is available, new construction and substantial improvement of any commercial, industrial, or non-residential building, shall have the lowest floor, including basement, elevated or floodproofed to no lower than one (1) foot above the level of the Base Flood Elevation. Should solid foundation perimeter walls be used to elevate a structure, openings sufficient to facilitate equalization of flood hydrostatic forces on both sides of exterior walls shall be provided in accordance with the standards of this section: "Enclosures"

In approximate A Zones, where Base Flood Elevations have not been established and where alternative data is not available, new construction and substantial improvement of any commercial, industrial, or non-residential building, shall have the lowest floor, including basement, elevated or floodproofed to no lower than three (3) feet above the highest adjacent grade (as defined in Article II). Should solid foundation perimeter walls be used to elevate a structure, openings sufficient to facilitate equalization of flood hydrostatic forces on both sides of exterior walls shall be provided in accordance with the standards of this section: "Enclosures"

Non-Residential buildings located in all A Zones may be floodproofed, in lieu of being elevated, provided that all areas of the building below the required elevation are watertight, with walls substantially impermeable to the passage of water, and are built with structural components having the capability of resisting hydrostatic and hydrodynamic loads and the effects of buoyancy. A Tennessee registered professional engineer or architect shall certify that the design and methods of construction are in accordance with accepted standards of practice for meeting the provisions above, and shall

provide such certification to the Administrator as set forth in Article IV, Section B.

3. Enclosures

All new construction and substantial improvements that include fully enclosed areas formed by foundation and other exterior walls below the lowest floor that are subject to flooding, shall be designed to preclude finished living space and designed to allow for the entry and exit of flood waters to automatically equalize hydrostatic flood forces on exterior walls.

- a. Designs for complying with this requirement must either be certified by a Tennessee professional engineer or architect or meet or exceed the following minimum criteria.
 - 1) Provide a minimum of two openings having a total net area of not less than one (1) square inch for every square foot of enclosed area subject to flooding;
 - 2) The bottom of all openings shall be no higher than one (1) foot above the finished grade;
 - 3) Openings may be equipped with screens, louvers, valves or other coverings or devices provided they permit the automatic flow of floodwaters in both directions.
- b. The enclosed area shall be the minimum necessary to allow for parking of vehicles, storage or building access.
- c. The interior portion of such enclosed area shall not be finished or partitioned into separate rooms in such a way as to impede the movement of floodwaters and all such partitions shall comply with the provisions of Article V, Section B.

4. Standards for Manufactured Homes and Recreational Vehicles

- a. All manufactured homes placed, or substantially improved, on: (1) individual lots or parcels, (2) in expansions to existing manufactured home parks or subdivisions, or (3) in new or substantially improved manufactured home parks or subdivisions, must meet all the requirements of new construction.
- b. All manufactured homes placed or substantially improved in an existing manufactured home park or subdivision must be elevated so that either:
 - 1) In AE Zones, with Base Flood Elevations, the lowest floor of the manufactured home is elevated on a permanent foundation to no lower than one (1) foot above the level of the Base Flood Elevation or
 - 2) In approximate A Zones, without Base Flood Elevations, the manufactured home chassis is elevated and supported by reinforced piers (or other foundation elements of at least equivalent strength) that are at least three (3) feet in height above the highest adjacent grade (as defined in Article II).

- c. Any manufactured home, which has incurred “substantial damage” as the result of a flood, must meet the standards of Article V, Sections A and B.
- d. All manufactured homes must be securely anchored to an adequately anchored foundation system to resist flotation, collapse and lateral movement.
- e. All recreational vehicles placed in an identified Special Flood Hazard Area must either:
 - 1) Be on the site for fewer than 180 consecutive days;
 - 2) Be fully licensed and ready for highway use (a recreational vehicle is ready for highway use if it is licensed, on its wheels or jacking system, attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached structures or additions), or;
 - 3) The recreational vehicle must meet all the requirements for new construction.

5. Standards for Subdivisions and Other Proposed New Development Proposals

Subdivisions and other proposed new developments, including manufactured home parks, shall be reviewed to determine whether such proposals will be reasonably safe from flooding.

- a. All subdivision and other proposed new development proposals shall be consistent with the need to minimize flood damage.
- b. All subdivision and other proposed new development proposals shall have public utilities and facilities such as sewer, gas, electrical and water systems located and constructed to minimize or eliminate flood damage.
- c. All subdivision and other proposed new development proposals shall have adequate drainage provided to reduce exposure to flood hazards.
- d. In all approximate A Zones require that all new subdivision proposals and other proposed developments (including proposals for manufactured home parks and subdivisions) greater than 50 lots or 5 acres, whichever is the lesser, include within such proposals Base Flood Elevation data (See Article V, Section E).

Section C. Standards for Special Flood Hazard Areas with Established Base Flood Elevations and With Floodways Designated

Located within the Special Flood Hazard Areas established in Article III, Section B, are areas designated as floodways. A floodway may be an extremely hazardous area due to the velocity of floodwaters, debris or erosion potential. In addition, the area must remain free of encroachment in order to allow for the discharge of the base flood without increased flood heights and velocities. Therefore, the following provisions shall apply:

- 1. Encroachments are prohibited, including fill, new construction, substantial improvements or other development within the adopted regulatory floodway.

Development may be permitted however, provided it is demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the encroachment shall not result in any increase in flood levels or floodway widths during a base flood discharge. A registered professional engineer must provide supporting technical data and certification thereof;

2. A community may permit encroachments within the adopted regulatory floodway that would result in an increase in base flood elevations, floodway width or base flood discharge provided that the applicant first applies for a Conditional Letter of Map Revision (CLOMR) from FEMA prior to the start of construction. Upon completion of the project, the applicant shall apply for a Letter of Map Revision (LOMR) from FEMA. Submittal requirements and fees shall be the responsibility of the applicant as established under the provisions of § 65.12.
3. ONLY if Article V, Section C, provisions (1) through (2) are satisfied, then any new construction or substantial improvement shall comply with all other applicable flood hazard reduction provisions of Article V, Sections A and B.

Section D. Standards for Areas of Special Flood Hazard Zones AE with Established Base Flood Elevations but Without Floodways Designated

Located within the Special Flood Hazard Areas established in Article III, Section B, where streams exist with base flood data provided but where no floodways have been designated (Zones AE), the following provisions apply:

1. Require until a regulatory floodway is designated, that no new construction, substantial improvements, or other development, including fill shall be permitted within Zone AE on the community's FIRM, unless it is demonstrated through hydrologic and hydraulic analyses performed that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one (1) foot at any point within the community.
2. A community may permit encroachments within Zones AE on the community's FIRM, that would result in an increase in the water surface elevation of the base flood, provided that the applicant first applies for a Conditional Letter of Map Revision (CLOMR) from FEMA prior to the start of construction. Upon completion of the project, the applicant shall apply for a Letter of Map Revision (LOMR) from FEMA. Submittal requirements and fees shall be the responsibility of the applicant as established under the provisions of § 65.12.
3. ONLY if Article V, Section D, provisions (1) through (2) are satisfied, then any new construction or substantial improvement shall comply with all other applicable flood hazard reduction provisions of Article V, Sections A and B.

Section E. Standards for Streams without Established Base Flood Elevations and Floodways (A Zones)

Located within the Special Flood Hazard Areas established in Article III, Section B, where streams exist, but no base flood data has been provided and where a Floodway has not been delineated, the following provisions shall apply:

1. The Administrator shall obtain, review, and reasonably utilize any Base Flood Elevation and floodway data available from any Federal, State, or other

sources, including data developed as a result of these regulations (see 2 below), as criteria for requiring that new construction, substantial improvements, or other development in approximate A Zones meet the requirements of Article V, Sections A and B.

2. Require that all new subdivision proposals and other proposed developments (including proposals for manufactured home parks and subdivisions) greater than 50 lots or 5 acres, whichever is the lesser, include within such proposals Base Flood Elevation data.
3. Within approximate A Zones, where Base Flood Elevations have not been established and where such data is not available from other sources, require the lowest floor of a building to be elevated or floodproofed to a level of at least three (3) feet above the highest adjacent grade (as defined in Article II). All applicable data including elevations or floodproofing certifications shall be recorded as set forth in Article IV, Section B. Openings sufficient to facilitate automatic equalization of hydrostatic flood forces on exterior walls shall be provided in accordance with the standards of Article V, Section B.
4. Within approximate A Zones, where Base Flood Elevations have not been established and where such data is not available from other sources, no encroachments, including structures or fill material, shall be located within an area equal to the width of the stream or twenty feet (20), whichever is greater, measured from the top of the stream bank, unless certification by a Tennessee registered professional engineer is provided demonstrating that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one (1) foot at any point within the City of East Ridge, Tennessee. The engineering certification should be supported by technical data that conforms to standard hydraulic engineering principles.
5. New construction and substantial improvements of buildings, where permitted, shall comply with all applicable flood hazard reduction provisions of Article V, Sections A and B. Within approximate A Zones, require that those subsections of Article V Section B dealing with the alteration or relocation of a watercourse, assuring watercourse carrying capacities are maintained and manufactured homes provisions are complied with as required.

Section F. Standards For Areas of Shallow Flooding (Zone AO)

Located within the Special Flood Hazard Areas established in Article III, Section B, are areas designated as shallow flooding areas. These areas have special flood hazards associated with base flood depths of one (1) to three (3) feet where a clearly defined channel does not exist and where the path of flooding is unpredictable and indeterminate. In addition to Article V, Sections A and B, all new construction and substantial improvements shall meet the following requirements:

1. The lowest floor (including basement) shall be elevated at least as high as the depth number specified on the Flood Insurance Rate Map (FIRM), in feet, plus a freeboard of one (1) foot above the highest adjacent grade; or at least three (3) feet above the highest adjacent grade, if no depth number is specified.

2. Non-residential structures may, in lieu of elevation, be floodproofed to the same level as required in Article V, Section F(1) so that the structure, together with attendant utility and sanitary facilities, below that level shall be watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy. Certification is required in accordance with Article 4, Section B(1) (c) and Article V, Section B(2).
3. Adequate drainage paths shall be provided around structures on slopes, to guide floodwaters around and away from proposed structures.

Section G. Standards For Areas of Shallow Flooding (Zone AH)

Located within the Special Flood Hazard Areas established in Article III, Section B, are areas designated as shallow flooding areas. These areas are subject to inundation by 1-percent-annual-chance shallow flooding (usually areas of ponding) where average depths are one (1) to three (3) feet. Base Flood Elevations are derived from detailed hydraulic analyses are shown in this zone. In addition to meeting the requirements of Article V, Sections A and B, all new construction and substantial improvements shall meet the following requirements:

1. Adequate drainage paths shall be provided around structures on slopes, to guide floodwaters around and away from proposed structures.

Section H. Standards For Areas Protected by Flood Protection System (A-99 Zones)

Located within the Areas of Special Flood Hazard established in Article III, Section B, are areas of the 100-year floodplain protected by a flood protection system but where Base Flood Elevations have not been determined. Within these areas (A-99 Zones) all provisions of Article IV and Article V shall apply.

Section I. Standards for Unmapped Streams

Located within the City of East Ridge, Tennessee, are unmapped streams where areas of special flood hazard are neither indicated nor identified. Adjacent to such streams, the following provisions shall apply:

1. No encroachments including fill material or other development including structures shall be located within an area of at least equal to twice the width of the stream, measured from the top of each stream bank, unless certification by a Tennessee registered professional engineer is provided demonstrating that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one (1) foot at any point within the locality.
2. When a new flood hazard risk zone, and Base Flood Elevation and floodway data is available, new construction and substantial improvements shall meet the standards established in accordance with Articles IV and V.

3. ONLY if Article V, Section I, provisions (1) and (2) are satisfied, then any new construction or substantial improvement shall comply with all other applicable flood hazard reduction provisions of Article V, Sections A and B.

ARTICLE VI. VARIANCE PROCEDURES

Section A. Municipal Board of Zoning Appeals

1. Authority

The City of East Ridge, Tennessee Municipal Board of Zoning Appeals shall hear and decide appeals and requests for variances from the requirements of this Ordinance.

2. Procedure

Meetings of the Municipal Board of Zoning Appeals shall be held at such times, as the Board shall determine. All meetings of the Municipal Board of Zoning Appeals shall be open to the public. The Municipal Board of Zoning Appeals shall adopt rules of procedure and shall keep records of applications and actions thereof, which shall be a public record. Compensation of the members of the Municipal Board of Zoning Appeals shall be set by the Legislative Body.

3. Appeals: How Taken

An appeal to the Municipal Board of Zoning Appeals may be taken by any person, firm or corporation aggrieved or by any governmental officer, department, or bureau affected by any decision of the Administrator based in whole or in part upon the provisions of this Ordinance. Such appeal shall be taken by filing with the Municipal Board of Zoning Appeals a notice of appeal, specifying the grounds thereof. In all cases where an appeal is made by a property owner or other interested party, a fee of \$400 dollars for the cost of publishing a notice of such hearings shall be paid by the appellant. The Administrator shall transmit to the Municipal Board of Zoning Appeals all papers constituting the record upon which the appeal action was taken. The Municipal Board of Zoning Appeals shall fix a reasonable time for the hearing of the appeal, give public notice thereof, as well as due notice to parties in interest and decide the same within a reasonable time which shall not be more than thirty (30) days from the date of the hearing. At the hearing, any person or party may appear and be heard in person or by agent or by attorney.

4. Powers

The Municipal Board of Zoning Appeals shall have the following powers:

- a. Administrative Review

To hear and decide appeals where it is alleged by the applicant that there is error in any order, requirement, permit, decision, determination, or refusal made by the Administrator or other administrative official in carrying out or enforcement of any provisions of this Ordinance.

b. Variance Procedures

In the case of a request for a variance the following shall apply:

- 1) The City of East Ridge, Tennessee Municipal Board of Zoning Appeals shall hear and decide appeals and requests for variances from the requirements of this Ordinance.
- 2) Variances may be issued for the repair or rehabilitation of historic structures as defined, herein, upon a determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and the variance is the minimum necessary deviation from the requirements of this Ordinance to preserve the historic character and design of the structure.
- 3) In passing upon such applications, the Municipal Board of Zoning Appeals shall consider all technical evaluations, all relevant factors, all standards specified in other sections of this Ordinance, and:
 - a) The danger that materials may be swept onto other property to the injury of others;
 - b) The danger to life and property due to flooding or erosion;
 - c) The susceptibility of the proposed facility and its contents to flood damage;
 - d) The importance of the services provided by the proposed facility to the community;
 - e) The necessity of the facility to a waterfront location, in the case of a functionally dependent use;
 - f) The availability of alternative locations, not subject to flooding or erosion damage, for the proposed use;
 - g) The relationship of the proposed use to the comprehensive plan and floodplain management program for that area;
 - h) The safety of access to the property in times of flood for ordinary and emergency vehicles;
 - i) The expected heights, velocity, duration, rate of rise and sediment transport of the flood waters and the effects of wave action, if applicable, expected at the site;
 - j) The costs of providing governmental services during and after flood conditions including maintenance and repair of public utilities and facilities such as sewer, gas, electrical, water systems, and streets and bridges.

- 4) Upon consideration of the factors listed above, and the purposes of this Ordinance, the Municipal Board of Zoning Appeals may attach such conditions to the granting of variances, as it deems necessary to effectuate the purposes of this Ordinance.
- 5) Variances shall not be issued within any designated floodway if any increase in flood levels during the base flood discharge would result.

Section B. Conditions for Variances

1. Variances shall be issued upon a determination that the variance is the minimum relief necessary, considering the flood hazard and the factors listed in Article VI, Section A.
2. Variances shall only be issued upon: a showing of good and sufficient cause, a determination that failure to grant the variance would result in exceptional hardship; or a determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisance, cause fraud on or victimization of the public, or conflict with existing local laws or Ordinances.
3. Any applicant to whom a variance is granted shall be given written notice that the issuance of a variance to construct a structure below the Base Flood Elevation will result in increased premium rates for flood insurance (as high as \$25 for \$100) coverage, and that such construction below the Base Flood Elevation increases risks to life and property.
4. The Administrator shall maintain the records of all appeal actions and report any variances to FEMA upon request.

ARTICLE VII. LEGAL STATUS PROVISIONS

Section A. Conflict with Other Ordinances

In case of conflict between this Ordinance or any part thereof, and the whole or part of any existing or future Ordinance of the City of East Ridge, Tennessee, the most restrictive shall in all cases apply.

Section B. Severability

If any section, clause, provision, or portion of this Ordinance shall be held to be invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect any other section, clause, provision, or portion of this Ordinance which is not of itself invalid or unconstitutional.

Section C. Effective Date

This Ordinance shall become effective on (DATE), in accordance with the Charter of the City of East Ridge, Tennessee, and the public welfare demanding it.

Approved and adopted by the City of East Ridge, Tennessee, Mayor and the East Ridge City Council.

Date

Mayor of East Ridge, Tennessee

Attest: _____
City Recorder

Date of Public Hearing

1st Reading _____

2nd Reading _____

3rd Reading _____

Date of Publication of
Caption and Summary

RESOLUTION NO. _____

AGENDA MEMORANDUM (TENTATIVE)
PURCHASE AGREEMENT
(Small Section of City ROW-N Mack Smith Road)

October 9, 2025

Submitted By:



J. Scott Miller, City Manager

SUBJECT:

The City of East of East Ridge acquired 2,275 square feet of property from the former BB&T building (now owned by ERWD, LLC) for the widening of N Mack Smith Road back in 2023 at a cost of \$50.38 per square foot. When the building site was under reconstruction earlier this calendar year a retaining wall was constructed on the west side of the property and said structure slightly encroached on the City's property; approximately 47 square feet.

Since the City initially paid \$50.38 per square feet for the property, it is equitable to the city that the property owner acquire the 47 square feet of city property at the same cost per square foot. Thus, the total cost of the acquisition would amount to \$2,367.86 ($\50.38×47 sq ft.).

Attachments

JSM/

RESOLUTION NO. _____

A RESOLUTION OF THE EAST RIDGE CITY COUNCIL AUTHORIZING THE SALE OF APPROXIMATELY FORTY-SEVEN SQUARE FEET OF CITY-OWNED PROPERTY TO ERWD, LLC, AND AUTHORIZING THE EXECUTION OF A PURCHASE AGREEMENT

WHEREAS, the City of East Ridge is the owner of certain real property located in East Ridge, Tennessee (the “Property”); and

WHEREAS, ERWD, LLC has offered to purchase approximately Forty-seven (47) square feet of the Property at the price of Fifty Dollars and Thirty-eight Cents (\$50.38) per square foot, for a total purchase price of Two Thousand Three Hundred Sixty-Seven Dollars and Eighty-six Cents (\$2,367.86); and

WHEREAS, the City has determined that the Property is not necessary for municipal purposes, and that the sale of the Property is in the best interest of the City and its citizens; and

WHEREAS, the City has negotiated a Purchase Agreement with the Buyer for the sale of the Property, a copy of which is attached hereto; and

WHEREAS, the City Council finds it appropriate and in the best interest of the City to authorize the sale of the Property and the execution of the Purchase Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, that:

SECTION 1. The Mayor or his designee is hereby authorized to execute the Purchase Agreement attached hereto for the sale of approximately Forty-seven (47) square feet of land located in East Ridge, Tennessee, to ERWD, LLC, under the terms and conditions provided therein.

SECTION 2. The Mayor or his designee is authorized to take all actions necessary to finalize the closing of the transaction, including but not limited to execution of a deed and all related closing documents.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately after its passage, the public welfare of the City requiring it.

Adopted this _____ day of _____, 2025

Brian W. Williams, Mayor

Attest:

J. Scott Miller, City Manager

Approved to Form:

Mark W. Litchford, City Attorney

PURCHASE AGREEMENT

This Purchase Agreement (“Agreement”) is made this ____ day of September, 2025, by and between:

Seller: City of East Ridge, Tennessee (“Seller”)

Buyer: ERWD, LLC (“Buyer”)

1. Property

Seller agrees to sell and Buyer agrees to purchase 47 +/- square feet of land located in East Ridge, Tennessee (the “Property”). A survey or legal description is attached as Exhibit A.

2. Purchase Price

The purchase price for the Property is \$50.38 per square foot, for a total of Two Thousand Three Hundred Sixty-Seven and 86/100 Dollars (\$2,367.86).

3. Payment

Buyer shall pay the total purchase price to Seller in cash or other immediately available funds at closing.

4. Closing

The closing of this transaction shall occur on or before September 19, 2025, at a location agreed upon by the parties. At closing:

- Buyer shall have prepared and Seller shall execute a deed conveying fee simple title to the Property, free and clear of all liens and encumbrances (except matters of record and municipal ordinances).
- Buyer shall pay the purchase price.

5. Costs

Each party shall bear its own costs, except that Buyer shall be responsible for recording fees and transfer taxes (if any).

6. Entire Agreement

This Agreement contains the entire understanding of the parties and may only be modified in writing signed by both parties.

SELLER:

City of East Ridge, Tennessee

By: _____

Name: _____

Title: _____

BUYER:
ERWD, LLC

By: _____

Emerson Russell, authorized member

RESOLUTION NO. _____

AGENDA MEMORANDUM (TENTATIVE)
CITY HALL ROOF REPLACEMENT
(Administration)

October 9, 2025

Submitted By:



J. Scott Miller, City Manager

SUBJECT:

The City Hall roof over administration has developed several leaks in various spots throughout. This roof is at least 15 years old and shows signs of stress; particularly around the HVAC units. That section of roof is approximately 8,840 square feet.

The City Council gave authorization to City Staff at their regular business meeting of August 28, 2025 to proceed with advertising for bids from roofing contractors to replace said roof. Bids for this project are currently open and will be accepted until Tuesday, September 30, 2025; at which time they will be publicly opened and read aloud. We are hopeful of receiving a handful of bids for this roofing project.

JSM/

RESOLUTION NO. _____

AGENDA MEMORANDUM
LANDSCAPING DESIGN/BUILD SERVICES
OCTOBER 9, 2025

Submitted By:

Shawna Skiles

Shawna Skiles, Parks and Recreation Director

Subject: Request for Qualifications – Landscaping Design/Build Services

The City of East Ridge is issuing a Request for Qualifications (RFQ) to identify experienced landscaping design/build firms for upcoming beautification and enhancement projects across municipal properties. These services will support improvements to public parks, medians, building entrances, and other outdoor spaces throughout the City.

Scope of Services Includes:

- Landscape design and planning per City specifications
- Installation of landscaping elements, including hardscapes and irrigation
- Beautification of designated public areas
- Expert consultation on sustainable and low-maintenance solutions

Firm Qualifications:

- Minimum of three years in business
- Proven experience with public/commercial landscaping projects
- Qualified staff with relevant certifications
- Demonstrated ability to deliver high-quality, sustainable results

Submissions will be reviewed by a Consultant Evaluation Committee composed of City Department Directors. Selected firms may be invited to present their qualifications. Final selection will be based on expertise and quality of past work.

Submission Deadline:

Wednesday, September 24, 2025, by 2:30 PM EDT

DISCUSSION ITEM

AGENDA MEMORANDUM (TENTATIVE)
STORMWATER MASTER PLAN

October 9, 2025

Submitted By:



J. Scott Miller, City Manager

SUBJECT:

The City of East Ridge and surrounding communities experienced an intense heavy rainfall event on Tuesday late afternoon, August 12, 2025 that severely taxed the city's drainage system. The rainstorm dumped 6.7 inches of rain within a 3-hour time period. The city's existing storm drainage system, consisting of concrete flumes, drainage ditches and channels, underground culverts, and limited private stormwater detention could not handle the intense rainfall accumulation thus overloading the system and creating severe flooding conditions affecting neighborhoods, businesses, and public roadways. While no system could have fully prevented flooding during such an extreme event, the storm did highlight several deficiencies in the city's existing infrastructure. Furthermore, repeated heavy rainfall throughout this year has continued to strain the system, resulting in frequent overflows and localized flooding.

The City does not possess an inventory of existing stormwater infrastructure assets, stormwater maps, a stormwater asset management plan, or an adopted stormwater master plan that identifies and prioritizes critical needs for the repair, maintenance, upgrade, and rehabilitation of the existing storm drainage system. The City's existing drainage system includes a series of concrete flumes and major drainage ditches/channels that are connected throughout the city and generally moves water from the west and to the east end of the city; eventually emptying into Spring Creek, South Chickamauga Creek, and ultimately the West Chickamauga Creek in Camp Jordan Park. Unfortunately, many of the concrete flumes and drainage ditches/channels (located on public and private properties) are in dire need of attention to eliminate blockages such as fallen trees, the overgrowth of vegetation, and the collapse of the concrete walls of the flumes; as well as the rehabilitation of the concrete flumes. The flumes and ditches need to be unobstructed in order to facilitate the free flow of stormwater to be effective and reduce property flooding. Lastly, the City does not possess a designated revenue stream to fund the repair, maintenance, upgrade, and rehabilitation of the concrete flumes and drainage ditches/channels on public property.

I am recommending to the Mayor and City Council that we commission an engineering firm through the request for qualification (RFQ) process to develop a Stormwater Master Plan (SWMP) for the City to reduce flooding; upgrade, maintain, repair and rehabilitate

stormwater infrastructure; and increase the community's resiliency against storms. The SWMP will inventory and evaluate the performance of the existing drainage system, identify stormwater problem areas, develop a capital improvement program to address the critical needs across the city, and develop a revenue stream to fund the program. I should note that Hamilton County charges an annual fee of \$9 per residential unit and a rate of \$108 per impervious acre for commercial, industrial and manufacturing activity for water quality purposes; not stormwater drainage infrastructure.

I propose the following components to the Stormwater Management Plan:

- The development of a stormwater master plan.
- The adoption of a stormwater utility fee for all parcels within the city to provide funding for the maintenance, repair, improvement, and rehabilitation of the infrastructure.
- The adoption of a stormwater drainage system maintenance policy defining the maintenance responsibilities for stormwater and drainage features.

In summary, if the overall stormwater plan is to be effective then all three of the aforementioned components need to be incorporated into the stormwater package.

JSM/