

**THE  
CHAPEL HILL  
MUNICIPAL  
CODE**

Prepared by the



**Municipal Technical Advisory Service**

*In cooperation with the Tennessee Municipal League*

November 2022

**TOWN OF CHAPEL HILL, TENNESSEE**

**MAYOR**

Mike Faulkenberry

**VICE MAYOR**

Marion Joyce

**ALDERMEN**

Dale Brown  
Jonathan Gilbert  
Dottie Morton  
Benjamin Piper  
Joe Sedlak

**RECORDER**

Phillip Dye

**CITY ATTORNEY**

J. Todd Moore

## PREFACE

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

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

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

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

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

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

When the foregoing conditions are met MTAS will reproduce replacement pages for the code to reflect the amendments and additions made by such

ordinances. This service will be performed at least annually and more often if justified by the volume of amendments. Replacement pages will be supplied with detailed instructions for utilizing them so as again to make the code complete and up to date.

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

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

SECTION 15. Ordinances and Resolutions: Procedures Required for Passage. (a) No bill shall become an ordinance without having passed on two (2) separate days by majority vote of the quorum of the Board, both of which shall not be at the same meeting; except no appropriation of money, or order involving it, or levy of taxes, shall be made unless the ordinance authorizing the same be passed on three (3) separate days by a majority of the entire Board. Separate days means separate meetings, not recessed meetings. A public hearing on an ordinance shall be advertised and held prior to final passage.

Ordinances shall be introduced in writing, and when passed, shall be signed by Mayor and attested by the Recorder, and incorporated in the minutes of the Board together with full recitals of their introduction and passage.

An Ordinance shall take effect fifteen (15) days after its final passage or at such time after fifteen (15) days if so specified in the ordinance. An emergency ordinance may take effect immediately after final passage provided it states that an emergency exists, the circumstances and reasons for the emergency, and sufficient detail to demonstrate that passage of the ordinance will abate the emergency.

Prior to final passage, the ordinance or caption and summary thereof may be published in a newspaper of general circulation in the Town, or in like manner the ordinance may be published after final passage, but such publication shall not be mandatory and ordinances duly passed shall be effective without publication.

(b) Resolutions shall be introduced in writing and, when passed, shall be signed by the Mayor and attested by the Recorder, and incorporated in the minutes of the Board together with full recitals of their introduction and passage. Resolutions require one (1) passage and take effect immediately, unless otherwise stated.

(c) Certified copies of the minutes, or portions of the minutes, showing the passage of an ordinance or resolution on final reading, shall be full and sufficient evidence of the ordinance or resolution in all trials in any court of this State, the certificate to be made by the Recorder under the seal of the Town.

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