

**THE
KINGSTON SPRINGS
MUNICIPAL
CODE**

Prepared by the



Municipal Technical Advisory Service

In cooperation with the Tennessee Municipal League

February 2021

Change 2
November 17, 2022

TOWN OF KINGSTON SPRINGS, TENNESSEE

MAYOR

Tony Gross

VICE MAYOR

Glenn Remick

COMMISSIONERS

Carolyn Clark
Mike Hargis
Todd Verhoven

MANAGER

John Lawless

RECORDER

Jamie Dupre

PREFACE

The Kingston Springs Municipal Code contains the codification and revision of the ordinances of the Town of Kingston Springs, 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 town's ordinance book or the town recorder for a comprehensive and up to date review of the town's ordinances.

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

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

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

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.

Codification Consultant

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

1. General power to enact ordinances: (6-19-101)
2. All ordinances shall begin, "Be it ordained by the City of _____ as follows:" (6-20-214)
3. Ordinance procedure
 - (a) Every ordinance shall be read two (2) different days in open session before its adoption, and not less than one (1) week shall elapse between first and second readings, and any ordinance not so read shall be null and void. Any city incorporated under chapters 18-23 of this title may establish by ordinance a procedure to read only the caption of an ordinance, instead of the entire ordinance, on both readings. Copies of such ordinances shall be available during regular business hours at the office of the city recorder and during sessions in which the ordinance has its second reading.
 - (b) An ordinance shall not take effect until fifteen (15) days after the first passage thereof, except in case of an emergency ordinance. An emergency ordinance may become effective upon the day of its final passage, provided, that it shall contain the statement that an emergency exists and shall specify with distinctness the facts and reasons constituting such an emergency.
 - (c) The unanimous vote of all members of the board present shall be required to pass an emergency ordinance.
 - (d) No ordinance making a grant, renewal, or extension of a franchise or other special privilege, or regulating the rate to be charged for its service by any public utility shall ever be passed as an emergency ordinance. No ordinance shall be amended except by a new ordinance. (6-20-215)
4. Each ordinance of a penal nature, or the caption of each ordinance of a penal nature, shall be published after its final passage in a newspaper of general circulation in the city. (6-20-218)

TABLE OF CONTENTS

	<u>PAGE</u>
<u>INTRODUCTION</u>	
OFFICIALS OF THE CITY OR TOWN AT TIME OF CODIFICATION .	ii
PREFACE	iii
ORDINANCE ADOPTION PROCEDURES PRESCRIBED BY THE CITY OR TOWN CHARTER.....	v
<u>CHARTER</u>	
CHARTER TABLE OF CONTENTS.....	C-1
TEXT OF CHARTER.....	C-2
<u>CODE OF ORDINANCES</u>	
CODE-ADOPTING ORDINANCE.....	ORD-1
TITLE 1. GENERAL ADMINISTRATION.....	1-1
CHAPTER	
1. BOARD OF COMMISSIONERS	1-2
2. MAYOR.....	1-4
3. CITY MANAGER	1-5
4. CODE OF ETHICS.....	1-7
TITLE 2. BOARDS AND COMMISSIONS, ETC.	2-1
CHAPTER	
1. PARKS AND RECREATION ADVISORY BOARD ...	2-1
2. DESIGN REVIEW COMMISSION	2-3
TITLE 3. MUNICIPAL COURT.....	3-1
CHAPTER	
1. TOWN COURT.....	3-1
2. MUNICIPAL ADMINISTRATIVE HEARING OFFICER	3-7

	<u>PAGE</u>
TITLE 4. MUNICIPAL PERSONNEL	4-1
CHAPTER	
1. SOCIAL SECURITY	4-1
2. TRAVEL REIMBURSEMENT REGULATIONS	4-3
3. PERSONNEL RULES	4-5
4. OCCUPATIONAL SAFETY AND HEALTH PROGRAM	4-6
TITLE 5. MUNICIPAL FINANCE AND TAXATION	5-1
CHAPTER	
1. REAL AND PERSONAL PROPERTY TAXES	5-1
2. PRIVILEGE TAXES	5-4
3. WHOLESALE BEER TAX.	5-5
4. MUNICIPAL PURCHASES.	5-6
5. ADEQUATE FACILITIES TAX.	5-7
6. HOTEL AND MOTEL OCCUPANCY TAX.	5-13
TITLE 6. LAW ENFORCEMENT	6-1
CHAPTER	
1. WORKHOUSE	6-1
TITLE 7. FIRE PROTECTION AND FIREWORKS.	7-1
CHAPTER	
1. FIRE CODE	7-1
2. RURAL SUBSCRIPTION FIREFIGHTING SERVICES	7-3
3. FIREWORKS	7-8
4. OPEN BURNING.	7-14
TITLE 8. ALCOHOLIC BEVERAGES	8-1
CHAPTER	
1. BEER	8-1
2. LIQUOR BY THE DRINK.	8-7
3. RETAIL PACKAGE ALCOHOLIC BEVERAGES	8-9
TITLE 9. BUSINESS, PEDDLERS, SOLICITORS, ETC.	9-1
CHAPTER	
1. CABLE TELEVISION	9-1
2. MOBILE FOOD VENDING.	9-2

	<u>PAGE</u>
TITLE 10. ANIMAL CONTROL.....	10-1
CHAPTER	
1. DOGS AND CATS	10-1
2. DANGEROUS AND VICIOUS ANIMALS	10-3
3. KEEPING OF LIVESTOCK AND POULTRY FOWL	10-9
4. ANIMAL TETHERING	10-11
TITLE 11. MUNICIPAL OFFENSES	11-1
CHAPTER	
1. ALCOHOL	11-1
2. OFFENSES AGAINST THE PEACE AND QUIET ..	11-3
3. FIREARMS, WEAPONS AND MISSILES	11-5
4. INTERFERENCE WITH TRAFFIC	11-6
5. MISCELLANEOUS	11-8
6. LITTER AND UNLAWFUL DISPOSAL OF MATERIALS.....	11-11
TITLE 12. BUILDING, UTILITY, ETC. CODES.....	12-1
CHAPTER	
1. BUILDING CODE	12-1
2. PLUMBING CODE	12-4
3. PROPERTY MAINTENANCE CODE.....	12-6
4. FUEL GAS CODE	12-11
5. EXISTING BUILDING CODE	12-11
6. MECHANICAL CODE.....	12-12
7. ENERGY CONSERVATION CODE	12-13
8. AUTOMATIC SPRINKLER SYSTEM ORDINANCE	12-14
TITLE 13. PROPERTY MAINTENANCE REGULATIONS	13-1
CHAPTER	
1. MISCELLANEOUS	13-1
2. SLUM CLEARANCE	13-7
3. JUNKYARDS	13-12
4. ABANDONED, WRECKED, DISMANTLED OR INOPERATIVE MOTOR VEHICLES.....	13-13
5. TEMPORARY RESIDENTIAL STORAGE UNIT REGULATIONS.....	13-18

	<u>PAGE</u>
TITLE 14. ZONING AND LAND USE CONTROL	14-1
CHAPTER	
1. MUNICIPAL-REGIONAL PLANNING COMMISSION	14-1
2. ZONING ORDINANCE	14-3
3. FLOOD DAMAGE PREVENTION ORDINANCE . . .	14-4
4. STORMWATER MANAGEMENT ORDINANCE . . .	14-29
5. GRADING, SOIL EROSION, AND SEDIMENTATION CONTROL REGULATIONS . .	14-30
6. SIGN ORDINANCE	14-43
TITLE 15. MOTOR VEHICLES, TRAFFIC AND PARKING	15-1
CHAPTER	
1. MISCELLANEOUS	15-1
2. EMERGENCY VEHICLES	15-2
3. ENFORCEMENT	15-4
4. SPEED LIMITS	15-5
TITLE 16. STREETS AND SIDEWALKS, ETC.	16-1
CHAPTER	
1. MISCELLANEOUS	16-1
2. EXCAVATIONS	16-4
3. SUBDIVISION REGULATIONS	16-8
4. NUMBERING SYSTEM	16-11
TITLE 17. REFUSE AND TRASH DISPOSAL	17-1
CHAPTER	
1. REFUSE AND TRASH DISPOSAL	17-1
TITLE 18. WATER AND SEWERS	18-1
CHAPTER	
1. SEWER USE AND WASTEWATER TREATMENT . .	18-1
TITLE 19. ELECTRICITY AND GAS	19-1
CHAPTER	
1. GAS	19-1

	<u>PAGE</u>
TITLE 20. MISCELLANEOUS.....	20-1
CHAPTER	
1. PUBLIC SAFETY DEPARTMENT	20-1
2. ENGINEERING REVIEW AND INSPECTION.....	20-5
3. PUBLIC RECORDS POLICY	20-6
CERTIFICATE OF AUTHENTICITY.....	CERT-1
APPENDIX	
REVIEW AND INSPECTION	APP-1