



Metro Codes

E - News for Neighborhoods

Metropolitan Government of Nashville and Davidson County

Property Standards Division More than just Junk, Trash and Debris

By: Bill Penn, Asst. Director

I was reading an article in Chattanooga's neighborhood newsletter, "Common Ground" that reminded me of the wide scope our Property Standards Division has. Most people, when they think of Codes, they think of junk and trash in the yard, inoperable vehicles and dilapidated houses. But we deal with a lot more. One of the major additional areas we involved in is enforcement of the zoning code.

The zoning code specifies the use allowed for a parcel of land. Our division is responsible for making sure that the existing use is appropriate for that parcel. We do that by checking the parcel's zoning designation and we check to see if the use is permitted. One of the most frequent requests we get relating to zoning from neighbors is a business being operated in a residentially zoned property.

The most common violation is auto repair. It is illegal to operate any business in a residential zone unless the owner has a home occupation permit. This permit only allows for business activities under the following circumstances:

- No customers can come to the home for service
 - No signs can be displayed on the property advertising the business (this includes signage on vehicles)
 - No more than 20% (max 500 square ft) of the premises can be used for the business activity
- Only one non-resident can work at the business



Auto repair beyond service related tasks on vehicles owned by the property owner or tenant is illegal on residential property. Major repairs, dismantling and vehicle painting are all prohibited activities

on a residentially zoned property. Auto sales are also illegal. An individual cannot sell more than five vehicles per year without an auto dealer's license. And the vehicles being sold have to be registered to the individual offering them for sale.

The second most common zoning violation in residential zones is the illegal or un-permitted conversion of single family dwellings into a multi-family dwelling. Unless the parcel is zoned for multi-family use, the dwelling cannot be converted. Owners of property who wish to convert their property should first contact the Zoning division (862-6510). Boarding houses are no longer allowed. If a property can be converted into a multi-family dwelling, a building permit must be obtain before the conversion starts and the work must pass the required trade inspections. If a zoning change is required to allow multi-family use, that must be obtained before any construction can take place.

Group homes are allowed if they meet certain requirements. Property owners considering starting a group home should also call our office to be sure they meet all of the local requirements. If the owner decides to open a group home and they obtain their license from the State and their Fire Marshals inspection, Codes cannot deny them the permit to operate. There is no requirement for the owner to notify the neighbors of their intentions.



If you have a question concerning the zoning code, call 862-6510. You may also view a complete copy of the Metro Zoning Code at Metro's web site at www.nashville.gov.

Property Standards Division - Who We Are & What We Do

More and more we receive telephone calls from citizens that are not familiar with the Property Standards Division of the Dept. of Codes & Building Safety. We are asked quite often as to what our division is responsible for. The Property Standards Division is responsible for the enforcement of the Metro Property Standards Code, a minimum maintenance standard for our Davidson County properties. We also enforce the and Metro Zoning Ordinance in connection with Metro building permits and associated Use and Occupancy (U & O) Certificates. We also enforce the Metro Sign Ordinance. (see page 3) We further investigate Zoning Code violations, property cleanliness by notifying the owners of various violations and allowing time for them to be corrected. We have also been assigned responsibility for handling abandoned vehicles on public streets.



We also work with various neighborhoods around town to help make our city a more attractive and neat area in which our citizens can live and grow.

So what does all that mean? What it means is that our Customer Service Representatives receives the initial phone calls or emails. We then enter into the computer which automatically assigns a case number and an inspector.



The inspector takes it from there and inspects the property. If the violation still exists, he/she will issue a letter to the owner or the tenant to give them written notice of the violation, and give them a reasonable time frame in which the violation should be corrected. Our inspectors are

willing to work with the citizen concerning the time frame, given the size of the correction to be made.

As far as the abandoned vehicles on the public streets, we receive these calls and the inspector has a legal process that he must follow here as well. Across the state abandoned vehicles are typically handled by the police department. In Metro Nashville, the task had been assigned to Codes. This process includes placing a sticker on the vehicle, allowing so many days for the car to be removed, fixed, or whatever needs to be done. The sticker will have the name and phone number of the inspector, so that the citizen can call and discuss his case with the inspector. If there is no



phone call, the inspector must continue his legal process by issuing a certified letter to the owner on record, as the law provides that the owner of the vehicle shall be given the opportunity to file an appeal. If there is no return at that point, it is then advertised in the newspaper. We exhaust all methods that we are given to follow. If there is no response at all to any of the notices, the vehicle will be placed on a list to be seized. At that point the owner has no retrieval rights. So we stress to the citizen to please respond to one of the notices given.

Working with the neighborhoods is also part of our division. We have several neighborhood associations that have been formed around the county and they have been "trained" as to what to look for in their communities that they believe to be violations.



Since we have such a large county and miles to cover and less than 20 inspectors, the associations send in the properties that they are questioning, and we check them out. This is part of what we call the **NOTICE** program.

Neighborhoods Organized To Initiate Code Enforcement is a community support program designed to help citizens identify and report codes violations in their neighborhoods. The NOTICE program empowers citizens and allows them to work together with the Codes Enforcement staff. Neighbors are now becoming direct participants in the inspection processes that help improve and maintain their own neighborhoods.

The program is based on the formation of Volunteer Inspection Teams. These teams will receive training on the inspection process and will be given special Inspection Worksheets to use for reporting violations.



The Property Standards Division can receive calls, letters, emails of inspectors may find an issue on their own. Citizens may also request for service online on the department's web site, www.nashville.gov/codes. The reports we get are kept anonymous. Working together, we hope that we can work to make Nashville/ Davidson County a more beautiful place to live.



Please feel free to pass this on to other citizens as to who we are and what we do. We are here to help our citizens any way we can under our jurisdiction and passing on by word of mouth is a very good way to "advertise" our services.



BRUSH AND LEAF COLLECTION IN METRO NASHVILLE

Residents in Metro Nashville's Urban and General Services Districts have their brush and yard waste collected five times a year. Instead of chippers, Metro Public Works and its contractor, SRS Inc., use knuckle boom trucks equipped with a mechanical arm that lifts brush piles up and into a trailer that's pulled behind the truck. This method of collecting brush is quieter and safer than using wood chippers, and allows Metro to provide quicker and more efficient service.



Using knuckle boom trucks instead of wood chippers, crews from Public Works and SRS Inc. can cover more area on brush routes per day.

DO

DON'T

Put brush out before the first day the trucks are scheduled to be in your Area.	Do not stack brush against trees, fences, utility poles or other stationary objects.*
Place your brush where your garbage is collected – at the curb if your trash is collected there or in the alley if you have alley trash collection.	Do not place brush, clippings and/or leaves where they can be washed into a storm sewer, catch basin or stream and clog up drainage systems.
Put leaves and grass cuttings in brown paper bags ONLY. No plastic bags accepted.	Do not include limbs that are more than 4 inches in diameter. No stumps accepted.

***REMEMBER:** The mechanical arm of the knuckle boom truck needs enough room to lift the brush pile up and into the trailer that is pulled behind the truck. Only the driver travels with each truck; no other crew members are there to move piles or separate items that don't belong in a brush pile.

There are two ways to know when brush trucks are scheduled to be in your area:

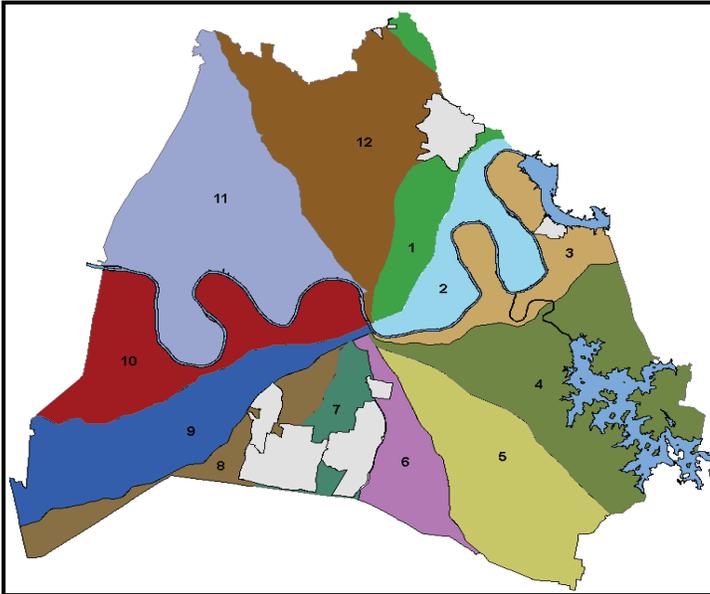
Go to www.nashville.gov/brush and download the [2007-08 Brush Collection Dates](#) file, then print out the schedule to post on your refrigerator or bulletin board in your home or office.

[Sign up](#) to receive an email reminder from Public Works. Email notifications are sent to brush subscribers approximately one week, then again the day before, each route is scheduled to begin.

NEW WEBSITE LINK: www.nashville.gov/brush or call 880-1000

METRO NASHVILLE PUBLIC WORKS DEPARTMENT

BRUSH COLLECTION DATES



Area 1	Area 2	Area 3	Area 4
Sept 22, 2007	Oct 1, 2007	Oct 1, 2007	Oct 9, 2007
Dec 5, 2007	Dec 12, 2007	Jan 1, 2008	Dec 19, 2007
Feb 6, 2008	Feb 12, 2008	Feb 16, 2008	Feb 18, 2008
April 1, 2008	April 11, 2008	April 1, 2008	April 22, 2008

Area 5	Area 6	Area 7	Area 8
Oct 17, 2007	Oct 25, 2007	Nov 2, 2007	Nov 10, 2007
Dec 26, 2007	Jan 2, 2008	Jan 9, 2008	Jan 16, 2008
Feb 24, 2008	March 2, 2008	March 8, 2008	March 14, 2008
May 1, 2008	May 11, 2008	May 21, 2008	June 1, 2008

Area 9	Area 10	Area 11	Area 12
Nov 19, 2007	Nov 27, 2007	Nov 1, 2007	Dec 1, 2007
Jan 23, 2008	Jan 30, 2008	Jan 15, 2008	Feb 1, 2008
March 20, 2008	March 26, 2008	March 1, 2008	March 16, 2008
June 11, 2008	June 22, 2008	May 1, 2008	June 1, 2008

To confirm your area, please call 880-1000. You can also sign up to receive email reminders about when brush collection will begin in your area. Just go to www.nashville.gov/brush.

Halloween Safety Tips

With Halloween, we know there will be many little ghouls and goblins on our streets gathering candy and treats in all Nashville neighborhoods.

Here is a safety checklist which you can share with your children and grandchildren. In fact, make them a copy and figure out a game which will help them remember each tip:



- Have grown-ups make sure your costume is fire-safe (there should be a flame-resistant or flame-retardant label on store bought costumes, wigs and props (such as magic wands, hats, and tails...)).
- Be careful if your costume has baggy sleeves or a cape, they could easily catch on fire if you brush against a candle or jack-o-lantern.



- Be on the look out and stay away from open flames (like candles and jack-o-lanterns).
- If your clothes catch fire, make sure to stop, drop, and roll over and over to put the fire out. It's always a good idea to practice!
- Make your costume nice and bright so drivers can see you -- use retro reflective tape (when light hits the tape it bounces back), use a glow stick or carry a flashlight.
- Follow the rules of the road. When crossing the street, stop at the curb or edge of the road. Look left, then right, then left again for moving cars before crossing. Kids 10 years old and younger should cross the street with a grown-up.
- Make sure a grown-up goes with you when trick-or-treating.
- Lastly, have grow-ups check your candy before you eat it (and don't forget to brush your teeth afterwards)!



Use Candles With Care!

Candles can lift our spirits, yet they can easily result in disaster. But too often, fatal fires caused by candles make headlines. In Massachusetts not long ago, two children died after a candle ignited a plastic bathtub. During a hurricane, two Maryland boys died after dropping a lit candle on a bed. In Pennsylvania, unlawful tenants using a candle started a fire that killed four people. Its happened many times in Nashville, too many times!

Each year, home candle fires kill dozens of people and cause more than a quarter million dollars in property damage in the U.S., according to the National Fire Protection Association. Tragedies like these happen every day. The loss of life and property is staggering, but there is much that you can do to protect yourself and your loved ones.

As your building safety department, Metro Codes wants you to recognize this danger and learn the ways you can prevent a candle fire in your home.

Used safely, they can fill our homes with fragrance and create a calming and welcome mood. They add glow to the holidays and are an important part of religious observances. But what you may not realize is how easily a fire can start when a candle is left unattended or left burning while someone sleeps. Like a lit cigarette or a pan on a stove, a burning candle without human supervision is a disaster waiting to happen.



Why are we seeing so many candle fires? Well for one thing, the popularity of candles is soaring. Americans are buying \$2 billion worth of candles every year, and you can now find candles in seven out of 10 households across the country. A typical manufacturer offers between 1,000 and 2,000 specific varieties of candles!

The most important thing to remember is that you can make sure candles are used safely in your home. If you use candles in your home, follow this safety advice:

- Place candles on stable furniture, in sturdy holders that will catch dripping wax.
- Never leave a candle unattended.
- If the power goes out, use *flashlights* for illumination.
- Keep candles away from all things so they can't catch fire.
- Place candles on higher furniture, so they won't be knocked over by children or pets.
- Never place lit candles in windows, where they could ignite blinds or curtains.
- Don't allow children or teens to have candles in their bedrooms.
- Ask questions about the candles and candle-holders you buy. There are new standards that major suppliers follow to make sure the candles and candle-holders won't break, tip over, or otherwise malfunction in ordinary use.
- Extinguish candles carefully, using a long-handled candle snuffer or a soft, directed breath. Be careful not to splatter wax when extinguishing. ..and...if you use candles in your home, please **"candle with care."**

Residents Invited to Talk About Neighborhood Stormwater Problems

Metro Water Services will host a series of community forums for Davidson County residents to discuss stormwater and the department's plans to resolve neighborhood flooding problems.

The Metro Council in August approved funding for a comprehensive study that will be completed in early 2008 and include recommendations for long-term improvements to the program.

"It's time for us to meet with the community and to talk with residents about the severity of stormwater flooding, which impacts almost every neighborhood and has a dramatic impact on environmental compliance and the quality of life for our residents," said Scott Potter, director of Metro Water Services.

The meetings will involve all 35 Metro Council districts across Davidson County. Upcoming community meetings are Nov. 1, Inglewood Library; and Nov. 7, Looby Library. All meetings start at 6 p.m.

"An effective stormwater program is as important to this city as trash and brush collection," says Metro Council Member Emily Evans, who represents District 23. "After many years of neglect we have spent the past five years successfully resolving severe flood water problems that impact homes and pose tremendous safety hazards on our streets. Through these meetings we can get our arms around the extent of the problem and gain input that will improve the program in the long term."



Metro Government Employee Flu Shot Clinic Announcement

As in previous years, flu shots will once again be provided free to current Metro employees. The shots will not be offered to retirees or family members at the special clinics for employees. Retirees and family members are invited to get their flu shot beginning October 15 at the Lentz Public Health Center for a \$20 fee (Medicare Part B will be accepted). Please share the following announcement with your departments.

Flu Shots will be available November 5th, 6th, 7th, and 9th at the following locations:

<u>Date:</u>	<u>Time:</u>	<u>Location:</u>
Nov. 5th	8am - 3pm	Vinny Links (Shelby Park)
Nov. 6th	8am - 3pm	TN State Fairgrounds
Nov. 7th	8am - 3pm	Metro Courthouse
Nov. 9th	8am - 3pm	Metro Southeast

Directions to Vinny Links: (Shelby Park/East Nashville) From I-24 East or West

- Exit at Exit #49 (Shelby Ave./Coliseum)
- Continue up to light and make a right onto Shelby Ave.
- Take a right on S. 5th Street and continue until it dead ends
- Take a left at dead end on Davidson Street
- Continue on Davidson St. and enter Shelby Park
- Look for the Vinny Links sign after the golf course ends
- Take a left between the golf course and baseball Diamond.
- The Learning Center will be up the hill on the right
- Please park in the lot on the left side of the building

Directions to the Tennessee State Fairgrounds: (South Nashville)

- From Nolensville Road turn in the Tennessee State Fairgrounds, go to the stop sign, turn left onto Raines Ave., go to the top of the hill. We will off flue shot in the Flea Market Office Lobby.

Directions to the Historic Courthouse: (Downtown)

- The Historic Courthouse is located at 1 Public Square. Enter through the main entrance and check thru security.
- Take the elevators to the 6th floor and a sign will direct you to the correct courtroom

Direction to Metro Southeast: (Southeastern Davidson County):

- Metro Southeast is located at 1417 Murfreesboro Pk. (in the old Genesco building.
- Enter thru the main entrance and check through security.
- The security guard will direct you to the Greek Hills Room.

WANTED

BY METROPOLITAN NASHVILLE POLICE DEPARTMENT

RECRUITS

Metropolitan Nashville Police Department

OPEN HOUSE

OCT 23RD 2007

Metro Police Training Academy

5:30 PM- 8:00 PM

2715 Tucker Road

Sessions run simultaneously in 20 minute intervals

SESSION 1 CLASS ROOM 3: WHY THE METRO POLICE DEPARTMENT

requirements process benefits salary civil service test

SESSION 2 CLASSROOM 2 : POLICE ACADEMY LIFE PRESENTATION

what to expect courses taught physical training opportunities

SESSION 3 TRACK PHYSICAL ABILITY TEST

how to prepare practice run conversion of score

For additional information, contact the Recruitment Unit at 615.862.7341
or www.joinmnpd.com



An Equal Opportunity Employer

Employee Highlights

Ernest McClain, is a Property Standards Inspector I, and is a member of our Property Standards "Blue Team" which is under the direct supervision of Jeff Castleberry.



Ernest has been employed with Metro Codes for over 20 years. He is a Nashville native, but he relocated to Los Angeles, where he first worked as a Real Estate Broker for real estate loans, real estate sales and was involved in the rehabilitation of properties after receiving his Brokers license upon completion of training at El Camino College. From there he went to work for the City of Monterey Park, California as a Zoning Inspector.

Upon his return to Nashville, Ernest returned to work for the Codes Department as a zoning inspector. When the department was reorganized, he became a Property Standards Inspector. He is currently certified by the International Codes Council as a Residential Housing Inspector, Zoning inspector and Property Maintenance Inspector.

Ernest's territory includes lower East Nashville to Ellington Parkway, part of Edgefield, Hermitage and Donelson. He works closely with neighborhood groups within his assigned territory and regularly attends neighborhood meetings. His experience in zoning and real estate sales has been very helpful in his work with this department.

Ernest and his wife have been married for over 20 years. They have three children and four grandchildren. He enjoys real estate and antique cars.

Assistant Director Receives Assoc. Of Government Accountants Certification

Roy L. Jones, Codes Assistant Director is responsible for supervising the day-to-day administrative functions of the department - personnel, budgets, purchasing, property management - and supervises contractor licensing on behalf of various affiliated boards.



Roy is a Certified Public Accountant (CPA) with over thirty years experience in accounting and construction related fields. He is also a Certified Fraud Examiner (CFE) and holds the Senior Professional in Human Resources (SPHR) certificate. Just this past year, Roy earned the Certified Government Financial Manager (CGFM) designation. This professional designation recognizes the unique skills and special knowledge required of professionals who specialize in government financial management.

Roy attended Tennessee Technological University, graduating with a B.S. degree in Accounting and Business Management. After passing the CPA examination, he worked in the public accounting field for ten years and then worked in the private accounting for additional ten years. During that time, Roy attended the Nashville School of Law, earning a Doctor of Jurisprudence (J.D.) degree in 1986.

In 1996 he joined Metro Government as an Administrative Services Manager and was promoted to Assistant Director of the Codes Department in 2002. During that time he earned his masters degree in Public Administration from Cumberland University. After receiving his degree from Cumberland, Roy has been reaching a graduate-level law class in that master's program.

Roy is married and has four children all of whom are grown. He has three grandchildren with another grandchild due this April. Roy serves on the Board of Directors of the U.S. Community Credit Union and is active in his church and community.

Department of Codes and Building Safety



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615-862-6590 / Fax 862-6593

Mayor - Karl Dean

Director - Terry Cobb
Assistant Director - Bill Penn

Office Hours: Mon-Fri / 7:30-4:00

PASS IT ON!



Pass the word about our newsletter! We would be honored if you would share our newsletter with your friends, family and co-workers. If anyone would like to sign up to receive it themselves, they just need to send us their email, and we will be happy to "Pass It On" to them.

Terry Cobb and **Bill Penn** welcome your feedback on our e-newsletter. Please send your comments to Bill Penn, Assistant Director, Property Standards Div., 862-6516



For information regarding accessibility, please contact Manley Biggers at (615) 862-6521 or fax (615) 862-6499. He can also be reached at manley.biggers@nashville.gov