



# Metro Codes

E—News For Neighborhoods

Metropolitan Government of Nashville and Davidson County

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**Thousands Celebrated the New Year at the Bash On Broadway**

Photo courtesy: Nashville Convention & Visitors Bureau

MUSIC CITY ★ NEW YEAR'S EVE  
**BASH ON BROADWAY**



Wishing you a

**HAPPY NEW YEAR!**

may each day of the year  
be vibrant and new  
bringing along  
many reasons for celebrations.

## Pool Alarms Required

*New “Katie Beth’s Law” aims to help prevent accidental drowning*

The family swimming pool is a welcome recreational feature for millions of American homes. It’s a place where families and friends gather for fun and relaxation. But these pleasure spots can be the source of tragedy when appropriate safety measures are not met. One of the most significant hazards associated with swimming pools is accidental drowning of young children.

Statically, most accidental drowning of children takes place while the child is under adult supervision. The child may have only been out of sight for less than five minutes. To combat this needless tragedy, a new law has been passed that now requires new swimming pools to have alarm.

Known as the “Katie Beth’s Law,” named after the Great-granddaughter of State Senator Charlotte Burks. Katie Beth drowned in a Cookeville swimming pool in 2009. Under the new law, any Tennessee homeowner who installs a residential swimming pool after January 1, 2011, must install a pool alarm. This is a device that will emit a sound of at least fifty (50) decibels when a person or an object weighing fifteen (15) pounds or more enters the water of a swimming pool.

Section 68-14-805 (b)(1) of the law prohibits the Codes department from issuing a building permit for the construction or substantial alteration of a swimming pool located at a residential dwelling unless the project calls for a functioning swimming pool alarm to be installed prior to the completion of the construction project. When an electrical inspection is required as part of the

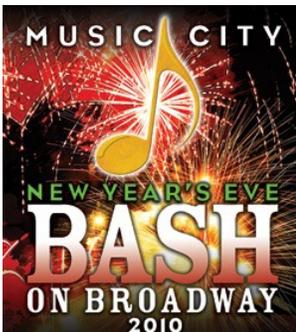
pool installation, the electrical inspector will not issue a final on the electrical wiring unless a properly functioning swimming pool alarm has been installed.

There are many alarm options available to protect both in-ground and above ground pools. All licensed swimming pool installers have been made aware of this new law and they are required to display a sign that notifies customers that State Law now requires a pool alarm be installed. Of course, nothing takes the place of constant, adult supervision, but this new law adds an additional layer of protect.



## MUSIC CITY ★ NEW YEAR'S EVE BASH ON BROADWAY

**Nashville**  
MUSIC CITY



The threat of rain did not dampen the spirits of thousands who gathered at Nashville’s New Year’s Eve party on Lower Broadway. Phil Vassar headed the event and Will Hoge, Heidi Newfield and Damien Horne.

This annual event features the famous midnight Guitar Drop® sponsored by Hard Rock Café.

Well wishers braved the elements and were rewarded with a first class celebration. The event culminated in a fantastic fireworks display, said to be in the top 10 for New Year’s Eve fireworks. In addition to the live music on Broadway, all of Nashville’s hotspots up and down Broadway were open to provide partiers with a wide variety of food and entertainment.

The event organizers are already looking forward to next year’s celebration.



This photo shows the huge crowd gathered to watch the famous ‘Guitar Drop’ to ring in the new year.

Photo courtesy of Nashville Convention & Visitors Bureau

## Groundbreaking Set for New Antioch Fire Station 35: *Building of 6 More Fire Stations Announced*

Mayor Karl Dean and Fire Chief Steve Halford broke ground on the new Fire Station 35, to be located at 2034 Hobson Pike in Antioch. In addition, Mayor Dean and Chief Halford announced an aggressive plan for the building of 6 replacement fire stations over the next 2 year period.

The new Antioch station will be Nashville's 38th station that will house firefighters and emergency medical technicians or paramedics throughout the Nashville and Davidson County's 526 square mile response area.

Metro General Services, Building Operations and Support Services Design and Construction Management will oversee the \$2.8 Million dollar project, projected to open in the fall of 2011. The design/build team of Knestrick Constructors and Cassetty Architecture will be responsible for the design and construction of the new station.

Engine Company 35 currently shares a station at 2501 Forest View Drive with Engine Company 33. The existing equipment and personnel will relocate to the two-bay, 11,450 square foot station which is being built with the capability of future expansion. A facility study by the public safety consulting firm, Tri Data Corporation, recommended that Station 33/35 be split and a new station be built within the response area to provide for the growth of the neighborhoods, which will result in improvements to response times and service throughout the area.

In addition to the Antioch fire station, Mayor Dean and Chief Halford will announce a program to build six new fire stations over the next two year period. Six existing stations will be torn down to allow for new and more efficient stations to be rebuilt on or near their existing sites.

Metro General Services will additionally oversee the approxi-

mately \$20,000,000 million project, and an initial Request for Proposals (RFPs) will be released within the coming weeks. Construction is expected to start in Spring 2011. While the construction is underway, the companies will be relocated to temporary facilities within their service areas.



Mayor Karl Dean announced the city's plan to add an additional 6 new fire halls to replace aging facilities at the ground breaking ceremony for the new Fire Station 35 in Antioch.

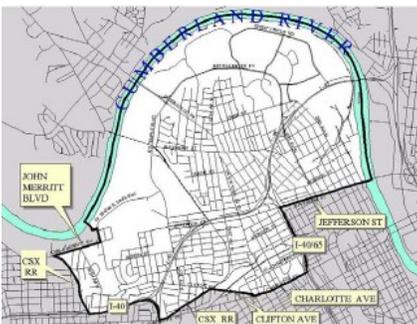
The new stations will be up to 11,450 square feet depending on constraints of the existing lots. They will have two bays and have a residential appearance to blend into the neighborhoods surrounding them. Like the new Antioch fire station for which ground will be broken tomorrow, the 6 new stations will be built with single occupancy bunk rooms, bathrooms and showers to accommodate privacy needs of both female and male fire fighters.

The new structures will all be certified LEED™ Silver. The stations will be energy efficient and will be built with environmentally friendly products and systems featuring such items and methods as using energy and water saving systems, building materials with recycled content, regionally produced products, as well as a construction waste recycling program.

The six stations that will be built to replace existing stations are:

- Station #3 located at 840 Meridian Street in Northeast Nashville area
- Station #30 located at 3646 Old Clarksville Highway in the Joelton area
- Station #31 located at 224 Madison Street in the Madison area
- Station #21 located at 320 Joyner Avenue in the Nolensville Road/I-440 area
- Station #33 located at 2501 Forest View Drive in the Antioch area
- Station #2 currently located at 500 2nd Avenue

## Notice of January 27 public hearing *North Nashville Community Plan update*



The Metropolitan Planning Commission will hold a public hearing on the North Nashville Community Plan: 2010 Update during the regularly scheduled Planning Commission meeting at 4 pm Thursday, January 27, 2010, at

the Howard Office Building auditorium, 700 Second Avenue South.

Details on the plan and the hearing are included in the attached PDF; if you have questions, please contact planners Tifinie Adams at 615.862.7188 or [tifinie\\_adams@nashville.gov](mailto:tifinie_adams@nashville.gov); Anita McCaig at 615.862.7156 or [anita.mccaig@nashville.gov](mailto:anita.mccaig@nashville.gov); or consult our [North Nashville Community Plan Update webpage](#).

## Five Museums and Five Libraries to Receive Nation's Highest Honor

CA, CO, IN, MI, MS, NM, NY and TN Institutions Win National Medal

The Institute of Museum and Library Services (IMLS) has selected five museums and five libraries to receive the 2010 National Medal for Museum and Library Service. The National Medal is the nation's highest honor for museums and libraries that make extraordinary civic, educational, economic, environmental, and social contributions.



"This year's National Medal winners are serving their communities with innovative and creative new approaches to lifelong learning, commitment to addressing diverse community needs, plain old hard work, and a lot of heart," said IMLS Acting Director Marsha L. Semmel. "Many of our winners have evolved and grown despite tremendous challenges – all to empower and enrich the lives of their community members by cultivating collaboration and openness. I am deeply appreciative of their efforts to make a difference. They serve as the nation's role models."

As the primary source of federal funding for the nation's museums and libraries, the Institute has a unique perspective on the vital role these institutions play in American society. The National Medal for Museum and Library Service was created to underscore that role. The winners are as diverse as the nation's cultural landscape: small and large, urban and rural. They have one thing in common: they have developed innovative ways to serve their communities.

Winners of the 2010 National Medal for Museum and Library Service are:

1. [Conner Prairie Interactive History Park, Fishers, IN](#)
2. [Explora, Albuquerque, NM](#)
3. [Japanese American National Museum, Los Angeles, CA](#)
4. [Mississippi Museum of Art, Jackson, MS](#)
5. [Nashville Public Library, Nashville, TN](#)
6. [The New York Botanical Garden, New York, NY](#)
7. [Patchogue-Medford Library, Patchogue, NY](#)
8. [Peter White Public Library, Marquette, MI](#)
9. [Rangeview Library District and Anythink Libraries, Adams County, CO](#)
10. [West Bloomfield Township Public Library, West Bloomfield Township, MI](#)

In addition to the National Medal, which will be awarded in an upcoming Washington, D.C. ceremony, each institution receives a \$10,000 award and visit from [StoryCorps](#).

The winners of the National Medal for Museum and Library Service are selected each year by the Director of IMLS, following an open nomination process and based on the recommendations of the National Museum and Library Services Board.

[Nominate a museum or library](#) for the 2011 National Medal for Museum and Library Service. (Application Deadline is February 15, 2011.)

## THIRTEEN THINGS YOUR BURGLAR WON'T TELL YOU

1. Of course I look familiar. I was here just last week cleaning your carpets, painting your shutters, or delivering your new refrigerator.
2. Hey, thanks for letting me use the bathroom when I was working in your yard last week. While I was in there, I unlatched the back window to make my return a little easier.
3. Love those flowers. That tells me you have taste... and taste means there are nice things inside. Those yard toys your kids leave out always make me wonder what type of gaming system they have.
4. Yes, I really do look for newspapers piled up on the driveway. And I might leave a pizza flyer in your front door to see how long it takes you to remove it..
5. If it snows while you're out of town, get a neighbor to create car and foot tracks into the house. Virgin drifts in the driveway are a dead giveaway.
6. If decorative glass is part of your front entrance, don't let your alarm company install the control pad where I can see if it's set. That makes it too easy.
7. A good security company alarms the window over the sink. And the windows on the second floor, which often access the master bedroom - and your jewelry. It's not a bad idea to put motion detectors up there too.
8. It's raining, you're fumbling with your umbrella, and you forget to lock your door - understandable. But understand this: I don't take a day off because of bad weather.
9. I always knock first. If you answer, I'll ask for directions somewhere or offer to clean your gutters. (Don't take me up on it.)
10. Do you really think I won't look in your sock drawer? I always check dresser drawers, the bedside table, and the medicine cabinet.
11. Here's a helpful hint: I almost never go into kids' rooms.
12. You're right: I won't have enough time to break into that safe where you keep your valuables. But if it's not bolted down, I'll take it with me.
13. A loud TV or radio can be a better deterrent than the best alarm system. If you're reluctant to leave your TV on while you're out of town, you can buy a \$35 device that works on a timer and simulates the flickering glow of a real television. (Find it at <http://www.faketv.com/>)

## Portable Space Heater Safety

With the onset of winter weather, many of us are looking for ways to provide adequate heating for our homes. Unlike fans and other devices that we might use to keep our homes cooler in the heat of the summer months, providing heat or supplemental heat to the home can be very dangerous.

Small space heaters are typically used when the main heating system is inadequate or when central heating is too costly to install or operate. In some cases, small space heaters can be less expensive to use if you only want to heat one room or supplement inadequate heating in one room. They can also boost the temperature of rooms used by individuals who are sensitive to cold, especially elderly persons, without overheating your entire home.

Space heater capacities generally range between 10,000 Btu to 40,000 Btu per hour. Common fuels used for this purpose are: electricity, propane, natural gas, and kerosene.

Although most space heaters rely on convection (the circulation of air in a room) to heat a room, some rely on radiant heating; that is, they emit infrared radiation that directly heats up objects and people that are within their line of sight. Radiant heaters are a more efficient choice when you will be in a room for only a few hours, if you can remain within the line of sight of the heater. They can be more efficient when using a room for a short period because they avoid the energy needed to heat the entire room by instead directly heating the occupant of the room and the occupant's immediate surroundings.

Safety is a top consideration when using space heaters. The U.S. Consumer Product Safety Commission estimates that more than 25,000 residential fires every year are associated with the use of space heaters, causing more than 300 deaths. An estimated 6,000 persons receive hospital emergency room care for burn injuries associated with contacting hot surfaces of room heaters, mostly in non-fire situations.

When buying and installing a small space heater, follow these guidelines:

1. Only purchase newer model heaters that have all of the current safety features. Make sure the heater has the Underwriter's Laboratory (UL) label attached to it.
2. Choose thermostatically controlled heaters, since they avoid the energy waste of overheating a room.
3. Select a heater of the proper size for the room you wish to heat. Do not purchase oversized heaters. Most heaters come with a general sizing table.
4. Locate the heater on a level surface away from foot traffic. Be especially careful to keep children and pets away from the heater.
5. Keep portable heaters at least three (3) feet away from furniture, drapes, or other combustible materials.

Space heaters that require fuel can be especially hazardous if used improperly. Always follow the manufacturer's instructions and warnings. Make sure the heater has the proper amount of ventilation to prevent the buildup of poisonous gases inside the home.

For additional resources:

[U.S. Department of Energy – Energy Efficiency and Renewable Energy – A Consumer's Guide to Energy Efficiency and Renewable Energy – Portable Heaters](#)

National Fire Protection Association (NFPA)  
Fact Sheet – [Home Safety – Heating](#)

[What You Should Know About Space Heaters](#)

U.S. Consumer Product Safety Commission, Washington, DC  
February 2001



## Music City Center Update

The latest fact of the week taken from the Music city Center Update:

- There will be approximately 1,600 doors in the Music City Center.
- The concrete team has poured more than 61,000 cubic yards of concrete to date.
- Construction has entered a new phase: the first steel was erected on site the first week of January.

Photo by: MCC Project Manager Kristen Heggie



## Landlord Registration Renewal Forms Due

*Renewal deadline extended to January 31st*

The deadline for submitting the renewal registration forms for residential rental properties by landlords was December 31. The Codes department has extended the deadline to the end of January.

If you haven't sent in your registration renewal form, please take a minute to do so. Your registration form provides us with vital contact information in the event your rental property is found to be in violation of the Property Standards Code. Failure to register your residential rental property could result in a citation to environmental court.

A notice to register was sent to all registered owners of property in Davidson County. The program requires the owners to submit information about their rental units. The bill requires owners to provide:

- Their full contact information – Name, physical address with contact telephone number (No PO Box)
- The number of units per property (duplex/triplex, etc.)
- Name and contact information for their manager or registered agent who can act on their behalf

Owners of residential rental property may contact the Property Standards Office at 862-6590 for answers to questions about this program. The registration fee should be made out to "The Department of Codes and Building Safety," and the fee should be mailed to:

Metro Codes  
PO Box 196300  
Nashville, TN 37219-6300



Are you planning a home improvement job? Planting a tree? Installing a fence or deck?

WAIT! Here's what you need to know first:

Whether you are planning to do it yourself or hire a professional, smart digging means calling 811 before each job. Homeowners often make risky assumptions about whether or not they should get their utility lines marked, but every digging job requires a call – even small projects like planting trees and shrubs.

requires a call – even small projects like planting trees and shrubs.

While trees clean our air, provide shade and beauty, and make our yards and homes more comfortable, planting them is complicated and must be thoughtfully planned out.

Where you plant your tree is very important. When planting your tree, you may be tempted to plant where the tree would look the best or provide the most shade, but that could be a mistake. Not only could you damage an underground utility line when you plant it, but as your tree matures its roots may grow into your utility lines and disrupt your service, requiring you to remove what you've planted. Or, a tree planted too close to your home could damage your foundation. Smart digging is no accident: always call 811 before you dig.



Know the growth habits of the tree you are planting, and how its roots will grow when mature. For instance, the root systems of willow trees are particularly aggressive and should be planted well away from any underground impediment. Think above you too...make sure your new tree will not grow tall enough to interfere with overhead lines either.

All states require those who plan on digging to call ahead to get their utility lines marked before digging, and while your desired spot might make a great location for a swing, it may be directly above an underground utility line. By calling 811 a few days before you dig, you'll make sure your tree will provide all the benefits you want while still protecting your property and family. One easy phone call to 811 gets your underground utility lines marked for free.

Remember, know what's below. Always call before you dig.

**Tennessee**  
Tennessee 811  
811 or 1-800-351-1111  
[www.tennessee811.com](http://www.tennessee811.com)  
[Contractors Web Ticket Entry](#)

## Transplanting Established Trees

*Site preparation and planning are the key*

Planning and preparation are the keys to successfully transplanting established trees from one area of a property to another.

In Tennessee, transplanting of trees should occur during the dormant months, December through March. To determine the required size of the root ball, measure the stem caliper (diameter six inches above the ground). The root ball should be 10 to 12 inches for each inch of stem caliper. For example, if the stem caliper is 4 inches, then the root ball should be 40 to 48 inches in diameter.

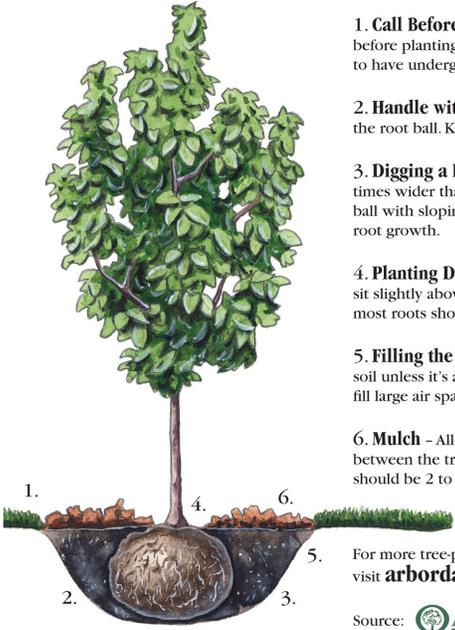
To prepare the tree for transplanting, insert a sharp spade to prune the roots around the root ball of the tree to be moved. Prune 8 to 12 inches deep, three to six months before transplanting. New roots will form from the severed roots. When it is time to transplant, dig 4 to 6 inches outside the original root pruning cut to capture the maximum number of new roots. If soil moisture is low, water the tree a few days prior to transplanting to keep the root ball soil from crumbling. The root ball should be about 1/2 to 2/3 as deep as the diameter. Dig carefully and completely around the ball to keep it intact. Place a large piece of burlap on the ground and gently roll the ball onto it. The burlap should cover the entire root ball. Keep the soil and roots together as much as possible to minimize damage to the root system during the move.

be done from UNDER the ball, not the stem. Replant the tree into the new hole using established planting methods. Remember that the top of the root ball should be level or slightly above the surrounding ground. Refill and firm up the hole with original soil and water thoroughly. Avoid using any fertilizers until the following year.

Adequate soil moisture is critical for several months after transplanting. Irrigate slowly to allow water to infiltrate and soak the ground thoroughly. Water at least once a week during drought conditions, making sure to leave the soil damp at two feet depth. Watch for signs of stress, such as wilting leaves, leaf scorch, discoloration of foliage and stunted growth.

Try to transplant existing trees to similar environments. Homeowners are often disappointed when transplanting native trees from the woods because the tree performs poorly or may die. Make sure that environmental factors such as light, soil moisture and soil type are similar. Trees growing in shade usually have a hard time adjusting to full sunlight. Usually, one will not see much growth within the first year after transplanting and it may take a few years for the tree to become well-established.

### Six things you should know when planting a tree.



1. **Call Before You Dig** - Several days before planting, call the national 811 hotline to have underground utilities located.
2. **Handle with Care** - Always lift tree by the root ball. Keep roots moist until planting.
3. **Digging a Proper Hole** - Dig 2 to 5 times wider than the diameter of the root ball with sloping sides to allow for proper root growth.
4. **Planting Depth** - The trunk flare should sit slightly above ground level and the top-most roots should be buried 1 to 2 inches.
5. **Filling the Hole** - Backfill with native soil unless it's all clay. Tamp in soil gently to fill large air spaces.
6. **Mulch** - Allow 1 to 2 inch clearance between the trunk and the mulch. Mulch should be 2 to 3 inches deep.

5. For more tree-planting tips and information, visit [arborday.org](http://arborday.org).

Source:  **Arbor Day Foundation**  
90075201

Root balls on larger trees can weigh several hundred pounds. In these cases, use a tree dolly or Bobcat with forks. Lifting should

## Department Hires New Mechanical Inspector



Director Terry Cobb announced effective Monday, January 10, 2011, Jerry Horton has joined the Codes Department and is assigned to the Mechanical Inspection Division.

Mr. Horton, a Nashville native, has worked in the heating and cooling industry since high school. After graduating from Smyrna High School, Jerry worked for a local Heating and

Air company making duct fittings. In 1993 he worked for Air Tech Heating and Cooling where he ran the sheet metal shop and installed duct work and HVAC units.

In 2003 he obtained his contractor's license. He also owned and operated his own HVAC company prior to joining Ed's Supply Company, a local provider of HVAC supplies and equipment.

Jerry and his wife Sharon, have a daughter named Sonya. In his spare time he enjoys fishing, titans football and family get togethers. He is excited about the opportunity to join the Codes family.



## Foam, Dome & Drip to Avoid Frozen Pipes this Winter

*Three simple steps to avoid costly home repairs*

Though the official start of winter wasn't until December 21st, 'Old Man Winter' arrived early. While danger from winter weather varies in different regions of the country, the Federal Alliance for Safe Homes, Inc.—FLASH is reminding homeowners that no matter where you live, the best way to deal with extreme weather and to protect your home is to be prepared.

During extreme cold temperatures, one of the most serious threats to your home can be frozen water pipes. When water freezes in a pipe it expands and can exert pressure over 2,000 pounds per square inch. This pressure is enough to rupture most any pipe filled with water which provides no place for the ice to expand. When the pipe bursts it can spill several hundred gallons of water per hour, resulting in the second most common cause of home insurance claims in America.

"Fifty dollars worth of insulation materials can prevent damage that will cost you upwards of \$500 to repair," said Leslie Chapman-Henderson, FLASH President/CEO. "That is just the plumbing costs, you may have additional costs if water caused damage to other parts of your home."

With just three simple steps, families can protect themselves from this costly damage. Remember: **FOAM, DOME, DRIP**

**FOAM:** Insulate pipes exposed to the elements or cold drafts. For as little as \$1 per 6' of insulation, you can stop pipes from freezing and save energy.

**DOME:** Placing an insulating dome or other coverings on outdoor faucets and spigots also reduce the likelihood of the water in your homes pipes freezing, and expanding and causing a costly leak.

**DRIP:** Drip your faucets, to reduce the build-up of pressure in the pipes. Even if the pipes freeze, you have released the pressure from the water system reducing the likelihood of a rupture. If you are going out of town, and you suspect the temperatures will drop, turn off the water to your home and open all of the taps to drain the water system. This way you won't return home to a frozen, soggy mess.

Visit [www.FLASH.org](http://www.FLASH.org) for additional tips, tools and resources to protect your home year round from all natural disaster hazards including winter risks, spring floods, wildfires, tornadoes and more.

The nonprofit Federal Alliance for Safe Homes, Inc. – FLASH® is a 501(c)3 collaboration of organizations dedicated to strengthening homes and safeguarding families from natural and manmade disaster. Based in Tallahassee, FLASH is the nation's fastest-growing disaster safety education organization with more than 100 partners including the Federal Emergency Management Agency, Florida Division of Emergency Management, The Home Depot, International Code Council, National Weather Service, Renaissance Reinsurance, Simpson Strong-Tie, State Farm, USAA and WeatherPredict Consulting, Inc. In 2008, FLASH opened the interactive weather experience; StormStruck: A Tale of Two Homes®. To learn more about FLASH and access their free consumer resources, visit [www.flash.org](http://www.flash.org) call (877) 221-SAFE (7233).



## Technology Protection Company to Add 500 Jobs in Nashville



Mayor Karl Dean announces the agreement with Asurion at a press conference last month.

Last month, Mayor Dean joined Governor Phil Bredesen, State ECD Commissioner Matt Kisber and executives with Nashville-based Asurion in announcing an agreement which will keep the company's corporate

headquarters in Davidson County and add more than 500 jobs to its current Tennessee workforce of 2,400 employees over the next five years.

Asurion is one of the nation's leading technology protection companies and operates out of headquarters facilities in Grassmere Park. Asurion relocated its corporate headquarters from California to Nashville in 2003 with a plan to create 600 new jobs. Since that original announcement, the company has grown its Tennessee-based workforce by 1,800 people. Job listings are available online at [www.asurion.com](http://www.asurion.com).

## METRO TO OFFER CHRISTMAS TREE DROP-OFF PROGRAM

Metro officials again encourage everyone to recycle their live Christmas trees following the holiday season.

Davidson County residents can leave their trees at one of 10 Metro sites and Public Works will collect them for mulching at the city's Bordeaux Mulch Facility.

All trees must be free of lights, ornaments, icicles, all tinsel and garland. No flocked trees will be accepted.

WHO: Metro Parks & Recreation and Metro Public Works departments  
 WHAT: Christmas Tree Drop-off Program  
 WHEN: December 28, 2010 to February 11, 2011  
 WHERE: Any one of the following Metro Parks:

Cane Ridge, Cedar Hill, Edwin Warner, Elmington, Joelton, Richland,  
 Sevier, Two Rivers and Whitfield; or  
 Una Recreation Center, 136 Una Recreation Road

Recycling Christmas trees into mulch, rather than dumping them in the trash, in an alley or along public roadways, keeps them out of landfills and helps save Metro the cost of disposal fees. Approximately 12,000 Christmas trees are recycled each year through the drop-off program.

Natural brown mulch, made from Christmas trees and yard brush, is sold at the Bordeaux facility for eleven dollars a cubic yard. The facility is open Monday-Saturday from 7 a.m. until 4 p.m. For more information, call 862-8640 .

### Department of Codes & Building Safety

Metro Office Building  
 800 2nd Ave., South  
 Nashville, TN 37210  
 615-862-6590 / Fax 862-6593

#### Mayor - Karl F. Dean

Director - Terrence Cobb  
 Asst. Director - Bill Penn  
 Office Hours: Mon-Fri / 7:30-4:00



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](mailto:manley.biggers@nashville.gov)

### PASS IT ON!

Pass the word about our newsletter! We would be honored if you would share our newsletter with your colleagues 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](mailto:bill.penn@nashville.gov), at [bill.penn@nashville.gov](mailto:bill.penn@nashville.gov)  
 Assistant Director, Property Standards Div , 862-6590