

KIM FOSTER, CITY MANAGER
JAMES SMITH, ATTORNEY



KATHY RAY, MAYOR
JOHN ETHERIDGE, VICE MAYOR
VICKEY ROBERTS, COMMISSIONER
JACKIE JONES, COMMISSIONER
SAM THARPE, COMMISSIONER

**CITY OF PARIS, TENNESSEE
BOARD OF COMMISSIONERS REGULAR MEETING AGENDA**

**CITY HALL COURTROOM
October 8, 2026
4:00 P.M.**

PUBLIC HEARING

- 1.) Request to consider an amendment to the Zoning Ordinance Table of Uses – Restaurants and Cafes in P-M and M-1 Zones (Ordinance No. 1347)**

REGULAR MEETING

Call to Order: Kathy Ray, City Mayor

Roll Call: Liana Compton, Finance Director

Pledge of Allegiance and Prayer

Approval of the Minutes of Previous Meetings: Regular Meeting – September 3, 2026

Board Will Hear Comments from Citizens

Board Will Hear Comments from the Commission

Service Resolutions and Proclamations – None

OLD BUSINESS

- 1.) **Rezoning Request for 780 Fairgrounds Road:** Jessica Crouch, Community Development Director
- 2.) **Ordinance (No. 1342) to Amend Title 7, Chapter 1, Section 102 of the Paris Municipal Code regarding Rural Fire Code Program:** Kim Foster, City Manager
- 3.) **Ordinance (No. 1343) to Amend Title 6, Chapter 6, Section 615 and 616 of the Paris Municipal Code regarding property control and disposal of surplus property:** Kim Foster, City Manager
- 4.) **Ordinance (No. 1347) to Amend the Zoning Ordinance Table of Uses to Allow Restaurants & Cafes as a Special Permit Use:** Jessica Crouch, Community Development Director

NEW BUSINESS

- 1.) **Financial Update:** Liana Compton, Finance Director
- 2.) **Appointments to Boards:** Kathy Ray, City Mayor
- 3.) **Ordinance (No. 1344) to Amend Title 11 Zoning Ordinance for Home Occupations and Permanent Outdoor Storage and Display:** Jessica Crouch, Community Development Director
- 4.) **Ordinance (No. 1345) Rezoning Request for Property located at the corner of Wynn and Depot St (Map: 105D, Group: B, Parcel: 001.00-003.00:** Jessica Crouch, Community Development Director
- 5.) **Ordinance (No. 1346) Rezoning Request for Property located on Irvine Street (Map: 105D, Group: B, Parcel: 004.00-005.00):** Jessica Crouch, Community Development Director
- 6.) **Resolution (No. 1744) to Amend the COP Personnel Rules and Regulations – Title VI Policy:** Kim Foster, City Manager

7.) Resolution (No.1745) to Amend the COP Personnel Rules and Regulations for Job Descriptions of Administrative Services Officer and Media Services Officer to the Paris Police Department: Ean Reed, Chief of Police

Monthly Service Highlights

Status of Various Projects

Notes from the City Manager

Adjournment

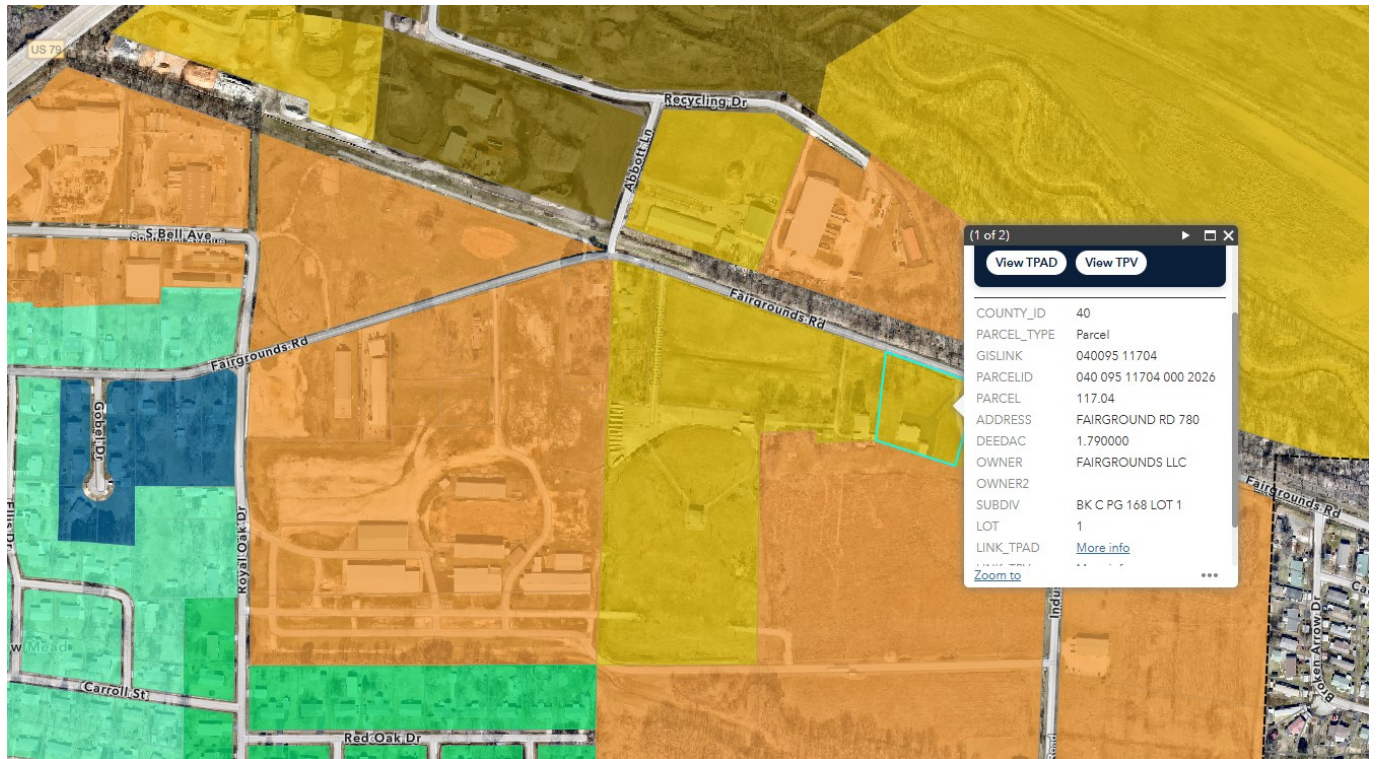
**OLD BUSINESS
AGENDA ITEM NO.1**

Rezoning Request for 780 Fairgrounds Road

Robert Klemme has submitted a rezoning request for property he owns at 780 Fairgrounds Road. Currently the property is currently zoned P-M (Planned Industrial District), and the applicant is requesting that it be rezoned to B-1 (Highway Commercial District). Mr. Klemme's rezoning application is attached for the Board's review.

Given that this request is for a specific piece of property, this one property would not be able to be rezoned due to "spot zoning." However, the applicant has requested that the board consider evaluating his property in conjunction with adjacent properties as part of the potential rezoning.

This rezoning request was presented to the Planning Commission at its September meeting. After reviewing the application and considering the request, the Planning Commission voted to recommend that the City Commission deny the proposed rezoning request.



- Yellow: P-M (Planned Industrial)
- Orange: M-1 (Light Industrial)
- Blue: R-2 (Residential)
- Green: R-1 (Residential)
- Brown: P-B (Planned Commercial)

City of Paris

100 N Caldwell St

P.O. Box 970

Paris, TN 38242

<http://paristn.gov/>

For Internal Use Only

Received By: _____ Date: _____

APPLICATION FOR AMENDMENT TO ZONING ORDINANCE

APPLICANT'S INFORMATION

Name of Individual: Robert Klemme Phone: 630-518-6359

Address: 8941 Hwy 140 East City/State: Buchanan, TN

Email Address: rklemme@klemmeconsulting.com

Applicant's Interest in Property: ☒ Owner ☐ Agent ☐ Lessee ☐ Option to Purchase

PROPERTY INFORMATION: Map: 095 Group: _____ Parcel: 117.04

Property Address: 780 Fairgrounds Road, Paris, TN 38242

REQUEST TO REZONE PROPERTY

Current Zoning Classification: P-M Requested Zoning Classification: B-1

Reason for Request/Remarks: Currently zoned P-M - Planned Industrial District and would like to change Commercial District in order for Restaurants to be allowed in this area.

Site Plan Required: **Yes No**

Map Required: **Yes No**

Site Plan Required: **Yes No**

REQUEST TO AMEND TEXT OF THE MUNICIPAL ZONING ORDINANCE

Chapter: 11 Section: 604 Requested Amendments/Remarks: Under Section B

We request "Restaurants & Cafe's" be added to the list of Eating and Drinking Places

I hereby certify that the statements made by me herein and the maps and other accompanying data submitted herewith are true and correct.

Applicant Signature: Robert Klemme Date: 8/11/2026

City Commission Meeting: ____/____/____

Planning Commission Meeting: ____/____/____

Planning Commission Recommendation: _____

Date of Action: ____/____/____

Action by Board of Commissioners: _____

Date of Action: ____/____/____

OLD BUSINESS
AGENDA ITEM NO. 2
Ordinance (No. 1342) to Amend Title 7, Chapter 1, Section 102 of the Paris Municipal Code regarding Rural Fire Code Program (Second Reading)

This ordinance presented is a simple housekeeping measure intended to ensure that the fee schedule and the accompanying ordinance language are consistent with one another and accurately reflect the valuation method being used. The amendment provides clarity in administration while maintaining the current fee structure. The amendment changes the valuation basis used to determine the annual fee from the property's assessed value to its appraised value as maintained by the Henry County Tax Assessor.

ORDINANCE NO. 1342

AN ORDINANCE to amend Title 7 Chapter 1 Rural Fire Code Program, Section 7-102 of the Paris Municipal Code.

SECTION 1. BE IT ORDAINED by the Board of Commissioners of the City of Paris, Tennessee, Title 7, Chapter 1 of the Paris Municipal Code shall be amended as follows:

- A. That Section 7-102 of the Paris Municipal Code be amended by deleting the first sentence in subparagraph C in its entirety.

The annual charge for fire protection for ESN 122 shall be calculated upon the assessed value of property in ESN 122 based on the records of the County Tax Assessor as of January 1st of the year preceding the year in which service is provided. The fee structure is calculated as follows:

Appraised Property Value:

<i>From</i>	<i>To</i>	<i>Annual Subscription Fee</i>
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Appraised Property Value:

<i>From</i>	<i>To</i>	<i>Annual Subscription Fee</i>
\$ 200	\$ 50,000	\$ 30.00
\$ 50,001	\$ 75,000	\$ 40.00
\$ 75,001	\$125,000	\$ 50.00
\$125,001	\$200,000	\$ 75.00
\$200,001	\$250,000	\$100.00
\$250,001	\$300,000	\$150.00
\$300,001	\$600,000	\$200.00
\$600,001	unlimited	\$250.00

For property that has no improvements located on the premises and consist only of unimproved land the annual fee will be \$ 20.00.

Ord. # 1342,_____).

SECTION 2. BE IT ORDAINED by the Board of Commissioners of the City of Paris, Tennessee, Title 7, Chapter 1, Section 7-102 of the Paris Municipal Code be amended to insert the following as the first sentence in subparagraph C., as follows:

- B. The annual charge for fire protection for ESN 122 shall be calculated upon the appraised value of property in ESN 122 based on the records of the County Tax Assessor as of January 1st of the year preceding the year in which service is provided. The fee structure is calculated as follows:

Appraised Property Value:

<i>From</i>	<i>To</i>	<i>Annual Subscription Fee</i>
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Appraised Property Value:

<i>From</i>	<i>To</i>	<i>Annual Subscription Fee</i>
\$ 200	\$ 50,000	\$ 30.00
\$ 50,001	\$ 75,000	\$ 40.00
\$ 75,001	\$125,000	\$ 50.00
\$125,001	\$200,000	\$ 75.00
\$200,001	\$250,000	\$100.00
\$250,001	\$300,000	\$150.00
\$300,001	\$600,000	\$200.00
\$600,001	unlimited	\$250.00

For property that has no improvements located on the premises and consist only of unimproved land the annual fee will be \$ 20.00.

Ord. # 1342,_____).

SECTION 3. All Ordinances and parts of Ordinance in conflict with the provisions of this ordinance are hereby repealed.

SECTION 4. This Ordinance shall take effect on and after the final passage and adoption.

Passed and adopted September 3, 2026.

Passed and adopted _____.

Mayor

Finance Director

**OLD BUSINESS
AGENDA ITEM NO. 3**

Ordinance (No. 1343) to Amend Title 6, Chapter 6, Section 615 and 616 of the Paris Municipal Code regarding property control and disposal of surplus property (Second Reading)

The purpose of the following ordinance is to bring the City's municipal code regarding the capital assets up to date and in accordance with current practices.

ORDINANCE NO. 1343

AN ORDINANCE to Amend Title 6, Chapter 6, Section 615 and 616 of the Paris Municipal Code

SECTION 1. BE IT ORDAINED by the Board of Commissioners of the City of Paris, Tennessee, Title 6, Chapter 6 of the Paris Municipal Code shall be amended as follows:

- A. That Title 6, Chapter 6 of the Paris Municipal Code be amended by deleting Title 6, Chapter 6 (6-615 and 6-616) in its entirety. (Ord. #1343, _____).

6-615. Property Control

A physical inventory of the city's fixed assets must be taken bi-annually. A system of fixed asset records provides a simple method of positive identification for each piece of equipment. To be classified as a fixed asset, an item must:

- a) Be tangible.
- b) Have a useful life of two (2) or more years.
- c) Have a cost or fair value of:
 - a. \$500.00 for individual items
 - b. \$500.00 for individual like items with a value of less than \$500.00, but when combined the values equal or exceed \$500.00.
 - c. \$100.00 for items used to improve or extend the life of an existing fixed asset.

Any property that meets these criteria shall be assigned an asset number, have a property record entered into the fixed asset system, and be inventoried bi-annually. Such records shall be controlled and maintained by the finance director.

6-616. Disposal of surplus property

The city manager or his designated representative shall be in charge of the disposal of surplus city property. When a department determines there is surplus property within the department, he/she will notify the city manager or his designated representative in writing of such property. The city manager or his designated representative may transfer surplus equipment or materials from one department or another. A Fixed Asset Disposal Card should be completed anytime there is a transfer or disposal of a fixed asset.

1. Items consumed in the course of work or items thought to be worthless.
City property which may be consumed in the course of normal city business and items

thought to be worthless shall be disposed of by and at the discretion of the city manager in a like manner to any other refuse. Said items shall be simply charged off as a routine cost of doing business. However, the finance director shall be notified of what has been disposed of by the completion of a Fixed Asset Disposal Card.

2. Items estimated to be worth less than \$500.00. Items of surplus city property estimated to be worth less than \$500.00 shall be disposed of by the city manager or his designated representative in the following manner:
 - a) By publishing a notice in the newspaper with the highest circulation in the county.
 - b) Receiving sealed bids or hold a public auction at a specified date, time, and place.
 - c) Awarding items to highest bidder. In the event the highest bidder is unable to pay within twenty-four (24) hours, the item shall then be awarded to the second highest bidder.
 - d) The finance director shall be responsible for noting all pertinent information in the fixed asset record of the city as to the disposal of said item and to retain the records, (notice, bids, and property cards) for a period of five (5) years.
 3. Items estimated to be worth more than \$500.00. When disposing of items of city property estimated to be worth more than \$500.00, the city manager or his designated representative shall follow the following procedure:
 - a) Obtain from the city commission a resolution declaring said item(s) excess property and fixing date, time, and place to receive sealed bids or hold public auction.
 - b) Publish copy of the resolution in the newspaper with the highest circulation in the county.
 - c) Awarding bid to highest bidder. In the event the highest bidder is unable to pay within twenty-four (24) hours, the item shall then be awarded to the second highest bidder.
 - d) The finance director shall be responsible for noting all pertinent information in the fixed asset record of the city as to the disposal of said item and to retain the records, (notice, bids, and property cards) for a period of five (5) years (Ord. #994, 02/07/02).
- B. That Title 6, Chapter 6 of the Paris Municipal Code be amended by enacting Title 6, Chapter 6 (6-615 and 6-616) as follows:

6-615. Property Control

A physical inventory of the city's fixed assets must be taken annually in January each year. A system of fixed asset records provides a simple method of positive identification for each piece of equipment. To be classified as a fixed asset, an item must:

- a) Be tangible.
- b) Have a useful life of one (1) or more years.
- c) Have a cost or fair value of:
 - a. \$10,000.00 for individual items
 - b. \$10,000.00 for individual like items with a value of less than \$10,000.00, but when combined the values equal or exceed \$10,000.00.

Any property that meets these criteria shall be assigned an asset number and be inventoried annually. Such records shall be controlled and maintained by the finance director.

6-616. Disposal of surplus property

The city manager or his/her designated representative shall oversee the disposal of surplus city property. When a department determines there is surplus property within the department, he/she will notify the city manager or his/her designated representative in writing of such property. The city manager or his/her designated representative may transfer surplus equipment or materials from one department to another.

1. Items consumed during work or considered worthless. City property consumed in normal business or considered worthless may be disposed of by the city manager at his/her discretion in the same manner as other refuse. These items shall be charged off as a routine cost of doing business. The finance director must be notified of the disposal.
2. Items determined to no longer be useful to the operations of the City shall be disposed of by the city manager or his/her designated representative by placing them on an approved open auction platform such as GovDeals.
 - a) The finance director shall be responsible for noting all pertinent information regarding the disposal of said item(s) in the fixed asset record of the city and to retain the records of the disposal for a period of five (5) years.

(Ord. #994, 02/07/02), (Ord. #1343, _____).

SECTION 2. All ordinances and parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 3. This ordinance shall take effect on and after passage of final adoption.

Passed and adopted September 3, 2026.

Passed and adopted _____.

Mayor

Finance Director

**NEW BUSINESS
AGENDA ITEM NO. 4**

**Ordinance (No. 1344) to Amend the Zoning Ordinance Table of Uses to Allow
Restaurants & Cafes as a Special Permit Use**

An individual has submitted an application requesting an amendment to the Zoning Ordinance Table of Uses for the Industrial zoning districts, specifically P-M (Planned Industrial District) and M-1 (Light Industrial District). The original request was to add "Restaurants and Cafes" as a "Use By Right" within the P-M district.

The Planning Commission reviewed this request at its September meeting and considered the potential impacts of allowing restaurants and cafes within industrially zoned areas. Following discussion, the Planning Commission recommended that the Table of Uses be amended to allow "Restaurants and Cafes" as a Special Permit Use in both the P-M (Planned Industrial District) and M-1 (Light Industrial District) zoning districts, rather than as a Use By Right.

ORDINANCE NO. 1347

AN ORDINANCE to Amend 11-300 Table 1, 11-602C, and 11-604C for Restaurants & Cafes as a Special Permit Use

SECTION 1. BE IT ORDAINED by the Board of Commissioners of the City of Paris, Tennessee, that 11-300, Table 1 be amended, 11-602C and 11-604C be amended of the Paris Municipal Code:

- (1) That 11-300, Table 1 be amended to allow Restaurants & Cafes as a Special Permit Use in the M-1 and P-M Districts
- (2) That 11-602C and 11-604C be amended to allow Restaurants & Cafes as a special permit use.

SECTION 2. All ordinances and parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 3. This ordinance shall take effect on and after its final passage and adoption.

Passed and adopted October 5, 2026.

Passed and adopted _____.

Mayor

Finance Director

**NEW BUSINESS
AGENDA ITEM NO.1
Financial Update**

Narrative to the August 2026 Operating Statement

July retail sales tax revenue increased 8.02% compared to July of the previous year. This strong growth was driven primarily by new business activity, reflecting continued commercial development and expansion within the community.

General Fund expenditures exceeded monthly revenues by approximately \$2.0 million in August. Significant expenditures during the month included \$900,000 for asphalt paving projects, \$450,000 for the construction of Fire Station No.1, and \$700,000 for community development initiatives. Year-to-date, no grant revenues have been received; therefore, project-related expenditures have been funded through existing resources pending reimbursement.

Personnel changes during the reporting period included the hiring of seven full-time and three part-time replacement employees. Additionally, two employees resigned during the period.

Five new standard business licenses were issued during the period, two of which were ownership transfers. Additionally, one new minimal business license was issued.

CITY OF PARIS, TENNESSEE						
RETAIL SALES TAX REVENUE						
	FY2023	FY2024	FY2025	FY2026	FY2027	% Incr(Decr)
JULY	\$1,046,570	\$1,054,946	\$1,094,220	\$1,178,064	\$1,272,500	8.02%
AUGUST	\$931,433	\$943,347	\$1,021,159	\$1,152,275		
SEPTEMBER	\$1,067,740	\$947,948	\$934,065	\$1,176,569		
OCTOBER	\$1,036,880	\$1,049,601	\$1,098,267	\$1,122,029		
NOVEMBER	\$1,059,818	\$1,088,505	\$1,092,808	\$1,147,362		
DECEMBER	\$1,218,473	\$1,554,254	\$1,256,621	\$1,328,185		
JANUARY	\$915,685	\$984,017	\$939,527	\$969,097		
FEBRUARY	\$936,706	\$980,140	\$946,298	\$1,030,687		
MARCH	\$1,106,574	\$1,270,965	\$1,177,011	\$1,219,820		
APRIL	\$1,069,082	\$1,061,509	\$1,136,745	\$1,199,136		
MAY	\$1,122,824	\$1,133,990	\$1,177,125	\$1,198,475		
JUNE	\$1,177,018	\$1,130,424	\$1,147,603	\$1,325,873		
TOTAL	\$12,688,803	\$13,199,647	\$13,021,448	\$14,047,570	\$1,272,500	
Previous YTD % Increase/Decrease Adjusted	5.05%	4.03%	-1.35%	7.88%	8.02%	

Monthly Operating Statement August 2026

REVENUES	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Property Taxes	3,085,000	80,223	80,223	2.60%
Local Option Sales Tax	7,540,000	653,795	1,244,787	16.51%
Wholesale Liquor / Beer	800,000	76,846	154,123	19.27%
Business Tax	500,000	90	7,678	1.54%
Fees & Licenses	150,250	20,932	25,249	16.80%
In Lieu Payments	185,250	0	0	0.00%
Hotel-Motel Occupancy Tax	225,000	27,100	51,654	22.96%
Grants	5,219,000	0	0	0.00%
State Shared taxes	2,028,500	163,938	322,935	15.92%
TVA Impact Payment	270,000	0	0	0.00%
All Other	4,569,058	324,233	531,964	11.64%
ARPA/TDEC-WII	1,100,000	0	0	0.00%
Total General Fund Revenue	25,672,058	1,347,157	2,418,613	9.42%
Solid Waste Collection - BPU	1,450,000	121,682	240,538	16.59%
Solid Waste Disposal - Transfer	770,000	88,008	148,435	19.28%
Other Revenue	2,100	680	806	38.40%
Total Sanitation	2,222,100	210,370	389,780	17.54%
Gate Receipts - Brush & Debris	200,000	22,270	35,964	17.98%
County Share Operating Exp	68,000	0	0	0.00%
Gate Receipts - Tires	6,000	656	751	12.52%
Other Revenue	62,050	110	337	0.54%
Total Landfill	336,050	23,036	37,052	11.03%
Total Drug Fund	38,040	6,776	34,823	91.54%
TOTAL REVENUES	28,268,248	1,587,340	2,880,267	10.19%

EXPENDITURES		<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Grants & Donations		411,100	5,000	93,825	22.82%
General Administration		845,289	62,571	118,884	14.06%
Economic Development		206,931	16,256	31,995	15.46%
Chamber of Commerce		129,868	11,233	24,701	19.02%
Financial Administration		397,489	23,988	92,389	23.24%
City Hall Building		65,733	6,825	10,083	15.34%
Police Department		3,089,798	214,277	522,918	16.92%
Emergency Communications		1,232,158	104,854	202,531	16.44%
Fire Department		2,451,903	192,538	413,659	16.87%
Building Inspection		314,519	23,571	64,899	20.63%
Street Maintenance		2,028,579	146,490	342,020	16.86%
State Street Aid		1,753,000	892,833	909,433	51.88%
Storm Water Management		118,281	7,993	19,978	16.89%
Street Lighting		166,000	17,755	17,755	10.70%
City Garage		325,869	26,796	86,774	26.63%
Cemetery Maintenance		83,448	10,248	20,496	24.56%
Health & Animal Control		325,007	27,055	98,408	30.28%
Civic Center		835,585	60,328	131,511	15.74%
Parks & Recreation		1,348,167	183,884	354,239	26.28%
Library		218,380	0	36,397	16.67%
Community Development		15,532,650	1,119,103	1,501,453	9.67%
Debt Service		672,481	109,537	109,537	16.29%
General Fund Expenditures		32,552,235	3,263,134	5,203,886	15.99%
Sanitation Collection		1,448,117	66,527	188,528	13.02%
Contractual Services		960,000	72,273	164,504	17.14%
Total Sanitation		2,408,117	138,800	353,032	14.66%
Total Landfill		353,164	18,766	37,385	10.59%
Total Drug Fund		34,200	223	763	2.23%
TOTAL EXPENDITURES		35,347,716	3,420,923	5,595,066	15.83%

<u>REVENUES OVER / (UNDER) EXPENDITURES</u>	<u>Current Month</u>	<u>Yr to Date</u>
General Fund	(1,915,977)	(2,785,273)
Sanitation	71,570	36,748
Landfill	4,270	(334)
Drug Fund	6,554	34,060

NEW BUSINESS
AGENDA ITEM NO. 2
Appointments to Boards

None

NEW BUSINESS
AGENDA ITEM NO. 3
Ordinance (No. 1344) to Amend Title 11 Zoning Ordinance for Home Occupations and Permanent Outdoor Storage and Display (First Reading)

At the August 2026 Planning Commission meeting, Kelley Klepper and Taylor DiPietro of Kimley-Horn presented proposed amendments to the City of Paris Zoning Ordinance related to Home Occupations and Permanent Outdoor Storage/Display. Following that presentation and discussion, the Planning Commission reviewed the proposed ordinance amendments at its September 2026 meeting and recommended approval to the City Commission.

The attached ordinance was drafted to incorporate recommendations previously reviewed by the Planning Commission and is intended to clarify existing regulations, improve consistency in interpretation and application, and provide enhanced enforcement mechanisms while remaining consistent with the City's ongoing zoning ordinance update.

The proposed ordinance revises standards governing Home Occupations by establishing separate classifications for Minor Home Occupations and Major Home Occupations. The amendments include requirements related to the size and scale of operations, participation by non-resident employees, parking, hours of operation, and other performance standards intended to protect the residential character of neighborhoods while allowing appropriate home-based business activities.

In addition, the ordinance establishes regulations for Permanent Outdoor Storage/Display, including standards governing permitted zoning districts, location, size, frontage coverage, setbacks, buffering, and operational requirements. The proposed provisions are intended to clearly distinguish permanent outdoor display areas from signage and outdoor storage while ensuring that such displays do not interfere with required parking, vehicle circulation, pedestrian access, loading areas, or emergency access. The ordinance permits Permanent Outdoor Storage/Display in specified commercial and industrial zoning districts while prohibiting the use within the defined Downtown Paris area.

The Planning Commission voted at its September 2026 meeting to recommend approval of the ordinance amendments to the City Commission. Kelley Klepper will be present at the meeting to answer questions and provide updates.

ORDINANCE NO. 1344

AN ORDINANCE OF THE CITY OF PARIS, TENNESSEE, AMENDING TITLE 11, ZONING ORDINANCE, OF THE PARIS MUNICIPAL CODE TO REVISE HOME OCCUPATION REGULATIONS, REMOVE FAMILY AND GROUP DAY CARE HOME PROVISIONS, ESTABLISH MAJOR AND MINOR HOME OCCUPATIONS, ESTABLISH STANDARDS FOR PERMANENT OUTDOOR DISPLAY OF GOODS, AND RENUMBER RELATED SECTIONS OF THE ZONING ORDINANCE

SECTION 1. BE IT ORDAINED by the Board of Commissioners of the City of Paris, Tennessee, Title 11, Chapter 300, Definitions, of the Paris Municipal Code is hereby amended by deleting the definitions of *Family Day Care Home* and *Group Day Care Home* and replacing the definition of "*Home Occupation*" with the following:

11-300. Definitions. For the purpose of this Ordinance and in order to carry out the provisions and intentions as set forth herein, certain words, terms, and phrases are to be used and interpreted as defined hereinafter. Words used in the present tense shall include the future tenses: words in the singular number include the plural and words in the plural number include the singular; the word "person" includes a firm, partnership, or corporation as well as an individual; the word "lot" includes the word "plot" or "parcel," the word "building" includes the word "structure," and the term "shall" is always mandatory and not directory; and the word "may" is permissive. The word "used" or "occupied" as applied to any land or building shall be construed to include the word "intended, arranged, or designed to be used or occupied." The following words, terms and phrases are hereby defined as follows and shall be interpreted as such throughout this Ordinance. Terms not herein defined shall have the meaning customarily assigned to them.

Family Day Care Home: A home operated by any person who receives pay for providing less than 24-hour supervision and care, without transfer of custody, for 5, 6, and 7 children under 17 years of age who are not residents of the household. A license is not required for a home providing care for fewer than 5 children.

Group Day Care Home: Any place operated by a person, social agency, corporation or institution, or any other group which receives 8 or more children under 17 years of age less than 24 hours per day for care outside their own homes, without transfer of custody. A group day care home may care for no more than 12 children.

Home Occupation: ~~An incidental and subordinate use of a detached dwelling unit conducted entirely within the dwelling unit for gainful employment involving the manufacture, provision or sale of goods and services, carried on by one or more persons, all of whom reside within the dwelling unit and where no persons are employed other than resident and domestic help. The use is clearly incidental and subordinate to the use of the dwelling for residence purposes and does not change the character thereof nor adversely affect the uses permitted in the residential district of which it is a part.~~ *A business, profession, occupation, trade, or other commercial activity conducted within a dwelling unit by one or more residents of the dwelling, which is clearly*

incidental and subordinate to the residential use of the property. Home occupations shall comply with the standards of Section 11-811. Standards for Home Occupations.

SECTION 2. BE IT ORDAINED by the Board of Commissioners of the City of Paris, Tennessee, that Table 1, Uses Permitted in Zoning Districts of the City of Paris, Tennessee, is hereby amended by removing Family Day Care Home; Group Day Care Home; Sale and Display of Outdoor Ornamental/decorative products; and Home Occupation as separately listed uses and replace administration of such uses through Sections 11-401 and 11-811 as amended herein. a

SECTION 3. BE IT ORDAINED by the Board of Commissioners of the City of Paris, Tennessee, that Section 11-401, Schedule of Residential District Regulations, is amended by adding the following language as a second paragraph:

11-401. Schedule of Residential District Regulations.

The tabulation of regulations governing the permitted uses and area and bulk regulations for each residential district, in the City of Paris, is as indicated in Table 1 and Table 2 of this ordinance.

Home occupations are a Special Permit Use within all residential districts subject to approval and the requirements within Section 11-811. Standards for Home Occupations.

SECTION 4 . BE IT ORDAINED by the Board of Commissioners of the City of Paris, Tennessee, that Section 11-403(C), R-2 Residential District, is amended by deleting "Family Day Care Home" and "Group Day Care Home" from the list of Special Permit Uses.

11-403. R-2 Residential District.

Within the R-2 districts as shown on the Official Zoning Map of Paris, Tennessee, the following regulations shall apply:

- A. Intent. The R-2 residential district is intended to provide suitable areas for residential development characterized by detached dwelling units, duplexes and group housing and zero lot line developments. Mobile homes are specifically excluded within this district. The R-2 District is intended to be defined and protected from the encroachment of nonresidential uses including building or other structures or uses having commercial characteristics or other environmentally unsound or incompatible uses. Internal stability, attractiveness, order, and efficiency are encouraged by providing for adequate light, air, and open space for dwellings and related facilities.
- B. Principal Uses and Structures Permitted by Right. The uses permitted by right in this district are indicated in Table 1 and as follows: Single-family, Two Family, Group Housing, Zero Lot Line Housing.
- C. Principal Uses and structures Permitted Subject to Special Conditions. The uses permitted as conditional uses or special permit uses in this district are indicated in Table 1 and are subject to the applicable procedures and standards set forth in Section 11-800 and Section 11-900.

Conditional Uses Permitted: Mobile Home Subdivision, Mobile Home Park.

Special Permit Use: Boarding House, Rooming House, Cemetery-Mausoleum, Church, Public or Private School (K-12), Day Care Center, ~~Family Day Care Home, Group Day~~

~~Care Home,~~ Park/Playground/Playfield, Private or Public Museum, Water Storage Tanks.

- D. Permitted Accessory Uses and Structures. Accessory buildings or uses customarily incidental to any permitted principal use are set forth in Section 11-1500.
- E. Prohibited Uses and Structures. All uses and structures not specifically permitted herein.
- F. Area, and Bulk Regulations. The regulations governing the minimum lot area and width required yards, and maximum lot coverage by all buildings in this district are set forth in Table 2. Three different types of R -2 developments are provided for in Table 2 based on the density allowed in the specific districts. The different density levels are intended to allow future development compatible with the immediate neighborhood. It is the specific intent of this Ordinance that the Paris Municipal Regional Planning Commission shall recommend amendments to change the boundary lines within the R-1, R-2, and R-3 Districts as low density, medium density, and high density to the Board of Commissioners of the City of Paris, Tennessee. (Ord. # 1029, 05/06/04.)

R-2 Dwellings and Other Uses	Area (Sq.Ft.)	Width (Sq.Ft.)	Front (Ft.)	Side (Ft.)	Rear (Ft.)	Units	Percent
R-2-L Low Density	10,000	75	30	10	30	8.0	35
R-2-M Medium Density	6,000	50	20	7	20	8.0	60
R-2-H High Density	4,000	40	15	5	10	100	60

NOTE: For two family (duplex) dwellings, the minimum required lot area shall be 4,000 square feet for the first duplex plus 4,000 square feet for each additional duplex not to exceed ten (10) duplexes per acre.

- G. Off-Street Parking Requirements. The regulations governing the minimum off-street parking space, standard for off-street parking facilities, standards for driveways, and offstreet loading and unloading requirements in this district are set forth in Section 11-1000

SECTION 5. BE IT ORDAINED by the Board of Commissioners of the City of Paris, Tennessee, that Title 11, Section 11-404(C), R-3 Residential District, is amended by deleting “Family Day Care Home,” “Group Day Care Home,” and “Home Occupation” from the list of Special Permit Uses.

11-404. R-3 Residential Districts.

Within the R-3 Districts as shown on the Official Zoning Map of Paris, Tennessee, the following regulations shall apply:

- A. Intent. The R-3 residential district is intended to provide areas for high density residential development characterized most particularly by multi-family dwellings. It is the specific intent of this district to create adequate standards of residential development to prevent overcrowded and unhealthy housing conditions by insuring that the intensity of land use shall not cause congestion of building or traffic nor to preclude the amenities of sound housing.

B. Principal Uses and Structures Permitted by Right. The uses permitted by right in this district are indicated in Table 1 and as follows: Single-family detached, single family attached, two family, multiple-family, Group Housing Development, Zero Lot Line Development Housing.

C. Principal Uses and Structures Permitted Subject to Special Conditions. The uses permitted as conditional uses or special permit uses in this district are indicated in Table 1 and are subject to the applicable procedures and standards set forth in Section 11-800 and Section 11-900.

Conditional Uses: Mobile Home Subdivision, Mobile Home Park.

Special Permit Use: Boarding House, Rooming House, Cemetery/Mausoleum, Church, School - Public or Private K-12, Day Care Center, ~~Family Day Care Home, Group Day Care Home,~~ Park/Playground/Playfield. Public or Private Museum, Water Storage tanks, ~~Home Occupation.~~

D. Permitted Accessory Uses and Structures. Accessory buildings or uses customarily incidental to any permitted principal use are set forth in Section 11-1500.

E. Prohibited Uses and Structures. All uses and structures not specifically permitted herein.

F. Area and Bulk Regulations. The regulations governing the minimum lot area and width required yards and maximum lot coverage by all buildings in this district are set forth in Table 2. two different types of R-3 development are provided for in Table 2 based on the density allowed in the specific districts. The different density levels are intended to allow future development compatible with the immediate neighborhood. It is the specific intent of this Ordinance that the Paris Municipal Regional Planning Commission shall recommend amendments to change the boundary lines within the R-1, R-2, and R-3 Districts as low density, medium density, and high density to the Board of Commissioners of the City of Paris, Tennessee. (Ord. # 1029, 05/06/04.)

R-3 Dwellings and Other Uses	Area (Sq.Ft.)	Width (Sq.Ft.)	Front (Ft.)	Side (Ft.)	Rear (Ft.)	Units	Percent
R-3-M Medium Density	7,000(c)	60	25	7	20	15.0	40
R-3-H High Density	4,000	40	15	5	10	15.0	60

NOTE: For townhouses (single-family attached), the minimum required lot area shall be 7,000 square feet for the first unit plus 2,400 square feet for each additional unit. For multifamily dwellings, the minimum required lot area shall be 7,000 square feet for the first unit plus 2,000 square feet for each additional unit. In the construction of both townhouses and multi-family units within the P-B (Planned Business) district all developments must contain six units or more but shall not exceed 15 units per area.

- G. Off-Street Parking Requirements. The regulations governing the minimum off-street parking spaces, standard for off-street parking facilities, standards for driveways, and offstreet loading and unloading requirements in this district are set forth in Section 11-1000.

SECTION 6. BE IT ORDAINED by the Board of Commissioners of the City of Paris, Tennessee, that Title 11, Section 11-407(B), Transitional Residential Business (TRB) District, is amended by deleting “Family Day Care Home,” “Group Day Care Home,” and “Home Occupation” from the list of permitted and special permit uses.

11-407. T.R.B. Transitional Residential Business.

Within the areas designated T-R-B Transitional Residential Business on the official zoning map of Paris, Tennessee, the following regulations shall apply:

- A. Intent. It is the intent of this district to protect and preserve residential character while recognizing that certain areas of Paris serve as transitional areas between retail and service uses and high-density residential uses. This district serves to provide areas that combine traditional residential uses with a limited range of retail sales and personal, professional and business services.
- B. Permitted Principal Uses and Structures. Within the T-R-B Transitional Residential Business districts, the following principal uses are permitted by right, subject to site plan approval by the Planning Commission.

Single-family Detached dwellings: Single-family attached dwellings, Multi-family dwellings, ~~Family Day Care Home (P): Group Day Care Home (P):~~ Day Care Centers (P).

Art-Antique Jewelry: antique store, art gallery, art and craft shop, flower shop/florist, gift shop, glass and china shop, jewelry, watches, optical goods.

Books-stationery: books, greeting cards, magazines, newspapers, stationery

Personal Services: photographic services, tailoring and dressmaking, apparel repair and alterations, ~~home occupations.~~

Professional Services: physicians, dentists, attorneys, accountants, engineers, planning, optometrist, medical clinic-outpatient, medical specialists

Business Services: employment, consulting services, detective and protective, photo finishing Public Use

- C. Permitted Accessory Uses and Structures. Uses and structures which are customarily accessory and clearly incidental and subordinate to the above permitted uses: and Structures and uses required for the operation or maintenance of the above permitted or accessory uses, utilities, or public uses.

- D. Prohibited Uses and Structures. All uses and structures not specifically permitted herein; and No uses or structure shall be permitted that is not designated on a site plan approved by the Paris Municipal-Regional Planning Commission.
- E. Off-Street Parking Requirements. The regulations governing the minimum off-street parking spaces, standards for off-street parking facilities, standards for driveways, and offstreet loading and unloading requirements in this district are set forth in Section 11-1000 (Ord. #784, 12/9/91).
- F. Area and Bulk Regulations. The regulations governing the minimum lot area, width, required yards and maximum lot coverage by all buildings in this district are set forth in Table 2 and as follows:

TRB Transitional- Residential- Business Dwellings and Acc. Uses	Area (Sq.Ft.)	Width (Sq.Ft.)	Front (Ft.)	Side (Ft.)	Rear (Ft.)	Units	Percent
	7,000	60	25	10	20	15	40
All Other Uses	7,000	60	25	10	20	15	40

NOTE: For townhouses (single-family attached), the minimum required lot area shall be 7,000 square feet for the first unit plus 2,400 square feet for each additional unit. For multifamily dwellings, the minimum required lot area shall be 7,000 square feet for the first unit plus 2,000 square feet for each additional unit.

Lots housing multiple uses in separate structures shall meet all area requirements as set forth in Table 2 for each principal structure and use. All provisions for the TRB district shall be met.

SECTION 7. BE IT ORDAINED by the Board of Commissioners of the City of Paris, Tennessee, that Titled 11, Section 11-811, Standards for Home Occupations, is hereby deleted in its entirety and replaced with Section 11-811 entitled "Standards for Home Occupations," Section 11-811.1. entitled "Minor Home Occupations" and Section 11-811.2. entitled "Major Home Occupations" with the following:

11-811. Standards for Home Occupations.

~~A Home Occupation Permit is required prior to the usage of any residential structure as a home occupation in accordance with the provisions herein. An applicant for a Home Occupation Permit shall submit an application on a form as required by the City Manager or the City Manager's designee.~~

~~A. Intent. It is the intent of this ordinance to eliminate as home occupations all uses except those that conform to the standards set forth herein. Custom and tradition are intentionally excluded as criteria. The standards for home occupations are intended to ensure compatibility with other permitted uses and with the residential character of the neighborhood, and as clearly secondary or incidental status in relation to the residential use of the premises as the criteria for determining whether a proposed use qualifies as a home occupation.~~

~~Retail sales at the home occupation location is not allowed. No article shall be sold or offered for sale on the home occupation premises. Any retail items must be sold off site and delivered or if sold by electronic means such as telephone, computer, internet, or other electronic means must be delivered off site.~~

~~Examples of typical businesses which would be allowed by Home Occupation Permits might include typing or drafting services; consulting businesses, providing all work is picked up from and delivered to the client by the holder of the permit; landscape maintenance, janitorial services, and contractor business, where the business is conducted elsewhere and all equipment is either stored offsite and/or in a vehicle which is to be stored in the garage at the home occupation residence. Businesses making items on premises such as jewelry, leather goods, paintings or artwork, or the like, are allowed if such products are sold offsite or electronically. Home boutiques are not allowed. Occupations that consist of businesses in which only telephone or mail services are used are allowed subject to the provisions of this chapter.~~

~~B. Standards for Home Occupations.~~

- ~~1. General. The standards set forth below shall be used by the City Manager or City Manager's designee in evaluating an application for a home occupation. In evaluating an application for a home occupation, the City of Paris must insure the following: (1) that the public interest has been adequately protected; (2) that no change in the character of the surrounding neighborhood will occur as a result of the home occupation; (3) that no excessive noise, increased traffic and parking, and odor or hazard will result from the home occupation; and (4) that the proposed home occupation will not place a strain or burden on existing public facilities and services, particularly sewer and water service, street improvements, fire and police protection, and solid waste collection.~~
- ~~2. Performance Standards. Home occupations are permitted as an incidental and subordinate use in specified residential districts when the applicant submits to the City of Paris satisfactory evidence of compliance with all of the following conditions:~~
 - ~~a. Employees. Any home occupation that relies on customers coming to the home occupation premises shall be conducted solely by the resident occupants of the premises. For a home occupation that is conducted by telephone, computer, internet, or other electronic means that does not have customers who come to the home occupation premises, the home occupation may have up to two (2) employees who are not resident occupants of the premises so long as the other provisions of this chapter are complied with. (Ord. #983, 09/06/01; Ord. #1212, 6/22/17; Ord. #1249, 1/2/2020).~~
 - ~~b. Incidental and Subordinate Use. The applicant must clearly demonstrate to the City of Paris that the home occupation is incidental and subordinate to its use for residential purposes. To insure the incidental and subordinate character, the home occupation shall be limited to fifteen (15) percent of the total area of the first floor of the residence. No~~

~~home occupation shall be conducted outdoors, or in any garage or carport attached to the residence.~~

~~c. Advertising. Advertisement for the home occupation that is placed in any media (newspaper, magazine, telephone directory, radio, television, online, etc.) may not contain the address or indicate the location of the home occupation.~~

~~d. Appearance. In no way shall the appearance of the structure be altered or the occupation within the residence be conducted in a manner which would cause the premises to differ from its residential character, either by the use of colors, materials, construction, lighting, signs, or the emission of sounds, noises, or vibrations.~~

~~e. Accessory Buildings. No garage, carport, shed, or any other building or space outside or not attached to the principal building shall be used for home occupation purposes.~~

~~f. Traffic. The additional parking generated by the home occupation shall take place on the site and the use may increase vehicular traffic flow and parking by no more than one additional vehicle at a time. The home occupation shall not involve the use of commercial vehicles for delivery of materials to or from the premises, other than by common carriers such as UPS, Federal Express, or the United States Postal Service. Instruction of students shall be limited to not more than three persons at a time and not more than fifteen (15) students in a 24-hour period.~~

~~g. Nuisance Controls. Home occupation shall not generate traffic, parking, noise, vibrations, glare, fumes, odors, or electrical interference beyond what normally occurs in the applicable zoning district.~~

~~h. Utilities. The public utility costs (water, sewer, electricity, solid waste collection, etc.) incurred in the operation of the home occupation shall not exceed what is normal to the use of the property for residential purposes.~~

~~i. Signs. Only one sign shall be allowed. It may indicate the name of the occupant and/or the name of the home occupation. It shall not exceed one square foot in area, shall be nonilluminated and attached flat to the main structure or visible through a window.~~

~~C. Application for Home Occupation Permit. An application for a Home Occupation Permit shall be filed with the City Manager or the City Manager's designee on a form provided by the City of Paris. The City Manager or the City Manager's designee shall have up to 14 days to approve the issuance of the permit.~~

~~The application fee for a Home Occupation Permit shall be \$50.00. The application fee shall be paid at the time the application is submitted and is not refundable. (Previous Section C Deleted, Ord. #1212, 6/22/2017; Ord. #1249, 1/2/2020)~~

~~D. Business License and Certificate of Occupancy.~~

- ~~1. If the special use permit for a home occupation is approved by the City Manager or City Manager's designee, the applicant shall secure a business license to operate the home occupation from the Office of the City Finance Director. All Business Licenses must be issued to a physical street address only. A Business License may not be issued to a post office box address. Provided, however, a post office box address may be used by a home occupation business to conduct the home occupation business but may not be used as a substitution for a physical business address in order to bypass or circumvent the Home Occupation Permit process governed by this Chapter. (Ord. #1212, 6/22/2017; Ord. #1249, 1/2/2020).~~
- ~~2. Prior to issuance of a Certificate of Occupancy, the City Manager or City Manager's designee will insure that the proper city business license has been issued for the home occupation and that all requirements of the Charter and Ordinances of the City of Paris are complied with prior to the start of actual operations.~~
- ~~3. The city business license and certificate of occupancy shall be renewed annually to ensure compliance with applicable municipal codes as well as laws of the State of Tennessee.~~

~~E. Revocation of Home Occupation Permit~~

- ~~1. A Home Occupation Permit shall be revoked when it is determined that the conditions of its issuance are not being met.~~
- ~~2. The permit holder shall be notified in writing that the conditions of its issuance are not being met with the specific infractions noted.~~
- ~~3. The permit holder shall be given ten (10) calendar days from the postmark of written notification of non-compliance to contact the city to resolve the issue of non-compliance. Should the non-compliance not be resolved, the City Manager shall notify the permit holder that the Home Occupation Permit has been revoked and all business activities associated with the Home Occupation shall terminate immediately upon receipt of the notice.~~

~~F. Appeals An application for a Home Occupation Permit that is denied or the revocation of a Home Occupation Permit may be appealed to the Board of Zoning Appeals on a form as required by the City Manager. The form shall show the location and intended use of the property, the names of the property owners and existing land uses within two hundred (200) feet, and any other information pertinent to the request which the City Manager may require. An appeal shall be made in writing to the Board of Zoning Appeals within seven (7) calendar~~

~~days of the date of the revocation notice. A timely filed appeal shall result in the revocation action being held in abeyance pending the hearing by the Board of Zoning Appeals. The City Manager or City Manager's designee shall cause to be published in a daily newspaper of general circulation a NOTICE OF APPEAL FOR HOME OCCUPATION PERMIT. Such notice shall give the time and place of such hearing and shall be published at least seven (7) days prior to the Board of Zoning Appeals meeting.~~

~~G. Hearing by the Board of Zoning Appeals~~

- ~~1. An appeal hearing before the Board of Zoning Appeals shall be limited to the issue of whether the applicant complies with the criteria to be issued a Home Occupation Permit or whether a permit holder continuously meets the criteria required for the issuance of a Home Occupation Permit.~~
- ~~2. The Board of Zoning Appeals shall not grant a variance from the established criteria for the issuance of a Home Occupation Permit.~~
- ~~3. The Board of Zoning Appeals shall not hear an appeal that is not timely filed as provided in Section F above. (Ord. # 03/03/11; Ord. #1249, 1/2/2020)~~

- A. Purpose. A Major or Minor Home Occupation Permit is required prior to the use of any residential structure as a home occupation in accordance with the provisions herein.
- B. Intent. This Section is intended to ensure that home occupations conducted on a private residential property within a dwelling and/or an accessory building as may be permitted are compatible with the established character of the neighborhoods where they are located and meet certain standards.
1. In the case where a home occupation is not identified in this section but meets the standards of either a Major or Minor Home Occupation, the City Manager or designee may make a determination that such proposed home occupation may proceed as either a Major or Minor per the standards in this Section.
- C. Minor and Major Designation. Separate approval processes and standards are provided for Major and Minor Home Occupations as defined by this Section due to differences in potential impacts on surrounding neighborhoods.
1. A home occupation must be designated as either Major or Minor by the City Manager or designee based on the following criteria:
 - a. Operating hours;
 - b. Noise, vibration, odor, glare, or other sensory impacts that are perceptible beyond the dwelling;

- c. Operation within an accessory structure;
 - d. Frequency and intensity of activity relative to customary residential use; and
 - e. Ability of the use to maintain the appearance and function of the property as a residence.
 - 2. Any home occupation that includes non-resident employees, on site client or customer visits, and/or off-street parking need beyond those required for the residential use shall be considered as a Major Home Occupation.
- D. Evaluation. Each home occupation shall be evaluated independently based on its individual characteristics and compliance with the standards of this Code. The presence of similar or previously approved home occupations, whether adjacent or within the vicinity, shall not constitute grounds for approval.
- 1. In evaluating an application for a home occupation whether Major or Minor, the City of Paris must ensure the following:
 - a. That the public interest has been adequately protected;
 - b. That no change in the character of the surrounding neighborhood will occur as a result of the home occupation;
 - c. That no excessive noise, increased traffic and parking, and odor or hazard will result from the home occupation;
 - d. That the proposed home occupation will not place a strain or burden on existing public facilities and services, particularly sewer and water service, street improvements, fire and police protection, and solid waste collection.
- E. Examples. The following home occupations may be designated as either Minor or Major subject to the standards of each designation:
- 1. Consulting services;
 - 2. Professional offices;
 - 3. Clerical services;
 - 4. Administrative processes for businesses primarily conducted off site;
 - 5. Businesses making and/or repairing items on premises such as jewelry, leather goods, sewing, artwork, edible goods, or the like, if such products are sold off site or electronically; and
 - 6. Businesses conducted solely through digital means.
- F. Prohibited Uses.
- 1. Adult care operations are not regulated by this Section. See Chapter 8. Special Permit Use.
 - 2. The following uses may not be performed within the residence as a Major or Minor Home Occupation:
 - a. Retail sales;
 - b. Landscaping businesses;
 - c. Automotive repair, servicing, or painting;
 - d. Construction contractor businesses;

- e. Cleaning services;
 - f. Tool, equipment or vehicle sales or rental;
 - g. Veterinary clinic/hospitals, kennel, or stable;
 - h. Physicians, dentist, and chiropractors;
 - i. Funeral parlor and undertaking;
 - j. Restaurants;
 - k. Industrial uses of any type; and
 - l. Uses that would disrupt or otherwise alter the residential character of the surrounding neighborhood.
- G. Standards. The following standards shall apply to both Major and Minor Home Occupations. Variances from these standards may not be permitted.
- 1. The home occupation must be incidental and subordinate to the residential purpose of the property.
 - 2. One (1) home occupation is permitted per lot.
 - 3. No home occupation shall be conducted outdoors or permit outdoor storage.
 - 4. In no way shall the appearance of the structure be altered or the occupation within the residence be conducted in a manner which would cause the premises to differ from its residential character, either by the use of colors, materials, construction, lighting, or the emission of sounds, noises, or vibrations. This also applies to changes in the driveway, off street parking areas, or similar, including the enlargement of such areas from their current construction. No off street parking is permitted in the front yard, grass area, or similar of the home.
 - 5. The home occupation shall not involve the use of commercial vehicles for delivery of materials to or from the premises, other than by common mail carriers.
 - 6. Home occupation shall not generate noise, vibrations, glare, fumes, odors, or electrical interference beyond that which typically occurs in a residential zoning district.
 - 7. No more than one (1) accessory structure may be utilized for a home occupation.
 - a. The approval of a home occupation does not guarantee approval of a Building Permit for an accessory structure.
 - 8. The public utility usage (water, sewer, electricity, solid waste collection, etc.) incurred in the operation of the home occupation shall not exceed what is typical for residential use of the property.
 - 9. Only one (1) sign shall be allowed on the property related to the home occupation. It may indicate the name of the occupant and/or the name of the home occupation. It shall not exceed one (1) square foot in area and shall not be illuminated. The permitted sign must be attached flat to the main structure or visible through a window.
 - 10. Home occupation permits do not cover discharge of wastes to the municipal separate storm sewer permit. All operators must properly dispose of all wastes generated by the occupation.
 - 11. The use, parking, or storage of large-scale or intensive commercial vehicles is prohibited. Prohibited vehicles include, but are not limited to, tractor trailers, semitrucks, hi cube trucks, dump trucks, tow trucks, concrete trucks, and similar vehicles not customarily associated with

residential neighborhoods. This is not intended to limit the use of personal vehicles for residential purposes.

- H. Business License and Certificate of Occupancy. In addition to the Home Occupation Permit, a Business License and Certificate of Occupancy are required from the Office of the City Finance Director to operate a home occupation.
 - 1. All Business Licenses and Certificates of Occupancy must be issued to a physical street address only. A Business License and Certificate of Occupancy may not be issued to a post office box address.
 - 2. The Business License and Certificate of Occupancy must be renewed annually to ensure compliance with applicable municipal codes and laws of the State of Tennessee.
 - 3. A Business License and Certificate of Occupancy is required prior to any use of the property by non-resident participants in the home occupation.
- I. Revocation of Home Occupation Permit. A Home Occupation Permit shall be revoked if it is determined that the conditions of its issuance are not being met.
 - 1. The permit holder shall be notified in writing that the conditions of its issuance are not being met with the specific infractions noted.
 - 2. The permit holder shall be given ten (10) calendar days from the postmark of written notification of non-compliance to contact the City Manager's office to resolve the issue of non-compliance. Should the non-compliance remain, the City Manager shall notify the permit holder that the Home Occupation Permit has been revoked and all business activities associated with the home occupation shall be terminated immediately upon receipt of the notice.
- J. Appeals. An application for a Home Occupation Permit that is denied or the revocation of a Home Occupation Permit may be appealed to the Board of Zoning Appeals in writing within seven (7) calendar days of the date of the denial or revocation notice.
 - 1. The appeal must include the following information:
 - a. Location and intended use of the property;
 - b. The name(s) of the property owner(s);
 - c. Existing land uses within two hundred (200) feet; and
 - d. Any other information pertinent to the request which the City Manager may require.
 - 2. The Board of Zoning Appeals hearing(s) must follow the hearing and noticing process as described in Chapter 16. Board of Zoning Appeals.
 - 3. An appeal hearing before the Board of Zoning Appeals shall be limited to the issue of whether the applicant complies with the criteria to be issued a Home Occupation Permit or whether a permit holder continuously meets the criteria required for the issuance of a Home Occupation Permit.

Section 11-811.1. Minor Home Occupations.

- A. Definition. A Minor Home Occupation is intended to include activities conducted by resident(s) of a dwelling unit that are clearly incidental and subordinate to the residential use of the dwelling with minimal potential to affect the surrounding neighborhood.

1. A home occupation that would otherwise qualify as a Minor Home Occupation shall be classified and processed as a Major Home Occupation if it meets or exceeds any standard applicable to a Major Home Occupation and shall thereafter be subject to all requirements applicable to Major Home Occupations.
- B. Examples. Any home occupation listed in Section 11-811.E may be designated as Minor subject the standards of Section 11-811.1.C.
- C. Standards. The following standards shall apply to Minor Home Occupations. Variances from these standards may not be permitted.
 1. Minor Home Occupations may be conducted in the dwelling or within accessory structures, including accessory dwelling units and detached garages, subject to the maximum area requirements of this code.
 - a. A Minor Home Occupation shall not be conducted simultaneously within the primary dwelling and an accessory structure.
 2. The Minor Home Occupation shall be limited to fifteen (15) percent of the total square footage of the dwelling, not to exceed two hundred and fifty (250) square feet, whether the Minor Home Occupation is occurring within the dwelling or an accessory structure.
 3. No non-residents shall be present on the property at any time as part of the Minor Home Occupation.
 4. No additional on site parking spaces shall be permitted as part of the Minor Home Occupation.
 5. Any advertisement for the Minor Home Occupation that is placed in any media (newspaper, magazine, telephone directory, radio, television, online, etc.) may not contain the address or indicate the location of the Minor Home Occupation.
 6. Home-based child care shall be considered as a Minor Home Occupation subject to the requirements of Section 11-811.1 and consistent with TCA Title 13, Chapter 7 and Title 71, Chapter 3. Employer-based child care is not regulated by this section.
- D. Approval. A Minor Home Occupation Permit shall be reviewed and may be approved by the City Manager or designee providing the Minor Home Occupation meets these standards.

Section 11-811.2. Major Home Occupations.

- A. Definition. A Major Home Occupation is one that exceeds the scope or intensity of a Minor Home Occupation and, due to its scale, use of space, and/or level of activity, has a greater potential to impact the surrounding neighborhood while still remaining secondary to the use of the property as a residence. Additional review and conditions are required to ensure compatibility with surrounding residential uses; Major Home Occupations shall be reviewed by the Board of Zoning Appeals consistent with Chapter 16. Board of Zoning Appeals.
- B. Examples. Any home occupation listed in Section 11-811.E may be designated as Major subject to the standards of Section 11-811.2.C.
 1. The following home occupations shall be classified as a Major Home Occupation.
 - a. Beauty/barber parlors; and

- b. Instructional, educational, or training services, including tutoring, music lessons, art instruction, fitness, or similar individual classes where students go to the residence for instruction.
- C. Standards. The following standards shall apply to Major Home Occupations. Variances from these standards may not be permitted.
 - 1. In approving a Major Home Occupation Permit, the Board of Zoning Appeals may require additional restrictions beyond the standards within this Section based upon the specific application.
 - 2. Major Home Occupations may be conducted in the dwelling and within accessory structures, including accessory dwelling units and detached garages, subject to the maximum area requirements of this Code.
 - 3. The Major Home Occupation shall be limited to twenty-five (25) percent of the total square footage of the dwelling, not to exceed a total of five hundred (500) square feet.
 - 4. No more than three (3) non-resident participant of the Major Home Occupation, whether employee, student, or customer, shall be present on the property at one time.
 - 5. No non-resident participant shall be present on the property before 8:00 a.m. or after 8:00 p.m.
 - 6. No more than two (2) parking spaces for non-resident participants of the Major Home Occupation shall be provided on site beyond those required for the residential use.
 - a. Vehicles associated with the home occupation shall be accommodated on site within the driveway or garage of the existing structure.
 - b. Parking space characteristics and construction must meet all requirements as provided in this Code.
 - c. Vehicles located in front of or beside the dwelling must be parked in the driveway or garage.
 - 7. On-street parking may be utilized for non-resident participants where permitted.
- D. Approval. A Major Home Occupation Permit shall be reviewed and may be approved through the Special Permit Use process as noted in Chapter 8. Special Permit Use.

SECTION 8. BE IT ORDAINED by the Board of Commissioners of the City of Paris, Tennessee, that Title 11, Chapter 9, Conditional Uses, is amended by creating a new Section 11-914 entitled “Standards for Permanent Outdoor Display of Goods” with the following:

SECTION

- 11-900. Development Standards for Conditional Uses.
- 11-901. Standards for Travel Trailer Parks.
- 11-902. Single Lot Mobile Home and Single Lot Manufactured Homes.
- 11-903. Motor Vehicle Dealers, Repair Services and Related Uses.
- 11-904. Automotive Service Stations, Self-Service Stations, Accessory Automotive Fuels Self-Service Area.
- 11-905. Automobile Wash Facility.

- 11-906. Automobile Repair Garages.
- 11-907. Sale, Storage, or Recapping of Tires.
- 11-908. Warehousing and Storage of Waste Material.
- 11-909. Auto Wrecking (Junk) Yards.
- 11-910. Scrap and Salvage Operations.
- 11-911. Facilities for the Storage of Building and Related Materials.
- 11-912. Standards for Mini-Warehouses and Self-Storage Facilities.
- 11-913. Hotels and Motels.

11-914. Standards for Permanent Outdoor Display of Goods

- 11-91~~5~~ 4. Temporary Uses
- 11-91~~6~~ 5. Application for a Temporary Use Permit.
- 11-91~~7~~ 6. Carnival or Circus.
- 11-91~~8~~ 7. Christmas Tree Sale.
- 11-91~~9~~ 8. Temporary Buildings.
- 11-920 ~~19~~. Real Estate Sales Office
- 11-921 ~~0~~. Religious Tent Meeting.
- 11-922 ~~1~~. Seasonal Sale of Farm Produce.
- 11-923 ~~2~~. Swimming Pools.
- 11-924 ~~3~~. Above Ground Storage of Flammable or Non-Flammable Liquids or Gases.
- 11-925 ~~4~~. Standards for Residential Occupancy in Commercial Districts.
- 11-926 ~~5~~. Wholesale Trade.
- 11-927 ~~6~~. Sporting Clays
- 11-928 ~~7~~. Conversion of Residential Structures for Commercial Use
- 11-929 ~~8~~. Helicopter Landing Zones
- 11-930 ~~29~~. Indoor Self-Storage Facilities

11-900 Development Procedures.

- A. *Before a permit is issued for any use permitted by right, or subject to special condition, the site plan of the proposed development shall be reviewed and approved by the Planning Commission. The Planning Commission shall have the power to impose conditions regarding the location of buildings on the site, yard requirements, the location and design of parking and access facilities, fencing and screening, noise abatement, outdoor advertising and other features affecting the character of the area and the compatibility of the proposed use to existing nearby uses. The Planning Commission may require the applicant to enter into a Development Improvement Contract with the City to assure that those improvements required be constructed as approved. (Ord. #984, 09/06/01).*
- B. *In order that The Planning Commission may make an accurate determination of the character of the proposed use, the applicant shall submit an accurately and legibly drawn site plan as provided in Section 11-1101, et seq. The Planning Commission may make other reasonable requirements for information when necessary. The Planning Commission may require the applicant to provide certification of proper design, installation, and availability of improvements such as drainage, fire service, street access, and utility services such as electric, water, gas and sewer. (Ord. # 984, 09/06/01).*
- C. The Planning Commission shall meet and act upon any application within forty-five (45) days from the date of the first meeting at which properly prepared site plans are presented. Failure to act shall constitute approval. When an application is denied, the Planning Commission shall state the reasons for such action in writing. (Ord. # 984, 09/06/01).

Provided, however, that these development procedures shall not apply to the standards for single lot mobile homes and single lot manufactured homes provided for in 11-902, temporary uses provided for in 11-914~~5~~, standards for residential occupancy in commercial districts provided for in 11-924~~5~~.

All conditional uses shall conform to the applicable development standards provided in this chapter prior to the issuance of a Building Permit or Certificate of Occupancy by the Building Inspector.

11-914. Standards for Permanent Outdoor Display of Goods.

- A. Purpose. The purpose of this Section is to establish standards for the permanent outdoor display of goods offered for sale, rent, lease or similar, where such display is conducted as an accessory use to a permitted principal use.
- B. Intent. These standards are intended to ensure compatibility with surrounding properties, maintain safe circulation, and minimize visual impacts.
- C. Applicability.
 - 1. Permanent outdoor displays of goods shall be permitted only as an accessory use to a lawfully established principal use within the areas defined in Section 11-914.E.2. Locational Requirements.
 - 2. These standards apply to permanent or long term outdoor display areas intended for the on-site display of goods for sale. No variances are permitted for standards within this Section.
 - 3. Temporary or seasonal outdoor displays are excluded from this Section and shall be regulated, if applicable, under Section 11-915. Temporary Uses.
 - a. This Section shall not apply to the following:

- i. Yard sales;
 - ii. Temporary fundraising sales;
 - iii. Outdoor storage; or
 - iv. Seasonal sale of farm produce given that the produce is grown on the property upon which it is displayed and does not exceed the timing described below.
- 4. Outdoor display accessory to a retail use conducted primarily within a building, and which is limited in scope and clearly incidental to indoor sales activity, shall not be subject to the standards of this Section except as provided herein:
 - a. Display areas shall be located in front of or along the primary building façade.
 - b. No more than twenty five percent (25%) of the horizontal length or maximum ten (10) feet of the façade, whichever is lesser, shall feature outdoor display items. Outdoor display areas shall not inhibit pedestrian travel paths. ADA accessibility shall be maintained.
 - c. Display areas shall not extend more than twenty (20) feet from the building.
 - d. Display areas shall not be located within drive aisles, required parking spaces, loading areas, fire lanes, or required pedestrian pathways, and shall maintain ADA accessibility.

D. Definitions.

- 1. Canopy Tree: A deciduous or evergreen tree species that, at maturity, characteristically attains a large overall height and crown spread and forms the uppermost layer of vegetation.
- 2. Diameter Breast Height (DBH): Measurement and notation for the diameter of existing trees, measured in inches at four and a half (4 1/2) feet above the mean grade of the tree's trunk.
- 3. Frontage: The length of the property line of any premises serving as a public street right-of-way line.
 - a. For multiple frontages, principal frontage shall be determined by the longest axis with all other frontages being considered as secondary. If the frontages have equal frontage lengths, principal frontage shall follow the roadway hierarchy established by the Tennessee Department of Transportation Functional Classification System. If roadways have the same designation, the owner may designate the principal frontage, subject to code provisions.
- 4. Permanent Outdoor Display Area: A specifically delineated portion of a lot used for the permanent outdoor display of goods, consisting of all ground area occupied by goods offered for sale, together with any space necessary for their arrangement, support, and customer viewing, where such display occurs outside of a principal building.
 - a. The permanent outdoor display area shall be measured as the total horizontal ground area, in square feet, encompassed by the outermost extent of all goods, merchandise, racks, pallets, display structures, or similar fixtures used for outdoor display.
 - b. Measurement shall include:
 - i. All space between individual items of displayed goods;
 - ii. Areas occupied by display racks, shelving, platforms, or similar structures; and
 - iii. Any area functionally integrated into the display for customer viewing or access.
 - c. Measurement shall exclude:

- i. Required parking spaces, drive aisles, fire lanes, loading areas, and pedestrian walkways not used for display; and
 - ii. Required buffers, landscaped areas, or setbacks where outdoor display is prohibited.
- 5. Permanent Outdoor Display of Goods: An accessory use involving the outdoor placement of goods, merchandise, or products that are offered for sale and intentionally displayed for customer visibility outside of a principal building for any period exceeding fourteen (14) consecutive days, when such display occurs more than two (2) times per calendar year.
 - a. Duration shall be measured by the continuous designation and use of a permanent outdoor display area rather than by the presence or absence of specific goods.
 - i. Continuous designation shall be presumed so long as the delineated area remains available for outdoor display, regardless of changes in inventory, arrangement, or individual items offered for sale.
 - iii. The duration shall reset only if the permanent outdoor display area is completely vacant and not used for more than thirty (30) consecutive days.
- 6. Perimeter Buffer: A landscaped setback area located along the perimeter of a property that is intended to provide visual separation, screening, and transition between adjacent properties.
 - a. A perimeter buffer shall be provided along all property lines except where the property abuts a public right-of-way.
 - b. Perimeter buffers begin at the common property line, immediately abutting the adjacent property.
- 7. Roadway Buffer: A landscaped setback area located along the perimeter of a property adjacent to a public roadway that is intended to provide visual separation and screening.
- 8. Understory Tree: A deciduous or evergreen tree species that, at maturity, characteristically attains a smaller overall height and crown spread than a canopy tree and typically grows beneath or adjacent to larger trees.

E. Standards.

- 1. General. The permanent outdoor display of goods shall:
 - a. Remain clearly incidental and subordinate to the principal use;
 - b. Be subject to the same standards regardless of the types of goods for sale; and
 - c. Not obstruct required parking spaces, drive aisles, fire lanes, pedestrian circulation, loading areas, or required access.
- 2. Locational Requirements.
 - a. Permanent outdoor display areas may only be on parcels within the following zoning districts:
 - i. B-1;
 - ii. B-3;
 - iii. M-1;
 - iv. M-2; and
 - v. P-M.

- c. Coverage along public rights of way shall be limited to no more than eighty percent (80%) of the primary frontage and no more than sixty percent (60%) of the secondary frontage, exclusive of access areas and sight triangles.
 - i. The remaining frontage shall be reserved for pedestrian access, vehicular access, and/or required landscaping.
 - d. Where there is no secondary frontage, permanent outdoor display areas shall not extend beyond seventy five percent (75%) lot depth.
4. Setbacks. Permanent outdoor display areas shall comply with the minimum yard and setback requirements of the underlying zoning district, as set forth in the applicable district regulations, except as modified herein.
- a. In the permitted areas, permanent outdoor display areas may be located within required yards, provided that:
 - i. A minimum setback of five (5) feet from any required buffer is maintained; and
 - ii. Placement is not within a required sight triangle or easements.
 - b. Landscaping, parking areas, driveways, and similar elements may be located within the required setbacks.
5. Surface Requirements.
- a. Permanent outdoor display areas shall be located on parking-equivalent paved or stabilized surfaces, consistent with the materials permitted for off street parking and loading areas as required by Chapter 10. Off-Street Parking, Loading, and Unloading Requirements.
 - b. Placement is not permitted on gravel or other loose materials.
6. Parking and Circulation.
- a. Parking areas and drive aisles shall comply with all applicable standards of Chapter 10. Off-Street Parking, Loading, and Unloading Requirements.
 - b. Parking spaces or drive aisles shall be free from interference or obstructions.
7. Buffering.
- a. Perimeter buffers and greenbelt/roadway buffers shall be in accordance with Chapter 12. Walls, Fences, Screens, and Landscape Requirements except where provided herein.
 - i. Perimeter and greenbelt/roadway buffers shall be a minimum width of ten (10) feet in accordance with Figure 11-914.2. Roadway Buffers.
 - ii. Where a permanent outdoor display area is located on a lot that abuts a residential zoning district or residential use, a minimum perimeter buffer width of twenty five (25) feet shall be provided in accordance with Figure 11-914.3. Residential Buffers.
 - b. Required buffer areas shall not be occupied by permanent outdoor display areas, signage, utilities and/or drainage areas, service equipment, or similar.
 - i. Required buffer areas may not be modified or encroached upon in any circumstances.
 - c. Fences, walls, and berms shall not be installed along the outer perimeter/boundary line and shall be installed inside the landscape yard when provided.

- d. All required buffer landscaping shall meet the following minimum installation standards at the time of planting:
 - i. Canopy trees shall have a minimum DBH of two (2) inches.
 - ii. Understory trees shall have a minimum DBH of one and one half (1.5) inches.
 - iii. Shrubs shall be a minimum of two (2) feet in height at installation and shall be of a size and species reasonably expected to attain a height of three (3) to five (5) feet within two (2) to five (5) years.
- e. All required buffer landscaping shall be continuously maintained in a healthy, neat, and orderly condition and shall be replaced as necessary to ensure sustained compliance with this Section and Chapter 12. Walls, Fences, Screens, and Landscape Requirements.
 - i. Dead, diseased, or severely damaged plant material shall be replaced with like materials meeting the minimum size requirements herein within ninety (90) days, unless a longer replacement period is approved by the City Manager or their designee due to seasonal or climatic conditions.
- f. The City may require a landscape maintenance bond, letter of credit, or other acceptable financial guarantee to ensure proper installation and establishment of required buffers.
 - i. Such financial assurance may be required for a period sufficient to ensure plant establishment, not to exceed two (2) years, and shall be released upon verification of compliance.

Figure 11-914.1. Roadway and Perimeter Buffers.

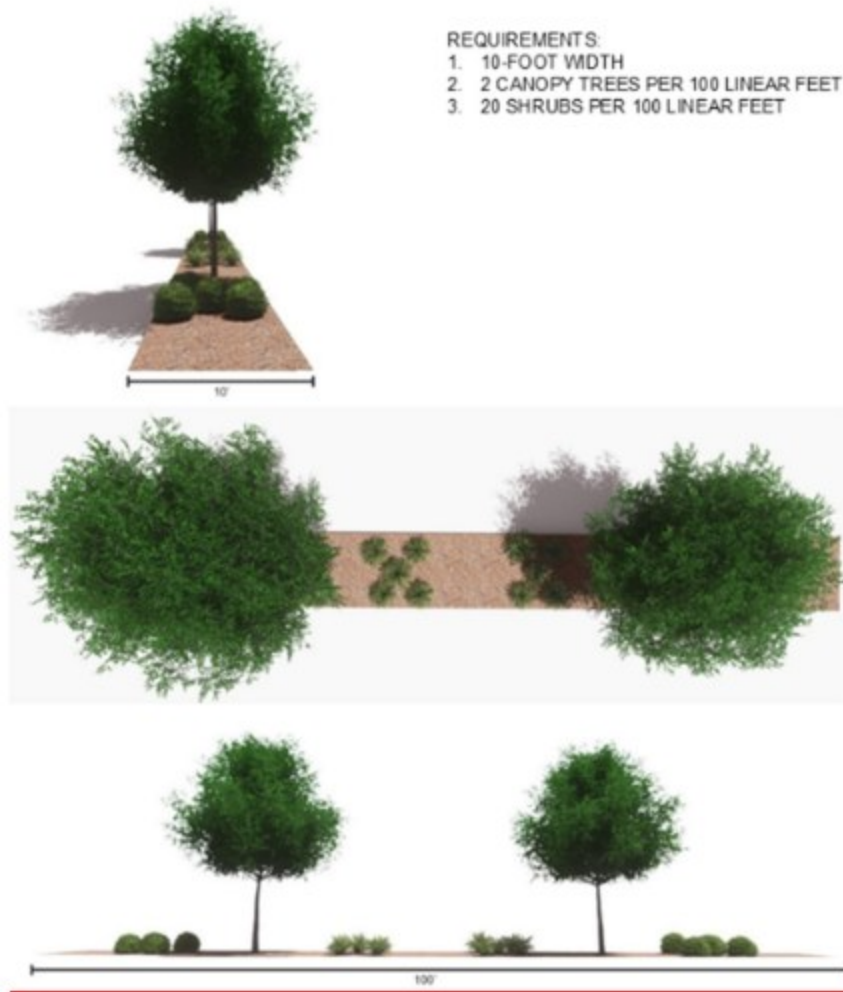
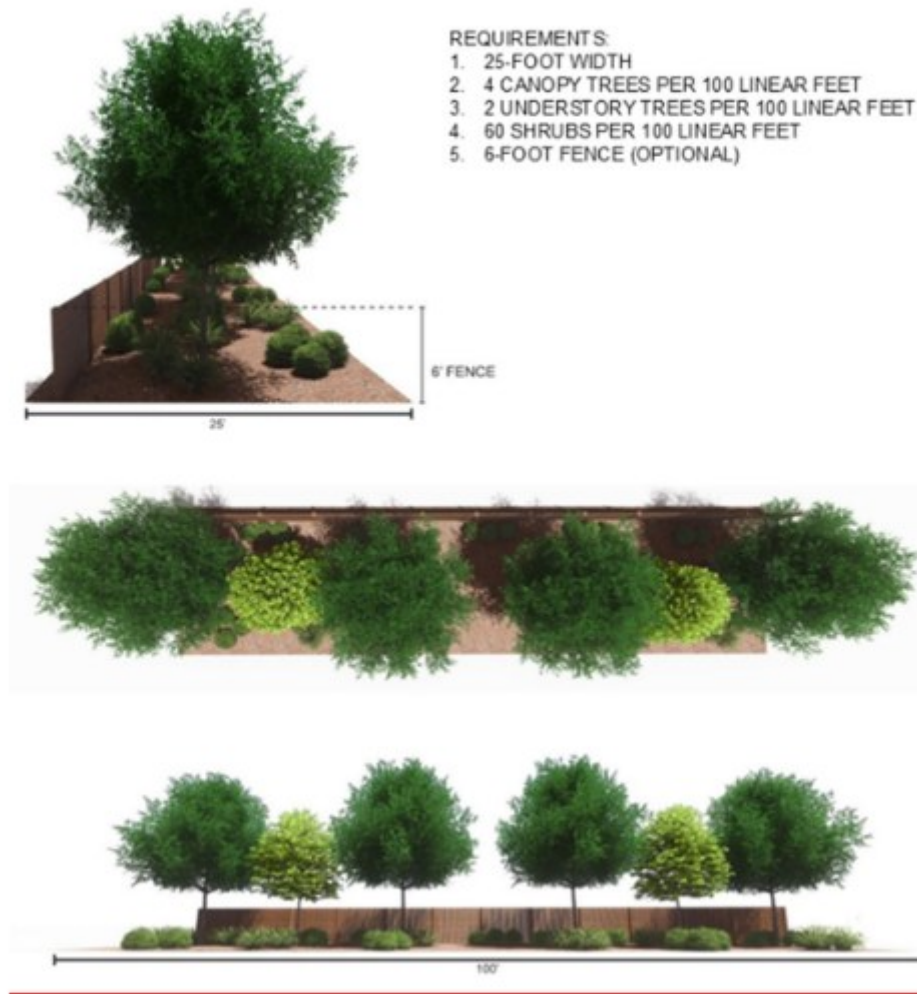
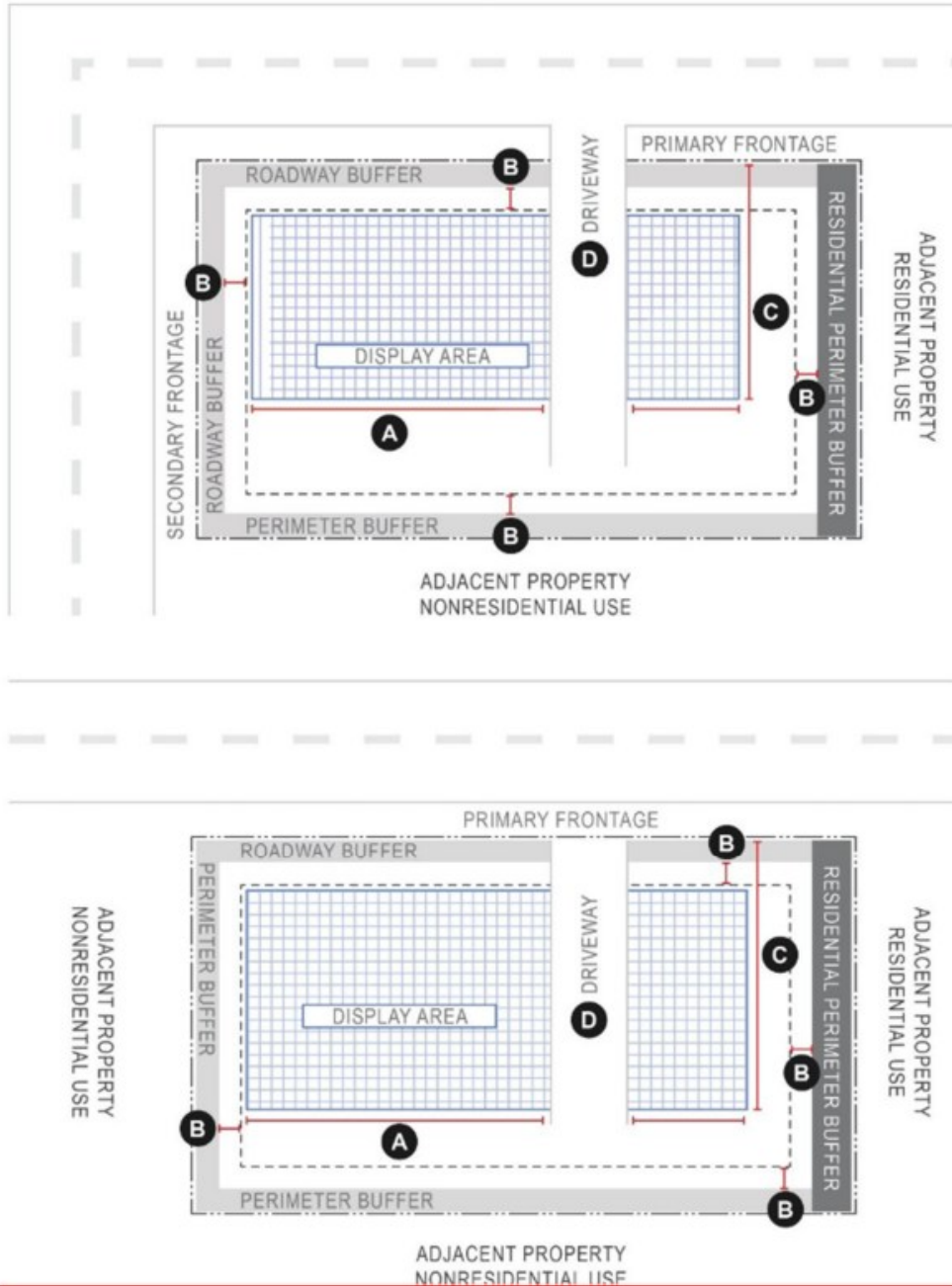


Figure 11-914.2. Residential buffers.



- F. Measurements. Permanent outdoor display areas shall be measured in accordance with Figure 11-914.3. Permanent Outdoor Display Area. Letters referenced below correspond to the associated graphic.
1. Buffer widths are determined by the adjacent use and/or zoning district. See Section 11-914.E.7.
 2. Maximum Primary Frontage Coverage (A).
 3. Buffer Setback (B).
 4. Maximum Secondary Frontage Coverage / Lot Depth (C).
 5. Exclusions (D).
 - a. Driveways and required sight triangles shall be excluded from the calculation of primary frontage coverage.
 - b. The driveway width and other characteristics are solely for illustrative purposes and are not indicative of other standards.

Figure 11-914.3. Permanent Outdoor Display Area.



G. Approval.

1. Permanent outdoor displays shall be evaluated as part of the site plan process.
 - a. New developments shall be reviewed and approved by the Planning Commission.
 - b. Additional conditions may be required for approval.
 - c. The boundaries of the permanent outdoor display area shall be clearly identifiable in the site plan and may be delineated on the site through striping, fencing, curbing, landscaping, or similar methods.

2. Modifications to a pre-existing site that is expanding and or converting to include an outdoor display area shall be reviewed by the City Manager or their designee to determine if the modification is deemed to be a minor or major modification and the information required (plans, narratives, etc.) necessary to review the request for consistency with these regulations.
 - a. The City reserves the right to require that the site be brought into compliance including but not limited to: display area surfacing, buffering including augmentation of existing trees and vegetation where provided, limitations on the location of display areas consistent with this Section, customer parking, etc.

SECTION 9. BE IT ORDAINED by the Board of Commissioners of the City of Paris, Tennessee, that Title 11, Sections 11-915 through 11-930 are hereby renumbered to accommodate the addition of Section 11-914, including all cross references throughout the Zoning Ordinance as follows:

11-91~~4~~**5**. Temporary Uses –

The uses found in Section 11-91~~6~~**7**, through 11-92~~1~~**2**, are deemed to be temporary uses and shall also be subject to the specific regulations and time limits which follow and to the regulations of any district in which such use is located. Temporary uses as defined in this ordinance shall be permitted subject to the following regulations. 11-915 6. Application for a Temporary Use Permit shall be made to the Building Inspector and shall contain the following information:

- A. A survey or legal description of the property to be used, rented, or leased for a temporary use, including all information necessary to accurately portray the property.
- B. A description of the proposed use.
- C. Sufficient information to determine the yard requirements, setbacks, sanitary facilities, and availability of parking space to service the proposed use.

11-91~~6~~**7**. Carnival or Circus.

In any nonresidential district, a temporary Use Permit may be issued for a carnival or circus, but such permit shall be issued for a period of not longer than fifteen (15) days. Such a use shall set back from all residential districts a distance of one hundred (100) feet or more.

11-91~~7~~**8**. Christmas Tree Sale.

In any district, a Temporary Use Permit may be issued for the display and open-lot sales of Christmas trees, but such permit shall be issued for a period of not longer than thirty (30) days.

11-91~~8~~**9**. Temporary Buildings.

In any district, a Temporary Use Permit may be issued for a contractor's temporary office and equipment sheds incidental to a construction project. Such office or shed shall not contain sleeping or cooking accommodations. Such permit shall be valid for not more than one (1) year but may be renewed a maximum of two one-year extensions. However, such office or shed shall be removed upon completion of the construction project or upon expiration of Temporary Use Permit, whichever occurs sooner.

11-91~~9~~**20** Real Estate Office.

In any district, a Temporary Use Permit may be issued for a temporary real estate sales office in any new subdivision which has been approved in accordance with the provisions of the Paris Subdivision Regulations. Such office shall contain no sleeping or cooking accommodations. Such permit shall be valid for not more than one (1) year but, may be renewed a maximum of three one-year extensions. Such office shall be removed upon completion of the development of the subdivision or upon expiration of the Temporary Use Permit, whichever occurs sooner.

11-920-1. Religious Tent Meeting.

In any non-residential district, a Temporary Use Permit may be issued for a tent or other temporary structure to house religious meetings, but such permit shall be valid for not more than thirty (30) days.

11-921-2. Seasonal Sale of Farm Produce.

In any district, a Temporary Use Permit may be issued for the sale of farm produce grown only on the premises. Such sales space shall be of portable or sectional construction and shall not exceed an area of one hundred (100) square feet. Such stands shall be removed when not in use. A permit shall be valid for not more than four (4) months per year. A temporary structure used for this purpose shall set back from all public rights-of-way a distance of not less than fifteen (15) feet.

11-922-3. Swimming Pools

- A. Private Swimming Pool - A private swimming pool shall be any pool or open tank not located within a completely enclosed building and containing water to a depth at any point greater than one and one-half (1-1/2) feet. Private swimming pools are permitted in any residential district provided:
 - 1. The pool is intended and is to be used solely for enjoyment of the occupants of the property on which it is located and their guests.
 - 2. No swimming pool or part thereof, excluding aprons, walks and equipment rooms, shall protrude into any required front or side yard.
 - 3. The swimming pool area shall be so walled or fenced so as to prevent uncontrolled access by children from the street or from adjacent properties. Said fence or wall shall not be less than five (5) feet in height and maintained in good condition.
- B. Community Club Swimming Pool - A community club swimming pool not open to the public shall be any pool constructed by an association of property owners, or by a private club for the use and enjoyment by members of the association or club and their families and guests. Community and club swimming pools shall comply with the following conditions and requirements:
 - 1. The pool is intended solely for the enjoyment of the members and families and guests of members of the association or club under whose ownership or jurisdiction the pool is operated.
 - 2. The pool and accessory structures thereto, including the areas used by bathers, shall not be closer than fifty (50) feet to any property line of the property on which located.

3. The swimming pool and all of the area used by the bathers shall be so walled or fenced so as to prevent uncontrolled access by children from the street or adjacent properties. Said fence or wall shall be not less than five (5) feet in height and maintained in good condition. The area surrounding the enclosure, except for the parking spaces, shall be suitably landscaped with grass, hardy shrubs and trees, and maintained in good condition.

11-923 ~~4~~. Above-Ground Storage of Flammable or Non-Flammable Liquids or Gases.

- A. The above-ground outdoor storage of flammable or non-flammable liquids or gases, when permitted, shall be in conformance with all other applicable codes and requirements and subject to the regulations herein.
- B. Above-ground outdoor storage of flammable or non-flammable liquids, when permitted, may be located only within rear yards. The Building Inspector shall determine the proper location for such storage when yards other than rear yards must be utilized in order to comply with other applicable codes and requirements, or where an actual rear yard cannot clearly be defined.
- C. Facilities for the above-ground outdoor storage of flammable or non-flammable liquids or gases shall be screened from the view of those on adjacent public streets. When such screening cannot be achieved by the location of such facilities in relation to adjacent building, masonry walls, earth berms, or opaque planting screens shall be utilized. Such screening devices shall be designed so as to permit the free circulation of air around the storage tanks or facilities and their design shall be subject to the approval of the Fire Inspector and Building Inspector.

11-924 ~~5~~. Standards for Residential Occupancy in Commercial Districts.

- A. Standards for Residential Occupancy and Development in the B-2 Zone (Central Business District)
 1. Residential occupancy of part or all of an existing non-residential building shall not be permitted in the basement or ground floor of the building. Residential occupancy on the floor(s) above the ground floor of the building shall be allowed subject to compliance with all applicable building codes. (Ord # 1264, 3/4/21.)
 2. Development of a vacant lot in the B-2 zone for residential use shall be permitted subject to the area and bulk regulations for the R-3 district, and subject to the applicable off-street parking, loading and unloading requirements of Section 11-1000.
- B. Standards for Residential Occupancy of B-1, B-3, H-1, and P-B Districts. The owner or manager of a business in the B-1, B-3, H-1 or P-B district shall be permitted to reside on the business premise under the following conditions: (Ord. # 930, 04/07/98).
 1. More than 50% of the first floor square footage is used solely for commercial purposes.
 2. The proposed residence is in compliance with all applicable building codes.
 3. The exterior of the premises shall retain its commercial appearance and no accessory buildings or activities normally associated with residential occupancy, such as: clothes lines, playground equipment, or other such appurtenances shall be allowed.
- C. Standards for Residential Occupancy of M-1, M-2, or P-M Districts as a Special Permit Use. The owner or manager of a business in the M-1, M-2, or P-M District shall be permitted to reside on the business premise under the following conditions: (Ord. #1287, 11/03/2022)

1. Approval is non-transferable. In the case of a lease, permission runs the duration of the lease. The business will need to be in operation for individuals to reside in building.
2. Space may not be leased or utilized by anyone other than being directly employed by the industry or institution for which approval was given and immediate family.
3. Residential occupancy of part or all of an existing non-residential building shall be permitted subject to all federal, state and local requirements including local fire and building codes.
4. No more than 30% may be used as residential.
5. The exterior of the premises shall retain its commercial or institutional appearance and no accessory buildings or activities normally associated with residential occupancy such as: playground equipment, swimming pools, outdoor grills, outdoor lawn furniture, or other such appurtenances shall be allowed.
6. Additional parking is not required provided that the existing or proposed parking meets the parking requirements for the specific use found in Title 11, Chapter 10 of the Paris Zoning Ordinance.
7. The proposed use of the property conforms with the permitted uses, area, and bulk regulations for the district where the property is located, as indicated in Table 1 and Table 2.
8. To safeguard the health and safety of the occupants of this accessory use, inspections by the City Manager or City Manager's designee shall be made as necessary to determine the condition of such facilities. The City Manager or the City Manager's designee shall also have the power to enter at reasonable times upon any private or public property for the purpose of inspecting and investigating conditions relating to the enforcement of this section.
9. If such facilities are present or proposed in or upon an existing business or industry, there shall be provided along the entire side lot lines and rear lot lines a wall or fence as provided in 11-1201 to protect any abutting residential property.
10. All public utilities and sewage disposal shall be available to the site and shall be approved by the Paris Board of Public Utilities.
11. The Board of Zoning Appeals may also attach other conditions on the use of the structure or site which will be necessary to carry out the intent of the Zoning Ordinance.
12. Parking spaces will need to be addressed for industries/businesses who have different shifts to maintain adequate parking for the ones who live on the premises. (Ord. #1287, 11/03/2022).

11-92~~5~~ 6. Wholesale Trade.

- A. A lot or other tract of land to be used for the sole (principal) purpose of business engaging in selling merchandise to retailers; industrial, commercial, farm or professional business users; or to other wholesalers, or acting as agents or brokers in buying merchandise for or selling merchandise to such persons or companies may be permitted as follows:
 1. The location and topography of the site shall be situated so that fencing, screening, and landscaping can be provided as appropriate to protect the surrounding areas from the activities on the site. In no case shall such an activity be established within 50 feet of any public street.

2. Insect and rodent control measures shall be provided as approved by the County Health Department.
 3. All required fences and landscaped screening shall be maintained in a neat and attractive manner.
 4. The location and operation of such facility shall conform to all applicable state and federal standards.
 5. Off-street parking: One space shall be provided for each two (2) employees, plus one space for each 10,000 square feet of lot area or two (2) spaces for each 1,000 square feet or gross floor area, whichever is greater.
- B. A lot or other tract of land to be used for the sole (principal) purpose of providing storage facilities for building materials, sand, gravel, stone, lumber, construction contractors equipment and supplies, new or used vehicles and equipment may be permitted as a conditional use providing the following additional standards can be met:
1. Such uses shall be enclosed within a building or within an obscuring wall or screen as provided in Section 11-1200.
 2. Such storage areas shall be set back a minimum of fifty (50) feet from any public street.
 3. When such areas are to be used for the storage of vehicles, no repair work or servicing shall be permitted other than minor repair or servicing necessary to prepare the vehicles for storage or to bring them out of storage.
 4. Such storage areas shall have a dustless, durable surface consisting of concrete, asphalt, gravel, or crushed stone properly designed and with adequate off-site drainage.

11-926 7. Five Stand Sporting Clays.

- A. Use. A Five-Stand Sporting Clays firing range shall be allowed in the P-B zone as a conditional use. Such shooting range shall be the only use permitted on the property with the exception of any such accessory uses as are directly related to and in support of the principal use.
- B. Site. The development shall be located on a site containing not less than twenty (20) acres per field. A twenty-five (25) foot setback for any structure, parking, or other improvement on the development site shall be required. All required yards shall be landscaped and maintained as required in 11-1200, et. seq.
- C. Development Standards.
1. The site shall be developed in accordance with National Sporting Clays of San Antonio, Texas standards, together with any amendments. Such standards will govern the equipment to be used, the layout of the shooting stands, trap placement, and target flight paths, together with target drop zones on premises. All requirements contained in this section shall also be governed upon any rules and regulations as contained in the Paris Municipal Code or in other sections of the zoning ordinance.
 2. The firing line shooting stands shall be no closer than three hundred (300) yards from any property line such that no shot falls off premises.
 3. Signs shall be erected every one hundred (100) feet in a three (300) yard radius from the firing line. Each sign shall be four (4) feet by four (4) feet and shall clearly state that firearms are being discharged beyond the point of the signs. The three hundred (300) yard downrange area shall be kept clear of any improvements and shall be regularly mowed.

4. Fencing shall be required downrange on either side of the firing line for a minimum distance of fifteen (15) yards on either side. Such fence shall be a minimum height of six (6) feet and shall be of solid construction sufficient to keep any shot from penetrating through the fence.
- D. Parking. A minimum of twenty-five (25) parking spaces, located behind the firing line, shall be required.
- E. Accessory Building. Buildings which directly serve the immediate needs of the FiveStands Sporting Clays development shall be allowed. Such accessory buildings shall be behind the firing line.
- F. Site Plan Required. A site plan meeting the requirements of 11-1101, et. seq., shall be drawn to scale indicating the property layout and all buildings, the firing line, traps, stands, parking, and fencing. Such site plan shall be subject to review by the Planning Commission. (Ord. # 884, 12/07/95).

11-927 8. Conversion of Residential Structures for Commercial Use.

Any residential structure in a commercial district may be converted to commercial use, provided:

- A. Such structure meets the requirements of 11-1400, et. Seq., governing nonconforming structures and non-conforming lots of record.
- B. The proposed use of the property conforms with the permitted uses, area, and bulk regulations for the district where the property is located, as indicated in Table 1 and Table 2. (Ord. #1020, 04/01/04).

11-928 9. Helicopter Landing Zones

A. Definitions:

1. Heliport - A landing pad facility for landing and takeoff of helicopters used to board or discharge passengers or cargo. For hospitals this equates to patients and/or organs or critical supplies. It shall also include some or all of the following: hangars, crew quarters, fuel and aircraft maintenance capabilities.
2. Helistop - A minimal service landing pad facility for landing and takeoff of helicopters used to board or discharge passengers or cargo. For hospitals this equates to patients and/or organs or critical supplies. A Helistop shall not include refueling, maintenance, or repair facilities. Tiedown facilities [may/shall not] be available so that a single helicopter may be stored on the landing pad.

D. Development Standards for Heliports:

1. Zoning Districts - Heliports shall be allowed in any commercial district, except B-2 Central Business District, in any Industrial District, and in the Hospital District, subject to the development standards.
2. Distance Requirement - No heliport shall be located within 1,000 feet of any religious facility, school, hospital, library, or public park, or within 1,000 feet of any lot, tract, or parcel upon which a residence or dwelling is located. The measurement of the 1,000 feet is to be made in the straight horizontal line from the edge of the heliport pad to the closest prohibited property line.

3. Landing Area - The touchdown area where a helicopter will depart from and land must be constructed of concrete. The area must be constructed to meet the stormwater management requirements in accordance with Title 13, Chapter 5 of the Paris Municipal Code.
 4. Development Area - The total area of the facility and its design must meet the standards of the Federal Aviation Agency (FAA).
 5. If such heliport is to be located at ground level it shall either:
 - a. Be located in an enclosed area which does not permit access by the public at will; or
 - b. Be completely enclosed by a fence or wall, either temporary or permanent, designed so as to provide safety for persons, animals, vehicles or other objects. The fence or wall shall prevent entrance of unauthorized personnel, with a minimum height of 48 inches, entirely surrounding the heliport area established by the FAA.
- E. Development Standards for Helistops:
1. Zoning Districts - Helistops shall be allowed in any commercial district, except B-2 Central Business District, in any Industrial District, and in the Hospital District, subject to the development standards.
 2. Distance Requirement - No helistop shall be located within 1,000 feet of any religious facility, school, hospital, library, or public park, or within 1,000 feet of any lot, tract, or parcel upon which a residence or dwelling is located. The measurement of the 1,000 feet is to be made in the straight horizontal line from the edge of the heliport pad to the closest prohibited property line, provided that this provision shall not apply to hospitals which maintain a helistop for medical emergency flight purposes on premises where the hospital itself is located.
 3. Landing Area - The touchdown area where a helicopter will depart from and land must be constructed of concrete. The area must be constructed to meet the stormwater management requirements in accordance with Title 13, Chapter 5 of the Paris Municipal Code.
 4. Development Area - The total area of the facility and its design must meet the standards of the Federal Aviation Agency (FAA).
 5. If such helistop is to be located at ground level it shall either:
 - a. Be located in an enclosed area which does not permit access by the public at will; or
 - b. Be completely enclosed by a fence or wall, either temporary or permanent, designed so as to provide safety for persons, animals, vehicles or other objects. The fence or wall shall prevent entrance of unauthorized personnel, with a minimum height of 48 inches, entirely surrounding the heliport area established by the FAA.
- D. Submission of a Site Plan
1. A plat of the proposed site plan drawn to a scale of not less than one (1) inch equals one hundred (100) feet showing:
 - a. Total acreage of the tract of land;
 - b. Location, plans and specification of all existing and proposed streets, rights-of-way, public easements, and buffer zones;
 - c. Location, places and specifications of all proposed service buildings, and accessory uses;
 - d. Location and sizes of all water and sewer lines and other required utilities;
 - e. All setback dimensions.
 2. Agreements, provisions, or covenants which govern use, maintenance and operation.
- E. Issuance of Building Permit. Upon approval of the site plan, the Building Inspector shall issue building permits for all approved improvements to the site.

- F. Final Approval and Certificate of Occupancy. The following information must be submitted to the city manager or city manager's designee before final approval can be obtained and a certificate of occupancy can be issued:
1. Certification by a registered engineer or surveyor as to the accuracy of the survey and placement of monuments.
 2. Certification by the Paris Board of Public Utilities that all required utilities have been provided in compliance with all local county and state standards and regulations.
 3. Certification from the Building Inspector that all buildings, structures, and other improvements to the land have been constructed and installed according to the site plan in compliance with all specifications of this section of the building codes.
 4. Certification that all improvements meet the National Fire Protection Association (NFPA) standards as determined by the Fire Marshal.
 5. Certification that all requirements of the Federal Aviation Agency (FAA) have been met. (Ord. #1175, 07/2/15)

11-9~~29~~30. Indoor Self-Storage Facilities.

Self-storage buildings designed to be entirely self-contained with no individual customer units accessed from the outside the structure. The following minimum requirements and standards shall apply:

- A. Minimum Lot Size. The minimum lot size shall be as required for the Zone where the development is proposed.
- B. Setbacks and Yard Requirements. All setbacks and yard requirements for the district where the development is located shall apply. The remaining lot area may be used for driveways, parking and loading, fencing, screening, and landscaping. Provided, however, that indoor self-storage facilities shall be prohibited in the B-2 Zone.
- C. Landscaping, Fencing, and Screening. As provided in Section 11-1700.
- D. Building Development Standards.
 1. No individual customer storage unit doors shall be placed on the exterior of the structure.
 2. An entry door to the structure shall be provided that allows access to storage areas. The individual storage areas shall only open on and provide access from the fully enclosed interior common loading areas of the structure.
 3. The interior of the storage structure shall be climate controlled.
- E. Office and Parking. An office for rental of storage units is allowed. Such office space may not exceed 400 square feet per 25,000 square feet of rental space, excluding any bathroom facilities. There shall be adequate provision for parking associated with office traffic on site. There shall be adequate provision for parking associated with storage space rental units.
- F. Uses Prohibited. The use of the facility shall be established and maintained in accordance with all applicable State, Local, and Federal Laws. In addition:
 1. Perishable items, trash, radioactive or toxic substances, garbage, refuse, explosives, or flammable materials, hazardous substances, animal carcasses, or skins, or similar items shall not be stored.
 2. Keeping of animals in storage units is prohibited.
 3. The only activities permitted in individual storage units shall be the rental of the unit and the pick-up and deposit of goods and/or property in storage.
 4. Storage units shall not be used for activities such as residences, offices, workshops, studios, hobby or rehearsal areas.

5. Manufacturing, fabrication, or processing of goods, services, or repairs of vehicles, engines, appliances, electrical equipment, or any other repair and maintenance of personal property or any other industrial activity is prohibited.
6. Garage sales, yard sales, or estate sales from storage units are prohibited. Provided, however, this does not preclude auctions or sales by the landlord/owner of the development for the disposition of abandoned property, unclaimed property, or sales of property inside the storage unit by landlord/owner pursuant to the rental agreement with the tenant of the unit.
7. No separate dedicated utility connections for water, telephone, cable television, internet, or gas will be provided to individual units. Electrical outlets may be installed in individual storage units for use as permitted by the rental agreement. (Ord. #1229, 4-5-18)

SECTION 10. All ordinances and parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 11. This ordinance shall take effect on and after final passage and adoption.

Passed and adopted _____.

Passed and adopted _____.

Mayor

Finance Director

**NEW BUSINESS
AGENDA ITEM NO. 4**

(Ordinance (No. 1345) Rezoning Request for Property located at the corner of Wynn and Depot St (Map: 105D, Group: B, Parcel: 001.00-003.00 (First Reading))

A rezoning request has been submitted by Natasha Cervantes for property currently zoned B-1 (Highway Commercial District), for which she holds an option to purchase. The applicant is requesting that the property be rezoned to R-3M (Residential District) to accommodate future residential development plans for the site.

This request may be approved on first reading and forwarded to the Planning Commission for recommendation.

ORDINANCE NO. 1345

AN ORDINANCE to Amend Title 11, Chapter 104 of the Paris Municipal Code

SECTION 1. BE IT ORDAINED by the Board of Commissioners of the City of Paris, Tennessee, that the Paris Municipal Code be amended as follows:

Title 11, Chapter 104, Section B, identifying, "The Official Zoning Map of Paris, Tennessee," as adopted, is amended as follows:

That the following described property on the corner of Wynn Street and Depot Street be rezoned from B-1 to R-3M as shown on the attached Exhibit "A":

Known as the following:

Tax Assessor's Map 105D, Group B, Parcel 001.00

Tax Assessor's Map 105D, Group B, Parcel 002.00

Tax Assessor's Map 105D, Group B, Parcel 003.00

(See Attached Exhibit "A")

SECTION 2. All ordinances and parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 3. This ordinance shall take effect on and after passage of final adoption.

Passed and adopted _____.

Passed and adopted _____.

Mayor

Finance Director

"Exhibit A"





**NEW BUSINESS
AGENDA ITEM NO. 5**

Ordinance (No. 1346) Rezoning Request for Property located on Irvine Street (Map: 105D, Group: B, Parcel: 004.00-005.00 (First Reading))

A rezoning request has been submitted by Erica Rutan for property currently zoned B-1 (Highway Commercial District), for which she holds an option to purchase. The applicant is requesting that the property be rezoned to R-3M (Residential District) to accommodate future residential development plans for the site.

This request may be approved on first reading and forwarded to the Planning Commission for recommendation.

ORDINANCE NO. 1346

AN ORDINANCE to Amend Title 11, Chapter 104 of the Paris Municipal Code

SECTION 1. BE IT ORDAINED by the Board of Commissioners of the City of Paris, Tennessee, that the Paris Municipal Code be amended as follows:

Title 11, Chapter 104, Section B, identifying, "The Official Zoning Map of Paris, Tennessee," as adopted, is amended as follows:

That the following described property on Irvine Street be rezoned from B-1 to R-3M as shown on the attached Exhibit "A":

Known as the following:

Tax Assessor's Map 105D, Group B, Parcel 004.00

Tax Assessor's Map 105D, Group B, Parcel 005.00

(See Attached Exhibit "A")

SECTION 2. All ordinances and parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 3. This ordinance shall take effect on and after passage of final adoption.

Passed and adopted _____.

Passed and adopted _____.

Mayor

Finance Director

“Exhibit A”





**NEW BUSINESS
AGENDA ITEM NO. 6**

Resolution (No. 1744) to Amend the COP Personnel Rules and Regulations – Title VI Policy

The following resolution, presented for your consideration, amends the City of Paris Personnel Rules and Regulations by adding Appendix I – Title VI Policy. The policy was previously included in the Personnel Rules and Regulations but was inadvertently removed during prior revisions. This amendment serves as a housekeeping measure to restore the policy and ensure the City's Personnel Rules and Regulations accurately reflect existing federal compliance requirements.

In addition, annual Title VI training is required for City employees. The City's Title VI Coordinator conducts training at the beginning of each fiscal year to ensure continued awareness of and compliance with Title VI requirements. Adoption of this resolution will formally restore the policy to the Personnel Rules and Regulations and maintain consistency with the City's current practices and federal obligations.

RESOLUTION NO. 1744

WHEREAS, The City of Paris, Tennessee, has adopted Personnel Rules and Regulations effective April 6, 1994; and,

WHEREAS, Paris Municipal Code 1-503 specifies that amendments to said Personnel Rules and Regulations shall be adopted by the Board of Commissioners of the City of Paris, Tennessee by Resolution before

they shall have full force and effect; and,

WHEREAS, The City Manager of the City of Paris, Tennessee has recommended to the Board of Commissioners of the City of Paris, Tennessee that said Personnel Rules and Regulations be amended as follows:

A. By adding Appendix I **TITLE VI POLICY** to say:

Title VI of the 1964 Civil Rights Act

Title VI of the Civil Rights Act of 1964 (42 U. S. C. 2000d-2000d-4) prohibits discrimination based on race, color, or national origin in programs or activities receiving federal financial assistance. This title of the Civil Rights Act of 1964 is the federal law that protects persons from discrimination because of their race, color, or national origin in programs that receive federal financial assistance and are inclusive of the distribution of funds and/or services that the programs provide.

It is the policy of the City of Paris that :

"No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

The following steps should be taken to file a Title VI complaint:

- It should be written and include your name, address and telephone number. Your complaint must be signed and filed within 180 calendar days of the alleged discriminatory act. If you are filing on behalf of another person, include your name, address, telephone number and your relation to that person (for example: friend, attorney, parent, etc.).
- The name and address of the agency, institution or department you believe discriminated against you.
- How, why and when you believe you were discriminated against. As much background information as possible should be included about the alleged acts of discrimination. Include names of individuals who you allege discriminated against you, if you know them, as well as any other relevant information.
- The names and contact information of any persons, if known, that the investigating agency could contact for additional information to support or clarify your allegations.

Once a complaint is filed, it will be forwarded to the appropriate agency for review. A complaint may be filed with the Tennessee Human Rights Commission (THRC), the applicable state agency, the applicable federal agency, or ENTITY NAME.

The Tennessee Human Rights Commission (THRC) coordinates the monitoring and enforcement of

Title VI. THRC, Title VI

312 Rosa L Parks Ave, 23rd Floor

Nashville, TN 37243

(615) 741-5825; Fax (615) 253-1886; Toll free: 1-800-251-3589; Spanish toll free line: 1-866-856-1252

www.tn.gov/humanrights

U.S. Department of Justice, under Executive Order 12250, coordinates the enforcement of Title VI and related statutes by all federal agencies that administer federally assisted programs. Civil Rights Division, U.S. DOJ 950 Pennsylvania Ave., N.W.

Washington, D.C. 20530

Toll Free: (888)848-5306 (ingles y espafiol); Phone: (202)307-2222; TDD: (202) 514-4609

<https://www.justice.gov/crt/how-file-complaint>

Entity Title VI Coordinator provides general information, training, and monitoring of Title VI compliance.

Jessica Crouch

jcrouch@cityofparistn.gov

731-641-1402 ext. 410

(Res. # 1744,10/8/2026).

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the City of Paris, Tennessee go on record as approving the amendments to the Personnel Rules and Regulations as follows:

B. By adding Appendix I **TITLE VI POLICY** to say:

Title VI of the 1964 Civil Rights Act

Title VI of the Civil Rights Act of 1964 (42 U. S. C. 2000d-2000d-4) prohibits discrimination based on race, color, or national origin in programs or activities receiving federal financial assistance. This title of the Civil Rights Act of 1964 is the federal law that protects persons from discrimination because of their race, color, or national origin in programs that receive federal financial assistance and are inclusive of the distribution of funds and/or services that the programs provide.

It is the policy of the City of Paris that :

"No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

The following steps should be taken to file a Title VI complaint:

- It should be written and include your name, address and telephone number. Your complaint must be signed and filed within 180 calendar days of the alleged discriminatory act. If you are filing on behalf of another person, include your name, address, telephone number and your relation to that person (for example: friend, attorney, parent, etc.).
- The name and address of the agency, institution or department you believe discriminated against you.
- How, why and when you believe you were discriminated against. As much background information as possible should be included about the alleged acts of discrimination. Include names of individuals who you allege discriminated against you, if you know them, as well as any other relevant information.
- The names and contact information of any persons, if known, that the investigating agency could contact for additional information to support or clarify your allegations.

Once a complaint is filed, it will be forwarded to the appropriate agency for review. A complaint may be filed with the Tennessee Human Rights Commission (THRC), the applicable state agency, the applicable federal agency, or ENTITY NAME.

The Tennessee Human Rights Commission (THRC) coordinates the monitoring and enforcement of

Title VI. THRC, Title VI

312 Rosa L Parks Ave, 23rd Floor

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Washington, D.C. 20530

Toll Free: (888)848-5306 (ingles y español); Phone: (202)307-2222; TDD: (202) 514-4609

<https://www.justice.gov/crt/how-file-complaint>

Entity Title VI Coordinator provides general information, training, and monitoring of Title VI compliance.

Jessica Crouch

jcrouch@cityofparistn.gov

731-641-1402 ext. 410

(Res. # 1744, 10/8/2026).

This Resolution shall become a part of and be spread upon the minutes of this meeting of the Board of Commissioners of the City of Paris, Tennessee.

Unanimously adopted, this the 8th day of October, 2026.

Mayor

Finance Director

ATTESTED:

NEW BUSINESS

AGENDA ITEM NO. 7

Resolution (No.1745) to Amend the COP Personnel Rules and Regulations for Job Descriptions of Administrative Services Officer and Media Services Officer to the Paris Police Department (First Reading)

The following resolution, presented for your consideration, amends the City of Paris

Personnel Rules and Regulations by deleting the existing job descriptions for Downtown Police Officer and Property, Evidence, and Training Officer and creating the new positions of Media Services Officer and Administrative Services Officer. The proposed changes reorganize and modernize responsibilities within the Police Department to better reflect current operational needs. These updates represent a restructuring of existing duties rather than the addition of new personnel.

RESOLUTION NO. 1745

WHEREAS, The City of Paris, Tennessee, has adopted Personnel Rules and Regulations effective April 6, 1994; and,

WHEREAS, Paris Municipal Code 1-503 specifies that amendments to said Personnel Rules and Regulations shall be adopted by the Board of Commissioners of the City of Paris, Tennessee by Resolution before they shall have force and effect; and,

WHEREAS, The City Manager of the City of Paris, Tennessee has recommended to the Board of Commissioners of the City of Paris, Tennessee that said Personnel Rules and Regulations be amended as follows:

- C. **By deleting the job descriptions of Downtown Police Officer and Property, Evidence, and Training Officer in its entirety which state:**

DOWNTOWN POLICE OFFICER

Nature of Work

This is general duty police work in enforcing laws and ordinances with a set assignment to the downtown Paris area.

This employee is responsible for the protection of life and property, detection and investigation of crime, and for maintaining law and order in the downtown Paris area. Work involves an element of danger and will primarily be conducted in patrol uniform. The officer will be supervised by the operations Captain and fall under the Criminal Investigations Division.

This is a full-time law enforcement officer position that will primarily be a Monday through Friday dayshift position with a flexible schedule to accommodate special events in the downtown Paris area. This position will work hand in hand with the businesses and organizations that utilize the downtown area and should form positive relationships with those groups. This position will require an officer who has independent initiative but is able to follow general and standardized guidelines as set forth by PPD. The employee is expected to perform his or her duties according to state laws, city ordinances, and the policies and procedures set forth by the PPD and the City of Paris.

Illustrative Examples of Work

- Monitor and enforce traffic laws in the downtown area.
- Enforce city parking regulations and issue citations.
- Build strong working relationships with downtown businesses owners and officials.
- Organize security for downtown events.
- Monitor and assist with pedestrian safety issues.
- Collect parking ticket fees.
- Respond to calls for service in the assigned area.
- Act as the liaison to the Downtown Paris Association and attend meetings.
- Other duties as deemed necessary by the Chief of Police.

Desirable Knowledges, Abilities and Skills

- Considerable knowledge of approved principles and practices of police work.
- Considerable knowledge of laws and ordinances governing police work particularly as they apply to the downtown setting.
- Some skills in investigatory techniques and the use of police equipment.
- Ability to work with a significant amount of independence.
- Ability to react quickly and calmly in emergencies and to execute duties firmly, tactfully, and impartially.
- Ability to maintain effective working relationships with businesses and organizations utilizing the downtown area.
- Must be a POST certified law enforcement officer.
- Must have appropriate job knowledge, education, appearance, attitude, and communication skills.

Essential Job Requirements:**General Physical Requirements**

- Good physical condition and sufficient strength to do vigorous interment activity often under adverse weather conditions on a regular basis. Must be able to perform repetitive duties using arms, hands, shoulders, and legs. Must be able to stand and/or walk on all surfaces for extended periods of time.

Physical Activities

- Kneeling, Crouching, Reaching, Standing, Walking, Lifting, Grasping, Feeling, Talking, Hearing, and Repetitive Motions.

Acuity

- The worker is required to have visual and hearing acuity to determine the neatness and to make general observations of their environment, for their safety and for the safety of others.
- Must have visual acuity to operate motor vehicles.

Working Conditions

- Work is substantially exposed to adverse environmental conditions while working outdoors in rain, heat and/or cold for long periods of time.

Desirable Training and Experience

Graduation from high school, or a recognized equivalent certificate; preferably supplemented in course work in modern police work and investigative techniques. Must meet all requirements as prescribed by the minimum standards of the state. Experience as a police officer is desired.

PROPERTY, EVIDENCE AND TRAINING OFFICER**Nature of Work**

The Property, Evidence and Training Officer stores, records, and retrieves found or confiscated property and evidence, as well as plans and oversees in-service training. The member performs technical, operations and clerical duties and tasks specific to the position.

The most important and essential job function of the position is attitude which includes the following: interacting positively and cooperating with co-workers, responding politely to customers, workers, working as a team member, functioning under time pressure and responding in a positive manner to supervision.

The Property, Evidence and Training Officer may perform other related duties and tasks, as required and shall have the physical, mental, and emotional abilities to perform the essential job duties of the position.

Illustrative Examples of Work

- Implements and conducts an annual POST in-service training program and maintains all associated records of completion.

- Schedules and conducts defensive driving training for all City employees; training schedule for dispatchers (in house in-service); Supervisor training; and making arrangements for out of town training.
- Disposes of property and/or evidence, maintains evidence facility, and operates Property/Evidence equipment.
- Logs evidence, prepares evidence as requested.
- Lists and sells property via an on-line auction.
- Reproduces audio/visual tapes and records.
- Submits evidence to crime labs, processes disposition forms, collects and packages evidence.
- Respond to service.
- Inspects and maintains vehicles.
- Testifies at trials/hearings/depositions, responds to court-ordered subpoenas, maintains records/files, maintains activity reports, prepares reports, and maintains computer files and copies as requested.
- Maintains Sex Offender Registry.
- In charge of officer training.
- Basic Public Speaking and acts as Public Relations Officer when necessary.

Desirable Knowledge, Abilities, and Skills

- Base knowledge of police operations
- Knowledge of policies and procedures
- Ability to maintain records systems accurately
- Knowledge of evidence and court procedures
- Basic Computer Skills

Desirable Training and Experience

High school diploma or GED. Course work related to inventory control. Comparable work experience may be substituted for course work. Candidate must possess a valid Tennessee driver's license. Five years' experience as a certified law enforcement officer. Work is primarily performed in an office environment and exposure to fumes, chemicals, narcotics, body fluids and blood is possible. Work involves being on-call. (Res. # 1496, 01/05/12)

D. By creating the job description of Administrative Services Officer and Media Services Officer as follows:

ADMINISTRATIVE SERVICES OFFICER

Nature of Work

The Administrative Services Officer performs several duties, including management of property and evidence, administration of the Sex Offender Registry, and coordination of departmental training programs. This position stores, records, and retrieves found or confiscated property and evidence, as well as coordinates, schedules, and documents annual POST in-service training and specialized training programs. The Officer performs technical operations, clerical duties and law enforcement specialized tasks.

The position requires professionalism, effective communication, teamwork, adaptability, and the ability to interact positively with coworkers and the public.

The Administrative Services Officer may perform other related duties and tasks, as required and shall have the physical, mental, and emotional abilities to perform the illustrative examples of work duties and essential job requirements of the position.

Illustrative Examples of Work

- Implements and conducts an annual POST in-service, and specialized training programs and maintains all associated records of completion, and plans for out-of-town training opportunities.
- Coordinates and oversees the Field Training Officer (FTO) Program.
- Disposes of property and/or evidence, maintains evidence facility, and operates Property/Evidence equipment.
- Logs, prepares and audits evidence as requested, maintaining chain of custody documentation.

- Lists and sells property via an on-line auction.
- Submits evidence to crime labs, processes disposition forms, collects and packages evidence, and coordinates destruction of evidence pursuant to court orders and policy.
- Prepares reports and statistical summaries
- Responds to calls for service and assists with law enforcement operations as assigned.
- Inspects and maintains seized vehicles
- Testifies during trials/hearings/depositions, responds to court-ordered subpoenas, maintains records/files, maintains activity reports, prepares reports, and maintains computer files and copies as requested, as it pertains to property, evidence and training.
- Maintains the Sex Offender Registry in accordance with Tennessee law and conducts required compliance verifications and documentation.
- Provides presentations and informational briefings to civic organizations and community groups as needed.

Knowledge, Abilities, and Skills

- Knowledge of law enforcement operations, policies, and procedures
- Ability to maintain records systems accurately
- Knowledge of evidence handling and court procedures
- Proficiency in basic computer applications
- Strong teamwork, organizational skills, customer service, and communication skills
- Ability to work under pressure, maintain confidentiality, and demonstrate professionalism.

Essential Job Requirements:

General Requirements

- Maintain and oversee the department's property and evidence system.
- Coordinate and maintain all required POST and departmental training records.
- Maintain compliance with all applicable TBI, POST, court, and departmental standards.

Physical Requirements

- Kneeling, Crouching, Reaching, Standing, Walking, Lifting, Grasping, Feeling, Talking, Hearing, and Repetitive Motions.
- Good physical condition and sufficient strength to move, lift, transport, and securely store evidence and property items, including heavy or bulky objects often under adverse weather conditions. Must be able to perform repetitive duties using arms, hands, shoulders, and legs. Must be able to stand and walk on uneven terrain, paved surfaces, and outdoor environments for extended periods.

Acuity

- The employee must possess sufficient visual and hearing acuity to observe surroundings, identify evidence and property items, complete records accurately, safely operate equipment and vehicles, and ensure personal and public safety.
- Must have visual acuity to operate motor vehicles.

Working Conditions

- Work is performed in an office and evidence-storage environment, with periodic outdoor work involving evidence collection, vehicle inspections, training activities, and property disposition. Position is subject to being called out as needed.
- Work is exposed to adverse environmental conditions while working outdoors in rain, heat, and/or cold for long periods of time.

Training and Experience

High school diploma or GED. Course work related to inventory control. Comparable work experience may be substituted for course work. Candidate must possess a valid Tennessee driver's license. Five years' experience as a certified law enforcement officer. (Res. #1745, 10/8/2026)

MEDIA SERVICES OFFICER

Nature of Work

The Media Services Officer performs several duties, including management of departmental camera systems (i.e., Body-Worn Cameras and Vehicle Dash Cameras), serving as the Public Information Officer for the Police Department, assisting with grant management, and fulfilling the role of Downtown Police Officer. This is a uniformed Patrol Officer position and, as such, is expected to respond to calls for service, prioritizing the Downtown Paris area, and serve as a liaison to the Downtown Paris Association.

The position requires professionalism, effective communication, teamwork, adaptability, the ability to function under pressure, and the ability to interact positively with coworkers and the public.

The Media Services Officer may perform other related duties and tasks, as required, and shall have the physical, mental, and emotional abilities to perform the illustrative examples of work duties and essential job requirements of the position.

Illustrative Examples of Work

- The Media Services Officer will work with the Community Engagement Coordinator for the City of Paris in preparing media releases related to Police Department activities.
- May be called upon to act as a representative for the department at press Conferences and responsible for organizing press events.
- May be called upon to make presentations to community groups.
- Responsible for managing the Tennessee Highway Safety Office Grant each year and attending required events and training courses.
- Schedules for overtime opportunities related to THSO grant.
- May be called upon to apply for and manage other grant opportunities as designated by Chief of Police.
- Maintains departmental Body-Worn Camera (BWC) video evidence and prepares video files for court proceedings and fulfills public records requests as requested.
- Works with Patrol Officers to include video evidence from Vehicle Dash Cameras for court proceedings and public records requests.
- Responds to calls for service as necessary with focus of patrol responsibilities in the Downtown Paris Area, but available to assist patrol operations as needed or directed.
- Assists with the planning and coordination of downtown events.

Knowledge, Abilities, and Skills

- Ability to work under pressure, maintain confidentiality, and demonstrate professionalism
- Strong teamwork, organizational skills, customer service, and communications skills
- Knowledge of law enforcement operations, policies, and procedures
- Ability to maintain records systems accurately
- Proficiency in basic computer applications

Essential Job Requirements

Physical Requirements

- Kneeling, crouching, reaching, standing, walking, lifting, grasping, feeling, talking, hearing, and repetitive motions
- Good physical condition and sufficient strength to do activity often under adverse weather conditions. Must be able to perform repetitive duties using arms, hands, shoulders, and legs. Must be able to stand and walk on uneven terrain, paved surfaces, and outdoor environments for extended periods.

Acuity

- The employee must possess sufficient visual and hearing acuity to observe surroundings, complete records accurately, safely operate equipment and vehicles, and ensure personal and public safety.
- Must have visual acuity to operate motor vehicles.

Working Conditions

- Work is performed in an office environment and outdoors. Position is subject to being called out as needed.
- Work is exposed to adverse environmental conditions while working outdoors in rain, heat, and/or cold for long periods of time.

Training and Experience

High school diploma or GED. Comparable work experience may be substituted for course work. Candidate must possess a valid Tennessee driver's license. Five years' experience as a certified law enforcement officer. (Res. #1745, 10/8/2026)

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the City of Paris, Tennessee go on record as approving the amendments to the Personnel Rules and Regulations by deleting the job description for Downtown Police Officer and Property, Evidence, and Training Officer and substituting the following therefore and creating the following job descriptions for Administrative Services Officer and Media Services Officer as follows:

ADMINISTRATIVE SERVICES OFFICER

Nature of Work

The Administrative Services Officer performs several duties, including management of property and evidence, administration of the Sex Offender Registry, and coordination of departmental training programs. This position stores, records, and retrieves found or confiscated property and evidence, as well as coordinates, schedules, and documents annual POST in-service training and specialized training programs. The Officer performs technical operations, clerical duties and law enforcement specialized tasks.

The position requires professionalism, effective communication, teamwork, adaptability, and the ability to interact positively with coworkers and the public.

The Administrative Services Officer may perform other related duties and tasks, as required and shall have the physical, mental, and emotional abilities to perform the illustrative examples of work duties and essential job requirements of the position.

Illustrative Examples of Work

- Implements and conducts an annual POST in-service, and specialized training programs and maintains all associated records of completion, and plans for out-of-town training opportunities.
- Coordinates and oversees the Field Training Officer (FTO) Program.
- Disposes of property and/or evidence, maintains evidence facility, and operates Property/Evidence equipment.
- Logs, prepares and audits evidence as requested, maintaining chain of custody documentation.
- Lists and sells property via an on-line auction.
- Submits evidence to crime labs, processes disposition forms, collects and packages evidence, and coordinates destruction of evidence pursuant to court orders and policy.
- Prepares reports and statistical summaries
- Responds to calls for service and assists with law enforcement operations as assigned.
- Inspects and maintains seized vehicles
- Testifies during trials/hearings/depositions, responds to court-ordered subpoenas, maintains records/files, maintains activity reports, prepares reports, and maintains computer files and copies as requested, as it pertains to property, evidence and training.
- Maintains the Sex Offender Registry in accordance with Tennessee law and conducts required compliance verifications and documentation.
- Provides presentations and informational briefings to civic organizations and community groups as needed.

Knowledge, Abilities, and Skills

- Knowledge of law enforcement operations, policies, and procedures
- Ability to maintain records systems accurately
- Knowledge of evidence handling and court procedures
- Proficiency in basic computer applications
- Strong teamwork, organizational skills, customer service, and communication skills
- Ability to work under pressure, maintain confidentiality, and demonstrate professionalism.

Essential Job Requirements:

General Requirements

- Maintain and oversee the department's property and evidence system.
- Coordinate and maintain all required POST and departmental training records.

- Maintain compliance with all applicable TBI, POST, court, and departmental standards.

Physical Requirements

- Kneeling, Crouching, Reaching, Standing, Walking, Lifting, Grasping, Feeling, Talking, Hearing, and Repetitive Motions.
- Good physical condition and sufficient strength to move, lift, transport, and securely store evidence and property items, including heavy or bulky objects often under adverse weather conditions. Must be able to perform repetitive duties using arms, hands, shoulders, and legs. Must be able to stand and walk on uneven terrain, paved surfaces, and outdoor environments for extended periods.

Acuity

- The employee must possess sufficient visual and hearing acuity to observe surroundings, identify evidence and property items, complete records accurately, safely operate equipment and vehicles, and ensure personal and public safety.
- Must have visual acuity to operate motor vehicles.

Working Conditions

- Work is performed in an office and evidence-storage environment, with periodic outdoor work involving evidence collection, vehicle inspections, training activities, and property disposition. Position is subject to being called out as needed.
- Work is exposed to adverse environmental conditions while working outdoors in rain, heat, and/or cold for long periods of time.

Training and Experience

High school diploma or GED. Course work related to inventory control. Comparable work experience may be substituted for course work. Candidate must possess a valid Tennessee driver's license. Five years' experience as a certified law enforcement officer. (Res. #1745, 10/8/2026)

MEDIA SERVICES OFFICER

Nature of Work

The Media Services Officer performs several duties, including management of departmental camera systems (i.e., Body-Worn Cameras and Vehicle Dash Cameras), serving as the Public Information Officer for the Police Department, assisting with grant management, and fulfilling the role of Downtown Police Officer. This is a uniformed Patrol Officer position and, as such, is expected to respond to calls for service, prioritizing the Downtown Paris area, and serve as a liaison to the Downtown Paris Association.

The position requires professionalism, effective communication, teamwork, adaptability, the ability to function under pressure, and the ability to interact positively with coworkers and the public.

The Media Services Officer may perform other related duties and tasks, as required, and shall have the physical, mental, and emotional abilities to perform the illustrative examples of work duties and essential job requirements of the position.

Illustrative Examples of Work

- The Media Services Officer will work with the Community Engagement Coordinator for the City of Paris in preparing media releases related to Police Department activities.
- May be called upon to act as a representative for the department at press Conferences and responsible for organizing press events.
- May be called upon to make presentations to community groups.
- Responsible for managing the Tennessee Highway Safety Office Grant each year and attending required events and training courses.
- Schedules for overtime opportunities related to THSO grant.
- May be called upon to apply for and manage other grant opportunities as designated by Chief of Police.
- Maintains departmental Body-Worn Camera (BWC) video evidence and prepares video files for court proceedings and fulfills public records requests as requested.

- Works with Patrol Officers to include video evidence from Vehicle Dash Cameras for court proceedings and public records requests.
- Responds to calls for service as necessary with focus of patrol responsibilities in the Downtown Paris Area, but available to assist patrol operations as needed or directed.
- Assists with the planning and coordination of downtown events.

Knowledge, Abilities, and Skills

- Ability to work under pressure, maintain confidentiality, and demonstrate professionalism
- Strong teamwork, organizational skills, customer service, and communications skills
- Knowledge of law enforcement operations, policies, and procedures
- Ability to maintain records systems accurately
- Proficiency in basic computer applications

Essential Job Requirements

Physical Requirements

- Kneeling, crouching, reaching, standing, walking, lifting, grasping, feeling, talking, hearing, and repetitive motions
- Good physical condition and sufficient strength to do activity often under adverse weather conditions. Must be able to perform repetitive duties using arms, hands, shoulders, and legs. Must be able to stand and walk on uneven terrain, paved surfaces, and outdoor environments for extended periods.

Acuity

- The employee must possess sufficient visual and hearing acuity to observe surroundings, complete records accurately, safely operate equipment and vehicles, and ensure personal and public safety.
- Must have visual acuity to operate motor vehicles.

Working Conditions

- Work is performed in an office environment and outdoors. Position is subject to being called out as needed.
- Work is exposed to adverse environmental conditions while working outdoors in rain, heat, and/or cold for long periods of time.

Training and Experience

High school diploma or GED. Comparable work experience may be substituted for course work. Candidate must possess a valid Tennessee driver's license. Five years' experience as a certified law enforcement officer. (Res. #1745, 10/8/2026)

(Res. #1745, 10/8/2026)

This Resolution shall become a part of and be spread upon the minutes of this meeting of the Board of Commissioners of the City of Paris, Tennessee.

Unanimously adopted, this the 8th day of October, 2026.

Mayor

City Recorder

ATTESTED: _____

**NEW BUSINESS
MONTHLY SERVICE HIGHLIGHTS
“YOUR TAX DOLLARS AT WORK”**

SEPTEMBER 2026

<u>Department</u>	<u>Highlight/Service</u>	<u>Metric</u>	<u>Significance</u>
Communications	Master Public Information Officer Certification Achieved	40 Hours	Strengthens the City’s ability to provide effective public information and communication during both routine operations and emergencies.
Parks & Rec	Glow Over Paris!	24,400 Visitors	Brought a large regional crowd to Eiffel Tower Park and provided a major community event that supported local tourism, recreation, and community engagement.
Police	Traffic Stops	721 Stops	Supports traffic safety and helps address unsafe driving behaviors throughout the community.

**STATUS OF VARIOUS PROJECTS
October 2026**

PROJECT	PRIMARY STAFF	TARGET COMPLETION DATE(S)	DISCUSSION
Back Alley Paris	Foster/Ray	June 2027	The City was awarded \$4,500 in the most recent round of grants. The focus of the project will be the final mural in the Back Alley Paris project which will finish out the grouping on the side of the Hat Law building.
2018 STBG Project for Signalization & Safety Upgrades at 3 Intersections Downtown	Foster/Crouch	Fall 2026	All three intersections are under construction. Part of the signal equipment has been received, but not all of it. There was a damaged drainpipe encountered at the intersection of Wood Street/Poplar Street. City of Paris is expected to be on site to replace the pipe the week of September 28 th . The new sidewalk at Edward Jones corner has been installed. Work is progressing on all other corners while waiting for the signal equipment.
Rison St Bridge Replacement	Foster/Crouch	Winter 2026	Abutments 1 & 2 have been completed, beams are ready to be set. Construction is moving along smoothly.
2020 Multimodal Access Grant for 4 Downtown Intersections	Foster/Crouch	Fall 2027	There is a several month delay in receiving signal equipment. A kickoff meeting will be held in approximately 8 months.
2022 Multimodal Access Grant for Tyson/M.W. Intersection Upgrades & Sidewalk	Foster/Crouch	Fall 2026	Construction is ongoing. The sidewalks are complete and the intersection upgrades are underway.
2022 TA Grant for Sidewalk Project along Fairgrounds & Royal Oak	Foster/Crouch	Winter of 2027	Final ROW plans have been submitted to TDOT for review and approval.
Paris City Wide Drainage Study	Foster	Fall 2026	COMPLETE. The report has been delivered. Chris Smith, Stormwater Coordinator, and Chris Moseley, Public Works Dir, are both reviewing its contents.

2024 CDBG – Boardwalk at Eiffel Tower Park	Foster/Lawrence	Fall 2026	Construction continues with bi-monthly site inspections taking place. The last meeting was held on September 16 th with the next meeting scheduled for October 21 st .
Municipal Facilities Project – Municipal building on N. Caldwell St.	Foster	Fall 2028	The drawings were submitted to Rural Development for agency review on August 21, 2026. While the exact duration of the review is unknown, it is anticipated to take approximately 90 days. In the meantime, the design team continues to compile the Project Manual.
Municipal Facilities Project – Fire Station on Tyson Ave.	Foster	Spring 2027	Construction continues to progress across the project. Structural steel is nearing completion, and stairs are installed in the tower. Waterproofing is completed in Areas B (Bunk Area) and Area C (Apparatus Bay). Metal stud framing in Area B is completed. Plumbing and electrical rough ins in Area B are nearing completion. Trench drains in Area C are in the process of being installed. No weather delays beyond the contract allowed weather days were recorded in August. There was a manufacturer delay for the short joists around the tower, but they have now arrived and are installed. As a result, the revised substantial completion date is March 18, 2027.

Notes from the City Manager:

- None