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
November 5, 2026
5:00 P.M.

PUBLIC HEARING

1.) **Ordinance (No. 1344) to Amend Title 11 Zoning Ordinance for Home Occupations and Permanent Outdoor Storage and Display**

2.) **Ordinance (No. 1345) Rezoning Request for Property located at Irvine and Depot Street (Map: 105D, Group: B, Parcel: 001.00-005.00**

REGULAR MEETING

Call to Order: Kathy Ray, City Mayor

Roll Call: Abby Pierce, Community Engagement Coordinator

Pledge of Allegiance and Prayer

Approval of the Minutes of Previous Meetings: Regular Meeting – October 8, 2026

Board Will Hear Comments from Citizens

Board Will Hear Comments from the Commission

Service Resolutions and Proclamations – None

OLD BUSINESS

1.) **Ordinance (No. 1344) to Amend Title 11 Zoning Ordinance for Home Occupations and Permanent Outdoor Storage and Display (Second Reading):** Kim Foster, City Manager

2.) **Ordinance (No. 1345) Rezoning Request for Property located at Irvine and Depot Street (Map: 105D, Group: B, Parcel: 001.00-005.00 (First Reading):** Kim Foster, City Manager

NEW BUSINESS

1.) **Financial Update:** Kim Foster, City Manager

2.) **Appointments to Boards:** Kathy Ray, City Mayor

3.) **Resolution (No. 1746) to Amend the COP Personnel Rules and Regulations, Job Descriptions by Adding Administrative Assistant for General Administration:** Kim Foster, City Manager

Status of Various Projects

Notes from the City Manager

Adjournment

OLD BUSINESS
AGENDA ITEM NO. 1
Ordinance (No. 1344) to Amend Title 11 Zoning Ordinance for Home Occupations and Permanent Outdoor Storage and Display (Second 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 in October. This ordinance, as presented, was passed on first reading on October 8, 2026.

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	Area (Sq.Ft.)	Width (Sq.Ft.)	Front (Ft.)	Side (Ft.)	Rear (Ft.)	Units	Percent
Dwellings and Acc. Uses	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

11-915 ~~4~~. Temporary Uses

11-916 ~~5~~. Application for a Temporary Use Permit.

11-917 ~~6~~. Carnival or Circus.

11-918 ~~7~~. Christmas Tree Sale.

11-919 ~~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 11-9145, standards for residential occupancy in commercial districts provided for in 11-9245.

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.

b. Permanent outdoor display areas shall not be permitted within downtown Paris, regardless of zoning district, use, or frontage conditions.
    i. For purposes of this Section, downtown Paris shall consist of properties located within the area generally bound by:
        1. Rison Street to the north;
        2. Haynes Street to the east;
        3. East and West Blythe Street to the south; and
        4. North and South Caldwell Street to the west.
    ii. Any parcels completely or partially within the area outlined in Map 11-914. Prohibited Area for Outdoor Display of Goods are not eligible to contain permanent outdoor display areas.

Map 11-914. Prohibited Area for Outdoor Display of Goods.



3. Frontage Limitations.
    a. Placement of permanent outdoor display areas shall be limited to public right of way frontages and shall not include private rights of way or access easements.
    b. A maximum of two (2) public right of way frontages on a single lot may be utilized.

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.

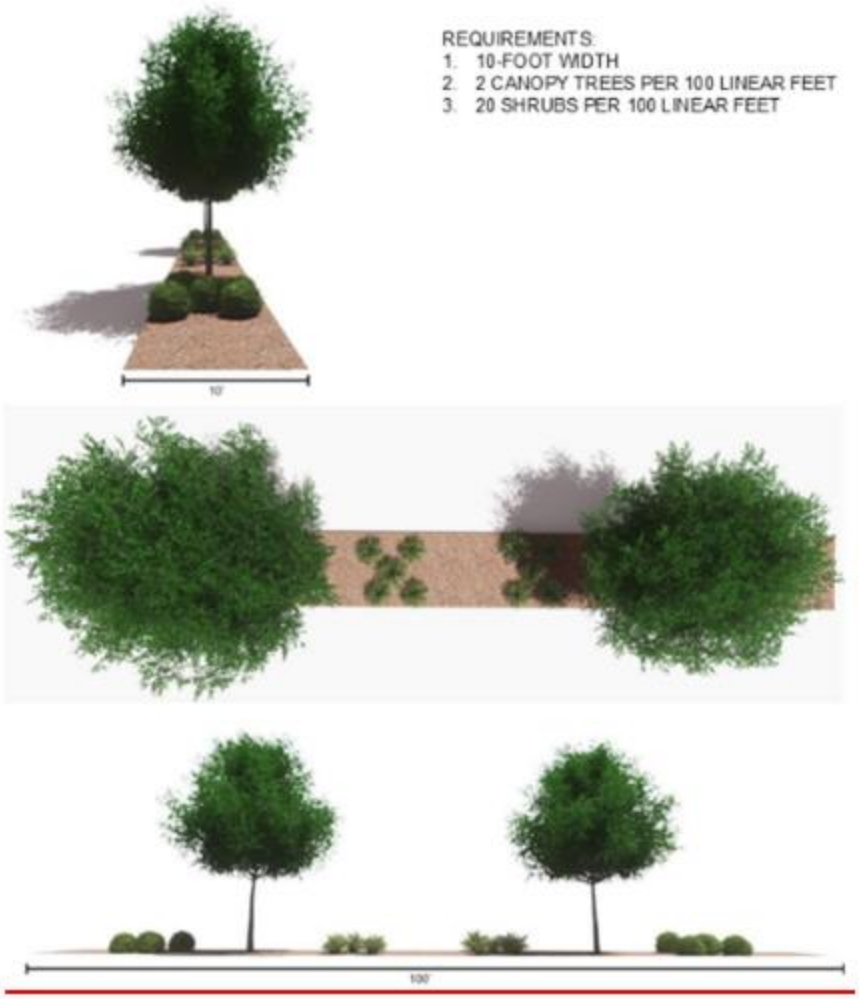
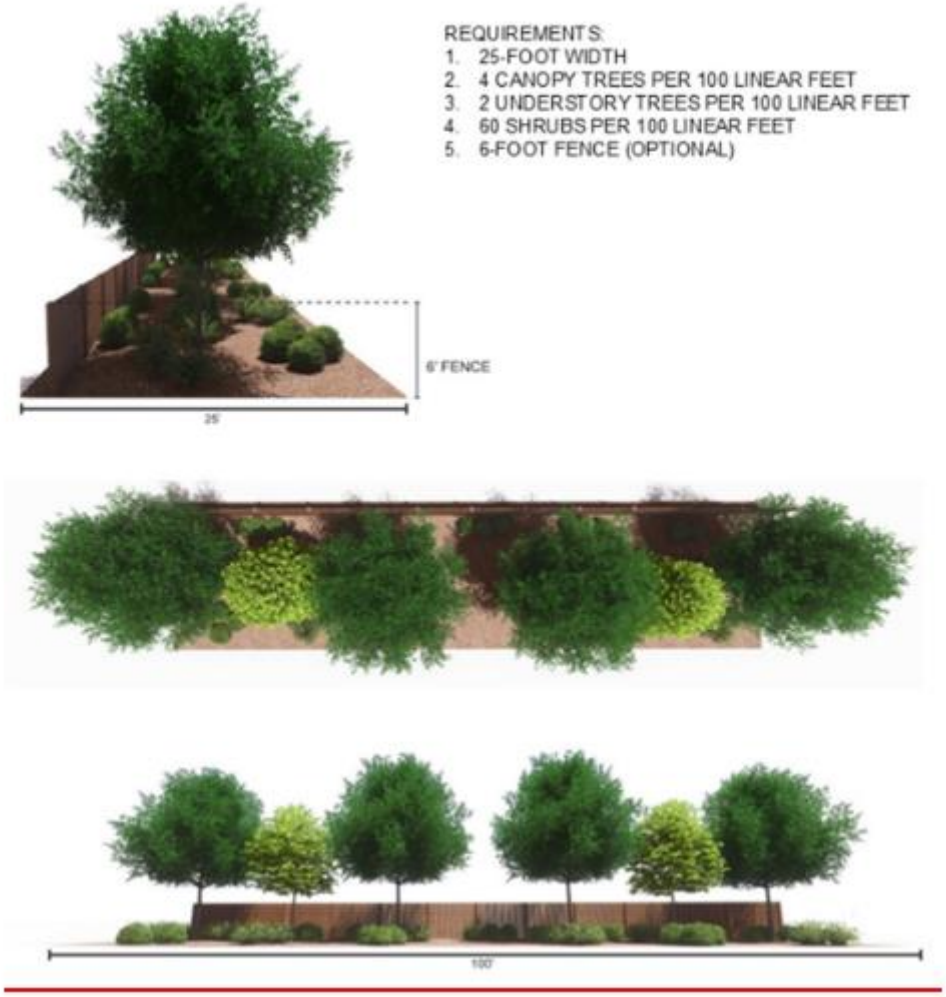
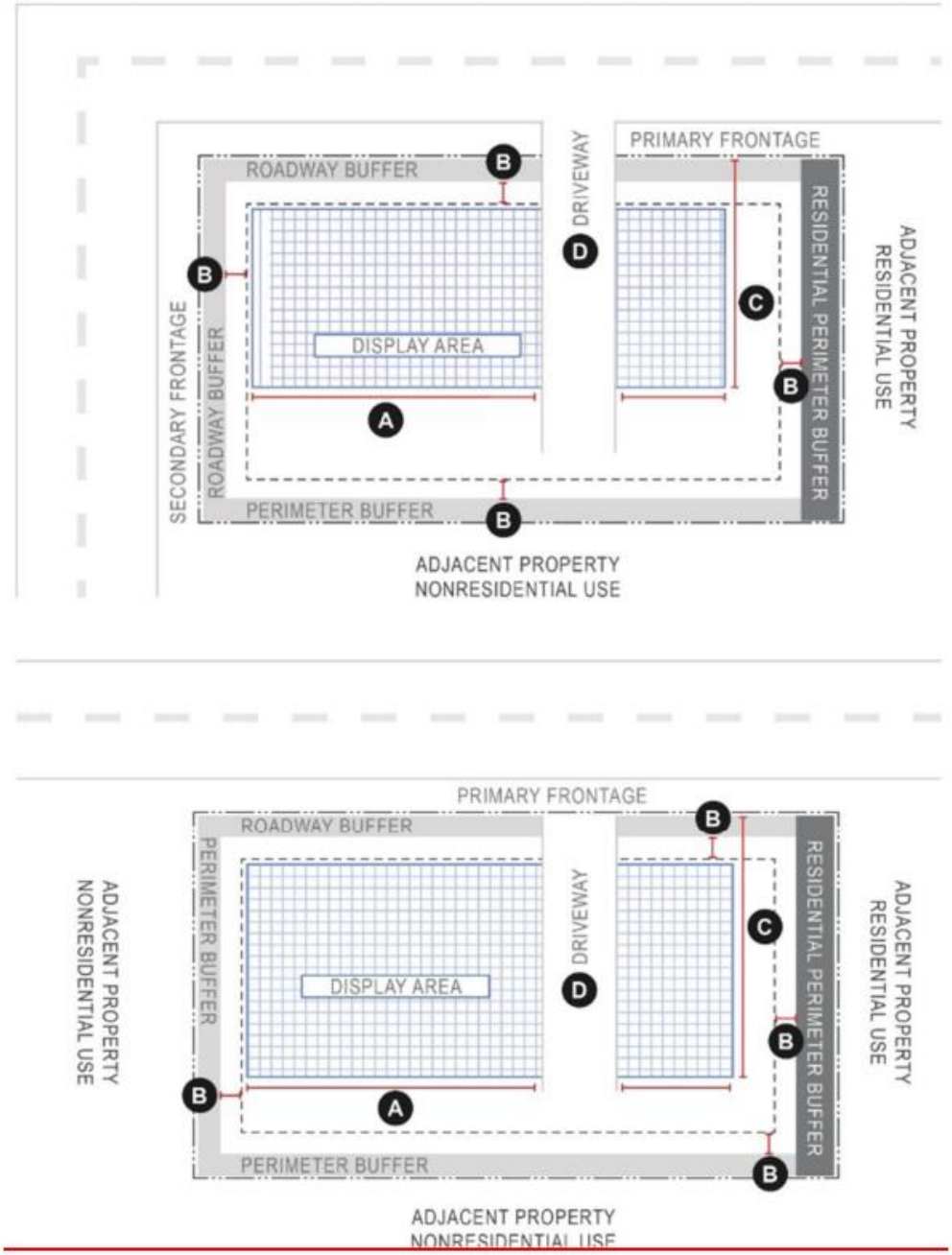


Figure 11-914.2. Residential buffers.



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.

11-9~~19~~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.

11-92~~0~~ 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.

11-92~~1~~ 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.

11-92~~2~~ 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 of 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-1or 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 of 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 or 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 unites 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 October 8, 2026.

Passed and adopted _____.

_____
Mayor

_____
Finance Director

OLD BUSINESS
AGENDA ITEM NO. 2
(Ordinance (No. 1345) Rezoning Request for Property located at Irvine and Depot Street (Map: 105D, Group: B, Parcel: 001.00-005.00 (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 was forwarded to the Planning Commission in October for review and recommendation. The Planning Commission reviewed the request and has recommended approval of the rezoning request.

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 located at Irvine 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
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.1
Financial Update

Narrative to the September 2026 Operating Statement

August retail sales tax revenue increased 8.40% compared to the same month in the prior year, contributing to a year-to-date increase of 8.20%. This strong performance was driven primarily by new business activity, reflecting continued growth in the local economy.

General Fund expenditures exceeded monthly revenues by approximately $300,000 in September. This variance was primarily driven by an additional $450,000 payment to Murray Paving for asphalt-related work. The project is nearing completion, with only one remaining payment anticipated in a future month. YTD we have received $150,000 in ESN 122 fire fees.

Personnel changes during the reporting period included the addition of one new full-time dispatcher and two full-time replacement employees. During the same period, three employees resigned, including two patrol officers and one full-time Public Works employee.

Three new standard business licenses were issued during the reporting period. Additionally, ten new minimal business licenses were issued, and two minimal business license renewals were processed.

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	$1,249,013	8.40%
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	$2,521,513	
Previous YTD % Increase/Decrease Adjusted	5.05%	4.03%	-1.35%	7.88%	8.20%	

Monthly Operating Statement
September 2026

REVENUES		Annual Budget	Current Month	Yr to Date	Percent Realized
Property Taxes		3,085,000	80,625	160,848	5.21%
Local Option Sales Tax		7,540,000	626,979	1,871,766	24.82%
Wholesale Liquor / Beer		800,000	62,845	216,968	27.12%
Business Tax		500,000	12,783	20,461	4.09%
Fees & Licenses		150,250	2,147	27,396	18.23%
In Lieu Payments		185,250	0	0	0.00%
Hotel-Motel Occupancy Tax		225,000	25,339	76,992	34.22%
Grants		5,219,000	323,064	323,064	6.19%
State Shared taxes		2,028,500	132,819	455,754	22.47%
TVA Impact Payment		270,000	0	0	0.00%
All Other		4,569,058	386,832	918,796	20.11%
ARPA/TDEC-WII		1,100,000	0	0	0.00%
Total General Fund Revenue		**25,672,058**	**1,653,431**	**4,072,044**	**15.86%**
Solid Waste Collection - BPU		1,450,000	120,634	361,173	24.91%
Solid Waste Disposal - Transfer		770,000	48,883	197,318	25.63%
Other Revenue		2,100	393	1,199	57.10%
Total Sanitation		**2,222,100**	**169,910**	**559,690**	**25.19%**
Gate Receipts - Brush & Debris		200,000	13,711	49,674	24.84%
County Share Operating Exp		68,000	0	0	0.00%
Gate Receipts - Tires		6,000	642	1,393	23.22%
Other Revenue		62,050	200	537	0.87%
Total Landfill		**336,050**	**14,553**	**51,605**	**15.36%**
Total Drug Fund		**38,040**	**1,215**	**36,038**	**94.74%**
TOTAL REVENUES		**28,268,248**	**1,839,109**	**4,719,376**	**16.69%**

EXPENDITURES		Annual Budget	Current Month	Yr to Date	Percent Realized
Grants & Donations		411,100	6,825	100,650	24.48%
General Administration		845,289	69,923	188,807	22.34%
Economic Development		206,931	15,804	47,799	23.10%
Chamber of Commerce		129,868	10,249	34,950	26.91%
Financial Administration		397,489	43,351	135,740	34.15%
City Hall Building		65,733	16,760	26,844	40.84%
Police Department		3,089,798	222,173	745,091	24.11%
Emergency Communications		1,232,158	91,945	294,476	23.90%
Fire Department		2,451,903	192,500	606,159	24.72%
Building Inspection		314,519	24,530	89,429	28.43%
Street Maintenance		2,028,579	146,943	488,963	24.10%
State Street Aid		1,753,000	451,140	1,360,573	77.61%
Storm Water Management		118,281	10,290	30,268	25.59%
Street Lighting		166,000	11,470	29,225	17.61%
City Garage		325,869	19,036	105,810	32.47%
Cemetery Maintenance		83,448	10,268	30,764	36.87%
Health & Animal Control		325,007	21,134	119,542	36.78%
Civic Center		835,585	63,118	194,629	23.29%
Parks & Recreation		1,348,167	147,858	502,098	37.24%
Library		218,380	36,397	72,793	33.33%
Community Development		15,532,650	367,735	1,869,189	12.03%
Debt Service		672,481	0	109,537	16.29%
General Fund Expenditures		**32,552,235**	**1,979,449**	**7,183,336**	**22.07%**
Sanitation Collection		1,448,117	72,851	261,379	18.05%
Contractual Services		960,000	66,828	231,332	24.10%
Total Sanitation		**2,408,117**	**139,679**	**492,711**	**20.46%**
Total Landfill		**353,164**	**17,918**	**55,303**	**15.66%**
Total Drug Fund		**34,200**	**30,615**	**31,378**	**91.75%**
TOTAL EXPENDITURES		**35,347,716**	**2,167,661**	**7,762,727**	**21.96%**

REVENUES OVER / (UNDER) EXPENDITURES	Current Month	Yr to Date
General Fund	**(326,018)**	**(3,111,292)**
Sanitation	**30,231**	**66,979**
Landfill	**(3,364)**	**(3,698)**
Drug Fund	**(29,400)**	**4,660**

NEW BUSINESS
AGENDA ITEM NO. 2
Appointments to Boards

Downtown Parking Committee				
One Appointment by Chamber of Commerce (1 year term) Two Appointments by Downtown Paris Association (2 year term) Two Appointments by City Manager, Consumer and At-Large (3 year term) Finance Director serves as Chairman				
Appointment And Term	**Current Member**	**Proposed Member**	**Term Expiration**	**New Expiration**
Chamber of Commerce 1 year term	Caleb Grissom	Caleb Grissom	November 7, 2026	November 7, 2027
DPA 2 year term	Vickey Roberts	Vickey Roberts	November 7, 2026	November 7, 2028
DPA 2 year term	Eliza Griffey	Jessica Crouch	November 7, 2026	November 7, 2028
Consumer appointment by City Manager 3 year term	Donna Craig	Donna Craig	November 7, 2026	November 7, 2029
At-Large appointment by City Manager 3 year term	Emily Watkins	Emily Watkins-Smith	November 7, 2026	November 7, 2029

NEW BUSINESS
AGENDA ITEM NO. 3
Resolution (1746) to Amend the COP Personnel Rules and Regulations, Job Descriptions by Adding Administrative Assistant for General Administration

With the departure of Community Development Director Jessica Crouch it has been determined that the best course of action at this point is to redistribute some of the CDD responsibilities and add back an administrative position. The following Resolution, presented for your consideration, is a job description staff wishes to add to the City's Personnel Rules and Regulations, Appendix B – Job Descriptions.

RESOLUTION NO. 1746

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:

A. **By creating the job description of Administrative Coordinator for General Administration as follows:**

ADMINISTRATIVE COORDINATOR FOR GENERAL ADMINISTRATION

Nature of Work

This position performs administrative work in support of the General Administration Department. Work is performed under general guidance, with responsibility for evaluating situations, considering alternative courses of action, and exercising a high degree of independent judgment and problem-solving. Supervision is received from the City Manager.

Illustrative Examples of Work

- Supports the department by providing administrative assistance with internal as well as external communications.
- Prepares Permits, contracts, agreements, reports and spreadsheets for execution and follows them through to completion.
- Enters information into applicable programs.
- Tracks and schedules appointments.
- Receives and answers questions related to the responsibilities that fall within the department. Is the first point of contact with the public.
- Maintains a friendly, tactful, knowledgeable, professional, and efficient persona to both internal and external customers. This can be in person, by phone or via electronic media.
- Makes sure phone calls and messages are answered in an efficient and timely manner, and/or routed properly.
- Conducts research when necessary.
- Maintains files and general records of the department in a proper and orderly manner.
- Uses a computer to input and retrieve information.
- Coordinates between other City departments when necessary.
- Works in a team environment to meet the goals and functions of the department.
- Determines measures necessary to comply with applicable municipal ordinances.
- Tracks and orders supplies when necessary.
- Performs other duties related to the General Administration department as assigned.

Desirable Knowledge, Abilities and Skills

- Ability to work independently, prioritize effectively, and stay organized under changing demands.
- Ability to create and maintain Word, Excel, and PowerPoint documents.
- Ability to ascertain facts by personal contact, observation, and the examination of records.
- Ability to work with the public.
- Ability to keep records and make operational reports.
- Ability to evaluate applicable information and make decisions.

Essential Job Requirements

General Physical Requirements:

This position includes sedentary and non-sedentary functions. Tasks include those associated with the use of office related tools and machinery. Attending functions outside of standard business hours will be occasionally necessary.

Physical Activities:

Reaching, Standing, Walking, Lifting, Grasping, Feeling, Talking, Hearing, and Repetitive Motions. Frequent communication via telephone, email, and other electronic/digital devices and platforms.

Visual Acuity:

Must be able to perform activities such as: preparing and analyzing data and figures; preparing emails and other electronic/digital materials using a computer; determining the accuracy, neatness and thoroughness of work; operating a motor vehicle.

Working Conditions:

The worker is not substantially exposed to adverse environmental conditions.

Desirable Training and Experience

Bachelor's degree preferred or minimum of 2 years post-secondary education or experience in public relations, communications, marketing and/or a business-related field. Any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this job will be considered.

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 adding the following job description for Administrative Coordinator for General Administration as follows:

ADMINISTRATIVE COORDINATOR FOR GENERAL ADMINISTRATION

Nature of Work

This position performs administrative work in support of the General Administration Department. Work is performed under general guidance, with responsibility for evaluating situations, considering alternative courses of action, and exercising a high degree of independent judgment and problem-solving. Supervision is received from the City Manager.

Illustrative Examples of Work

- Supports the department by providing administrative assistance with internal as well as external communications.
- Prepares Permits, contracts, agreements, reports and spreadsheets for execution and follows them through to completion.
- Enters information into applicable programs.
- Tracks and schedules appointments.
- Receives and answers questions related to the responsibilities that fall within the department. Is the first point of contact with the public.
- Maintains a friendly, tactful, knowledgeable, professional, and efficient persona to both internal and external customers. This can be in person, by phone or via electronic media.
- Makes sure phone calls and messages are answered in an efficient and timely manner, and/or routed properly.
- Conducts research when necessary.
- Maintains files and general records of the department in a proper and orderly manner.
- Uses a computer to input and retrieve information.
- Coordinates between other City departments when necessary.
- Works in a team environment to meet the goals and functions of the department.
- Determines measures necessary to comply with applicable municipal ordinances.
- Tracks and orders supplies when necessary.
- Performs other duties related to the General Administration department as assigned.

Desirable Knowledge, Abilities and Skills

- Ability to work independently, prioritize effectively, and stay organized under changing demands.
- Ability to create and maintain Word, Excel, and PowerPoint documents.

- Ability to ascertain facts by personal contact, observation, and the examination of records.
- Ability to work with the public.
- Ability to keep records and make operational reports.
- Ability to evaluate applicable information and make decisions.

Essential Job Requirements

General Physical Requirements:

This position includes sedentary and non-sedentary functions. Tasks include those associated with the use of office related tools and machinery. Attending functions outside of standard business hours will be occasionally necessary.

Physical Activities:

Reaching, Standing, Walking, Lifting, Grasping, Feeling, Talking, Hearing, and Repetitive Motions. Frequent communication via telephone, email, and other electronic/digital devices and platforms.

Visual Acuity:

Must be able to perform activities such as: preparing and analyzing data and figures; preparing emails and other electronic/digital materials using a computer; determining the accuracy, neatness and thoroughness of work; operating a motor vehicle.

Working Conditions:

The worker is not substantially exposed to adverse environmental conditions.

Desirable Training and Experience

Bachelor's degree preferred or minimum of 2 years post-secondary education or experience in public relations, communications, marketing and/or a business-related field. Any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this job will be considered.

(Res. #1746, 11/05/2026)

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 5th day of November, 2026.

_____
Mayor

_____
City Recorder

ATTESTED:

_____

STATUS OF VARIOUS PROJECTS
November 2026

PROJECT	PRIMARY STAFF	TARGET COMPLETION DATE(S)	DISCUSSION
Back Alley Paris	Foster/Ray	June 2027	The focus of this 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	Fall 2026	Signal work is complete at intersections of Wood and Poplar and Washington and Poplar. Signal work at Brewer and Wood started 10/29 and should be completed by 11/3. Island/ramp construction is complete at the intersections of Washington and Poplar and Wood and Brewer.
Rison St Bridge Replacement	Foster	Winter 2026	Four 90 ft steel beams were delivered and placed mid-October. Deck forming commencing and concrete pouring will begin November 6.
2020 Multimodal Access Grant for 4 Downtown Intersections	Foster	Fall 2027	Delay in signal equipment. Will have a kick-off meeting when it's time to begin work in approximately 7 months.
2022 Multimodal Access Grant for Tyson/M.W. Intersection Upgrades & Sidewalk	Foster	Fall 2026	Electrical is the only remaining construction item. All items will be completed in 2-3 weeks and then a punch list inspection will be scheduled.
2022 TA Grant for Sidewalk Project along Fairgrounds & Royal Oak	Foster	Winter of 2027	NTP to ROW was received from TDOT on 10/29. TLM continues work on construction plans.
2024 CDBG – Boardwalk at Eiffel Tower Park	Foster/Lawrence	Winter 2026	Construction is progressing nicely with bi-monthly inspections. If weather cooperates this project should be completed in mid-December.
2026 STBG for Mineral Wells Signal Addition	Foster	Undetermined	TLM has been selected as the design firm. TDOT has requested funding be committed, once done we should receive the NTP to NEPA
Municipal Facilities Project – Municipal building on N. Caldwell St.	Foster	Fall 2028	Still waiting on approval of the drawings from USDA-RD. Work continues by TLM on the Project Manual.
Municipal Facilities Project – Fire Station on Tyson Ave.	Foster	Spring 2027	Construction continues to progress across the project. Brick veneer installation has started. Continuous insulation is installed at portions of the exterior walls. The TPO roofing is approximately 80 percent complete. In the apparatus bay, trench drains are installed, and gravel base, vapor retarder, and reinforcing are in place at portions of the slab. Metal stud framing is in progress throughout the interior. The tower stairs and the mezzanine guard rails are installed. No weather days beyond the contract allowed weather days were recorded in September. Currently, the Completion Date remains March 18, 2027.

Notes from the City Manager:

- 2022 TA Grant – Ms. Foster would like to revisit this grant and how we proceed.