

CARLTON GERRELL, MAYOR  
KIM FOSTER, CITY MANAGER  
JAMES SMITH, CITY ATTORNEY



JACKIE JONES, VICE-MAYOR  
GAYLE GRIFFITH, COMMISSIONER  
SAM THARPE, COMMISSIONER  
JOHN ETHERIDGE, COMMISSIONER

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

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**CITY HALL COURTROOM  
November 3, 2022  
5:00 P.M.**

**Public Hearing**

**1.) Ordinance to Enact 11-924 C in the Paris Municipal Code Zoning Ordinance  
Standards for Residential Occupancy in Commercial Districts (Second Reading)**

**Call to Order:** Carlton Gerrell, City Mayor

**Roll Call:** Traci Shannon, Finance Director

**Pledge of Allegiance and Prayer**

**Approval of the Minutes of Previous Meetings:** Regular Meeting – October 6, 2022

**Board Will Hear Comments from Citizens**

**Board Will Hear Comments from the Commission**

**Service Resolutions and Proclamations:**

Resolution to increase awareness of Family Court Awareness Month – Mayor Gerrell

Proclamations recognizing Mayor Carlton Gerrell and Commissioner Gayle Griffith for their years of service and dedication to the citizens of the City of Paris – Vice Mayor Jones

## **OLD BUSINESS**

### **1.) Ordinance to Enact 11-924 C in the Paris Municipal Code Zoning Ordinance Standards for Residential Occupancy in Commercial Districts (Second Reading):**

Jennifer Morris, Community Development Director

## **NEW BUSINESS**

**1.) Financial Update:** Traci Shannon, Finance Director

**2.) Appointments to Boards:** Carlton Gerrell, City Mayor - NONE

**Status of Various Projects**

**Notes from the City Manager**

**Adjournment**

## **OLD BUSINESS AGENDA ITEM NO. 1**

### **Ordinance to Enact 11-924 C in the Paris Municipal Code Zoning Ordinance Standards for Residential Occupancy in Commercial Districts (Second Reading)**

Currently the Zoning Ordinance includes a section dealing with residential use and occupancy in a commercial district. It addresses residential use in B-1, B-3, H-1, and P-B districts. At the previous Planning Commission meeting, the board approved the recommendation of allowing residential uses in industrial districts. Before you is an ordinance to allow residential occupancy in commercial districts with a Special Permit Use.

#### **ORDINANCE NO. 1287**

AN ORDINANCE to Enact 11-924 C. of the Paris Municipal Code.

SECTION 1. BE IT ORDAINED by the Board of Commissioners of the City of Paris, Tennessee, Title 11, Chapter 924 C be enacted as follows:

A. That 11-924. of the Paris Municipal Code be enacted by adding “Standards for Residential Occupancy in Commercial Districts” as a Special Permit Use in M-1, M-2, or P-M Districts:

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, \_\_\_/\_\_\_/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, \_\_\_ / \_\_\_ / 2022).

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 final passage and adoption.

Passed and adopted October 6, 2022.

Passed and adopted \_\_\_\_\_.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Finance Director

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

**Narrative to September 2022 Operating Statement**

Our retail sales tax revenue continues to be strong. It was ahead 4.01% for the month of August compared to last August and is also up 7.07% fiscal year-to-date.

The first quarter of FY23 reflected a deficit in our General Fund. We had several large expenses during the month of September. Those expenses included \$86K for vehicles for our building inspector and parks department. Also, \$62K for a truck for the garage and \$65K for a tractor for public works, \$185K for the Wilson St. project, \$31K for building/property insurance, \$35K for air pack bottles for the fire department, and \$24K for the sliding gate systems for public works and the animal shelter.

A total of 3,647 ESN122 Fire Fee notices were mailed and due payable by September 30<sup>th</sup>. We collected about 50% of the amount billed which is the average we typically receive each September. We usually collect an additional 10-15% by the end of the fiscal year.

**Other Business:**

**Personnel changes in August:**

**New Employees (1):** Full-Time Police Officer

**Terminations (1):** Full-time: Public Works

**We issued seven business licenses in September:**

**New Business (6):** Affordable Comfort Htg & Clg, Joelle Lynn Boutique, Gary's Wholesale, Crims Home Repair, St John Soft Wash, The Studio

**New Owner (1):** Sunrise Inn

CITY OF PARIS, TENNESSEE  
RETAIL SALES TAX REVENUE

	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	% Incr(Decr)
JULY	\$791,918	\$787,901	\$802,267	\$898,979	\$951,793	\$1,046,570	9.96%
AUGUST	\$775,581	\$790,533	\$799,378	\$843,541	\$895,516	\$931,433	4.01%
SEPTEMBER	\$812,873	\$774,425	\$797,992	\$888,921	\$965,256		
OCTOBER	\$777,777	\$761,812	\$761,453	\$873,733	\$974,047		
NOVEMBER	\$821,637	\$809,116	\$807,105	\$874,641	\$988,199		
DECEMBER	\$927,868	\$960,027	\$957,286	\$1,097,412	\$1,210,615		
JANUARY	\$689,391	\$665,013	\$713,906	\$844,826	\$839,389		
FEBRUARY	\$697,202	\$704,313	\$727,380	\$719,938	\$859,647		
MARCH	\$840,412	\$877,659	\$840,175	\$1,101,592	\$1,102,651		
APRIL	\$774,320	\$849,875	\$865,360	\$1,040,359	\$1,060,677		
MAY	\$840,600	\$863,697	\$949,140	\$1,005,346	\$1,105,515		
JUNE	\$849,365	\$873,145	\$966,861	\$1,013,926	\$1,125,455		
<b>TOTAL</b>	<b>\$9,598,946</b>	<b>\$9,717,515</b>	<b>\$9,988,303</b>	<b>\$11,203,215</b>	<b>\$12,078,759</b>	<b>\$1,978,003</b>	
Previous YTD % Increase/Decrease	1.66%	1.24%	2.79%	12.16%	7.82%	7.07%	

**MONTHLY OPERATING STATEMENT**  
**September 2022**

<b>REVENUES</b>	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Property Taxes	1,727,000	2,591	6,631	0.38%
Local Option Sales Tax	6,086,700	514,379	1,615,166	26.54%
Wholesale Liquor / Beer	875,000	79,308	258,325	29.52%
Business Tax	400,000	6,708	15,869	3.97%
Fees & Licenses	168,500	1,940	38,543	22.87%
In Lieu Payments	904,250	63,184	217,921	24.10%
Grants	1,036,430	46,020	127,445	12.30%
State Shared taxes	1,791,800	126,089	419,612	23.42%
All Other	1,615,948	212,446	1,065,816	65.96%
Federal ARPA Grant	1,491,875	0	0	0.00%
ARPA/TDEC-WII	500,000	0	0	0.00%
<b>Total General Fund Revenue</b>	<b>16,597,503</b>	<b>1,052,664</b>	<b>3,765,329</b>	<b>22.69%</b>
Solid Waste Collection - BPU	1,250,000	107,227	326,035	26.08%
Solid Waste Disposal - Transfer	400,000	33,785	116,178	29.04%
Other Revenue	25,400	5	25,281	99.53%
<b>Total Sanitation</b>	<b>1,675,400</b>	<b>141,017</b>	<b>467,494</b>	<b>27.90%</b>
Gate Receipts - Brush & Debris	140,000	9,956	35,503	25.36%
County Share Operating Exp	30,000	0	0	0.00%
Gate Receipts - Tires	10,000	2,613	8,203	82.03%
Other Revenue	91,450	85	35,696	39.03%
<b>Total Landfill</b>	<b>271,450</b>	<b>12,654</b>	<b>79,402</b>	<b>29.25%</b>
<b>Total Drug Fund</b>	<b>42,050</b>	<b>3,730</b>	<b>17,800</b>	<b>42.33%</b>
<b>TOTAL REVENUES</b>	<b>18,586,403</b>	<b>1,210,065</b>	<b>4,330,025</b>	<b>23.30%</b>

<b>EXPENDITURES</b>	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Grants & Donations	229,961	37,892	72,500	31.53%
General Administration	423,856	33,865	100,489	23.71%
Economic Development	178,474	13,618	41,298	23.14%
Elections	4,500	0	0	0.00%
Financial Administration	331,384	43,580	106,900	32.26%
City Hall Building	104,397	13,127	31,964	30.62%
Police Department	2,369,010	173,723	622,938	26.30%
Emergency Communications	748,932	56,688	169,599	22.65%
Fire Department	1,923,446	174,293	493,195	25.64%
Building Inspection	178,037	13,245	43,983	24.70%
Street Maintenance	1,772,747	201,609	675,136	38.08%
State Street Aid	1,683,000	74,789	78,517	4.67%
Storm Water Management	72,140	4,654	13,634	18.90%
Street Lighting	116,000	11,760	28,380	24.47%
City Garage	310,298	20,993	82,055	26.44%
Cemetery Maintenance	73,324	9,248	27,744	37.84%
Health & Animal Control	199,228	13,587	47,129	23.66%
Civic Center	692,100	44,377	170,648	24.66%
Parks & Recreation	1,111,601	90,955	405,857	36.51%
Library	183,430	30,572	61,143	33.33%
Community Development	1,376,700	191,473	475,096	34.51%
ARPA-SLFRF	1,000,000	110,722	246,884	24.69%
ARPA/TDEC-WII	500,000	7,107	15,057	3.01%
Debt Service	683,917	2,200	129,521	18.94%
<b>General Fund Expenditures</b>	<b>16,266,482</b>	<b>1,374,077</b>	<b>4,139,666</b>	<b>25.45%</b>
Sanitation Collection	1,566,797	64,379	447,436	28.56%
Contractual Services	661,500	59,212	197,424	29.84%
<b>Total Sanitation</b>	<b>2,228,297</b>	<b>123,590</b>	<b>644,860</b>	<b>28.94%</b>
<b>Total Landfill</b>	<b>215,404</b>	<b>19,364</b>	<b>86,199</b>	<b>40.02%</b>
<b>Total Drug Fund</b>	<b>75,300</b>	<b>359</b>	<b>1,193</b>	<b>1.58%</b>
<b>TOTAL EXPENDITURES</b>	<b>18,785,483</b>	<b>1,517,391</b>	<b>4,871,919</b>	<b>25.93%</b>

<b>REVENUES OVER / (UNDER) EXPENDITURES</b>	<u>Current Month</u>	<u>Yr to Date</u>
General Fund	(321,413)	(374,337)
Sanitation	17,427	(177,366)
Landfill	(6,710)	(6,797)
Drug Fund	3,371	16,607

**NEW BUSINESS**  
**AGENDA ITEM NO. 2**  
**Appointments of Boards**

**NONE**



**STATUS OF VARIOUS PROJECTS  
November 2022**

	<b>PRIMARY STAFF</b>	<b>TARGET COMPLETION DATE(S)</b>	
HOME Grant	Morris/Foster	2024	The first two projects have been approved by THDA & the grant admin. has the contracts ready to sign as soon as the City can get the demolition paperwork executed.
Back Alley Paris	Foster/Morris/ Ray (DA)	June 2023	A ribbon cutting for the last mural is planned for Nov. 1 at 9:00 a.m. Dan Knowles is currently doing research on the 2 <sup>nd</sup> 100 yrs of Pairs/HC history which will be the subject of the newest project.
TA Grant for Sidewalks along Wilson & Patriot	Foster/Morris	Fall 2022	Construction is complete. TLM is working on closeout documents.
2018 STBG Project for Signalization & Safety Upgrades at 3 Intersections Downtown	Foster/Morris	Fall 2024	Preliminary plans are still under review at TDOT. Work continues on preliminary ROW plans.
Rison St Bridge Replacement	Foster/Morris	Summer 2024	We are still awaiting a couple of agency responses before being able to submit the NEPA documentation.
2020 Multimodal Access Grant for 4 Downtown Intersections	Foster/ Morris	Fall 2024	Preliminary budget to be completed in November. Preliminary Plans submitted to TDOT. Early utility coordination continues.
2021 Multimodal Access Grant for Tyson/M.W. Intersection Upgrades & Sidewalk	Foster/Morris	Fall 2025	Work on NEPA phase documentation continues. Anticipate submittal of LP Agency Coordination and Section 106 Assessment documents to TDOT October 31st. Work continues on preliminary layout. Limits of necessary easements has been determined. Site visit held to look at signal controller, signal loops and effects of addition of pedestrian signals and crossings.
2021 TA Grant for Sidewalk Project along Fairgrounds & Royal Oak	Foster	Winter of 2025 (if awarded)	We were notified Oct. 7 that we were awarded \$1.164M for this project! We have begun the initiation packet with TDOT to get the contract issued.
TDEC Water Infrastructure Improvement (WII) Grant	Foster	Spring 2026	Mapping is 95% complete. Work on hydraulic analysis has begun with development of individual drainage basins. Preliminary analysis of Brooks Street area for ARPA submittal completed.
Downtown Improvement Grant	Morris/Crouch/Foster	Fall 2024	Eight projects have been completed with two more underway. We have two projects that are waiting on the contractor to begin.
Municipal Facilities Study	Foster	Spring 2023	Facility evaluations are ongoing.

### **Notes from the City Manager:**

- We received the second half of our ARPA / SLFRF (State & Local Fiscal Recovery Funds) allotment in the amount of \$1,491,875 this week. I would like for you to think about how we handle budgeting the balance of these funds that we have not already committed.
- Building Inspector Jesse Skidmore has now passed 4 of the 6 tests required to be fully certified!