

CARLTON GERRELL, MAYOR  
KIM FOSTER, CITY MANAGER  
FRED MCLEAN, 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  
March 4, 2021  
5:00 P.M.**

**PUBLIC HEARING**

- 1.) Ordinance to Amend 11-924 A.1. Regarding Residential Occupancy of a Non-residential Building in the B-2 District**
- 2.) Ordinance to Amend 11-1306.2. Regarding Freestanding Signs in the B-2 District**

**REGULAR MEETING**

**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 – February 4, 2021

**Board Will Hear Comments from Citizens**

**Board Will Hear Comments from the Commission**

**Service Resolutions and Proclamations:** None

## **OLD BUSINESS**

- 1.) **Ordinance to Amend 11-924 A.1. Regarding Residential Occupancy of a Non-residential Building in the B-2 District (Second Reading):** Jennifer Morris, Community Development Director
- 2.) **Ordinance to Amend 11-1306.2. Regarding Freestanding Signs in the B-2 District (Second Reading):** Jennifer Morris, Community Development Director

## **NEW BUSINESS**

- 1.) **Financial Update:** Traci Shannon, Finance Director
  - 2.) **Appointments to Boards:** Carlton Gerrell, City Mayor
  - 3.) **Ordinance 11-808. Standards for School:** Jennifer Morris, Community Development Director
- Various Projects Updates:** Kim Foster, City Manager

## **Adjournment**

**OLD BUSINESS**  
**AGENDA ITEM NO. 1**  
**Ordinance to Amend 11-924 A.1. Regarding Residential Occupancy of a Non-residential Building in the B2 District (Second Reading)**

Over a period of time the City has had inquiries regarding residential uses on the ground floor in the downtown footprint, specifically around the court square. The concern with allowing residences on the ground floor is that it could ultimately compromise the retail shopping and service mix that we currently enjoy. After staff researched this request and advised the Planning Commission of their findings, the Planning Commission discussed and recommended prohibition of residences on ground level or basements in the B-2 District (Downtown Business District). The following ordinance reflects the recommendation of the Planning Commission and was passed on first reading at the February Board of Commissioners regular meeting.

Ordinance No. 1264

AN ORDINANCE  
To Amend 11-924 A.1. Of the Paris Municipal Code

SECTION 1. Be it ordained by the Board of Commissioners of the City of Paris, Tennessee that 11-924 A.1 be deleted in its entirety and the following substituted therefore:

1. Residential occupancy of a non-residential building shall not be permitted in the basement or ground floor of the building. Residential occupancy on the floor(s) above the ground floor of the building shall be allowed subject to compliance with all applicable building codes.  
(Ord. # 1264 , 03/ 04 / 2021.)

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 February 4, 2021.

Passed and adopted March 4, 2021.

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Mayor

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Finance Director

**OLD BUSINESS**  
**AGENDA ITEM NO. 2**  
**Ordinance to Amend 11-1306.2. Regarding Freestanding Signs in the B-2 District**  
**(Second Reading):**

Currently freestanding signs in the B-2 (Downtown Business) District are prohibited. This is due to the nature of the B-2 District in that in the core of the district, directly around the court square, all buildings are zero lot line and do not provide a space for a pole or freestanding sign. As with many situations, in the B-2 District some of the outlying properties that do have yard or setback space are treated the same though they have different circumstances. This issue was presented to the Planning Commission for review and recommendation. After review, the Planning Commission's recommendation to allow free standing signs on properties in the B-2 District that are not considered "zero lot line" is reflected in the following ordinance and was passed on first reading at the February Board of Commissioners regular meeting.

Ordinance No. 1265

AN ORDINANCE  
To Amend 11-1306.2 § 2 of the Paris Municipal Code

SECTION 1. Be it ordained by the Board of Commissioners of the City of Paris, Tennessee that 11-1306.2 § 2 be amended by inserting the phrase "except on lots without a zero lot line" after the word "prohibited".  
(Ord. # 1265 , 03 / 04 / 2021.)

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 February 4, 2021.

Passed and adopted March 4, 2021.

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Mayor

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Finance Director

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

**Narrative to January 2021 Operating Statement**

Retail sales tax revenue for December was up 14.6% compare to last December. This is our ninth month in a row to reflect an increase. We are ahead fiscal year-to-date by 11.2%. At this time, local consumer spending is remaining strong to previous years.

General Fund revenues are ahead of expenditures for the month of January and also ahead fiscal year-to-date. A few of our larger expenses in January included \$133K for four new patrol vehicles, \$20K for a tractor for Parks, and \$36K for Splash Pad expenses.

Property Tax revenue has been rolling in as expected. February is the last month to collect current 2020 property taxes. The 2019 unpaid taxes will be turned over to the Chancery Court for collection around the middle of March.

Other Business:

**New Employees (3):** Firefighter, Mechanic, Administrative Asst.

We issued six business licenses in January:

**New Businesses (6):** TakeMeBackHome, Millraney & Hart Construction, Cannon Realty Group, Green E & P Solutions, Eye Deal Optical, Yummy

**CITY OF PARIS, TENNESSEE  
RETAIL SALES TAX REVENUE**

	FY2017	FY2018	FY2019	FY2020	FY2021	% Incr(Decr)
JULY	\$748,999	\$791,918	\$787,901	\$802,267	\$898,979	12.05%
AUGUST	\$738,171	\$775,581	\$790,533	\$799,378	\$843,541	5.52%
SEPTEMBER	\$791,866	\$812,873	\$774,425	\$797,992	\$888,921	11.39%
OCTOBER	\$732,345	\$777,777	\$761,812	\$761,453	\$873,733	14.75%
NOVEMBER	\$770,351	\$821,637	\$809,116	\$807,105	\$874,641	8.37%
DECEMBER	\$999,663	\$927,868	\$960,027	\$957,286	\$1,097,412	14.64%
JANUARY	\$674,764	\$689,391	\$665,013	\$713,906		
FEBRUARY	\$684,426	\$697,202	\$704,313	\$727,380		
MARCH	\$840,859	\$840,412	\$877,659	\$840,175		
APRIL	\$792,642	\$774,320	\$849,875	\$865,360		
MAY	\$796,500	\$840,600	\$863,697	\$949,140		
JUNE	\$871,656	\$849,365	\$873,145	\$966,861		
<b>TOTAL</b>	<b>\$9,442,243</b>	<b>\$9,598,946</b>	<b>\$9,717,515</b>	<b>\$9,988,303</b>	<b>\$5,477,227</b>	
<b>Previous YTD % Increase/Decrease</b>	<b>2.52%</b>	<b>1.66%</b>	<b>1.24%</b>	<b>2.79%</b>	<b>11.20%</b>	
	<b>\$9,442,243</b>	<b>\$9,598,946</b>	<b>\$9,717,515</b>	<b>\$4,925,480</b>		

**MONTHLY OPERATING STATEMENT**  
**January 2021**

<b>REVENUES</b>	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Property Taxes	1,469,000	299,057	838,860	57.10%
Local Option Sales Tax	4,550,000	428,077	3,081,370	67.72%
Wholesale Liquor / Beer	790,000	102,594	563,059	71.27%
Business Tax	360,000	18,731	106,856	29.68%
Fees & Licenses	162,500	3,582	92,569	56.97%
In Lieu Payments	876,250	89,817	449,071	51.25%
Grants	1,779,475	97,083	654,460	36.78%
State Shared taxes	1,366,000	119,738	902,431	66.06%
All Other	4,898,664	173,566	1,051,086	21.46%
<b>Total General Fund Revenue</b>	<b>16,251,889</b>	<b>1,332,245</b>	<b>7,739,761</b>	<b>47.62%</b>
Solid Waste Collection - BPU	1,225,000	102,483	728,929	59.50%
Solid Waste Disposal - Transfer	350,000	21,480	233,833	66.81%
Other Revenue	400	10	400	100.04%
<b>Total Sanitation</b>	<b>1,575,400</b>	<b>123,973</b>	<b>963,162</b>	<b>61.14%</b>
Gate Receipts - Brush & Debris	120,000	9,198	93,832	78.19%
County Share Operating Exp	35,000	0	6,198	17.71%
Gate Receipts - Tires	12,000	1,129	2,314	19.28%
Other Revenue	30,450	195	31,004	101.82%
<b>Total Landfill</b>	<b>197,450</b>	<b>10,522</b>	<b>133,348</b>	<b>67.54%</b>
<b>Total Drug Fund</b>	<b>68,050</b>	<b>2,417</b>	<b>30,293</b>	<b>44.52%</b>
<b>TOTAL REVENUES</b>	<b>18,092,789</b>	<b>1,469,156</b>	<b>8,866,564</b>	<b>49.01%</b>

<b>EXPENDITURES</b>	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Grants & Donations	273,990	69,134	131,084	47.84%
General Administration	371,814	24,457	210,556	56.63%
Economic Development	124,264	9,632	71,960	57.91%
Elections	4,500	0	0	0.00%
Financial Administration	301,825	23,884	194,155	64.33%
City Hall Building	94,689	6,434	53,949	56.98%
Police Department	2,331,078	277,642	1,380,355	59.22%
Emergency Communications	709,474	51,872	385,033	54.27%
Fire Department	1,671,837	129,736	1,296,919	77.57%
Building Inspection	91,502	7,374	51,687	56.49%
Street Maintenance	1,598,399	81,453	789,131	49.37%
State Street Aid	500,000	902	477,848	95.57%
Storm Water Management	71,587	5,639	34,119	47.66%
Street Lighting	102,000	27,220	60,793	59.60%
City Garage	278,963	21,738	160,965	57.70%
Cemetery Maintenance	61,124	548	35,610	58.26%
Health & Animal Control	165,976	11,924	97,101	58.50%
Civic Center	544,297	34,057	259,918	47.75%
Parks & Recreation	997,395	87,735	520,960	52.23%
Library	166,487	27,748	110,991	66.67%
Community Development	5,385,400	133,424	1,156,906	21.48%
Debt Service	823,546	26,402	203,316	24.69%
<b>General Fund Expenditures</b>	<b>16,670,147</b>	<b>1,058,955</b>	<b>7,683,354</b>	<b>46.09%</b>
Sanitation Collection	873,671	55,768	480,057	54.95%
Contractual Services	630,000	47,427	356,041	56.51%
<b>Total Sanitation</b>	<b>1,503,671</b>	<b>103,196</b>	<b>836,098</b>	<b>55.60%</b>
<b>Total Landfill</b>	<b>175,284</b>	<b>8,608</b>	<b>91,058</b>	<b>51.95%</b>
<b>Total Drug Fund</b>	<b>100,900</b>	<b>3,498</b>	<b>22,010</b>	<b>21.81%</b>
<b>TOTAL EXPENDITURES</b>	<b>18,450,002</b>	<b>1,174,257</b>	<b>8,632,521</b>	<b>46.79%</b>

<b><u>REVENUES OVER / (UNDER) EXPENDITURES</u></b>	<b><u>Current Month</u></b>	<b><u>Yr to Date</u></b>
<b>General Fund</b>	<b>273,289</b>	<b>56,406</b>
<b>Sanitation</b>	<b>20,777</b>	<b>127,064</b>
<b>Landfill</b>	<b>1,914</b>	<b>42,290</b>
<b>Drug Fund</b>	<b>(1,081)</b>	<b>8,283</b>



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

<u>BOARD</u>	<u>CURRENT MEMBER</u>	<u>PROPOSED MEMBER</u>	<u>TERM EXPIRATION</u>	<u>NEW EXPIRATION</u>
Paris-Henry County Library Board  3 Year Term (limit of two terms)  (Mayor w/Commission Approval)	Jackie Jones	Carlton Gerrell	March, 2021  (2 <sup>nd</sup> term)	March, 2024

**NEW BUSINESS  
AGENDA ITEM NO. 3  
Ordinance 11-808. Standards for School**

The City has been contacted by a local private school regarding a proposed relocation. Their proposed site consists of an existing building and parking area. Currently the standard requirements for schools (shown below) in our Zoning Ordinance requires a minimum of 5 acres plus one acre for each 100 students.

This school only has an enrollment of less than 25 students. Since our Zoning Ordinance was developed the culture has changed and there are more private and church based schools in existence now than at that time.

Additionally, our ordinance only allows schools in the residential zones. They are not allowed in any of the commercial zones.

**11-808. Standards for Schools. The Board of Zoning Appeals may authorize the issuance of a special use permit for schools, public or private, grades kindergarten through twelve as indicated on Table 1 after first holding a public hearing as provided in this section and subject to the following additional standards:**

- A. The minimum site area shall be five (5) acres plus one 1 acre for each 100 students. Primary and secondary school site plans shall be recommended to the Board of Zoning Appeals by the appropriate school board.**

- B. Front, rear, and side yards shall conform to the district in which located.**
- C. All public utilities and sewage disposal shall be available to the site and shall be subject to approval by the Paris Board of Public Utilities.**
- D. All regulations of the State of Tennessee that pertain to the use shall be met.**
- E. The facilities shall be located as to be compatible with the surrounding area and provide safety to those using said facilities.**
- F. Fencing, screening and landscaping shall be provided as appropriate to protect the surrounding area from such facility in accordance with Section 11-1200.**
- G. The general sign requirement for the district in which the community education activity is requested shall apply.**

It is Staff's recommendation that this request be reviewed for possible amendments to the ordinance that would address this request as well as any future requests of this nature. Specifically the Planning Commission would be asked to review both the Special Permit Uses and the Table of Uses with regard to schools.

The Commission may wish to adopt an ordinance of amendment by caption on first reading and refer to the Planning Commission for review and recommendation. Following a recommendation a public hearing would be scheduled prior to the next City Commission meeting.

**STATUS OF VARIOUS PROJECTS**  
**March 2021**

	<b>PRIMARY STAFF</b>	<b>TARGET COMPLETION DATE(S)</b>	
HOME Grant	Morris/Foster	2022	We have submitted final NEPA documents and are waiting on approval from THDA. We are hoping to be able to schedule an informational meeting for the public by the end of March. We are in the procurement process for a Lead Based Paint Inspector and a Rehab Coordinator. Deadline for interested individuals to submit their qualifications is March 15.
Back Alley Paris	Foster/Morris/ Ray(DPA)	June 2021	Dan Knowles is now working on the full size mural to be placed on the back wall of Commercial Bank. The goal is for it to be complete by June.
TA Grant for Sidewalks along Wilson & Patriot	Foster/Morris	Spring 2022	TDEC has approved Storm Water Pollution Prevention Plan (SWPPP). TLM has begun receiving comments on Construction Plans from TDOT and is addressing them as they are received. TLM has also reworked easements to include areas within current Wilson Street access easement. Easements have been sent to surveyor for plats and descriptions.
2018 STBG Project for Signalization & Safety Upgrades at 3 Intersections Downtown	Foster/Morris	Spring 2022	We are still waiting to receive final approval for the edited NEPA document submitted on 1/26. TLM continues to work on preliminary layout and are still coordinating with TDOT on Wood Street intersections that will be reworked by TDOT as part of a TDOT paving project. TLM to schedule a meeting with the city to review their design mid to late March.
Rison St Bridge Replacement	Foster/Morris	Fall 2021	Additional requested edits to the NEPA document were submitted to TDOT on January 6. We are in their "que" but our understanding is that there is a lot of things in their que. The engineer touches base with TDOT about every two weeks for updates.
2019 Tourism Enhancement Grant for Eiffel Tower Upgrades	Foster/Morris/ Lawrence	Fall 2020	Approval was received from TDTD to purchase a portable PA system as part of this grant. We have purchased and received it. We have submitted the last of our reimbursable expenses. As soon as we receive our final payment this grant will be complete!
2019 Multimodal Access Grant for 4 Downtown Intersections	Foster/ Morris	Spring 2022	TDOT is still considering an abbreviated NEPA document instead of a full review. As of 1/30 TDOT was still working on this. Preliminary design continues on layout and grading. TLM to schedule a meeting with the city to review their design mid to late March.
BCBS Healthy Place Grant	Morris/Lawrence	Summer of 2021	The site is ready. PlayCore personnel should be on site around March 4 to begin layout. Equipment is scheduled to be shipped on March 5.
2020 TA Grant for Sidewalk Project along Fairgrounds & Royal Oak	Foster	Winter of 2023 (if awarded)	Grant application was submitted, award announcements will probably not come until summer of 2021.

Drainage Improvements	Foster/Morris/  Schrader	Ongoing	Patrick Smith, P.E., has submitted recommended changes to our development standards & subdivision regs. Staff has been reviewing and tweaking. We hope to present them to the Planning Commission for their review and recommendation at their next meeting. The meeting with David Blackwood, Director of the W TN River Basin Authority, on Feb. 3 was productive. We have developed a plan to get our storm drainage system GIS mapped and for Jessica to provide administrative assistance to the Building & Codes Department.
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