

Rachel Terrell, Chairman
Richard Edwards, Vice Chairman
Gayle Griffith, Secretary
Carlton Gerrell, Planning Commissioner
Vickey Roberts, Planning Commissioner
Charles West, Planning Commissioner
Lynda Searcy, Planning Commissioner



Kim Foster, City Manager
Fred McLean, City Attorney
Jennifer Morris, Community Development
Lowell Schrader, Building Inspector
M.J. Stancook, Recording Secretary

**CITY OF PARIS, TENNESSEE
PARIS MUNICIPAL REGIONAL PLANNING COMMISSION**

**City Hall Courtroom
November 12, 2020
6:00 p.m.**

REGULAR MEETING

- I. Call to Order:** Rachel Terrell, Chairman
- II. Roll Call:** M.J. Stancook, Recording Secretary
- III. Pledge of Allegiance and Prayer**
- IV. Approval of the Minutes of Previous Meeting:** Regular Meeting: 08-13-20
- IV. OLD BUSINESS**
- V. NEW BUSINESS**
 1. Site Plan: Wirgau Assisted Living Facility at Recycling Drive and Abbott Lane
 2. Site Plan: Servall at 900 Tyson Avenue
 3. Amendments to Zoning Ordinance:
 - a) Parking Requirements
 - b) Uses Allowed in the B-2 District
 - c) Density of Duplexes in an R-2 or R-3 District
 - d) Free standing signs in B-2 District
 4. Amendment to Subdivision Regulations
 5. Any Additional Discussion with Regard to the Development Process, Zoning Ordinance or Subdivision Regulations
- VII. Adjournment**



PARIS MUNICIPAL REGIONAL PLANNING COMMISSION MEETING MINUTES
CITY OF PARIS, TENNESSEE
August 13, 2020
6:00 PM

The Paris Municipal Regional Planning Commission met in regular session at 6:00 p.m. Thursday, August 13, 2020 in the courtroom of City Hall to consider the following business:

Present: Chairman Rachel Terrell
Vice Chairman Richard Edwards
Commissioner Vickey Roberts
Commissioner Gayle Griffith
Commissioner Carlton Gerrell
Commissioner Charlie West
Commissioner Lynda Searcy

Also Present: City Attorney Fred McLean
M.J. Stancook, Administrative Assistant
Jennifer Morris, Community Development Director

Absent: Kim Foster, City Manager

Media: Justin Hodges, Paris Post Intelligencer

Chairman Terrell led the meeting with the Pledge of Allegiance followed by a prayer led by Commissioner Gerrell.

APPROVAL OF MINUTES: Regular Meeting Minutes – July 9, 2020

DISCUSSION: None

ACTION: Motion made by Commissioner West, seconded by Vice Chairman Edwards to approve the minutes as presented.

VOTE: Unanimous

NEW BUSINESS AGENDA ITEM NO. 1: Major Site Plan: Chris Pitts Storage – Hwy 641 South

DISCUSSION: Mr. Chris Pitts submitted a site plan for his mini storage development located on US Hwy 641 South. The site is located in an M-1 Light Industrial zone. Currently, there are three existing buildings in this development. The proposed fourth building will be 5,844 sq. ft.

Community Development Director Jennifer Morris stated the buildings both existing and proposed meet all setbacks, travel lanes, etc. No parking is required since there is not an on-site office.

Staff recommended approval contingent on favorable comments from SSR.

ACTION: Motion made by Mayor Gerrell, seconded by Commissioner Griffith to approve the site plan contingent on favorable comments from SSR.

VOTE: Unanimous

NEW BUSINESS AGENDA ITEM NO. 2: Major Site Plan: Bearing and Supply – 409 East Wood Street

DISCUSSION: Mr. James McCampbell made a request for approval of his site plan for his business, Bearing & Supply, located at 409 E. Wood Street. This is an addition to his existing development/building. The proposed addition would be added to the rear of the building and it would be 2,800 sq. ft. The addition will be used for warehouse/storage.

Community Development Director Jennifer Morris stated the water line will be moved.

Staff recommended approval of the site plan based on favorable comments from SSR and the one change on the rear setback.

ACTION: Motion made by Commissioner West, seconded by Commissioner Gerrell to recommend approval of the site plan contingent on SSR review and to remove the 20 ft. notation from the site plan.

VOTE: Unanimous

NEW BUSINESS AGENDA ITEM NO. 3: Major Site Plan: Ultimate Fitness –Lakeway Circle

DISCUSSION: Ed and Nancy Reagor requested approval of a site plan for their property located at 2323 Lakeway Circle. The business currently located at this property is Ultimate Fitness Gym. Currently there are three existing structures located within this development; a 4,000 sq. ft. building, a 1,800 sq. ft. building and a small storage shed building.

The proposed building would be to the rear of the largest existing building. The proposed building would be 2,000 sq. ft. with a five foot walkway connecting the two buildings.

The proposed building does meet the required setbacks and the number of parking spaces exceed the required number.

Staff recommended approval of the site plan as presented as long as there are no issues with drainage or MS4 which will be determined by the SSR review.

ACTION: Motion made by Commissioner West, seconded by Vice Chairman Edwards to recommend approval of the site plan contingent on favorable review from SSR.

VOTE: Unanimous

NEW BUSINESS AGENDA ITEM NO. 4: Request for City Property: Lone Oak and Volunteer Drive

DISCUSSION: Ms. Jane Overton requested to acquire a section of property at the corner of Lone Oak Road and Volunteer Drive which connects to property that she currently owns. The narrow parcel of property extends from a

point at the south end of Ms. Overton's property and along the property to the rear that is accessed by Valleywood Drive.

This section of property was created when Volunteer was developed. The parcel is not large enough for development and has no value to the City of Paris.

Ms. Overton's main reason for requesting this piece of property is so that she be allowed to construct a driveway to enter her property from Volunteer.

The request went before the City Commission earlier this month and was referred to the Planning Commission for recommendation.

ACTION: Motion made by Commissioner Gerrell, seconded by Commissioner Roberts to make a recommendation to the City Commission to proceed to convey.

VOTE: Unanimous

NEW BUSINESS AGENDA ITEM NO. 5: Request for City Property: Eiffel Tower Park on Jim Adams/Mineral Wells

DISCUSSION: Two property owners have made requests to acquire property that is currently a part of the property owned by the City of Paris and acquired through an LPRF grant provided by the Tennessee Department of Environment and Conservation.

Community Development Director Jennifer Morris stated that one of the stipulations in acquiring property through these grant, it is a requirement to sign a Notice of Limitations of Use that states you are not allowed to sell or use this property for anything other than parks and recreation uses.

Ms. Morris also added that should the City choose to convey the property, the City must request the State of Tennessee amend the NLU to allow for conveyance of the property. If the State were to agree to such a request the usual requirement would be for the City to acquire additional property to be used for parks and recreation to mitigate the transfer of land.

Staff is currently researching the procedures for making this request to the State of Tennessee. In the NLU it states that permission must be received from Tennessee Department of Environment and Conservation, TN Department of Agriculture and TWRA.

ACTION: After a brief discussion, a motion was made by Vice Chairman Edwards, seconded by Commissioner Gerrell to recommend approval of conveyance through appropriate channels and to add the entire strip of property along Jim Adams Drive.

VOTE: Unanimous

NEW BUSINESS AGENDA ITEM NO. 6: Request for City Property – Parcel at 309 N. Porter Street

DISCUSSION: Mr. Mike Dorris requested to acquire City owned property located at 309 N. Porter Street. Mr. Dorris currently owns the property to the North of 309 N. Porter and has been maintaining the property for the last two years.

Mr. Dorris plans to start renovating the house and will need to repair the retaining wall. Mr. Dorris stated in his request that his long term plan if allowed to purchase the property is to build a single family home.

Community Development Director Jennifer Morris stated a public hearing meeting would need to be scheduled and all property owners located within 300 feet of the property would need to be contacted.

ACTION: Motion made by Commissioner West, seconded by Commissioner Griffith to recommend approval to pursue.

VOTE: Unanimous

NEW BUSINESS AGENDA ITEM NO. 7: Skyview Drive and Hwy 641 South

DISCUSSION: The owners of the property located at the corner of Hwy 641 South and Skyview Drive submitted an application for rezoning of this property. The property is currently zoned P-B (Planned Business). The owners are requesting a zoning that would allow them to build multiple duplexes at this location.

There are three existing duplexes on separate parcels immediately behind this property that front on Skyview Drive. Those properties are actually non-conforming at this time.

ACTION: Motion made by Vice Chairman Edwards, seconded by Commissioner West to recommend approval to rezone property from P-B to a R-2 to include the parcels behind the property that front Skyview Drive with existing duplexes.

VOTE: Unanimous

Community Development Director Jennifer Morris presented the minor subdivisions that have been approved in the last month.

1. Crutchfield Lane
2. Corner of Stonegate and Harding
3. Cornerstone (Dr. Chandler)
4. TVCC
5. McFadden Street

Community Development Director Jennifer Morris announced the new Building Inspector, Lowell Schrader has been hired and will begin work on Monday, August 17, 2020

Upon a motion by Vice Chairman Edwards, seconded by Commissioner Roberts, the meeting was duly adjourned at 6:55 p.m.

Secretary

**Paris Municipal Regional Planning Commission
Regular Meeting
November 12, 2020**

New Business Agenda Item No. 1:

Site Plan Review: Wirgau Assisted Living Facility (complete site plan included)

As required by the Zoning Ordinance the Site Plan provides the following:

1. Name of development or address: Corner of Recycling Drive and Abbott Lane
2. Name and address of owner of record and the applicant: Tim Wirgau
3. Present zoning of the site and abutting property: PB Planned Business
4. Date, scale, and north point with reference to source of meridian: Noted
5. Courses and distances of center lines of all streets and all property lines: Noted
6. All building restriction lines, highway setback lines, easements, covenants, reservation and rights-of-way: Noted
7. The total land area: 2.10 acres
8. Topography of existing and proposed ground, and paved areas and elevations of streets, alleys, utilities, sanitary and storm sewers and buildings and structures.: Noted and submitted to SSR and utilities for review.
 - Number of parking spaces: 53 based on one space for every four beds.
 - Number of loading spaces.
 - Square feet of floor space: 35,190 sq. ft.



**Paris Municipal Regional Planning Commission
Regular Meeting
November 12, 2020**

New Business Agenda Item No. 2:

Site Plan Review: Jerry Lewis/Servall at 900 Tyson Avenue Indoor Parking Facility

As required by the Zoning Ordinance the Site Plan provides the following:

1. Name of development or address: 900 Tyson Avenue.
2. Name and address of owner of record and the applicant: Jerry Lewis/Servall
3. Present zoning of the site and abutting property: PB Planned Business
4. Date, scale, and north point with reference to source of meridian: Noted
5. Courses and distances of center lines of all streets and all property lines: Noted
6. All building restriction lines, highway setback lines, easements, covenants, reservation and rights-of-way: Noted
7. The total land area: .36 acre (total area of disturbance)
8. Topography of existing and proposed ground, and paved areas and elevations of streets, alleys, utilities, sanitary and storm sewers and buildings and structures.: Noted and submitted to SSR and utilities for review.

Number of parking spaces: Six noted, this is a building to be used for parking vehicles

Number of loading spaces: N/A

Square feet of floor space: 6,000 sq. ft.



**Paris Municipal Regional Planning Commission
Regular Meeting
November 12, 2020**

New Business Agenda Item No. 3:

Amendments to Zoning Ordinance:

Background and Analysis:

A. Parking Requirements:

Allowing a percentage of spaces to be calculated at a lower square footage to allow for compact vehicles has been briefly discussed in past meetings. It was not a high priority and not something the Planning Commission chose to move forward with to make any amendments to the Zoning Ordinance for this alone. Since we are considering other possible amendments, if the Planning Commission feels that this is something to consider we can offer possible amendments to the ordinance.

B. Uses Allowed in the B-2 District

Some time ago a business located on the court square, their business model at the time was internet sales. They did not plan to be open to the public. At the time the City received numerous inquiries as to how this could occur. The City's response was, the actual business is allowed; however, nothing in the ordinance actually requires a business on the court square be open to the public. First we would request the Planning Commission have some discussion as to whether they would see this as something they would like to address. If so, we will again offer possible amendments to the ordinance.

In the past we had a property owner that had a business, when the business closed their intent was to utilize the entire first and second floor on the court square as a residence. This situation was short lived, however, again we had inquiries as to how they were allowed to do so. Recently we have again had interest in utilizing the first floor spaces in the downtown buildings as residential or short term rentals. With the reaction previously staff felt that this should be brought to the Planning Commission for discussion.

In researching other cities we have found mixed information. For the most part the cities we looked at do not allow residential on the street level in a downtown district, only below grade and second floor. However, in looking at the Collierville regulations they do allow mixed use with no restrictions but they discourage ground floor residential.

Attached you will find a list of uses allowed in the B-2 Downtown District

C. BDensity of Duplexes in an R-2 or R-3 District

Currently the way the ordinance is written, in the R-2 section of the residential regulations, a developer is allowed to build multiple duplexes on a single residential lot. Our ordinance only allows one principal use or structure in a residential district. The way the regulations currently are written you may have more than one duplex on a single parcel. One of the problems that could potentially arise with this scenario would be the re-subdivision of the property should the property owner or any future property owner decide to sell a single duplex. In some of the few instances this has occurred (applying for a permit to construct multiple duplexes on a lot), staff has required the property owner to maintain enough area between the structures to comply with the setback requirements based on a single dwelling. Currently this provision is not included in the ordinance.

We are requesting discussion on this topic asking the following questions:

- Should we continue to allow multiple duplexes on a single parcel in the R-2 and R-3 Districts?
- If allowed, is the density adequate?
- Do we include requirements for minimum distances between structures?
- Should a site plan be required for the development of more than one duplex on a single parcel? Taking into consideration density, curb cuts or driveways, setbacks, parking, drainage, etc.

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.)

<u>R-2 Dwellings and Other Uses</u>	<u>Area (Sq.Ft.)</u>	<u>Width (Sq.Ft.)</u>	<u>Front (Ft.)</u>	<u>Side (Ft.)</u>	<u>Rear (Ft.)</u>	<u>Units</u>	<u>Percent</u>
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	10.0	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 off-street loading and unloading requirements in this district are set forth in Section 11-1000.

B-2 Downtown Central Business District Uses Allowed

Principal Uses and Structures Permitted by Right. The uses permitted by right in this district are indicated in Table 1 and as follows:

Institutional: Day Care Center, Family Day Care Home, Group Day Care Home, Lodge, Club, Country Club, Private or Public Museum, Public Building, Telegraph Message Centers.

Lumber, Hardware & Building Materials: Heating & Plumbing Equipment, Paint, Glass & Wallpaper, Electrical Supplies, Welding Supplies, Hardware, Greenhouse & Nursery Products, Lawmaker Sales & Service.

General Merchandise: Department Store, Variety Stores, Clothing & Dry Goods, General Merchandise, Convenience Stores. (Ord. # 873, 05/18/95).

Food, Drug, Beverages: Bakery, Candy/Confectionery, Delicatessen, Drugs/ Pharmaceuticals, Fruit/Vegetable Stand, Grocery Store, Package Liquor Store, Supermarket, Beverage Store, Used Car Lot, Men's Boy's Clothing, Women's Ready-To-Wear, Millinery/Accessories, Shoe Store, Tailor Shop, Children's Shop Convenience Stores (Ord. # 873, 05/18/95).

Furniture/Home Furnishings/Appliances: Furniture, Appliances, Drapery/ Upholstery, Piano/Musical Instruments, Floor Coverings, Radio/TV Sales/ Phonographs.

Eating/Drinking Places: Restaurants/Cafes, Taverns/Bar, Dairy Bar.

Art/Antique/Jewelry: Antique Store, Art Gallery, Art/Craft Shop, Flower shop/Florist, Gift Shop, Glasses/China, Jewelry/Watches, Optical Goods

Books/Stationery: Books, Greeting Cards, Magazines, Newspapers, Stationery.

Hobby/Toy/Pet: Aquariums/Bird Store/Pet Shop, Camera/Hobby Shop, Sporting Goods/Bicycles, Toys, Taxidermy.

Miscellaneous Retail: Salvage Clothing.

Finance/Insurance/Real Estate: Banks, Savings/Loans, Real Estate Agents, Insurance Carriers, Other Finance/Insurance/Real Estate Services.

Personal Services: Branch Laundry/Dry Cleaning, Laundry Dry-Cleaning Equipment, Self-Service Laundry, Photographic Services, Beauty Shop, Barber Shop, Tailoring/Dressmaking, Apparel Repair/Alterations, Shoe Repair.

Professional Services: Physicians, Dentists, Veterinarians, Attorneys, Accountants, Planning, Optometrist, Hospital Service/Supplies, Medical Clinic/Out-Patient, Engineers.

Recreation/Entertainment: Motion Picture Theater, Electronic Amusement Devices/Arcade, Billiard Parlor, Health Spa.

Business Services: Duplicating, Mailing/Stenographic, Employment, Consulting Services, Detective/Protective, Photo finishing, Trading Stamps, Window Cleaning.

Repair Services: Electrical Repair/Small Appliances, Radio/TV Repair, Watch/ Clock/Jewelry Repair.

Educational Services: Business/Steno Schools, Barber/Beauty Schools, Art/Music Schools, Driving School, Correspondence School, Other Special Training/Schooling, Dance School.

Building Contractor: Building Contractor, Other General Construction, Electrical Contractor, Masonry/Stonework/File Setting/Plastering/Concrete, Carpentering/ Wood Flooring, Roof/Sheet Metal.

- C. Principal Uses and Structures Permitted Subject to Special Conditions: Conditional uses and special permit uses permitted in this district are indicated in table 1 and as follows and are subject to the applicable provisions of Section 11-800 and Section 11-900.

SPECIAL PERMIT USES (Section 11-800):

Other Housing: Boarding/Rooming House, Cemetery/Mausoleum, Church

Public Utilities: Telephone Exchange Stations, Telephone Relay Towers, Water Storage Tanks.

Professional Services: Engineers.

Business Services: Equipment Rental/Leasing.

CONDITIONAL USES (Section 11-900):

Dwellings: Single-Family Detached, Single-Family Attached, Two Family.

Other Housing: Hotel, Hotel/Tourist Court.

Lumber/Hardware/Building Materials: Lumber Yards, Building Materials.

Auto Dealers/Service Stations: Service Stations, Motorcycle Sales.

Business Services: Equipment Rental & Leasing.

Repair Services - Auto Repair Garages, Auto Wash.

Warehousing & Storage: Lumber yard, Building Materials.

Wholesale Trade: Drugs, Chemicals & Allied Products, Groceries/Related Products, Paper/Paper Products.

D. Freestanding signs in B-2 District

Currently freestanding signs in the B-2 District are prohibited. As you could correctly presume this would be 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. However, 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 has recently come to our attention by the First Methodist church who wish to change their existing (non-conforming) free standing sign in their parking lot adjacent to Veterans Drive. This is not the first instance for this exact request.

After discussion if the Planning Commission chooses to make any amendments we would recommend the following additional language highlighted:

B-2 (Central Business) District. On premises signs not attached to the face of the building shall be prohibited in the B-2 (Central Business) District **except on lots without a zero lot line.** (Ord. # 832, 07/07/93).

**Paris Municipal Regional Planning Commission
Regular Meeting
November 12, 2020**

New Business Agenda Item No. 4:

Amendment to Subdivision Regulations: Requirement for As Built Inspections – **SEE BELOW**

Zoning Ordinance Amendments or New Requirements

As a refresher and for our newest members, any amendments to the Zoning Ordinance must be acted upon by the City Commission through an ordinance with two readings and a public hearing. Prior to considering or enacting any amendments to the Zoning Ordinance the City Commission must refer it to the Planning Commission for a recommendation.

Development and/or Amendments to the Subdivision Regulations

Under Tennessee Code Annotated the Planning Commission can establish the regulations or requirements for the development of subdivisions. Therefore, any amendments to the Subdivision Regulations may be made by the Planning Commission with a public hearing and a public notice.

When one plans to develop a subdivision they must follow the requirements found in the Subdivision Regulations. Following is a brief summary of the subdivision process:

- ✓ Developer presents a sketch plan and consults with Staff
- ✓ Prior to making any improvements such as streets, utilities, etc., an engineered Construction Plan is prepared and submitted to the Planning Commission for approval.
- ✓ The developer may submit a final plat for the complete development or only a portion of the subdivision if built in phases. For approval of the Final Plat the improvements must be installed and approved by the appropriate agencies; or, an escrow account or security bond (usually plus 10%) to cover the City in the event the developer does not fulfill the requirements of the plat.
- ✓ Whether before the final plat is presented or at the completion of the construction, inspections must be made and approved on all improvements.
- ✓ After the final plat is approved it is considered a lot of record and the developer may then sell lots.
- ✓ After all improvements are inspected and approved the escrow or bond may be released by the Planning Commission at the recommendation of Staff. At that time the improvements become the property/responsibility of the City or the responsible utility or agency.

Recommended Amendment to Subdivision Regulations: Requirement for As Built Inspections

Background and Analysis:

A subdivision plan is created by a licensed engineer. This would include any improvements such as streets, utilities, drainage and any drainage features. As mentioned before, prior to the city or any other agencies with regard to utilities accepting the improvements as constructed, it must be inspected, approved, disapproved or changes made prior to final acceptance.

In the past this was left to staff from the City or other agencies involved. Particularly with regard to the drainage features such as detention ponds, grades, etc., staff may not have the expertise or equipment to offer good judgement on the final product.

Staff is asking the Planning Commission to consider adding a requirement to the subdivision process to require the developer to provide an as built approval from the designing engineer. Any costs related to this process would be the responsibility of the developer.