

ARTICLE IV. VACANT BUILDING REGULATIONS*



Sec. 7-81. Purpose.

There are hereby adopted rules and regulations regarding **vacant** structures in Downtown Historic Overlay District (otherwise known Historic Overlay District No. 1 or “HD-1”), as that district is defined in the Paris Code of Ordinances and as more particularly described in Ordinance No. 2003-023. This article shall be known and may be cited as the “**vacant** building regulations. (Ordinance 2018-014, sec. 1, adopted 4/23/18)



Sec. 7-82. Definitions.

The following words, terms, and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Downtown Historic Overlay District. Located as adopted and described in the City of Paris [Zoning Ordinance No. 1710](#) [\[Appendix C\]](#) and as amended and as may be hereafter amended, and as more particularly described in Ordinance No. 2003-023.

Historic landmark. An individual structure or property that has been designated as such through approved means by city council, state or federal authority.

Lawful activity. That for which the structure was built or intended to be used. No building shall be used primarily for storage of personal or business items.

Owner. Any person, agent, firm, partnership or corporation having a legal interest in the property.

Secured. All accessible means of ingress and egress to the vacant structure, including but not limited to all exterior doorways and windows being locked so as to prevent unauthorized entry.

Structure. That which is built or constructed.

Temporarily secured. All accessible means of ingress and egress to the vacant structure, including but not limited to all exterior doorways and windows are covered with plywood (or other appropriate material) that has been nailed or bolted in place so as to prevent unauthorized entry.

Vacant structure. All lawful activity has ceased, or reasonably appears to have ceased, for thirty (30) days.

(Ordinance 2018-014, sec. 1, adopted 4/23/18)



Sec. 7-83. Applicability and administration.

(a) This article shall apply to all vacant structures, as defined herein, which are now in existence or which may hereafter be constructed or converted from other uses and which are within the Downtown Historic Overlay District (otherwise known as Historic Overlay District No. 1 or “HD-1”) and all vacant designated historic landmarks.

(b) The city manager or his/her designee is authorized to administer and enforce the provisions of this article.

(c) The city manager or his/her designee shall have the authority to render interpretations of this article and to adopt policies and procedures in order to clarify the application of its provisions. The city manager or his/her designee, at his/her sole discretion, may also enter into an agreement with a registered property owner to obtain compliance with this article by a date certain.

(Ordinance 2018-014, sec. 1, adopted 4/23/18)



Sec. 7-84. Registration required.

(a) The vacant structure property owner shall have ninety (90) days in which to register from the date written notice is issued to the property owner. Written notice shall be issued to the vacant structure property owner by means of personal service, or by first class mail to his/her last known address according to the county appraisal district records, and by posting on the property. Should mailings be returned undeliverable, a notice published once in the local newspaper shall serve as notice to the property owner.

(b) The city manager or his/her designee may consider provided evidence that the property is listed for sale or lease for fair market value and for a reasonable length of time for purposes of extending the length of time before the property must be registered.

(c) Upon the issuance of notice by the city to register a vacant property, and prior to the issuance of a certificate of registration for any vacant building, owner shall register with the city manager or his/her designee and provide the following information:

(1) The address and legal description of the property.

(2) The current name, physical address, mailing address, telephone number and email information for any owner(s) with an ownership interest in the property. Corporations or corporate entities shall submit the same information pertaining to their registered agent.

(3) The contact information for a local manager of the properties and/or improvements located on said property, as applicable.

(4) Proof of insurance of the building, which the owner shall procure and keep in full force and effect at all times during the registration term, for commercial general liability and property insurance coverage, with minimum combined bodily injury (including death) and property damage limits of not less than \$1,000,000 for each occurrence and \$2,000,000 annual aggregate.

(5) A written comprehensive plan of action detailing a timeline for correcting violations, rehabilitation, and maintenance while vacant, and future use(s) of the structure. Said plan of action must be updated every six (6) months.

(6) A complete floor plan of the property for use by first responders in the event of a fire or other catastrophic event.

- (7) Written notice to the city, including a copy of the deed, of a change in:
- a. Ownership of the property;
 - b. Contact information for the owner or the designated manager. Written notice must be provided to the city no later than thirty (30) days after said changes have occurred.
 - c. Continued annual registration of the property by the vacant structure property owner until said structure is deemed occupied and in compliance with all relevant code requirements by the city.

(Ordinance 2018-014, sec. 1, adopted 4/23/18)



Sec. 7-85. Registration fees.

Vacant structure property owners shall tender an annual registration and inspection fee of five hundred dollars (\$500.00) for each vacant property after the initial partial year of registration, for which no fee shall be due. Subsequent annual registration fees shall increase by fifty dollars (\$50.00) per year of registration, and shall be due and postmarked no later than January 31 of each year. (Ordinance 2018-014, sec. 1, adopted 4/23/18)



Sec. 7-86. Property manager or agent.

(a) Vacant structure property owners must designate a local manager for said properties and include the relevant contact information for the designated manager upon registering the property with the city. The property manager shall serve as agent for the property owner for purposes of accepting legal service; however, the vacant property owner remains personally liable in criminal prosecutions for code violations.

(b) The property manager or agent must be available at the number listed at all times in the event of an emergency or catastrophe.

(Ordinance 2018-014, sec. 1, adopted 4/23/18)



Sec. 7-87. Standard of care for vacant property.

The standard of care, subject to approval by the city manager or his designee, shall include, but is not limited to: