

MEMORANDUM

To: Knoxville-Knox County Planning Commission
From: Amy Brooks, AICP, Executive Director
Date: January 4, 2024
Subject: **11-C-23-OB – Agenda Item #49**, Consideration of Amendments to the Administrative Rules and Procedures of the Knoxville-Knox County Planning Commission

On January 9, 2024, the Executive Committee of the Knoxville-Knox County Planning Commission recommended approval of the proposed amendments to the Administrative Rules and Procedures of the Knoxville-Knox County Planning Commission.

STAFF RECOMMENDATION:

Knoxville-Knox County Planning staff recommends approval of the proposed amendments to the Administrative Rules and Procedures of the Knoxville-Knox County Planning Commission.

BACKGROUND

Planning staff reviewed the Administrative Rules and Procedures concurrently with the Bylaws to determine the need for updates and maintain alignment between the two documents and identified sections with outdated information and several opportunities to improve clarity in the language.

PROPOSED AMENDMENTS

The proposed amendments are summarized below.

Entire Document: Made language more concise where appropriate, revised all mentions of “Staff” to “Planning” and consolidated mentions of the “Executive Director and Staff” to “Planning”.

Article I, Notices:

- Section 1, Public Notice, Newspaper Advertisement: Revised to reflect the information provided on public notice signage and added a section on readvertisement of cases.

- Section 2, Public Notice, Signs: Made language more concise, corrected information contained on public notice signage, revised list of signs to be the cases that do require signs (as opposed to listing those that do not) and added information about who is responsible for posting a public notice sign.
- Section 3, Public Notice, Mail: Specified 30- and 60-day postponements are not required to be noticed and this reflects our current practice of notification for 90-day postponements.
- Section 4, Public Notice, Planning Website: New section added to reflect the items posted on the website and the timing of those posts, where applicable.

Article II, Proposals and Applications:

- Section 1, Applications: Updated to include the signature requirement.
- Section 2, Closing Date for Filing Applications: Removed references to extended deadlines and moved references to posting of the agenda list to Article I, Section 4 Public Notice, Planning Website.
- Section 4, Rezoning and Plan Amendments: Added requirements for maps to be provided.
- Section 5, Street or Subdivision Name Change Applications: Deleted redundancy between the applications and this document, clarified the information to be provided, and when a petition or application would not be required.
- Section 6, Subdivisions: Added a section on requests for a variance or to use an alternative design standard. Removed reference to the revisions to subdivision applications to be submitted nine (9) days prior to the Commission meeting.
- Section 7, Sequential Applications: Revised language to improve clarity.
- Section 8, Supplemental Information: Moved the sentence about when these guidelines could be amended to the end of the document as Article VIII (created new Article).

Article III, Land Divisions Excluded from Regulation:

- Section 1, Partition Among Owners: Revised language to refer to state law and removed the certification stamp since these types of subdivision plats are not reviewed by Planning.
- Section 2, Division of Land into Tracts of Five or More Acres which are Not Subdivisions: Revised language to refer to state law and removed the certification stamp since these types of subdivision plats are not reviewed by Planning.

Article IV, Staff Review Guidelines:

- Deleted this section since it describes the information already in this document.



Article V, Staff Recommendation (now Article IV):

- Updated this article to reflect the current practice of sharing information via the website instead of physical copies. Removed reference to the actions contained in staff recommendation comments.

Article VI, Appeals (now Article V):

- Section 3, Public Notice Signs: Revised text to reflect the information provided on public notice signage and revised the list of signs to reflect the types of cases that do require signs as opposed to listing those that do not.

Article VII Schedule of Fees (now Article VI):

- Updated references to “Staff” to say “Planning.”

Article VII: Amendments to the Admin Rules:

- New article with the information from Article II, Section 8 as listed above.

NEXT STEPS

If approved by the Knoxville-Knox County Planning Commission, the Administrative Rules and Procedures will be considered amended and posted on Planning’s website.

