

MEMORANDUM

To: Knoxville-Knox County Planning Commission
From: Amy Brooks, AICP, Executive Director
Date: January 3, 2024
Subject: 12-B-23-OB – Item #50, Consideration of amendments to the Bylaws 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 Bylaws of the Knoxville-Knox County Planning Commission.

STAFF RECOMMENDATION:

Knoxville-Knox County Planning staff recommend approval of the proposed amendments to the Bylaws of the Knoxville-Knox County Planning Commission.

PROPOSED AMENDMENTS

Planning staff reviewed the Bylaws concurrently with the Administrative Rules and Procedures to determine the need for updates and maintain alignment between the two documents. The proposed amendments are summarized below.

Entire Document: Made language more concise where appropriate.

Article III - Meetings:

- **Section 10 Commission Action, Postponement:** Revised the deadline for a postponement request to be considered an automatic postponement to noon the Thursday immediately prior to the Planning Commission date at which the request is scheduled to be heard.
- **Section 10 Commission Action, Denial:** Deleted “One Year” in front of “Plan Amendment” because this section refers to all plan amendments (sector plans and the One Year Plan) and added clarification on what a “same proposal” would be for a Plan Amendment.
- **Section 10 Commission Action, Withdrawals:** Added “Automatic” to clarify this is the type of withdrawal referred to in this section, revised the deadline for a withdrawal request to be

considered an automatic withdrawal to noon the Thursday immediately prior to the Planning Commission date at which the request is scheduled to be heard, and removed signage posting dates as a measure of when a refund could be obtained (retaining the current practice of date of public notice as the deadline).

- Section 10 Commission Action, Applications Requiring Legislative Action: Rearranged information.
- Section 10 Commission Action, Applications Not Requiring Legislative Action: Added development plans and similar use determinations to this section as these types of application do not require a hearing by City Council or County Commission.

Article V – Executive Committee:

- Subsection A: Moved from Article VI.

Article VI – Executive Director:

- The purpose of the Bylaws is to guide the general business of the Planning Commission; therefore, parts of this subsection were either removed or incorporated elsewhere.

NEXT STEPS

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

