



# SPECIAL USE REPORT

▶ **FILE #:** 3-C-24-SU

**AGENDA ITEM #:** 28

**AGENDA DATE:** 3/7/2024

▶ **APPLICANT:** JOHN GILL, CHURCH OF THE SAVIOR UCC

OWNER(S): First Congregational Church of Knoxville

TAX ID NUMBER: 107 P A 003

[View map on KGIS](#)

JURISDICTION: City Council District 2

STREET ADDRESS: 934 N WEISGARBER RD

▶ **LOCATION:** East side of N Weisgarber Rd, south side of Lonas Dr, west side of Redsaile Rd

▶ **APPX. SIZE OF TRACT:** 3.79 acres

SECTOR PLAN: Northwest City

GROWTH POLICY PLAN: N/A (Within City Limits)

ACCESSIBILITY: Access is via Redsaile Road, a local street with a 28-ft pavement width within a 50-ft right-of-way. Access is also via N Weisgarber Road, a minor arterial street with a 60-ft pavement width within a 100 to 200-ft right-of-way. Access is also via Lonas Drive, a major collector street with a 50-ft pavement width within an 80-ft right-of-way.

UTILITIES: Water Source: Knoxville Utilities Board

Sewer Source: Knoxville Utilities Board

WATERSHED: Fourth Creek

▶ **ZONING:** RN-1 (Single-Family Residential Neighborhood)

▶ **EXISTING LAND USE:** Public/Quasi Public Land

▶ **PROPOSED USE:** Expansion of a place of worship

HISTORY OF ZONING: None noted

SURROUNDING LAND USE AND ZONING: North: Office - OP (Office Park), HP (Hillside Protection Overlay)

South: I-40 right-of-way - ROW (Right-of-Way)

East: Single-family residential, office - O (Office), RN-1 (Single-Family Residential Neighborhood), HP (Hillside Protection Overlay)

West: Office - O (Office), F (Floodplain Overlay)

NEIGHBORHOOD CONTEXT: This property is adjacent to the Weisgarber Heights single-family residential neighborhood to the east. Across Weisgarber Road to the west are several office buildings. The Papermill Bluff Greenway Trail commences near the church and runs through the southern border of the church property. I-75/I-40 is nearby to the south.

## STAFF RECOMMENDATION:

▶ Approve the request for an expansion to a place of worship, subject to 3 conditions.

- 1) Meeting all applicable requirements of the City of Knoxville Zoning Ordinance.
- 2) Meeting all applicable requirements of the City of Knoxville Engineering Department.
- 3) Replacing the 6 trees proposed to be removed, including at least 2 canopy trees, elsewhere on the campus. A planting plan shall be provided for review by Planning prior to permitting.

With the conditions noted above, this request meets the criteria for approval of a special use for a place of worship in the RN-1 zoning district.

**COMMENTS:**

This proposal is for a 3,492-sf expansion at the northwest end of an existing place of worship called Church of the Savior. The Sanctuary and Chancel will be reconfigured to accommodate a total of 218 seats. The parking lot will be redeveloped and modestly expanded to provide a total of 62 spaces. A total of 6 trees will be removed to accommodate the church expansion and 2 new ADA parking spaces with a sidewalk extension. The trailhead for the Papermill Bluff Greenway is located near the church's driveway access on N Weisgarber Road. The trail runs along the southeast side and through the southernmost portion of the subject property.

**STANDARDS FOR EVALUATING A SPECIAL USE (ARTICLE 16.2.F.2)**

- 1) THE USE IS CONSISTENT WITH ADOPTED PLANS AND POLICIES, INCLUDING THE GENERAL PLAN AND THE ONE-YEAR PLAN.
  - A. The proposed minor expansion to a place of worship at the edge of the Weisgarber Heights neighborhood is consistent with the General Plan's development policy 4.6 to provide support for the development of neighborhood and community organizations.
  - B. Condition 3 to replace the 6 trees proposed to be removed is consistent with the General Plan's development policy 7.2 to protect water resources by reducing pollution and retaining trees and ground cover on ridges near stream, rivers, lakes and sinkholes. The northern half of the property slopes toward a blue line stream on the lot that feeds into Fourth Creek, located just across N Weisgarber Road to the west. Replanting trees in this location helps meet the protective intent of the development policy.
  - C. The Church of the Savior property is consistent with the One Year Plan's location criteria for churches since it is located in close proximity to major residential areas and affords safe and convenient access to both local and through traffic.
  - D. The land use classification for this property in both the One Year Plan and the Northwest City Sector Plan is CI (Civic Institutional), which is intended for public and quasi-public institutions such as churches.
- 2) THE USE IS IN HARMONY WITH THE GENERAL PURPOSE AND INTENT OF THIS ZONING CODE.
  - A. The subject property's zoning district is RN-1 (Single-Family Residential Neighborhood), which permits places of worship as a special use, including expansions of such uses. A church has existed on this site since at least 1968, according to the property ownership record.
  - B. The church expansion provides a total of 218 seats for members. The off-street parking requirement is a minimum of .25 spaces and a maximum of .5 spaces per seat in the main assembly, permitting between 54 and 109 spaces. The 62 spaces proposed are within those thresholds.
- 3) THE USE IS COMPATIBLE WITH THE CHARACTER OF THE NEIGHBORHOOD WHERE IT IS PROPOSED, AND WITH THE SIZE AND LOCATION OF BUILDINGS IN THE VICINITY.
  - A. The proposed 3,492 sf building addition is consistent in height and aesthetic with the existing main building.
  - B. The property's location between a single-family residential neighborhood and N Weisgarber Road, an arterial street, provides a compatible buffer between land use intensities.
- 4) THE USE WILL NOT SIGNIFICANTLY INJURE THE VALUE OF ADJACENT PROPERTY OR BY NOISE, LIGHTS, FUMES, ODORS, VIBRATION, TRAFFIC, CONGESTION, OR OTHER IMPACTS DETRACT FROM THE IMMEDIATE ENVIRONMENT.
  - A. The enclosed building addition is not anticipated to have a negative impact on adjacent properties.
  - B. The location of the addition will require the removal of two large evergreen trees. The requirement in Condition 3 that at least two canopy trees be replanted helps mitigate the aesthetic and ecological impact of this development on the immediate environment.
- 5) THE USE IS NOT OF A NATURE OR SO LOCATED AS TO DRAW SUBSTANTIAL ADDITIONAL TRAFFIC THROUGH RESIDENTIAL STREETS.
  - A. The 62 parking spaces proposed are far below the 109-space maximum that is permitted.
  - B. The property's primary entrance is on an arterial street. Its access to Redsaille Road, a local street, is not anticipated to cause an undue burden on neighboring residents during Sunday church service.

6) THE NATURE OF DEVELOPMENT IN THE SURROUNDING AREA IS NOT SUCH AS TO POSE A POTENTIAL HAZARD TO THE PROPOSED USE OR TO CREATE AN UNDESIRABLE ENVIRONMENT FOR THE PROPOSED USE.

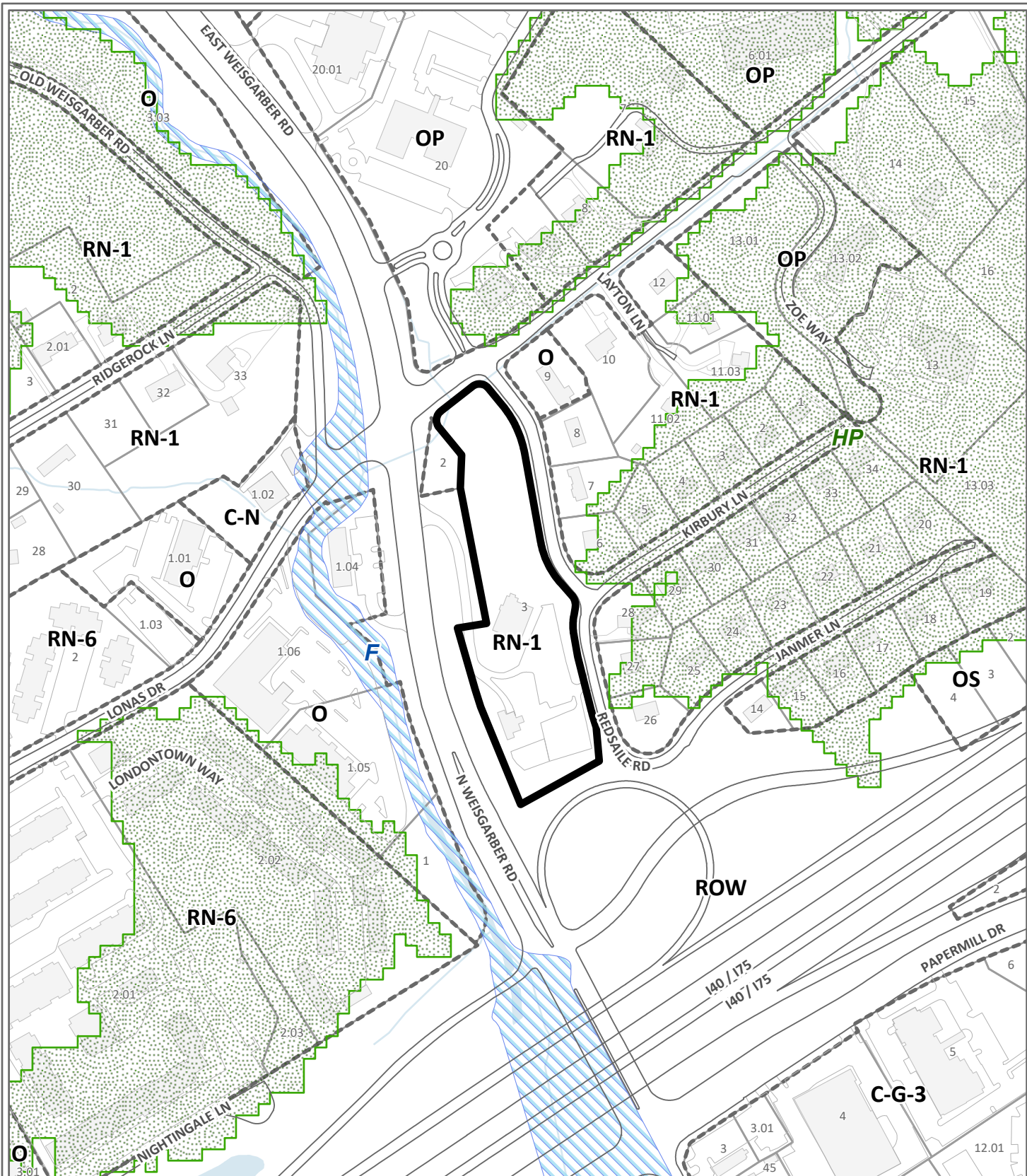
A. There are no aspects of the property that present an apparent hazard to the minor expansion of the existing place of worship.

ESTIMATED TRAFFIC IMPACT: 482 trips on Sunday, 186 average daily vehicle trips

Average Daily Vehicle Trips are computed using national average trip rates reported in the latest edition of "Trip Generation," published by the Institute of Transportation Engineers. Average Daily Vehicle Trips represent the total number of trips that a particular land use can be expected to generate during a 24-hour day (Monday through Friday), with a "trip" counted each time a vehicle enters or exits a proposed development.

ESTIMATED STUDENT YIELD: Not applicable.

The Planning Commission's approval or denial of this request is final, unless the action is appealed to the Knoxville City Council. The date of the Knoxville City Council hearing will depend on when the appeal application is filed.



**SPECIAL USE**

**3-C-24-SU**

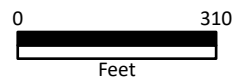
**Petitioner:** John Gill, Church of the Savior  
UCC



Expansion of place of worship in RN-1 (Single-Family Residential Neighborhood)

**Map No:** 107  
**Jurisdiction:** City

**Original Print Date:** 2/2/2024  
Knoxville - Knox County Planning Commission \* City / County Building \* Knoxville, TN 37902



# Exhibit A. Contextual Images

Location Map



Aerial Map

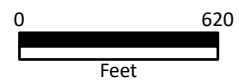


CONTEXTUAL MAPS 1

3-C-24-SU

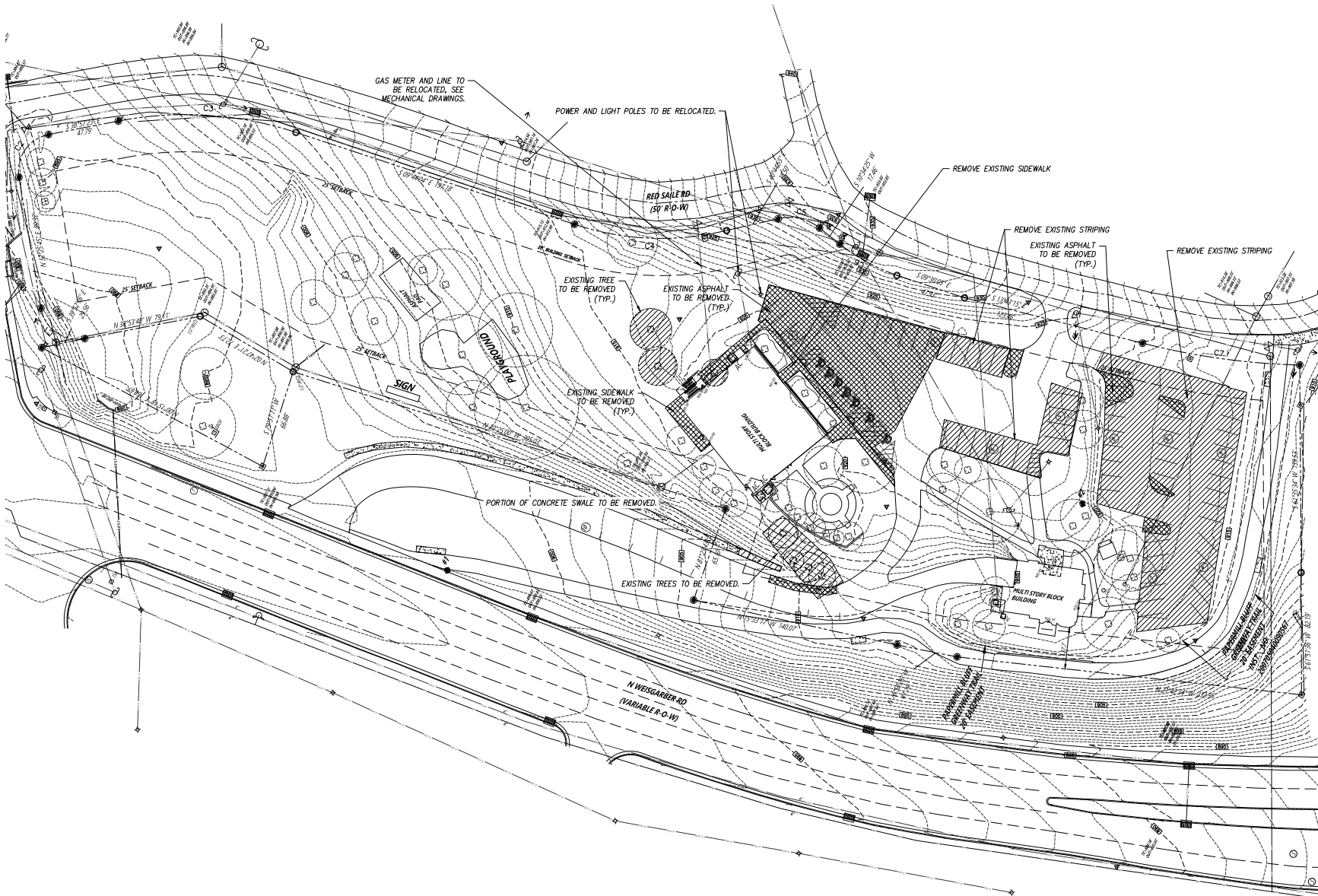
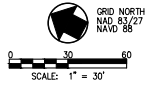


Case boundary



**CONTROL POINT DATA**

CONTROL PT#1	CONTROL PT# 2
N 591273.88	N 580917.82
E 2557574.76	E 2557614.72
EL. 897.99	EL. 922.82



3-C-24-SU  
2/20/2024

**NOTES:**  
1. REFER TO SHEET C002 FOR GENERAL NOTES.

REVISION	DATE

**CLIENT:**  
CHURCH OF THE SAVIOR UCC  
934 N WESSGARBER ROAD  
KNOXVILLE, TN 37909

**PROJECT:**  
CHURCH OF THE SAVIOR UCC  
934 N WESSGARBER ROAD  
KNOXVILLE, TN 37909

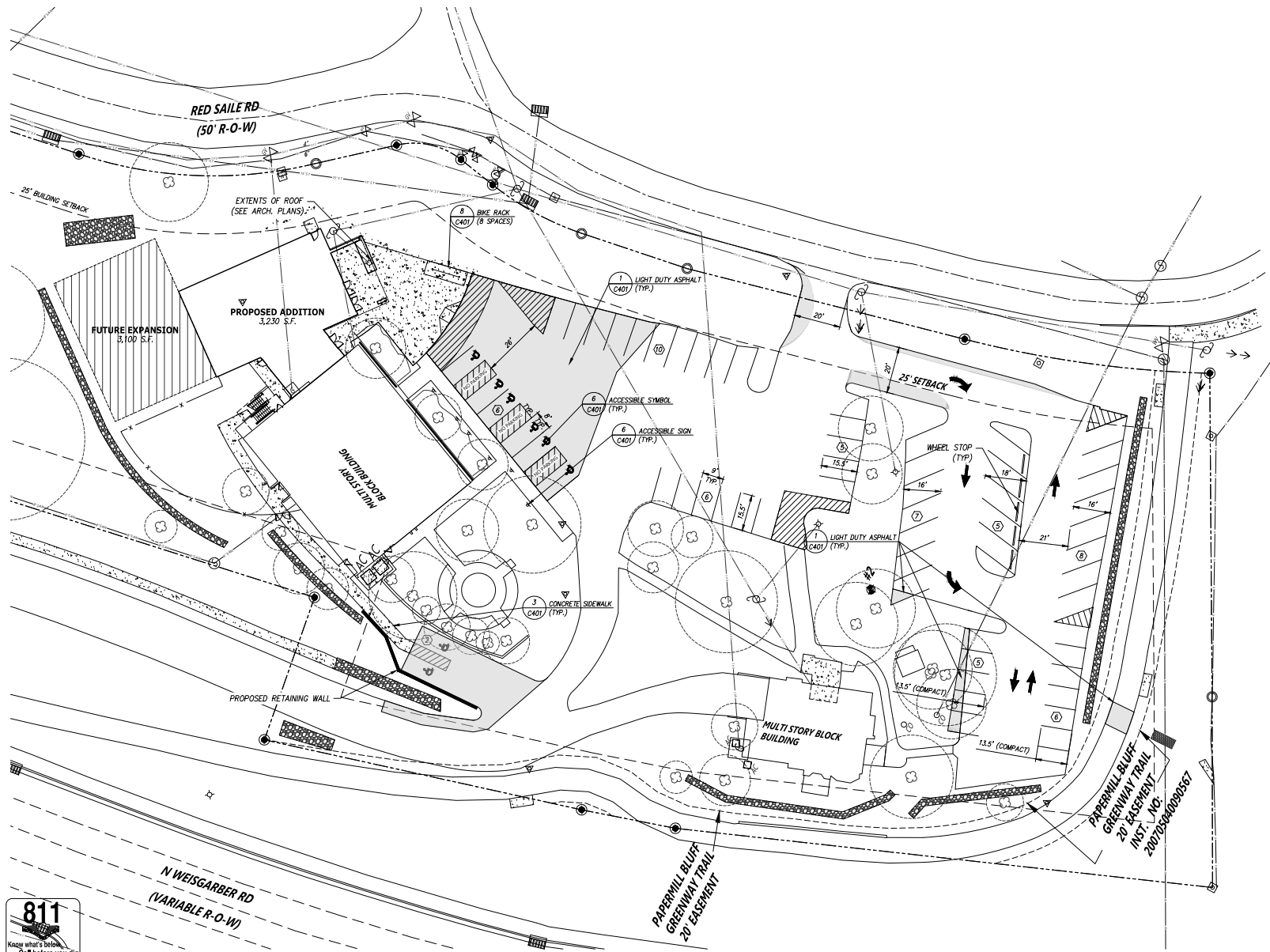
**EXISTING CONDITIONS/DEMOLITION PLAN**

C01 PROJECT NO.	00269-0041
DRAWING DATE	JANUARY 30, 2024
PROJECT MANAGER	AK
DRAWN BY	CD

**PRELIMINARY  
FOR  
REVIEW  
ONLY**

**C003**

01/30/24



**SITE DATA**

COUNCIL DISTRICT: 2  
 COUNCIL MEMBER: ANDREW ROBERTO  
 PARCEL ID.: 107PA003  
 SITE ADDRESS: 934 NORTH WEISGARBER ROAD  
 KNOXVILLE, TN 37909  
 3.811 AC. (166,019 FT<sup>2</sup>)  
 SITE ACREAGE: 3.811 AC. (166,019 FT<sup>2</sup>)  
 EXISTING ZONING: RN-1 (SINGLE-FAMILY RESIDENTIAL  
 NEIGHBORHOOD)  
 PROPOSED USE: CHURCH EXPANSION

IMPERVIOUS SURFACE AREA  
 IMPERVIOUS ARE BEFORE 1997: 0.91 AC.  
 UNPERMITTED IMPERVIOUS ADDITION (1998-2003): 0.29 AC.  
 DEMOLISHED IMPERVIOUS AREA: 0.04 AC.  
 FUTURE ADDITIONAL IMPERVIOUS AREA: 0.01 AC.  
 TOTAL PROPOSED IMPERVIOUS AREA (INCLUDING FUTURE AREA): 1.27 AC.  
 PROPOSED IMPERVIOUS INCREASE SINCE 1997: 0.36 AC.

PARKING SUMMARY  
 PARKING REQUIRED: 0.25 PER 1 SEAT IN ASSEMBLY (218 SEATS)  
 PLACE OF WORSHIP: 55 SPACES REQUIRED (2 ADA)

PARKING PROVIDED:  
 SURFACE: 62 SPACES (8 ADA)  
 TOTAL: 62 SPACES PROVIDED

BICYCLE PARKING:  
 REQUIRED: 8 SPACES  
 PROVIDED: 8 SPACES

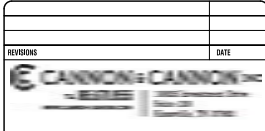
OWNER: CHURCH OF THE SAVIOR UCC  
 ADDRESS: 934 NORTH WEISGARBER ROAD  
 KNOXVILLE, TN 37909  
 (865) 584 5311  
 CONTACT NAME: WENDY ROGERS  
 CONTACT E-MAIL ADDRESS: wendywebrogers@gmail.com

CIVIL ENGINEER: CANNON & CANNON INC.  
 ADDRESS: 10025 INVESTMENT DRIVE  
 KNOXVILLE, TN 37932  
 (865) 970-8555  
 ENGINEER NAME: ADAM KOHNTOPP  
 ENGINEER E-MAIL ADDRESS: AKOHN@TOPP@CANNON-CANNON.COM

RECORDED DOCUMENTS: DEED BOOK 20020531 PAGE 009856  
 FEMA PANEL:  
 THE SUBJECT PROPERTY DOES NOT LIE WITHIN A SPECIAL FLOOD HAZARD ZONE  
 ACCORDING TO COMMUNITY PANEL NO. 47093C0295G, 08/05/2013, COMMUNITY NAME: CITY  
 OF KNOXVILLE.

3-C-24-SU  
 2/20/2024

**NOTES:**  
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 KNOXVILLE, TN 37909

PROJECT: CHURCH OF THE SAVIOR UCC  
 934 N WEISGARBER ROAD  
 KNOXVILLE, TN 37909

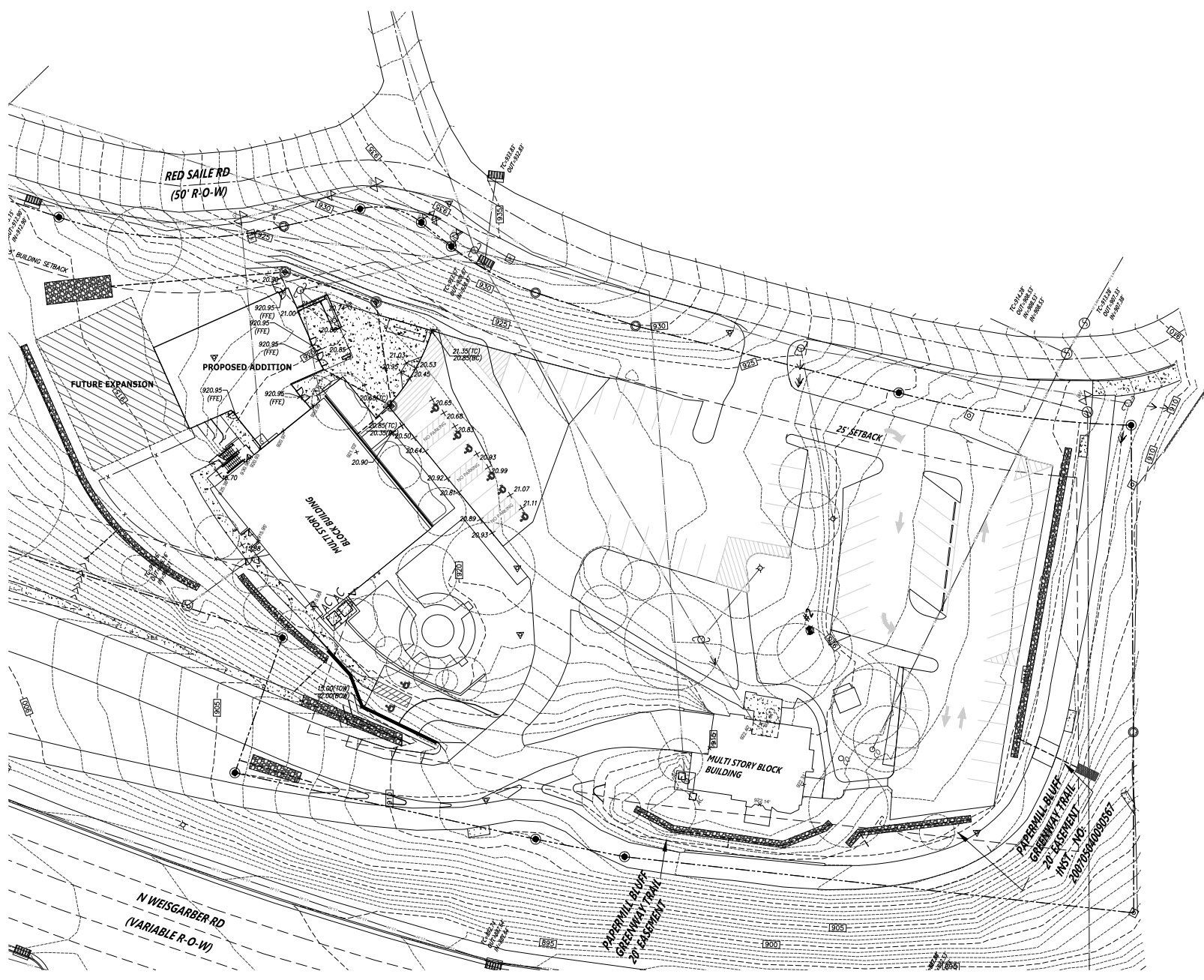
**SITE LAYOUT PLAN**

CGI PROJECT NO. 00269-0041  
 DRAWING DATE: JANUARY 30, 2024  
 PROJECT MANAGER: AK  
 DRAWN BY: CD

**PRELIMINARY FOR REVIEW ONLY**

**C101**





3-C-24-SU  
2/20/2024

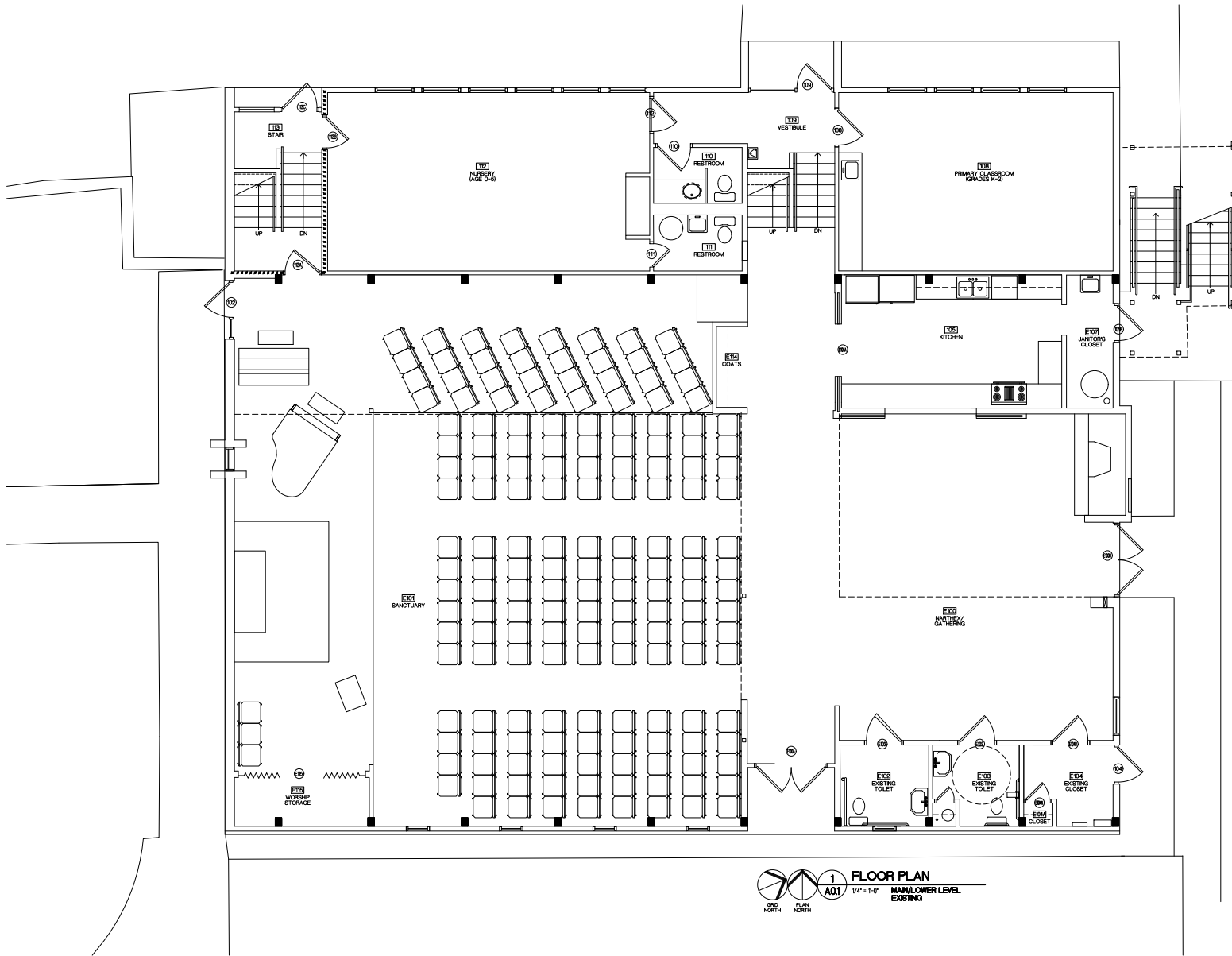
**NOTES:**  
1. REFER TO SHEET C002 FOR GENERAL NOTES.

REVISIONS	DATE
CLIENT:	<b>CHURCH OF THE SAVIOR UCC</b> 534 N WEISGARBER ROAD KNOXVILLE, TN 37909
PROJECT:	<b>CHURCH OF THE SAVIOR UCC</b> 534 N WEISGARBER ROAD KNOXVILLE, TN 37909
<b>SITE GRADING AND DRAINAGE PLAN</b>	

<b>PRELIMINARY FOR REVIEW ONLY</b>	CGI PROJECT NO.	00269-0041
	DRAWING DATE	JANUARY 30, 2024
	PROJECT MANAGER	AK
	DRAWN BY:	CD
<b>C201</b>		01/30/24



**RENOVATION  
AND ADDITION**



**NOT FOR CONSTRUCTION**  
 THESE DRAWINGS ARE INTENDED TO ILLUSTRATE GENERALLY THE PROPOSED SCOPE AND QUALITY OF THE PROJECT AND TO ASSIST IN OBTAINING A PRELIMINARY ESTIMATE OF CONSTRUCTION COST. THESE DOCUMENTS ARE NOT INTENDED FOR CONSTRUCTION NOR ARE THEY INTENDED TO BE COMPLETE OR FULLY DETAILED. THEY CONTAIN A LEVEL OF CONSISTENCY COMMON TO PRELIMINARY DRAWINGS AT THE DESIGN DEVELOPMENT STAGE. THE FINAL CONSTRUCTION DOCUMENTS WILL MODIFY SOME OF THE INFORMATION CONTAINED HEREIN BASED ON ARCHITECTURAL REQUIREMENTS, DEVELOPMENT OF BUILDING SYSTEMS, OWNER CHANGES, AND COORDINATION OF INFORMATION.

**EXISTING**

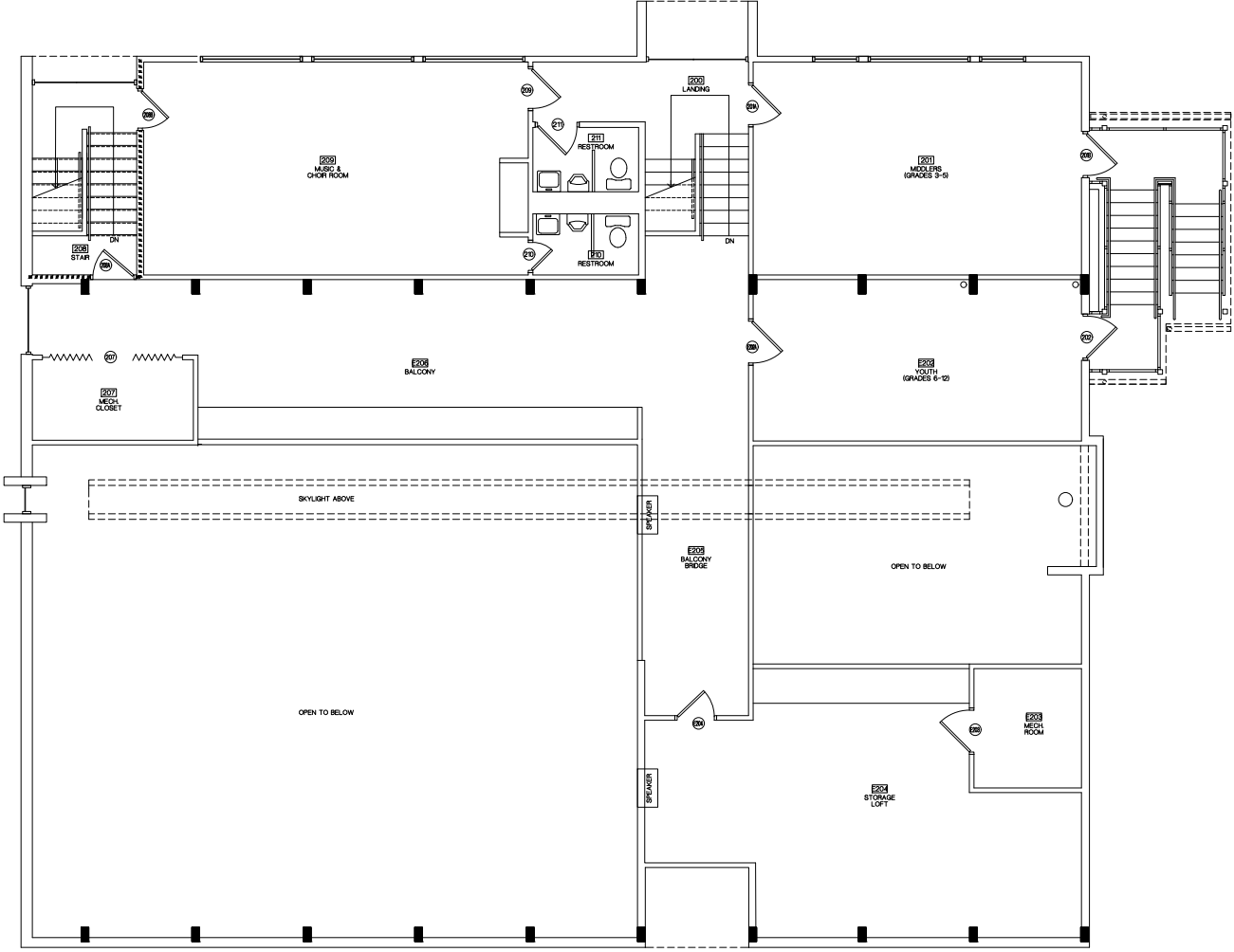
**MAIN/LOWER LEVEL  
FLOOR PLAN**

**PRELIMINARY  
- NOT FOR  
CONSTRUCTION**

**1 FLOOR PLAN**  
 1/4" = 1'-0"  
 MAIN/LOWER LEVEL  
 EXISTING

3-C-24-SU  
1/19/2024

**RENOVATION  
AND ADDITION**



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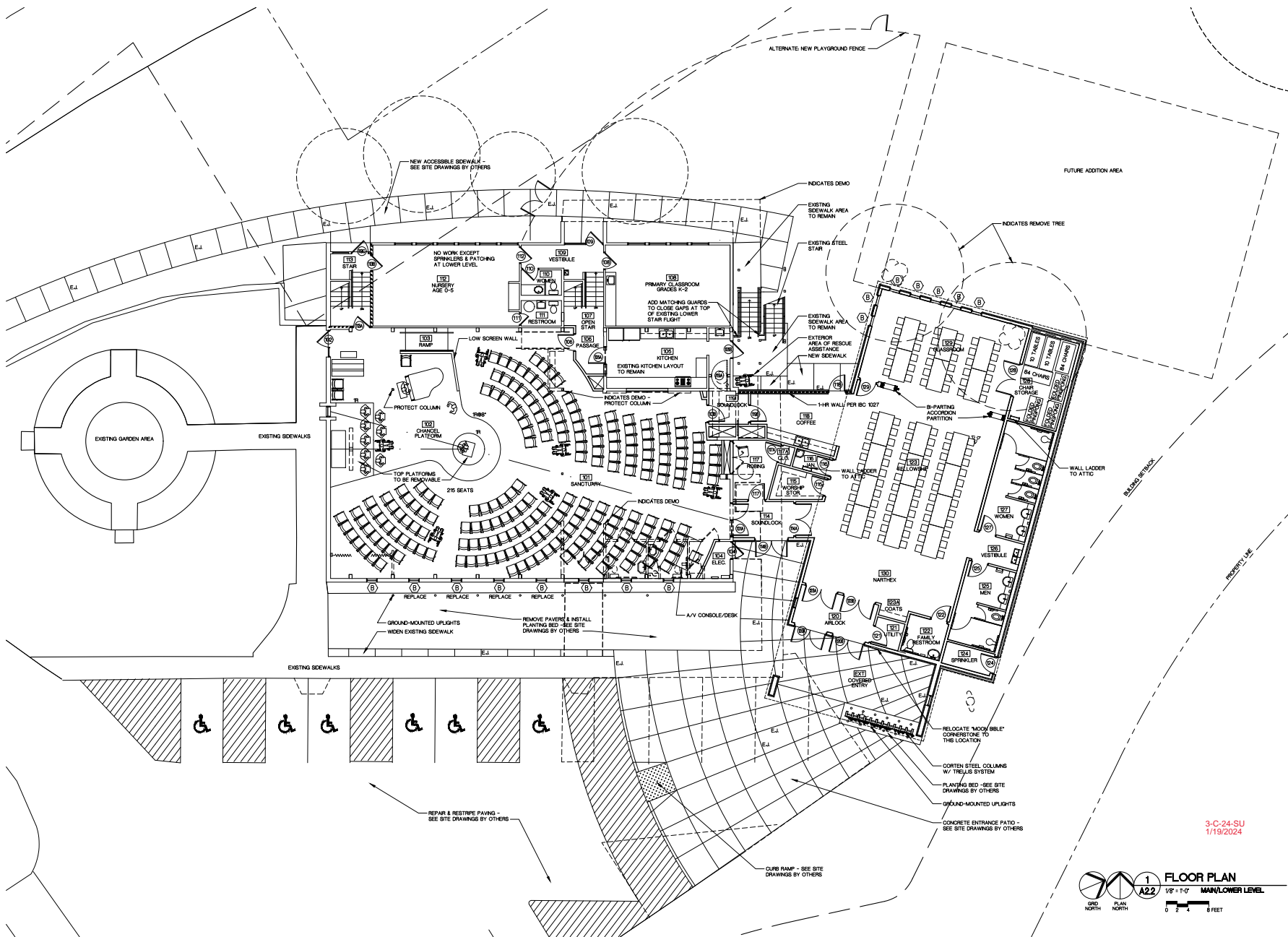
**EXISTING  
UPPER/MID LEVEL  
FLOOR PLAN**

**1 FLOOR PLAN**  
 A0.2 1/4" = 1'-0"  
 UPPER/MID LEVEL  
 EXISTING

3-C-24-SU  
1/19/2024

**PRELIMINARY  
- NOT FOR  
CONSTRUCTION**

**RENOVATION  
AND ADDITION**



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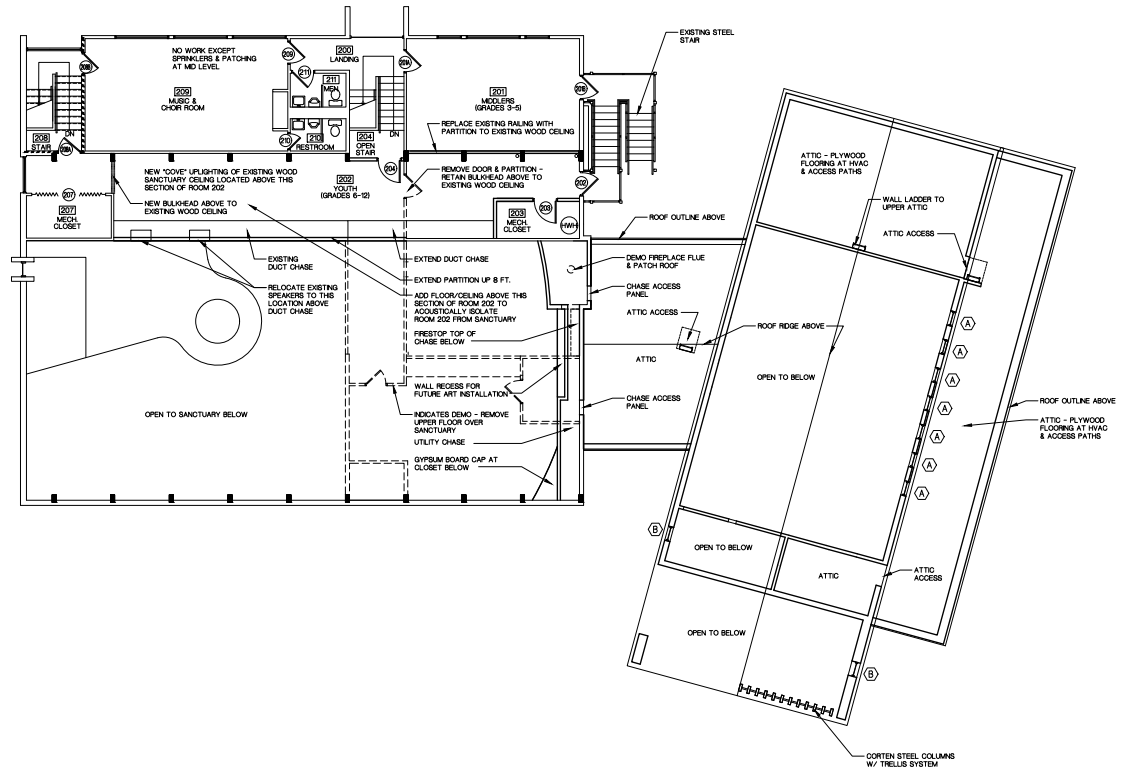
**MAIN/LOWER LEVEL  
FLOOR PLAN**

**PRELIMINARY  
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CONSTRUCTION**

1  
A22 FLOOR PLAN  
1/8" = 1'-0"  
MAN/LOWER LEVEL  
0 2 4 8 FEET

3-C-24-SU  
1/19/2024

**RENOVATION  
AND ADDITION**



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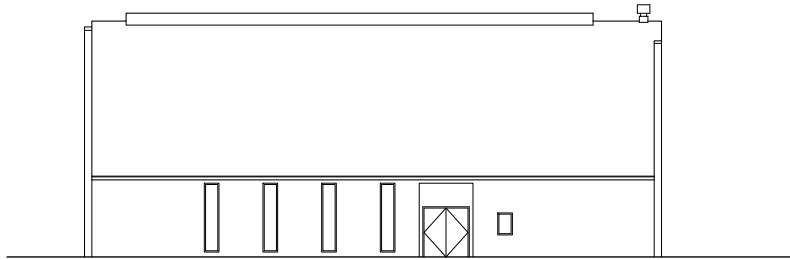
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3-C-24-SU  
 1/19/2024

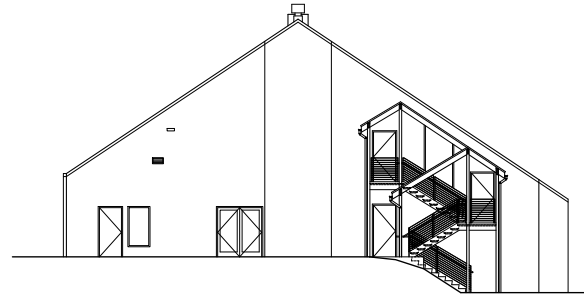
**UPPER/MID LEVEL  
 FLOOR PLAN**

**PRELIMINARY  
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**RENOVATION  
AND ADDITION**



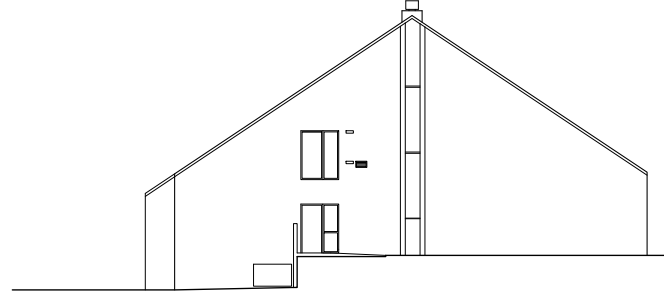
**1 SOUTH ELEVATION**  
A31 1/8" = 1'-0" SANCTUARY



**2 EAST ELEVATION**  
A31 1/8" = 1'-0" SANCTUARY



**3 NORTH ELEVATION**  
A31 1/8" = 1'-0" SANCTUARY



**4 WEST ELEVATION**  
A31 1/8" = 1'-0" SANCTUARY

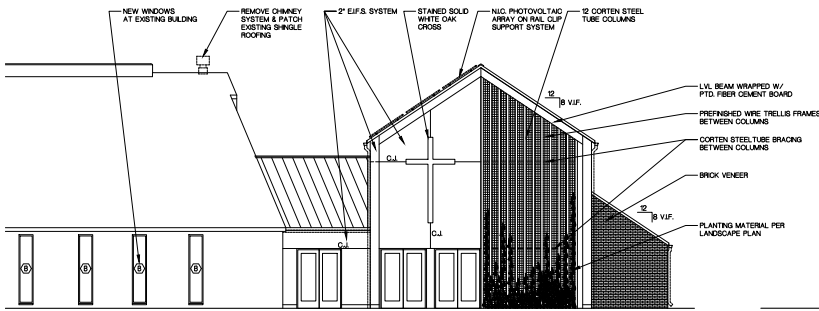
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**EXISTING  
ELEVATIONS**

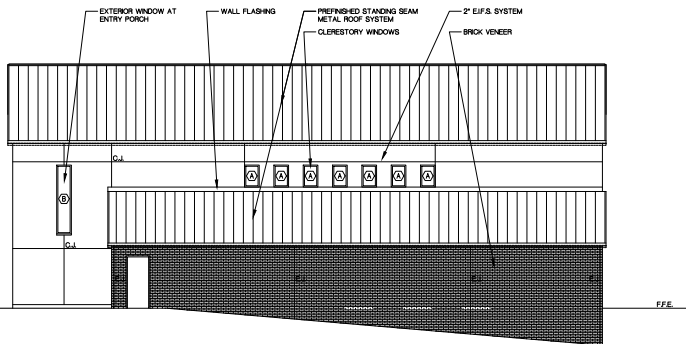
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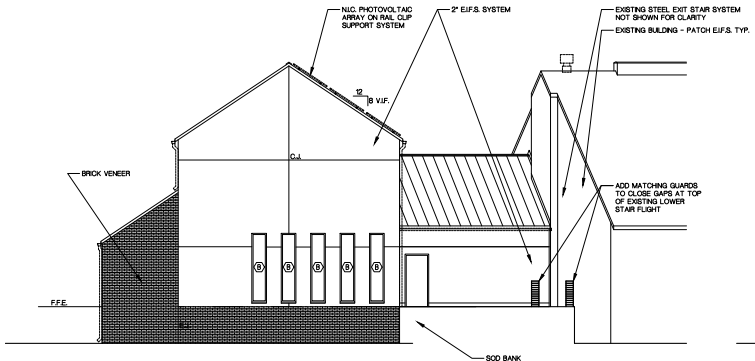
**RENOVATION  
AND ADDITION**



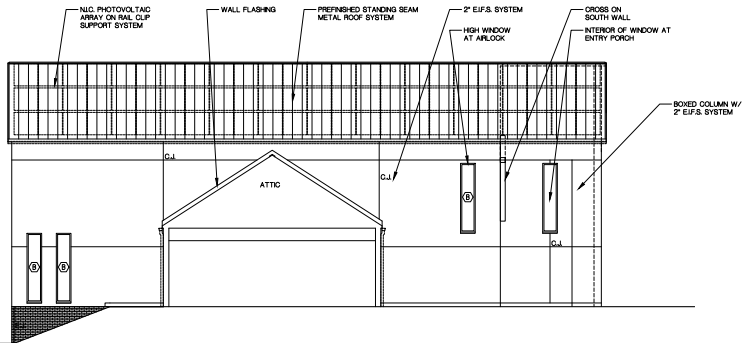
**1 SOUTH ELEVATION**  
A32 1/8" = 1'-0"



**2 EAST ELEVATION**  
A32 1/8" = 1'-0"



**3 NORTH ELEVATION**  
A32 1/8" = 1'-0"



**4 WEST ELEVATION**  
A32 1/8" = 1'-0"

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**ELEVATIONS**

**PRELIMINARY  
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CONSTRUCTION**

3-C-24-SU  
1/19/2024



3-C-24-SU  
1/19/2024



3-C-24-SU  
1/19/2024





3-C-24-SU  
1/19/2024



010.024.514  
010.024.514

3-C-24-SU  
1/19/2024





# Development Request

### DEVELOPMENT

- Development Plan
- Planned Development
- Use on Review / Special Use
- Hillside Protection COA

### SUBDIVISION

- Concept Plan
- Final Plat

### ZONING

- Plan Amendment
  - Sector Plan
  - One Year Plan
- Rezoning

**John Gill, Church of the Savior UCC**

Applicant Name

Affiliation

**1/22/2024**

**3/7/2024**

**3-C-24-SU**

Date Filed

Meeting Date (if applicable)

File Number(s)

## CORRESPONDENCE

*All correspondence related to this application should be directed to the approved contact listed below.*

**Lee Ingram Brewer Ingram Fuller Architects Inc.**

Name / Company

**111 N Concord St Knoxville TN 37919**

Address

**865-525-2707 / lingram@breweringramfuller.com**

Phone / Email

## CURRENT PROPERTY INFO

**First Congregational Church of Knoxville 934 N Weisgarber Rd Knoxville TN 37909**

Owner Name (if different)

Owner Address

Owner Phone / Email

**934 N WEISGARBER RD**

Property Address

**107 P A 003**

Parcel ID

Part of Parcel (Y/N)?

**3.79 acres**

Tract Size

**Knoxville Utilities Board**

Sewer Provider

**Knoxville Utilities Board**

Water Provider

Septic (Y/N)

## STAFF USE ONLY

**East side of N Weisgarber Rd, south side of Lonas Dr, west side of Redsaile Rd**

General Location

City

**Council District 2**

**RN-1 (Single-Family Residential Neighborhood)**

**Public/Quasi Public Land**

County District

Zoning District

Existing Land Use

**Northwest City**

Planning Sector

**CI (Civic and Institutional)**

Sector Plan Land Use Classification

**N/A (Within City Limits)**

Growth Policy Plan Designation

## DEVELOPMENT REQUEST

<input type="checkbox"/> Development Plan <input type="checkbox"/> Planned Development <input checked="" type="checkbox"/> Use on Review / Special Use	Related City Permit Number(s)
<input type="checkbox"/> Hillside Protection COA <input type="checkbox"/> Residential <input type="checkbox"/> Non-residential	
Home Occupation (specify) _____	
Other (specify) <b>Expansion of a place of worship</b>	

## SUBDIVISION REQUEST

Proposed Subdivision Name	Related Rezoning File Number
Unit / Phase Number	
Total Number of Lots Created	
Additional Information _____	
<input type="checkbox"/> Attachments / Additional Requirements	

## ZONING REQUEST

<input type="checkbox"/> Zoning Change	Proposed Zoning	Pending Plat File Number
<input type="checkbox"/> Plan Amendment		
Proposed Plan Designation(s)		
Proposed Density (units/acre)    Previous Zoning Requests		
Additional Information _____		

## STAFF USE ONLY

### PLAT TYPE

- Staff Review     Planning Commission

### ATTACHMENTS

- Property Owners / Option Holders     Variance Request

### ADDITIONAL REQUIREMENTS

- COA Checklist (Hillside Protection)  
 Design Plan Certification (Final Plat)  
 Site Plan (Development Request)  
 Traffic Impact Study  
 Use on Review / Special Use (Concept Plan)

Fee 1	Total
<b>\$1,600.00</b>	
Fee 2	
Fee 3	

## AUTHORIZATION

- I declare under penalty of perjury the foregoing is true and correct: 1) He/she/it is the owner of the property, AND 2) the application and all associated materials are being submitted with his/her/its consent.

Applicant Signature	<b>John Gill, Church of the Savior UCC</b>	<b>1/22/2024</b>
	Please Print	Date

Phone / Email		
Property Owner Signature	<b>First Congregational Church of Knoxville</b>	<b>1/22/2024</b>
	Please Print	Date

(1) Download and fill out this form at your convenience.  
(2) Sign the application digitally (or print, sign, and scan).

(3) Either print the completed form and bring it to the  
Knoxville-Knox County Planning offices  
OR email it to [applications@knoxplanning.org](mailto:applications@knoxplanning.org)

Reset Form



# Development Request

## DEVELOPMENT

- Development Plan
- Planned Development
- Use on Review / Special Use
- Hillside Protection COA

## SUBDIVISION

- Concept Plan
- Final Plat

## ZONING

- Plan Amendment
  - SP  OYP
- Rezoning

John Gill, Church of the Savior UCC

Pastor

Applicant Name

Affiliation

01/19/2024

March 7, 2024

Date Filed

Meeting Date (if applicable)

File Number(s)

3-C-24-SU

## CORRESPONDENCE

All correspondence related to this application should be directed to the approved contact listed below.

- Applicant
- Property Owner
- Option Holder
- Project Surveyor
- Engineer
- Architect/Landscape Architect

Lee Ingram, AIA, LEED AP

Brewer Ingram Fuller Architects Inc.

Name

Company

111 N. Concord St.

Knoxville

TN

37919

Address

City

State

ZIP

(865) 525-2707

lingram@breweringramfuller.com

Phone

Email

## CURRENT PROPERTY INFO

First Congregational Church of Knoxville 934 N. Weisgarber Rd.

(865) 584-7531

Property Owner Name (if different)

Property Owner Address

Property Owner Phone

934 N. Weisgarber Rd.

107PA003

Property Address

Parcel ID

KUB

KUB

N

Sewer Provider

Water Provider

Septic (Y/N)

## STAFF USE ONLY

General Location

Tract Size

City  County

District

Zoning District

Existing Land Use

Planning Sector

Sector Plan Land Use Classification

Growth Policy Plan Designation

## DEVELOPMENT REQUEST

- Development Plan    Use on Review / Special Use    Hillside Protection COA  
 Residential    Non-Residential

Home Occupation (specify) \_\_\_\_\_

Expansion of pre-existing Place of Worship in RN-1 Zone

Other (specify) \_\_\_\_\_

Related City Permit Number(s)

## SUBDIVISION REQUEST

Proposed Subdivision Name \_\_\_\_\_

Unit / Phase Number    Combine Parcels    Divide Parcel   Total Number of Lots Created

Other (specify) \_\_\_\_\_

Attachments / Additional Requirements

Related Rezoning File Number

## ZONING REQUEST

Zoning Change   Proposed Zoning \_\_\_\_\_

Plan Amendment Change   Proposed Plan Designation(s) \_\_\_\_\_

Proposed Density (units/acre)   Previous Rezoning Requests

Other (specify) \_\_\_\_\_

Pending Plat File Number

## STAFF USE ONLY

### PLAT TYPE

- Staff Review    Planning Commission

### ATTACHMENTS

- Property Owners / Option Holders    Variance Request

### ADDITIONAL REQUIREMENTS

- Design Plan Certification (*Final Plat*)  
 Use on Review / Special Use (*Concept Plan*)  
 Traffic Impact Study  
 COA Checklist (*Hillside Protection*)

Fee 1	Total
Fee 2	
Fee 3	

## AUTHORIZATION

I declare under penalty of perjury the foregoing is true and correct:

**1)** He/she/it is the owner of the property **AND 2)** The application and all associated materials are being submitted with his/her/its consent



John Gill, Church of the Savior UCC

January 19, 2024

Applicant Signature

Please Print

Date

(865) 584-7531

cosjg@att.net

Phone Number

Email



Maryanne L. Cunningham

01/23/2024, SG

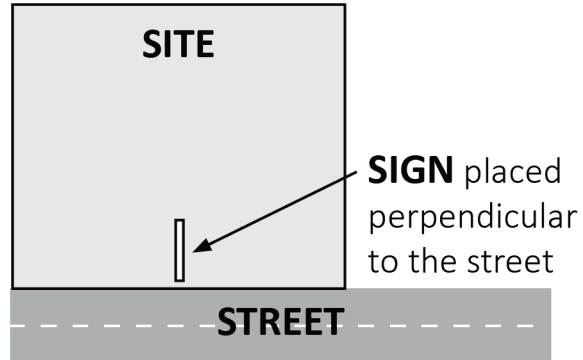
~~January 19, 2024~~

Property Owner Signature

Please Print

Date Paid

The Administrative Rules and Procedures of the Knoxville-Knox County Planning Commission require a sign to be posted on the property for each application subject to consideration by the Planning Commission, including the following applications: rezoning, plan amendment, concept plan, use on review/special use, planned development, right-of-way closure, and name change.



The required public notice sign(s) will be provided by Planning to the applicant when an application is submitted. If an application is submitted electronically, Planning staff will post the required sign. If a replacement sign(s) is needed, the applicant is responsible for picking up the new sign(s) from Planning and will be charged \$10 for each replacement.

## LOCATION AND VISIBILITY

The sign must be posted on the nearest adjacent/frontage street and in a location clearly visible to vehicles traveling in either direction. If the property has more than one street frontage, the sign should be placed along the street that carries more traffic. Planning staff may recommend a preferred location for the sign to be posted at the time of application.

## TIMING

The sign(s) must be posted **not less than 12 days prior to the scheduled Planning Commission public hearing** and must remain in place until the day after the meeting. In the case of a postponement, the sign can either remain in place or be removed and reposted not less than 12 days prior to the next Planning Commission meeting. The applicant is responsible for removing the sign after the application has been acted upon by the Planning Commission.

*The individual below is responsible for posting and removing the sign(s) provided consistent with the above guidelines and between the dates of:*

\_\_\_\_\_ 02/23/2024 \_\_\_\_\_ and \_\_\_\_\_ 03/08/2024 \_\_\_\_\_  
 (applicant or staff to post sign) (applicant to remove sign)

Applicant Name: John Gill, Church of the Savior UCC

Date: 01/23/2024

File Number: 3-C-24-SU

- Sign posted by Staff
- Sign posted by Applicant