

TO: Knoxville-Knox County Planning Commission
FROM: Michelle Portier, AICP, Planning Services Manager
DATE: May 30, 2025
SUBJECT: 7-D-25-OB, Agenda Item #31

RECOMMENDATION

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

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

PROPOSED AMENDMENTS

1. **Section 3: Public Notice, Mail, Subsection A.** Adding actual property addresses when those properties are not owner-occupied to the public notification mailing list.

Currently, staff mail postcards to owners of properties within 300 ft of the subject property of an application for a rezoning, special use, use on review, sector plan amendment, or one-year plan amendment (except as noted in Sections 5B and 5C of the Administrative Rules). Staff are adding all addresses of the actual properties to this subsection (when not owner occupied) to capture those people who live at a residence but do not own it. Postcards will be mailed to owners and residents of these properties so anyone owning property in or residing within that 300 ft radius would be notified.

2. **Section 4: Public Notice, Planning Website.** Adding a clause stating Planning will moderate public comments before posting them, with further clarifications.

Currently, the Public Comments sub-section states that all public comments will be posted on the website and retained as part of the applicable case website. The proposed change allows staff to moderate comments before posting to Planning's website. This allows us to ensure comments are appropriate for the public forum. All comments will continue to be forwarded to Planning Commissioners.

Attachment: Proposed Amendments to the Administrative Rules and Procedures