

**Minutes**  
**Hamblen County Planning Commission Meeting**  
**May 5, 2025**

**Members Present**

John Hofer, Chairman  
Charles Anderson, Vice Chairman  
Edgar Gray, Secretary  
Bill Hicks  
Rodney Long  
Thomas Doty

**Staff**

Tommy McKinney, Manager/Codes Enforcement  
Donna Massey, Administrative Assistant  
Misty Myers, Stormwater Assistant  
Darrell Chase, Building Inspector  
Josh Cole, City Planner  
Tracy Tolley, Planner

**Citizens**

Linda Noe  
Edna Greene  
Dustin Cameron  
Justin Cameron  
Phillip Carlyle

**Absent:**

Chris Capps, County Attorney  
Kay Hale

**Planning Commission Workshop**

- **Training**

Chairman John Hofer suggested that workshops could be utilized to meet training requirements, as they had in years past. Chairman Hofer asked Ms. Tolley if she had any suggestions regarding topics. Ms. Tolley stated that she was open to whatever topics the Board might be interested in, and that sessions could be from Planning staff in person, and there are online workshops that could be potentials as well. Ms. Tolley provided a sheet that could serve as documentation for each training session and Planning/BZA Commissioner attended; Ms. Tolley stated that each Planning Commissioner was required to have four hours annually, with staff being required to have eight hours annually. Mr. Hicks asked if they still had the training available in Jefferson City. Ms. Tolley stated that she was not aware of that training’s date till after it had already passed, that ETDD should have training sessions in the fall, and that she would keep an eye out for future ETDD training dates. Mr. Cole stated that the State Planning office had some recorded training sessions that are available, and that CTAS might have some training as well. Ms. Tolley stated that the West Wing, the conference room immediately adjacent to the Planning & Zoning office, could be utilized for training as needed, and that she would contact CTAS to see if they had any upcoming training that might be applicable to the Planning Commission.

Ms. Tolley stated that staff reviewed two lot subdivisions administratively, and asked if the Planning Commission would like to have a list of the subdivisions that were considered the previous month at each meeting. The Planning Commission stated that they had been receiving monthly lists, and concern was expressed that the Planning Commission may want to see all subdivisions, rather than purely the larger ones. Ms. Tolley stated that she would start providing a monthly list as a part of their packets. Mr. Long asked about a subdivision on Creechwood Drive that was recorded in 1966, whether it would be utilized for upcoming work or not. Mr. McKinney stated he did not believe that that same subdivision plat would be used. Mr. McKinney stated that he did not believe the property owner would use the same layout as the 1966 plat. Mr. Cole stated that if the 1966 plat had been recorded, they could still use the same layout, but the roads would be required to utilize today’s standards. Mr. McKinney stated that the owner has not formally submitted anything at this point, but would like to get the roadways situated first before proceeding. Mr. McKinney stated that the tax map still showed the property as one large tract. Mr. Long stated he had seen the plat where the property had been subdivided. Ms. Tolley stated she would check the office’s archives and the Register of Deeds office to see if any plat had been recorded for the property.

Ms. Tolley stated she understood there may be a desire for the Planning Commission to review all subdivisions rather than the larger subdivisions. Mr. Anderson stated he would rather the Planning Commission review all subdivisions. Ms. Tolley stated that staff could administratively consider the two lot splits in a week or two, but it was the Planning Commission’s decision as to which route they would like to take. Mr. McKinney asked if the Planning Commission wanted to see the subdivisions that were larger than five acres. Mr. Cole stated that those were not required to be considered by the Planning Commission. Mr. Anderson said he would like to see the deadline moved closer to its respective meeting so citizens would not have to wait so long. Ms. Tolley said she accepted cases after the deadline if she could get them reviewed prior to the Planning Commission meeting. Ms. Tolley said it also depended on if the case was required to be advertised as well. Ms. Tolley stated she believed that rezonings were the only item that had to be advertised, and she thought they required 15 days advertisement in the newspaper. Mr. Cole stated that legislation that had been passed recently required 21 days advertisement prior to the County Commission meeting. Discussion ensued regarding moving the agenda submittal deadline another week in order to accommodate the possibility of accepting more items closer to the meeting date, therefore lessening the time citizens have to wait to get a decision on their submittal. Ms. Tolley stated she had no issue with that.

Vice Chairman Anderson stated he would like staff and the Planning Commission to look at their building permitting fees; he stated that Hamblen County had been at 50 cents per square feet for years. Vice Chairman Anderson stated that Jefferson County had higher permitting and inspection fees than Hamblen County does. He stated that, to compare fees, a 2000 sq. ft. house in Jefferson County would cost approximately \$3000 based on their permit fees and inspection fees, but in Hamblen County, it would cost approximately \$1000,

and that Jefferson County had raised their permitting fees in part to slow growth. Vice Chairman Anderson stated that Jefferson County’s lot sizes were required to be larger than Hamblen County’s are, therefore slowing the growth. Vice Chairman Anderson stated that an increased population translated into increased trash, traffic, crime rates, school populations, etcetera. Vice Chairman Anderson stated that Hamblen County is the only county in Tennessee with residential trash pick-up, and he was grateful the County Commission made that choice. Vice Chairman stated he would like to see the department become self-supporting, self-sufficient. Mr. Doty stated he would like to evaluate the department’s financial needs are to have an idea of what it would take for the department to become self sufficient. Vice Chairman Anderson asked if the permitting fees were raised to a dollar per square foot, if that would support the department. Mr. McKinney stated that was a difficult question to answer, as there were other fees to take into consideration, such as application fees for variances and rezonings, as well as fees for plat submittals. Mr. McKinney stated that he had asked Ms. Tolley contact adjacent counties to see how Hamblen County compares. Mr. McKinney stated that some adjacent counties based fees on the dollar value of construction, but he preferred to base fees on the size/square footage of the construction. Vice Chairman Anderson stated he was not suggesting a dollar per square foot as a proposed fee, but purely using that as an example based on Jefferson County’s fees. Mr. Doty asked Mr. McKinney if he could get figures from the Finance Director to see what the department’s budget looked like. Mr. McKinney stated he could do that.

**PLANNING COMMISSION MEETING**

**Call to Order and Public Comments**

Chairman Hofer called the meeting to order and opened the floor for public comments.

**Edna Greene** – Ms Greene stated she would like to have the planning packets put online just like the County Commission’s packets for transparency’s sake, and the fact that sometimes she doesn’t have time to call and ask for the packets. It would be better for the public as well. Ms. Greene stated she would like to have the meeting taped for folks who work and may not have time to make it to the meeting. Ms. Greene stated that she had one question, and that was why the County was still utilizing the City planning office when a full time planner has been hired.

**Approval of the Minutes**

With no further public comments, Chairman Hofer asked for a motion to approve the February 2025 Hamblen County Planning Commission minutes. Vice Chairman Anderson made a motion to approve the minutes as presented. Mr. Hicks seconded the motion. The motion was called and carried unanimously with a vote of 5 to 0.

**Agenda**

- **Whitesburg Market Site Plan**

Chairman Hofer stated the next item on the agenda was the Whitesburg Market Site plan, and that they were also on the BZA agenda for a variance. Chairman Hofer stated he did not see anyone representing the site plan in the audience. Chairman Hofer stated they may not need the variance in the future as he had overheard that the property owner owned the parcel immediately adjacent and there was the potential of moving the property line over so that the setbacks could be met and no variance would be needed. Chairman Hofer asked if the Board would like to move the item to the end of the agenda, in the event someone arrived late. Vice Chairman Anderson made a motion to move the Whitesburg Market site plan to the end of the Planning Commission agenda. Mr. Long seconded the motion. The motion was called and carried unanimously with a vote of 5 to 0.

- **Kenley Property Subdivision Plat**

Chairman Hofer stated that the next item on the agenda was the Kenley Property Subdivision Plat, and noted that no one was in attendance to represent the plat. Chairman Hofer asked if anyone would like to make a motion to move this item to the end of the meeting. Vice Chairman Anderson made a motion to move this item to the end of the agenda. Mr. Long seconded the motion. The motion was called and carried unanimously with a vote of 5 to 0.

- **Revision of the Fowler Family Estate Property**

Chairman Hofer asked if there was anyone available to represent this plat. Phillip Carlyle stepped to the podium and stated his name for the record. Mr. Carlyle stated they were doing a small subdivision off of Chucky River Road. Mr. Carlyle stated that his half-brother intended to build his personal home on one of the parcels. Chairman Hoffer stated that a stormwater waiver had been requested, and that the documentation from the Engineer supported the waiver request. Mr. Carlyle pointed out that the entrance to the larger parcel was in between the proposed parcels along the road frontage. Vice Chairman Anderson stated that it appeared that the plat met regulations. Ms. Tolley stated that she had received a copy of the soils map and forwarded it to Brian Murphy at TDEC. Chairman Hofer noted that staff recommended approval of the plat. There being no further discussion, Chairman Hofer called for a motion. Mr. Long made a motion to approve as presented. Mr. Gray seconded the motion. The motion was called and carried unanimously with a vote of 5 to 0. Discussion relating to the waiver ensued, and whether it needed to be a part of the motion or not. Mr. Long amended his motion to approve the plat as presented with the stormwater waiver. Mr. Gray amended his second. The amended motion was called and carried, with the waiver being a part of the plat’s file.

Chairman Hofer noted that no one had arrived to represent either the Whitesburg Market Site Plan or the Kenley Property Subdivision Plat. Ms. Tolley indicated that she had emailed all of the applicants on both the Planning Commission and BZA agendas, and included copies of the respective agendas and staff reports, with the note that someone needed to be available to represent their item on the agenda.

**Other Business**

There was none.

**Adjournment**

There being no further business, Chairman Hofer called for a motion to adjourn the meeting. Vice Chairman Anderson made a motion to adjourn the meeting. Mr. Gray seconded the motion. The motion was called and carried unanimously with a vote of 5 to 0. The meeting adjourned at 4:41 PM.

/s/ Edgar Gray  
Signature

June 2, 2025  
Date