

**Minutes**  
**Hamblen County Planning Commission Meeting**  
**June 2, 2025**

**Members Present**

Charles Anderson, Vice Chairman  
Edgar Gray, Secretary  
Bill Hicks  
Rodney Long  
Kay Hale

**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  
Gwen Holden  
Steven Trowbridge  
Jake Greear  
Kasey Kenley  
Jeff Kenley  
Connie Overton

**Absent:**

John Hofer, Chairman  
Thomas Doty

**Planning Commission Workshop**

- **Building Permit Fees & Zoning**

Vice Chairman Anderson opened the workshop by welcoming everyone. Vice Chairman Anderson noted that everyone had a spreadsheet in front of them that listed the number of permits for the past several years and dollar amounts for the structures permitted. Ms. Tolley stated that this information was new to her as well, and she believed that this information was compiled by staff members and given to Mr. Hofer. Vice-Chairman Anderson stated he wished the amount had been tabulated for mobile homes. Ms. Massey and Ms. Myers stated they could not verify the tabulations were correct as the numbers were compiled from information given to Mr. Hofer from staff. Mr. McKinney verified that Mr. Hofer had received a lot of data. Mr. Long stated that there were a lot of double-wides permitted in 2018-2019. Mr. McKinney stated that might be a typo, as the number is substantially different than the other years’ numbers. Vice-Chairman Anderson asked if the Board would like to discuss permit fees. Ms. Tolley stated that she can get whatever information is desired by the Board. Vice Chairman Anderson stated he thought the last time they had evaluated permit fees was maybe in 2008 or 2009. Ms. Tolley stated that she had compiled permit fees, as well as rezoning & variance fees, of adjacent counties, and could get area cities if so desired by the Board. Vice Chairman Anderson stated that would be perfect; Ms. Tolley asked if the Board would like it distributed with their packets. Vice Chairman Anderson stated that Jefferson County is comparable to Hamblen County in terms of population, and that he was very familiar with Jefferson County in terms of fees. Ms. Tolley apologized, and stated that she thought that staff had been the ones to compile the spreadsheet, but that assumption was incorrect. Vice Chairman Anderson stated he remembered when the office was self sufficient, and it might be a good idea to examine what it takes to run the Planning Commission office.

Ms. Tolley stated that she had a Planning Commissioner express a desire to have staff present a training session on Zoning, but that she had not quite gotten things in order to organize said session. The session is in the planning stages. Ms. Tolley stated she would also like to further discuss conservation easements; she said she understood that conservation easements were private agreements, but she would still like more information; Ms. Tolley stated that she could put together a list of training topics as potentials, and if the commissioners thought of any they would be interested in, please let her know. Ms. Hale stated that she would be interested in online training opportunities. Mr. Cole stated that TAPA has recorded several training session, especially during COVID times. Ms. Tolley stated she’d put together a list of TAPA training opportunities. Mr. Gray arrived, and Ms. Tolley noted that at his station was a spreadsheet that Mr. Hofer had put together for the commissioners’ reference.

Ms. Hale asked if they were going to discuss the deadline for submission for items for the Board’s consideration. Vice Chairman Anderson said they had discussed it at the previous meeting. Ms. Hale asked what the deadlines were. Ms. Tolley stated that they had discussed deadlines, and submittal after the “official” deadline as staff can—that some items such as rezonings have public hearing requirements, but variances/plats/site plans do not, and staff could accept those as long as they had time to review the items and get the Board’s packets out at a reasonable time. Ms. Tolley stated she had accepted a variance case two weeks after the deadline, as she did not have to advertise the variance, but it made their packets a day later going out than usual, and that Mr. McKinney had pitched in and helped get the case processed. Ms. Hale asked if there is a deadline. Ms. Tolley stated there is a deadline, but staff is flexible. Ms. Hale stated that staff needed to be flexible across the board and equally. Ms. Tolley stated she absolutely understood. Ms. Tolley stated that with this particular case, she listened to what the applicant wanted to do, involved Mr. McKinney as well, and thought that adding his case to the Board’s agenda was doable. Ms. Tolley stated that with adding the case on a Thursday or Friday before a Memorial Day holiday weekend, it delayed the Board’s packet by about a day. Ms. Tolley stated she understood that it was unacceptable to make the Board’s packets available on a Friday before the meeting on Monday, but if the delays were ever a problem, Ms. Tolley hoped the Board would let her know. Ms. Tolley stated that all she had to do was take this applicant’s application, fees, process the case, put the staff report together, and make the

Board’s packets available in time enough to review, as this variance was not required to be advertised in the newspaper or letters sent out, and she understood about treating everyone equally. Vice Chairman Anderson stated that sometimes agendas were light, and sometimes agendas were heavier. Ms. Hale stated it was a good thing to still have a deadline. Ms. Tolley stated there was still a deadline. Ms. Tolley stated that they could always move the deadline, but it make affect her ability to take a rezoning case due to public hearing requirements. Ms. Tolley stated she felt like she was too new to make some decisions herself, and Mr. McKiinney was a good resource. Ms. Tolley stated she’d been doing her “normal,” and that if the Board saw something they didn’t like, or that they preferred something else, to please let her know.

To recap, Ms. Tolley stated she was to provide the Board with budgetary information (to include adjacent county fees), video training listing, and a listing of minor plats that were considered/approved in house.

**PLANNING COMMISSION MEETING**

**Call to Order and Public Comments**

Vice Chairman Anderson called the meeting to order at 4:30 PM and opened the floor for public comments.

**Gwen Holden** stated her address was 8150 W Pointe Drive. She expressed concerns about the shortness of meetings, and that the Planning Commission was paid. Additionally, she stated that not everybody got their permits when they built something or got an accessory structure placed on their property. She stated she felt picked on, because the County had picked on her renter. She stated it was not fair to approach the folks that staff is aware of, but it is not fair to not approach the ones who staff is not aware of. Ms. Holden stated she does not think the County needs a Planning Commission, and the County does not really have a code enforcement officer. She thinks are getting worse. All she has wanted is for things to be clean, neat, and pretty, and she is angry because nothing is done.

**Connie Overton** stated her address was 4150 Lockwood Court. Ms. Overton was looking for clarification regarding exterior property codes, particularly pertaining to weeds. She has concerns about an empty parcel near her that is overgrown

**Linda Noe** stated she lived on Joe Stephens Road. She would like the air conditioning to be turned off as it is hard to hear while the AC is running. Secondly, she would like to look into tiny homes. She does not understand why tiny homes are prohibited. She does not understand why tiny homes are prohibited. She stated they are extremely attractive, but she understands they are not like living in a mansion. She stated it might be an option for those who are living in a RV, but it is a lot cheaper than a house on the lake. She would like to make housing as affordable as possible.

**Approval of the Minutes**

With no further public comments, Vice Chairman Anderson asked for a motion regarding the May 2025 Hamblen County Planning Commission minutes. Mr. Gray 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 4 to 0.

**Agenda**

- **Whitesburg Market Site Plan**

Vice Chairman Anderson stated the next item on the agenda was the Whitesburg Market site plan at 7832 E AJ Highway and was zoned C-1. Vice Chairman Anderson noted they had the site plan and copies of the plat. Jake Greear, Engineer for the project, spoke on behalf of the addition. Mr. Greear stated it was on their docket last month, including a variance for a side yard setback. Mr. Greear stated that they were able to move the interior property line so they could accommodate the addition and meet the setbacks. Mr. Greear stated that they intended to add a 500 square foot addition, as well as some other upgrades. Vice Chairman Anderson asked if there were any comments or questions. There being none, Vice Chairman Anderson called for a motion. Mr. Long made a motion to approve as presented. Ms. Hale seconded the motion. Vice Chairman Anderson asked staff if they had anything they wanted to share. Ms. Tolley stated she would like to have the plats back, as those needed to be recorded. There being no further discussion, Vice Chairman Anderson called for a vote. The motion to approve was called and carried unanimously with a vote of 4 to 0.

- **Kenley Property Subdivision Plat**

Vice Chairman Anderson stated that the next item on the agenda was the Kenley Property Subdivision Plat on Joe Stephens Road. Jeff Kenley represented the plat and stated they were subdividing the property into 4 parcels. Mr. Kenley stated that the southernmost property has already been officially subdivided, so they are asking to further subdivide to create 3 parcels out of the parent tract. Ms. Tolley confirmed that the southernmost lot was officially subdivided within the past year or two, and they were proposing to further subdivide the parent tract into three parcels. Ms. Tolley also noted that the surveyor had sent a plat with the same parcel formation, but different numbers, and that plat was on a legal-sized paper at their stations. Ms. Tolley stated that stormwater was included and a letter from the Engineer as well. Ms. Tolley stated that she was comfortable recommending for approval, with the understanding that TDEC approval was still needed. The Commission noted that they preferred that TDEC normally approved plats before the Planning Commission considered them. Ms. Tolley stated that she was unaware of that until she had a discussion with Brian Murphy this morning, but would start having TDEC approval prior to Planning Commission consideration. Mr. Hicks stated that if they didn’t get TDEC approval before they considered the plat, they were unsure if they would actually get TDEC approval. Ms. Tolley stated she understood. Ms. Kenley stated that they already had TDEC approval. Vice Chairman Anderson noted to staff that from now on, she needed to get TDEC approval prior to forwarding a plat to the Planning Commission. Mr. Kenley stated that they currently had TDEC approval from Brian Murphy. Vice Chairman Anderson asked how big the lots were. Ms. Tolley noted that the sizes she saes on the plat indicates that the lots are about a half-acre in size and the total acreage is 1.5 acres. Mr. Cole stated that all 3 parcels meet the minimum lot size standards. Mr. Long made a motion to approve the plat as presented, with TDEC approval. Mr. Gray seconded the motion. The motion was called and carried with a vote

of 3 to 1, with Mr. Hicks voting against, noting that TDEC approval should have been obtained prior to consideration of the plat. Mr. Gray asked for notification that TDEC had approved at the next meeting. Vice Chairman Anderson requested that staff obtain TDEC approval prior to Planning Commission consideration of any plats. Ms. Tolley stated she understood and apologized that that had not happened with this plat.

**Other Business**

Vice Chairman asked if anyone else had anything to share with the Planning Commission. No one spoke. Vice Chairman Anderson asked if Mr. McKinney or Mr. Chase had anything they would like to discuss. Both indicated they did not.

**Adjournment**

There being no further discussion, Vice Chairman Anderson called for a motion to adjourn. Ms. Hale made a motion to adjourn. Mr. Gray seconded the motion. The motion was called and carried unanimously with a vote of 4 to 0. The Planning Commission meeting was adjourned at 4:48 PM.

/s/ Edgar Gray  
Signature

August 4, 2025  
Date