



Tools and Processes for Neighborhood Groups

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Sign up with Planning for Meetings and Updates:

<https://knoxplanning.org/subscribe/>

- Notice of upcoming meetings for the next week
- Notification when Preliminary Agenda and Final Agenda are posted

Register with KCPA: <https://www.kcpa.us/register>

Facebook pages for [Knoxville-Knox County Planning](#) and [KCPA](#)

Planning page on [Keeping Up with a Case](#)

Knoxville Office of Neighborhood Empowerment [Newsletter](#)

Sneak a Peak at [KGIS Planning Cases](#) for the next month's cases (and the [Cases](#) page)

The Process

Knoxville-Knox Planning has an excellent page - [Understanding the Planning Process](#)

Typical Planning Process Order

Typically land must be rezoned first, to change what is permitted by right.

Then some types of uses require a second hearing, which occurs after the land use hearing

1. Change Land Use (these items heard together) Planning provides a recommendation, then the legislative body enacts (City Council or County Commission)
 - a. Rezoning (required)
 - b. Sector Plan Amendment (if requested zone is not allowed under current Sector Plan Land Use Designation)
 - c. One Year Plan Amendment (City, if requested zone is not allowed under city One Year Plan land use designation)
2. Use on Review / Special Use / Concept Plan - only heard at Planning Commission
 - a. Use on Review (County) / Special Use (City) - compliance with the Zoning Ordinance
 - b. Concept Plan - compliance with the Subdivision Regulations

Difference between Use on Review and Concept Plan

Use on Review - the text of what uses are allowed, i.e. "249 detached dwelling units". Uses on Review are about compliance with the Zoning Ordinance

Concept Plan: review of the map / drawing of the proposed subdivision of lots, or the proposed site plan for a development. Concept Plans comply with the Subdivision Regulations

Appeals Process

[Legislative Actions and Appeals Process](#)

Deadlines to file appeals vary - usually 15 or 30 days

City Council, BZA, County Commission will take appeal filed by anybody

Chancery Court will require appeals to be filed by an "interested party" with standing to file

Cases in the City of Knoxville

Case Type	Action	City Council Action	Appellate Body
Rezoning (Approval)	Recommendation	Decision	
Rezoning (Denial)	Decision		Knoxville City Council
Use on Review	Decision		Knoxville City Council
Street/Alley Closure	Recommendation	Decision	
Concept Plan	Decision		Chancery Court
Final Plat	Decision		Chancery Court
Zoning Ordinance Amendment	Recommendation	Decision	

Cases in Knox County

Case Type	Action Final	County Commission Action Required	Appellate Body
Rezoning (Approval)	Recommendation	Decision	
Rezoning (Denial)	Decision		Knox County Commission
Use on Review	Decision		Knox County Board of Zoning Appeals
Concept Plan	Decision		Chancery Court
Final Plat	Decision		Chancery Court
Zoning Ordinance Amendment	Recommendation	Decision	

The Clock is Running. Engage Early (Planning Meetings)

- T Minus 3 Weeks: Preliminary Agenda Release, Notifications Mailed
- T Minus 12 Days: Signs posted, newspaper notice
- T Minus 6 Days: Final Agenda and Staff Reports
- T Minus 2 Days: Agenda Review Meeting
- T Minus 1 Day: Comments due, speaker sign-up
- Zero Hour: Planning Commission Meeting
- T Plus 15 days (city) / 30 days (county): Appeal deadlines
- T Plus 1-2 months: City Council / County Commission Meeting

The Tools

Useful tools and Links

- [Planning Newsletter Sign-Up](#) - Agendas, Meeting Notices
- Planning Commission [Agenda Site](#) - Maps, Cases, Comments
- [KGIS Planning Cases Map](#)
- [Individual Case Information](#)

- [Full Public Comments for Planning](#)
- Agendas for: [City Council](#) | [County Commission and BZA](#) | [City BZA](#)
- [KGIS \(Old Version\)](#)
- [Other Planning Tools](#) (Development Dashboard, Panorama, Density Explorer)
- [KCPA Website](#) and [Public Calendar](#)

What to Look For

Applicant Request - Who and What
Property Info - Where and current zoning, sector plan
Case Info (Staff Report and Recommendation)
Transportation Analysis - the traffic study
Case Summary (record of actions taken)
Site Plan (plot / layout)
Public Comments

Key KGIS [Planning Cases Map](#) Layers

These layers are in the Planning Cases map, only a few are in the regular KGIS map:

- Sector Plan / One Year Plan - the “to-be” state
- Zoning - shows current zoning
- Major Road Plan - road classifications for [Major Road Plan](#)
- Farmland Soils
- FEMA Flood Zones
- School Parental Responsibility Zones
- Aerial
- Active Planning Cases

[KCPA Land Use Checklist](#)