

TOWN OF LOUISVILLE, TENNESSEE
LOUISVILLE MUNICIPAL PLANNING COMMISSION

December 16, 2025

6:00 p.m.

Present: Kent Vaught – Chairman, Steven Kelley – Vice Chairman / Secretary, Jill Pugh – Mayor, Fran Hatley, Linda Simmons

Absent: Mary Wingo, Rick Fuller

Others Present: Jordan Rockwell – Town Planner, Hailey Russell – Administrative Assistant, Barry Ottinger – Building Official, & 6 citizens.

Chairman Vaught called the meeting to order at 6:00 p.m.

Approval of Minutes

Chairman Vaught presented the minutes from the November 2025 Planning Commission meeting. He advised the Commission that, once approved, the minutes become the official legal record of the meeting and cannot be amended. He encouraged members to review any references to themselves to ensure accuracy.

MOTION by Fran Hatley made a motion to approve the November 2025 minutes as written. The motion was seconded by Mayor Pugh.

Roll Call Vote:

Aye: Chairman Vaught, Mayor Pugh, Fran Hatley, Linda Simmons, Vice Chairman Kelley

Absent: Rick Fuller, Mary Wingo

MOTION PASSES.

Reports: Mayor, Building/Codes Official, Administrative

Mayor Pugh reported that Barry has resigned but will assist with training his replacement. She noted that a new hire was approved and announced at the Board of Mayor and Aldermen meeting and will begin in January.

She also updated the Commission on ongoing efforts to secure a bay for the Town's ambulance at the three-bay fire hall, citing a longstanding agreement with the county fire department. One bay is currently occupied by a boat, which has prevented use by the ambulance. Mayor Pugh noted that the fire department board has recently changed and that there is an interim fire chief.

Mayor Pugh expressed concerns about the necessity of the boat occupying a bay, the availability of certified personnel to operate it, and the continued lack of a permanent base for the ambulance where it can be stationed and plugged in. She stated that discussions with the new fire department board are ongoing and invited suggestions from commission members.

Public Comments on Agenda Items (5 Minute Limit)

Anna Gibson expressed a general comment regarding the agenda format. She requested greater consistency in how agenda items are labeled, specifically referencing the McCarthy Farm item, which has been referred to in various ways. She noted that unclear or inconsistent descriptions may make it difficult for the public to recognize items of interest and participate effectively. Ms. Gibson suggested including consistent naming and property addresses on agenda items to help the public easily identify and follow matters under consideration.

Chairman Vaught responded that the agenda is publicly posted and includes all supporting attachments. He noted that any information related to the McCarthy Farm is available in the agenda packet, which the public may review online.

New Business

a. AN ORDINANCE OF THE BOARD OF MAYOR AND ALDERMEN AMENDING THE TEXT OF THE ZONING ORDINANCE OF THE TOWN OF LOUISVILLE, TENNESSEE AMENDING SECTION 11-415, SWIMMING POOLS

Chairman Vaught presented the ordinance to commission members. Barry Ottinger explained he spoke with the town attorney and he advised that the town is allowed to take deposits to ensure the pool company gets a certificate of completion before moving on from the project.

MOTION by Hatley to recommend the ordinance amending section 11-415, swimming pools to the BMA. Second by Vice Chairman Kelley. VOTE: UNANIMOUS. **MOTION PASSES.**

b. AN ORDINANCE OF THE BOARD OF MAYOR AND ALDERMEN AMENDING THE TEXT OF THE ZONING ORDINANCE OF THE TOWN OF LOUISVILLE, TENNESSEE AMENDING CHAPTER 7 PROVISIONS GOVERNING USE, DISTRICTS 11-701.R-1 RESIDENTIAL AND AGRICULTURAL

Linda Simmons stated that, as a new member, she was seeking clarification. She noted that she and her husband own approximately 2.5 acres and could potentially build multiple homes, subject to the TVA high-water easement. She questioned why a larger minimum area of 113,000 square feet is required for two single-family dwellings on a single parcel. Ms. Simmons added that, as she understood it, similar density could be achieved through multiple parcels, and the requirement applies specifically when two dwellings are proposed on one parcel. Town Planner Jordan Rockwell explained that the distinction lies in whether the dwellings remain on a single parcel. Under the current ordinance, multiple dwellings may be permitted if the property is subdivided into separate parcels, with one dwelling per parcel. When two dwellings are proposed on a single, combined tract, additional acreage is required. He noted

that, as a rural community, the Town allows two dwellings on one parcel provided a minimum of 60,000 square feet is met; however, the proposed change increases that requirement to approximately three acres for two dwellings, which is consistent with subdivision standards.

Public Input – Bill Mattison stated that he recently subdivided his property to 1.5 acres with the intention of potentially adding a second dwelling in the future. He asked whether the proposed change would prevent that unless the property is subdivided again, which staff confirmed. Mr. Mattison expressed concern that this change should be more clearly communicated to the community, noting that many long-time residents have relied on the ability to place a second dwelling on an acre-and-a-half lot for family members. He stated that increasing the requirement to three acres effectively changes that practice. He further noted that subdivision requirements, including road frontage, ingress and egress, rights-of-way, and septic limitations, create significant additional hurdles. Mr. Mattison stated that this was the first time he had heard of the change and expressed concern about it being considered for approval without broader public awareness.

Chairman Vaught stated that this was the first discussion of the item and that it is being recommended to the Board of Mayor and Aldermen. He noted that there will be two to three additional discussions, including a public hearing.

Linda Simmons asked whether there was a specific situation or reason prompting the proposed change. Mayor Pugh responded that the change is being considered due to concerns about housing density and the need to address potential loopholes in the zoning ordinance. She noted that allowing multiple standalone dwellings on a single parcel is uncommon in most communities, which typically require separate lots. Mayor Pugh explained that properties with multiple dwellings on one parcel can be difficult to sell individually due to title and legal issues. She added that the requirement does not affect accessory apartments and reflects the practical impacts of the existing zoning structure.

Town Planner Jordan Rockwell stated that a second dwelling could still be permitted as an accessory apartment, subject to applicable standards, including a maximum size of 600 square feet. He noted that allowing two full-sized dwellings on a single parcel is uncommon and not permitted in the other communities where he has worked, except in rural areas with little or no zoning. He explained that the proposed change would bring the Town's regulations more in line with standard zoning practices.

MOTION by Hatley to recommend the ordinance amending chapter 7 provisions governing use, districts 11-701, R-1 Residential and Agricultural to the BMA. Second by Mayor Pugh. VOTE: UNANIMOUS. **MOTION PASSES.**

c. Site Plan Approval for McCarthy Farm

Chairman Vaught referenced Ms. Gibson's earlier comments and stated that he and Barry have met several times over the past few months to discuss improvements to the application process. He expressed agreement with the need for standardized forms to accompany each

application. He stated that having consistent, written documentation outlining exactly what is being requested for approval would be helpful to the Commission, rather than relying solely on application packets. He suggested that such forms clearly identify the type of approval sought (e.g., zoning, planning, or permitting) and include required signatures from the applicant, Building Codes, and, if approved, the Commission Chair. Chairman Vaught noted that while the matter has not yet been finalized due to recent workload, he would like to revisit and continue working on it.

Town Planner Jordan Rockwell stated that he spoke with Dan the previous week regarding the site layout. He noted that while a site plan has been provided, it currently lacks drainage calculations or a formal drainage plan. He stated that the applicant indicated those materials are nearly complete.

Mr. Rockwell also noted that detailed landscaping information has not yet been provided, though guidance may be available through the Design Review Commission (DRC). He added that utility details, aside from septic, are not required at this stage, but emphasized that a drainage plan remains necessary before final agreement or approval.

Town Planner Jordan Rockwell stated that he generally does not recommend approving items contingent upon the receipt of additional materials, particularly critical documents such as a drainage plan. He recommended deferring the item until the required information is submitted. He added that, alternatively, the Commission could consider a conditional approval and authorize staff to review the remaining materials.

Building Official Barry Ottinger stated that the Commission could grant preliminary or conditional approval, noting that no construction may begin until a building permit is issued, which also requires Commission approval. He explained that preliminary approval would allow the applicant to order materials while remaining subject to all required reviews.

Mr. Ottinger noted that the request before the Commission was for preliminary approval of the site plan, including the two-building concept, size, footprint, and intended use. He stated that final approval and issuance of the building permit would be contingent upon completion of Design Review Commission (DRC) review, resolution of signage details, and staff satisfaction. He added that he could coordinate a DRC meeting early the following month and emphasized that permits would not be issued until all requirements are met.

MOTION by Vice Chairman Kelley to give a preliminary approval on the site plan for McCarthy Farm contingent on providing a septic letter, drainage plan, landscaping plan, location of waterline and DRC approval. Second by Simmons. VOTE: UNANIMOUS. **MOTION PASSES.**

Old Business

- a. **A RESOLUTION OF THE PLANNING COMMISSION OF THE TOWN OF LOUISVILLE, TENNESSEE, TO AMEND THE SUBDIVISION REGULATIONS,**

APPENDIX III OF THE SPECIAL DEVELOPMENT STANDARDS, PLANNED UNIT DEVELOPMENT (PUD) SECTION III.2 DESIGN STANDARDS FOR PLANNED UNIT DEVELOPMENT, SUBSECTION (2), TO ALIGN WITH THE ZONING ORDINANCE STANDARD REGARDING MINIMUM SITE AREA

Town Planner Jordan Rockwell stated that the intent of the amendment is to align the subdivision regulations with the zoning ordinance regarding the minimum site size for a Planned Unit Development (PUD). He explained that the standard would be set at ten times the minimum lot size, replacing the current inconsistent acreage requirement. Based on his interpretation, this would result in a minimum of approximately 6.8 acres, thereby ensuring consistency between the two documents.

Chairman Vaught added that the amendment would clarify an ambiguity the Commission has been addressing for several months. He noted that establishing a clear standard would allow the Commission to evaluate any future exceptions with consistency and provide a defined baseline for decision-making.

MOTION by Chairman Vaught to approve the resolution as presented. Second by Vice Chairman Kelley. VOTE: UNANIMOUS. **MOTION PASSES.**

Public Comment Not on Agenda Items

Anna Gibson stated that she wished to address matters from the previous meeting. She expressed her opinion that allegations made during that meeting regarding potential legal violations were unfounded and inappropriate, noting that she found no evidence of wrongdoing after reviewing the requested materials, while acknowledging that she is not a lawyer. Ms. Gibson expressed appreciation for the service of those involved and emphasized the importance of understanding applicable laws and procedures.

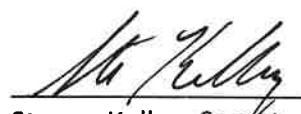
Ms. Gibson also stated that she wished to clarify and correct prior comments she had made regarding Pugh & Company CPA, explaining that her earlier remarks were based on misinformation. She indicated her intention to formally apologize to Mayor Pugh at the upcoming Board of Mayor and Aldermen meeting.

Adjournment

MOTION by Vice Chairman Kelley to adjourn the meeting. Second by Hatley. VOTE: UNANIMOUS. **MOTION PASSES.** The meeting adjourned at 6:33 p.m.



Kent Vaught, Chairman



Steven Kelley, Secretary