

# Loudon County Commission Workshop

Loudon, Tennessee

June 19, 2023

Courthouse Annex

6:00 pm

Public Hearing

To provide public comment, prior to the start of the meeting please write your name on the sign up sheet located on the podium for the General Public Comments or Public Hearing

## AGENDA

- 1) Comments by Members of the General Public
- 2) Loudon County Codes Enforcement Director – Jim Jenkins
  - A) A RESOLUTION AMENDING THE MUNICIPAL AND REGIONAL SUBDIVISION REGULATIONS OF LOUDON COUNTY, PHILADELPHIA, GREENBACK AND THE PLANNING REGIONS OF LENOIR CITY AND LOUDON, ARTICLE II, PROCEDURE FOR PLAT APPROVAL, C. FINAL PLAT.
  - B) A RESOLUTION AMENDING THE ZONING MAP OF LOUDON COUNTY, TENNESSEE, PURSUANT TO CHAPTER SEVEN, §13-7-105 OF THE TENNESSEE CODE ANNOTATED, TO REZONE FROM R-1, SUBURBAN RESIDENTIAL DISTRICT TO C-2, GENERAL COMMERCIAL DISTRICT. LOUDON COUNTY TAX MAP 033K, PARCELS 1.00, 1.01, 2.00, 3.00, 4.00, 5.00, & 6.00 LOCATED AT LEE HWY, LOUDON COUNTY, TN, SITUATED IN THE 1ST LEGISLATIVE DISTRICT
  - C) A RESOLUTION AMENDING THE ZONING MAP OF LOUDON COUNTY, TENNESSEE, PURSUANT TO CHAPTER SEVEN, §13-7-105 OF THE TENNESSEE CODE ANNOTATED, TO REZONE FROM M-1, GENERAL INDUSTRIAL DISTRICT TO R-1 SUBURBAN RESIDENTIAL DISTRICT. LOUDON COUNTY TAX MAP 026, PARCEL 086.00 LOCATED AT 6000 RIVERVIEW ROAD LOUDON COUNTY, TN, SITUATED IN THE 2ND LEGISLATIVE DISTRICT

D) A RESOLUTION AMENDING THE ZONING MAP OF LOUDON COUNTY, TENNESSEE, PURSUANT TO CHAPTER SEVEN, §13-7-105 OF THE TENNESSEE CODE ANNOTATED, TO REZONE FROM A-2, RURAL RESIDENTIAL DISTRICT TO C-2, GENERAL COMMERCIAL DISTRICT. LOUDON COUNTY TAX MAP 027, PARCEL 111.00 LOCATED AT 8670 HWY 321 SOUTH, LOUDON COUNTY, TN, SITUATED IN THE 3RD LEGISLATIVE DISTRICT

3) Mayor - Buddy Bradshaw

A. Loudon County Policy and Procedure Handbook Revisions

4) Commissioner - Van Shaver

A. Discussion of Development Connections to County Roads

5) Director of Accounts and Budgets - Erin Rice

A. Budget Recommendations



Re: Loudon County Policy and Procedure Handbook Revisions

Dear County Officials:

Over the course of the last few months, I have received requests from elected officials regarding revisions to particular policies in the Policy and Procedure Handbook (“Handbook”) for Loudon County Government. Also, a new federal law regarding pregnant workers has gone into effect; and, provisions relating to that law need to be added to the Handbook. Accordingly, I have made the following substantive changes to the Policy and Procedure Handbook:

1. Section 2.10 – Disabilities has been revised to incorporate provisions of the Federal Pregnant Workers Fairness Act.
2. Section 3.1 – Hours of Pay and Pay Day has been revised to reflect that election workers will be paid at the end of each election cycle.
3. A state auditor requested that Section 6.16 – Computers, Telephones, and Other Electronic Communications and Equipment be revised to remove the requirement that employees share passcodes and passwords with their “supervising county official, department head, or supervisor.” This change is necessary so that an employee cannot claim that his or her supervisor had access to the employee’s computer; and, therefore could be responsible for any inappropriate conduct that may have occurred on it. This change helps protect our elected officials and supervisors.
4. Section 6.18 – Travel Expense Reimbursement Policy has been revised to reflect that Loudon County now utilizes the State of Tennessee travel rates.
5. Whitney Caldwell’s name has been substituted for that of Tammy Reynolds throughout the handbook.

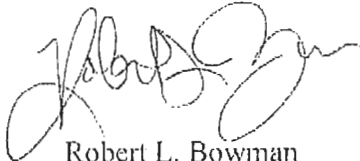
The good news is that the suggested revisions are few in number. I am attaching a collection of pages of the Handbook, for which the substantive revisions are proposed for your review. I have not included the pages with simple wording or grammatical revisions.

It is my understanding that the Mayor intends to have the revised Handbook presented at the August 7, 2023 Loudon County Commission Board of Commissioners meeting for approval. If you have any comments, concerns, or questions about the aforementioned revisions, please contact me by no later than June 30, 2023 so that I have time to make any necessary revisions and can present the revised Handbook at the Board of Commissioners workshop on July 17, 2023. Thank you.

Elected Officials  
June 9, 2023  
Page 3

Sincerely yours,

**KRAMER RAYSON LLP**

A handwritten signature in black ink, appearing to read "Robert L. Bowman", written in a cursive style.

Robert L. Bowman

RLB:ec  
Enclosures

## **Disabilities and Pregnancy**

### **Section 2.10**

It is the County's policy to comply with the Americans With Disabilities Act, as amended, (ADAAA), the Pregnant Workers Fairness Act ("PWFA"), and other applicable laws prohibiting discrimination against qualified employees and applicants with respect to any terms, privileges, or conditions of employment because of a disability or limitations related to pregnancy, childbirth, or related conditions. This policy applies to all personnel and employment practices. The County endorses the mandate of the ADAAA, PWFA, and other applicable laws to remove barriers which prevent qualified individuals with disabilities or limitations related to pregnancy, childbirth, or related conditions from enjoying the same employment opportunities that are available to persons without disabilities or without limitations related to pregnancy, childbirth, or related conditions.

Reasonable accommodations will be provided to qualified disabled applicants and employees with known limitations, including limitations related to pregnancy, childbirth, and related conditions and who require an accommodation in order to perform essential job functions, unless such accommodation would cause an undue hardship.

Disabled employees and applicants and those with limitations related to pregnancy, childbirth, or related conditions are invited to identify any proposed reasonable accommodation that would enable them to safely perform the essential functions of the position to their supervising County official or Department Head, or to Employee Benefits, currently Whitney Caldwell. The County will consider all job accommodation requests, and respond to such requests within a reasonable period of time. Information regarding any disability and other medical information will be kept confidential in accordance with federal and state law and retained in separate medical files.

## **PART 3. COMPENSATION POLICIES**

### **Hours of Work And Pay Day**

#### **Section 3.1**

The County establishes hours of work for each position, based on the needs of service and the needs of the public. The starting and ending times of shifts varies by department and may vary during different times of the year. The normal work week for most employees, excluding the Sheriff's Office, consists of forty (40) hours.

Currently, hourly employees are paid every two (2) weeks and salaried employees are paid twice a month. Election workers are paid at the end of each election cycle, including pay for early voting, election day, and training.

## **Computers, Telephones and Other Electronic Communication Systems and Equipment**

### **Section 6.16**

The County owns, leases, maintains, or operates various electronic communication systems and equipment, including but not limited to, computers, software, telephones, voicemail, facsimiles, telecopiers, copiers, postage meters, e-mail, the Internet, the Web or other electronic communication system, network or equipment. All such electronic communication systems and equipment and all communications, data, and information created, sent, transmitted by, received from, or stored in these electronic communication systems and equipment are and remain at all times the property of the County and as such are to be used solely for job-related reasons concerning official County business. The use of these electronic communication systems and equipment for personal or non-job-related purposes is strictly prohibited. In addition, all correspondence and activity of County employees in the form of electronic mail may be a public record under the public records law and may be subject to public inspection in accordance with state law.

The County recognizes that family and other emergencies may occasionally occur, and in such instances, the use of telephones for personal purposes is permitted, but the frequency and duration of such calls should be kept to a minimum. Employees should ask family members and friends not to call them at work unless it is an emergency. Personal long distance calls are prohibited except with the permission of the employee's supervisor, and the employee must reimburse the County for any personal long distance calls. Employees should use a personal phone during breaks and lunch for personal phone calls.

Employees are not permitted to use a code or password, access a message or file, or view or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from their supervisor. All codes and passwords are the property of the County, and an employee may not use a code or a password that has not been issued to him or her or that is unknown to the County or Department. Employees should keep their codes and passwords confidential and not disclose them to anyone.

Employees are encouraged to use authorized electronic communication systems and equipment to assist them in performing their jobs. However, such use is a privilege and not a right and it must be done properly and ethically in accordance with all applicable licenses, copyrights, patents, rules, laws and regulations. Employees are responsible for the content of all text, messages, information and communications that they send or receive. Employees should not disclose messages, information or other communications to other employees or individuals who are not authorized to receive them. The improper or unethical use or misuse of any electronic communication systems and equipment will not be tolerated. Employees who violate this policy and use County electronic communication systems for personal purposes do so at their own risk.



In addition to the foregoing, employees are prohibited from: (1) creating, accessing, sending or receiving messages, jokes, pictures, images or other data or material or communication that may be considered pornographic, obscene, sexist, racist, harassing, malicious, threatening, offensive, disruptive, defamatory, inflammatory, indecent, disparaging, illegal or that would violate the County's Sexual and Other Discriminatory Harassment Policy (See Section 6.9); (2) browsing in restricted content Web or other computer sites; (3) downloading any data or material which is not directly related to the employee's job without prior supervisory approval; (4) downloading software or application programs without prior supervisory approval (because of the potential for embedded viruses, interference with the County's software/application programs, and/or untested software/applications); (5) participating in Web-based or other surveys without prior supervisory approval; (6) using subscription-based services without prior supervisory approval; (7) copying or disseminating copyrighted matters; and (8) receiving, duplicating, retrieving, removing, copying, or altering any file, message, password, code, program, and the like without proper authorization. County employees are not permitted to use County networks, systems and equipment to create, post to or broadcast to any blogs, podcasts, webcasts or any similar methods of transmission, regardless of whether the content is work-related or not.

**Employees have no expectation of privacy in connection with the use of these electronic communication systems and equipment or with the creation, transmission, receipt or storage of information therein.** At its discretion and without notice, the County may monitor (i.e. read, listen, view, retrieve, delete) the use of these electronic communication systems and equipment and the information therein to ensure that such use is consistent with this policy, consistent with the County's legitimate business and government interests, and for other legitimate purposes. Employees should be aware that, even when a message, file, document or other communication is erased or when a Web site or program is closed, it is still possible to access or to recreate the message, file, document or other communication or to locate the closed Web site or program.

Employees suspecting or learning of any improper use of electronic communication systems and equipment or any violation of this policy should report it immediately to their supervisor. Employees who violate this policy are subject to disciplinary action up to and including termination.

## Travel/Expense Reimbursement

### Section 6.18

Loudon County will reimburse employees for reasonable and authorized expenses incurred while traveling on official County business. Except where explained below, all expenses should be approved in advance to the extent possible.

Claims for lodging costs should be submitted in advance to the Finance Department along with a completed copy of the conference registration form. The cost of lodging will be made payable directly to the facility. Employees should use lodging facilities that offer a government rate. The County encourages employees to improve their technical and professional skills and knowledge by attending job-related conferences, workshops, seminars and training sessions. With prior approval from the employee's supervisor, the County will pay for the cost of these programs by paying the fee directly to the sponsoring company.

Claims for travel/expense reimbursement should be submitted within thirty (30) days of incurring the expense on forms provided by the Finance Department. Claim forms must be signed by the employee and the employee's supervisor. Receipts for all claimed expenses should be attached to the claim form. Employees using their personal vehicles for authorized travel will be reimbursed on a per mile basis at the existing mileage rate.

Travel expenses excluding mileage and lodging ("per diem"; i.e., meals and incidentals) will be reimbursed at the maximum rate approved by the State of Tennessee for all locations outside the metropolitan areas at the time of travel. If a meal is provided through the conference, employees are not eligible for an expense reimbursement for that meal. Employees are not required to submit receipts for meal expense reimbursement amounts up to the maximum per diem amount. Employees will receive the appropriate per diem reimbursement upon return from the business-related travel.

Advance per diem will only be issued under extraordinary circumstances, such as if an official or department head can justify extraordinary circumstances that warrant an advance. The justification must be in writing to the Accounting Department. When advance per diem is issued, the employee is required to submit all receipts to the Accounting Department. Upon reconciliation, the employee will reimburse the County if less than the advanced amount was actually spent.

Requests for reimbursement must be approved by the appropriate elected official or department head and submitted to the Accounting Department. Each employee should present only one reimbursement form per trip, and the employee must use a reimbursement form supplied by the Accounting Department. The employee must attach a copy of the conference registration materials or agenda.



## NOTICE -

The three resolutions listed below:

8670 Hwy 321 South

6000 Riverview Road

Lee Highway Rezoning

DO NOT reflect the correct date for the Public Notice.

These are presented for the workshop meeting only and the originals with the correct Public Notice dates will be presented at the Commission Meeting. This is due to the timing and deadlines of meeting schedules.

RESOLUTION \_\_\_\_\_

**A RESOLUTION AMENDING THE ZONING MAP OF LOUDON COUNTY, TENNESSEE, PURSUANT TO CHAPTER SEVEN, §13-7-105 OF THE TENNESSEE CODE ANNOTATED, TO REZONE FROM A-2, RURAL RESIDENTIAL DISTRICT TO C-2 , GENERAL COMMERCIAL DISTRICT. LOUDON COUNTY TAX MAP 027, PARCEL 111.00 LOCATED AT 8670 HWY 321 SOUTH , LOUDON COUNTY, TN, SITUATED IN THE 3RD LEGISLATIVE DISTRICT**

**WHEREAS**, the Loudon County Commission, in accordance with Chapter Seven, §13-7-105 of the Tennessee Code Annotated, may from time to time, amend the number, shape, boundary, area or any regulation of or within any district or districts, or any other provision of any zoning resolution, and

**WHEREAS**, the Regional Planning Commission has forwarded a recommendation regarding the amendment to the Zoning Map of Loudon County, Tennessee,

**WHEREAS**, a notice of public hearing and a description of the resolution appeared in the Daily Edition on May 12, 2023 consistent with the provisions of Tennessee Code Annotated, §13-7-105, and

**NOW, THEREFORE, BE IT RESOLVED** by the Loudon County Commission that the Zoning Map of Loudon County, Tennessee be amended as follows:

Located 8670 Hwy 321 South situated in the 3rd Legislative District, referenced by Tax Map 027, Parcel 111.00 to be rezoned from A-2 (Rural Residential District) to C-2 (General Commercial District).

**BE IT FINALLY RESOLVED**, that this Resolution shall take effect immediately, the public welfare requiring it.

\_\_\_\_\_  
ATTEST

\_\_\_\_\_  
LOUDON COUNTY CHAIRMAN

DATE: \_\_\_\_\_

\_\_\_\_\_  
APPROVED: LOUDON COUNTY MAYOR

The votes on the question of approval of this Resolution by the Planning Commission are as follows:

APPROVED:  8

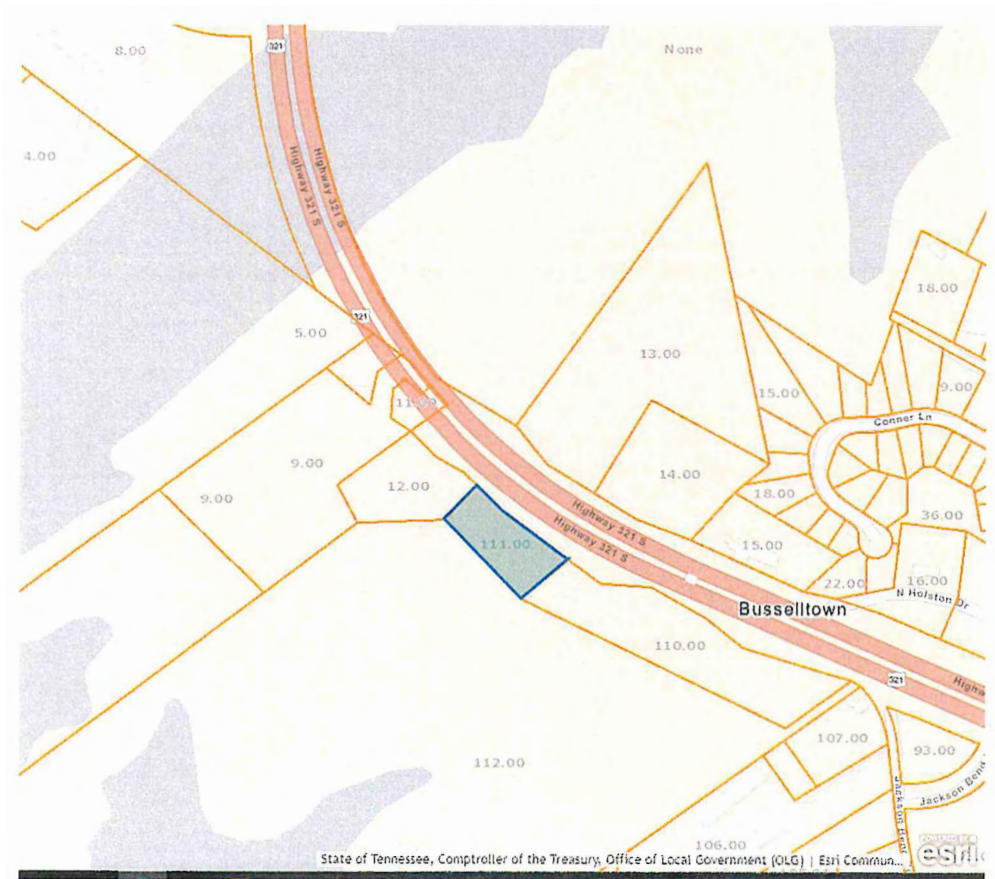
DISAPPROVED:  0

ABSTAINED: \_\_\_\_\_

\_\_\_\_\_  
ATTEST: SECRETARY LOUDON COUNTY REGIONAL PLANNING COMMISSION  
Dated:

ILLUSTRATION ATTACHMENT

REZONE FROM A-2 (RURAL RESIDENTIAL DISTRICT)  
TO C-2 (GENERAL COMMERCIAL DISTRICT). REFERENCED BY LOUDON COUNTY  
TAX MAP 027, PARCEL 111.00  
LOCATED 8670 HWY 321 SOUTH  
LOUDON COUNTY, TN, SITUATED IN THE 3RD  
LEGISLATIVE DISTRICT





RESOLUTION \_\_\_\_\_

**A RESOLUTION AMENDING THE ZONING MAP OF LOUDON COUNTY, TENNESSEE, PURSUANT TO CHAPTER SEVEN, §13-7-105 OF THE TENNESSEE CODE ANNOTATED, TO REZONE FROM M-1, GENERAL INDUSTRIAL DISTRICT TO R-1 SUBURBAN RESIDENTIAL DISTRICT. LOUDON COUNTY TAX MAP 026, PARCEL 086.00 LOCATED AT 6000 RIVERVIEW ROAD LOUDON COUNTY, TN, SITUATED IN THE 2ND LEGISLATIVE DISTRICT**

**WHEREAS**, the Loudon County Commission, in accordance with Chapter Seven, §13-7-105 of the Tennessee Code Annotated, may from time to time, amend the number, shape, boundary, area or any regulation of or within any district or districts, or any other provision of any zoning resolution, and

**WHEREAS**, the Regional Planning Commission has forwarded a recommendation regarding the amendment to the Zoning Map of Loudon County, Tennessee,

**WHEREAS**, a notice of public hearing and a description of the resolution appeared in the Daily Edition on May 12, 2023 consistent with the provisions of Tennessee Code Annotated, §13-7-105, and

**NOW, THEREFORE, BE IT RESOLVED** by the Loudon County Commission that the Zoning Map of Loudon County, Tennessee be amended as follows:

Located at 6000 Riverview Road situated in the 2nd Legislative District, referenced by Tax Map 026, Parcel 086.00 to be rezoned from M-1 (General Industrial District) to R-1 (Suburban Residential District)

**BE IT FINALLY RESOLVED**, that this Resolution shall take effect immediately, the public welfare requiring it.

\_\_\_\_\_  
ATTEST

\_\_\_\_\_  
LOUDON COUNTY CHAIRMAN

DATE: \_\_\_\_\_

\_\_\_\_\_  
**APPROVED: LOUDON COUNTY MAYOR**

The votes on the question of approval of this Resolution by the Planning Commission are as follows:

APPROVED:   8  

DISAPPROVED:   0  

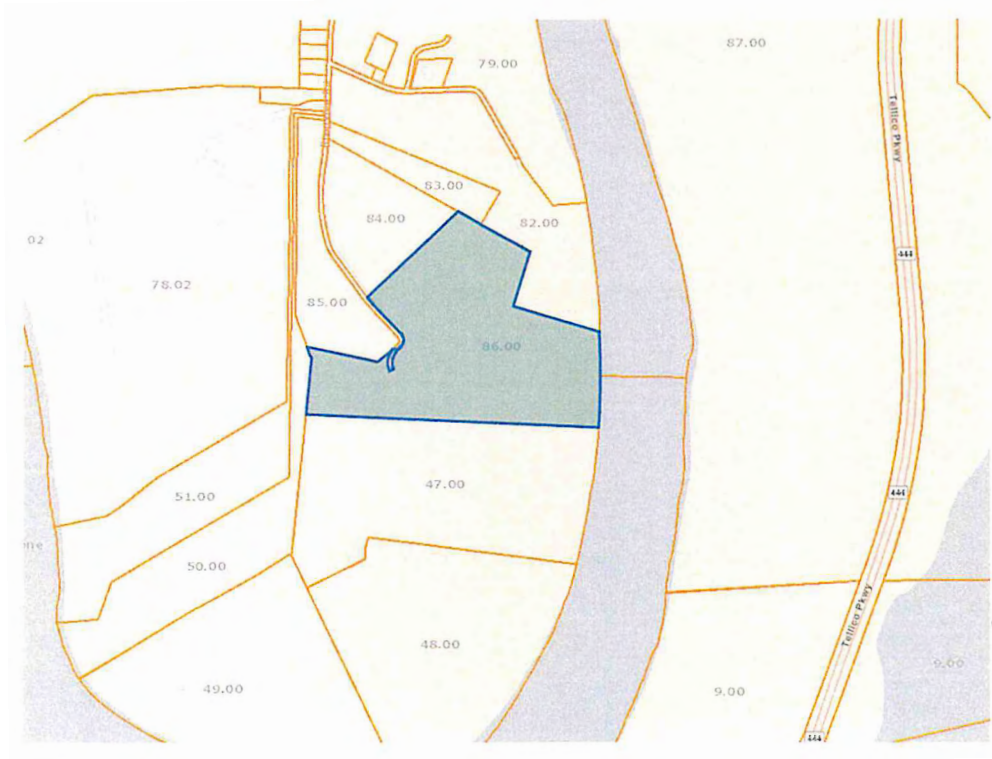
ABSTAINED: \_\_\_\_\_

\_\_\_\_\_  
**ATTEST: SECRETARY LOUDON COUNTY REGIONAL PLANNING COMMISSION**  
Dated:



ILLUSTRATION ATTACHMENT

REZONE FROM M-1 (GENERAL INDUSTRIAL DISTRICT)  
TO R-1 (SUBURBAN RESIDENTIAL DISTRICT).  
REFERENCED BY LOUDON COUNTY  
TAX MAP 026, PARCEL 086.00. LOCATED 6000 RIVERVIEW ROAD  
LOUDON COUNTY, TN, SITUATED IN THE 2ND  
LEGISLATIVE DISTRICT





RESOLUTION \_\_\_\_\_

**A RESOLUTION AMENDING THE ZONING MAP OF LOUDON COUNTY, TENNESSEE, PURSUANT TO CHAPTER SEVEN, §13-7-105 OF THE TENNESSEE CODE ANNOTATED, TO REZONE FROM R-1, SUBURBAN RESIDENTIAL DISTRICT TO C-2, GENERAL COMMERCIAL DISTRICT. LOUDON COUNTY TAX MAP 033K, PARCELS 1.00, 1.01, 2.00, 3.00, 4.00, 5.00, & 6.00 LOCATED AT LEE HWY , LOUDON COUNTY, TN, SITUATED IN THE 1ST LEGISLATIVE DISTRICT**

**WHEREAS**, the Loudon County Commission, in accordance with Chapter Seven, §13-7-105 of the Tennessee Code Annotated, may from time to time, amend the number, shape, boundary, area or any regulation of or within any district or districts, or any other provision of any zoning resolution, and

**WHEREAS**, the Regional Planning Commission has forwarded a recommendation regarding the amendment to the Zoning Map of Loudon County, Tennessee,

**WHEREAS**, a notice of public hearing and a description of the resolution appeared in the Daily Edition on April 14, 2023 consistent with the provisions of Tennessee Code Annotated, §13-7-105, and

**NOW, THEREFORE, BE IT RESOLVED** by the Loudon County Commission that the Zoning Map of Loudon County, Tennessee be amended as follows:

Located at LEE HWY situated in the 1st Legislative District, referenced by Tax Map 033K  
Parcels 1.00, 1.01, 2.00, 3.00, 4.00, 5.00, & 6.00 to be rezoned from R-1 (Suburban Residential District) to C-2 (General Commercial District).

**BE IT FINALLY RESOLVED**, that this Resolution shall take effect immediately, the public welfare requiring it.

\_\_\_\_\_  
ATTEST

\_\_\_\_\_  
LOUDON COUNTY CHAIRMAN

DATE: \_\_\_\_\_

\_\_\_\_\_  
APPROVED: LOUDON COUNTY MAYOR

The votes on the question of approval of this Resolution by the Planning Commission are as follows:

APPROVED:   8  

DISAPPROVED:   0  

ABSTAINED: \_\_\_\_\_

\_\_\_\_\_  
ATTEST: SECRETARY LOUDON COUNTY  
REGIONAL PLANNING COMMISSION  
Dated:

RESOLUTION NO. \_\_\_\_\_

ILLUSTRATION ATTACHMENT

REZONE FROM R-1 (SUBURBAN RESIDENTIAL DISTRICT) TO C-2 (GENERAL COMMERCIAL DISTRICT). REFERENCED BY LOUDON COUNTY TAX MAP 033K, PARCELS 1.00, 1.01, 2.00, 3.00, 4.00, 5.00 & 6.00 LOCATED LEE HWY, LOUDON COUNTY, TN, SITUATED IN THE 1ST LEGISLATIVE DISTRICT





RESOLUTION \_\_\_\_\_

**A RESOLUTION AMENDING THE MUNICIPAL AND REGIONAL SUBDIVISION REGULATIONS OF LOUDON COUNTY, PHILADELPHIA, GREENBACK AND THE PLANNING REGIONS OF LENOIR CITY AND LOUDON, ARTICLE II, PROCEDURE FOR PLAT APPROVAL, C. FINAL PLAT.**

**WHEREAS**, the Regional Planning Commissions, in accordance with Tennessee Code Annotated §13-3-401 through §13-3-411 and §13-4-301 through §13-4-309, may adopt and amend regulations governing the subdivision of land; and

**WHEREAS**, subdivisions must be conceived, designed, and developed in accordance with the sound rules and proper minimum standards as established in the Regional and Municipal Subdivision Regulations to protect the interests of the entire community; and

**WHEREAS**, subdivisions of land become a public responsibility in that public services customary to urban areas must be provided and the welfare of the entire community is thereby affected in many important respects; and

**WHEREAS**, the Regional Planning Commissions strive to cooperate with local authorities by conforming to consistent guidelines of community development.

**NOW, THEREFORE, BE IT RESOLVED** by the Regional Planning Commissions that the Subdivision Regulations be amended as follows:

**Section 1.** Article II. Procedure For Plat Approval, C. Final Plat, subsection 1., be amended by deleting it in its entirety and replacing it with the following:

1. The final plat shall conform substantially to the preliminary sketch plat as approved. A final plat shall not be accepted for submission unless it contains all of the required information or a written request for a variance from each specific deviation from the requirements with reasons, therefore.

**BE IT FINALLY RESOLVED**, that this Resolution shall take effect immediately, the public welfare requiring it.

\_\_\_\_\_  
Attest

\_\_\_\_\_  
Loudon County Chairman

Date: \_\_\_\_\_

\_\_\_\_\_  
Approved: Loudon County Mayor

APPROVED:

*Pamela Lynn Lewis*  
SECRETARY, LOUDON COUNTY  
REGIONAL PLANNING COMMISSION

6-14-2023  
DATE

Approved:   8  

Disapproved:   0