

# MPC

# Quarterly Update

October, 2009

An  
Update  
On the

Knoxville / Knox County  
Metropolitan Planning Commission  
Annual Work Program  
2009/10

# MPC Quarterly Update 2009/10 Work Program

MPC COMPOSITE WORK PROGRAM FY 2009-10			
PRESCRIBED SERVICES			
	Name of Service	Description of Service	Measure of Service
1	MPC meeting and agenda support	Preparation for and support of the monthly meeting of MPC	<ul style="list-style-type: none"> <li>• 157 agenda items considered this quarter</li> <li>• Down from 185 items considered in last quarter</li> <li>• Down from 238 items in same quarter last year</li> </ul>
2	City/County Historic Zoning Commission meeting and agenda support	Preparation for and support of the monthly meeting of City and County HZC	<ul style="list-style-type: none"> <li>• 40 agenda items and staff approved certificates considered this quarter</li> <li>• Up from 34 items considered in last quarter</li> <li>• Up from 34 items in same quarter last year</li> </ul>
3	Tennessee Technology Corridor Development Authority meeting and agenda support	Preparation for and support of the monthly meeting of TTCDA	<ul style="list-style-type: none"> <li>• 3 agenda items and staff approved certificates considered this quarter</li> <li>• Same as last quarter</li> <li>• Down from 10 items in same quarter last year</li> </ul>
4.A	County Board of Zoning Appeals support	Staff support at County BZA meetings	<ul style="list-style-type: none"> <li>• Three monthly meetings attended</li> <li>• Training workshop attended by staff</li> </ul>
4.B	City Board of Zoning Appeals meeting and agenda support	Acceptance of applications, public notice, agenda preparation and staff support at City BZA meetings	<ul style="list-style-type: none"> <li>• Three monthly meetings attended.</li> <li>• Application intake and public notice for all items each month</li> </ul>
5	City Infill Housing Design Review Committee support	Preparation for and support of the meetings of the Committee	<ul style="list-style-type: none"> <li>• 13 agenda items considered this quarter</li> <li>• Up from 6 items considered in last quarter</li> <li>• Down from 14 items in same quarter last year</li> </ul>
6	City Downtown Design Review Board support	Preparation for and support of the meetings of the Board	<ul style="list-style-type: none"> <li>• 10 agenda items and staff approved certificates considered this quarter</li> <li>• Same as last quarter</li> <li>• Up from 9 items in same quarter last year</li> </ul>
7	City Design Review	Review of site plans within form based zones and certain basic zone districts	<ul style="list-style-type: none"> <li>• Two C-6 plans reviewed this quarter</li> </ul>
8.B	Zoning applications	Consideration of rezoning requests by MPC	<ul style="list-style-type: none"> <li>• 16 zoning requests considered this quarter</li> <li>• Same as last quarter</li> <li>• Down from 31 requests in same quarter last year.</li> </ul>
8.C	Final Plats	Consideration of final plats by MPC	<ul style="list-style-type: none"> <li>• 46 final plats considered this quarter</li> <li>• Down from 55 final plats considered in last quarter</li> <li>• Down from 68 final plats considered in same quarter last year</li> </ul>
8.D	Concept Plan/Development Plan applications	Consideration of concept plans (part of the subdivision regulations) and development plans (part of planned district zoning) by MPC	<ul style="list-style-type: none"> <li>• 5 concept plans and 5 development plans considered this quarter</li> <li>• Down from 8 concept plans and 3 development plans considered in last quarter</li> <li>• Down from 9 concept plans and 4 development plans considered in same quarter last year</li> </ul>
8.E	Uses on Review	Consideration of uses on review within basic district zoning by MPC	<ul style="list-style-type: none"> <li>• 15 requests considered this quarter</li> <li>• Down from 17 requests considered in last quarter</li> <li>• Same as same quarter last year</li> </ul>
8.G	Zoning Certifications	Certification by MPC staff that states uses are allowed within a zone district on a specific property	<ul style="list-style-type: none"> <li>• 36 zoning certifications issued this quarter</li> </ul>
8.H	Administrative Plats	Consideration of plats that may be approved by MPC staff	<ul style="list-style-type: none"> <li>• 74 administrative plats considered this quarter</li> <li>• Same number of administrative plats considered in last quarter</li> <li>• Down from 103 administrative plats considered in same quarter last year</li> </ul>

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PRESCRIBED SERVICES (Continued)			
	Name of Service	Description of Service	Measure of Service
9.A	City Sector Plan Amendments	Requests to amend the sector plans on a parcel basis, usually linked to a rezoning request	<ul style="list-style-type: none"> <li>• 1 sector plan amendment considered this quarter</li> <li>• Up from 0 sector plan amendments in last quarter</li> <li>• Up from 0 sector plan amendments in same quarter last year</li> </ul>
9.B	County Sector Plan Amendments	Requests to amend the sector plans on a parcel basis, usually linked to a rezoning request	<ul style="list-style-type: none"> <li>• 3 sector plan amendments considered this quarter</li> <li>• Up from 1 sector plan amendment in last quarter</li> <li>• Down from 11 sector plan amendments in same quarter last year</li> </ul>
10	City One Year Plan Amendments	Requests to amend the City's one-year plan on a parcel basis, usually linked to a rezoning request.	<ul style="list-style-type: none"> <li>• 2 one-year plan amendments considered this quarter</li> <li>• Down from 4 one-year plan amendments in last quarter</li> <li>• Down from 3 one-year plan amendment in same quarter last year</li> </ul>
11	City Capital Improvement Program	Preparation and recommendation on the City's annual CIP	<ul style="list-style-type: none"> <li>• Will begin preparation in 3<sup>rd</sup> quarter for May consideration by MPC</li> </ul>
12	City Housing Rehabilitation Review (Section 106)		<ul style="list-style-type: none"> <li>• More than 500 properties reviewed annually, with 28 work write-ups in last year</li> </ul>
13	City Historic Property and District Designations	Preparation of local and national historic designations and assistance with incentives related to designation	<ul style="list-style-type: none"> <li>• No local designations prepared</li> <li>• 2 national register nominations prepared</li> <li>• assisted with 3 tax credit applications</li> </ul>
14.A	Addressing	MPC is responsible for assigning new addresses and correcting faulty addresses throughout Knox County	<ul style="list-style-type: none"> <li>• 986 new addresses assigned this quarter</li> <li>• Down from 1,220 addresses assigned in same quarter last year</li> <li>• 14,951 addresses modified this quarter</li> <li>• Up from 5,098 addresses modified in same quarter last year</li> </ul>
14.B	Street Names	Requests to change official name of street or joint permanent easement	<ul style="list-style-type: none"> <li>• No street name changes considered this quarter</li> <li>• Down from 2 street name changes in last quarter</li> <li>• Down from 6 street name changes in same quarter last year</li> </ul>
14.C	Street / Alley Closures	Requests to close street or alleys	<ul style="list-style-type: none"> <li>• 1 street or alley closure considered this quarter</li> <li>• Down from 6 street or alley closures considered in last quarter</li> <li>• Down from 9 street or alley closures considered in same quarter last year</li> </ul>
14.D	KGIS Assistance	Modification and maintenance of the subdivision and street right of way layers of KGIS	<ul style="list-style-type: none"> <li>• 82 new road segments created this quarter; up from 75 same quarter last year</li> <li>• 199 road segments modified this quarter</li> </ul>

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PRESCRIBED PROJECTS			
	Name of Project	Description of Project	Status of Project
1	Excellence Awards	Annual program to highlight excellence in development projects	<ul style="list-style-type: none"> <li>• Awards program held in August</li> <li>• 170 in attendance at awards banquet</li> <li>• 9 projects presented awards</li> </ul>
2	General Zoning Change Studies	Studies related to request for general rezoning of more than a single parcel	<ul style="list-style-type: none"> <li>• No general zonings underway.</li> <li>• Staff is preparing list of possible general rezonings.</li> </ul>
3	Zoning Code Amendments	Proposed amendments to the City and County zoning ordinances	<ul style="list-style-type: none"> <li>• Draft amendments to TC-1 (city) and TC (county) completed. Amendments to TC considered by MPC and recommended for approval.</li> <li>• Cumberland Avenue Corridor form code (city), R-4 (city) and TC-1 (city) drafted and under review by city staff.</li> </ul>
4	Subdivision Regulation Amendments	Proposed amendments to the Knoxville/Knox County subdivision regulations	<ul style="list-style-type: none"> <li>• Form codes (zoning) may require street amendments</li> <li>• No amendments (other than major update) under consideration at this time</li> </ul>
5	Sector Plan Updates	Periodic major updates to the General Plan on a sector by sector basis	<ul style="list-style-type: none"> <li>• East County Sector Plan update – 90% complete</li> <li>• North County Sector Plan update - background report underway</li> <li>• South County Sector Plan update - background report complete</li> <li>• East City Sector Plan update – Magnolia Study complete</li> <li>• South City Sector Plan update – background report not yet started</li> </ul>
6	Empowerment Zone Projects	Support of projects within Empowerment Zone for City Community Development	<ul style="list-style-type: none"> <li>• Infill Housing</li> <li>• Magnolia Avenue Corridor Plan</li> <li>• Façade Improvement Program</li> <li>• Vestal area plan development</li> <li>• R-1HK and Form Code development</li> <li>• Mapping of Community Development projects</li> <li>• Business Opportunity Studies</li> </ul>
7	Market Analysis Reports		<ul style="list-style-type: none"> <li>• Downtown housing report 95% complete. Publish in November</li> <li>• Office market study 30% complete. Expected complete after first of year</li> <li>• Industrial report to begin in November</li> </ul>
8	Annual Development Activity Report	Preparation of annual report on development related activity	<ul style="list-style-type: none"> <li>• Published after the first of each calendar year</li> <li>• Summarized building permit, platting, zoning and land conversion activity during the year</li> </ul>
9	Annual Facts and Figures Brochure	Preparation of facts and figures brochure. Data updated each year.	<ul style="list-style-type: none"> <li>• Updated and published each year</li> </ul>
10	MPC Annual Report	Preparation of annual report on MPC activity	<ul style="list-style-type: none"> <li>• Draft completed for October MPC meeting</li> </ul>

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SPECIAL PROJECTS			
	Name of Project	Description of Project	Status of Project
1	Subdivision Regulation Revision	Major revision to Knoxville/Knox County Subdivision Regulations	<ul style="list-style-type: none"> <li>• Draft 90% Complete.</li> <li>• Under review by City and County staff.</li> </ul>
2.A	Cumberland Avenue Parking Strategy Adoption	Preparation of a Parking Strategy for the Cumberland Avenue Corridor and surrounding area	<ul style="list-style-type: none"> <li>• Draft Complete.</li> <li>• Under review by City staff.</li> </ul>
2.B	Cumberland Avenue Traffic Circulation Study Adoption	Preparation of a Traffic Circulation Study for the Ft. Sanders area	<ul style="list-style-type: none"> <li>• Draft 50% Complete.</li> <li>• Asked to delay by City to wait for other City sponsored studies.</li> </ul>
2.C	Cumberland Avenue Form Based Code Adoption	Preparation of a draft Form Based Code for the Cumberland Avenue Corridor	<ul style="list-style-type: none"> <li>• Draft Complete.</li> <li>• Under review by City staff.</li> <li>• Expect public review and consideration by MPC by calendar year end.</li> </ul>
3	City Zoning Code Reorganization – Article VII	Draft reorganization of Article VII of the City Zoning Ordinance.	<ul style="list-style-type: none"> <li>• Draft complete.</li> <li>• MPC recommended approval.</li> <li>• Reviewed by City contractor.</li> <li>• Awaiting City policy decisions to change code.</li> </ul>
4.A	City R-4 zone district	Replacement of the R-4 zone district to create a mixed-use, neighborhood scaled zone district.	<ul style="list-style-type: none"> <li>• Draft complete.</li> <li>• Asked to delay by City before taking to MPC for recommendation.</li> </ul>
4.B	City R-1HK zone district	Addition of a new residential district to allow small lots comparable to the existing development pattern of the Heart of Knoxville	<ul style="list-style-type: none"> <li>• Rough draft complete</li> <li>• Under review by MPC staff.</li> <li>• Expect city staff and public review early in 2010.</li> </ul>
5	County Agricultural / Rural Residential zone districts	Preparation of a new County Rural Residential zone district and revised existing County Agriculture zone district.	<ul style="list-style-type: none"> <li>• Not Started.</li> <li>• Scheduled after adoption of East County Sector Plan.</li> </ul>
6	City / County Suburban Corridor Overlay district	Consideration of a new City and County Suburban Corridor Overlay zone district	<ul style="list-style-type: none"> <li>• Not Started.</li> <li>• Scheduled after adoption of East County Sector Plan.</li> </ul>
7.A	Inskip Small Area Plan	Small area plan for the Inskip area to address land use and rezoning issues	<ul style="list-style-type: none"> <li>• Not Started.</li> <li>• Scheduled to begin after first of year</li> </ul>
7.B	Ft. Sanders Small Area Plan	Revisitation of small area plans for the Ft. Sanders area	<ul style="list-style-type: none"> <li>• Working with Committee created by City.</li> <li>• Existing plans reviewed.</li> <li>• Recommendations formulated.</li> <li>• Proposed Action Plan under consideration.</li> </ul>
8	Parking ordinance amendments	Preparation of amendments to reduce off-street parking requirements	<ul style="list-style-type: none"> <li>• Not Started.</li> <li>• Scheduled to begin after first of year</li> </ul>
9	Magnolia Avenue Corridor Plan Adoption		<ul style="list-style-type: none"> <li>• Complete. Adopted by City Council August 25, 2009.</li> </ul>
10	Growth Policy Plan – Data Collection / Analysis	Plan amendment, zoning, subdivision and permitting data collected for use in Growth Policy Plan analysis	<ul style="list-style-type: none"> <li>• Ongoing.</li> <li>• Monthly data available</li> </ul>
11	City/County Parks and Greenways Plan Adoption	Preparation of a city/county parks and greenways plan.	<ul style="list-style-type: none"> <li>• Draft complete. Review by City and County staff complete. Revisions to plan 90% complete.</li> </ul>

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12	Ridgetop and Hillside Task Force Support	Preparation of city/county strategy to protect and regulate development on ridgetops and steep slopes.	<ul style="list-style-type: none"> <li>• MPC staff has organized and supported 36 meetings of task force and subcommittees and 26 public and stakeholder meetings</li> <li>• 3,893 hours of staff time at a value of \$183,279 have been devoted to the task force</li> <li>• Policy recommendations formulated by Committee</li> <li>• Plan being drafted</li> <li>• Implementation tools being drafted</li> </ul>
13	Transfer of Development Rights Task Force	Consideration of a transfer of development rights program and recommendation to County Commission	<ul style="list-style-type: none"> <li>• 2 meetings of task force this quarter, 8 meetings total</li> <li>• 76 hours of staff time this quarter, at a value of \$5,304. Total value of staff time estimated at \$20,000.</li> <li>• Several scenarios considered</li> <li>• Task Force recommendation against proceeding</li> <li>• Report being drafted</li> </ul>
14	TTCDA Design Guidelines	A major update of design guidelines applicable to development within the TTCDA area	<ul style="list-style-type: none"> <li>• Draft complete</li> <li>• TTCDA Board has reviewed and will consider approval in November</li> <li>• Scheduled for MPC consideration in December</li> </ul>
15	City Sidewalk Policy Plan	Preparation of a City sidewalk policy and plan	<ul style="list-style-type: none"> <li>• Meeting with City staff</li> <li>• Draft 50% complete</li> </ul>
16	City Public Property Naming Policy and Procedures	A major update of policy and procedures for the naming of public property and streets	<ul style="list-style-type: none"> <li>• Draft complete</li> <li>• Presented to Committee in September</li> </ul>
17	Sustainable Community Indicators	Preparation of policy and data related to measuring and tracking progress toward meeting goals of sustainable development	<ul style="list-style-type: none"> <li>• Research and data collection underway</li> </ul>
18	School related data analysis	Collection and analysis of development and population data used in school enrollment projections	<ul style="list-style-type: none"> <li>• Ongoing</li> <li>• Periodic reports to School administration</li> </ul>
19.A	PEFA - Knox County contract	Partnership with PBA for analysis of educational facilities in Knox County	<ul style="list-style-type: none"> <li>• Currently in Phase 3 of Knox County contract</li> <li>• Updating and calibrating projection models</li> </ul>
19.B	PEFA – Jefferson County contract	Partnership with PBA for analysis of educational facilities in Jefferson County	<ul style="list-style-type: none"> <li>• Recently contracted</li> <li>• Data collection and analysis underway</li> </ul>
20	Food Policy Council - Mapping	Mapping of food system data	<ul style="list-style-type: none"> <li>• Ongoing</li> <li>• Recent support of Knox County Health Dept study</li> </ul>
21.A	Development Corporation contract	Creation of graphic material (maps and tables) and web site support	<ul style="list-style-type: none"> <li>• Project underway</li> <li>• Estimated 60% complete</li> <li>• Expected completion by January</li> </ul>
21.B	KAT contract	Creation of graphic material (maps and tables) and web site support	<ul style="list-style-type: none"> <li>• Currently discussing scope of services</li> </ul>
22	City Community Development contract	Support through mapping of community development projects	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>
23	County Redistricting Committee support	Mapping of redistricting options	<ul style="list-style-type: none"> <li>• Project complete</li> </ul>

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	Name of Project	Description of Project	Status of Project
24	Regional Economic Overview	Collection, analysis and reporting of regional economic data	<ul style="list-style-type: none"> <li>• Project not yet started</li> </ul>
25	City Project DOX	Analysis of work flow to coordinate with City electronic plans review implementation	<ul style="list-style-type: none"> <li>• Meeting with City staff</li> <li>• Estimated 50% complete</li> </ul>
26	Grantwriting	Staff review of grant opportunities and preparation of appropriate applications	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>
27	Sustainable Development Incentives Program	Preparation of city and county zoning ordinance amendments to provide incentive for sustainable development	<ul style="list-style-type: none"> <li>• Draft complete</li> <li>• Legislative bodies briefed</li> <li>• Public meeting conducted</li> <li>• Expected to bring to MPC for consideration in November or December</li> </ul>

Prescribed Services:

MPC services necessary to complete and report federal, state, or local requirements.

Prescribed Projects:

MPC projects necessary to complete and report federal, state, or local requirements or expectations.

Special Projects:

MPC projects that are proposed in response to a specific, one-time or periodic need, and are not required by law.