



AGENDA ITEM #: 101

MEMORANDUM

TO: Metropolitan Planning Commission
FROM: Mark Donaldson, Executive Director
DATE: Tuesday, September 05, 2006
SUBJECT: Infill Housing Design Review Committee's Administrative Rules and Procedures
9-A-06-OB

STAFF RECOMMENDATION:

APPROVE the Administrative Rules and Procedures for the Infill Housing Design Review Committee

BACKGROUND:

Last month the Commission approved the IH-1 (Infill Housing Overlay) . The Infill Housing Design Review Committee will serve as the reviewing body for IH-1 applications. Submitted for your approval are the Infill Housing Design Review Committee's Administrative Rules and Procedures that will govern this body.

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APPENDIX C

Infill Housing Design Review Committee Administrative Rules and Procedures

SECTION 1 - PURPOSE

The purpose of the Administrative Rules and Procedures is to establish operating rules that govern the operation and conduct of the Infill Housing Design Review Committee when processing applications for Certificate of Appropriateness (Infill).

SECTION 2 - MEMBERS

The committee shall be comprised of staff from Metropolitan Planning Commission (3 members), Community Development Division (2 members), Plans Review and Inspection Division (2 members), City Engineering (one member) and the East Tennessee Community Design Center or their successors (one member).

One of the staff members from the Metropolitan Planning Commission will serve as the Committee's administrator, which will entail such functions as running meetings, organizing material, and communicating with applicant.

SECTION 3 - MEETINGS

- A. Open Meetings - All meetings of the Committee convened in order to make a decision or to deliberate toward a decision on any matter shall be an "open meeting" in accordance with the requirements set forth in TENN CODE ANN 8-44-101 et seq. All proposals or applications submitted to Committee shall be considered in a public hearing that invites and entertains public comment.
- B. Schedule of Meetings - The regular meetings of the Committee shall be held on the fourth Wednesday of the month at 9 a.m.
- C. Quorum - Five (5) members of the Committee shall constitute a quorum for voting on matters coming before the Committee.
- D. Conducting Meetings - The Committee's approval, approval with conditions or denial of a Certificate of Appropriateness (Infill) shall be made by a vote of the committee members.
- E. Reports - The administrator shall report to the Metropolitan Planning Commission at each regular monthly meeting on all Certificates issued since the prior monthly meeting.

- F. Design Standards - No action of the Committee shall establish a precedent. Each application shall be decided upon its own merits using the Heart of Knoxville Infill Housing Design Guidelines.

SECTION 4 – NOTICES

- A. Public Notice of Application - The Committee shall give public notice of all Certificate of Appropriateness (Infill), applications by means of the Metropolitan Planning Commission's website and emailing neighborhood associations/leaders within five (5) days following the monthly application deadline.
- B. Public Notice of Committee Decision - Within twenty-four (24) hours of the issuance of a Certificate of Appropriateness (Infill) the applicant shall post a sign on the property issued by the Metropolitan Planning Commission, noting the approval of the Certificate of Appropriateness (Infill) and the right to appeal the decision. The sign shall remain posted for fifteen days (15) days after a Certificate of Appropriateness (Infill) is issued.
- C. Closing Date for Filing Applications
 - 1. Regular Closing Date - Applications filed with the Committee shall be completed and filed fifteen (15) days prior to the regularly scheduled meeting. In the event that the closing date of the application falls on a Saturday, Sunday or Holiday then deadline will be on the next business day.
 - 2. Special Meeting Closing Dates - The Committee may, at its discretion, set special meeting times.

SECTION 5 – APPLICATIONS, DOCUMENTATION AND REVIEW

Applications for Certificates of Appropriateness shall be made on an official form filed with the offices of the Knoxville-Knox County Metropolitan Planning Commission.

- A. An incomplete application will not be accepted.
- B. A complete application must include nine (9) copies of the official form and the following material:
 - 1. An application for Certificate of Appropriateness (Infill)
 - 2. Proposed site plan - including:
 - a. Lot dimensions
 - b. Proposed building dimensions
 - c. Proposed front, side and rear setbacks
 - d. Existing/proposed driveways
 - e. Adjacent streets and alleys
 - 3. Proposed front and side elevations including:

- a. Location, size and style of windows and doors
 - b. Front porch (and size)
 - c. Height to eave
 - d. Height of foundation
 - e. Roof pitch and materials (labeled)
 - f. Additions to structures
 - g. Type of siding materials (labeled)
- C. If a Certificate of Appropriateness (Infill) is issued for approved construction, the time for completion of any construction under the Certificate is twenty-four (24) months from the date of issuance of the Certificate of Appropriateness (Infill). Expired Certificates must be reheard as a new application.

SECTION 5 – APPEALS

During the fifteen (15) day cycle there is an opportunity to appeal the Infill Housing Design Review Committee’s decision. Anyone wishing to appeal the Committee’s decision should fill out the Metropolitan Planning Commission’s Appeal of Decision form.

The appeal process is in accordance with Article XIII.

Knoxville/Knox County Metropolitan Planning Commission

Certificate (File) No:

Date Filed:

**APPLICATION FOR
CERTIFICATE OF APPROPRIATENESS (INFILL)**

I (we) make an application for a Certificate of Appropriateness for the plans and proposals described for the following property.

1. **NAME OF APPLICANT:**

Address:

Fax:

Telephone:

Email Address:

Relationship to Owner:

2. **NAME OF OWNER:**

Address:

Fax:

Telephone:

Email Address:

3. **LOCATION OF PROPERTY (Address, Lot, and Parcel No.)**

Address:

Tax Id:

4. **Type of Work:**

_____ New primary structure

_____ Additions visible from the primary street

_____ Changes to porches visible from the primary street

_____ Driveways, parking pads, access points, garages or similar facilities

5. **Attachment to Application:**

In order for an application to be reviewed for a Certificate of Appropriateness the following attachments must accompany this application.

_____ Proposed site plan - including:

- ◆ Lot dimensions
- ◆ Proposed building dimensions
- ◆ Proposed front, side and rear setbacks
- ◆ Existing/proposed driveways
- ◆ Adjacent streets and alleys

- _____ Proposed front and side elevations - including:
- ◆ Location, size and style of windows and doors
 - ◆ Front porch (and size)
 - ◆ Height to eave
 - ◆ Height of foundation
 - ◆ Roof pitch and materials (labeled)
 - ◆ Additions to structures
 - ◆ Type of siding materials (labeled)

6. **Description of Work:**

The proposal should meet the following design elements (as outlined in the Heart of Knoxville Infill Housing Guidelines).

Is the proposal consistent with design elements found within the Heart of Knoxville Infill Housing Guidelines. _____ Yes _____ No		
<i>Circle One</i>	<i>Design Element</i>	<i>If no, please explain why?</i>
Yes No	Setbacks	
Yes No	Roof pitch	
Yes No	Housing Elevation	
Yes No	Building Materials	
Yes No	Porch	
Yes No	Scale of House	
Yes No	Access off Alley	

7. **Signature of Applicant:** _____ **Date:** _____

Return Application to: Knoxville/Knox County Planning Commission
Suite 403, City/County Building, 400 Main Street
Knoxville, Tennessee 37902