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## MEMORANDUM

TO: Metropolitan Planning Commission  
FROM: Mark Donaldson, Executive Director  
DATE: July 10, 2014  
SUBJECT: Consideration of FY2014-15 annual work program

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### REQUEST

Consideration of the proposed FY2014-15 MPC annual work program.

### BACKGROUND

Each year, in conjunction with approval of the budget for the upcoming year (which was approved in June), MPC staff asks the planning commission to approve a proposed work program to provide an understanding of the staff work that has been included in budget considerations.

The work is organized in three basic categories:

- Prescribed services, which are services necessary to complete and report federal, state, or local requirements and expectations;
- Prescribed projects, which are projects necessary to complete and report federal, state, or local requirements and expectations; and
- Special projects, which are proposed in response to a specific, one-time or periodic need and are not required by law.

### ANALYSIS

With the completion of the PlanET process earlier in 2014, our attention will shift towards implementing many of the actions proposed in the PlanET playbook. The first step in that implementation is securing the necessary resources to act. To that end MPC staff will devote time to grant writing to seek the resources necessary to take action within Knox County and also throughout the region. In addition, MPC will house the ET Index, a compilation of data summarized through 87 indicators that will be maintained, updated and analyzed on a periodic basis.

In addition to PlanET, we will complete the Central City, Northwest City and Northwest County sector plan updates, as well as significant amendments to the zoning ordinances regarding sign and parking requirements and treatment of flood prone properties.

### STAFF RECOMMENDATION

Staff recommends approval.

### EXHIBITS

- MPC Composite Work Program for FY2014-15
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# MPC COMPOSITE WORK PROGRAM FY 2014-15

Prescribed Services:

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

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.

| <b>MPC COMPOSITE WORK PROGRAM<br/>FY 2014-15</b> |  |
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| <b>PRESCRIBED SERVICES</b>                       |  |
| 100  | Citizen and Applicant Assistance                               |
| 101  | A MPC Meeting and Agenda Support                               |
|  | B City Council Meeting and Agenda Support                      |
|  | C County Commission Meeting and Agenda Support                 |
| 102  | A City Historic Zoning Commission Meeting and Agenda Support   |
|  | B County Historic Zoning Commission Meeting and Agenda Support |
| 103  | TTEDA Meeting and Agenda Support                               |
| 104  | A County BZA Meeting Support                                   |
|  | B City BZA Meeting and Agenda Support                          |
| 105  | City Infill Housing Committee Design Review and Support        |
| 106  | City Downtown Design Review Board Design Review and Support    |
| 107  | A City Design Review – South Waterfront Form Districts         |
|  | B City Design Review - EN Districts                            |
|  | C City Design Review – C-6 & C-7 Districts                     |
| 108  | A Development Services Customer Service                        |
|  | B City One Year Plan Amendment application review              |
|  | C Sector Plan Amendment application review                     |
|  | D Zoning application review                                    |
|  | E Subdivision application review                               |
|  | F Concept Plan / Development Plan Review application review    |
|  | G Use on Review application review                             |
|  | H Zoning Certifications  |
|  | I Administrative plats   |
| 109  | City One-Year Plan Annual Update                               |
| 110  | City Capital Improvement Program (CIP)                         |
| 111  | City Housing Demolition/Rehabilitation Review (Section 106)    |
| 112  | City Historic Property & District Designations                 |
| 113  | City Historic Preservation Annual Update                       |
| 114  | Support for Other Boards/Commissions/Committees                |



**MPC  
COMPOSITE WORK PROGRAM  
FY 2014-15**

| <b>MPC COMPOSITE WORK PROGRAM<br/>FY 2014-15<br/>PRESCRIBED SERVICES (Continued)</b> |   |   |
|--|---|---|
| 201  | A | New Address assignments   |
|  | B | Address problem resolution  |
|  | C | Streets and Alley Closures  |
|  | D | Street Name Changes   |
| 202  |   | Communications, including MPC News, new application report, quarterly reports |
| 203  |   | Electronic Records Management   |
| 204  |   | Library Management  |
| 205  |   | Web Site Development / Maintenance  |
| 206  |   | Graphic Support   |
| 207  |   | GIS Support & Applications  |
| 208  |   | Network Administration / IT Planning  |
| 209  |   | Data Collection & Monitoring  |
| 301  |   | TPO Technical Committee and Board support                                     |
| 302  |   | TPO Transportation Agency Coordination  |
| 303  |   | TPO KTA / CAC / ETHRA Committee Assistance                                    |
| 304  |   | TPO KAT Strategic Plan Development  |
| 305  |   | TPO KAT Route Planning & Service Development                                  |
| 306  |   | TPO Human Services Transit Planning   |
| 307  |   | TPO Travel Demand Model Update  |
| 308  |   | TPO Title VI Planning   |
| 309  |   | TPO Public Involvement Activities   |
| 310  |   | TPO Air Quality Conformity Analyses   |
| 311  |   | TPO Congestion Management Process   |
| 312  |   | TPO Bicycle Program / Planning  |
| 313  |   | TPO RCAC / Air Quality  |
| 314  |   | TPO Freight Planning  |
| 315  |   | TPO Transportation Projects Review  |
| 316  |   | TPO Pedestrian and Greenway Facilities Planning                               |
| 317  |   | TPO Major Road Plan Maintenance   |
| 318  |   | TPO Traffic Incident Management   |
| 319  |   | TPO Traffic Counts / Data Analysis  |



**MPC  
COMPOSITE WORK PROGRAM  
FY 2014-15**

| <b>MPC COMPOSITE<br/>WORK PROGRAM<br/>FY 2014-15</b> |  |
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| <b>PRESCRIBED PROJECTS</b>                           |  |
| 101  | City / County Zoning Studies and General Changes of Zoning Map         |
| 102  | City / County Zoning Code Amendments                                   |
| 103  | Subdivision Regulation Amendments                                      |
| 104  | Sector Plan Updates: Central City, Northwest City and Northwest County |
| 105  | Technology Corridor Master Plan Update                                 |
| 201  | Development Activity Report  |
| 202  | Fact & Figures Brochure  |
| 203  | Property Market Analysis   |
| 204  | Technical Reports / Special Studies                                    |
| 205  | County Election Office Support   |
| 206  | Census Analysis and Reporting  |
| 301  | TPO Transportation Improvement Program (TIP)                           |
| 302  | TPO Regional Long Range Mobility Plan                                  |
| 303  | TPO Regional Transportation and Land Use Data Development              |

| <b>MPC COMPOSITE WORK PROGRAM<br/>FY 2014-15</b> |   |
|--|---|
| <b>SPECIAL PROJECTS</b>                          |   |
| 101  | Subdivision Regulation Revision                                       |
| 102  | City Form Based Code Studies  |
| 103  | City Outdoor Display amendments to zoning ordinance                   |
| 104  | City Alternative Energy facilities amendments                         |
| 105  | City / County Corridor Overlay district amendment to zoning ordinance |
| 106  | City / County Parking amendments to zoning ordinance                  |
| 107  | City / County Floodway Zoning Map Changes                             |
| 108  | Tennessee Regions' Roundtable   |
| 109  | Regional Planning Initiatives   |
| 110  | Grantwriting  |
| 201  | ET Index  |
| 202  | Growth Policy Plan – Data Collection / Analysis                       |
| 203  | School District Support   |
| 204  | City / County Food Policy Council – General Support                   |
| 301  | TPO Bike Enhancement Program  |
| 302  | TPO Regional Transportation Planning Council                          |
| 303  | TPO Smart Trips Programs  |
| 304  | TPO Car Share   |
| 305  | TPO JARC  |
| 306  | TPO New Freedom   |
| 307  | TPO Knox – Anderson Greenway Connection Study                         |