

Tips for Attending an MPC Meeting

Meeting Time and Location

The meeting starts at 1:30 p.m. in the Main Assembly Room of the City County Building. MPC meetings are held on the second Thursday of each month. Meetings vary in length and can last several hours. They may be viewed live on community television.

If you have questions about the meeting that are not answered by this handout, please ask the staff person stationed outside the Main Assembly Room.

Order of Business

Business goes in order of the printed agenda. A copy of the agenda is part of this packet. Additional copies are available in the lobby, and a copy is posted outside the Main Assembly Room. **Please see the back of this page for help with understanding the meeting agenda.**

How to Remove an Item from the Consent Approval List

If you would like to have an item removed from the Consent Approval List, approach the podium while it is being read. When the Chair finishes reading the Consent Approval List, he/she will ask if any items should be removed. Speak into the microphone, give your name and address for the record, and say which item(s) you'd like removed. You do not need to give a reason and should not provide commentary or evidence at this time. Items removed from the Consent Approval List will be heard in the order of the meeting agenda.

How to Comment on an Item

To comment on an item, come up to the podium when the MPC chair calls for public comments. This will happen after the staff recommendation for that item is read. You do not need to sign up to speak.

Groups should select a spokesperson. That person may also recognize the citizens represented there.

Each side commenting in support of or against an item has a total of five minutes to state their case. Try not to repeat comments that already have been

made. It's important to mention any documents or letters previously mailed to the commissioners so that this material is made part of the record. Additional material may be submitted at this time.

What Happens Next?

Final decisions on most items are not made at MPC meetings (exceptions are final plats, concept plans, and uses on review). The Planning Commission is an advisory body and forwards its recommendations to Knoxville City Council or Knox County Commission.

City Council meets at 7 p.m. every other Tuesday, while County Commission considers MPC items at 7 p.m. on the fourth Monday of every month. Call MPC at 215-2500 for more details.

Where To Get More Information

MPC's website, www.knoxmpc.org, has minutes from past meetings as well as agenda packages for upcoming and past meetings. A preliminary agenda is posted two weeks before each MPC meeting, and a agenda package with maps and other supporting materials is posted on the Friday before the meeting. The website also lists contact information for the 15 MPC commissioners and the names and titles of MPC staff.

About the City County Building

Restrooms and a water fountain are located outside the Main Assembly Room and also downstairs. As you exit the room, turn right, go down the stairs, and the restrooms will be on your left. A snack shop is on the first floor. No smoking is allowed in the building.

The City County Building is accessible to citizens with special needs, and a sign language interpreter is present at the MPC meeting. Persons wishing to attend the meeting who require other assistance or accommodations may contact MPC staff to be certain any special needs can be met.

Emergency exits are at the back of the room and one door behind the commissioners' table.

Understanding the MPC Meeting Agenda

- **Business goes in order of the printed agenda.** Each item is assigned an Agenda Item Number which determines the order of the meeting. A copy of the agenda is part of this packet. Additional copies are available in the lobby. If all copies have been taken, a copy of the agenda is posted outside the Main Assembly Room.
- **Postponements and withdrawals** are marked throughout the agenda. A "P" or a "W" before the Agenda Item Number indicates that a postponement or withdrawal has been requested by the applicant. More information on the type of postponement is available on a separate list at the back of this packet. All items may be granted one automatic postponement (if received by MPC's deadline), but additional postponements require a vote by the Planning Commission.
- Items marked with an asterisk have been placed on the **Consent Approval List**. This list is approved in one motion by an affirmative vote of the Planning Commission. These are items with no known opposition which have been requested by an applicant and recommended for approval by MPC staff. Anyone wanting to discuss a consent item can ask that it be removed from the list and heard separately in the appropriate agenda section. Once the consent list is approved, there is no further discussion about it.

SAMPLE AGENDA PAGE

Agenda Item No.

MPC File No.

→ P	37.	<u>BRETT HONEYCUTT</u> North side of Hardin Valley Rd., west of Westcott Blvd. Proposed use: Signage plan for The Commons at Hardin Valley in PC Planned Commercial) & F (Floodway) District. Commission District 6.	11-A-10-UR
▶ *	38.	<u>CHILELU KAKANWA</u> Southeast side of Oak Ridge Hwy., southwest side of Dyestone Gap Rd. Proposed use: Adult day care in CA (General Business) District. Commission District 6.	7-A-11-UR
*	39.	<u>CANNON & CANNON</u> South side of Boyds Bridge Pike, east side of Holston Hills Rd. Proposed use: Nursing home addition in R-1A (Low Density Residential) District. Council District 6.	7-B-11-UR
P	40.	<u>PSC METALS</u> Northeast side of Cogdill Rd., south of Starkey Ln. Proposed use: Metal salvage yard in CB (Business and Manufacturing)/TO (Technology Overlay) & RA (Low Density Residential)/TO (Technology Overlay) Districts. Commission District 6.	7-D-11-UR

Finding your item on the agenda can be confusing. If you need help, ask an MPC staff person. A staff member will be stationed in the lobby about 30 minutes before the meeting.