



AGENDA ITEM #: 39

MEMORANDUM

TO: Metropolitan Planning Commission
FROM: Gerald Green, Executive Director
DATE: Monday, August 01, 2016
SUBJECT: Consideration of MPC Work Program FY 2016- 2017
8-A-16-OB

STAFF RECOMMENDATION:

Staff recommends approval.

REQUEST:

Consideration of the proposed FY2016-17 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:

Ongoing tasks/services, which are services necessary to complete and report federal, state, or local requirements and expectations;

Annual 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.

EXHIBIT:

MPC Work Program for FY2016-17

MPC WORK PROGRAM FY 2016-17

Ongoing Tasks/Services:

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

Annual 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.

ONGOING TASKS/SERVICES			
No.	Services/Tasks	Primary Jurisdiction/Client	Proposed Priority
O-1	General Customer Service	City/County/Region	High
O-2	Finance & Administration	City/County/Region	High
O-3	Zoning Application Review	City/County	High
O-4	Subdivision Application Review	City/County	High
O-5	Concept Plan/Development Plan Review	City/County	High
O-6	Use on Review	City/County	High
O-7	Zoning Certifications	City/County	High
O-8	Administrative Plats	City/County	High
O-9	Plat Closures	City/County	High
O-10	Address Assignments	City/County	High
O-11	Sector Plan Amendment Application Review	City/County	High
O-12	One Year Plan Amendment Application Review	City/County	High
O-13	MPC & TPO Demographic & Economic Data Collection & Monitoring	City/County	Medium
O-14	Information Requests (Internal and External)	City/County	Medium
O-15	MPC Meeting & Agenda Support	City/County	High
O-16	City Council Meeting & Agenda Support	City	High
O-17	County Commission Meeting & Agenda Support	County	High
O-18	County BZA Meeting Support	County	High
O-19	City BZA Meeting Support	City	High
O-20	City Infill Housing Committee Design Review & Support	City	High
O-21	C-6 Plan Review	City	High
O-22	Form Based Plan Review	City	High
O-23	EN-1, EN-2 Plan Review	City/County	High
O-24	City/County Codes Support	City/County	Medium
O-25	TTCDA Meeting & Agenda Support	City	High
O-26	City Historic Zoning Commission Meeting & Agenda Support	City	High
O-27	TPO Technical Committee Meeting & Agenda Support	Region	High
O-28	TPO Board Meeting & Agenda Support	Region	High
O-29	Great Smoky Mountains Regional Greenway Council Meeting & Agenda Support	Region	Medium
O-30	TPO TIP Updates, Maintenance & Amendments	Region	High
O-31	TPO KAT/CAC/ETHRA Committee Assistance	Region	High
O-32	TPO Air Quality & Traffic Analysis Monitoring & Evaluation	Region	High
O-33	TPO 5310 Grants Management	Region	High
O-34	Smart Trips Outreach & Communications	Region	High
O-35	Education & Partner Engagement - MPC Agenda Review	City/County	Medium
O-36	MPC/TPO Communications (Annual Rpt., Newsletters, Soc. Media, Press Releases)	City/County	High
O-37	MPC Library Maintenance	City/County	Medium
O-38	GIS Support & Maintenance	City/County	Medium
O-39	Food Policy Council Meeting & Agenda Support	City/County	Medium
O-40	TPO Speaker Series	Region	Medium
O-41	East Tennessee Regional Mayors Caucus	Region	Medium
O-42	Graphic Support	City/County	Medium
O-43	Legacy Parks Maps	City/County	Low
O-44	Website Updates & Maintenance	City/County	Medium

MPC WORK PROGRAM FY 2016-17

ANNUAL PROJECTS			
No.	Services/Tasks	Primary Jurisdiction/Client	Proposed Priority
A-1	City One Year Plan Update	City	High
A-2	ETindex	Region	Medium
A-3	MPC Background Report (Sector Plan Background Report Replacement)	City/County	High
A-4	City Historic Preservation Annual Update	City	High
A-5	Facts & Figures Brochure	City/County	Medium
A-6	Development Activity Report	City/County	Medium
A-7	Property Market Studies (Office, Shopping Center)	City/County	Medium
A-8	Technical Reports	City/County	Low
A-8A	Senior Housing	City/County	Low
A-8B	Downtown Housing	City/County	Low
A-9	Bike Month	City/County	Medium
A-10	TPO Work Program	Region	High
A-11	Traffic Counts	Region	Medium
A-12	Pedestrian/Bike Counts	City	Medium
A-13	Regional Reports	City/County	Medium
A-13A	ETindex Livability Report Card	City/County	Medium
A-13B	MPC Annual Report	City/County	High
A-13C	State of Transportation in East Tennessee	Region	Low
A-14	Knox County Schools Enrollment Projections	County	Medium
A-15	City of Knoxville Capital Improvement Program	City	Medium
A-16	PC Purchases & Hardware Refresh	Internal	Low
A-16A	Web CMS Migrations for MPC-Related Properties	Internal	High
A-16B	Web CMS Migrations for TPO-Related Properties	Internal	High
SPECIAL PROJECTS			
No.	Services/Tasks	Primary Jurisdiction/Client	Proposed Priority
S-1	TPO Mobility Plan Update	Region	High
S-1A	KAT Ridership Survey	City	High
S-1B	Rails to Trail Study - Oak Ridge & Knoxville	City/Region	High
S-1C	Chapman Highway	City	High
S-2	Review Growth Policy Plan	County	High
S-3	East County Community Plan	County	High
S-4	Telecommunications Facilities Plan	City/County	High
S-5	Ordinance Updates	City/County	Medium
S-5A	Subdivision Regulations Update	City/County	High
S-5B	Knoxville Zoning Ordinance Update	City	High
S-5C	Bearden Mixed Use Zoning	City	High
S-5D	Tiny Homes	City	Low
S-5E	Air B&B	City	Medium
S-5F	Shipping Containers	City	Low
S-5G	Food Truck Park Ordinance	City	Medium
S-5H	Telecommunications Facilities Ordinance	City/County	Medium
S-5I	Sidewalk Research/Ordinance	City/County	Medium
S-5J	Alternative Financial Services	City	Medium
S-5K	Knox County Parking Ordinance	County	Medium
S-5L	Knoxville Parking Ordinance	City	Medium
S-5M	Technology Corridor Mixed Use/Innovation Zones	City/County	Medium
S-5N	Town Center Zone	City/County	Medium
S-6	West City Sector Plan Update - Minor/Land Use Classifications	City	Medium
S-7	North City Sector Plan Update - Minor/Land Use Classifications	City	Low

MPC WORK PROGRAM FY 2016-17

SPECIAL PROJECTS (continued)			
No.	Services/Tasks	Primary Jurisdiction/Client	Proposed Priority
S-8	Placemaking Program Development	City/County/Region	Low
S-9	General Plan Review	City/County	Medium
S-10	Sector Plan Evaluation Process	City/County	Medium
S-11	Floodway Zoning Review	City/County	Low
S-12	Northeast City Community Plan	City	Low
S-13	H-1 District Expansion – Park City	City	Medium
S-14	Historic Survey Update	City	Medium
S-15	Knox County Greenway Plan	County	Low
S-16	Bicycle/Pedestrian Master Plan	City/County	Low
S-17	Enhanced PR & Communications Plan	City/County	High
S-18	Major Road Plan Update	City/County	Low
S-19	TAPA/TSITE Annual Conference Support	Internal	Medium
S-20	Open Streets Support	City/BWK	Medium
S-21	Revise MPC Vision/Mission	City/County	Low
S-22	Climate Trends & Extreme Weather	Region	Low
S-22A	T-CAT	Region	Low
S-23	Office Renovation	Internal	High
S-24	Wireless Networking	City/County	High
S-25	Employee Portal	Internal	High
S-26	Primary Domain Controller Replacement	Internal	High
S-27	CBID Web App Builder Application	City	Low
S-28	Form Code Revisions	City	High
S-29	Branding Initiatives (PowerPoint Template, Common Brand, etc.)	City/County	High
S-30	TPO Website Redesign	Region	High
S-31	Interstate Ramps Road Name Assignment	City/County	Low
S-32	Assign Base Zones District to Areas Currently Zoned F and F-1	City/County	High
S-33	Creation of Easement Feature Class & Integration into Subdivision Workflow	City/County	Medium
S-34	MPC Cases Layer Enhancements	City/County	Medium
S-35	Development Corporation GIS Viewer Update	City	Medium
S-35A	KAT Maps	City	Medium
S-35B	Election Commission Maps	City/County	Medium
S-36	Employee Handbook & Job Descriptions	Internal	Medium
S-37	Procurement Regulations	County	High
S-38	Hillside Development Checklist	City/County	High
S-39	PR, RP-1 Development Standards Checklist	City/County	Medium
S-40	Tree Inventory/Replacement Policy/Standard	County	Low
S-41	Credit Card Fee Policy	City/County	High
S-42	Credit Card Fee Technology	City/County	High
S-43	Preliminary Agenda Workflow Modifications	City/County	Medium
S-44	Agenda Maps and Shape Creation for Overlay Boards	City/County	Medium
S-45	MPC 60th Anniversary	City/County	Medium
S-46	Community Health Planning	City/County	Medium
S-47	Parking Inventory	City	Medium
S-48	Discontinue PDF-Based Zoning Ordinances for Knox County	County	High