

## MEMORANDUM

Agenda Item # 58

To: Metropolitan Planning Commission  
From: Jeff Archer, AICP, Principal Planner & Dan Kelly  
Date: July 20, 2017  
Subject: Amendments to the MPC Administrative Rules and Procedures - Appendix C, Infill Housing Design Review Committee and deleting Appendix D – South Waterfront District Administration - 8-A-17-OB

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### Recommendation:

Approve the amendments to MPC Administrative Rules and Procedures.

MPC staff is proposing to amend the Administrative Rules and Procedures in regards to Appendix C, Infill Housing Design Review Committee. In order to do so, the following sections would need to be amended by adding the following.

1. Under Section 3 – Meetings, B. Schedule of Meetings, replace –“fourth Wednesday of the month” with the “first Thursday of the month.” The reason for this substitution is that staff wanted to change the location from the meetings from MPC’s conference room to the City County Building Small Assembly Room, making it easier for neighborhood representatives to attend meeting. In order to do so, the meeting schedule had to be changes based on the availability of this meeting room.
2. Removing the application for certificate of appropriateness (infill) section. The reason for this change is to allow for flexibility to amend an application form, without having to come before MPC to amend the administrative rules. Also for consistency, the Administrative Rules and Procedures do not contain other MPC application forms.

MPC staff is also proposing to remove Appendix D – South Waterfront District Administration since the City of Knoxville staff has taken over the administration of the South Waterfront Form District.