

MEMORANDUM



Date: July 6, 2017
To: Planning Commission
From: Gerald Green AICP, Executive Director
Subject: **Agenda Item 78** (MPC FY 2017-2018 Work Program)

MPC staff has developed a proposed work program for the 2017-2018 Fiscal Year. The work program identifies projects and programs, on-going tasks, and special projects that will be undertaken by MPC in this fiscal year. Priorities are identified in the work program to guide the scheduling of the work items. The work program guides the allocation of staff and resources as we undertake the various work tasks. As new tasks and projects are identified, the work program enables staff to identify where on the priority list to place these projects and/or enables us to identify projects that can be bumped to provide resources for undertaking the new project. MPC staff recommends approval of the proposed FY 2017-2018 work program.

If you have any questions, comments, or would like additional information, please feel free to contact me by email at gerald.green@knoxmpc.org or phone at 215-3758.

MPC WORK PROGRAM

The purpose of the work program is guide the work of the Metropolitan Planning Commission staff for Fiscal Year 17-18. It provides a framework for the internal management of the Agency and establishes priorities based on input from our City and County partners and the Planning Commission. The work program is an extension of the budget. It provides a list of projects based on funding received from the City of Knoxville, Knox County, and federal grants. Our primary customers are the citizens of Knoxville, Knox County, and the Knoxville Regional Transportation Planning Organization's (TPO) planning area.

WORK PROGRAM OBJECTIVES

- Maintain our high level of customer service.
- Provide opportunities for open and transparent community engagement.
- Provide the best information to our customers and the communities we serve.
- Continue building partnerships throughout the City, County and Region.
- Guide to ensure we are being efficient and fiscally responsible.

PREVIOUS MAJOR WORK PROGRAM ACCOMPLISHMENTS

704 Applications Processed
200 Subdivisions
124 Use on Reviews
100 Historic Zoning Commission
96 Rezoning Requests
69 Plan Amendments
31 Downtown Design
29 TTCDA
20 Infill Housing
12 ROW Closures
6 Ordinance Amendments
15 Other (Plans of Service, Street Name Change, etc...)
TPO Mobility Plan 2040 Update
Knox County Parking Ordinance
Alternative Financial Services Ordinance
MPC Annual Report
Technical Report: Affordable Housing
Property Market Studies (Office)
Election Commission Maps
Preliminary agenda workflow modifications
MPC 2016 Annual Audit
Bike Month
Form Code Revisions
Southwest County Sector Plan
ReCode Knoxville underway
East Knox County Community Plan
Historic Inventory Update
Co-hosted seven speaker series events

OUR MISSION

Promote healthy, vibrant communities through comprehensive planning and land use management; involve residents in an open planning process; provide objective advice to public officials; and serve as an information resource for all.

WORK PROGRAM PRIORITIES

- Review subdivision concept plans and plats, approving those proposals that adhere to the regulations.
- Prepare and recommend zoning ordinance and map amendments to Knox County Commission and the City of Knoxville.
- Manage the comprehensive update to the City of Knoxville's Zoning Ordinance, ReCode Knoxville.
- Continue to work towards a streamlining and improving the Agency's processes and procedures to enhance customer service and to increase efficiency.

A complete matrix of all projects and programs anticipated for FY 17-18 can be found below. The project or program's priority level has been identified along with the primary jurisdiction or client served. The work program is organized in four basic categories:

- Priority projects, which are projects identified by our partners, the City of Knoxville, Knox County, or jurisdictions within the TPO Planning Area, as high priorities.
- Ongoing tasks and 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.

Projects are prioritized based on direction from the City of Knoxville, Knox County, the Planning Commission, and our state and federal partners. A red check indicates a high level of priority, an orange check is a medium priority, and a blue check indicates low priority.

MPC WORK PROGRAM PROJECTS & PROGRAMS

PRIORITY PROJECTS FY '17-18			
Planning and Programs - MPC			
No.	TASKS	Primary Jurisd./ Client	PRIORITY
P 1	Update of Knoxville Zoning Ordinance	City	✓
P 2	East Knox County Community Plan & Implementation Tools	County	✓
P 3	Mixed Use Town Centers	County	✓
P 4	Medium Density Residential	County	✓
P 5	Nodes	County	✓
P 6	Conservation Subdivisions	County	✓
P 7	Rural Residential and Rural Retreats	County	✓
P 8	Subdivision Ordinance Update	City/County	✓
P 9	Chapman Highway Corridor Plan	City	✓
P 10	John Sevier Corridor Plan	County	✓
P 11	West City and North City – One Year Plan – additional meetings to address the lack of underlying zones	City	✓
P 12	Urban Wilderness/South Haven Small Area Plan	City	✓
P 13	Oakwood Lincoln Park rezoning	City	✓
P 14	Walkability Ordinance	City	✓
P 15	Fiscal impacts of new developments by development type	City/County	✓
P 16	Zoning amendments - County specific	County	✓
P 17	Flood zones	County	✓
P 18	Congregate housing/senior housing	County	✓
P 19	Planned residential	County	✓
P 20	Affordable/workforce housing	Region	✓
Planning and Programs - TPO			
P 21	Interactive TIP	Region	✓
P 22	Alcoa Downtown Redevelopment Plan	Region	✓
P 23	Maryville Greenway Connections Plan	Region	✓
P 24	Speaker Series - Walkability/Accessibility	Region	✓
P 25	Rails to Trail Study - Oak Ridge	City/Region	✓
P 26	Knox County Greenway Plan	County	✓
P 27	Regional Bicycle & Pedestrian Plan	Region	✓
P 28	Knoxville Sidewalk Strategic Study	City	✓
P 29	TPO Disadvantaged Business Enterprise Plan	Agency	✓
P 30	TPO Title VI Plan	Region	✓
P 31	TPO Work Program Update	Region	✓

Administration/Operations			
No.	TASKS	Primary Jurisd./ Client	PRIORITY
P 32	Office Renovation	NA	✓
P 33	Processes and Procedures	City/County	✓
P 34	Communications Plan/Strategy: Content Mining and Delivery, Content Archiving, User Requirements/Policies, Branding	City and County	✓
P 35	Branding initiatives (PowerPoint template, common brand....) - See P34 above. This can be a part of that larger effort.	MPC	✓
P 36	Job Descriptions	MPC	✓
P 37	Employee Handbook	MPC	✓
P 38	MPC Budget and Financial Administration	MPC	✓
ONGOING TASKS/SERVICES			
No.	TASKS	Primary Jurisd./ Client	PRIORITY
O 1	General Customer Service	All	✓
O 2	Finance & Administration	City/County/TPO	✓
O 3	Zoning Application Review	City/County	✓
O 4	Subdivision Application Review	City/County	✓
O 5	Concept Plan/Development Plan Review	City/County	✓
O 6	Use on Review	City/County	✓
O 7	Zoning Certifications	City/County	✓
O 8	Administrative Plats	City/County	✓
O 9	Plat Closures	City/County	✓
O 10	Address Assignments	City/County	✓
O 11	Sector Plan Amendment Application Review	City/County	✓
O 12	One Year Plan Amendment Application Review	City/County	✓
O 13	MPC & TPO Demographic & Economic Data Collection & Monitoring	City/County	✓
O 14	Information Requests (Internal and External)	City/County	✓
O 15	MPC Meeting & Agenda Support	City/County	✓
O 16	City Council Meeting & Agenda Support	City	✓
O 17	County Commission Meeting & Agenda Support	County	✓
O 18	County BZA Meeting Support	County	✓
O 19	City BZA Meeting Support	City	✓
O 20	City Infill Housing Committee Design Review & Support	City	✓
O 21	C-6 Plan Review	City	✓
O 22	Form Based Plan Review	City	✓

ONGOING TASKS/SERVICES			
No.	TASKS	Primary Jurisd./ Client	PRIORITY
O 23	EN-1, EN-2 Plan Review	City	✓
O 24	City/County Codes Support	City/County	✓
O 25	TTCDA Meeting & Agenda Support	City/County	✓
O 26	Historic Zoning Commission Meeting & Agenda Support	City/County	✓
O 27	TPO Technical Committee Meeting & Agenda Support	Region	✓
O 28	TPO Board Meeting & Agenda Support	Region	✓
O 29	Great Smoky Mtn. Regional Greenway Council Mtg & Agenda Support	Region	✓
O 30	TPO TIP Updates, Maintenance, & Amendments	Region	✓
O 31	TPO KAT/ CAC/ ETHRA Committee Assistance	Region	✓
O 32	TPO Air Quality and Traffic Analysis Monitoring & Evaluation	Region	✓
O 33	TPO 5310 Grants Management	Region	✓
O 34	Smart Trips Outreach & Communications	Region	✓
O 35	Education and Partner Engagement - MPC Agenda Review	City/County	✓
O 36	MPC & TPO Communications (Newsletters, Social Media, Press Releases)	City/County	✓
O 37	MPC Library Maintenance	City/County	✓
O 38	GIS Support & Maintenance	City/County	✓
O 39	Food Policy Council Meeting & Agenda Support	City/County	✓
O 40	TPO Speaker Series	Region	✓
O 41	East TN Regional Mayors Caucus	Region	✓
O 42	Graphic Support	City/County	✓
O 43	Legacy Parks Maps	City/County	✓
O 44	Website Updates & Maintenance	City/County	✓
O 45	TPO Work Program Administration	Region	✓
ANNUAL PROJECTS			
No.	TASKS	Primary Jurisd./ Client	PRIORITY
A 1	City One Year Plan Update	City	✓
A 2	ETindex Website	Region	✓
A 3	MPC Background Report (SP Background report replacement)	City/County	✓
A 4	City Historic Preservation Annual Update	City	✓
A 5	Facts & Figures Brochure	City/County	✓
A 6	Development Activity Report	City/County	✓
A 7	Technical Report Series: Topics TBD	Region	✓

ANNUAL PROJECTS continued			
No.	TASKS	Primary Jurisd./ Client	PRIORITY
A 8	MPC Annual Report	City County	✓
A 9	Bike Month	City/County	✓
A 10	TPO Work Program	Region	✓
A 11	Traffic Counts	Region	✓
A 12	Ped/Bike Counts	City	✓
A 13	Regional Reports	Region	✓
A 14	ETindex Livability Report	Region	✓
A 15	State of Transportation in East TN Report	Region	✓
A 16	KCS Enrollment Projections	County	✓
A 17	City of Knoxville Capital Improvement Report	City	✓
A 18	Web CMS migrations for MPC-related properties	NA	✓
A 19	Web CMS migrations for TPO-related properties	NA	✓
A 20	Open Data	All	✓
Special Projects			
No.	TASKS	Primary Jurisd./ Client	PRIORITY
S 1	KAT Title VI Ridership Survey	City	✓
S 2	Review Growth Policy Plan	County	✓
S 3	Telecommunications Facilities Ordinance	City/County	✓
S 4	Sidewalk Research/Ordinance for COK Only	City	✓
S 5	Knoxville Parking Ordinance	City	✓
S 6	Tech Corridor Mixed Use/Innovation Zones	City/County	✓
S 7	Town Center Zone	County	✓
S 8	West City Sector Plan Update - Minor/LU classifications	City	✓
S 9	North City Sector Plan Update - Minor/LU classifications	City	✓
S 10	Placemaking Program Development	NA	✓
S 11	General Plan Review	NA	✓
S 12	Sector Plan Evaluation Process	NA	✓
S 13	Northeast City Community Plan	City	✓
S 14	H-1 District Expansion – Park City	City	✓
S 15	Historic Survey Update	City	✓
S 16	Major Road Plan Update	NA	✓
S 17	Open Streets Support	City/BWK	✓
S 18	Climate Trends & Extreme Weather	Region	✓

Special Projects continued			
No.	TASKS	Primary Jurisd./ Client	PRIORITY
S 19	Forums - post Mobility Plan	Region	✓
S 20	T-CAT	NA	✓
S 21	Networking overhaul and wireless	NA	✓
S 22	Employee Portal	MPC	✓
S 23	TPO Website Redesign	Region	✓
S 24	Interstate ramps road name assignment	City/County	✓
S 25	Assign base zones district to areas currently zoned F and F-1	NA	✓
S 26	Creation of easement feature class and integration into subdivision workflow	NA	✓
S 27	MPC Cases layer enhancements	NA	✓
S 28	Development Corporation GIS Viewer update	NA	✓
S 29	KAT Maps	City	✓
S 30	Hillside Development Checklist	City/County	✓
S 31	PR, RP-1 Development Standards Checklist	City/County	✓
S 32	Tree Inventory/Replacement Policy/Standard	County	✓
S 33	Credit card for fee policy & technology	City/County	✓
S 34	Agenda maps and shape creation for overlay boards	City/County	✓
S 35	Community Health Planning	City/County	✓
S 36	Parking Inventory	City	✓
S 37	Public Participation Plan - Agency-wide	City/County	✓
S 38	Paintball/Airsoft standards	County	✓
S 39	Open Space Ordinance	County	✓
S 40	Self-service storage in neighborhood commercial	County	✓
			Priority
			High ✓
			Medium ✓
			Low ✓