



**AGENDA ITEM #: 66**

## **MEMORANDUM**

**TO:** Metropolitan Planning Commission

**FROM:** Dan Kelly, Deputy Director

**DATE:** Wednesday, June 06, 2018

**SUBJECT:** Amendment to Article 3, Section 2.A.2. of the MPC Administrative Rules and Procedures eliminating the acceptance of concept subdivision and use on review applications after the standard deadline.

6-D-18-OB

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### **STAFF RECOMMENDATION:**

APPROVE the amendment to Article 3, Section 2.A.2. of the Administrative Rules and Procedures of the Knoxville-Knox County Metropolitan Planning Commission per the attached revision

### **BACKGROUND:**

Staff is recommending that the Administrative Rules be amended to cut off the deadline for submitting concept subdivision plans and use on review requests at standard application deadline. In 2009 MPC amended their rules to permit the acceptance of these applications up until the extended (double fee) deadline. At the time that amendment was approved the economy was in a recession. As a result, the number of plans that were being submitted for review was greatly reduced. That decreased work load also contributed to the down sizing of the review staff.

Since that time, the economy has turned around and staff is faced with the responsibility of reviewing a much larger volume of plans on a monthly basis. Other contributing elements which lead staff to make this recommendation deal directly with the plans that are being submitted. Since 2009 development practices have changed which requires staff devote more time to reviewing grading plans and traffic studies. Many of the plans are incomplete at the time they are submitted which puts the burden on staff to review and comment on these complicated plans in a time period that will allow the applicant to make the appropriate revisions or corrections. At the present time permitting the plans to be submitted at the extended deadline not only compresses the staff review time, it also reduces the applicants ability to adequately address staff's concerns.

It is our belief that cutting off these applications at the standard deadline will allow time for a thorough review of all projects, and provide the time needed to allow for enhanced two-way communication between staff and applicants.

## ARTICLE III – PROPOSALS AND APPLICATIONS TO THE PLANNING COMMISSION

### SECTION 1 – APPLICATIONS

All proposals or applications to the Planning Commission shall be submitted on forms provided by and available at the office of the Planning Commission, Development Services Section. Each application shall be accompanied by the appropriate filing fee.

### SECTION 2 – CLOSING DATE FOR FILING APPLICATIONS

A. Proposals and applications to be heard at a monthly MPC meeting shall meet the following filing deadlines:

1. The standard filing deadline for matters to be heard at a MPC monthly meeting shall be established by MPC staff to permit adequate time for administrative review and public notice.
2. An extended deadline date, for any agenda item **other than concept subdivision and use on review applications**, may be filed during the week following the standard deadline by paying a 20% higher fee each day until the double fee deadline date, which may be the first Monday of the month preceding the MPC monthly meeting if adequate public notice can be given as required by these rules or general law.
3. In the event that either deadline date falls on a holiday, the closing date shall be extended to the next business day.
4. A calendar of the filing deadlines will be posted at [www.knoxmpc.org](http://www.knoxmpc.org) or may be obtained by contacting the MPC offices at 865-215-2500.

B. All applications timely received before the effective closing dates shall be placed on the agenda of the next regular monthly public meeting of the Planning Commission. The agenda will be made available within twelve (12) days of the MPC monthly meeting.

G shared Dan: Extended deadline Art.3