

Memorandum

TO: Knoxville-Knox County Planning Commission
FROM: Amy Brooks, Planning Services Manger
DATE: July 30, 2019
SUBJECT: 8-A-19-OB: Knoxville-Knox County FY 2019-2020 Work Program
CC: Gerald Green, Executive Director

The attached work program identifies projects and programs, on-going tasks, and special projects that will be undertaken by Planning staff during FY 2019-2020. Priorities are identified in the work program to guide the scheduling of work items. The work program guides the allocation of staff and resources throughout the year. As new tasks and projects are identified or requested to be undertaken, 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 reprioritized to provide resources for undertaking a new task or project.

STAFF RECOMMENDATION:

Approve the proposed work program for 2019-2020 Fiscal Year.

PRIORITY PROJECTS

No.	TASKS	PRIMARY JURIS/CLIENT	PRIORITY
P 1	Recode: Update of Knoxville Zoning Ordinance	City	High
P 2	Conservation Subdivisions	County	Medium
P 3	Chapman Highway Implementation Study	City	High
P 4	John Sevier Corridor Plan Workshops with Elected/Appointed Officials	County	High
P 5	Oakwood Lincoln Park Zoning Overlay (H or NC)	City	High
P 6	Sidewalk Policy/Waivers	City/County	High
P 7	Zoning Amendments - County Specific (PR & PD)	County	Medium
P 8	Hardin Valley Area Study	County	High
P 9	Rails to Trails Study - Oak Ridge	City/Region	High
P 10	Knox County Greenway Plan Phase I & II	County	High
P 11	Knoxville Sidewalk Strategic Study	City	Medium
P 12	ITS Architecture Update	Region	High
P 13	Mobility Plan Update	Region	Medium
P 14	2020 Census Preparation	Region	Medium
P 15	Knox County Strategic Transportation Study	County	High
P 16	Northshore Corridor Study	County	High
P 17	General Plan/Growth Policy Analytics and Background Information	City/County	High

ONGOING TASKS/SERVICES

No.	TASKS	PRIMARY JURIS/CLIENT	PRIORITY
O 1	General Customer Service	All	High
O 2	Finance & Administration and Grant Billing	City/County/TPO	High
O 3	Zoning Application Review	City/County	High

O	4	Subdivision Application Review	City/County	
O	5	Concept Plan/Development Plan Review	City/County	
O	6	Use on Review/Special Use	City/County	
O	7	Administrative Plats	City/County	
O	8	Plat Closures	City/County	
O	9	Address Assignments	City/County	
O	10	Sector Plan Amendment Application Review	City/County	
O	11	One Year Plan Amendment Application Review	City/County	
O	12	Demographic & Economic Data Collection & Monitoring	City/County	
O	13	Information Requests (Internal and External)	City/County	
O	14	Meeting & Agenda Support	City/County	
O	15	City Council Meeting & Agenda Support	City	
O	16	County Commission Meeting & Agenda Support	County	
O	17	County BZA Meeting Support	County	
O	18	City BZA Meeting Support	City	
O	19	City Infill Housing Committee Design Review & Support	City	
O	20	Downtown Design Review	City	
O	21	Form Based Plan Review	City	
O	22	EN-1, EN-2 Plan Review	City/County	
O	23	City/County Codes Support	City/County	
O	24	TTCDA Meeting & Agenda Support	City	
O	25	City Historic Zoning Commission Meeting & Agenda Support	City	
O	26	TPO Technical Committee Meeting & Agenda Support	Region	
O	27	TPO Executive Board Meeting & Agenda Support	Region	
O	28	Great Smoky Mtn. Regional Greenway Council Mtg & Agenda Support	Region	
O	29	TPO TIP Updates, Maintenance, & Amendments	Region	
O	30	TPO KAT/CAC/ETHRA Committee Assistance	Region	
O	31	TPO Air Quality and Traffic Analysis Monitoring & Evaluation	Region	
O	32	TPO 5310 Grants Management	Region	
O	33	Smart Trips Outreach & Communications	Region	
O	34	Education and Partner Engagement - Agenda Review	City/County	
O	35	Agency Communications (Newsletters, Social Media, Press Releases)	City/County	
O	36	Library Maintenance	City/County	

O	37	GIS Support & Maintenance	City/County	
O	38	East TN Regional Mayors Caucus	Region	
O	39	Graphic Support	City/County	
O	40	Legacy Parks Maps	City/County	
O	41	Website Updates & Maintenance	City/County	
P	42	Processes and Procedures	City/County	
O	43	Speaker Series	Region	

ANNUAL PROJECTS

No.	TASKS	PRIMARY JURIS/CLIENT	PRIORITY	
A	1	City One Year Plan Update	City	
A	2	ETindex Website/Livability Report	Region	
A	3	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	
A	8	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	KCS Enrollment Projections	County	

SPECIAL PROJECTS

No.	TASKS	PRIMARY JURIS/CLIENT	PRIORITY	
S	1	Subdivision Regulations Update	City/County	
S	2	Tech Corridor Mixed Use/Innovation Zones	City/County	
S	3	Sector Plan Evaluation Process	NA	
S	4	Open Streets Support	City/BWK	

S	5	Server Migration	NA	
S	6	Interstate Ramps Road Name Assignment	City/County	
S	7	Hillside Development Checklist	City/County	
S	8	Parking Inventory	City	
S	9	Communications and Engagement Plan - Agency-wide	City/County	
S	10	Staff Report Updates	City/County	
S	11	Applications Revisions	City	
S	12	Planning Commission Orientation Packet	City/County	
S	13	Update Brochures	City/County	
S	14	Development Corporation Site Selection Map	County	
S	15	Knox County Schools Site Selection Map	County	
S	16	Development Corporation Website COMPLETED?	City/County	
S	17	State of Transportation in East TN Report	Region	

DIVISIONS	Planning Service (PS)
	Transportation (T)
	Information & Support Services (IS)
	Administration (A)

High
Medium
Low