

Administrative Rules & Procedures

Summary of Proposed Updates

12/30/2019

Appendix A: Addressing Guidelines and Procedures

OVERVIEW

A comprehensive update to Appendix A: Addressing Guidelines and Procedures has been made to bring the guidelines up to date with current addressing procedures and to clarify existing guidelines. Changes are identified by section.

Appendix A:

1. Changed references from the “Metropolitan Planning Commission” to “Knoxville-Knox County Planning”
2. Changed references from “Addressing Department” to either “Planning” or “Planning staff”
3. Included new term “subaddress number” to replace “unit/suite/apartment number”

Introduction and Section 1:

1. Combined and reworded to create a new Section 1
 - a. Corrected title of Ordinance Number O-280-90
 - b. Added two City Ordinances that apply to addressing guidelines

Section 2 and Section 3:

1. Combined portions and reworded to create a new Section 2
 - a. Changed requirement of an approved development plan to a requirement for a site plan
 - b. Added requirement to identify the location of centralized mailboxes on a site plan
 - c. Added Planning staff may consult with outside agencies regarding address assignments

Section 3 and Section 4:

1. Combined portions and reworded to create a new Section 3
 - a. Changed references from “certified address” to “official address”
 - b. Added statement that official address will not be assigned over the phone

Section 5:

1. This has become Section 4
2. Changed references from “unit/suite/apartment number” to “subaddress”
3. Added condition that existing addresses with alpha-characters may be changed. The City and County ordinances should be updated to reflect this condition also.
4. Clarified the streets that create the four quadrants of Knox County
5. Eliminated reference to a “Street Address Master Plan” (5.B.3)
6. Added a requirement to post address numbers

Section 6:

1. This has become Section 5
2. Eliminated the prohibition of descriptive terms as part of the base name (6.A.2.d)
3. Eliminated the prohibition of street names created by linking personal names (6.A.2.h)
4. Added statement discouraging the use of business names as the street base name
5. Changed references from “easements to “rights-of-way”
6. Eliminated reference to Post Suffix (6.A.4). This must be updated in City/County ordinance also
7. Added statement discouraging the naming of private rights-of-way for a single address

Section 7:

1. This has become Section 6
2. Included the review of subdivision names, in addition to street names, to prevent duplicates

Section 8:

1. This has become Section 7
2. Included the reserving of subdivision names, in addition to street names
3. Changed the length of time a name can be reserved from five years to correspond to the time a concept plan is valid

New Section 8:

1. Added reference to requesting a street or subdivision name change

Section 9:

1. Eliminated section 9.A.5 and 9.A.7

Section 10:

1. No change

Section 11:

1. Minor rewording

Section 12:

1. Minor rewording

Section 13:

1. Minor rewording

Section 14:

1. Reworded to describe the appeals process more clearly
2. Removed the table of Standard Abbreviations for Road Name Types

Appendix B: Traffic Impact Analysis Guidelines

OVERVIEW

In 1995, the Traffic Access and Impact Study Guidelines and Procedures were adopted as Appendix B of the Administrative Rules and Procedures of Knoxville-Knox County Planning, previously Knoxville-Knox County Metropolitan Planning Commission (MPC). This was implemented to provide an understanding to staff, Planning Commissioners, and applicants of the potential impacts that a proposed development may cause to the existing transportation system along with any specific measures that may be needed to mitigate those impacts as part of the review process.

Since these Guidelines have not been significantly changed in over the past 24 years, Planning, City and County Engineering staff felt it was imperative to clarify some aspects and policies that have been unclear previously as well as include certain procedures that have already been in practice but not formally addressed in the Guidelines. Staff from both the City of Knoxville Engineering Department and Knox County Department Engineering & Public Works have reviewed and provided input into these revised Guidelines. The following is a summary of the major changes and additions to the updated Guidelines:

1. Guidelines title has been changed from “Traffic Access and Impact Study Guidelines” to “Transportation Impact Analysis Guidelines”. Most references of “Traffic” have been changed to “Transportation” for a multimodal approach (including bicycle, pedestrian, and transit users instead of just motor vehicles) with the analysis more apparent, which is currently what our guidelines call for.
2. Two types of transportation impact analysis have been identified depending upon the particular situation and conditions involved – a “Transportation Impact Letter” (TIL) and a “Transportation Impact Study” (TIS).
3. The addition of the TIL adds flexibility to the guidelines by allowing a less detailed analysis, as opposed to a full Transportation Impact Study (TIS). There will not be a trip generation threshold for this type of analysis.
 - a. A TIL could be used in the following type of scenarios: Rural Retreat Use-on-Review proposals from a non-classified local roadway, an update to a previous TIL/TIS, change in land use from a previous development plan, minor additions to previous development plans, or in other situations requiring less analysis than a TIS.

4. Requiring all development with direct access to a State Highway to consult with TDOT Region 1 Traffic Office to determine if TDOT regulations will apply.
5. Addressing how to handle redevelopment and phased developments.
6. The addition of a clause that allows the Executive Director of Knoxville-Knox County Planning to have the authority to require a Transportation Impact Analysis (TIA) if conditions are determined necessary to warrant it, regardless of the proposed development's projected trip generation.
7. Scope of studies broadened to allow discretion for review staff to require additional intersections to be studied if needed.
8. Submitting a Pre-Submittal Transportation Analysis Determination form to Planning staff is strongly encouraged prior to submittal of a development application (a new form for applicants is attached to the end of Appendix B). This form is to determine whether a transportation analysis is required, the level of analysis, and which intersections will need to be studied. The TIA shall be submitted with an application for development, as currently required.
9. A requirement for developments with vehicular trip generators of either a Level 2 or 3 is a Pre-Study Scoping meeting. A TIL or Level 1 TIS may require a pre-scoping meeting at the discretion of the review staff. This would ensure the applicant has a complete study with their application and has included the agreed upon study parameters and assumptions within their analysis. This would typically be completed after the Pre-Submittal Transportation Analysis Determination form and before the submittal of a transportation analysis with the application. A table that distinguishes the different analysis requirements has been created and attached to the back of Appendix B.
10. Added the requirement of a comment response document, which is what we currently require. This allows for faster review of the corrections/revisions requested for an analysis.
11. Providing further clarification on the following:
 - a. Traffic count data (i.e. count to be no more than two years old and not during school closures)
 - b. Summer traffic counts
 - c. Trip Generation for Local Apartment and Shopping Center rates (which developments warrant those specific land use rates)
12. Creation of a TIL/TIS guide and TIA review process diagram.