



TO: Knoxville-Knox County Planning Commission  
FROM: Amy Brooks, AICP, Interim Executive Director  
DATE: 9/30/2020  
RE: FY2020-2021 Work Program – 10-B-20-OB Agenda Item #43

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Attached is Planning’s final work program for FY 2020-2021. The program identifies projects and programs, on-going tasks, and special projects that will be undertaken by Planning staff during FY 2020-2021. 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.

A draft work program was presented to the Planning Commission by former Executive Director Gerald Green in the spring. A final draft was pending confirmation of Planning’s budget allocations from the City and County.

On September 21, 2020, the Planning Commission’s Executive Committee reviewed the final work program and recommended approval of program by the full Planning Commission.

**STAFF RECOMMENDATION:**

Approve the proposed work program for 2020-2021 Fiscal Year.

## Prescribed Services and Projects

PROJECT #	TASKS	START	PRIMARY JURIS/CLIENT		LEAD DIVISION
<b>ANNUAL PROJECTS</b>					
1	City One Year Plan Update	November	City		PS
2	City Historic Preservation Annual Update	July	City		PS
3	Ped/Bike Counts	Spring	City		T
4	County-wide Background Web Resource and Reporting	July	City	County	IS
5	Facts & Figures Brochure	May	City	County	IS
6	Development Activity Report	February	City	County	IS
7	Technical Reports and Special Studies	TBD	City	County	IS
8	Bike Month	May	City	County	T
9	Planning Annual Report	July	City	County	IS
10	Planning Work Program	February			Mgmt
11	KCS Enrollment Projections	Fall		County	IS
12	TPO Work Program	June	Region		T
13	Planning Budget and Audit	Oct., Jan.			Mgmt
14	Traffic Counts	Spring	Region		T

PROJECT #	TASKS	ONGOING	PRIMARY JURIS/CLIENT	LEAD DIVISION
<b>ONGOING SERVICES AND TASKS</b>				
15	City Rezoning Application Review		City	PS
16	City Developer Review Meetings		City	PS
17	City Interagency Development Review Meetings		City	PS
18	City Concept Plan Review		City	PS
19	City Wireless Communication Facilities		City	PS
20	City Planned Development Review		City	PS
21	City Zoning Ordinance Amendment		City	PS
22	City BZA Meeting Support		City	PS
23	City Infill Housing Committee Design Review & Support		City	PS
24	City of Knoxville Façade Design and Review		City	PS
25	Design Review Board Meeting & Agenda Support		City	PS
26	TTCDA Meeting & Agenda Support		City	PS
27	City Historic Zoning Commission Meeting & Agenda Support		City	PS
28	Administrative Review Committee		City	PS
29	City Development Services Support		City	PS

PROJECT #	TASKS	ONGOING	PRIMARY JURIS/CLIENT		LEAD DIVISION
<b>ONGOING SERVICES AND TASKS</b>					
30	City Subdivision Application Review		City		PS
31	City Sector Plan Amendment Application Review		City		PS
32	Special Use Review		City		PS
33	City Plat Review		City		PS
34	City Address Assignments		City		PS
35	One Year Plan Amendment Application Review		City		PS
36	City Council Meeting & Agenda Support		City		PS
37	Housing & Economic Development, Infill Design Review & Support		City		PS
38	Development Plan Review (EN, RN-4, Pocket Neighborhoods)		City		PS
39	Urban Wilderness Maps		City	County	IS
40	Customer Service Counter		City	County	PS
41	Finance & Administration and Grant Billing		City	County	IS
42	Data Collection, Monitoring, and Analysis		City	County	IS
43	Information Requests (Internal and External)		City	County	IS
44	Planning Commission Meeting & Agenda Support		City	County	PS

PROJECT #	TASKS	ONGOING	PRIMARY JURIS/CLIENT		LEAD DIVISION
<b>ONGOING SERVICES AND TASKS</b>					
45	Education and Partner Engagement - Agenda Review		City	County	PS
46	Agency Communications (Newsletters, Social Media, Press Releases)		City	County	IS
47	Library Management		City	County	IS
48	GIS Support & Applications		City	County	IS
49	Graphics and Website Support		City	County	IS
50	Website Development and Maintenance		City	County	IS
51	Processes and Procedures Monitoring		City	County	PS
52	County Rezoning Application Review			County	PS
53	Use on Review			County	PS
54	County Sector Plan Amendment Application Review			County	PS
55	County Planned Development Review			County	PS
56	Zoning Certification Letter			County	PS
57	County Zoning Ordinance Amendment			County	PS
58	County Commission Meeting & Agenda Support			County	PS
59	County BZA Meeting Support			County	PS

PROJECT #	TASKS	ONGOING	PRIMARY JURIS/CLIENT	LEAD DIVISION
<b>ONGOING SERVICES AND TASKS</b>				
60	County Development Services Support		County	PS
61	County Subdivision Application Review		County	PS
62	County Developer Review Meetings		County	PS
63	County Interagency Development Review Meetings		County	PS
64	County Concept Plan Review		County	PS
65	County Plat Review		County	PS
66	County Address Assignments		County	PS
67	County Wireless Communication Facilities		County	PS
68	Similar Use Determination		County	PS
69	County Historic Zoning Commission Meeting & Support		County	PS
70	FTA Title VI Report and Supporting Documents		Region	T
71	TDOT Coordination - Various Projects, Studies, Reviews		Region	T
72	TPO Technical Committee Meeting & Agenda Support		Region	T
73	TPO Executive Board Meeting & Agenda Support		Region	T
74	Great Smoky Mtn. Regional Greenway Council Mtg & Agenda Support		Region	T

PROJECT #	TASKS	ONGOING	PRIMARY JURIS/CLIENT	LEAD DIVISION
<b>ONGOING SERVICES AND TASKS</b>				
75	Transportation Improvement Program Updates, Maintenance, Amendments		Region	T
76	KAT/CAC/ETHRA Committee Assistance		Region	T
77	Air Quality and Traffic Analysis Monitoring & Evaluation		Region	T
78	Section 5310 Grants Management		Region	T
79	Speaker Series		Region	T
80	Smart Trips Outreach & Communications		Region	T
81	Bicycle Rack Program		Region	T
82	Northshore Corridor Study		Region	T
83	ITS Architecture Study		Region	T
84	Mobility Plan 2045 Update		Region	T
85	Human Services Transportation Plan Update		Region	T
86	Section 5307 Allocation Plan		Region	T
87	Bike/Pedestrian Crash Data Analysis		Region	T
88	Broadway Corridor Study		Region	T
89	West I-40/75 Corridor Study		Region	T

PROJECT #	TASKS	ONGOING	PRIMARY JURIS/CLIENT	LEAD DIVISION
<b>ONGOING SERVICES AND TASKS</b>				
90	Traffic Count Program		Region	T
91	Bike Month		Region	T

*Planning's Divisions: PS = Planning Services; T = Transportation Planning; IS = Information Services; Mgmt = Management Team*



**Projects and Tasks Requested or Required**

PROJECT #	PLANNING PROJECT	JURISDICTION		PRIORITY	TIMEFRAME
1	John Sevier Highway Corridor Overlay		County		Fall 2020 - Early Spring 2021
2	Western Avenue Corridor Study	City	County		Fall 2020 - Early Spring 2021
3	Alcoa Highway Corridor Study	City	County		Spring 2021 - December 2021
4	Planned Residential District Revisions		County		September 2020-January 2021
5	"Eastern Arc" - Former Safety Center Site, JWP, St. Mary's	City			Fall 2020 - Winter 2021
6	North City Sector Plan Update	City			TBD
7	West City Sector Plan Update	City			TBD
8	South City Sector Plan Update	City			TBD
9	East City Sector Plan Update	City			TBD
10	Northwest City Sector Plan Update	City			TBD
11	Central City Sector Plan Update	City			TBD
12	Oakwood Historic Overlay	City			October 2020 - February 2021
13	South Waterfront Code/Plan Update	City			April 2021 - June 2021
14	Census 2020 Support	City	County		April 2021 - August 2021
15	Existing Land Use Update	City	County		Fall 2020 - January 2021
16	Traffic Impact Study Links for Case Viewer	City	County		TBD

PROJECT #	PLANNING PROJECT	JURISDICTION		PRIORITY	TIMEFRAME
17	Planning Services Database Migration	City	County	Low Priority	January 2021 - June 2021
18	Crash Data	City		Low Priority	July 2020 - September 2020
19	Case Mapping for HZC, IH, DRB	City	County	Low Priority	January 2021 - June 2021
20	Graphics and Website Support - Special Requests	City	County	Low Priority	Ongoing
21	Regional Mobility Plan	Region		High Priority	Spring 2021
22	Northshore Corridor Study		County	High Priority	Spring 2021
23	Mapping and GIS Support - Special Requests	City	County	Low Priority	Ongoing
24	Regional Pavement Management System	Region		High Priority	Fall 2021
25	Small Area Plan - North Avenue at Central	City		Medium Priority	TBD
26	Regional Travel Demand Model Update	Region		High Priority	Spring 2021
27	Intelligent Transportation Systems Architecture	Region		High Priority	Spring 2021

High Priority
  Medium Priority
  Low Priority