

# **SPECIAL USE REPORT**

► FILE #: 10-B-22-SU	AGENDA ITEM #: 19
	AGENDA DATE: 10/6/2022
APPLICANT:	SHORELINE CHURCH / COREY MAYFIELD
OWNER(S):	Corey Mayfield Shoreline Church
TAX ID NUMBER:	144 030.14 View map on KGIS
JURISDICTION:	City Council District 2
STREET ADDRESS:	9635 WESTLAND DR
LOCATION:	North side of Westland Dr, west of Emory Church Rd
APPX. SIZE OF TRACT:	8.82 acres
SECTOR PLAN:	Southwest County
GROWTH POLICY PLAN:	Planned Growth Area
ACCESSIBILITY:	Access is via Westland Drive, a two-lane minor arterial with a turn lane within a right-of-way of 88-ft. Access is also via Emory Church Road, a two-lane minor collector with a pavement width of 27-ft within a right-of-way of 60-ft.
UTILITIES:	Water Source: First Knox Utility District
	Sewer Source: First Knox Utility District
WATERSHED:	Sinking Creek
ZONING:	RN-1(c)(Single-Family Residential Neighborhood),
EXISTING LAND USE:	Public/Quasi Public Land
PROPOSED USE:	Expansion of existing church
HISTORY OF ZONING:	3-E-94-RZ: A to PC and PR up to 5 du/ac, 7-G-15-RZ: RP-1 to SC-1 (Withdrawn)
SURROUNDING LAND	North: Assisted living - RN-6 (Multi-family Residential Neighborhood)
USE AND ZONING:	South: Self storage facility - OA (Office Park), OB (Office, Medical, and Related Services), CA (General Business), C-H (Highway Commercial)
	East: Cemetery and church - A (Agricultural)
	West: Pellissippi Parkway right-of-way - ROW (Right-of-Way)
NEIGHBORHOOD CONTEXT:	This area is primarily a mix of institutional uses, including two churches and an assisted living facility. A self-storage facility and multifamily residential are also nearby.

#### **STAFF RECOMMENDATION:**

#### Approve the development plan for an expansion of an existing church, subject to 7 conditions.

1. Implementation of the recommendations for the intersections studied in the Transportation Impact Analysis prepared by Fulghum MacIndoe & Associates, Inc., as last revised on September 23, 2022 and in coordination

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with the City of Knoxville Engineering Department and the Knox County Engineering and Public Works departments.

2. Meeting the requirements of Article 13 (Signs) of the City of Knoxville Zoning Ordinance...

3. Installation of landscaping per the requirements of Article 12 (Landscaping) of the City of Knoxville Zoning Ordinance.

- 4. Meeting all applicable requirements of the Knoxville Department of Engineering.
- 5. Meeting all applicable requirements of the Knox County Department of Engineering and Public Works.
- 6. Meeting all other applicable requirements of the City of Knoxville Zoning Ordinance.
- 7. Meeting all the application requirements of the City of Knoxville Plans Review and Inspections Department.

With the conditions noted above, this request meets the requirements of the previously approved planned district for the former RP-1 zoning, as per section 1.4.G and the standards for evaluating a special use as per article 16.2.F.2 of the Knoxville Zoning Ordinance.

#### COMMENTS:

This property is zoned RN-1, however, it is also is shown as a previously approved planned district under RP-1 (Planned Residential) zoning and section 1.4.G of the Knoxville Zoning Ordinance notes that this area is subject to all plans, regulations and/or conditions of the approval under the form RP-1 zoning. This site was part of a larger RP-1 approved district that included the adjacent parcel that is now part of the assisted living facility property. The peripherial boundary of the district for the former RP-1 zoning extended to the westernmost property line abutting the I-140 (Pellissippi Parkway) right-of-way.

The existing church is a 15,100-sqft building with a worship center of 450 seats and was approved as part of a use-on-review in 1999. The building expansion being proposed as part of this special use consists of a new worship center with meeting and office space and modification of the existing building to a smaller worship center with meeting rooms. The proposed building will be 47,040-sqft with 1,243 seats in the new worship center.

The adjacent assisted living facility shares the Westland Drive and Emory Church Road access connections. It was approved as part of a use on review in 2017 and was not noted as having a significant traffic impact at the time. A Transportation Impact Analysis (TIA) conducted assessed the potential impact of the proposed church expansion and included the estimated trip generation of the existing assisted living facility. The TIA provides recommendations to mitigate safety concerns related to proposed church expansion.

STANDARDS FOR EVALUATING A SPECIAL USE (ARTICLE 16.2.F.2.)

1) THE USE IS CONSISTENT WITH ADOPTED PLANS AND POLICIES, INCLUDING THE GENERAL PLAN AND THE ONE-YEAR PLAN.

A. The proposed expansion is consistent with the CI (Civic Institutional) land use classification for this area that is explicitly for land over 2 acres in size that is to be used for public and quasi-public institutions, of which the churches, and assisted living are all appropriate for the sector plan and one year plan designations.

2) THE USE IS IN HARMONY WITH THE GENERAL PURPOSE AND INTENT OF THIS ZONING CODE.
A. The subject property is also shown as a previously approved planned district for the former RP-1 zoning on the site. This Special Use review follows the considerations of transition rules for the City of Knoxville Zoning Ordinance, section 1.4.G., which notes that the RP-1 standards approved as part of the district remain in effect.
B. The subject property is also zoned RN-1 (Single-Family Residential Neighborhood), which is intended for low density residential development on relatively large lots with generous setbacks. Limited nonresidential uses that are compatible with the character of the district may also be permitted.

# 3) THE USE IS COMPATIBLE WITH THE CHARACTER OF THE NEIGHBORHOOD WHERE IT IS PROPOSED, AND WITH THE SIZE AND LOCATION OF BUILDINGS IN THE VICINITY.

A. The proposed church expansion is adjacent to assisted living, a self-storage facility, a cemetery and another church, as well as the right-of-way of Pellissippi Parkway. This mix of quasi-public, institutional and commercial uses is compatible with the proposed church expansion.

4) THE USE WILL NOT SIGNIFICANTLY INJURE THE VALUE OF ADJACENT PROPERTY OR BY NOISE, LIGHTS, FUMES, ODORS, VIBRATION, TRAFFIC, CONGESTION, OR OTHER IMPACTS DETRACT FROM THE IMMEDIATE ENVIRONMENT.

A. The church expansion is anticipated to increase traffic in this area during the Sunday peak hour. A revised transportation impact analysis (TIA) was submitted on September 23, 2022 on behalf of Fulghum MacIndoe &

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Associates, Inc. and presented recommendations to address the impact of traffic related to the poposed church expansion.

B. The existing vehicle storage capacity at the intersection with Westland Drive and the Shoreline Church driveway connection is inadequate, according to the revised TIA, specifically at the eastbound left turn lane. The analysis recommends "a police officer be placed at the intersection of Westland Drive at the Shoreline Church Driveway during both the entering and existing peak periods in order to mitigate the expected queues..."

C. The TIA also recommends trimming existing vegetation within the right-of-way to the east from the Shoreline Church driveway to improve sight distance and any necessary landscaping to comply with Knox County Engineering and Public Works requirements.

D. The TIA also recommends that any improvements to the intersection (including, but not limited to changes to the stop bar location) of Westland Church Drive and the Shoreline Church Driveway should be coordinated with Knox County Engineering and Public Works.

E. The TIA also recommends that signs and pavement marking be installed in accordance with the standards provided in the Manual on Uniform Traffic Control Devices.

5) THE USE IS NOT OF A NATURE OR SO LOCATED AS TO DRAW SUBSTANTIAL ADDITIONAL TRAFFIC THROUGH RESIDENTIAL STREETS.

A. The subject property has access on a minor arterial and a minor collector, and is adjacent to the I-140 interchange with Westland Drive.

B. Substantial additional traffic through local streets was not noted as being of concern in the TIA.

6) THE NATURE OF DEVELOPMENT IN THE SURROUNDING AREA IS NOT SUCH AS TO POSE A POTENTIAL HAZARD TO THE PROPOSED USE OR TO CREATE AN UNDESIRABLE ENVIRONMENT FOR THE PROPOSED USE.

A. There are no nearby developments that would jeopardize the proposed use on the subject property.

ESTIMATED TRAFFIC IMPACT: A traffic impact study was prepared by the applicant. The findings of that study were used in formulating the recommendations of this staff report.

ESTIMATED STUDENT YIELD: Not applicable.

The Planning Commission's approval or denial of this request is final, unless the action is appealed to the Knoxville City Council. The date of the Knoxville City Council hearing will depend on when the appeal application is filed.

FILE #:





PRICING SET 01 FOR

# MHM

## **PHASE 1: WORSHIP CENTER ADDITION**

SHORELINE CHURCH

9635 WESTLAND DRIVE, KNOXVILLE, TENNESSEE 37922

PROJECT NO.: 22024



ISSUED: XXXXX XX, 202X















# **SHORELINE CHURCH EXPANSION**

## Transportation Impact Analysis 9635 Westland Drive Knoxville, TN 37922

## A Transportation Impact Analysis for the Shoreline Church Expansion

Submitted to

## **Knoxville - Knox County Planning**

Revised September 23, 2022 September 9, 2022 FMA Project No. 391.041.1

Submitted By:





### 6 Conclusions and Recommendations

#### 6.1 Westland Drive @ Emory Church Road

The existing, background and full buildout conditions for the Sunday entering and exiting peak 15-minute conditions at the signalized intersection of Westland Drive at Emory Church Road were analyzed using the Highway Capacity Software (HCS7). The existing signal timing was provided by Knox County Engineering and Public Works.

The existing peak 15-minute entering and exiting traffic conditions for the signalized intersection of Westland Drive at Emory Church Road operates at an overall LOS B during the Sunday entering and exiting peak 15-minute conditions.

The background peak 15-minute entering and exiting traffic conditions for the signalized intersection of Westland Drive at Emory Church Road operates at an overall LOS B during the Sunday entering peak 15-minute conditions and a LOS C during the Sunday exiting peak 15-minute conditions.

After the completion of the Shoreline Church Expansion the traffic conditions for the intersection of Westland Drive at Emory Church Road will operate at an acceptable overall LOS C during the Sunday entering and exiting peak 15-minute conditions.

The 95% queue length is defined as the queue length that has only a 5-percent probability of being exceeded during the analysis time period. The 95% queue length is typically used to determine the length of turning lanes in order to minimize the risk of blockage.

The existing eastbound left turn lane at the intersection of Westland Drive at Emory Church Road has an available storage length of 280 feet. The signalized intersection capacity analysis shows the full buildout 95% queue length for the eastbound left turn lane (Westland Drive) of 30.6 feet (1.2 vehicles) during the Sunday entering peak and 48.1 feet (1.9 vehicles) during the Sunday exiting peak.

The existing westbound left turn lane at the intersection of Westland Drive at Emory Church Road has an available storage length of 100 feet. The signalized intersection capacity analysis shows the full buildout 95% queue length for the westbound left turn lane (Westland Drive) of less than one vehicle during the Sunday entering and exiting peaks.

The existing southbound right turn lane at the intersection of Westland Drive at Emory Church Road has an available storage length of 200 feet. The signalized intersection capacity analysis shows the full buildout 95% queue length for the southbound right turn lane (Emory Church Road) of 291.9 feet (11.5 vehicles) during the Sunday entering peak and 395.2 feet (15.6 vehicles) during the Sunday exiting peak.

The existing southbound right turn lane (Emory Church Road) will exceed capacity during the Sunday peak 15-minute entering and exiting periods. This will cause right turning traffic to queue past the 200 feet queue storage length and into the thru-left lane. The intersection will continue to operate at an acceptable level of service and no additional improvements are necessary in order to accommodate the Shoreline Church Expansion.

#### 6.2 Westland Drive @ Shoreline Church Driveway Connection

The existing, background and full buildout conditions for the Sunday entering and exiting peak 15-minute conditions at the unsignalized intersection of Westland Drive at Shoreline Church driveway connection were analyzed using the Highway Capacity Software (HCS7).

The existing peak 15-minute traffic entering and exiting conditions for the eastbound left turn movement (Westland Drive) operate at a LOS A during both the Sunday entering and exiting peak and the southbound approach (Church Driveway) operates at a LOS D during both the Sunday entering and exiting peak.

The background peak 15-minute traffic entering and exiting conditions for the eastbound left turn movement (Westland Drive) operate at a LOS A during both the Sunday entering and exiting peak and the southbound approach (Church Driveway) operates at a LOS E during both the Sunday entering and exiting peak.

After the completion of the Shoreline Church Expansion the full buildout traffic conditions for the intersection of Westland Drive at Shoreline Church driveway connection will operate as follows. The eastbound left turn movement (Westland Drive) will operate at a LOS E during the Sunday entering peak and a LOS A during the Sunday exiting peak the southbound approach (Church Driveway) will operate at a LOS F during the Sunday entering and exiting peak 15-minute conditions.

The 95% queue length is defined as the queue length that has only a 5-percent probability of being exceeded during the analysis time period. The 95% queue length is typically used to determine the length of turning lanes in order to minimize the risk of blockage.

The existing southbound left turn lane at the intersection of Westland Drive at the Shoreline Church driveway connection has an available storage length of 125 feet. The unsignalized intersection capacity analysis shows the full buildout 95% queue length for the southbound left turn lane (Church Driveway) of 9.9 vehicles during the

Sunday entering peak 15-minute conditions and 12.2 vehicles during the Sunday exiting peak 15-minute conditions.

The existing eastbound left turn lane at the intersection of Westland Drive at the Shoreline Church driveway connection has an available storage length of 150 feet. The unsignalized intersection capacity analysis shows the full buildout 95% queue length for the eastbound left turn lane (Westland Drive) of 16.1 vehicles during the Sunday peak entering 15-minute conditions and less than one vehicle during the Sunday peak exiting 15-minute conditions.

Based on the HCS7 queue analysis the existing storage at the intersection of Westland Drive at the Shoreline Church driveway connection is inadequate. The eastbound left turn lane is expected to back up into the Westland Drive thru lane during the peak 15-minute entering conditions and a 16 vehicle (320 feet) queue will interfere with the signalized intersection of Westland Drive at the Pellissippi northbound ramp.

There are currently no police officers providing traffic control for Sunday services. FMA recommends that a police officer be placed at the intersection of Westland Drive at the Shoreline Church Driveway during both the entering and exiting peak periods in order to mitigate the expected queues.

The minimum required sight distance for a road with a posted speed limit of 40 mph is 400 feet in each direction in accordance with the "Knoxville-Knox County Subdivision Regulations" amended through February 13, 2020. FMA measured the sight distance at the existing intersection of Westland Drive at the Shoreline Church driveway connection in September 2022. At 15 feet from the edge of pavement the sight distance at the proposed intersection is greater than 400 feet looking to the west and approximately 265 feet looking to the east.

The sight distance looking to the east is partially blocked by the existing vegetation located within the right-of-way. Trimming the existing vegetation would improve the intersection sight distance. FMA recommends any necessary landscaping that may be involved to comply with Knox County Engineering and Public Works requirements.

The existing stop bar is located approximately 50 feet from the edge of pavement on Westland Drive. During the turning movement count it was observed that vehicles that were queued at the driveway waiting to turn both left and right onto Westland Drive pulled forward past the stop bar and queued at approximately 15 feet from the edge of pavement. An updated site plans shows the stop bar location at 15 feet from the edge of pavement. Any improvements to the intersection of Westland Drive at the Shoreline Church Driveway should be coordinated with Knox County Engineering & Public Works.

FMA recommends that the signs and pavement markings be installed in accordance with the standards provided in the *Manual on Uniform Traffic Control Devices* (MUTCD).

Included in Attachment 9 are pictures of the existing sight distance at both the stop bar and 15 feet from the edge of pavement and the intersection sight distance triangles.

#### 6.3 Emory Church Road at Shoreline Church Driveway Connection

The existing, background and full buildout conditions for the Sunday entering and exiting peak 15-minute conditions at the unsignalized intersection of Emory Church Road at Shoreline Church driveway connection were analyzed using the Highway Capacity Software (HCS7).

The existing and background peak 15-minute entering and exiting traffic conditions for the eastbound approach (Church Driveway) operate at a LOS A during the Sunday entering peak and a LOS B during the Sunday exiting peak and the northbound approach (Emory Church Road) operates at a LOS A during both the Sunday entering and exiting peak 15-minute conditions.

After the completion of the Shoreline Church Expansion the full buildout traffic conditions for the intersection of Emory Church Road at the Shoreline Church driveway connection will operate as follows. The eastbound approach (Church Driveway) will operate at a LOS B during the Sunday entering and exiting peak 15-minute traffic conditions and the northbound approach (Emory Church Road) will operate at a LOS A during the Sunday entering and exiting peak 15-minute conditions.

The 95% queue length is defined as the queue length that has only a 5-percent probability of being exceeded during the analysis time period. The 95% queue length is typically used to determine the length of turning lanes in order to minimize the risk of blockage.

The unsignalized intersection capacity analysis shows the full buildout 95% queue length for the eastbound approach (Church Driveway) of less than one car length during the Sunday entering peak 15-minute conditions and 2.9 vehicles (60 feet) during the Sunday exiting peak 15-minute conditions. Based on the HCS7 queue analysis the existing storage at the intersection of Emory Church Road at the Shoreline Church driveway connection is adequate and no improvements to the intersection are necessary in order to accommodate the Shoreline Church Expansion.

The minimum required sight distance for a road with a posted speed limit of 30 mph is 300 feet in each direction in accordance with the "Knoxville-Knox County Subdivision Regulations" amended through February 13, 2020. FMA measured the

#### Shoreline Church Expansion Transportation Impact Analysis September 23, 2022

sight distance at the existing intersection of Emory Church Road at the Shoreline Church driveway connection in September 2022. At 15 feet from the edge of pavement the sight distance at the existing intersection is greater than 300 feet looking to the north and greater than 300 feet looking to the south. Attachment 9 shows photos of the sight distance at the proposed intersection.

Planning

# **Development Request**

DEVELOPMENT				
Development Plan				

□ Planned Development

☐ Hillside Protection COA

✓ Use on Review / Special Use

#### **SUBDIVISION**

Concept PlanFinal Plat

# Plan AmendmentSector PlanOne Year Plan

Rezoning

ZONING

Shoreline Church / Core	y wayneid		8/22/2022
Applicant Name			Date Filed
10/6/2022	()	10-B-22-S	SU
Planning Commission Meeting (if applicable)	Legislative Meeting (if applic	able) File Numb	per(s)
CORRESPONDENCE	All correspondence rela	ted to this application should be directed t	to the approved contact listed below.
-	Holsaple McCarty Architects		
Name / Company			
550 W Main St Ste 300 I	(noxville TN 37931		
Address			
865-544-2000 / jthurma	n@mhming.com		
Phone / Email	n@mmmc.com		
,			
CURRENT PROPERT	TY INFO		
Corey Mayfield Shorelin	e Church 9635 Westl	and Dr Knoxville TN 37922	865-755-1717 / corey@shorelir
Owner Name (if differen	t) Owner Addı	ress	Owner Phone / Email
9635 WESTLAND DR			
Property Address			
144 030.14			8.82 acres
Parcel ID		Part of Parcel (Y/N)?	Tract Size
First Knox Utility Distric	t	First Knox Utility District	
Sewer Provider		Water Provider	Septic (Y/N)

#### STAFF USE ONLY

#### North side of Westland Dr, west of Emory Church Rd

#### General Location

✓City	Council District 2	RN-1(c)(Single-Family Residential Neighborhood),	Public/Quasi Public Land
Count	District	Zoning District	Existing Land Use
Southwe	st County	CI (Civic and Institutional)	Planned Growth Area

#### **DEVELOPMENT REQUEST**

🗌 Development Plan 🗌 Planned Development	🖌 Use on Review	/ Special Use	Related City Permit Number(s)
Hillside Protection COA	Residential	Non-residential	
Home Occupation (specify)			

Other (specify) **Expansion of existing church** 

#### SUBDIVSION REQUEST

		Related Rezoning File Number
Proposed Subdivision Name		
Unit / Phase Number	Total Number of Lots Created	

Additional Information

Attachments / Additional Requirements

ZONING REQUEST	
Zoning Change	Pending Plat File Number
Proposed Zoning	
Proposed Density (units/acre) Previous Zoning Requests	
🗌 Plan Amendment Change	

Proposed Plan Designation(s)

Additional Information

#### STAFF USE ONLY

<b>PLAT TYPE</b> Staff Review	Planning Commission		Fee 1 <b>\$1,400.00</b>	Total
ATTACHMENTS			<i>,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,</i>	
Property Owners /	Option Holders 🛛 Variance Request		Fee 2	
ADDITIONAL REQUIREMENTS COA Checklist (Hillside Protection)				
Design Plan Certification (Final Plat)		Fee 3		
✓ Site Plan (Development Request)				
Traffic Impact Study				
Use on Review / Sp	pecial Use (Concept Plan)			

#### AUTHORIZATION

By signing below, I certify that I am the property owner, applicant, or owner's authorized representative.

Corey Mayfield Shoreline Church, 9635 Westland Dr Knoxville TN 37922			8/22/2022	
Application Authorized By		Affiliation	Date	
865-755-1717 / corey@sh	orelineknox.com			
Phone / Email	Email			
	Mike Reynolds			
Staff Signature	Please Print		Date Paid	

ownload and fill out this form enience.	at your (3) Either pri the	int the completed for	rm and brin	g it to
gn the application digitally (o	r print, sign, and Knoxville	e-Knox County Plann	ning offices	s ballora
Planning KNOXVILLE   KNOX COUNTY	Development Plan  Development Plan  Development Vise on Review / Special Hillside Protection COA	SUBDIVIS Concep Final P	I <b>ON</b> ot Plan	<b>ZONING</b> <ul> <li>Plan Amendment</li> <li>SP OYP</li> <li>Rezoning</li> </ul>
Shoreline Church / Corey	/ Mayfield		Owne	er
Applicant Name			Affiliatio	on
8/22/22	10/6/2022			File Number(s
Date Filed	Meeting Date (if applicab	le)	10	-B-22-SU
	Il correspondence related to this app	lication should be direct	ed to the app	proved contact listed below
Applicant Property Own	er 🗌 Option Holder 🗌 Projec	t Surveyor 🗌 Enginee McCarty Holsap		
Name		Company		
550 W Main Street / Ste	300	Knoxville	TN	37931
Address		City	State	ZIP
865.544.2000	jthurman@mhmine	c.com		
Phone	Email			
CURRENT PROPERTY INFO				
Shoreline Church / Corey	Mayfield 9635 Westl	and Drive, Knoxvi	lle, TN 37	
Property Owner Name (if differen	t) Property Owner	Address		Property Owner Phone
9635 Westland Drive, Kr	noxville, TN 37922	144 0301	4	
Property Address		Parcel ID		
First Utility District	First	Utility District		Ν
Sewer Provider	Water	Provider		Septic (Y/N
STAFF USE ONLY				
North side of Westland D	r, west of Emory Church Ro	k	8.82 a	acres
General Location			Tract Siz	ze
2nd	RN-1(C)	Public-0	Quasi pub	lic
City County District	Zoning District	Existing La	nd Use	
Southwest County	Civic Institutional		N/A	
Planning Sector	Sector Plan Land Use Cla	ssification	Growth	Policy Plan Designation

DEVELOPMENT REQUEST	
Development Plan 🔳 Use on Review / Special Use 🗌 Hillside Protection COA	Related City Permit Number(s)
🗌 Residential 🔳 Non-Residential	
Home Occupation (specify)	_
Other (specify)	

SUBDIVISION REQUEST

			Related Re	zoning File Number
Proposed Subdivision Name				
Unit / Phase Number	Combine Parcels 🛛 Divide Parcel	Total Number of Lots Created		
Other (specify)				
Attachments / Additional R	equirements			
ZONING REQUEST				
			Pending	Plat File Number
Zoning Change Proposed	Zoning			
Plan Amendment Change	Proposed Plan Designation(s)			
Proposed Density (units/acre)	Previous Rezoning R	equests		
Other (specify)				
STAFF USE ONLY				
PLAT TYPE		Fee 1		Total
		102 Spa		

PLAT TYPE			Iotal	
Staff Review Planning Commission	403	Special Use		
ATTACHMENTS	Fee 2		\$1,400	MR
Property Owners / Option Holders				
Design Plan Certification (Final Plat)				
Use on Review / Special Use (Concept Plan)	Fee 3			
Traffic Impact Study		1		
COA Checklist (Hillside Protection)				

AUTHORIZATION

Low May A	Corey Mayfield	8/22/22
Applicant Signature	Please Print	Date
865-755-1717	corey@shorelineknox.com	
Phone Number	Email	
Comp May A	Shoreline Church / Corey Mayfield	8/22/22
Property Owner Signature	Please Print	Date



# Sign Posting & Removal Requirement

Revised April 2021

The Administrative Rules and Procedures of the Knoxville-Knox County Planning Commission require a sign to be posted on the property for each application subject to consideration by the Planning Commission, including the following applications: rezoning, plan amendment, concept plan, use on review/special use, planned development, right-of-way closure, and name change.



The required public notice sign(s) will be provided by Planning to the applicant when an application is submitted. If an application is submitted electronically, Planning staff will post the required sign. If a replacement sign(s) is needed, the applicant is responsible for picking up the new sign(s) from Planning and will be charged \$10 for each replacement.

#### LOCATION AND VISIBILITY

The sign must be posted on the nearest adjacent/frontage street and in a location clearly visible to vehicles traveling in either direction. If the property has more than one street frontage, the sign should be placed along the street that carries more traffic. Planning staff may recommend a preferred location for the sign to be posted at the time of application.

#### TIMING

The sign(s) must be posted **not less than 12 days prior to the scheduled Planning Commission public hearing** and must remain in place until the day after the meeting. In the case of a postponement, the sign can either remain in place or be removed and reposted not less than 12 days prior to the next Planning Commission meeting. The applicant is responsible for removing the sign after the application has been acted upon by the Planning Commission.

The individual below is responsible for posting and removing the sign(s) provided consistent with the above guidelines and between the dates of:

and			
(applicant or staff to post sign)	(applicant to remove sign)		
Applicant Name:			
Date:	Sign posted by Staff		
File Number:	Sign posted by Applicant		