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WIRELESS COMMUNICATION FACILITIES (WCF) ADMINISTRATION
INTRODUCTION

These Administrative Rules and Procedures of the Knoxville-Knox County Metropolitan Planning Commission (“Planning Commission”) set forth requirements of the Planning Commission, its staff and applicants regarding proposals submitted to the Planning Commission, and are in addition to the requirements set forth in the Knoxville Zoning Ordinance, the Knox County Zoning Ordinance and the Knoxville-Knox County Minimum Subdivision Regulations. The Administrative Rules and Procedures comprise the day-to-day operating manual of the Planning Commission to secure consistent handling of zoning, subdivision matters, the One-Year Plan, as well as other matters considered by the Planning Commission.
ARTICLE I – PUBLIC MEETINGS

SECTION 1 – OPEN MEETINGS
All meetings of the Planning Commission convened in order to make a decision or to deliberate toward a decision on any matter shall be an “open meeting” in accordance with the requirements set forth in TENN. CODE ANN. 8-44-101 et. seq. All proposals or applications submitted to the Planning Commission shall be considered in a public hearing that invites and entertains public comment.

SECTION 2 – SCHEDULE OF REGULAR MEETINGS
Subject to change, regular meetings of the Planning Commission shall be scheduled as follows:

A. The monthly public meeting shall be held at 1:30 PM on the second Thursday of each month.

B. The agenda review meeting shall be held on the Tuesday immediately preceding the monthly public meeting.
ARTICLE II – NOTICES

SECTION 1 – PUBLIC NOTICE
The Planning Commission shall give public notice of the date, time and location of all public hearings, by publication in a daily newspaper of general circulation in Knox County, Tennessee, not less than twelve (12) days prior to the scheduled hearing date, and adoption or amendments to the General Plan and its sub elements, such as the sector plans and the Knoxville One Year Plan, will require thirty (30) days of public notice. Calculation of the notice period shall commence on the first date of publication, but shall not include the hearing date. For each proposal or application to be considered by the Planning Commission at the public hearing, the notice shall provide:

A. The name of the applicant.
B. The nature of the proposal or application.
C. A general description of the location of the property that is the subject of the proposal or application.

SECTION 2 – NOTICE PUBLICATION CRITERION
All notices published pursuant to Section 1 of this Article shall meet the following criterion:

A. **Location in paper** - The notice shall be placed in the Classified Ads section of the newspaper in the "Legal/Public Notices" classification.
B. **Caption** - The caption shall be all capital letters in no less than two-line type and shall contain the words “PUBLIC NOTICE” and a description of the type of matter being heard.
C. **Body Copy** - The body copy shall be no less than the standard one-line type used generally throughout the “Want Ads” section.

SECTION 3 – PUBLICATION COSTS
The cost of publishing notices provided under this Article shall be borne by the Planning Commission; except that the Planning Commission shall not be responsible for the cost of publishing notices related to general amendments to the Zoning Map of the City of Knoxville or Knox County initiated by the administration or legislative bodies of Knoxville and Knox County.

SECTION 4 – PUBLIC NOTICE SIGNS
For each proposal or application to be considered by the Planning Commission, notice shall be given by conspicuously posting a sign on the property that is the subject of the proposal or application, not less than twelve (12) days prior to the scheduled hearing date. Calculation of the notice period shall commence on the first date of posting, but shall not include the hearing date. For each proposal or application to be considered by the Planning Commission at the public hearing, the notice sign shall provide:

A. The nature of the proposal or application; and
B. The MPC contact information (telephone number and internet address) and the date and time of the public hearing.

Provided, notice signs shall not be posted for Subdivision Final Plat Applications, amendments to Plan text or general area amendments, General Amendments to the Zoning Map, Zoning
Map Amendments pertaining solely to public rights-of-way, or Amendments to the text of the Zoning Ordinances.

The required public notice sign shall be provided by MPC to the applicant at the time of application. The applicant or their designee shall be responsible for posting the sign per the requirements stated above. Failure to post the notice sign as required shall be sufficient cause for postponement by the Planning Commission. However, failure to post notice signs as provided in this Section shall not preclude the Planning Commission from acting on any application or proposal properly before it.

SECTION 5 – NOTIFICATION BY MAIL

A. The MPC shall send written notice of the application and MPC hearing date to all property owners whose property is within 200 feet of the property which is the subject of an application for a rezoning, use on review, or one year plan amendment except as noted in Section 5B. Such notice shall be to the last known address of the property owner as listed on the tax rolls. Notices shall be mailed at least 12 days before the date of the first advertised hearing, using the method of counting days described in Section 1 of this Article. This notice shall also be required when an application of the type listed above is removed from the table unless the matter is being untabled for withdrawal only.

B. Written notice for general amendments to the zoning map shall be provided to all property owners whose property is within the proposed general amendment to the zoning map, the cost of which shall be born by the initiator of the request.

C. Written notice shall not be required for changes to the zoning ordinance text, annexation-related rezonings initiated by the City of Knoxville, or subdivision plats.

D. For applications for Level II Wireless Communication Facilities review and use on review approval for methadone clinics or facilities, landfills, mining or mineral extraction, any commercial or industrial rezoning of more than 20 acres, and any use on review in the I or I-4 heavy industrial zoning districts, the notice described above shall be distributed to property owners within 500 feet of the parcel property that is the subject of the application.
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 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.
ARTICLE IV – USE ON REVIEW APPLICATIONS

In addition to the requirements of the application form and those of either the Knox County Zoning Ordinance or the City of Knoxville Zoning Ordinance, as appropriate, every application for use-on-review shall be accompanied by the following:

A. A site plan, drawn to scale, and showing:
   1. The subject property and its relationship to adjacent properties, streets, easements and alleyways.
   2. The location of existing and proposed building(s) on the subject property, and distances of each from all property lines.
   3. The proposed use of all buildings together with information sufficient to determine off-street parking requirements.
   4. An off-street parking plan, if appropriate, showing parking spaces, access aisles, and entrances and exits to streets.
   5. All planted areas, recreation areas, play areas and green space.

B. A detailed landscape plan and floor plan for any proposed use for a church, medical facility, nursing home, lodge hall, or other similar proposed use identified by the Planning Commission staff. Although not required, an architectural rendering is preferred to satisfy this provision.
ARTICLE V – APPLICATION FOR STREET NAME CHANGE

Any application proposing a street name change filed by one other than the City of Knoxville, Knox County or the Planning Commission must be accompanied by a written canvass of all owners and tenants on the subject street, reflecting:

A. The existing street name;
B. The proposed new street name;
C. The point of beginning of the proposed change;
D. The point of ending of the proposed change; and
E. The name, signature, address and opinion regarding the proposed street name change of each landowner and tenant on the subject street.
ARTICLE VI – SUBDIVISION APPLICATION

SECTION 1 – COMPLETION OF APPLICATION
Any application for a subdivision submitted timely within the appropriate Closing Date as provided in Article III hereof, shall be scheduled for public hearing at the next scheduled monthly public meeting, provided: (1) requests for variances are submitted with the application; (2) all requirements of Sections 4 and 5 of the Knoxville-Knox County Minimum Subdivision Regulations have been satisfied; and (3) all revisions and corrections to the plat or plan required by the Planning Commission staff are submitted not less than nine (9) days prior to the monthly public meeting. Incomplete applications and completed applications not timely submitted to the Planning Commission will not be approved.

SECTION 2 – CONCEPT PLAN APPLICATIONS

A. Distribution of Plan - Upon receipt of a Concept Plan application, Planning Commission staff will prepare a plan file, log the plan on appropriate ledgers, prepare a location map for members of the Planning Commission and staff, and distribute copies of the Concept Plan to the appropriate utilities and governmental agencies.

B. Staff Review:
   1. The Concept Plan proposal will be reviewed onsite by the Planning Commission staff, representatives of the other interested agencies, and the developer or his engineer/surveyor, as appropriate.
   2. Planning Commission staff will review the plan and checklist for completeness and compliance with the Knoxville-Knox County Minimum Subdivision Regulations, and list the findings of other interested agencies.
   3. Thereafter, the Executive Director of the Planning Commission, representatives of other interested agencies, and members of the Planning Commission staff shall convene to review and discuss all findings, and the preliminary staff recommendation to the Planning Commission.

C. Review Conference
Two weeks prior to the monthly public meeting, a subdivision review conference shall be held at the offices of the Planning Commission, involving the Executive Director, or his representative, members of the Development Services staff, representative of the other interested agencies, and the developer and his engineer/surveyor. Developers having proposals before the Planning Commission and representatives of other interested agencies will be invited to the subdivision review conference approximately one week in advance of the scheduled conference. At the conference, the following issues as to each Concept Plan application will be reviewed and discussed:
   1. Design (suitability of the property subject to the proposal, and suggested improvements).
   2. Drainage (adequacy of the proposed system and suggested improvements and easements).
   3. Comments, requests and recommendations of the Health Department and other interested agencies.
4. Deficiencies and inconsistencies of the proposal with the requirements of the
Knoxville-Knox County Minimum Subdivision Regulations.

5. The Planning Commission staff report and recommendation to the Planning
Commission.

D. **Report to Commission** - Not less than (6) days prior to the monthly public
meeting, a report of the findings and staff recommendation, along with a location
map will be provided to all members of the Planning Commission, with a copy being
forwarded to each developer and his engineer/surveyor at the address(es) shown on
the Concept Plan.

**SECTION 3 – FINAL PLAT APPLICATIONS**

A. **Eligibility** - Upon approval of a Concept Plan, the corresponding Final Plat may be
acted upon by the Planning Commission.

B. **Certificates and Approval Forms** - Except for Planning Commission certificates for
recording, all certificates and approval statements as required by the Knoxville-Knox
County Minimum Subdivision Regulations shall be placed on the original tracings of
all Final Plats. If requested, the Planning Commission will place the required
certifications and statements on the Final Plat by stamps. Otherwise, the
certificates and statements shall be placed on the tracings by the developer or his
engineer/surveyor, and shall correspond exactly with the required language
provided in the Knoxville-Knox County Minimum Subdivision Regulations.

C. **Distribution of Final Plats** – Upon receipt of a Final Plat, the Planning Commission
staff will prepare a plat file, log the plan on the appropriate ledgers, prepare a
location map for members of the Planning Commission and staff, and distribute
copies of the Final Plat to the appropriate governmental agencies.

D. **Staff Review** – The procedure for Staff Review for Final Plat shall be the same as
for Concept Plans as set forth in Article VI, Section 2, Paragraph B hereof.

E. **Certification and Distribution** – Upon the approval of a Final Plat, the applicant
shall submit the required number of copies of the Final Plat for distribution to
appropriate governmental agencies, and for certification and recording in
accordance with the Knoxville-Knox County Minimum Subdivision Regulations.
After a final staff review for discrepancies, the Planning Commission staff shall:

1. Certify a paper copy for recording.
2. Certify the remaining copies, and distribute them to appropriate public agencies.
3. Upon request, certify any additional copies for the applicant’s file.

**SECTION 4 – MINOR SUBDIVISION**

For applications or proposals that qualify as Minor Subdivisions under the Knoxville-Knox
County Minimum Subdivision Regulations, all certificates and approval forms, distribution of
plats and staff review shall be identical to the standards employed for Final Plats as described in
Section 3 of this Article.

**SECTION 5 – ADMINISTRATIVE PLATS**

For submittals or proposals that qualify as Administrative Plats under the Knoxville-Knox County
Minimum Subdivision Regulations, all certificates and approval forms and distribution of plats
shall be identical to the standards employed for Final Plats as described in Section 3 of this Article.
ARTICLE VII – TRAFFIC ACCESS AND IMPACT STUDY SUBMISSION REQUIREMENTS

The submission of a traffic impact study shall be required with Concept Subdivision Plan, Use-on-Review, and Development Plan requests in accordance with the following table:

<table>
<thead>
<tr>
<th>24-HOUR TRIP GENERATION</th>
<th>TRAFFIC STUDY SCOPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>750 – 3000 ADT</td>
<td>LEVEL I</td>
</tr>
<tr>
<td>3000 – 6000 ADT</td>
<td>LEVEL II</td>
</tr>
<tr>
<td>&gt; 6000 ADT</td>
<td>LEVEL III</td>
</tr>
</tbody>
</table>

Upon being provided proof by the developer’s traffic engineer that a lower level traffic impact study would be adequate for a proposed development, or that a traffic impact study is not warranted, the Executive Director of the Planning Commission staff may reduce the level of study required or waive the requirement.

For additional information about trip generation analysis, submission requirements and review procedures, please refer to Appendix B: “Traffic Access and Impact Study Guidelines and Procedures.”
ARTICLE VIII – LAND DIVISIONS EXCLUDED FROM REGULATION

SECTION 1 – PARTITION AMONG OWNERS
Division of land by owners among themselves by deed or by court order does not require Planning Commission approval. However, plats filed to reflect the division require certification by the Planning Commission prior to recording. A copy of such a plat shall be submitted to the Planning Commission staff for review of accuracy, and shall be certified by the Planning Commission as follows:

“The property shown on this subdivision plat is being divided under the provisions of TENN. CODE ANN. 13-3-408. The Planning Commission does not approve or disapprove, but certifies all information required by TENN. CODE ANN. 13-3-302 as shown on the plat.”

Signed by: ____________________________

KNOXVILLE-KNOX COUNTY METROPOLITAN
PLANNING COMMISSION

Date:

SECTION 2 – DIVISION OF LAND INTO TRACTS OF FIVE OR MORE ACRES WHICH ARE NOT SUBDIVISIONS
State statute specifically excludes this type of division from the definition of subdivision. Therefore, the Knoxville-Knox County Minimum Subdivision Regulations do not apply. Some certification is desirable to enable the Register of Deeds to distinguish these divisions from those which must be approved. These plats shall be certified as follows:

“According to this survey, all tracts shown are five acres or larger in size and according to TENN. CODE ANN. 13-3-401, cannot be defined as a subdivision, therefore Planning Commission approval is not required.”

Signed by: ____________________________

KNOXVILLE-KNOX COUNTY METROPOLITAN
PLANNING COMMISSION

Date:
ARTICLE IX – STAFF REVIEW GUIDELINES

Every proposal or application submitted to the Planning Commission shall be reviewed and studied by the Planning Commission staff, who shall render a report and recommendation of appropriate action to the Planning Commission. For all proposals that involve specific property sites, the staff shall visit the site as part of the study and review.

SECTION 1 – REZONING
Staff review of Rezoning Applications shall include the following:

A. The need and justification for the proposal:
   1. Changed or changing conditions in the area.
   2. Rate at which land in the vicinity is being developed for the proposed use, and for other uses which may be allowed if the proposal is approved.

B. The effect of the proposal:
   1. Additional demands that would be placed on schools, streets and utilities.
   2. The effect upon adjacent properties.
   3. The effect upon development patterns in the vicinity and the community as a whole.

C. The conformity of the proposed rezoning to the General Plan, and to the One-Year Plan, if appropriate:
   1. The compatibility with pre-existing proposed streets, sewers and water plans.
   2. Conformity with formal Planning Commission policies.
   3. Likelihood that the proposal will stimulate additional similar proposals.
   4. Suitability of the proposed boundary change on a permanent basis.
   5. Assessment of whether the proposal is the most beneficial development of the community as a whole.

SECTION 2 – USE-ON-REVIEW
Staff review of Use-On-Review Applications shall include the following:

A. The effect of the proposal on the subject property, surrounding property and the community as a whole.

B. The conformity of the proposal to criteria established by the Knoxville Zoning Ordinance or the Knox County Zoning Ordinance, as appropriate.

C. The conformity of the proposal to the General Plan and to the Knoxville One-Year Plan, if appropriate.

SECTION 3 – SUBDIVISIONS
Staff review of Subdivision Applications shall be in conformity with the provisions of the Knoxville-Knox County Minimum Subdivision Regulations.
SECTION 4 – STREET AND ALLEY CLOSURES AND STREET NAME CHANGES
Interested utilities and operating agencies shall be advised as applications for such proposals are received, but not later than three (3) days following the Closing Date for filing applications. A written response to specific questions regarding the present use and/or future needs of the affected area shall be included in the staff report and recommendations. Each proposal shall be studied by the staff to determine the necessity of the right-of-way to the overall street and road network and the effect of its closing on adjacent properties.

SECTION 5 – ONE-YEAR PLAN AMENDMENTS
Staff review of proposed amendments to the Knoxville One-Year Plan shall include the following:

A. Conformity to the standards for Rezoning Applications as described in Article VIII, Section 1 hereof; and

B. Conformity to the provisions for Plan Amendments contained in the Knoxville One-Year Plan.

SECTION 6 – PUBLIC HEARINGS
Staff review and reports shall incorporate the results of one or more public hearings on all applications for:

A. Amendments to the text of the Knoxville Zoning Ordinance.

B. Amendments to the text of the Knox County Zoning Ordinance.

C. Amendments to the text of the Knoxville-Knox County Minimum Subdivision Regulations.

D. Amendments to the map or the text of the Knoxville One-Year Plan.

E. Amendments to the General Plan.

F. Amendments to any Sector Plan.
ARTICLE X – STAFF RECOMMENDATION

Upon completion of its study and review, the staff will prepare its report and recommendation to the Planning Commission to either: (1) approve as requested; (2) approve subject to conditions; (3) approve a modification of the proposal; (4) postpone; (5) table; or (6) deny.

Not less than six (6) days prior to the date of the monthly public meeting, the staff reports, together with appropriate maps, letters, and petitions, along with the minutes of the previous monthly meeting and the agenda for the meeting shall be forwarded to all Planning Commission members and to appropriate City and County operating agencies. A copy of the appropriate staff report and recommendation shall be mailed to each applicant at the address shown on the application, not less than five (5) days prior to the date of the monthly public meeting.
ARTICLE XI – MONTHLY PUBLIC MEETING

SECTION 1 – ORDER OF MEETING
The monthly public meeting of the Planning Commission shall be conducted in the order of the printed meeting agenda, which shall be prepared in advance, and approved by the Planning Commission at the public meeting. Amendments to the order in which matters appear on the printed agenda may be permitted with the consent of a majority of the MPC members present at the meeting.

SECTION 2 – DISCUSSION AND DEBATE
At the monthly public meeting, the Planning Commission shall consider the views of the applicant and other interested parties, staff reports and recommendations, and the standards set forth in the Knoxville Zoning Ordinance, the Knox County Zoning Ordinance and/or the Knoxville-Knox County Minimum Subdivision Regulations, as is appropriate, and all applicable plans and formal policy statements.

A. Each matter on the agenda will be considered in the following order:
   1. Staff recommendations (questions allowed)
   2. Proponents or the proponents may defer to the opponent (questions allowed)
   3. Opponents (questions allowed)
   4. Rebuttals (questions allowed)
   5. Discussion among Planning Commissioners (questions allowed)
   6. Motion
   7. Second
   8. Discussion among Planning Commissioners (questions allowed)
   9. Vote

B. Public participation in the discussion and debate shall be conducted in conformity with the following:
   1. Any group in favor of an application will be allowed a total of five (5) minutes to speak. The chairperson may grant up to a two (2) minute extension for those speaking in favor of an item. Additional time for speakers in favor of an item may be granted by a majority vote of the members present.
   2. Any group in opposition to an application will be allowed a total of five (5) minutes to speak. The chairperson may grant up to a two (2) minute extension for those speaking in opposition of an item. Additional time for speakers in opposition to an item may be granted by a majority vote of the members present.
   3. Speakers must limit their remarks to the facts of the case and should avoid repeating comments that have been previously presented to the Planning Commission.
   4. Any group wishing to speak should select a spokesperson.
ARTICLE XII – PLANNING COMMISSION ACTION ON APPLICATION

SECTION 1 – POSTPONEMENT
Postponements of an application for any proposal for Planning Commission action may be permitted as follows:

A. Every motion to postpone action on an application shall include the date of the monthly public meeting at which the application will again be considered.

B. An applicant may postpone an item until the next scheduled public meeting the first time it appears on the MPC agenda without MPC debate or action. The intent to postpone must be submitted in writing, or by facsimile, and received by MPC no later than 3:30 PM on the Monday immediately prior to the MPC meeting at which the application is scheduled to be heard. Any request received after this deadline must be acted upon by MPC consistent with these administrative rules and procedures.

C. Applications postponed as described in Section 1.B may not be returned to the agenda until the meeting to which they have been postponed.

SECTION 2 – DENIAL OF APPLICATION FOR REZONING OR FOR USE-ON-REVIEW OR ONE-YEAR PLAN AMENDMENT BY MPC, LEGISLATIVE BODY, OR COUNTY BOARD OF ZONING APPEALS
Upon a denial of any application for Rezoning, Use-on-Review, or for One-Year Plan Amendment by the Planning Commission, City Council, County Commission or County Board of Zoning Appeals, a new application for the same proposal shall not be accepted for a period of one (1) year from the date of the denial. For purposes of this paragraph, “same proposal” shall be defined as the same zone for Rezoning, or substantially the same use or design for Use-on-Review or same One-Year Plan classification.

If any applicant is denied by the legislative body on appeal from the Planning Commission action, a new application for the same proposal shall not be accepted for a period of one (1) year from the date of the legislative denial.

SECTION 3 – WITHDRAWALS
Withdrawal of an application for any proposal for Planning Commission Action may be permitted as follows:

A. Prior to Public Notice – Withdrawal of an application shall be permitted upon written request by the applicant, provided that neither public notice of the application has been published nor sign(s) have been posted. In such instance, the applicant’s fee shall be subject to the MPC fee schedule regarding refunds, and a new application for the same proposal may be filed thereafter without restriction.

B. After Public Notice – Withdrawal of an application shall not be permitted after public notice of the application has been published or sign(s) have been posted. In such event, the application shall be placed on the Planning Commission agenda for public hearing.

C. The Planning Commission may permit withdrawal of a proposal at the monthly public meeting. If withdrawal is permitted, such action shall be deemed a denial of
the application, and a new application for the same proposal shall not be accepted for a period of one (1) year after the date of the withdrawal.

D. An applicant may withdraw an item without MPC debate or action after it has been placed on the MPC agenda. This withdrawal request must be submitted in writing, or by facsimile, and received by MPC no later than 3:30 PM on the Monday immediately prior to the MPC meeting at which the application is scheduled to be heard. Any request received after this deadline must be acted upon by MPC consistent with these administrative rules and procedures.

E. Applications withdrawn prior to the meeting, as described in Section 3.D., may not be returned to the agenda from which they are withdrawn. These applications shall be subject to all requirements regarding the status of applications withdrawn before and after the MPC public notice has been published.

SECTION 4 – TABLING

All tabled applications shall be listed on each month’s agenda for the purposes of review only.

A. Removal from the Table - Proposals shall be removed from the table and placed on the Planning Commission agenda for consideration as follows:

During the monthly review of tabled proposals, the Chair or any two members of the Planning Commission may request that an application be removed from the table and placed on the agenda for consideration. Such application shall be placed on the agenda for consideration at the next regularly scheduled monthly public meeting. Public notice of the application by publication and posting will be provided in accordance with Article II hereof.

B. Removal from the Table for Purpose of Withdrawal – Proposals shall be removed from the table and placed on the Planning Commission agenda for consideration as follows:

1. The applicant may submit a written request to the Planning Commission staff to remove their proposal from the table for the purpose of withdrawal. If the Chair or any two members of the Planning Commission consent to the request prior to the Closing Date, the application will be placed on the agenda for the next regularly scheduled monthly public meeting for consideration of withdrawal only. Public notice of the application by publication, posting, or otherwise, shall not be required.

2. Unless a time extension has been requested in writing by the applicant and granted by the Planning Commission at its regular monthly meeting all tabled matters must be acted on within twelve (12) months after being placed on the table. If a tabled matter has not been acted on by the Planning Commission within twelve months after being placed on the table, the application will be placed on the agenda of the next regularly scheduled monthly meeting for consideration of withdrawal only. Public notice of the application by publication, posting, or otherwise, shall not be required.

An extension if granted by the Planning Commission will be for a period to not exceed 12 months. Applications that remain on the table after the extension has expired will be placed on the agenda of the next regularly scheduled monthly meeting for consideration of withdrawal only. Public notice of the application by publication, posting, or otherwise, shall not be required. No application will be permitted to remain on the table longer than 24 months.
SECTION 5 – APPLICATIONS REQUIRING LEGISLATIVE ACTION

Applications or proposals to the Planning Commission for (1) rezoning; (2) amendments to the map or text of the Knoxville One-Year Plan; (3) closure of a public right of way, and (4) street name changes within the City of Knoxville, require legislative action by the Knoxville City Council or the Knox County Commission, as appropriate. Action on such applications by the Planning Commission shall constitute recommendations to the appropriate legislative bodies.

A. Subsequent to Planning Commission action, the staff shall:
   1. Arrange for publication of the required public notice of the hearing before the legislative body hearing the appeal.
   2. Forward copies of the Planning Commission’s recommendations, together with related reports, letters and maps to the appropriate city or county agency responsible for preparation of the legislative agendas.
   3. Advise the applicant in writing of the Planning Commission action on his application, and the date, time and location the application will be considered in public hearing by the legislative body.

SECTION 6 – APPLICATIONS NOT REQUIRING LEGISLATIVE ACTION

A. Use-On-Review - Planning Commission action on applications for Use-on-Review are final unless an appeal is taken to the appropriate legislative body in accordance with the Knoxville Zoning Ordinance or the Knox County Zoning Ordinance, as the case may be. Upon Planning Commission approval of any Use-on-Review application, the staff shall notify the appropriate building official(s) of the approval and any conditions imposed by the Planning Commission; and
   1. Notify the applicant of the approval, any conditions imposed on the approval, and the effective date.

B. Subdivisions - Planning Commission action on applications for subdivisions outside the corporate boundaries of the City of Knoxville are final. Planning Commission action on applications for subdivisions inside the corporate boundaries of the City of Knoxville are final unless appealed to the City Council for the City of Knoxville in accordance with the Knoxville-Knox County Minimum Subdivision Regulations.

C. Other Matters Not Requiring Legislative Action - Proposals such as amendments to the General Plan, Capital Improvements Program, Recreation Plan, Major Street Plan, Major Thoroughfare System Plan, and similar comprehensive plans, System Plans and Land Development Plans do not require legislative approval for validation, but shall be submitted to the appropriate legislative body for adoption of policy. In such instances, Planning Commission action shall constitute its recommendation to the legislative body. Upon such Planning Commission action, the staff shall:
   1. Arrange for publication of the required public notice of the hearing before the legislative body; and
   2. Forward copies of the Planning Commission recommendation, together with related reports, documents and maps to the appropriate city or county agency responsible for preparation of the legislative agendas.
ARTICLE XIII – APPEALS

SECTION 1 – RIGHT OF APPEAL
Any decision or action of the Planning Commission rendered under the authority of, or pursuant to, the Knoxville Zoning Ordinance or the Knox County Zoning Ordinance may be appealed in accordance with the provisions of those ordinances.

SECTION 2 – COMPUTATION OF APPEAL
The applicable appeal period shall commence on the date following the action by the Planning Commission. After expiration of the applicable appeal period as defined in the Knoxville Zoning Ordinance or the Knox County Zoning Ordinance, as is appropriate, any petition for appeal shall not be accepted. In the event that the final day of the applicable appeal period falls on a Saturday, Sunday or Holiday, the appeal period shall be extended to the next following business day.

SECTION 3 – PUBLIC NOTICE - SIGNS
In addition to publication, notice of each matter appealed from the Planning Commission shall be given by conspicuously posting a sign on the property that is the subject of the appeal, not less than twelve (12) days prior to the scheduled hearing date before the appropriate legislative body. The sign shall state:

A. The nature of the appeal; and
B. The date, time and location of the public hearing.

Provided, notice signs shall not be posted for plan amendments, general amendments to the zoning map, amendments to zoning districts, zoning map amendments pertaining solely to public rights-of-way, or amendments to the text of the zoning ordinances.

Failure of the Planning Commission to post notice signs as provided in this section shall not preclude the appropriate legislative body from acting on any appeal properly before it.
APPENDIX A
ADDRESSING GUIDELINES AND PROCEDURES

SECTION 1 – OVERVIEW
Knoxville-Knox County Planning (Planning) is mandated by the following ordinances to ensure street names and addresses within Knox County, Tennessee, including the City of Knoxville and Town of Farragut, conform with existing regulations.

The following documents, together with these guidelines, provide the basis for the Planning’s addressing guidelines and procedures.

Knox County Ordinance Number O-91-1-102, establishing a Uniform Street Naming and Addressing System within Knox County, approved February 19, 1991 by the Knox County Commission.

City of Knoxville Ordinance Number O-280-90 establishing a Uniform Street Naming and Addressing System within the City of Knoxville, approved September 18, 1990 by the Knoxville City Council.

City of Knoxville Ordinance Number O-458-92 permitting an appropriate degree of flexibility and discretion to City Council with regard to the numbering of residences within the City of Knoxville, approved October 27, 1992 by the Knoxville City Council.

City of Knoxville Ordinance Number O-211-00 decreasing the time for appeal of street names and property addresses from thirty to fifteen days, approved May 30, 2000 by the Knoxville City Council.

Planning staff is responsible for maintaining the official street name and address database, which is used to:

1. Maintain a valid street name database;

2. Assign block ranges to streets; and

3. Assign addresses to all parcels, properties, and structures as needed.

SECTION 2 – ASSIGNING AND ISSUING ADDRESSES
Addresses of tracts, subdivision lots, and structures shall be assigned by Planning and issued to applicants upon the provision of the following:

A. Property Location Information – the county map/group/parcel number (tax ID number); or the subdivision name, unit/phase, and lot number; or the instrument number assigned by the Register of Deeds. New subdivision plats must be certified for recording before addresses are assigned. A site plan must be provided for large lots, corner lots or multi-tenant buildings.
B. **Site plan** – a complete and legible plan showing the name of the street on which the property is located, the location of the building within the tract or lot, and the driveway providing access to the building.

1. If the property contains multiple buildings, the site plan must identify the location of each building and the primary access to each building.

2. For multi-tenant buildings, floor plans of all suites or residential units within each building are required. Depending on the layout of the tenant spaces, base numbers or subaddress numbers may be assigned.

3. The location of centralized mailboxes for a subdivision or large development must also be identified, if applicable.

If necessary, Planning staff may consult with outside agencies such as E-911 and the fire department to determine the appropriate address assignment.

**SECTION 3 – VERIFICATION OF ADDRESS**

All addresses must be certified by Planning before a building permit is issued. Depending upon the information provided by the applicant in Section 2, one of the following certifications will be assigned:

A. **Official Address** – An address assigned to a structure based on a current site plan. This address may be changed in the future if access to the building is changed or the site plan is revised or the street name is changed.

   Note: Official addresses will not be assigned over the phone unless there are extenuating circumstances.

B. **Temporary Address** – Time limited address issued when an official address cannot be assigned at the time a request is made. Examples of when a temporary address may be assigned include:

1. Plans review submittal,

2. Variance request,

3. Shell building,

4. Demolition request,

5. Utility cost estimate,

6. Driveway or grading permit,
7. Temporary construction trailers, display tenants, etc.; or

8. Other situations as deemed appropriate by staff.

C. Change of Address – A new official address is assigned when an existing address does not meet current addressing guidelines (See Section 9, 10 and 11) or the property owner/applicant has requested a change.

SECTION 4 – ADDRESSING METHODOLOGY
New address numbers assigned by Planning shall follow the methodology described as follows:

A. Address Number – A valid address number may consist of two parts: the base number and subaddress number, as shown in the following examples:

<table>
<thead>
<tr>
<th>Base Number</th>
<th>Subaddress Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example 800</td>
<td>12</td>
</tr>
<tr>
<td>Example 3058</td>
<td>201 (2nd floor)</td>
</tr>
<tr>
<td>Example 10008</td>
<td>105 (1st Floor)</td>
</tr>
</tbody>
</table>

1. Base Number – A unique base number shall be assigned to all occupied structures and shall consist of a numeric value between 100 and 99999. The base number shall be in sequence with surrounding structures and within the block range of the street.

Exception to subsection A.1. The base number assigned on Market Square and Emory Place may consist of a numeric value less than 100.

a. No half numbers (1/2) are allowed as base numbers.

2. Subaddress Number - A unit, suite or apartment number shall be assigned as needed for multifamily residential dwellings or multi-tenant commercial buildings, lots in a mobile home park or other structures such as power poles, billboards, cellular tower collocations, etc. upon review of a site plan (See Section 2B).

a. The subaddress number must be included with the base number, and if assigned, may consist of up to four (4) digits.

b. A single- and double-digit number shall be assigned to lower level units when accessed by going down stairs. Ground floor units are assigned a three-digit number ranging from 100 to 199. Second floor units are assigned a three-digit number ranging from 200 to 299. This numbering technique shall continue to the uppermost floors.
Exception to subsection 2.b. Non-repeating subaddress numbers may be assigned upon request for developments with multiple buildings. Unique subaddress numbers representing both the building number and floor may be assigned following the remainder of the addressing guidelines.

c. No half numbers (1/2) are allowed as subaddress numbers.

d. Characters of the alphabet (A, B, C,) may only be assigned to utilities and telecommunications towers. Existing addresses with alpha-characters may be changed before an address is certified for a building permit.

B. Method of Numbering – Knox County is divided into four quadrants for address numbering purposes as follows:

1. North to South – The north-south division line is Heiskell Road, Central Avenue Pike, N Central Street, S Central Street, S Gay Street, E Blount Avenue and Chapman Highway.

2. East to West – The east-west division line is Asheville Highway, Martin Luther King Jr. Avenue, McCalla Avenue, E Jackson Avenue, W Jackson Avenue, Southern Railway and Kingston Pike.

Block numbers within Knox County are assigned beginning at the intersection of N/S Central Streets and E/W Jackson Avenues. The first block beginning at this intersection and proceeding north, south, east, or west, has been designated the 100 block; each succeeding block is numbered consecutively to the county line.

1. Block numbers are assigned to street sections that, ideally, extend from one intersection or endpoint to another. A new block range shall be assigned to street segments of approximately 1000 feet in length.

2. Address numbers are assigned approximately every 25 feet and sequentially within the block range.

3. Streets running primarily north and south are assigned even numbers on the east side and odd numbers on the west side.

4. Streets running primarily east and west are assigned even numbers on the south side and odd numbers on the north side.

C. Posting Address Numbers – Assigned address numbers must be posted on the structure to which they are assigned in accordance with the current building code as adopted by either the City of Knoxville Plans Review and Inspections Department or the Knox County Codes Administration.
SECTION 5 – STREET NAME METHODOLOGY
Planning reviews proposed street names for public streets and private rights-of-way/accesses serving six or more lots, dwellings or multi-tenant buildings. Street names shall be reviewed prior to certification of the final plat.

A. Format of Street Name – A valid street name may consist of up to three parts:

<table>
<thead>
<tr>
<th>Example</th>
<th>Prefix</th>
<th>Base Name</th>
<th>Road Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>Weisgarber</td>
<td>Road</td>
<td></td>
</tr>
</tbody>
</table>

1. Prefix – A prefix will be applied to any street name that meets the specifications outlined in Section 3 of the “Uniform Street Naming and Addressing System Ordinance”.

2. Base Name – The base name is the primary part of a street name and should be kept simple and logical to foster clarity and efficiency for emergency responders. Use of frivolous or complicated words, or unconventional spellings in base names should be avoided. In all cases, names which might be perceived to be offensive will not be permitted.

3. The following restrictions apply to proposed base names:

   a. The base name shall be comprised of recognizable words as found in a standard dictionary. References to a number such as “Ten”, “10”, “First”, and “Tenth”, as part of the base name, are prohibited.

   b. The base name shall not exceed two words and shall not exceed twenty-six (26) characters.

   c. Base names that are spelling or phonetic duplicates are prohibited (see Section 6).

   d. Directional designators such as “North”, “East”, “Southwest” as a part of the base name are prohibited.

   e. Current road types as outlined in Section 4 of the “Uniform Street Naming and Addressing System Ordinance” shall not be used as a part of the base name. Previous road types, such as “Bend” or “Place”, are acceptable as part of the base name.

   f. Abbreviations of words or personal names, such as initials and single alphabetic characters, are prohibited as part of the base name.

Examples: “St Edward Pike”, “V Walker Lane”, “Salem Sch Road”,

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Special exceptions may be allowed for names such as “O Malley” where the single letters are due to lack of punctuation.

g. All forms of punctuation as part of the base name are prohibited.

<table>
<thead>
<tr>
<th>Prohibited Usage</th>
<th>Acceptable Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Martin-Woodson Road</td>
<td>Martin Woodson Road</td>
</tr>
<tr>
<td>O’Malley’s Street</td>
<td>O Malleys Street</td>
</tr>
<tr>
<td>St. John’s Avenue</td>
<td>Saint Johns Avenue</td>
</tr>
</tbody>
</table>

h. The word “Private” shall not be used as a part of the base name.

Example: Elm Private Drive

i. Foreign language names can be used in the base name if they are easily pronounced, do not sound like an existing street name, and have been reviewed and approved by Planning and E-911 staff.

<table>
<thead>
<tr>
<th>Prohibited Usage</th>
<th>Acceptable Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Magdos</td>
<td>Casa Grande</td>
</tr>
<tr>
<td>Randelli</td>
<td>Belle Capri</td>
</tr>
</tbody>
</table>

m. Use of names protected by copyright are prohibited, unless approved in writing by the owner of the copyright, subject to the provisions of this section.

Examples: Harley Davidson, Hewlett Packard

n. The use of business names is discouraged, as the existing business may relocated in the future causing a new business to pursue a street name change.

4. Road Type - The road type must conform to the specifications outlined in Section 4 of the “Uniform Street Naming and Addressing System Ordinance”. The following guidelines shall apply to road types:

a. All public streets generally extending easterly/westerly shall be designated Drives or Avenues.

b. All public streets generally extending northerly/southerly shall be designated Streets or Roads.

c. Dead-end public streets that cannot be extended shall be designated Lanes.

d. Private rights-of-way serving six (6) or more lots or dwelling units in residential or non-residential developments must be named and shall be designated Ways. When a private right-of-way serves fewer than six (6) dwelling units or lots and there are no available numbers, the private right-of-way may be named and if named, shall be designated Way.
Note: Naming private rights-of-way for a single address is discouraged, unless necessary for safety reasons.

Exception to subsection 4.d. A base name ending in “Park” is prohibited to eliminate confusion with the name “Parkway”.

e. Streets designed with a median separating the lanes of traffic or a street that serves as the entrance into a subdivision and has the appearance of a boulevard street, may be designated Boulevard upon request and approval by Planning Commission.

f. Streets designed to be a closed loop that begin and end at the same intersection or where the looped street closes onto itself and is not intersected by another street, may be designated Circle upon request and approval by Planning Commission.

g. Existing and proposed streets constructed by the Department of Transportation shall be designated Freeway, Highway, Interstate, or Parkway according to the Tennessee Code.

SECTION 6 – DUPLICATE STREET NAMES OR SUBDIVISION NAMES

Duplication of street or subdivision names within Knox County shall not be permitted. If necessary, Planning staff may consult with E-911 about the proposed name. The following apply to all proposed street and subdivision names submitted to addressing staff for approval:

A. **Duplicate names are prohibited** – A proposed street name or subdivision name is considered to be a duplicate when its base name is spelled exactly the same or has a similar word spelling as another existing street or subdivision name.

B. **Phonetic duplications are prohibited** – A proposed street name or subdivision name is considered to be a phonetic duplicate when its base name sounds similar to another base name. For example, “Oak Ranch” will be denied if “Oak Branch” is an existing street or has previously been reserved (see Section 7).

Examples of existing phonetic duplicates:

<table>
<thead>
<tr>
<th>Grayland</th>
<th>Greylan</th>
<th>Lindal</th>
<th>Lynndell</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grayston</td>
<td>Grayson</td>
<td>Maple Trace</td>
<td>Maple Chase</td>
</tr>
<tr>
<td>Greeley</td>
<td>Greenley</td>
<td>Mays</td>
<td>Mayes</td>
</tr>
<tr>
<td>Hanley</td>
<td>Handley</td>
<td>McClellan</td>
<td>McMillan</td>
</tr>
<tr>
<td>Henley</td>
<td>Hensley</td>
<td>Mellen</td>
<td>Mellon</td>
</tr>
<tr>
<td>Heiskell</td>
<td>High School</td>
<td>Michael</td>
<td>Michaels</td>
</tr>
<tr>
<td>Helderd</td>
<td>Hillard</td>
<td>Montview</td>
<td>Montvue</td>
</tr>
<tr>
<td>Scheel</td>
<td>Shell</td>
<td>Pickel</td>
<td>Pickle</td>
</tr>
<tr>
<td>Gem</td>
<td>Jim</td>
<td>Queensboro</td>
<td>Queensbury</td>
</tr>
</tbody>
</table>
C. **Repetition of first word in street name** – Proposed street names within the same subdivision shall not repeat the first word of another proposed street name for public safety purposes. For example, if “Wood Lake” is approved for a street in a particular subdivision, “Wood Cave” will be denied for that same subdivision.

**SECTION 7 – RESERVING STREET NAMES OR SUBDIVISION NAMES**

Names for proposed streets and subdivisions must be submitted in writing for review by Planning. Following review of proposed names by addressing staff, and if necessary E-911, one of the following three designations are assigned:

A. **Denied** – The proposed name is an exact or phonetic duplication of an existing name or the name does not conform to the naming conventions of the Addressing Guidelines and Procedures or the “Uniform Street Naming and Addressing System Ordinance”; or

B. **Approved and pending** – The proposed name was approved by Planning staff but has yet to be reserved. If multiple names were approved, persons requesting the name have ten days to decide which approved street or subdivision name should be reserved; otherwise, the name is placed back into circulation; or

C. **Reserved** – The proposed name is reserved for a subdivision, person, or group who requested the use of the name. A subdivision or street name may be reserved for the length of time a concept plan is valid.

**SECTION 8 – REQUESTING A STREET NAME OR SUBDIVISION NAME CHANGE**

Changes to existing street or subdivision names are permissible with support from affected landowners. Approval by the Planning Commission and Knoxville City Council or Knox County Commission may also be required. To request a name change within Knox County, refer to Article V of the Administrative Rules and Procedures of the Knoxville-Knox County Planning Commission.

*Exception: If the recorded subdivision plat contains a misspelling of a street or subdivision name, a corrected plat with the new name must be approved by Planning and recorded with the Knox County Register of Deeds.*

**SECTION 9 – IDENTIFICATION OF EXISTING PROBLEMS**

Planning is notified of existing problems by one of the following:

A. Public complaint and identification of addressing and/or street naming problems; or

B. Notification of discrepancies by governmental organizations, such as emergency services, fire departments, or postal service; or

C. Review by Planning staff of internal documents, imagery, or field checks.
Persons wishing to call attention to addressing problems should contact Planning by telephone, email, or in person. Types of existing problems may include, but are not limited to, the following:

A. Duplicate street names (see Section 6 of these Guidelines).

B. Segments of the same physical street with the same base names but different road types (Example: “Sheehan Road” and “Sheehan Lane” both on a single continuous street).

C. A street name’s official spelling is inconsistent with general public usage (e.g., “Meadowrun Lane” vs. “Meadow Run Lane”).

D. Incorrect placement of street name parts within the street name, such as “Mall Road S”, where the “S” is placed incorrectly at the end of the name.

E. An address change due to subdivision of the surrounding property, insufficient address number available, easements requiring a name, and other address discrepancies in disagreement with the “Uniform Street Naming and Addressing System Ordinances” or the Addressing Guidelines and Procedures.

F. Other addressing related concerns brought to the attention of Planning.

SECTION 10 - EVALUATION OF EXISTING PROBLEMS
Each identified problem brought to the attention of Planning staff shall be reviewed and researched; field checks may be conducted. The following factors will be examined to determine how the problem will be resolved:

A. The problem’s negative impact on the delivery of emergency services,

B. Public complaints concerning the problem, and

C. The likelihood the problem will impair other governmental or non-governmental services.

Assuming one of the above three factors has been met, Planning staff will try to resolve the identified problem.

SECTION 11 – RESOLUTION OF EXISTING PROBLEMS
Planning will examine each of the identified problems on a systematic basis. No one, single type of problem or geographic area will be consciously targeted for, or excluded from, resolution. The original submitter(s) of the problem will be notified by Planning of the recommended solution. If Planning staff recognizes the need for a street name change, the original initiator will be asked to submit an official request for a street name change.
Planning will properly notify the residents of necessary street and/or address changes required to resolve the existing problem. Suggestions concerning the problem resolution will be gathered from the residents and other interested organizations/groups. Planning will then summarize the findings (if needed) and present the valid options. A single solution will be acted upon.

Any resolution to existing problems must conform to the specifications of this document and to the City and County “Uniform Street Naming and Addressing System Ordinances”. Planning will not recommend approval of any solutions that do not meet these requirements.

**SECTION 12 – SPECIAL STREET NAMING RULES AND CONVENTIONS**

When development results in the creation, relocation, closure or interruption of streets, existing street names may need to be changed and/or address numbers may need to be reassigned. Planning shall coordinate Federal, State, City, or County agencies.

A. **Use of “Old” in Street Names** - The usage of the word “Old” as part of the street name is only allowed in cases where an existing street name problem is being resolved and the previously existing street name contained the word “Old”.

**SECTION 13 – NOTIFICATION OF STREET/SUBDIVISION NAME AND/OR ADDRESS CHANGES**

Planning maintains contact information for government agencies, utilities and individuals to be notified of changes in street names or addresses. After changes have occurred, Planning will notify all individuals and/or agencies on the most current contact list.

**SECTION 14– APPEALS PROCESS**

Any actions by Knoxville-Knox County Planning’s staff pertaining to street naming or addressing may be appealed to the Planning Commission or as provided in the appropriate ordinances. Appeals for addresses within the jurisdiction of the City of Knoxville must be filed at the Planning office within 15 days of the date of the decision being appealed. Appeals for addresses within the jurisdiction of Knox County must be filed at the Planning office within 30 days of the date of the decision being appealed.

Any appeals that are granted will remain in effect as long as the original applicant/owner maintains ownership of the property. If the property is sold or transferred the address will be reassigned to one that meets current addressing guidelines at that time.
APPENDIX B
TRANSPORTATION IMPACT ANALYSIS GUIDELINES

SECTION 1 – PURPOSE FOR SUBMISSION OF TRANSPORTATION IMPACT ANALYSES

These transportation impact analysis guidelines and procedures define when applications for developments warrant a detailed transportation analysis and what information should be included in it. “Transportation” is viewed from a multimodal perspective to evaluate all transportation modes to include vehicular, pedestrian, bicycle, and transit.

All applicants will be required to follow the Knoxville-Knox County Planning Commission guidelines and will be treated equally under the same or similar circumstances. The purpose of performing a transportation impact analysis is to:

1. Provide guidance for short and long-range planning of site access;
2. Provide guidance for on-site circulation and the interface between on-site circulation and off-site transportation;
3. Provide guidance for off-site improvements needed to permit the roadway system to function satisfactorily so as to accommodate site and non-site transportation;
4. Assist developers and landowners in making land use site planning decisions regarding transportation;
5. Identify the contribution a particular development makes to roadway system traffic or motor vehicle volumes;
6. Provide a basis for estimating improvement requirements attributable to a particular project;
7. Assess the compatibility with local transportation plans;
8. Enable staff to better evaluate the impact from zoning changes and development plans;
9. Allow appointed and elected officials to know implications of their voting decisions.
10. Identify measures to be taken to improve accessibility and safety for all modes of travel, particularly for alternatives to the car such as walking, cycling, and public transit.
SECTION 2 – APPLICABILITY

A. All applications are subject to review to determine if a transportation impact analysis will be required. The requirement for a transportation impact analysis is primarily driven by the expected number of motor-vehicle trips, i.e. “traffic”, that will be generated by a proposed development in a 24-hour period with a specific minimum threshold of 750 generated trips. There may be other special circumstances related to factors including, but not limited to, the location of the development, current traffic patterns, safety-related issues or previous development on the property that warrant an analysis of transportation impacts. The volume of expected traffic also affects the level of analysis that is required, with higher volumes of traffic necessitating greater study scopes and detail. For more information on the thresholds and levels of a transportation impact analysis, go to Section 3 – Types and Levels of Transportation Analysis.

B. A requirement for a transportation impact analysis applies to not only applications involving entirely new standalone developments, but also to the following:

1. All proposed redevelopment (i.e. proposed modifications to existing developments or completion of previously approved development) that meet minimum trip generation thresholds for the whole development as defined by Table 1.

2. All proposed older developments (greater than 5 years since the original concept or Use on Review approval) may require a transportation impact analysis if the overall development is over the 750 trips threshold or if significant changes in the area have occurred. The overall development is defined as including all interconnected access points, and significant changes to an area are defined as, but not limited to, increase in new development or redevelopment within a half mile radius or an increase in ADT vehicular traffic by 5% or more to adjacent streets.

3. All proposed phased development (or adding onto existing development).
   a. For developments with a previous transportation impact analysis completed early in the development stage process, it may need to be updated with a level of analysis approved by Knoxville-Knox County Planning Staff to include more detail of the land uses as the site plans become specific. Even if the number of estimated trips
generated in an original study is not exceeded in the later proposal, Planning staff may require some level of analysis to be performed for the development.

b. For developments without a previous transportation impact analysis, any outparcels or future development area created and not included in the original project scope may require an analysis for the overall development, especially if evaluation of the additional development indicates the entire site exceeds the daily trip threshold.

C. If an applicant submits a development plan that is under the daily trip threshold for the requirement of a transportation impact analysis and the applicant has ownership or control of additional property that is zoned to allow a larger development project that would meet the threshold, the Executive Director can require a transportation impact analysis. An applicant of a proposed development shall not avoid the intent of these requirements by submitting piecemeal/phased applications for development (separate applications for a larger development that do not necessarily meet the daily trip threshold individually).

D. If a development has direct access to a State Highway then the Tennessee Department of Transportation (TDOT) Region 1 Traffic Office staff must be consulted. TDOT Traffic Office staff will determine whether the TDOT “Traffic Impact Studies” regulations apply in addition to or separate from what is required in these guidelines. Refer to TDOT Traffic Design Manual, Chapter 2 - Traffic Impact Studies (latest approved).

E. Upon being provided proof by the applicant’s transportation engineer that a transportation impact analysis is not warranted due to insignificant impact of the proposed development, the Executive Director of Knoxville-Knox County Planning may either reduce the level of analysis required or waive the requirement. Any waiver requests shall be made in writing and shall include the data and analysis necessary to support the request.

F. The Executive Director of Knoxville-Knox County Planning has the authority to require a transportation impact analysis regardless of the proposed development’s projected trip generation if conditions are determined necessary to warrant it. This will be in coordination with the Director of Engineering for Knox County and/or the City of Knoxville. Documentation of the specific warranting conditions will be prepared and provided to the applicant.
SECTION 3 – TYPES AND LEVELS OF TRANSPORTATION ANALYSIS

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). The required type of transportation impact analysis will be determined by Planning staff in consultation with the staffs from the other affected jurisdictions based on the location of the proposed development and its points of access. The particular aspects and levels of analysis involved with a TIL and TIS are outlined in the remainder of this Section.

A. Transportation Impact Letter (TIL) – A TIL involves a broader-level review of transportation impacts from the proposed development that can be submitted in a less formal, letter-type format. A TIL does not have an associated trip generation threshold requirement as its trigger, but is rather based on specific circumstances that warrant a different type of transportation analysis that is often less detailed than a standard TIS. There are differing types of a TIL depending upon the specific situation involved with the development application. Following are specific examples of situations that may result in a TIL request for an application, with other possible situations also warranting a TIL as determined by Planning staff in consultation with affected stakeholder jurisdictions.

1. Rural Area Traffic Assessment – Rural Retreat Use on Review proposals (on a local classified roadway) and Rural Area (as defined by the “Growth Policy Plan”) residential density increase proposals. This type of TIL is used to provide an overall assessment of a roadway’s sufficiency to accommodate increased densities and development in rural portions of Knox County and specifically to address the requirements from:

- The Knoxville Farragut Knox County Growth Policy Plan, Section 1: Policies, 3.5 (d) or as amended.
- Knox County Code of Ordinances, Appendix A, Section 4.104.02: Standards for the Use on Review approval of Rural Retreats.

2. Update of Previous TIL/TIS – A TIL may be allowed/required in cases when a development approval with a TIL/TIS has expired and a new application is being submitted. The TIL would be used to determine whether any conditions have changed that may warrant revised recommendations and document any other updated information.
3. Change in Land Use from Previous Development Plan – A TIL may be allowed/required in cases where an overall development plan is modified from the original application. An example of this situation is when an overall Concept Plan and TIS is submitted for a large commercial subdivision that assumes various land uses for each parcel and a differing land use is ultimately submitted for a subsequent development application. The TIL would be used to document the difference in projected trip generation and determine any associated change in recommendations needed from the original TIS.

4. Minor Additions to Previous Development Plans – A TIL may be allowed/required in cases where a minor addition to a development is being proposed, i.e. new outparcels or new residential units to a subdivision. In general a “minor change” means when the number of units or square footage increases less than 20% (< 20%) of the original number.

5. Other Situations Requiring Less Analysis than a TIS – A TIL may be allowed/required in cases where the daily trip threshold is exceeded but less analysis has been determined to be needed to evaluate the transportation impact of the proposed development. The specific required scope of the TIL in this situation will be provided to the applicant as determined by Planning staff in consultation with the other affected reviewing jurisdictions.

Section 6 of these guidelines provides additional information on the required content and format of a TIL report document.

B. Transportation Impact Study (TIS) – A TIS involves a detailed documentation of transportation impacts from the proposed development and is compiled into a formal report format for review. There are three levels of a TIS that define the required study area parameters based upon the projected 24-hour trip generation of the proposed development as indicated by the threshold values in Table 1 below.
Table 1 – Transportation Impact Study Level Trip Generation Thresholds

<table>
<thead>
<tr>
<th>24-Hour Trip Generation</th>
<th>Transportation Impact Study (TIS) Thresholds</th>
</tr>
</thead>
<tbody>
<tr>
<td>750 – 2,999 ADT</td>
<td>Level 1 TIS</td>
</tr>
<tr>
<td>3,000 – 5,999 ADT</td>
<td>Level 2 TIS</td>
</tr>
<tr>
<td>&gt;6,000 ADT</td>
<td>Level 3 TIS</td>
</tr>
</tbody>
</table>

Trip generation values are to be determined based on the procedures and rates documented in the Institute of Transportation Engineer’s (ITE) Trip Generation Manual, latest edition or from an approved local study unless otherwise requested and approved by Planning staff.

1. Level 1 studies require analysis of each access that the development has to an existing roadway at the minimum. Access points to be analyzed include public roads, private rights-of-way, and private driveways. This level of study is commonly required for residential subdivisions, office developments, and smaller commercial developments. Planning staff, in consultation with the review team, reserve the right to require additional intersection(s) or substitute intersections for access points to be evaluated due to known geometric or safety-related issues.

2. Level 2 studies require analysis of each access that the development has to an existing roadway and to the first control point beyond those access points at the minimum. A control point is an intersection controlled by a traffic signal or stop sign on the existing roadway onto which the development has access. For cases where a traffic control device does not exist, Planning staff will determine the extent of the study. If a freeway interchange is near the property to be developed and is not signalized, Planning staff will determine if the ramps need to be included in the study. This level of study is commonly required for moderately sized commercial developments and larger office complexes. Planning staff, in consultation with the review team, reserve the right to require additional intersection(s) or substitute other intersections for an access or first control point to be evaluated due to known geometric or safety-related issues.
3. Level 3 studies require a complete Transportation Impact Study addressing each access point, the first control point beyond each access point, and the nearest collector/collector intersection(s) or street(s) of higher classification as determined by Planning staff and in consultation with the review team. The exact area to be studied will be determined by Planning staff and the review team with input from the study preparer. Level 3 studies are uncommon, as they are usually warranted only with very large mixed-use and commercial developments.

Section 7 of these guidelines provides detailed information on the required content and format of a TIS report document.

**SECTION 4 – PRE-SUBMITTAL AND SUBMISSION PROCEDURES**

A pre-submittal consultation with Planning staff to determine the need (requirement) for and scope of transportation impact analysis associated with an application is strongly encouraged in order to avoid delays and postponements in the review process. If required, a completed transportation impact analysis must be submitted at the same time as the application for a development. Therefore, a preliminary assessment of the development’s transportation impact should be conducted well in advance of the actual submission of plans or application to Planning staff to allow time for the required level of transportation analysis to be completed by the applicant’s transportation engineer.

The following is a typical listing of steps conducted to determine the need for and scope of a transportation impact analysis.

1. The applicant shall fill out the “Pre-submittal TIS Checklist” form and submit to Planning staff for review. This form will be used to calculate a development’s projected trip generation, review other conditions in the area that may warrant a specific transportation analysis and determine if previous transportation studies have been performed for the site.

2. Planning staff will coordinate review of the completed form submitted by the applicant with City of Knoxville Engineering, Knox County Engineering and/or TDOT, and inform the applicant if an analysis is required and the type of analysis under the categories of TIS or TIL. If a transportation analysis is determined to be required, the applicant will be provided a written statement of the minimum required scope in terms of study area intersections and other major parameters to be addressed by the
analysis. If three (3) or more agencies are involved in the review, then more time may be required to complete review. At any time, Planning staff may require a Pre-Study Scoping Determination Conference to determine if further analysis needs to be included in the TIL or TIS.

3. Once a TIL or TIS is determined to be required by Planning staff, the applicant must select a transportation engineer meeting the qualifications of Section 5. The transportation engineer may need to consult with Planning staff periodically to review the collected data and any assumptions made for a draft report.

4. For each TIL or TIS reviewed by Planning staff, the formal submission by the applicant or their consultant shall include the following:

   a. An electronic copy of the full letter or study, including data analysis files that match the analysis presented in the TIL or TIS.

   b. A minimum of four (4) signed and sealed printed hard-copies. Confer with Planning staff on the number of printed copies required prior to submittal since multiple agencies may be involved.

5. Draft reports are due at the time development applications are submitted.

6. Planning staff, along with local and state government, shall review the draft TIL/TIS in conjunction with the other elements of the development application. If the draft transportation analysis is not of the proper scope or is executed improperly, the applicant shall be notified of the deficiencies and be required to submit corrections on the same schedule that applies to the other elements of the development application. Failure to submit corrections in a timely fashion will lead to delays or postponement of the application.

7. Any changes or corrections requested by the review team must be submitted as a complete revised TIL/TIS unless otherwise noted. Revised studies that are submitted without the minimum information below may be subject to significantly longer review periods, or may be sent back without being reviewed.

Please note that the comment response document must be:
A. Included as part of the information in the sealed, signed, and dated TIL/TIS submittal, and must be bound at the back of the document, or

B. Sealed, signed, and dated by the engineer if the comment response document is the only location where information is provided to address review comments.

The comment response document should state the reviewer’s comment then provide a response to the comment. The response must include information on how the comment was addressed, where it was addressed, and, if applicable, provide a page number for where the revision was made. Simply stating the comment was addressed is not acceptable and will prevent the revised TIL/TIS from being reviewed.

**Note:** Since a completed transportation impact letter or study must be submitted at the same time as the application for a development, it is critical that the applicant conduct steps 1 – 4 early in their planning of a proposed development. Failure to submit a TIL/TIS or submission of an inadequate TIL/TIS will slow the review process and lead to delays or postponements.

**SECTION 5 – REQUIRED QUALIFICATIONS FOR PREPARERS**

Transportation impact letters (TIL) or studies (TIS) shall be prepared under the supervision of a qualified engineer who has specific training in traffic and transportation engineering and several years of experience related to preparing transportation studies for existing or proposed developments. The study shall be signed and sealed by a professional engineer. The ability to forecast and analyze transportation needs for both developments and roadway systems is essential. All transportation operations and design work shall be completed under the supervision of a registered professional engineer.

**SECTION 6 – SCOPE AND REPORT REQUIREMENTS – TRANSPORTATION IMPACT LETTER (TIL)**

The specific contents of a TIL will vary depending on the type of analysis being performed as outlined in Section 3.A.

In general, the amount of documentation should be brief, with a technical emphasis, and should usually be limited to no more than 10 pages plus any supporting data/analyses included in an appendix. The following are the major types of TILs and their associated required content:
A. TIL for Rural Area Traffic Assessments. This type of TIL is only for areas within the unincorporated areas of Knox County.

1. Project description:
   A. Rural Retreat
      i. General description of the type of proposed land use and activities that will be hosted, i.e. concerts, lodging, weddings, etc.
      ii. Typical hours of operation
      iii. Number of expected events per month/year with their average duration and typical day of the week
      iv. Number of expected attendees per event
   B. Growth Policy Plan
      i. General description of the type of proposed land use and density

2. Existing Conditions Assessment (to be provided for the entire length of route(s) between development access and nearest collector/arterial roadway, specific routes required to be studied will be determined by Knoxville-Knox County Planning and Knox County Engineering staff if multiple routes to site exist)
   A. Distance from nearest collector/arterial roadway to site access
   B. Pavement width
   C. Pavement markings and signs
   D. Horizontal and vertical geometry along route (grades, curvature, sight distance, number of access points, etc.)
   E. Average daily traffic
   F. Intersection sight distance at the access route intersection with the collector/arterial
   G. Intersection sight distance at the proposed development driveway and the access route
   H. Crash history (3 - 5 years) and notable patterns/locations along route

3. Trip Generation based upon ITE Trip Generation Manual (latest edition); if land use is not available within the manual, then an alternative methodology will need to be reviewed and approved by Knoxville-Knox County Planning, Knox County Engineering staff, or City of Knoxville Engineering staff.

4. Other (Knoxville-Knox County Planning, Knox County Engineering staff, and/or study preparer may be aware of other issues that should be addressed)
5. Study Conclusions and Recommendations including:
   A. Provide recommendations for any road improvements needed to mitigate issues identified from the existing conditions assessment
   B. Statement of route’s overall sufficiency in providing acceptable (meeting traffic engineering standards) access to the site based on the assessment of existing conditions with the addition of new trips from the proposed development.

6. Supporting documentation

B. TIL for Updates, Changes and Additions to Previous Development Applications – This section generally addresses the situation when a TIL is requested for a project application that is for a site that has had a previous review or is an ongoing development that may be undergoing changes from the original proposed plan that need to be accounted for to ensure previous recommendations are still valid.

   1. Project Description and Overview of Changes from Original Plan (if applicable)
   2. Comparison of Trip Generation between Original and Proposed Uses (if applicable)
      A. If the Shopping Center land use is used then the net difference between the Shopping Center and other specific land uses needs to be discussed.
   3. Evaluation of Surrounding Area Transportation Network Conditions and Changes
   4. Status of Previous Transportation Analysis Recommendations
   5. Evaluation of Need for Additional or New Recommendations

C. TIL for Other Situations Requiring Less Analysis than a TIS – The scope and format for this type of TIL will be determined on a case-by-case basis by Planning staff in consultation with other affected jurisdictions. An example of one situation where a TIL may be substituted for a full TIS is in the case where sufficient existing data (such as a recent traffic count) is available to conduct a type of “worst-case analysis” that shows no mitigation measures would be warranted based on the projected trip generation at full build-out of the development. There are other situations where a TIL may be justified that includes only a subset of the report requirements outlined in Section 7 for a Level 1, 2 or 3 TIS. This type of TIL should still include documentation of a basic site access evaluation such as sight distance verification and any recommended essential access design/site circulation principles to be implemented to safely accommodate all modes of transportation.
SECTION 7 – SCOPE AND REPORT REQUIREMENTS – LEVEL 1, 2, AND 3 TRANSPORTATION IMPACT STUDIES

A. Executive Summary

1. Purpose & objectives of the study
2. Site location & study area map
3. Description of the proposed development, to include all project accesses, roads, and driveways
4. Principal findings
5. Conclusions/Recommendations

B. Existing Conditions

1. Description of site including a location map
2. Type of project
   a. If residential, number and type of dwelling units
   b. If commercial or industrial, square footage and type of development
   c. Key characteristics of existing roadways
3. Other planning data which may be pertinent
4. Site Plan with proposed access points shown
5. Directional and/or turning movement traffic counts on roads/intersections adjacent to property with access to development
   a. Traffic count data – Traffic counts should be no more than two years old. If there have been significant changes in traffic patterns or changes in ADT by more than 5% within those two years, then a new traffic count may be required. If there is a request to not complete a new traffic count, supporting data must be provided.
   b. Traffic counts during school closures – If a traffic count is done when one or more area schools are out of session, a new traffic count may be required after area schools have been re-opened for a minimum of 2 weeks following summer break or following 1 week after other breaks, e.g. Spring Break. This revised evaluation with school traffic...
counts should verify any analyses and recommendations already completed for the TIL or TIS.

6. Level of service of intersection(s) (if applicable)
   a. Recommended software programs for analysis are the latest versions of Highway Capacity Software (HCS) or Synchro
   b. Other nationally recognized software can be used, subject to approval by review staff

C. Background Conditions
   1. Identification of historical ADT (average daily traffic) count locations close to development
   2. Evaluation of traffic growth and annual growth rate
   3. Application of the growth rate to the expected build-out year of the project on figure(s)
   4. Level of Service (LOS) of intersections at future year(s) without development
   5. Include any other large previously approved projects that directly affect main intersections

D. Trip Generation
   1. This section of the report is used to document the estimated number of daily and peak-hour motor vehicle trips that will be generated by the proposed project. Generally, the “peak-hour” analysis will include both peak periods occurring in the morning (7:00 to 9:00 a.m.) and afternoon (4:00 to 6:00 p.m.), but this can vary based on the particular circumstances and land uses that are involved. The specific analysis periods will be established during pre-study scoping consultation.

   2. Trip generation for the project shall be estimated for each required time period using the methods and rates contained in the ITE Trip Generation Manual (latest edition) with the exception of multi-family land uses. Procedures for special circumstances such as trip generation of multi-family uses and other situations are provided below.

   a. A local study of trip generation rates at several apartment complexes in Knox County was conducted and used to formulate specific “Local Apartment” trip generation rates. Documentation of the study process and resulting rates is available from Knoxville-Knox County Planning. These rates shall be used for all land uses considered
to be a multi-family development including apartments, condos, townhomes, or other attached housing, but excluding developments whose primary market are college students that are typically leased by individual bedrooms. If the multi-family development is located in the downtown district, Planning staff may consider the use of Dense Multi-Use Urban or Center City Core (defined in the ITE Trip Generation Manual) as the location or setting instead of the Local Apartment rate.

b. Trip generation for multiple retail land uses within the same proposed development will generally need to be calculated for each standalone business unless it can be demonstrated that the overall development meets the definition of the Shopping Center land use (ITE Land Use Code 820). These will be reviewed on a case-by-case basis in the pre-submittal consultation stage and use of the Shopping Center rates are subject to approval by Planning staff prior to the preparation of the transportation impact analysis. If specific retail types are not known at the time of submittal a land use must be assumed and approved by Planning staff that would be typical of a strip commercial development. The applicable trip generation rates for any out-parcels either included within the original development or added to a previously established shopping center will also need to be determined as part of the pre-submittal consultation process.

c. If the type of proposed development is not addressed in the ITE manual, then the study preparer can provide alternate trip generation rates for review and approval by Planning staff prior to beginning the study.

3. Calculation and documentation of trip ends shall be provided in tabular format broken out by individual land use and analysis period along with totals for each. If the development is planned to occur in phases then trip generation for each phase shall be documented separately along with the totals for complete build-out.

The specific methodologies used in the trip generation calculations shall be clearly documented including the independent variable that was used and whether the “Weighted Average Trip Rate” or “Regression Equation” was applied. The process documented in the ITE *Trip Generation Handbook* for selecting between using the regression equation or weighted average rates shall be used to determine the appropriate method.
Any adjustments to the calculated trip generation amounts to account for potential pass-by trips, internal trips or transit trip reduction, if applicable – must be documented according to the procedures identified in the ITE *Trip Generation Handbook* and approved by Planning staff. Table 2 provides the maximum allowed pass-by percentages for selected land uses that have been previously accepted for use in Knox County and will serve as default percentages.

**Table 2 – Maximum Pass-by Percentages for Selected Land Uses in Knox County**

<table>
<thead>
<tr>
<th>Land Use</th>
<th>LUC</th>
<th>Maximum Pass-by %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fast-food Restaurant</td>
<td>934</td>
<td>40</td>
</tr>
<tr>
<td>Supermarket</td>
<td>850</td>
<td></td>
</tr>
<tr>
<td>&lt;25,000 SF</td>
<td></td>
<td>55</td>
</tr>
<tr>
<td>25,000 – 50,000 SF</td>
<td></td>
<td>35</td>
</tr>
<tr>
<td>&gt;50,000 SF</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>Convenience Market</td>
<td>945</td>
<td></td>
</tr>
<tr>
<td>&lt;10,000 ADT</td>
<td></td>
<td>60</td>
</tr>
<tr>
<td>10,000 – 20,000 ADT</td>
<td></td>
<td>65</td>
</tr>
<tr>
<td>20,000 – 30,000 ADT</td>
<td></td>
<td>70</td>
</tr>
<tr>
<td>30,000 – 40,000 ADT</td>
<td></td>
<td>75</td>
</tr>
<tr>
<td>&gt;40,000 ADT</td>
<td></td>
<td>80</td>
</tr>
<tr>
<td>Shopping Center</td>
<td>820</td>
<td>30</td>
</tr>
</tbody>
</table>

*Source: March 10, 1997 Memorandum to MPC Traffic Impact Study Reviewers and Preparers Group*

A. Trip Distribution & Assignment

1. Assumptions with figures as to the directional distribution of traffic to and from the development

2. Assumptions with figures as to the peak hour percentages and directional splits (this may need consultation with Planning staff prior to initiation of TIL/TIS). Each land use may
justify a separate trip distribution, if the project is a mixed-use or shopping center development.

B. Analysis

1. Level of Service (LOS) and capacity analysis for peak periods
   a. Compute the projected LOS and capacity analysis for each access point to the adjacent road system based on the development by phase
      1). Highway Capacity Software is recommended
      2). Other nationally recognized software can be used
   b. Compare LOS before development to LOS after development, if applicable
   c. HCM Link Analysis, if applicable
   d. 95th percentile queuing length analysis for all unsignalized and signalized intersections (any reduction from the 95% percentile queue model percentage shall require prior approval from review staff)

2. Intersection and roadway geometry – existing and proposed
   a. Distances from existing streets, driveways, and/or median cut
   b. Alignment with existing streets, driveways, and/or median cuts
   c. Intersection layout
   d. Sight distance analysis (including field measurements at proposed access points)
   e. Right-of-way width
   f. Lane width(s)
   g. Turn-Lane Warrant analysis, per design criteria for City of Knoxville, Knox County or TDOT
   h. Intersection warrant analysis (signal or roundabout, if needed)
   i. Spot Speed Study (if requested by review staff)
   j. Crash history (if requested by review staff)

3. Site Circulation (analysis pertaining to compliance to access policy of the given jurisdiction)
4. Multimodal facilities
   a. Sidewalks
   b. Transit stop(s)
   c. School bus stops
   d. Bicycle lanes/routes

C. Recommendations
   1. Site access – including documentation of the controlling jurisdiction’s driveway/access policy and confirmation that site access meets the minimum requirements, i.e. access spacing, lane width, turning radii, etc.…
   2. Intersection improvements
      a. Traffic control device(s) – modify existing or need for new
      b. Left and/or right turn lanes
      c. Acceleration and/or deceleration lanes
      d. Length of storage bays
      e. Sight Distance improvements
   3. Off-site improvements
      a. Modification to existing traffic control device(s)
      b. Additional traffic control device(s)
      c. Additional lanes at major intersections
      d. Additional roads
   4. Improvements by phasing (if applicable)

D. Appendix
   1. Raw traffic count data
   2. Trip Generation worksheets
   3. Historical and Background growth data
   4. Bicycle, Pedestrian, & Transit data
5. Documentation of analysis (e.g. capacity analysis, right- & left-turn lane warrants, signal warrants, etc.)

Report Requirements – Level 3 Studies

In addition to the preceding information required for Level 1 and 2 studies, the following information on Trip Assignment shall be provided in the report prior to the Analysis and Recommendation sections:

E. Trip Assignment

1. Discuss the effects of phasing of the proposed project
2. Other analysis requirements of the network may be required by Planning staff
ARTICLE XIV – SCHEDULE OF FEES

Refer to the Schedule of Fees available at the offices of MPC.
APPENDIX C
INFILL HOUSING DESIGN REVIEW COMMITTEE

SECTION 1 - PURPOSE
The purpose of the Administrative Rules and Procedures is to establish operating rules that govern the operation and conduct of the Infill Housing Design Review Committee when processing applications for Certificate of Appropriateness (Infill).

SECTION 2 - MEMBERS
The committee shall be comprised of staff from Metropolitan Planning Commission (3 members), Community Development Division (2 members), Plans Review and Inspection Division (2 members), City Engineering (one member) and the East Tennessee Community Design Center or their successors (one member).

One of the staff members from the Metropolitan Planning Commission will serve as the Committee’s administrator, which will entail such functions as running meetings, organizing material, and communicating with applicant.

SECTION 3 - MEETINGS
A. Open Meetings - All meetings of the Committee convened in order to make a decision or to deliberate toward a decision on any matter shall be an “open meeting” in accordance with the requirements set forth in TENN CODE ANN 8-44-101 et seq. All proposals or applications submitted to Committee shall be considered in a public hearing that invites and entertains public comment.

B. Schedule of Meetings - The regular meetings of the Committee shall be held on the first Thursday of the month at 9 a.m.

C. Quorum - Five (5) members of the Committee shall constitute a quorum for voting on matters coming before the Committee.

D. Conducting Meetings - The Committee’s approval, approval with conditions or denial of a Certificate of Appropriateness (Infill) shall be made by a vote of the committee members.

E. Reports - The administrator shall report to the Metropolitan Planning Commission at each regular monthly meeting on all Certificates issued since the prior monthly meeting.

F. Design Standards - No action of the Committee shall establish a precedent. Each application shall be decided upon its own merits using the Heart of Knoxville Infill Housing Design Guidelines.

SECTION 4 - NOTICES
A. Public Notice of Application - The Committee shall give public notice of all Certificate of Appropriateness (Infill), applications by means of the Metropolitan Planning Commission’s website and emailing neighborhood associations/leaders within five (5) days following the monthly application deadline.

B. Public Notice of Committee Decision - Within twenty-four (24) hours of the issuance of a Certificate of Appropriateness (Infill) the applicant shall post a sign on the property issued by the Metropolitan Planning Commission, noting the approval of the Certificate
of Appropriateness (Infill) and the right to appeal the decision. The sign shall remain posted for fifteen days (15) days after a Certificate of Appropriateness (Infill) is issued.

C. Closing Date for Filing Applications

1. Regular Closing Date - Applications filed with the Committee shall be completed and filed fifteen (15) days prior to the regularly scheduled meeting. In the event that the closing date of the application falls on a Saturday, Sunday or Holiday then deadline will be on the next business day.

2. Special Meeting Closing Dates - The Committee may, at its discretion, set special meeting times.

SECTION 5 - APPLICATIONS, DOCUMENTATION AND REVIEW

Applications for Certificates of Appropriateness shall be made on an official form filed with the offices of the Knoxville-Knox County Metropolitan Planning Commission.

A. An incomplete application will not be accepted.

B. A complete application must include nine (9) copies of the official form and the following material:

1. An application for Certificate of Appropriateness (Infill)

2. Proposed site plan - including:
   a. Lot dimensions
   b. Proposed building dimensions
   c. Proposed front, side and rear setbacks
   d. Existing/proposed driveways
   e. Adjacent streets and alleys

3. Proposed front and side elevations including:
   a. Location, size and style of windows and doors
   b. Front porch (and size)
   c. Height to eave
   d. Height of foundation
   e. Roof pitch and materials (labeled)
   f. Additions to structures
   g. Type of siding materials (labeled)

C. If a Certificate of Appropriateness (Infill) is issued for approved construction, the time for completion of any construction under the Certificate is twenty-four (24) months from the date of issuance of the Certificate of Appropriateness (Infill). Expired Certificates must be reheard as a new application.

SECTION 6 - APPEALS

During the fifteen (15) day cycle there is an opportunity to appeal the Infill Housing Design Review Committee’s decision. Anyone wishing to appeal the Committee’s decision should fill out the Metropolitan Planning Commission’s Appeal of Decision form.

The appeal process is in accordance with Article XIII.
APPENDIX D
WIRELESS COMMUNICATION FACILITIES (WCF) ADMINISTRATION

SECTION 1 - PURPOSE
The purpose of the Administrative Rules and Procedures is to establish operating rules for processing applications for WCF Certificate of Appropriateness (COA).

SECTION 2 – APPLICATION
The application shall be completely filled out, including submitting all the relevant additional information as stated on the application and in the WCF ordinance. An application is considered complete only after the “Complete Application Date” section of the application is filled out by staff. Staff will notify the applicant of whether their application is complete or incomplete within 10 working days.

SECTION 3 – APPLICATION REVIEW
There are two levels of review; Level I which is reviewed by staff and Level II which is a Metropolitan Planning Commission (MPC) review. The following rules apply to these types of review:

LEVEL I REVIEW:
Approval: If the application is approved, a COA shall be granted within 45 days of the application being complete. However, the COA is not considered official until 15 days after issuance, provided no appeals are filed.
Denial: If the application is denied, the applicant will be notified within 45 days of the application being complete.
Notice: Staff will post the COA on its website.
Appeals: Appeals shall be filed within 15 days of a decision. The City of Knoxville or Knox County building official shall be notified of any appeals filed. Appeals are heard by the MPC and follow their applicable administrative rules and procedures.
Deadline: There is no application deadline.

LEVEL II REVIEW:
Pre-application: A pre-application meeting with staff is required.
Approval: If approved by the MPC, a COA will be issued by staff. The COA is not official until 15 days after the MPC approval.
Denial: If the application is denied by the MPC, the applicant will be provided notification in writing.
Notice: Staff will post the COA on its website.
Appeals: Appeals shall be filed within 15 days of a decision. The City of Knoxville or Knox County building official shall be notified of any appeals filed. Appeals are heard by Knoxville City Council or Knox County Board of Zoning Appeals.
Deadline: The MPC application deadlines and notification procedures shall apply.

SECTION 4 – APPLICATION FEES
Shall be in accordance with the MPC schedule of fees.
APPENDIX E
CITY OF KNOXVILLE
DOWNTOWN DESIGN REVIEW BOARD
ADMINISTRATIVE RULES AND PROCEDURES

These Administrative Rules and Procedures are adopted by the Knoxville-Knox County Metropolitan Planning Commission in furtherance of the provisions of Appendix B, Article V, Section 5.5 of the City of Knoxville Zoning Ordinance creating the Downtown Design Review Board (the "Board").

ARTICLE I - ORGANIZATION
SECTION 1 – MEMBERSHIP

A. Composition
The Board shall consist of ten (10) members appointed by the Mayor with the approval of a majority of the City Council and shall be composed of permanent staff and other rotating members set forth below:

1. Staff (Permanent Members):
   (a) Metropolitan Planning Commission Executive Director (or designee), who shall be an ex officio, non-voting member.
   (b) City’s Director of Policy and Redevelopment (or designee)

2. Rotating Members:
   (a) One architect (from a slate recommended by AIA Knoxville)
   (b) One urban design professional with a background in architecture or urban planning (selected from nominations from AIA Knoxville and the local chapter of the American Planning Association)
   (c) Two downtown residents
   (d) Two businesses, development of real estate professionals whose work is largely focused upon Downtown
   (e) A member of the Central Business Improvement District Board (from a slate proposed by the Board)
   (f) A member of the City’s Historic Zoning Commission

3. Ex-Officio Members: The following may be called on to serve as non-voting members when cases require their technical and professional expertise.
   (a) Metropolitan Planning Commission and Historic Zoning Commission staff
   (b) Building Official (or designee)
   (c) City Engineering Director (or designee)
   (d) Central Business Improvement District staff
   (e) Knoxville Utilities Board staff
   (f) Knoxville’s Community Development Corporation staff
   (g) City Law Department staff

B. Term of Office
Each Rotating Member (after the initial members) of the Board shall be appointed for terms of three (3) years commencing on the date of confirmation of appointment by the City Council. No Member shall serve more than two (2) full terms or six (6) years.
The initial Rotating Members shall be assigned staggered terms of 1 year for two (2) members, 2 years for three (3) members, and 3 years for three (3) members, with the assignment of terms to be established by lot at the first meeting of the Board.

C. Vacancy
In the event a vacancy occurs in any membership position, a successor shall be appointed by the Mayor with approval of the City Council to serve the balance of the term being vacated.

SECTION 2 - OFFICERS
A. Election
The officers of the Board shall consist of a Chair, a Vice-Chair and a Secretary. The Chair and the Vice-Chair shall be elected by a majority of a quorum of the Board for terms of one year at the first regular meeting of the Board in each calendar year. Elected Officers shall be eligible for re-election. Notwithstanding the term of office, each Chair and Vice-Chair shall serve until the election of their successors. If a vacancy occurs in the office of the Chair or Vice-Chair, the Board shall, as soon as practicable, elect a successor to serve their balance of the existing term.

The Secretary shall be the Executive Director of the Knoxville/Knox County Metropolitan Planning Commission, or his/her designee.

B. Removal
The Chair or the Vice-Chair may be removed by a majority vote of the entire Board (not less than six (6) votes) when in the Board’s judgment the best interest of the Board and/or the Community will be served.

C. Chair
The Chair shall preside at all meetings of the Board, act as spokesperson for the Board and shall perform such duties as the Board shall from time to time prescribe. The Chair may participate in all discussions, and shall be entitled to vote as any other Member of the Board, but shall not offer nor second any motion before the Board.

D. Vice-Chair
The Vice-Chair shall exercise the duties of the Chair in the absence, disability or disqualification of the Chair. In the event of the absence of both the Chair and Vice-Chair, the Member shall elect a Chair Pro-Tem, who shall be empowered with the authority of the Chair only during the pending meeting, with all authority to cease upon adjournment of the meeting.

E. Secretary
The Secretary shall provide and publish notice of meetings and hearings, prepare the agenda, keep records and minutes of meetings and hearings, maintain Board records as public records, attend to Board correspondence, maintain attendance records for each Board member, notify the City Recorder of any members who violate the attendance requirement, and perform other duties normally carried out by a secretary.

ARTICLE II - MEETINGS
SECTION 1 - REGULAR MEETINGS
In December of each year, a schedule of regular Board meetings for the following calendar year shall be adopted by the Board, and published in a newspaper of general circulation in Knox County, Tennessee, and posted in the MPC office. Such schedule shall also be provided to the City Recorder.

SECTION 2 - SPECIAL MEETINGS
Special meetings of the Board may be called by the Chair or any two (2) members of the Board, by written notice stating the date, time, location and purpose of the meeting, provided by the Secretary to each member, not less than five (5) working days prior to the meeting date. Any member of the Board
may waive notice of the Special meeting, either before or after the meeting, with such waiver hereby deemed the equivalent of Notice. Attendance at a Special meeting shall constitute waiver of notice, unless the attendance is for the express purpose of objecting to the transaction of business or grounds that the meeting is not lawfully convened.

SECTION 3 - AGENDA
A written agenda shall be furnished by the Secretary to each member of the Board and the news media, and shall be posted at least five (5) days prior to each regular meeting, and at least 24 hours prior to any special meeting.

SECTION 4 - PROXY
Members shall not be permitted to vote by proxy.

SECTION 5 - QUORUM
A majority of the members of the Board shall constitute a quorum.

SECTION 6 - OPEN MEETINGS
All meetings of the Board convened to make a decision or deliberate toward a decision on any matter shall be an “open meeting” in accord with the requirements set forth in TENN CODE ANN. §8-44-101, et seq. The Secretary, with the assistance of the City Recorder, shall prepare and provide all appropriate notices and publications. All meetings shall be held in a public place that meets the requirements of the American’s with Disabilities Act.

SECTION 7 - VOTING
All matters to be voted on by the Board shall be put in the form of a motion duly seconded. Each member present shall vote and shall not be permitted to abstain or pass on the vote unless such member claims a conflict of interest. Any such member abstaining from the vote shall state for the record the basis and nature of the conflict of interest in conformity with the City's adopted policies on conflict of interest. Any such member abstaining from the vote shall state for the record the basis and nature of the conflict of interest in conformity with the City’s adopted policies on conflict of interest. In the event of any question about the result of a voice vote, or upon the request of any member, a roll call vote shall be taken and recorded. A majority of the votes cast by members present and voting shall be sufficient for the adoption of any motion, except as otherwise provided, herein. Any motion considered by the Board which fails adoption may be reconsidered at any time prior to adjournment.

SECTION 8 - ATTENDANCE
Any member who in unable to attend a meeting shall advise the Secretary as soon as possible. Any member, who, for reason other than sickness or bona fide emergency, fails to attend three (3) consecutive regular meetings of all meetings or 30% in any calendar year, shall be subject to removal by the City Council.

SECTION 9 - RULES OF ORDER
Roberts Rules of Order may be used as a reference for the conduct of meetings except as otherwise provided by these Rules and Procedures.

SECTION 10 - MINUTES
A record, or minutes, of the proceedings of all meetings shall be kept by a recording secretary, appointed by the Secretary. The minutes shall reflect:

A. Every motion upon which a vote is taken by the Board.
B. The names of the members of the Board making and seconding any such motion.
C. The number of “Yes” votes and “No” votes on each motion.
D. A record of any roll call vote taken.
E. The name of any member of the Board that abstains from the discussion and vote on any matter. The minutes shall be published once approved by the Board.
ARTICLE III - DESIGN GUIDELINES FOR CERTIFICATE OF APPROPRIATENESS

In deliberating on an application for certificate of appropriateness in the Downtown Overlay District, properties zoned D-1, the Board (and the Planning Commission, if appropriate) shall use guidelines adopted by the Board and approved by the Knoxville/Knox County Metropolitan Planning Commission and City Council.

ARTICLE IV - APPLICATION PROCEDURE

SECTION 1 - FORM OF APPLICATION AND PROCEDURE FOR CERTIFICATE OF APPROPRIATENESS

Applications for certificate of appropriateness shall be filed on forms approved by the Board and provided to applicants by the Secretary. The required information and procedure for the application is outlined in Appendix B, Article IV, Section 5.5 of the Knoxville Zoning Code. The Board may require additional information deemed necessary or appropriate. The failure to submit information as outlined in the application or as requested by the Board may be grounds for denial. All applications shall be signed by the property owner, or include a written statement, signed by the property owner, designating the applicant as an agent.

SECTION 2 - TIME FOR APPLICATION

Complete applications must be filed with the Secretary at least 19 days prior to the next regularly scheduled meeting of the Board in order to be included in that meeting’s agenda. Applications deemed incomplete by the Secretary shall not be included on an agenda until all required items are satisfactorily submitted.

SECTION 3 - REHEARING

Any application for certificate of appropriateness which is denied by the Board may be resubmitted for rehearing at any subsequent meeting of the Board if, in the opinion of the Secretary, the resubmittal is accompanied by new relevant information, or modifications which address the reasons for the prior denial.

SECTION 4 - FEES

The Metropolitan Planning Commission may, from time to time, establish a fee schedule for the filing of the applications, which fees shall be collected by the Secretary.

ARTICLE V - HEARING PROCEDURES

SECTION 1 - STAFF REPORTS AND RECOMMENDATIONS

The Secretary shall submit reports and recommendations for those agenda items requiring decisions or recommendations by the Board. Other staff having experience, education, and professional training in the subject matter (including staff from The Metropolitan Planning Commission, City Building Officers, City Engineers, Central Business Improvement District staff, Knoxville Utilities Board staff, Knoxville’s Community Development Corporation staff, and City Law Department staff), may provide input or additional reports and recommendations. A written report on each application shall be presented to the Board. Oral, written, and graphic presentations may also be used at the Board meeting.

The reports and recommendations shall be accepted as evidence to the same extent as oral testimony and exhibits accepted from applicants, opponents, subjects of an inquiry, other witnesses to the facts, and members of the public who provide information for the record of the proceedings.

SECTION 2 - APPEARANCES

The applicant or any person interested in an application may appear and be heard at a Board meeting in person, by agent, or by attorney. The extent of participation by any party at a meeting shall be at the control of the Chair.
SECTION 3 - DOCUMENTATION
Relevant documents, photographs, maps, plans, drawings, and like items will be received in the record without authentication in the form of legible copies. Relevant comments which are not cumulative or hearsay will be received. Documents and comments may be placed in the record with an objection noted by a member of the Board.

SECTION 4 - CONDUCT OF HEARING
The normal order of hearing, subject to modification by the Chair, shall be:
• Statement of the matter to be heard (chairperson or secretary),
• Presentation by applicant (5-minute limit),
• Presentation by opposition (5-minute limit),
• Rebuttal by applicant (3-minute limit),
• Public comment when appropriate,
• Discussions and deliberation among Board members.
• Vote
Members of the Board may question participants at any point in the hearing.

SECTION 5 - DISPOSITION
As to each application for Certificate of Appropriateness, the Board shall either: (a) approve as requested; (b) approve subject to conditions; (c) approve a modification of the application; (d) deny; (e) table; or (f) postpone, based only upon the unavailability of sufficient data upon which to make a decision. Any denial shall set forth the reasons therefore, in conformity with the Knoxville Zoning Ordinance.

A. Postponement
Postponements of an application for any proposal for Downtown Design Review Board ("Board") action may be permitted as follows:
1. Every motion to postpone action on an application shall include the date of the monthly public meeting at which the application will again be considered.
2. An applicant may postpone an item until the next scheduled public meeting the first time it appears on the Board agenda without Board debate or action. The intent to postpone must be submitted in writing, or by facsimile, and received by the Metropolitan Planning Commission no later than 3:30PM on the second Monday of the month of the meeting. Any request received after this deadline must be acted upon by Board consistent with these administrative rules and procedures.
3. Applicants postponed as described in A.2 may not be returned to the agenda until the meeting to which they have been postponed.

B. Tabling
All tabled applications shall be listed on each month’s agenda for the purpose of review only.
1. Adding to the Table – An applicant can request the application be moved to the table. This action must be approved by the Board.
2. Removal from the Table – Proposals shall be removed from the table and placed on the Board agenda for consideration as follows:
   At the request of the applicant, during the monthly review of tabled proposals, the Chair or any two members of the Board may request that an application be removed from the table and placed on the agenda for consideration. Such application shall be placed on the agenda for consideration at the next regularly scheduled monthly public meeting. Public notice of the application by publication will be provided in accordance with Article II hereof.
3. Removal from the Table for Purpose of Withdrawal – The applicant may submit a written request to the Board staff to remove the proposal from the table for the purpose of withdrawal. If the Chair or any two members of the Board consent to the request prior to the Closing Date, the application will be placed on the agenda for the next regularly scheduled monthly public
meeting for consideration of withdrawal only. Public notice of the application by publication shall not be required.

**ARTICLE VI - RECORDS**

**SECTION 1 - MINUTES**
The Secretary shall record all meetings and hearings of the Board on tape, which shall be preserved until the final action is taken on all matters presented. The secretary shall prepare minutes of each meeting for approval by the Board at the next regular meeting. Minutes shall be maintained as public records.

**SECTION 2 - ORDERS AND DOCUMENTS**
The Secretary shall assist in the preparation and service of all orders of the Board in appropriate form. Copies of all notices, correspondence, documents, orders and forms shall be maintained as public records.

**ARTICLE VII - DELEGATION TO STAFF**

**SECTION 1 - STAFF DEFINED**
Staff is defined as the Metropolitan Planning Commission Executive Director and the City's Director of Policy and Redevelopment (or their respective designees).

**SECTION 2 - RESPONSIBILITIES**
Pursuant to Appendix B, Article IV, Section 5.5, the Board hereby delegates to staff the authority to approve applications for new signs, in-kind replacement of building features, removal of non-historic building features facing a publicly-oriented space, replacement of windows at ground level with transparent glass, or other replacements that are consistent with the Design Guidelines and the provisions of the Knoxville Zoning Ordinance.

**SECTION 3 - DISPUTES**
Any party aggrieved by any staff determination under this Article may appeal the same to the Board. Such appeal must be filed within 7 days of the date of the staff decision being appealed. Form for such appeal shall be made available by the Secretary. The Board shall take final action on any such appeal at its next regularly scheduled meeting at which a quorum is present, unless the appellee requests or agrees to a postponement. Otherwise, the application as submitted by the applicant shall be deemed to have been approved, and a Certificate of Appropriateness shall be issued by the Staff on demand.

**ARTICLE VIII - CONFLICT OF INTEREST**
Any member of the Board having a conflict of interest regarding a proposal before the Board, shall abstain from any discussion or voting on such proposal, and shall advise the Chair of such conflict prior to the meeting at which the proposal is scheduled to be heard. The Board member will not be considered present for purposes of establishing a quorum. A conflict of interest shall exist under the following conditions:

A. When a member of the Board or any member of his immediate family has a financial interest in property that is the subject of a proposal being considered by the Board.

B. When a member of the Board or any member of his immediate family has a financial interest in a company or other entity that is seeking consideration of a proposal by the Board or is actively working for or against the proposed project that is before the Board.

C. When a member of the Board or any member of his immediate family may receive some private benefit, either direct or indirect from the approval or the disapproval of a proposal being considered by the Board.
D. When a member of the Board determines in his own mind that there are compelling reasons that will prohibit him from acting in the best interest of the community, or that his participation will create the impression of impropriety in the eyes of the general public.

**ARTICLE IX - APPEALS**

As to application for Certificates of Appropriateness located within the Downtown Design Overlay boundaries of the City of Knoxville, the applicant submitting an application, or any person who was a party for or against the application at the Downtown Design Review Board meeting, may appeal approval, conditions of approval, or disapproval of such application to the Metropolitan Planning Commission.

A. Appeal Period: such appeal shall be filed not more than (seven) 7 days from the date of the Design Review Board action being appealed.

B. Public Hearing on Appeal: the Metropolitan Planning Commission shall hold a public hearing at the earliest practical date after the Review Board action and the required public notice.

C. Public Notice of Appeal: prior to holding the public hearing on an appeal, at least 15 (fifteen) days’ notice of time and place of such hearing shall first have been published in a daily newspaper of general circulation in the City of Knoxville and Knox County. All costs incident to publication of such notice shall be borne by the applicant.

D. Appeal Procedure: all appeals shall be filed in the code administration office of the Planning Commission which will be responsible for placing such appeal on the agenda of the MPC at the earliest date possible consistent with these regulations.

E. Filing Appeal: the appeal shall be filed on forms available in the Planning Commission office and shall state the specific conditions, requirements, or grounds for disapproval, being appealed.

F. Appeal Fee: the standard MPC appeal fee is applicable to appeals filed regarding the Downtown Design Review Board or staff decisions.

**ARTICLE X - AMENDMENT**

These rules may be amended at any regular meeting of the Board by majority vote of the members of the Board, held not less than seven days after the proposed amendment is delivered to all members. Amendments shall not become effective until approved by the Knoxville/Knox County Metropolitan Planning Commission.

**ARTICLE XI - ADOPTION**

These rules were originally adopted by vote of a majority of the members of the Board at a public meeting on June 6, 2007 and approved by resolution by the Knoxville/Knox County Metropolitan Planning Commission on June 14, 2007.

Amendments regarding membership and appeal process were voted on and approved by the Board on October 17, 2007. Approved by the Knoxville/Knox County Metropolitan Planning Commission on December 13, 2007. Approved by the City Council on January 29, 2008.

Amendments regarding the responsibilities delegated to staff were voted on and approved by the Board on June 18, 2008. Approved by the Knoxville/Knox County Metropolitan Planning Commission on July 10, 2008.

Amendments regarding postponement or tabling of applications for Certificate of Appropriateness were approved by the Knoxville/Knox County Metropolitan Planning Commission on June 14, 2012.

Amendments regarding the removal of certain demolitions as a staff responsibility were voted on and approved by the Board on February 19, 2014. Approved by the Knoxville/Knox County Metropolitan Planning Commission on March 13, 2014.
AMENDMENTS – Revision History

A. May 13, 2004
   Article 1, Section 2, C.
   Article II, Section 4
   Article III, Section 5, A., B.
   Article XI, Section 1
   Article XII, Section 3, A.
   Article XIV, Schedule of Fees - Effective July 1, 2004
   Appendix A, Section 6, A., 2, a., g., k., l.

B. June 9, 2005
   Article III, Section 2, A. - Closing Date for Filing Applications

C. July 14, 2005
   Appendix A

D. September 8, 2005
   Article II, Section 5, A., B.

E. June 8, 2006
   Article VI, Section 3, E.1.

F. July 13, 2006
   Article III, Section 2, A., B.
   Article XIV, Schedule of Fees - Effective August 1, 2006

G. September 14, 2006
   Revised Appendix C: added new amendment “Infill Housing Design Review Committee”
   Moved amendment revision history page from Appendix C to new Appendix D

H. February 8, 2007
   Revised Appendix D: added new amendment to designate a South Waterfront Zoning Coordinator, review procedures for proposals within the South Waterfront Mixed Use Area, and schedule of fees - Approved February 27, 2007
   Moved amendment revision history page from Appendix D to new Appendix E

I. March 13, 2008
   Revised Article XIII, Sections 1, 2, & 3 to remove references to the Minimum Subdivision Regulations regarding appeals of action.

J. October 9, 2008
   Article II, Section 1.
   Article III, Section 2, A.1., 2., and 4.
   Revised Appendix E: added City of Knoxville “Downtown Design Review Board Administrative Rules and Procedures”
   Downtown Design Review Board Administrative Rules and Procedures:
   Article VII, Section 2 - Approved August 26, 2008
Moved amendment revision history page from Appendix E to new Appendix F

K. February 12, 2009
   Article III Section 2, A2. fee schedule to allow concept plans to be filed up to the extended deadline date

L. July 8, 2010
   Article VI Sections 3 and 5. Regarding distribution for review and certification of final plat applications, minor subdivisions and administrative plats and changing the term one-lot subdivisions to administrative plats. (7-A-10-OB)

M. March 10, 2011
   Article II Section 3 change in the Zoning Ordinance regarding notice to property owners on general amendments to the zoning map
   Section 5, A. deleted last sentence regarding written notice
   Section 5, B inserted “new” B, written notice for general amendments to the zoning map, and moved “old” B to Section 5, D
   Section 5, C added

N. June 14, 2012
   Appendix E Downtown Design Review Board Administrative Rules and Procedures to amend Article V, Section 5, Disposition to add subsections on postponement or tabling of applications for Certificate of Appropriateness. (6-A-12-OB)

O. December 12, 2013
   Appendix F Records Management Policy added (12-C-13-OB)

P. March 13, 2014
   Appendix E Downtown Design Review Board Administrative Rules and Procedures regarding the removal of certain demolitions as a staff responsibility (3-B-14-OB)

Q. May 11, 2017
   Article II, Section 4, Public Notice Signs revised to applicant posting signs; Article XI, Monthly Public Meeting, Sections 1 and 2, dealing with order of meeting and rules for debate; and deleting Appendix F from this document making the Public Record Management Policy a free-standing document. (5-A-17-OB)

R. August 10, 2017
   Appendix C Downtown Design Review Board Administrative Rules and Procedures regarding meeting date change and deleting application form.
   Appendix D South Waterfront District Administration was removed since the City of Knoxville staff has taken over administration of the South Waterfront Form District. (8-A-17-OB)

S. December 14, 2017
   Article 11 Section 5.D. Addresses public notice requirements for Level II review of wireless communication facilities.
   Appendix D Established which creates rules for processing applications for W.C.F. Certificate of Appropriateness (COA). (12-C-17-OB)
T. April 12, 2018
Article XII  Section 7, Regarding the length of time a matter may remain on the table. (4C-18-OB)

U. June 14, 2018
Article III  Section 3, Eliminates the acceptance of Concept Subdivision plans and Use on Review applications after the standard deadline. (6-D-18-OB)

V. June 14, 2018
Article III  Section 1, Revises the MPC fee schedule by revising the address assignment fees and adding a tabled item extension fee. (6-E-OB-18)

W. January 9, 2020
Appendix A & Appendix B  Revised and updated policies and procedures. (11-F-19-OB)