



KNOXVILLE-KNOX COUNTY PLANNING
ANNUAL REPORT FY 2018-2019



Gerald Green, AICP • Executive Director
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FROM THE EXECUTIVE DIRECTOR

The past year at Knoxville-Knox County Planning has been a big one. We rebranded the agency, completed an office renovation, updated obsolete procedures, and made ground on major projects. It may seem like each of these accomplishments happened independently, but there has been a central motive throughout – better serving our community.

Through our rebrand, we made our identity simpler and clearer by changing our name, promoting the distinction between agency staff and planning commissioners. With that, we adopted a new logo. The updated mark shows

KNOX COUNTY BY THE NUMBERS

Population	465,289	Population with Bachelor's Degree or Higher	37.3%
Population Growth Since 2010	+7.5%	Labor Force	251,703
Area	526 square miles	Unemployment Rate	3.6%
Housing Units	206,043	Cost of Living Index (100.0 U.S. average)	83.2
Median Home Selling Price	\$207,000	Public Parks	6,317 acres
Median Household Income	\$55,266	Greenways and Walking Trails	184 miles

a “K” inside a stylized Knox County, representing the communities we serve at the center of all we do.

As we rolled out our new brand, we also moved into a renovated office suite that was designed to better serve customers. We found ways to improve customer interactions, be more efficient, and provide space for collaboration. This can be seen through the accessibility to addressing and plat review staff at the front desk, the open floor plan, updated work spaces, and adjacency to other city departments.

To further improve customer service, we took a look at our processes and identified areas where updates were needed. We redesigned our application forms by consolidating more than 15 into just four. We branded our public notice yard signs to make them more visible and guide citizens to detailed information about proposed changes. Along with these updates, we streamlined our noticing process and expanded our reach to make more people aware of potential changes in their neighborhoods.

We also committed to providing record-setting opportunities to share our work and engage those it impacts. This

effort is best illustrated through Recode Knoxville. Building on the momentum of previous outreach efforts that included dozens of public meetings and events, 35 public meetings were held this year in various parts of the city, on weekdays and weekends, and at varying times of day to accommodate as many people as possible. We partnered with local organizations – the Knoxville Area Urban League, Centro Hispano de East Tennessee, and Socially Equal Energy Efficient Development – to better reach and engage underrepresented communities. We adopted new approaches to reach more people, including online surveys, project information placed in KUB bills, working with a group of design professionals to test the zoning code, and participating in a public forum led by Knoxville Area Association of Realtors and Compass Knox.

In addition to Recode, we actively engaged the public in other major projects, including the Chapman Highway Implementation Plan and the Hardin Valley Mobility Study. One of these meetings alone attracted nearly 300 residents and more than 1,000 survey responses.

I am proud of the work our staff has completed over the past year to make our agency more accessible to everyone in our community. I am eager to continue this momentum and find ways to reach more people in the year ahead. Please read more in the following pages about our accomplishments from the past year.





JANICE TOCHER
Vice Chair
City
2012-2020



TAMARA BOYER
County
2018-2022



LOUIS BROWNING
County
2018-2020



GAYLE BUSTIN
City
2016-2023



ART CLANCY III
County
2012-2020



MIKE CROWDER
County
2015-2022



ELIZABETH EASON
City
2013-2021



**CONRAD "MAC"
GOODWIN**
City
2013-2021



RICHARD GRAF
County
2018-2022



ANDRE CANTY
City
2019-2020



CHRIS OOTEN
County
2016-2020



PATRICK PHILLIPS
City
2016-2023



JEFFREY ROTH
County
2011-2023



SCOTT SMITH
County
2014-2022



TIM HILL
City
2019-2023

The Planning
Commission heard
509 cases

163
subdivisions
(preliminary and
final plats)

118
rezonings

119
use on reviews

59
plan amendments

PLANNING COMMISSIONERS

The Planning Commission is an advisory board comprised of 15 citizens—seven appointed by the City Mayor and eight appointed by the County Mayor.

These volunteers come from a variety of backgrounds, representing diverse community interests and concerns. They serve staggered four-year terms and may be re-appointed. The Commission meets the second Thursday of every month.

Executive Committee: On an annual basis, the Planning Commission Chair appoints an Executive Committee consisting of the Chair, Vice-Chair and three other members of the Planning Commission. Terms are one-year in length.

The Executive Committee reviews and recommends the annual budget and work program, resolves Planning staff grievances, and provides consultation and advice on any matters the Executive Director brings to the Committee.

2018-2019 Executive Committee:

Janice Tocher, Jeffrey Roth, Patrick Phillips, Conrad Goodwin, Gayle Bustin

Planning thanks outgoing commissioners **Charles Lomax (2012-2019)** and **Charles Thomas (2016-2018)** for their many years of service to our community.



CHARLES LOMAX
City



CHARLES THOMAS
City

17
other business

22
street closures

9
ordinance
amendments

1
street name
changes

0
subdivision name
change

1
wireless
communication
facility



DEVELOPMENT ACTIVITY

Calendar Year 2018

Residential units permitted **2,688**

Value of residential construction **\$491**
million

Non-residential units permitted **140**

Value of non-residential construction **\$151**
million

Residential subdivision lots created **1,259**

Non-residential lots created **37**



PLANNING SERVICES

Planning Services staff guide residents, developers, and others through local review processes. Planners evaluate requests for rezonings, subdivisions, and development plans, and they prepare a recommendation for each case that will be considered by the Planning Commission.

The group updates sector plans and the general plan and conducts special studies, like park inventories, small area plans, and guidelines for neighborhood overlays. Staff also maintain the county's property addressing system. Planning Services works closely with several city and county departments, as well as our own Transportation Planning division, promoting the interconnectivity of land use and transportation infrastructure.

OAKWOOD NEIGHBORHOOD BEGINS WORK ON OVERLAY

The neighborhood group decided to pursue the addition of a Historic Zoning Overlay to a portion of the community. A sub-committee formed and is working with Planning staff to create design guidelines to help preserve the character of the neighborhood.

MAJOR ROAD PLAN ADOPTED

Updates to this plan occur periodically to reflect changes to the road network and to incorporate current transportation plans and their identified projects. The plan was last updated in 2011.

RECODE KNOXVILLE CONTINUES

Community outreach continued throughout the year as multiple text and map drafts were released. The Planning Commission approved the ordinance in January, and City Council held a series of workshops to prepare for a vote.

Amy Brooks, AICP

Planning Services Manager

Liz Albertson, AICP

Senior Planner
Sector plans, environmental resources,
local foods

Tom Brechko, AICP

Principal Planner
Subdivision and development plan
review, TTCCA

Dori Caron

Senior Administrative Assistant
Planning Commission administration,
transportation grants

Lindsay Crockett

Planner
Historic zoning, design standards

Emily Dills

Planning Technician
Plat review

Laura Edmonds

Administrative Assistant II
Planning Commission and board meeting
administration



ZONING AMENDMENTS

City of Knoxville

Time limits for consideration and notification for comprehensive updates to zoning ordinances and maps

Signs permitted in office zone districts

Knox County

Lot area requirements for hotels, motels, and transient mobile home parks

Standards for indoor self-service storage facilities

Donna Hill

GIS Specialist
Addressing and street naming

Andrea Kupfer, AICP

GIS Operator
Addressing and street naming

Sherry Michienzi

Planning Technician
Customer service, meeting administration

Marc Payne

Planning Technician
Customer service, meeting administration

Michelle Portier, AICP

Planner
Zoning, sector plans, design standards, TTCDA

James Reed

GIS Operator
Plat review, addressing and street naming

Mike Reynolds, AICP

Senior Planner
Downtown design review, development plan review, rezoning

RECODE KNOXVILLE OUTREACH

Recode meetings + events held	35
Recode press releases sent	3
Recode news articles published by local media	85
Recode newsletters (opened)	3,992
Recode Facebook likes	507
Recode Twitter followers	206

JULY 2018

- Community outreach partners survey opens

AUGUST - OCTOBER 2018

- Project team and community partners host public meetings
- KUB bills include Recode information

OCTOBER 2018

- Planning Commission holds workshop

NOVEMBER 2018

- Stakeholder Advisory Committee holds workshop
- Community partners host Decoding Recode public forum

DECEMBER 2018

- Stakeholder Advisory Committee holds workshop

JANUARY 2019

- Stakeholder Advisory Committee holds workshop
- Planning Commission passes Recode

FEBRUARY 2019

- City property owners receive notification letters

APRIL-MAY 2019

- City Council hosts workshops and special meetings

JUNE 2019

- Planning Commission passes Recode (with changes made by City Council)

SEPTEMBER 2018

- Staff hosts John Sevier Scenic Highway Corridor Study community meeting
- Oakwood Neighborhood hosts overlay meeting
- Laura Edmonds joins staff

OCTOBER 2018

- Staff starts requiring use of 10th Edition ITE Trip Generation Manual
- Contract starts with new cell tower consultant
- Knoxville and Knox County adopt Major Road Plan

FEBRUARY 2019

- Staff hosts One Year Plan community meetings

ADDRESSING

Planning's Addressing Department makes sure that each residence and place of business in Knox County is systematically assigned a valid, unique address, complete with a structure number and road name, essential for the community's safety and for proper service delivery.

Addresses in use in Knox County	268,163
New addresses created	5,729
Features in the addressing database modified	22,816
New street segments added to the county base map	345
Existing street segments updated	928



APRIL 2019

- Staff hosts Subdivision Regulations Amendment workshop

MAY 2019

- Michelle Portier joins staff

JUNE 2019

- Application consolidation begins
- Updated public notice signs in use

TRANSPORTATION PLANNING

The Transportation Planning group supports the Knoxville Regional Transportation Planning Organization, or TPO, a federally-required board that coordinates road improvements, bicycle and pedestrian plans, freight movement, and transit. Staff members collaborate with the Planning Services division on corridor studies, sector plans, and other land use planning activities, in addition to working closely with the engineering departments and transportation service providers of Knoxville, Knox County, and several surrounding communities.

HARDIN VALLEY MOBILITY STUDY BEGINS

Working with Knox County, Planning staff began a study of transportation issues caused by continued growth and increased traffic volumes. Hardin Valley is located in northwest Knox County, the fastest growing local planning sector.

PARK(ING) DAY TAKES OVER GAY STREET

TPO participated in this event in September. Nearly 50 organizations turned parking spaces along Gay Street into pocket parks and parklets for a day, calling attention to the need for more quality open space for people in urban settings.

TPO DISTRIBUTES FUNDS FOR 5310 PROGRAM

The TPO continues to distribute 5310 program funding to regional nonprofits and government agencies to enhance mobility options for seniors and persons with disabilities. To date, we have helped nonprofits purchase 35 vans or minibuses in the Knoxville urban area.

Jeff Welch, AICP

Transportation Planning Manager/TPO Director

Tarren Barrett, EIT

Transportation Engineer
Development and traffic impact review, goods movement, incident management, congestion management

Doug Burton

Principal Planner
Public transit, downtown transportation, Title VI coordinator

Mike Conger, PE

Senior Transportation Engineer
Transportation system modeling, traffic counts, traffic studies, air quality, ITS



Craig Luebke

Planner
Transportation Improvement Program,
Mobility Plan, performance metrics

Savannah Robertson

Smart Trips Coordinator
Smart Trips

Ellen Zavisca, PTP

Principal Planner
Pedestrian and greenway planning,
Safe Routes to School

\$426,170

Awarded to CAC's Volunteer Assisted Transportation program to drive seniors and others on essential errands

2,050

Students participated in the October 2018 International Walk to School Day across 11 Knox County schools

12th Annual Tour de Lights

Held in December, the holiday event draws more than 1,000 riders each year

\$917.2 million

Value of programmed regional transportation projects

212,690

Vehicles per day travel Interstate 40 in Knox County

TPO OUTREACH

News articles published by local media	37
Articles shared on TPO website	31
Meetings + events held	26
Press releases sent	6
Newsletters (opened)	1,612
TPO Facebook likes	420
TPO Twitter followers	400
I Bike KNX events	11

I Bike KNX newsletters (opened)	5,097
I Bike KNX Facebook likes	2,170
I Bike KNX Twitter followers	475
Smart Trips events	24
Smart Trips new member sign-ups	128
Smart Trips newsletters (opened)	3,924
Smart Trips Facebook likes	693
Smart Trips Twitter followers	236

AUGUST 2018

- Hardin Valley Mobility Study begins
- Hannah Kitterman joins TPO as AmeriCorps member

SEPTEMBER 2018

- Project team hosts Chapman Highway Implementation Plan community meeting and opens survey
- Staff participates in PARK(ing) Day

OCTOBER 2018

- Minimum Three in Tennessee Campaign starts
- Knoxville on list of Best Bike Cities in America

NOVEMBER 2018

- Hardin Valley survey opens
- Seth LaJeunesse presents as part of Active Knox speaker series

DECEMBER 2018

- I Bike KNX hosts 12th Annual Tour de Lights

JANUARY 2019

- Project team hosts Hardin Valley community meeting




SMARTtrips

To ease traffic congestion and improve our region's air and quality of life, Smart Trips promotes alternatives to driving alone.

537
Registered participants

\$90,042
Saved by participants

18,008 gallons
Gas saved by participants

354,667 pounds
Greenhouse gases kept out of the environment by participants

3,100,255 calories
Burned by participants biking, walking, or other active means of travel to work

FEBRUARY 2019

- Savannah Robertson joins Smart Trips

MARCH 2019

- Updated data on crashes involving pedestrians and bicyclists available

APRIL 2019

- Project team hosts Chapman Highway Implementation Plan community meeting and opens survey
- East Tennessee Mayors' Caucus convenes
- TPO announces funding for Volunteer Assisted Transportation Program
- Project team hosts Hardin Valley community meeting

MAY 2019

- TPO participates in 8th Annual TN Bike Walk Summit
- Active Knox hosts panel discussion on walkable, bikeable places
- I Bike KNX and Smart Trips participate in Bike Month

INFORMATION SERVICES

This division is comprised of two main functions, research/support and GIS/web/design. Staff assist agency-wide planning activities by conducting background research for plans and presentations, maintaining the print and digital library, and leading community outreach efforts. Planning's geographic information systems (GIS) group maintains land and infrastructure data systems and produces maps. Web and design staff are responsible for content management and presentation of the many websites housed at Planning, and they prepare artwork and layouts for the agency's plans, reports, and brochures.

REPORT SERIES SHOWS CONTINUING TRENDS

The 2018 Development Activity Report shows that Knox County's residential building was strong and that non-residential building had significant gains. Growth in the Northwest and Southwest County Sectors was ahead of the rest, showing a continued interest in these areas.

GROWTH DATA AND RESOURCES SHARED

Major changes, including considerable population and economic growth, have been occurring in Knoxville and Knox County over the past several years. To share information on these trends, a collection of resources and data related to land use, transportation, and community facilities for Knox County has

been made available on a Planning webpage, providing a one-stop-shop for residents and local officials. A storymap was also published to examine the role of Knoxville and Knox County in regional growth, looking at changing demographics, labor force, development activity, and emerging trends.

Terry Gilhula, PhD

Information Services Manager

Josh Anderson

Senior Graphic Designer/Webmaster
Website development, content management, graphic design

Kelli Byard

Graphic Designer
Publication design and production, website content, photography

Ally Ketron

Communications and Outreach Specialist
Communications, public relations, Smart Trips



Debbie Mitchell

Administrative Assistant I
Library, office administration

Tina Piatt

Finance Officer
Grants management, financial reporting,
human resources

Nick Schoenborn

GIS Analyst I
GIS analysis and map production,
database management, information
technology

Alex Zendel

GIS Analyst II
GIS analysis and map production,
database management, web
application development

NOVEMBER 2018

- Local population projections and growth expectations information available

DECEMBER 2018

- Agency rebrands as Knoxville-Knox County Planning

JANUARY 2019

- Kelli Byard joins staff

APRIL 2019

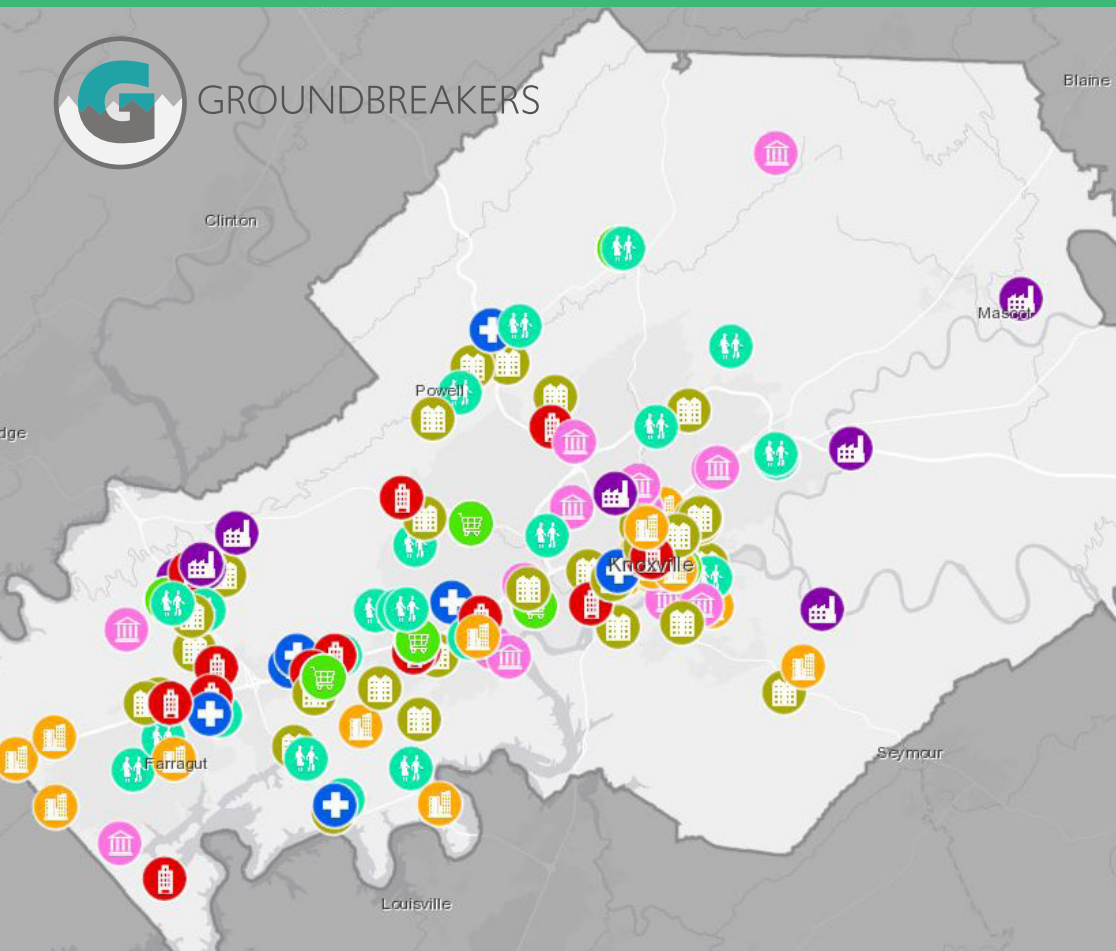
- Groundbreakers web application launches

MAY 2019

- Community Growth Data and Resources webpage available
- Staff participates in 2019 Office of Neighborhoods Conference
- 2018 Development Activity Report available
- Staff presents information to local Joint Complete Count Committee for Census 2020



GROUNDBREAKERS



GROUNDBREAKERS WEB APPLICATION SHOWS MAJOR CONSTRUCTION ACTIVITY

Apartments, commercial buildings, retail spaces, and other projects continue to pop up along Knoxville-Knox County's landscape. Groundbreakers is a searchable mapped inventory of these major developments. Detailed information about type, size, location, timeline, costs, and news coverage is available for each of the nearly 150 listings included. The app shows projects that are planned for the near future, currently under construction, or recently completed. All data can also be exported.

JUNE 2019

- Knox County growth trends storymap available
- Zoning ordinance and subdivision regulation archives on website

PLANNING OUTREACH

News articles published by local media	56
Articles shared on Planning website	47
Meetings + events held	34
Press releases sent	7

Newsletters (opened)	18,440
Planning Facebook likes	755
Planning Twitter followers	529



BOARDS AND COMMITTEES

Downtown Design Review Board

The board examines proposals for private and public development in Knoxville's center city.

The goal of the review board is to foster attractive and harmonious development and rehabilitation of the downtown area.

Board Members

Brian Pittman*	Sandi Swilley	Mike Reynolds	Anne Wallace
Tim Hill**	Richard Foster	(non-voting)	Russ Watkins
Marleen Davis	John Thurnan	Robin Thomas	

Infill Housing Design Review Committee

The committee examines applications for new housing in Edgewood Park, Lonsdale, and Oakwood/Lincoln Park neighborhoods for conformance with the Heart of Knoxville Infill Housing Design Guidelines.

The committee ensures that development within the Infill Housing Overlay District is architecturally compatible with the neighborhood, fosters neighborhood stability, creates pedestrian-oriented streets, and meets a wide range of housing needs.

Committee Members

City of Knoxville (Community Development, Engineering, Plans Review and Inspections) • East Tennessee Community Design Center • Knoxville-Knox County Planning

Historic Zoning Commissions

The Historic Zoning Commissions for Knoxville and Knox County evaluate projects proposed in local Historic Overlay districts.

Work of the commissions is intended to stabilize or improve property values by encouraging rehabilitation and new construction that is harmonious with the area. The commissions review applications to repair, alter, rehabilitate, relocate, or demolish properties; review proposed new construction; and identify properties for local or National Register of Historic Places designation.

Board Members

City		County	
Bart Carey*	Dasha Lundy	George Ewart*	Mike Crowder
Dationa Carter Mitchell**	Lorie Matthews	Scott Smith**	Kim Isenberg
Rick Blackburn	Sandi Swilley	Bill Belser	
Steve Cotham	Stanton Webster		
Faris Eid			

TTCCA

The Tennessee Technology Corridor Development Authority and its design guidelines ensure aesthetic quality and environmental conservation for developments within the Technology Overlay zones of the city and county.

Board Members

David Collins*	Justin Biggs	Nancy McBee	Chair*
Orlando Diaz**	Steven Buttry	Ben Pethel	Vice Chair**

STAFF ACCOLADES

Community Service

Liz Albertson serves as vice-president for the board of directors of Pilot Light, Inc.

Tarren Barrett was awarded the Jack B. Humphrey Award for service as a member of the Tennessee Section Institute of Transportation Engineers.

Amy Brooks is the Director of the Knoxville section of the Tennessee APA, completed the Naifeh Center for Leadership's Certified Public Manager program, volunteers with South Knoxville Elementary PTO, and completed her second term as a Three Rivers Market board member.

Kelli Byard is on the advisory board for the University of Alabama-Birmingham Sigma Kappa Chapter.

Laura Edmonds was treasurer of Boy Scouts Troop, Pack 50.

Gerald Green is on the MUSE board of directors, the Community Evaluation Committee for United Way of Greater Knoxville, and the Land Conservation Committee for Legacy Parks.

Ally Ketron serves as the board president for Casa de Sara.

Andrea Kupfer completed her 11th season of volunteering for the Clarence Brown Theater.

Mike Reynolds served on the All Pro Dad group at West Hills Elementary School.

Ellen Zavisca serves on the Site Steering Committee for Belle Morris Elementary School.

Achievements and Promotions

Michelle Portier earned her professional planning certification from the American Institute of Certified Planners.

Josh Anderson was promoted to Senior Graphic Designer/Webmaster. **Dori Caron** was promoted to Senior Administrative Assistant.

Farewells

We bid a fond farewell to three colleagues last September as they retired after decades of service to our agency and the community.

Dan Kelly retired after 41 years, **Jo Ella Washburn** after 32, and **Betty Jo Mahan** after 21. While we miss their expertise and camaraderie, we're excited to see them enjoying the next chapter in their lives.

Years of Service

30+ Years

Jeff Welch	33
Sherry Michienzi	31
Terry Gilhula	30

20+ Years

Doug Burton	29
Donna Hill	27
Debbie Mitchell	27
Mike Conger	21

10+ Years

Tom Brechko	19
Emily Dills	15
Marc Payne	15
Alex Zendel	14

Ellen Zavisca	13
Liz Albertson	11
Amy Brooks	11
Mike Reynolds	11

FINANCIAL SUMMARY

Statement of Revenues/Expenditures and Changes in Fund Balance
Budget and Actual - General Fund
For the Fiscal Year Ended June 30, 2019
(Pending audit)

	FINAL	2019 ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES	BUDGET	UNAUDITED	
Fees and Charges	\$600,000	\$614,603	\$14,603
Federal Government Grants ¹	2,333,159	1,956,923	(376,236)
State of Tennessee Grants ¹	373,779	223,200	(150,579)
Local Grant Match (Other than Planning) ²	27,980	62,623	34,643
City of Knoxville	1,161,980	1,161,980	0
Knox County	764,260	764,260	0
Government & Other Groups	272,600	218,606	(53,994)
Misc. Revenue and Misc. Contracts Revenue ³	14,100	15,540	1,440
From Fund Balance	662,500	0	(662,500)
Total Revenues	\$6,210,358	\$5,017,735	\$(1,192,623)
EXPENDITURES			
Salaries and Employee Benefits	\$2,915,954	\$2,743,069	\$85,524
Contracted Services	2,242,054	1,033,152	1,208,902
Supplies and Materials	672,639	830,807	(158,168)
Other Charges	265,404	243,280	22,124
Capital Outlay ⁴	575,000	0	575,000
Total Expenditures	\$6,671,051	\$4,850,308	\$1,733,382
Revenues Over (Under) Expenditures	\$(460,693)	\$167,427	\$628,120
Fund Balance, July 1, 2018	\$1,740,641	\$1,740,641	\$0
Fund Balance, June 30, 2019	\$1,279,948	\$1,908,068	\$628,120

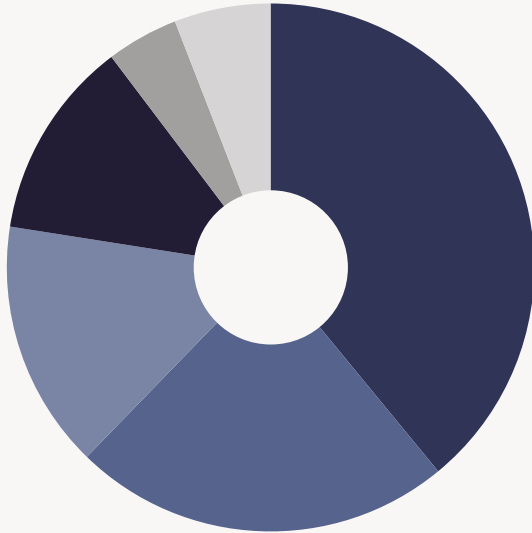
1 – Eight (8) active grant programs include: FHWA Highway Planning and Construction; FTA Technical Studies; Regional Transportation and Air Quality; Knoxville Smart Trips Program; Road to Zero-Pedestrian Safety Program; TPO Bike Parking Enhancement; FTA Section 5310 Senior Transit; and Tennessee Historical Commission.

2 – FHWA: Remix Match-\$2,175; TPO Bike Grant: 20% matching contributions from participants in Bike Grant project-\$603; Section 5310 Capital Van purchases: Agape-\$8,105, Emory Valley Center-\$12,036, and ARC-Sunshine Industries-\$3,600; Chapman Highway grant: City of Knoxville-\$36,104.

3 – Miscellaneous Contracts: Knox County Schools PEFA VI-\$8,100, Telecom Tower-\$1,500, and Other Miscellaneous Revenues.

4 – Capital Outlay Expenditures: \$482,873 expended for the 4th Floor Renovation project with PBA, completed this year, have been reclassified as an asset, so the expenditures have been removed from the expenditures shown on this schedule, which were paid by Fund Balance.

REVENUES



39% Federal Grants

23% City of Knoxville

15% Knox County

12% Fees and Charges

5% State Grants

6% Other

EXPENDITURES

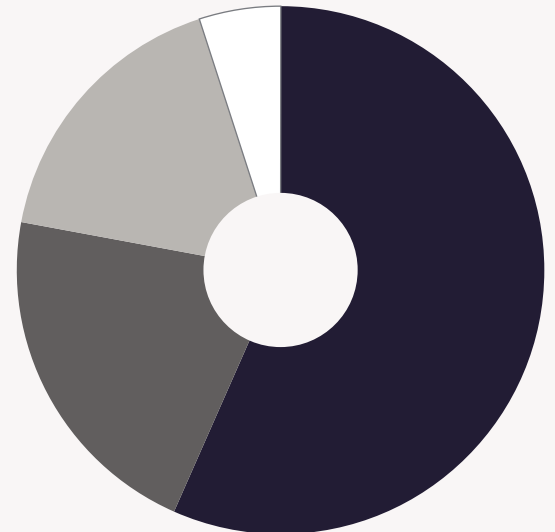
57% Salaries and Employee Benefits

21% Contracted Services

17% Supplies and Materials

5% Other Charges

Capital Outlay (not shown - 0.00%)



INSPIRING COMMUNITY

Established in 1956, Knoxville-Knox County Planning is responsible for comprehensive planning and administration of zoning and land subdivision regulations for the City of Knoxville and Knox County.

OUR CORE DUTIES

Prepare and Adopt

a general plan

Review

subdivision regulations and site plans

Prepare and Recommend

zoning ordinances and maps

Review

proposed zoning amendments

Prepare and Advise

on a capital improvements plan

Perform

special purpose studies

OUR MISSION

Promote healthy, vibrant communities through comprehensive planning and land use management; involve residents in an open planning process; provide objective advice to public officials; and serve as an information resource for all.



City County Building
400 Main Street • Suite 403
Knoxville, TN 37902
contact@knoxplanning.org

