

CASE SUMMARY

APPLICATION TYPE: OTHER BUSINESS

KNOXVILLE-KNOX COUNTY

M P C
METROPOLITAN
P L A N N I N G
C O M M I S S I O N

T E N N E S S E E

Suite 403 • City County Building
400 Main Street
Knoxville, Tennessee 37902
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F A X • 215 • 2068
www.knoxmpc.org

File Number: 12-C-13-OB Related File Number:
Application Filed: 11/20/2013 Date of Revision:
Applicant: METROPOLITAN PLANNING COMMISSION

PROPERTY INFORMATION

General Location:

Other Parcel Info.:

Tax ID Number: 999 999

Jurisdiction:

Size of Tract:

Accessibility:

GENERAL LAND USE INFORMATION

Existing Land Use:

Surrounding Land Use:

Proposed Use:

Density:

Sector Plan:

Sector Plan Designation:

Growth Policy Plan:

Neighborhood Context:

ADDRESS/RIGHT-OF-WAY INFORMATION (where applicable)

Street:

Location:

Proposed Street Name:

Department-Utility Report:

Reason: Amendments to MPC's Administrative Rules and Procedures, adding MPC's Record Management Policy

ZONING INFORMATION (where applicable)

Current Zoning:

Former Zoning:

Requested Zoning:

Previous Requests:

Extension of Zone:

History of Zoning:

PLAN INFORMATION (where applicable)

Current Plan Category:

Requested Plan Category:

SUBDIVISION INFORMATION (where applicable)

Subdivision Name:

No. of Lots Proposed:

No. of Lots Approved: 0

Variances Requested:

S/D Name Change:

OTHER INFORMATION (where applicable)

Other Bus./Ord. Amend.: Amendments to MPC's Administrative Rules and Procedures, adding MPC's Record Management Policy

MPC ACTION AND DISPOSITION

Planner In Charge: Mark Donaldson

Staff Recomm. (Abbr.): Approve an amendment to Administrative Rules and Procedures, adding a Record Management Policy.

Staff Recomm. (Full):

Comments: MPC adheres to statutory requirements for management of public records pursuant to Tennessee Code Annotated Title 10: Public Libraries, Archives and Records, Chapter 7: Public Records. Further, MPC consults state-authorized records management guidelines provided by County Technical Assistance Service (CTAS) in Records Management for County Governments (2013), following retention schedules for several types of records, including, but not limited to, planning and zoning records, accounting records, and employment records.

While MPC has followed the statutory requirements for public record access, retention, and storage, it was determined that agency policy and practice should be articulated in a written statement and included in the agency's Administrative Rules and Procedures. The policy basis (background) and policy statement will appear in Appendix F of the document.

Action: Approved

Meeting Date: 12/12/2013

Details of Action:

Summary of Action: Approve an amendment to Administrative Rules and Procedures, adding a Record Management Policy.

Date of Approval: 12/12/2013

Date of Denial:

Postponements:

Date of Withdrawal:

Withdrawn prior to publication?: Action Appealed?:**LEGISLATIVE ACTION AND DISPOSITION**

Legislative Body: MPC

Date of Legislative Action:

Date of Legislative Action, Second Reading:

Ordinance Number:

Other Ordinance Number References:

Disposition of Case:

Disposition of Case, Second Reading:

If "Other":

If "Other":

Amendments:

Amendments:

Date of Legislative Appeal:

Effective Date of Ordinance: