

KNOXVILLE REGIONAL TRANSPORTATION PLANNING ORGANIZATION

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# PROSPECTUS

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Adopted September 24, 2007

The Knoxville Regional Transportation Planning Organization  
serves the following counties in East Tennessee:  
Anderson, Blount, Jefferson, Knox, Loudon, Sevier and a portion of Cocke.  
This report was prepared in cooperation with the U.S. Department of Transportation,  
Federal Highway Administration, and Tennessee Department of Transportation.

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## **Chapter I: Introduction**

### **A. Definition**

The Knoxville Regional Transportation Planning Organization (TPO) Prospectus documents the present organization and procedures for transportation planning in the TPO Planning Area. The TPO Planning Area consists of all Knox County and the urbanized areas of Blount, Loudon, and Sevier Counties (see Appendix A).

### **B. Requirements for the Prospectus**

Although a Prospectus is no longer a federal requirement, it is useful as a procedural guide for transportation planning, particularly for member agencies that are new to the Metropolitan Planning Organization (MPO) process.

An MPO is a planning agency established by federal law to assure a continuing, cooperative, and comprehensive transportation planning process takes place that results in the development of plans, programs, and projects that consider all transportation modes and supports the goals of the community. Any urbanized area or contiguous urbanized areas, as defined by the U.S. Census Bureau, containing a population of greater than 50,000 are required to have an MPO. The Knoxville Regional Transportation Planning Organization is the Metropolitan Planning Organization for the Knoxville Urban Area.

### **C. History of Transportation Planning in the Knoxville Urban Area**

The Knoxville Urban Area MPO, now known as TPO, was established in 1977. The urbanized area initially included all of the City of Knoxville and a surrounding portion of Knox County. The 1980 Census substantially enlarged the boundaries of the urbanized area to include more of Knox County, the Town of Farragut, the Cities of Alcoa and Maryville, and surrounding areas of Blount County. In 1990, the U.S. Environmental Protection Agency (EPA) designated Knox County in nonattainment of the 1-hour ground level ozone standard. Due to this designation, all of Knox County was included in the TPO Planning Area even though it was not included in the urbanized area. In 2000, the urbanized area again increased to include additional areas of Knox and Blount Counties as well as Lenoir City and surrounding areas of Loudon County and a portion of Sevier County in the Seymour area.

Prior to the establishment of the MPO (TPO), the comprehensive Knoxville Urban Area Transportation Study in 1964 was completed through a contract with Wilbur Smith Associates.

The consultants produced the following documents through this process: Volume 1, *Transportation Plan*, Volume 2, *Origin-Destination Data; Parking Program (CBD)* (1967); *Re-evaluation Study and Functional Plans of Knoxville/Knox County* (1969); and *Knoxville TOPICS* (1972).

Shortly after the MPO (TPO) was founded, the Knoxville/Knox County Comprehensive Transportation Plan was adopted. The major document produced from this study was the nine-

volume *1995 Highway Systems Plan* (1977). Since that time, the TPO has engaged in several technical transportation studies and has developed policies for the orderly development of the transportation system in the Knoxville Urban Area. Some plans developed recently include the Major Road Plan for Knoxville and Knox County, the East Tennessee Regional Transportation Alternatives Plan, Downtown Knoxville Transportation Linkages Study, Congestion Management Systems Plan, and the Knoxville Regional Bicycle Plan.

In 1964, the Cities of Maryville and Alcoa produced a major transportation planning document: *Maryville-Alcoa Urban Area Transportation Study, 1964-1984* (1964). In 1992, the *2005 Transportation Plan for Blount County* was adopted. This plan included the Cities of Maryville and Alcoa as well as Blount County. The Blount County Roadway Needs Study, completed in 2000, assessed road conditions and established a long-term improvement strategy. Other recently completed plans are the Maryville 2020 Vision and the City of Alcoa Land Use Plan. The previous long range transportation plan was adopted by the TPO in February of 2002 and included only the TPO Planning Area. A finding of conformity was made by Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and EPA on April 22, 2002.

On April 11, 2005, the TPO Executive Board and Regional Transportation Planning Council adopted the *2005-2030 Knoxville Regional Long Range Transportation Plan* that included an intermodal plan and air quality conformity determination for the 8-hour ozone standard for the entire Knoxville Nonattainment Area. The air quality conformity determination for the 1-hour ozone standard for Knox County was approved by EPA on April 14, 2005 and by FHWA on April 19, 2005. The air quality conformity determination for the 8-hour ozone standard for the remainder of the Nonattainment Area was approved by EPA on May 13, 2005 and by FHWA on June 1, 2005. The Long Range Transportation Plan was also updated and determined to be in conformance with the fine particulate matter (PM 2.5) standard on March 22, 2006 and again on September 24, 2007.

The TPO continues to be housed within the Knoxville-Knox County Metropolitan Planning Commission (MPC) and is staffed by MPC transportation planners. The TPO is composed of a thirteen (13) member Executive Board and a twenty-two (22) member Technical Committee.

#### **D. Federal Planning Factors**

The Safe, Accountable, Flexible, and Efficient Transportation Equity Act - a Legacy for Users (SAFETEA-LU) lists several factors that must be considered as part of the transportation planning process. All of the TPO plans and programs are developed with the factors in mind. The factors are as follows:

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- Increase the safety of the transportation system for motorized and non-motorized users;
- Increase the security of the transportation system for motorized and non-motorized users;
- Increase the accessibility and mobility options available to people and for freight;

- Protect and enhance the environment, promote energy conservation, and improve quality of life;
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- Promote efficient system management and operation; and
- Emphasize the preservation of the existing transportation system.

## **E. Significant Transportation Issues Facing the Area**

### ***Air Quality***

On April 15, 2004, EPA designated the counties of Anderson, Blount, Jefferson, Knox, Loudon, Sevier, and a portion of Cocke within the Great Smoky Mountains National Park in nonattainment of the 8-hour standard for ground level ozone (see map in Appendix A). These counties, known collectively as the Knoxville Nonattainment Area, were placed under “Basic nonattainment” and are required to meet federal air quality standards by June 2009. A large portion of the Nonattainment Area is outside of the currently designated TPO Planning Area.

In September 2004, the TPO Executive Board approved an agreement with the Tennessee Department of Transportation (TDOT) that will fund the TPO to conduct regional transportation planning and air quality conformity determination for the Knoxville Nonattainment Area through August 2008. The TPO Executive Board also created a Regional Transportation Planning Council (RTPC) consisting of the County Mayors of the nonattainment counties and TDOT. The RTPC was created to assist the Board in addressing issues outside the TPO Planning Area. The RTPC has since been abolished in favor of the Rural Transportation Planning Organization established by TDOT. A Memorandum of Agreement (MOA) was also signed between TDOT, the TPO, and the Lakeway Area Metropolitan Transportation Planning Organization (LAMTPO), which extends into Jefferson County, in October 2004 describing the roles each part has in preparing a Regional Long Range Transportation Plan and the preparation of the transportation conformity determination (see Appendix F).

The TPO developed the 2005-2030 Knoxville Regional Long Range Transportation Plan and performed a transportation conformity determination for the entire Knoxville Nonattainment Area, referred to as the Knoxville Region. The Plan and transportation conformity determination show that any transportation plans, programs, and projects identified for the Region will not create additional mobile emissions that would worsen the air quality.

On December 17, 2004, EPA designated the counties of Anderson, Blount, Knox, Loudon, and a portion of Roane County in nonattainment of the fine particulate matter (PM 2.5) standard. The Long Range Transportation Plan and was updated and determined to be in conformance with the PM 2.5 standard in March of 2006.

### ***Congestion Management***

The Congestion Management Systems (CMS) Plan, adopted in 2003, identifies congested areas throughout the TPO Planning Area along with a toolbox of appropriate solutions for mitigating congestion. The plan identified 30 congested corridors and 65 congested intersections. On average, there are approximately 28 million vehicle miles traveled per day on roadways throughout the Knoxville Region. Interstate highways handle 33% of vehicle miles traveled but consist of less than 2% of the total roadway mileage. Since 1990, the number of vehicle miles traveled per day throughout the Region has increased proportionally much greater, 57%, than the increase in population, 21%. This means people are driving more often and are continuing to commute greater distances.

### ***Freight Movement***

Nationwide, vehicle miles traveled for heavy duty freight trucks has increased 90% since 1980 while the number of lane miles of public roads has only increased by 4%. Today, as much as 30% of the average daily traffic on portions of the rural interstate throughout the Knoxville Region is attributed to heavy duty truck traffic. Truck vehicle miles traveled are expected to continue increasing 3% annually as nationwide freight activity is expected to increase to over 25 billion tons handled by 2020.

### ***I-40/James White Parkway (SMARTFIX 40)***

The reconstruction of I-40/James White Parkway/Hall of Fame Drive in Knoxville under the Tennessee Department of Transportation SmartFix 40 Project will result in the closure of a segment of the interstate as well as several bridges during the 4-year construction project. SmartFix 40 planning has integrated public education and outreach, innovative contracting provisions, and transportation systems management measures into the project as methods to lessen the impact of the construction on the traveling public. Transportation Demand Management (TDM) measures will also be implemented to mitigate impacts on commuters and area businesses.

### ***Knoxville Regional Parkway/Pellissippi Parkway/James White Parkway***

TDOT is currently preparing Environmental Impact Statements for these three major corridors. These studies will take approximately 30 months to complete. There is significant community interest in these projects, and implementation of the preferred alternative will take several years.

### ***Regional Corridor Preservation***

Plans are currently underway to develop a US 321 Corridor Management Plan from Loudon County to Greene County to preserve the environment, community, and rural character while also promoting tourism and economic development. The widening of US 321 from Gatlinburg to Pittman Center will include significant consultation with local officials and the public to consider modifications to the design of the road.

### ***Regional Transportation Planning Issues***

Along with the ozone and fine particulate matter nonattainment designations comes the responsibility of addressing transportation planning regionally. The development of the 2005-2030 Knoxville Regional Long Range Transportation Plan was the initial step of this process. The Plan must be updated in 2009 and will further address the intermodal transportation needs of the Region.

### ***Safety Conscious Planning***

SAFETEA-LU states that safety must be considered as a key goal in the development of metropolitan and statewide transportation plans and programs. The TPO compiled information from a variety of sources that identified high crash locations on major streets and highways throughout the Region. Some broad observations made include: 1) Most of the high crash locations listed were located at isolated spots or intersections rather than on longer segments of roadways; 2) More high crash locations occurred on uncontrolled access roadways than on controlled access roadways, such as interstates.

### ***Transit Planning***

Over the past several years transit ridership has soared on the urban area's public transportation systems. The resources to replace an aging transit fleet or even to expand the fleet are very limited. The service area of fixed route public transportation is primarily limited to the city limits of Knoxville but there is growing demand to serve the expanding suburban development. An aging population means increasing demand placed on the providers of human service transportation. Cooperative planning to meet this growing demand with shrinking federal resources will be a key challenge in the next decade.

### ***Transportation Corridor Planning***

The extension of Pellissippi Parkway from its current terminus at SR 35 to US 321 has been planned for several years. The completion of legal conjunctions has allowed the project to proceed as proposed following the completion of an Environmental Impact Statement (EIS). The TPO will be actively involved in reviewing environmental documents, promoting multi-modal transportation options such as greenways, and ensuring the coordination between land use and transportation.

### ***Transportation, Land Use, and Economic Development***

The need to integrate the 2005-2030 Knoxville Regional Long Range Transportation Plan and any future updates with land use and economic development planning is critical for this Region to adequately address future mobility, quality of life and air quality issues. This will require the coordination among many agencies and jurisdictions as well as the integration between various plans.

The TPO and TDOT was a major sponsor of "Plain Talk on Quality Growth" conference in March of 2007. Over 600 people participated in the conference with an overriding theme of linking land use and transportation for sustainable quality growth.

### ***Bike/Pedestrian***

TPO staff work with local governments in creating plans and programs that support the creation of walkable and bikeable places and that encourage more people to choose these modes of transportation. Programs include the Knoxville Regional Bicycle Program and the TPO's Safe Routes to School program.

These efforts support the region's air quality goals by seeking to shift motorized vehicle trips to nonmotorized modes or to transit, since transit trips often begin as walking or bicycling trips. A frequent partner in these programs is the Knox County Health Department, since increasing physical activity also supports the region's public health.

**Financial Capacity**

During the past three years costs for transportation infrastructure have increased dramatically while revenues for transportation improvements have remained flat and in some cases decreased. As a result many projects have seen cost overruns, delays and cancellations. There will be a need for new or enhanced revenue streams at all levels of government to meet future transportation capital and operating needs.

## **Chapter II: Organization and Management**

The Knoxville Regional Transportation Planning Organization's transportation planning process functions through an active committee structure.

### **A. Committees and TPO Director**

#### ***Executive Board***

The Executive Board, made up of the elected officials from the executive branch of the local governments throughout the TPO Planning Area, and East Tennessee Development District and the Governor of Tennessee, is responsible for setting policy and adopting plans and programs. This Board provides cooperative decision making for transportation planning. Final responsibility for transportation planning and programming is vested in the Executive Board.

The 13 members of the Executive Board include:

- City of Alcoa, Mayor
- Blount County, County Mayor
- Town of Farragut, Mayor
- Knox County, County Mayor
- Knox County, County Commission Chairman
- City of Knoxville, Mayor
- City of Knoxville, Vice-Mayor
- City of Lenoir City, Mayor
- Loudon County, County Mayor
- City of Maryville, Mayor
- Sevier County, County Mayor
- State of Tennessee, Governor
- East Tennessee Development District (ETDD), elected official from within the TPO Planning Area
  
- \*Federal Highway Administration-Tennessee Division, Division Administrator
  
- \*Federal Transit Administration-Director, Region IV

\*denotes non-voting members

The bylaws of the TPO Executive Board are attached as Appendix B.

### ***Rural Planning Organization (RPO)***

The Tennessee Department of Transportation has developed Rural Planning Organizations (RPOs) across the State of Tennessee to address rural transportation planning and ensure that municipalities not represented by a Metropolitan Planning Organization are involved in the State's transportation planning process.

The boundaries of the RPOs reflect those of the State's Development Districts. The RPO developed for the Knoxville Area has been divided into two halves, North and South, due to the large size of the East Tennessee Development District boundaries. The East Tennessee South RPO consists of Anderson, Blount, Cocke, Jefferson, Knox, Loudon, Monroe, Roane, and Sevier Counties.

The East Tennessee South RPO consists of an executive board made up of the county mayors from each of the nine counties. Consistent with a prior agreement with TDOT, the Knoxville Regional Transportation Planning Organization staff will provide support to the East Tennessee South RPO, develop a Long Range Transportation Plan, and provide consultation on CMAQ applications (see Appendix G).

### ***Technical Committee***

The Technical Committee primarily consists of planners and engineers of the jurisdictions represented by the Executive Board and Regional Transportation Planning Council. The Technical Committee, through policy direction, is responsible for the daily administration of all transportation activities. The members of this committee, by virtue of their staff position, disseminate transportation policies, procedures, and schedules to respective agency professionals for execution. The Technical Committee receives plans, programs, and transportation documentation for review prior to presentation to the Executive Board for approval. The Technical Committee appoints subcommittees, as needed, to organize, coordinate, evaluate, and document transportation planning, programming, and reporting requirements necessary for orderly program implementation and certification. Subcommittees appointed by the Technical Committee include the Urban Transportation Issues Committee, Title VI Working Group, and the Bicycle Advisory Committee.

The 22 members of the Technical Committee include:

- City of Alcoa, Management Services Director
- Anderson County Planning Commission, Representative
- Blount County, Planning Director
- Cocke County Planning Commission, Representative
- East Tennessee Development District, Executive Director
- East Tennessee Human Resource Agency, Director
- Town of Farragut, Town Engineer
- Knox County, Director of the Department of Engineering and Public Works
- City of Knoxville, Director of Engineering

- Knoxville Area Transit (KAT), General Manager
- Knoxville Commuter Pool, Director
- Knoxville/Knox County Metropolitan Planning Commission, Executive Director
- Knox County CAC Transit, Director
- Lakeway Area Metropolitan Transportation Planning Organization, Director
- Lenoir City, City Administrator
- Loudon County Planning Commission, Representative
- City of Maryville, Planning Director
- Metropolitan Knoxville Airport Authority, Director
- Sevier County Planning Commission, Representative
- Tennessee Department of Transportation  
Planning Division, Planning Director  
Public Transportation, Waterways, and Rail Division, Director  
Region 1 Headquarters, Regional Director
- \*Federal Highway Administration-Tennessee Division, Division Administrator
- \*Federal Transit Administration-Director, Region IV

\*denotes non-voting members

The bylaws of the TPO Technical Committee are attached as Appendix C.

### ***Bicycle Advisory Committee (BAC)***

In 2001, the TPO created the Bicycle Advisory Committee, a citizen's advisory group, to address bicycle issues and concerns in order to create a coordinated intermodal transportation system. The BAC works with TPO staff to update, maintain, and encourage implementation of the Bicycle Plan. The BAC also works with local businesses, governmental agencies, and other organizations to encourage bicycling and promote community investment in bicycle racks, signage, and other facilities and programs. The BAC currently consists of 12 members and meets at least quarterly. The bylaws of the TPO Bicycle Advisory Committee are attached as Appendix D.

### ***Title VI Working Group***

In 2001, the TPO created an informal working group to address Title VI/Environmental Justice issues. The group assists in evaluating transportation projects' impacts on minority, elderly, and low income communities. They also give advice on communicating and involving these communities in the transportation planning process.

### ***Human Services Transportation Coordination Committee (HSTCC)***

In 2007, the TPO formalized the HSTCC to help oversee local service provider coordination and to provide input into the TPO staff's administration of the Job Access and Reverse Commute and New Freedom grant programs. The HSTCC also works with TDOT in coordinating the distribution of Section 5310 (special needs of elderly individuals and individuals with disabilities) funds within the urban area. The committee's core membership consists of representatives from the TPO staff, KAT, Knox County CAC Transit, ETHRA, Knoxville Commuter Pool, Smart Trips, and TDOT.

### ***Task Forces***

The TPO Board will create task forces to address regional transportation issues. A Goods Movement and an Incident Management Task Force are current examples.

### ***Knoxville Regional Transportation Planning Organization Director***

The TPO Director is designated by the Executive Director of the Knoxville/Knox County Metropolitan Planning Commission. With a professional staff from the MPC, the TPO Director conducts studies, develops plans and programs, and chairs all TPO subcommittees. Transportation planning analyses and documentation are accomplished by schedules maintained by the director as required to meet activity due dates.

The director receives direction from both the Executive Board and the Technical Committee, individually and collectively, and disseminates this direction to staff and/or subcommittees as appropriate. The director is responsible for timely completion of required analyses, documentation, scheduling TPO meetings and recording the proceedings thereof, disseminating data and information to participating agencies, complying with data requests from the private and public sector, coordinating transportation planning with comprehensive urban planning, and providing the media with transportation information as prudent.

## **B. Procedures for Management and Coordination**

Due to the complex nature and magnitude of transportation activity in the Knoxville Urban Area, meetings of the Technical Committee are scheduled monthly. Executive Board meetings are scheduled at least quarterly, to review transportation activities and approve documentation. Interagency staff coordination is achieved on an informal and as needed basis with work schedules being established by mutual agreement as required to accomplish planning, programming, and implementation schedules.

Each participating agency responsible for program development and project implementation prepares its respective program documentation and project schedules for consolidation by the TPO Director and subsequent review by the Technical Committee and approval or adoption by the Executive Board.

The foregoing procedures provide continuing policy management and adequate cooperation at the staff and technical levels to maintain the required coordinated transportation planning, programming, and implementation effort.

All meetings of the Executive Board and Technical Committee are open to the public. An agenda item for public comment is provided at every meeting. Accommodations are made for

individuals with special needs, as required under the Americans with Disabilities Act. The Public Participation Plan adopted by the Executive Board outlines procedures to engage the public in developing the Long Range Transportation Plan, the Transportation Improvement Program, and Special Plans and Reports. A summary of the Public Participation Plan is attached as Appendix E.

### **C. Certification Review**

As part of the metropolitan planning regulations of SAFETEA-LU, the FHWA and FTA review and evaluate the TPO every four years to determine if the transportation planning process meets requirements. The most recent certification review of TPO took place in April 2004. The TPO's transportation planning process was determined to substantially meet requirements, subject to resolution of corrective actions within a certain timeline. The Federal review team noted several good practices, including the Smart Trips Program, Bicycle Advisory Committee, travel demand forecast modeling, air quality modeling, bicycle and pedestrian planning, public involvement, and participation of local elected officials.

Since the TPO certification review, all corrective actions have been resolved and several recommendations have been undertaken. The TPO Planning Area was expanded in 2004 to include areas likely to become urbanized within the next 20 years. The TPO Executive Board expanded its membership in 2004 to include municipalities added to the TPO Planning Area and the TPO Technical Committee expanded its membership to include municipalities throughout the Knoxville Nonattainment Area as well as representatives from various modes of transportation. The TPO entered into an agreement with LAMTPO and TDOT to perform air quality conformity analysis for the entire Knoxville Nonattainment Area. The adoption of the 2005-2030 Knoxville Regional Long Range Transportation Plan by the TPO Executive Board and Regional Transportation Planning Council on April 11, 2005 satisfied a number of corrective actions and includes many recommendations.

## **Chapter III: Functional Responsibility of Participating Agencies**

### **A. Federal**

#### ***Federal Highway Administration (FHWA)***

The Federal Highway Administration of the U.S. Department of Transportation is responsible for administering all federal highway funds available for highway planning and implementation pursuant to the provisions of Title 23, United States Code. FHWA is responsible, through the State Division Office, for issuing, to TDOT, all regulations and guidelines relative to expenditure of federal highway funds, monitoring all highway planning, programming, and implementation activities, and exercising fiscal control of all federal highway expenditures through an annual audit.

By virtue of having a Division Office within the State, FHWA provides a degree of liaison between state transportation agencies and regional federal modal agencies. The Tennessee Division Office has non-voting representation on the Technical Committee and actively participates in the planning process.

#### ***Federal Transit Administration (FTA)***

The Federal Transit Administration of the U.S. Department of Transportation is responsible for administering all federal transit funds available through grant allocation for public transportation planning, capital improvement, demonstration, and operations pursuant to the provisions of Title 49 of the United States Code. FTA, through the Regional Office, is responsible for issuing to all grant recipient agencies and public transportation operators regulations and guidelines relative to the expenditure of transit funds, monitoring public transportation planning and demonstration projects, and fiscal controls. The FTA Region 4 Office has non-voting representation on the Technical Committee.

#### ***Environmental Protection Agency (EPA)***

The EPA is an active participant in the air quality Interagency Consultation (IAC) process and conformity review of projects and plans in the nonattainment area.

#### ***Other Federal Agencies***

Other federal agencies such as the Federal Aviation Administration (FAA), U.S. Corps of Engineers and Federal Railroad Administration (FRA) may provide the Knoxville Regional TPO with review and advisory assistance on an as needed basis.

### **A. State**

#### **Tennessee Department of Transportation (TDOT)**

The Tennessee Department of Transportation is responsible for preparation of long range, coordinated, statewide transportation plans; development of a data collection program relative to all transportation modes and needs; encouragement and promotion of the development of transportation systems embracing various modes of transportation in a manner that will serve the State and local communities effectively and efficiently; and cooperation with local government in the development of long-range transportation plans.

The MPO and the Tennessee Department of Transportation must cooperate and coordinate their respective actions and programs very closely.

TDOT discharges its legislated and delegated responsibility as follows:

***TDOT Long Range Planning Division***

The Long Range Planning Division is responsible for ensuring that any program or project involving state or federal funds or aid is based on a continuing and comprehensive transportation planning process carried on cooperatively by the state and local communities. The Long Range Planning Division is also responsible for the ongoing data collection program that provides inventories of all transportation modes and needs, development of transportation plans, needs, and programs, administering and conducting transportation research programs, and serving as liaison between TDOT and FHWA.

***TDOT Project Planning Division***

The Project Planning Division is one of four divisions under the Chief of Environment and Planning. This Division is comprised of three offices: Short Range Planning Office, Conceptual and National Environmental Policy Act (NEPA) Planning Office and Safety Planning and Travel Data Office. It is primarily responsible for the management, development and planning of all Travel Data Operations and Short Range Planning, Conceptual Planning, NEPA Planning Guidelines, and all statewide project planning studies for State, Federal and local federal aid highways and the Highway Rail Grade Crossing Program. The Project Planning Division is a vital component in achieving the mission of TDOT's Strategic Management Plan.

***TDOT Multimodal Transportation Resources Division***

This division includes the offices of Passenger and Freight & Rail Transportation. The Office of Passenger Transportation is responsible for public transportation, planning and promotion, research and technical assistance. The Office of Freight & Rail Transportation is responsible for funding of rail, track improvements and waterways assistance. Funding and legislative initiatives are being pursued for enhancement and expansion of the rail freight program.

***TDOT Program Development and Project Management Division***

The Program Development and Project Management Division is comprised of four offices. Program Development and Scheduling is responsible for developing transportation programs and establishing project schedules. Local Programs Development is responsible for the coordination of various state and federal programs with local governments. Program Operations is responsible for establishing project funding authorizations and serves as the Liaison with the Federal Highway Administration. Project Management is responsible for the development and delivery of selected transportation projects as well as administration of the State Industrial Access Program (SIA).

**C. East Tennessee Development District (ETDD)**

The East Tennessee Development District is the regional review agency for a portion of East Tennessee. ETDD prepares broad plans for the development of the 16-county region including, but not limited to, comprehensive land use plans, plans for transportation, schools and other public facilities, and overall economic development programs. In addition, ETDD reviews and makes recommendations on projects that will affect regional development in accordance with the various plans and programs of the region.

#### **D. Local**

##### ***Planning Commissions***

The local planning commissions are responsible for the preparation, adoption, periodic revision, and recommendation to the respective administrations and legislative bodies of long range comprehensive plans for future development. They are also responsible for coordinating and developing appropriate policies relative to the planning process.

The local planning commissions include:

- Alcoa Municipal Regional Planning Commission;
- Blount County Planning Commission;
- Farragut Municipal Planning Commission;
- Lenoir City Regional Planning Commission;
- Loudon County Regional Planning Commission;
- Knoxville Knox/County Metropolitan Planning Commission;
- Maryville Regional Planning Commission;
- Sevier County Planning Commission.

##### ***Engineering and Public Works Agencies***

The following agencies of local governments within the TPO Planning Area are responsible for daily operations of the street and highway system including traffic operations studies, design, installation of traffic control devices and signs, and roadway construction. They also act as a liaison between TDOT and their city governments for project location, design, and implementation.

The local government engineering and public works agencies include:

- Department of Engineering, City of Alcoa;
- Department of Highways, Blount County;
- Department of Engineering, Town of Farragut;
- Department of Engineering and Public Works, Knox County;
- Department of Operations and Engineering, City of Knoxville;
- Department of Codes, Lenoir City;
- Highway Department, Loudon County;

- Department of Engineering, Planning, and Codes, City of Maryville;
- Highway Department, Sevier County;
- Department of Engineering, Sevier County.

***East Tennessee Human Resource Agency (ETHRA)***

ETHRA provides public transportation to residents living in 16 East Tennessee counties, including Blount, Knox, Loudon, and Sevier. While ETHRA's main focus is to serve residents who have no other source of transportation for medical, essential errands, and employment, their service is available to the general public.

***Knoxville Area Transit (KAT)***

KAT is the City of Knoxville's public transportation provider. KAT provides fixed-route, paratransit, and downtown trolley services, as well as special services including *commuter express routes*. Day-to-day operations of KAT are performed under the direction of a General Manager.

***Knoxville Commuter Pool (KCP)***

The KCP uses the Tennessee Vans service to meet the van transportation needs of organizations located in the Knoxville region. Tennessee Vans is a state-wide commuter vanpool service that provides vehicles, insurance, maintenance, and fleet management assistance to public agencies and private non-profit groups that need a cost effective means of travel. Tennessee Vans are used to transport individuals to and from work sites, to and from job-training sites, or to other events and activities that facilitate the mobility of persons served by the sponsoring organizations.

***Metropolitan Knoxville Airport Authority (MKAA)***

The MKAA is a nine-member board that is appointed by the Mayor of the City of Knoxville and is confirmed by the Knoxville City Council. Blount County is also represented on the Board.

***Knoxville Transportation Authority (KTA)***

The KTA is the board with general policy responsibility for public transit within the City of Knoxville, which includes KAT. The KTA's duties include regulation of the route and schedule structures, regulation of fares, and making and enforcing rules and regulations governing the public transportation system. The Community Advisory Committee, appointed by Knoxville City Council and the Mayor, provides input to KTA.

***Knox County Air Pollution Control Board***

The Knox County Air Pollution Control Board is responsible for the implementation of the State Implementation Plan in Knox County and for developing an air quality budget for Knox County.

***Knox County CAC Transit***

Knox County CAC Transit (part of Knoxville-Knox County Community Action Committee [CAC]) serves to increase access to community resources for all Knox County residents who have no other means of transportation. Knox County CAC Transit primarily provides demand response public transportation for the suburban and rural areas within Knox County.

***Lakeway Area Metropolitan Transportation Planning Organization (LAMTPO)***

The Lakeway Area Metropolitan Transportation Planning Organization is the designated MPO responsible for transportation planning for Morristown, Jefferson City, White Pine, and surrounding parts of Hamblen and Jefferson Counties.

***Smart Trips***

A region-wide program serving the East Tennessee non-attainment region, the Smart Trips program reduces traffic congestion and Vehicle Miles Traveled (VMT) by promoting alternative mode transportation options to commuters. Smart Trips works with employers and commuters to encourage use of alternative modes such as carpool, vanpool, transit, bicycle, walking and telecommuting.

***Other***

The Anderson County Planning Commission, City of Loudon Regional Planning Commission, Cocke County Planning Commission, Gatlinburg Planning Commission, Jefferson County Planning Commission, Oak Ridge Planning Commission, Pigeon Forge Planning Commission, Sevier County Transportation Board, and Sevierville Planning Commission provide regional information to the TPO participants including upcoming and planned highway projects as well as land use and zoning information.

## **Chapter IV: Continuing Planning Activities**

The TPO staff, through direction of the Technical Committee unless otherwise specified herein, is responsible for performing the administrative tasks required to maintain coordination of the transportation planning process. The Technical Committee is responsible, through the Executive Board, for maintaining coordination of program implementation on a continuing basis.

The TPO Director is responsible for documentation of all transportation meeting proceedings and dissemination thereof to all participants in the process. The Director, with staff assistance, is responsible for preparation of documentation as follows:

### **A. Unified Planning Work Program (UPWP)**

The Unified Planning Work Program, a document identifying the specific work tasks, funding source, and responsible agency, is prepared on an annual basis by the TPO with input from the Technical Committee. Each participant in the process provides a description of tasks to be accomplished, schedule for completion, and estimated cost. The TPO participants shall carry out the elements of the UPWP.

### **B. Public Participation Plan**

The adopted Public Participation Plan ensures the public has *opportunities for* early and continual access and involvement in all plans and programs. The Public Participation Plan serves two purposes: 1) to provide public outreach and information and 2) to ensure public input and public decision-making. The plan expands the traditional list of interested parties, establishes consultation procedures with state and Federal agencies and moves forward in the use of visualization techniques and illustrative maps. Most plans and programs require a 14-day notice and public review period before adoption, while the Long Range Transportation Plan uses a 30-day comment period, and the Public Participation Plan uses a 45-day comment period.

### **C. Regional Long Range Transportation Plan (LRTP)**

The Regional Long Range Transportation Plan includes at least a 20-year horizon, long and short-range strategies, requires review and updating every four years, and is adopted by the TPO Executive Board and the Southern Rural Planning Organization. In addition to these requirements, the plan must:

1. Identify transportation demand of people and goods over the period of the plan;
2. Consider the eight federal planning factors;
3. Include all modes of transportation including bicycling and walking and how they interrelate;
4. Reflect the results of the Congestion Management Process;
5. Assess capital investment and other measures necessary to preserve and efficiently use the existing transportation system;

6. Include sufficient detail for all improvements to develop cost estimates and to assist in making conformity determinations;
7. Consider comprehensive long-range land use and economic development plans; metropolitan development objectives, and local, state, and national goals and objectives;
8. Indicate transportation enhancements;
9. Include a financial plan that demonstrates how the adopted plan can be implemented;
10. Include an operations and maintenance financial plan;
11. Identify public transportation needs;
12. Demonstrate that the plan meets air quality- transportation conformity;
13. During development of the Long Range Transportation Plan, the public must be given early and continuing access to the plan; and
14. Identify current and future congestion management strategies.

The most current 2005-2030 Knoxville Regional Long Range Transportation Plan was adopted in September 2007.

#### **D. Transportation Improvement Program (TIP)**

The Transportation Improvement Program documents the cooperatively developed program of projects selected by the Technical Committee to be implemented during the program period of four years. This document provides a description of each project, estimated cost, and year in which implementation activity is scheduled. The TIP must be financially constrained and meet air quality conformity requirements. It includes all federally funded projects and all regionally significant projects. The TPO staff initiates, coordinates, and prepares the TIP for transmittal to TDOT for subsequent transmittal to FHWA and FTA.

#### **E. Transit Planning Activities**

Each year KAT, Knox County CAC Transit, ETHRA, Knoxville Commuter Pool, Smart Trips, and the TPO staff meet and agree upon a slate of planning projects including each agency's responsibility. These projects are listed in the annual UPWP. If requested, the TPO conducts special studies, technical reports, or research on transit planning topics. From time-to-time, when greater expertise is required, the TPO staff, on behalf of a local transit agency or TDOT, will administer special transit projects by hiring consultants.

The City of Knoxville is the designated recipient for FTA Section 5307 funds. The TPO is the designated recipient for FTA Section 5303 Planning, Section 5316 Job Access and Reverse Commute (JARC), and Section 5317 New Freedom grant funds. The TDOT is the designated recipient of Section 5310 (special needs of elderly individuals and individuals with disabilities) funds. In general (but not limited to) the following transit planning activities will be undertaken. Each appropriate transit agency and the TPO will:

1. Provide the required documentation to FTA and TDOT on Disadvantaged Business Enterprise(s), Title VI, Americans with Disabilities Act, and National Transit Data Base reporting.
2. Provide required data and projects, including financial information for inclusion into the Long Range Transportation Plan and Transportation Improvement Plan.
3. Offer technical assistance to related transportation boards, including workshops and special research.
4. Develop plans, services, and programs to improve air quality. This includes promoting alternative forms of transportation including carpooling, vanpooling, express services, bicycling, and walking.
5. Provide technical assistance and planning support for downtown transit issues, including support for the Central Station project.
6. Provide planning assistance to improve transportation services for seniors.
7. Evaluate and monitor transit safety programs including emergency preparedness.
8. Help coordinate strategies recommended by the Human Services Transportation Coordination Plan.
9. The TPO is charged with administering the JARC and New Freedom grant programs. The TPO will hold a call for projects, review and rank a slate of projects to be funded, and submit a final list to the Technical Committee and Executive Board for approval.
10. TDOT is charged with administering the Section 5310 (special needs of elderly individuals and individuals with disabilities) funds and will coordinate project selection with the TPO and the Human Services Transportation Coordination Committee.

#### **F. Other Responsibilities and Documentation**

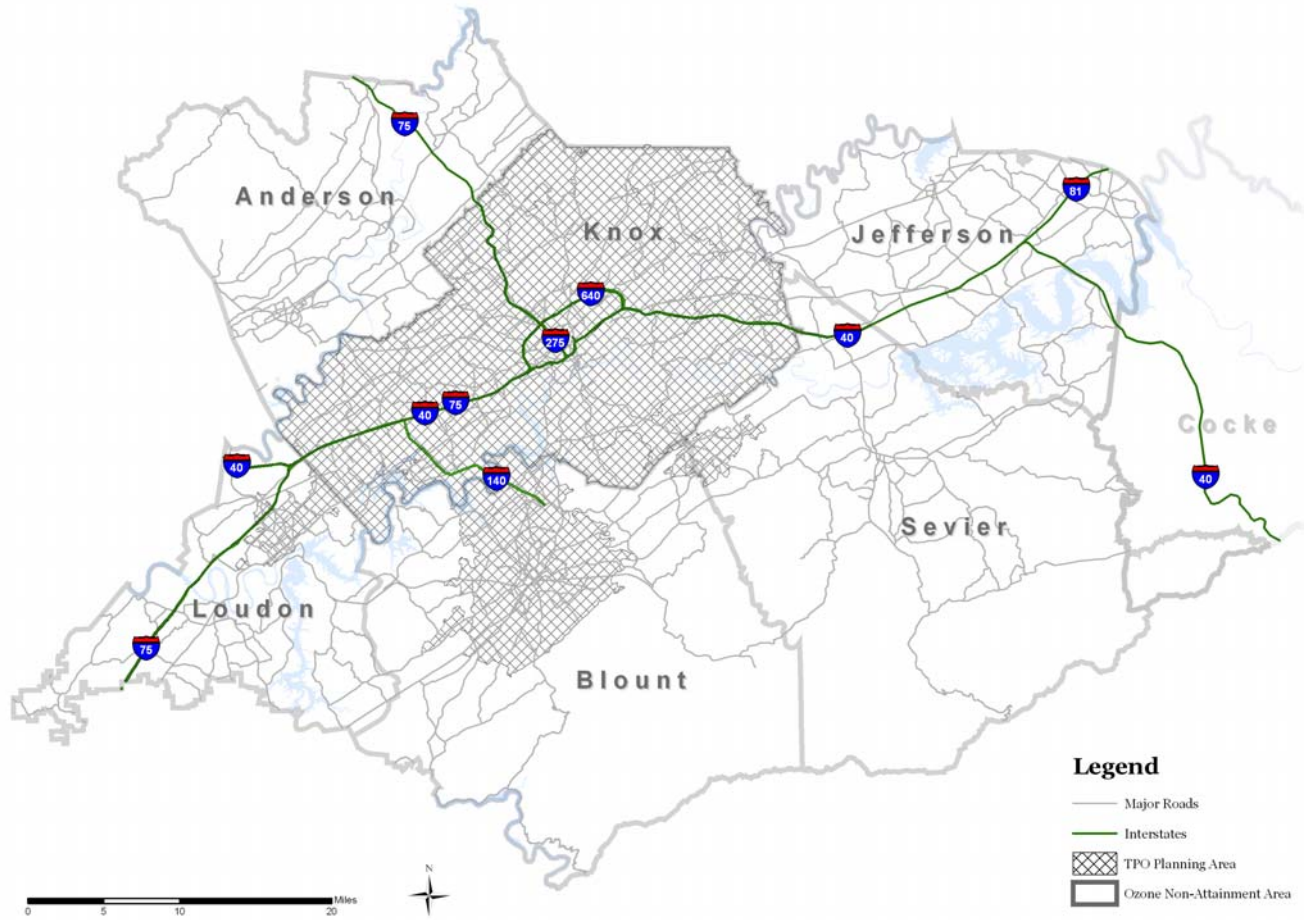
1. Develop appropriate information and databases upon which informed transportation decisions can be made;
2. Support the transportation planning efforts of the member jurisdictions and TDOT as identified in the work program;
3. Identify and ensure that the TPO meets the requirements in the existing transportation legislation and amendments and other related state and federal statutes;
4. Develop and maintain a transportation related air quality planning program to meet and maintain the national clean air standards;
5. Develop and maintain a congestion management process. This is required of TPO because it is a Transportation Management Area (TMA). The TMA designation is a result of the urbanized area population being greater than 200,000.

### **Chapter V: Amendments to Prospectus**

This Prospectus may be amended by a majority vote of the TPO Executive Board and approval of the Governor of the State of Tennessee. Amendment proposals must be presented in writing at a TPO Executive Board meeting for consideration and may be adopted at its next meeting.

## Appendix A

### Knoxville Region



## Appendix B

### Bylaws of the Knoxville Regional Transportation Planning Organization Executive Board

*Adopted by the TPO Executive Board on September 24, 2007*

Metropolitan Planning Organization (MPO) is the agency that is responsible for preparing metropolitan transportation plans and transportation improvement programs (TIP) and demonstrating that plans and TIP conform before they are adopted. An MPO is established for each metropolitan area that has an urbanized population of 50,000 or more and is that organization designated as being responsible, together with the State of Tennessee, for conducting the continuing cooperative and comprehensive planning process under *Parts 450 and 500* of Title 23, United States Code and *Part 613* of Title 49, United States Code.

#### Article I - Name/Study Area

The name of the Metropolitan Planning Organization shall be the Knoxville Regional Transportation Planning Organization (TPO). The TPO shall be governed by the TPO Executive Board. The TPO study area shall include the Knoxville Urban Area as defined by the 2000 Census, as amended by the TPO Executive Board, and may include that area to become urbanized in 20 years.

#### Article II - Composition

The Executive Board shall be composed of principal elected officials of governmental jurisdictions participating in the Knoxville Regional Transportation Planning Process. Membership by jurisdiction is as follows:

Governor	State of Tennessee
Mayor	City of Knoxville
Vice Mayor	City of Knoxville
County Mayor	Knox County
Chairman	Knox County Commission
County Mayor	Blount County
Mayor	Town of Farragut
Mayor	City of Alcoa
Mayor	City of Maryville
Elected Official	East Tennessee Development District (ETDD)
County Mayor	Sevier County

County Mayor	Loudon County
Mayor	Lenoir City
*Division Administrator	Tennessee Division, Federal Highway Administration (FHWA)
*Director	Region IV, Federal Transit Administration (FTA)
*non-voting members	

The official representing the ETDD must be from a local government within the Knoxville Urbanized Area and is appointed by the Chair of ETDD for a term of two years.

### **Article III - Responsibilities**

The Executive Board constitutes the forum for cooperative transportation decision making in the Knoxville Regional Area with responsibilities as follows:

1. Provide administrative and fiscal control;
2. Review and approve transportation planning and programming studies and reports;
3. Establish study committees as required to ensure cooperative, comprehensive, and continuing transportation planning;
4. Carry out the provisions of Section 1107, 6001 (Metropolitan Planning) of the *Safe Accountable Flexible Transportation Equity Act – Legacy for Users (SAFETEA-LU)* or its successor;
5. Transportation Improvement Program cost overruns shall be administrated according to the policies outlined in the approved Transportation Improvement Program as amended.

### **Article IV - Organization**

1. The Executive Board shall elect a Chair and Vice Chair from its membership. Such election shall be by a majority vote of that membership;
2. Election of officers shall take place on the first meeting of the calendar year and the term of office shall be for two years;
3. An officer is eligible to serve a maximum of two consecutive terms;
4. The TPO Director shall serve as permanent Secretary to the Executive Board, coordinate and schedule all meetings thereof, record proceedings and prepare minutes, prepare resolutions as adopted, and disseminate said minutes and resolutions as appropriate. The TPO Director shall be designated by the Executive Director of the Knoxville-Knox County Metropolitan Planning Commission;
5. The TPO Director shall coordinate all activities of the TPO and with professional staff assistance, accomplish analyses and documentation as assigned.

### **Article V - Duties of Chair**

1. The Chair, or in his/her absence, the Vice Chair, shall preside at all meetings of the Executive Board;
2. The Chair shall authenticate, by his/her signature, all resolutions adopted by the Executive Board;
3. The Chair, or his/her designated representative, may represent the Executive Board at hearings, conferences, or other events as required;
4. The Chair may call special meetings when necessary. In the absence or refusal of the Chair, a majority of the Executive Board may call a special meeting.

### **Article VI – Meetings and Voting**

1. The Executive Board shall meet at least quarterly as required to accomplish administrative control of the planning process and maintain certification;
2. Each Executive Board member may designate, in writing, a representative to serve at meetings during said member's absence;
3. The presence of a simple majority of the Executive Board membership or designated representatives at Board meetings shall constitute a quorum for business transaction;
4. Each Executive Board member shall have one vote.

### **Article VII - Rules of Order**

1. The Executive Board shall conduct business as prescribed in Robert's Rules of Order Revised unless prescribed otherwise by amendment to these bylaws.

### **Article VIII - Amendment to Bylaws**

1. These bylaws can be amended at any regular meeting of the Board by a majority vote of the membership, provided that the amendment has been submitted in writing at the previous regular meeting.

### **Article IX – Relationship to the East Tennessee South Rural Planning Organization**

The Tennessee Department of Transportation created Rural Planning Organizations (RPO) to facilitate rural transportation decision-making. The RPO for this area overlaps the air quality nonattainment area where the TPO has responsibility for regional long range transportation planning. The TPO Executive Board and the East Tennessee South RPO Board shall cooperate in regional decision-making for the air quality Knoxville Nonattainment Area.

The TPO Executive Board and the East Tennessee South RPO shall approve the following:

1. Area wide Regional Long Range Transportation Plan;

2. Regional Transportation Improvement Plan;
3. Policies, allocations, and funding Congestion Mitigation and Air Quality (CMAQ) projects;
4. Other regional issues that may impact transportation and air quality.

**Article X -Memorandum of Agreement for Transportation Conformity Determination**

There shall be in place a Memorandum of Agreement between the Tennessee Department of Transportation, the Knoxville Regional Transportation Planning Organization, and the Lakeway Area Metropolitan Transportation Planning Organization for the development of the Transportation Conformity Determination(s) under the 8-Hour Ozone Standard.

## Appendix C

### **Bylaws of the Knoxville Regional Transportation Planning Organization Technical Committee**

*Adopted by the TPO Technical Committee on July 10, 2007*

Metropolitan Planning Organization (MPO) is the agency that is responsible for preparing metropolitan transportation plans and Transportation Improvement Programs (TIP) and demonstrating that plans and TIP conform before they are adopted. An MPO is established for each metropolitan area that has an urbanized population of 50,000 or more and is that organization designated as being responsible, together with the State of Tennessee, for conducting the continuing cooperative and comprehensive planning process under Parts 450 and 500 of Title 23, United States Code and Part 613 of Title 49, United States Code.

#### **Article I - Name/Study Area**

The name of the Metropolitan Planning Organization shall be the Knoxville Regional Transportation Planning Organization (TPO). The TPO study area shall include the Knoxville Urban Area as defined by the 2000 United States Census, as amended by the TPO Executive Board, and may include that area to become urbanized in 20 years.

#### **Article II - Composition**

The Technical Committee shall be composed of the following:

Executive Director	Knoxville-Knox County Metropolitan Planning Commission
Director	Planning Division, TDOT
Director	Public Transportation, Waterways, and Rail Division, TDOT
Regional Director	Region 1, TDOT
Director	Knox County, Department of Engineering and Public Works
Director	City of Knoxville, Engineering Division
General Manager	Knoxville Area Transit (KAT)
Ten Staff Members	One each to be designated by Alcoa, Farragut, Lenoir City, Maryville, and Blount, Sevier, Loudon, Anderson, Jefferson, and Cocke Counties
Director	Knoxville Commuter Pool

Executive Director	East Tennessee Development District
Director	Metropolitan Knoxville Airport Authority
Director	Knox County CAC Transit er [CAC])
Director	East Tennessee Human Resource Agency (ETHRA)
*Division Administrator	Tennessee Division, Federal Highway Administration (FHWA)
*Director	Region IV, Federal Transit Administration (FTA)
*non-voting members	

### **Article III - Responsibilities**

1. The Technical Committee is responsible directly to the Executive Board for administration of transportation planning and programming, relying on the TPO Director to achieve coordination among technical staff participating in the process;
2. The Technical Committee shall establish schedules and assign personnel to accomplish same in accordance with Executive Board policy and legislative requirements;
3. The Technical Committee, individually or collectively, shall research and prepare planning studies and program development, and report to the Executive Board as appropriate;
4. The Technical Committee shall cooperatively review and approve plans and the planning process;
5. The Technical Committee shall carry out the provisions of Section 1107, 6001 (Metropolitan Planning) of the Safe Accountable Flexible Transportation Equity Act – A Legacy for Users (SAFETEA-LU) or its successor;
6. Transportation Improvement Program cost overruns shall be administrated according to the policies outlined in the approved Transportation Improvement Program as amended.

### **Article IV - Organization**

1. The Technical Committee shall elect a Chair and Vice Chair and Secretary. The Chair and Vice Chair shall be elected from the membership of the Technical Committee by a majority vote;
2. Election of officers shall take place during the first meeting of the calendar year. The term of office shall be for one year. Any officer is eligible to serve a maximum of two consecutive terms;
3. The TPO Director shall serve as permanent Secretary to the Technical Committee.

### **Article V - Duties of Chair**

1. The Chair, or in the absence of the Chair, the Vice Chair, shall preside at all meetings of the Technical Committee;
2. The Chair, or his/her designate, shall present the recommendation of the Technical Committee to the Executive Board. The Chair, or his/her designate, shall represent the Technical Committee at Executive Board meetings, hearings, conferences, and other events as required.

#### **Article VI - TPO Director**

1. The TPO Director shall serve as permanent Secretary to the Executive Board and Technical Committee, coordinate and schedule all meetings thereof, record proceedings and prepare minutes, prepare resolutions as adopted, and disseminate said minutes and resolutions as appropriate. The TPO Director shall be designated by the Executive Director of the Knoxville-Knox County Metropolitan Planning Commission;
2. The TPO Director shall sever as Chair of all ad hoc subcommittees appointed by the Executive Board and the Technical Committee;
3. The TPO Director shall coordinate all activities of the TPO and with professional staff assistance accomplish analyses and documentation as assigned.

#### **Article VII - Meetings**

1. The Technical Committee shall meet as required to achieve coordination in the transportation planning, programming, and implementation process at least bimonthly;
2. Each Technical Committee member may designate, in writing, a representative to attend meetings in said member's absence;
3. The presence of a majority of the Technical Committee membership or designated representatives shall constitute a quorum for business transaction at Technical Committee meetings.

#### **Article VIII - Rules of Order**

1. The Technical Committee shall conduct business as prescribed in Robert's Rules of Order Revised unless prescribed otherwise by amendment to these bylaws.

#### **Article IX - Amendment to Bylaws**

1. These bylaws can be amended at any regular meeting of the Committee by a majority vote of the voting membership, provided that the amendment has been submitted in writing at the previous regular meeting.

#### **Article X – Relationship to the East Tennessee South Rural Planning Organization**

1. The Tennessee Department of Transportation created Rural Planning Organizations (RPO) to facilitate rural transportation decision-making. The East Tennessee South RPO

for this area overlaps the air quality nonattainment area where the TPO has responsibility for regional long range transportation planning and air quality conformity analysis. The Technical Committee will cooperate with the Southern RPO to address regional issues such as the Regional Transportation Plan, Congestion Mitigation and Air Quality funds, Regional Air Quality Conformity Plan, Regional Transportation Improvement Program, and other issues of regional significance.

## **Appendix D**

### **Bylaws of the Knoxville Regional Transportation Planning Organization Bicycle Advisory Committee**

*Adopted by the TPO Executive Board on April 25, 2001*

#### **ARTICLE I - Name**

The name of this organization shall be Bicycle Advisory Committee (BAC).

#### **ARTICLE II - Purpose**

The Bicycle Advisory Committee (BAC) of the Knoxville Regional Transportation Planning Organization (TPO) shall advise the TPO Executive Board and Technical Committee of bicycle issues and concerns that will facilitate a coordinated and connected transportation system.

#### **ARTICLE III - Membership**

1. The BAC shall be composed of no more than twelve (12) citizens interested in bicycle issues residing within the urban area. These citizens shall represent different jurisdictions within the TPO urban area including Blount County, Knox County, City of Alcoa, Maryville, Knoxville, and the Town of Farragut. The Technical Committee shall approve the membership;
2. Terms of memberships shall be staggered by 2 or 3 years for each new member commencing in the spring of 2001. From then on, each new member shall serve a 2-year term. Members may serve a maximum of two consecutive terms;
3. Members are expected to attend meetings regularly. Any member who is absent without notice from more than three (3) meetings per calendar year shall be considered for removal from the BAC. By majority vote, the BAC shall send a letter to the appropriate member recommending that the individual continue on the bicycle committee or be removed due to lack of participation;
4. No member shall receive compensation or reimbursement for unapproved expenses in regard to his/her service on behalf of the BAC;
5. Once every three years, TPO Staff and the bicycle committee members will evaluate the BAC to determine its effectiveness. From this evaluation a recommendation will be given to the TPO Technical Committee and Executive Board regarding the continuation of this bicycle committee.

#### **ARTICLE IV - Organizational Duties**

The duties of the Bicycle Advisory Committee shall include the following:

1. Assist TPO in updating and maintaining the Bicycle Plan for the Knoxville Urban Area;
2. Make recommendations and encourage implementation of bicycle provisions and opportunities identified in the Bicycle Plan to the Technical Committee, Executive Board, and implementing agencies;
3. Work with local businesses, governmental agencies, and other organizations to encourage bicycling and promote community investment in bicycle racks, signage, and other mutually beneficial amenities;
4. Other tasks as needed.

#### **ARTICLE V - Officers and Members Duties**

1. The BAC shall elect a Chair and Vice Chair at the first regular meeting of the calendar year. The officers shall be elected for a term of one (1) calendar year. The officers shall be installed and begin service at the same meeting. Any officer is eligible to serve a maximum of two consecutive terms;
2. The Chair shall act as official spokesperson for the BAC, however, this shall not abridge any individual's rights to freedom of speech on their own behalf;
3. In the absence of the Chair, the Vice Chair shall perform the duties of the Chair;
4. Should the office of Chair or Vice Chair become vacant, the BAC shall elect a successor to fill each vacant position. The newly elected Chair or Vice Chair shall serve for the unexpired term of the said office.

#### **ARTICLE VI - Meetings**

1. BAC shall meet quarterly, or as needed;
2. No action of the BAC will become official unless a quorum is present. A quorum will be 51% of the membership. A majority vote shall be required from members present to carry a motion;
3. Special meetings, including special public meetings of the BAC, may be called at the discretion of the Chair when it is deemed to be in the best interest of the bicycle committee. Any five (5) members of the BAC may petition the Chair to call special meetings. Written notice shall be sent at least 5 days prior to the called meeting;
4. The meetings of the BAC shall be conducted in accordance with Robert's Rules of Order. However, any rules adopted by the bicycle committee, including these bylaws, shall prevail when in conflict with Robert's Rules of Order;
5. The agenda of the meetings of the BAC shall be as follows: Each meeting shall be held to ninety (90) minutes and include an agenda. A member may petition the Chair to place an item on the agenda at least seven (7) days before the scheduled date for such meeting.

**ARTICLE VII - TPO Director**

1. The TPO Director shall serve as permanent Secretary to the BAC, coordinate and schedule all meetings thereof, record proceedings and prepare minutes, prepare resolutions as adopted, and disseminate said minutes and resolutions as appropriate.

**ARTICLE VIII - Amendments to the Bylaws**

1. These Bylaws can be amended, if consistent with TPO policies, at any regular meeting of the BAC by a two-thirds vote of the members present, provided that the amendment has been submitted in writing at the previous regular meeting.

## **Appendix E**

### **Knoxville Regional Transportation Planning Organization Public Participation Plan**

*Adopted by the TPO Executive Board August 22, 2007*

- The Urban Transportation Issues Committee (UTIC) is dissolved in favor of plan-specific Task Forces that sunset after plan completion.
- There is greater emphasis on using visualization techniques to convey concepts.
- There is also greater emphasis on using web-based and electronic media to communicate and gather information.
- The list of stakeholders and interested parties is expanded.
- A consultation process between agencies at the local, state and Federal level is established.
- Adequate public notice and comment periods are established for each TPO plan. Most plans have a minimum 14-day official public comment period prior to adoption. Public meetings will be held during this time. The Public Participation Plan has a Federally-required 45-day public comment period.
- Notice will be given through a press release, web announcements, announcement posters and/or announcement letters. Also a public service announcement will be released, and public notice will be published in various regional, local and minority newspapers. Notice efforts will vary based on the scale and scope of the plan.

## **Appendix F**

### **MEMORANDUM OF AGREEMENT**

#### **Between the Tennessee Department of Transportation (TDOT), the Knoxville Regional Transportation Planning Organization (TPO) and the Lakeway Area Metropolitan Transportation Planning Organization (LAMTPO) for the development of the Transportation Conformity Determination(s) under the 8-Hour Ozone Standard**

#### **I. PURPOSE**

This Memorandum of Agreement (MOA) is for the purpose of conducting cooperative planning and analysis of, and determining transportation conformity for, all transportation projects outside the TPO metropolitan planning area, but within the nonattainment or maintenance area.

#### **II. BACKGROUND**

- A. The U.S. Environmental Protection Agency (EPA) has designated the Knoxville Nonattainment Area for ozone as being the counties of Anderson, Blount, Jefferson, Loudon, Knox, Sevier and a portion of Cocke County. This ozone nonattainment became effective June 15, 2004. The designated nonattainment area includes, and is larger than, the TPO planning area. In addition, a portion of Jefferson County lies within the LAMTPO planning area.
- B. 23 CFR 450.310(f) states that if the metropolitan planning area does not include the entire nonattainment or maintenance area, there shall be an agreement among the state department of transportation, state air quality agency, affected local agencies and the metropolitan planning organizations describing the process for cooperative planning and analysis of all projects outside the metropolitan planning area but within the nonattainment or maintenance area. The agreement also must indicate how the total transportation-related emissions for the nonattainment or maintenance area, including areas both within and outside the metropolitan planning area, will be treated for the purposes of determining conformity in accordance with the US Environmental Protection Agency (EPA) conformity regulation. The agreement shall address policy mechanisms for resolving conflicts concerning transportation-related emissions that may arise between the metropolitan planning area and the portion of the nonattainment or maintenance area outside the metropolitan planning area.
- C. Tennessee has a State Transportation Conformity Rule (1200-3-34-.01), which applies to designated nonattainment and maintenance areas and implements the requirements of the federal transportation conformity rule (40 CFR Part 93, Subpart A) concerning several of the requirements in part B above. This MOA is intended to only address the assumption of the responsibility by the TPO for completing a single conformity determination for the entire Knoxville Nonattainment Area.
- D. The TPO, TDOT and LAMTPO have come to a preliminary agreement that the TPO will perform the air quality analysis and conformity determination for the entire

nonattainment area based primarily on the fact that the TPO has previous experience with preparing conformity determinations and maintains a travel demand forecasting model that covers the entire nonattainment area except for the portion of Cocke County for the purposes of projecting future traffic demand and air quality impacts of proposed transportation projects.

### **III. RESPONSIBILITIES**

#### **A. TPO:**

1. The TPO, in coordination with TDOT and other affected agencies will prepare the transportation conformity analysis for the entire nonattainment area which will comply with the applicable requirements of 40 CFR Part 93. If analysis requirements for the non-TPO area are not specific, clear or well defined, the interagency consultation process will be used to determine appropriate analysis procedures.
2. The TPO will facilitate meetings of the Interagency Consultation Group as necessary in order to define the specific processes and adhere to schedules required to complete the conformity determination by the June 15, 2005 deadline.
3. The TPO is responsible for the development of a comprehensive and multimodal “Urban Long Range Transportation Plan (LRTP)” that identifies a fiscally constrained transportation project listing out to the year 2030 for the TPO planning area, which is comprised of urbanized portions of Knox, Blount, Loudon and Sevier counties.
4. The TPO is responsible for development of a “Regional LRTP” that identifies a single listing of transportation projects for the entire nonattainment area.
5. The TPO will provide for public input opportunities on both the urban and regional LRTPs and accompanying conformity analysis.

#### **B. TDOT:**

1. TDOT, in coordination with local affected agencies, is responsible for the development of a transportation project listing on state-funded roadway system for the non-urbanized portions of the nonattainment area out to the year 2030 at appropriate horizon years to be compatible with the conformity analysis.
2. TDOT will provide for public involvement opportunities within the non-urbanized portions of the nonattainment area.

#### **C. LAMTPO:**

1. LAMTPO will provide to the TPO a list of fiscally constrained transportation projects that result from a LRTP prepared for the Lakeway Area planning boundary that are within Jefferson County, and go out to the year 2030 with appropriate horizon years to be compatible with the conformity analysis.

### **IV. PROCEDURAL CONSIDERATIONS**

#### **A. Data Sources:**

1. Travel Demand Model – The TPO will use its recently calibrated travel demand forecasting model to project future vehicle miles of travel within the nonattainment area for purposes of determining conformity of the transportation projects that are proposed. If, through the interagency consultation process, a project is determined to be regionally significant but not included in the model then appropriate HPMS data forecasting methodologies will be pursued.
2. HPMS and traffic count data – The portion of Cocke County within the nonattainment area is not covered in the travel demand forecasting model, therefore HPMS and/or historical traffic count data will have to be used as necessary to support the conformity determination.

**B. Conformity Submittal Protocol:**

1. The TPO will develop a single conformity determination for the entire nonattainment area, which will support both the Knoxville Regional TPO and the LAMTPO long range transportation plans.
2. The TPO will submit the conformity determination to the Federal Highway Administration and the Federal Transit Administration for their review and approval concurrent with EPA.
3. The LAMTPO will include the conformity determination documentation within their transportation plans as an appendix.

**V. AGREEMENT TERMS**

- A. This MOA shall remain in effect as long as each of the parties is in agreement with its terms. The interagency consultation process shall be used for revision of the MOA as necessary.

**VI. SIGNATORIES**

The following signatory parties do hereby agree to comply with the provisions and terms of this MOA.

\_\_\_\_\_  
W. Edward Ford III, TPO Executive Board Chair

\_\_\_\_\_  
Gary R. Johnson, LAMTPO Executive Board Chair

\_\_\_\_\_  
Gerald Nicely, TDOT Commissioner

## **Appendix G**

### **MEMORANDUM OF AGREEMENT**

#### **Between the Knoxville Regional Transportation Planning Organization (TPO) and the East Tennessee South Rural Planning Organization (RPO)**

#### **I. PURPOSE**

This Memorandum of Agreement (MOA) is for the purpose of conducting cooperative planning and analysis of, and determining transportation conformity for, all transportation projects outside the TPO metropolitan planning area, but within the nonattainment or maintenance area.

#### **II. BACKGROUND**

The Tennessee Department of Transportation and the East Tennessee Development District have developed a Rural Planning Organization to ensure that areas not represented by a Metropolitan Planning Organization are involved in the State's transportation planning process.

The East Tennessee South RPO represents the non-urbanized portions of Anderson, Blount, Cocke, Jefferson, Loudon, Monroe, Roane, and Sevier Counties and consists of an Executive Board made up of the county mayors and one elected municipal official from each of the eight counties. These Executive Board members, along with two state legislators, are the voting members.

#### **III. RESPONSIBILITIES**

Consistent with a prior agreement with TDOT, the Knoxville Regional TPO staff will provide technical support to the Knoxville Non-Attainment Area, which includes Anderson, Blount, Jefferson, Knox, Loudon, Sevier, and portions of Cocke and Roane Counties located within the South RPO for the following activities:

1. Develop and update the Regional Long Range Transportation Plan;
2. Develop a Regional Transportation Improvement Plan;
3. Administer the Congestion Mitigation and Air Quality (CMAQ) program;
4. Perform Regional Air Quality Conformity Analysis;
5. Provide technical support on other regional issues that may impact transportation and air quality.

**VI. SIGNATORIES**

The following signatory parties do hereby agree to comply with the provisions and terms of this MOA.

\_\_\_\_\_  
Mayor Bill Haslam, TPO Executive Board Chair

\_\_\_\_\_  
Mayor Larry Waters, East Tennessee South RPO Executive Board Chair

\_\_\_\_\_  
Kathryn Baldwin, East Tennessee South RPO Technical Committee Chair