



Meeting Notes  
Neighborhood Advisory Council  
Wednesday, June 10, 2015  
CAC, 2247 Western Avenue, Knoxville

**Present:** Terry Caruthers  
Ashley Williams  
Anna Compton  
Kimberley Fowler  
Travetta Johnson  
Robbie Arrington  
Donnie Ernst  
Bill Hutton  
Amy Midas

**Absent:** Danny Gray  
Lauren Rider  
Donna Downen  
David Gillette

**City Staff:** David Massey, Debbie Sharp, Griff Ashooh, Travis Nissen  
Jim Hagerman, Jeff Branham, Jon Livengood, Elaine Frank

**Other Guest Speakers:** Caroline Cooley, Liliana Burbano

**City Council Members:** Finbarr Saunders

**Actions Taken by NAC:** None

Here is a brief summary of the announcements, presentations and discussion at the June 10, 2015, meeting of the Neighborhood Advisory Council.

- 1) Given vacation schedules, the NAC will NOT meet in July.
- 2) The next meeting will be **Wednesday, August 12, 2015**. Devin Lyon from the Law Dept. will be on hand to discuss the state's Open Meetings law and how it applies to boards and commissions such as the NAC. This will take about 30 minutes.
- 3) The Office of Neighborhoods – along with other departments – will hold a public meeting later this year to gain public input on requirements for neighborhood entrance signs and needed changes to the zoning ordinance for such signs. See article in this past Tuesday's newsletter.
- 4) We bid fond farewell to our AmeriCorps members. Travis Nissen will attend graduate architecture school at Cornell this fall, and Griff Ashooh is headed for the international development program at American University. Their last day is Thursday, June 25.

- 5) Engineering Director Jim Hagerman and Traffic Engineering Chief Jeff Branham -- along with Captain Ron Green of the Police Department -- presented on the rules and procedures for street closures. Jim noted that both Engineering and KPD take a conservative, traditional approach to street closures, with an emphasis on public safety. Usually the requirements include:
- The filing of a “Temporary Traffic Control Permit” application, and approval by the Engineering and Police departments.
  - Securing a “stamped” detour plan developed by a licensed engineer, which can cost several hundred to several thousand dollars, depending on the size of the closure, the number of intersections affected, and the simplicity or complexity of the detour routes. (If a group knows of a licensed engineer who can donate services, there would be no charge.)
  - Paying a minimum of \$120 (\$30/hr for a minimum of 4 hours) for an off-duty police officer at each closed intersection and \$140 for a supervisor if three or more officers are required.
  - Renting barricades and detour signs if extra ones are not available from the city, and perhaps paying the city for their proper installation.
  - Proof of liability insurance or single-day special event liability insurance.

Jeff Branham said that Engineering could meet with neighborhood reps to discuss possible street closure candidates, to determine if one street is a better candidate than another, especially with regard to costs. In rare instances, such as a cul-de-sac or a single block in a grid pattern neighborhood where the detours are obvious, Engineering might not require a stamped plan, although a stamped plan currently is the norm.

For now, neighborhood groups interested in a street closure should start with the Office of Neighborhoods. In the meantime, Special Events and the Office of Neighborhoods will produce a step-by-step guide on street closures for neighborhood groups.

Here is the current street closure request form:

[http://knoxvilletn.gov/UserFiles/Servers/Server\\_109478/File/SpecialEvents/form\\_trafficcontrol.pdf](http://knoxvilletn.gov/UserFiles/Servers/Server_109478/File/SpecialEvents/form_trafficcontrol.pdf)

- 6) Liliana Burbano, head of the Safe Routes to Schools program at the Knox County Health Department, and Caroline Cooley, president of Bike Walk Knoxville, made presentations on the benefits of large-scale street closures, also known as open streets. Here are some resources they provided during and after the meeting:

**Videos**

<http://www.streetfilms.org/lessons-from-bogota/>

<http://www.streetfilms.org/ciclovia/>

**Ciclovia Recreativa Implementation and Advocacy Manual**

<http://cicloviarecreativa.uniandes.edu.co/english/index.html>

## **Bike Walk Alliance's Open Streets Guide**

<http://www.bikewalkalliance.org/resources/reports/open-streets-guide>

With the encouragement of Mayor Rogero, several departments (Engineering, Police, Special Events) are working with Bike Walk Knoxville and others to plan an open streets event at some point in the future. Stay tuned.

NAC members asked a lot of questions about street closures and open streets, and there was much discussion on these matters.

David Massey  
Office of Neighborhoods  
June 12, 2015