

**MINUTES OF THE WORK SESSION OF THE
KINGSPORT REGIONAL PLANNING COMMISSION**

Jimmy Walker Conference Room
201 W. Market Street, Kingsport, TN 37660

October 13, 2014

12:00 p.m.

Members Present

Dennis Ward, Chairman
Buzzy Breeding
Dr. Heather Cook
Dr. Mike McIntire, Vice Mayor
John Moody
Beverly Perdue
Mark Selby
Dave Stauffer

Staff Present

Lynn Tully
Ken Weems
Corey Shepherd
Justin Steinmann
Hank Clabaugh
Michael Thompson

Members Absent

Hoyt Denton

Visitor's List

At 12:00 p.m., Administrator Weems called the meeting to order. Administrator Weems noted two changes to the tentative agenda in that both the Subdivision Vesting Text Amendment (14-801-00004) and the Downtown Master Plan Presentation (for informational purposes only) would not be included with the regular meeting agenda. Administrator Weems noted that the Subdivision Vesting Text Amendment would be reviewed for the works session as it closely relates to the Zoning Code Text Amendment being considered, however the item must be considered during the Commissions regular meeting in November due to the 30-day public hearing notification requirement required by state law for subdivision regulation changes. Subsequently, the agenda was set for the October 16, 2014 meeting. He then asked for any changes for the minutes of the work session held August 18, 2014 and the regular meeting held August 21, 2014. With no changes requested, the minutes will be presented at the regular meeting for approval.

CONSENT AGENDA

None

UNFINISHED BUSINESS

None

NEW BUSINESS

10-01 Bicycle Parking Ordinance - (13-101-00001)

The Planning Commission heard a presentation for establishing bicycle parking requirements in the city for certain business and related uses. Staff explained the details of the zoning text amendment proposal. Staff explained that some tweaking to the proposal had occurred since last review that will make the bike parking requirements more applicable

to the community and advantageous to developers. Staff explained that parcels that will require bicycle parking are proposed to be located within a 500 foot buffer of the streets identified as local and state bike routes, to include the Kingsport Greenbelt. Staff noted that the new scope of the proposal is different from the past in that previously it was proposed to be implemented city-wide. Staff explained that the proposed requirement for bicycle racks will be 5% of what is currently required for automobile parking spaces. Additionally, staff reviewed the proposed location and design standards for the racks. Mr. Weems explained a parking bonus feature of the proposal, which is applicable to all new structures where parking is required. The parking bonus offers a 1:1 reduction of automobile parking spots for each bicycle parking spot proposed, with a maximum reduction of automobile parking being no more than 10% of the total requirement. Mr. Weems stated that the trigger for requiring the new bike parking installation is new development. Vice Mayor McIntire asked if the Academic Village had bike parking and if different styles of bike racks were allowed. Staff confirmed that the Academic Village did already have bike racks and added that bike racks other than the minimum requirement of the inverted "U" shaped racks would be encouraged. Vice Mayor McIntire then asked why the location standards were set to within 50 feet of a main entrance. Staff explained that the close location to a main entrance of a building would be more enticing to those that need to ride bikes out of necessity as opposed to those that ride more for the benefit of exercise. There being no further discussion, no official action was taken.

10-02 Subdivision Vesting Text Amendment – (14-801-00004)

The Planning Commission heard a presentation for a subdivision vesting text amendment that would be very similar in composition to the vesting zoning text amendment that is the next item on the work session agenda. This amendment is in keeping with the new state law requirements to add vesting time periods to preliminary subdivision approvals. Currently, preliminary subdivision approvals last for two years, in which time a final subdivision plat must be approved. Staff explained the new vesting requirements, which offer a 10 year vesting period for single phase projects and a 15 year vesting period for multi-phase subdivisions. The vesting periods tie the development to the local standards in effect at the time of approval. Staff also reviewed the criteria, as set in the new state law, which cause a developer to lose vesting rights. Staff noted to the commission, as it was previously mentioned while amending the regular meeting agenda, that this item would come before the Commission during their regular meeting in November 2014 for approval. November 2014 regular meeting consideration would allow staff the appropriate time to advertise the necessary public hearing that the Commission is required to hold prior to amending its subdivision regulations. Chairman Ward asked if the developer loses vesting rights if he/she does not comply with an approved preliminary subdivision plan. Staff noted that the vesting rights will be lost in this case, but only after the developer is provided 90 days from notification of the violation to cure the violation. Staff explained that an electronic record of the local development standards, to include subdivision regulations, the city code, and engineering standards would be maintained to assist developers in finding their vested local standards should

it be necessary to research the appropriate standards for a particular development based off the date of approval. There being no further discussion, no official action was taken.

10-03 Vesting Zoning Text Amendment – (14-801-00005)

The Planning Commission heard a presentation for a zoning text amendment that adds vesting requirements to the city zoning code. Staff explained the details of the amendment, which complies with new state legislation that adds vesting rights for developers in regards to their preliminary zoning development plans. Mr. Weems outlined the timeline for the new vesting rights, which total ten years for single phase developments and 15 years for multi-phase developments. Additionally, Mr. Weems explained the situations, as dictated in state law, which cause a developer to lose vesting rights for their preliminary zoning development plans. Mr. Weems noted that preliminary zoning development plans are currently approved for a total of 24 months, at which time the Planning Commission can revoke approval of a preliminary zoning development plan if a final zoning development plan has not been submitted. Additionally, staff stated that if the Commission desired, it could add to the vesting period as deemed appropriate. Staff restated that both the vesting requirements and time periods for preliminary subdivision plats and preliminary zoning development plans are the same. There being no further discussion, no official action was taken.

10-04 Engineering Design Standards – (for informational purposes only)

The Planning Commission heard a presentation from the City Engineer, Mr. Hank Clabaugh pertaining to Engineering Design Standards for the City. Mr. Clabaugh explained that this is a design document applicable to technical specifications for development. Further, the document addresses development in instances when land is not being subdivided. Mr. Clabaugh stated that the document, which will be inclusive of all engineering standards, will provide more consistency across the city as it pertains to development. Mr. Clabaugh stated that Johnson City developed a similar document several years ago. Vice-Mayor McIntire asked what would happen if the state changes a standard. Director Tully advised that in such a situation the new state standard must be followed. Mr. Clabaugh added that the design standards document often references the “latest approved release,” which will assist in ensuring current state standards are adhered to. There being no further discussion, no official action was taken.

10-05 Downtown Master Plan Presentation – (for informational purposes only)

The Planning Commission heard a presentation from Mr. Steinmann on the Unified Downtown Master Plan progress. Mr. Steinmann noted the attributes of the plan and the planning process that would be followed through approval. It was noted that while constructing the Downtown Master Plan, that attention would be paid to the plans the City already has in place as well as take into consideration downtown’s historical architecture and character. Mr. Steinmann also noted how the plan, once completed, would recommend future uses in downtown and the possibility of different types of zoning that would assist in plan implementation. Commissioner Breeding expressed gratitude for this long-range planning work, noting how he had performed construction work in downtown in the past without regard to historical architecture. Commissioner Ward

asked that the Nolen Plan be considered while crafting the Downtown Master Plan. There being no further discussion, no official action was taken.

PUBLIC COMMENT (Speakers are limited to 5 minutes per item.)

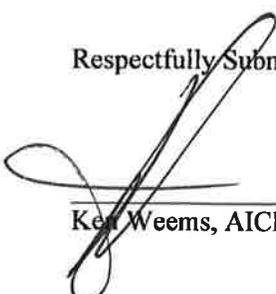
No speakers present for public comment.

OTHER BUSINESS

ADJOURNMENT

- 10-06** Receive a letter of resubdivision of the Summitt at Preston Park, on Preston Park Drive.
- 10-07** Receive a letter of resubdivision of the Barnes Property, on Center Street.
- 10-08** Receive a letter of resubdivision of the Bishop Property, on Island Road.
- 10-09** Receive a letter of resubdivision of the Ridgefields Lot 3R & 5R, on Ridgefields Road.
- 10-10** Receive a letter of resubdivision of the Gateway Commerce Park Replat, on Gateway Commerce Park Court.
- 10-11** Receive a letter of resubdivision of the Edinburgh Phase 3, Lot 3B, on Edinburgh Channel Road.
- 10-12** Receive a letter of resubdivision of the Snodgrass Property, on South River Drive.
- 10-13** Receive a letter of resubdivision of the Oak Hill Cemetery Plat, on Truxton Drive.
- 10-14** Receive a letter of resubdivision of Edinburgh Phase 5, on Calton Hill Road.
- 10-15** Receive a letter of resubdivision of the Anchor Pointe Lots 1 & 2, on Anchor Pointe Drive.
- 10-16** Receive, for informational purposes only, the New Business Report for August 2014 from Lynn Tully.
- 10-17** Receive, for informational purposes only, the August and September 2014 report from the Building Division.
- 10-18** Receive, for informational purposes only, the 3rd Quarter Comparison 2013-2014.
- 10-19** Receive, for informational purposes only, the August 2014 Development Services Focus.

Respectfully Submitted,



Ken Weems, AICP, Zoning Administrator