

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

The Improvement Building
201 W. Market Street, Kingsport, TN 37660

August 12, 2013

12:00 Noon

Members Present

Dennis Ward, Chairman
Hoyt Denton, Vice-Chairman
Dr. Mike McIntire, Vice Mayor
“Buzzy” Breeding
Dr. Heather Cook
David Stauffer
Mark Selby
John Moody
Beverley Perdue

Members Absent

Staff Present

Lynn Tully
Forrest Koder
Ken Weems
Corey Shepherd
Karen Combs
Hank Clabaugh
Chris Alley
Chad Austin

Visitor's List

At 12:00 p.m., the meeting was called to order by Lynn Tully. Mrs. Tully presented the tentative agenda for the August 15, 2013 regular meeting of the Planning Commission for discussion. There were no changes proposed for the agenda. Mrs. Tully asked for any changes to the minutes for the July 15, 2013 work session and the regular meeting held July 18, 2013. No changes were proposed to the minutes and they will be presented as shown at the regular meeting on August 15, 2013 for approval.

08-01 Polo Fields Subdivision – Release of Irrevocable Letter of Credit (ILOC) - (12-301-00001)

The Planning Commission heard a presentation regarding the release of the ILOC for the Polo Fields Subdivision drawn on New People's Bank for the amount of \$38,000. Mr. Forrest Koder noted that all items of infrastructure have been completed and accepted by the Engineering department. No official action was taken on this item.

08-02 Jane Karst Subdivision – Final Subdivision Plat – (13-201-00013)

The Planning Commission heard a presentation to consider the final subdivision plat approval for the Jane Karst Subdivision on Cooks Valley Road. The property is located inside the corporate limits of the City of Kingsport in the 7th civil district of Sullivan County. Mr. Forrest Koder noted that the subdivision

consists of four lots on 2.72 acres. No infrastructure is required based on the configuration of lots on existing road. Staff noted that although an internal access road maybe considered for this site staff continues to recommend the subdivision as shown based on a potential new access being provided to the rear with future subdivision of the remainder of the property. There is approximately 25 acres remaining undeveloped currently for this property. There was some discussion by the Commission regarding potential future access to the property and the current sizes of the proposed four lots on Cooks Valley Road. Staff noted that sight visibility along Cooks Valley Road from all potential driveways is extremely good in both directions. There being no further questions, there was no official action was taken.

08-03 Rose Garden at Windridge Subdivision – Final Subdivision Plat – (13-201-00033)

The Planning Commission heard a presentation regarding final subdivision plat approval for the Rose Garden at Windridge Subdivision on Rose Garden circle. The property is located inside the corporate limits of the City of Kingsport in the 13th civil district of Sullivan County. Mr. Forrest Koder presented the item indicating approximately 38 lots to be platted on 19.35 acres. He further noted that this was a subdivision that was started several years ago and has been in a holding pattern due to the recent economic situation. However, the developer has found demand for those lots has returned and he has now completed the infrastructure required for the roadway and all utilities. These items have been reviewed and approved by the Engineering department and asphalt paving has been completed and submitted to Engineering with their approval. Therefore no bond is being requested for this subdivision plat and may be approved and recorded with the consent of the Commission. There being little discussion among the Planning Commission regarding this subdivision, there was no official action taken.

08-04 Planned Development – Zoning Text Amendment – (13-801-00003)

The Planning Commission heard a presentation requesting consideration of an amendment to the Planned Development District zoning code. The amendment addresses issues such as enforcement, density calculations and redefining open space. This item had previously been tabled at the April 2013 meeting for additional information. Mrs. Karen Combs presented the item noting the intent to address previous issues with planned developments and clarifying areas of discretion within the code itself. Mrs. Combs further identified the need for specific requirements regarding open space and density bonuses which are intended to allow more flexibility for developers. Mrs. Combs pointed out the major changes suggested for the Planned Development District zoning code. This included additional definitions, clarification on the concept plan information as well as the requirements for open space and density calculations. She noted that these issues had been discussed with developers and designers and had been positively received by most. One area where there is still some disagreement is with the requirement for bonding amenities with first phase of construction. There was much discussion among the Commission regarding amenities as well the calculation of open space and proportionate density bonuses. Additionally, the Planning Commission discussed permit approvals with review from the Planning Department as well as CO's being issued only upon completion of the final development plan of approval. Several questions were raised regarding the calculation of the open space, how it is to be identified, as well as who would hold the bonding instruments for amenities. Staff noted that there was also a requirement for open space to be no less than 20 ft. from any principal and accessory structures which has the intent to provide convenient access to open space for the majority of the development. There was continued discussion regarding the issue and Mr. Mike McIntire asked for an individual meeting regarding the changes. Following those questions there was no official action taken and a meeting is to be scheduled with Mike McIntire regarding his specific questions with Mrs. Combs.

08-05 Thompson Family Property – Final Zoning Development Plan – (13-102-00005)

The Planning Commission heard a presentation to consider approval of a final zoning development plan for the Thompson Family property located at 428 Riverport Road. The property is inside the corporate limits of the City of Kingsport, 12th Civil District of Sullivan County. Mr. Ken Weems presented the item indicating that the property would include two principal structures on a single lot. Therefore, this would

trigger the requirement of a zoning development plan to be approved by the Planning Commission. This is a manufacturing area within a manufacturing zoning district so this is not an unusual request. However, the plan does follow all appropriate regulations and requirements in the current zoning. There being few questions, the Planning Commission took no official action on this item.

08-06 Osborn Property – Annexation Plan of Services Amendment – (08-301-00010)

The Planning Commission heard a presentation to consider approval of an amendment to the annexation plan of services for the Osborn Property located at 612 and 720 Cox Hollow Road. This property is inside the corporate limits of the City of Kingsport, 14th Civil District of Sullivan County. Mr. Corey Shepherd presented the item stating that the plan of services has been requested to be amended by Mr. Osborn in regards to street lights along Cox Hollow Road. Recently the power company has been working to design the street lighting along that portion of Cox Hollow Road and having noticed this, the neighbors along that stretch of roadway have requested Mr. Osborn to amend the plan of services such that the streetlights are removed until the rest of the properties were annexed into the city limits. Mr. Osborn has complied with that request. The Planning Commission asked if this would remove the requirements for the street lights indefinitely to which staff responded once the joining areas have been annexed and a need exists street lights would again be reviewed for installation. There being no further questions, no official action was taken on this item.

08-07 Christ Fellowship Church – Annexation, Zoning and Plan of services – (13-301-00008)

The Planning Commission heard a presentation to consider approval and recommendation to the Board of Mayor and Alderman the annexation, zoning, and plan of services for Christ Fellowship Church on Victory Lane. The property is located outside the corporate limits of the City of Kingsport, in the 13th Civil District of Sullivan County. Mr. Corey Shepherd presented the item indicating the annexation is located off Victory Lane and Rock Springs Road. The area includes approximately 114+ acres and is currently being used as a church. There is a conceptual plan for development of estate homes on the remainder of the property. However this is conceptual and may change based on the wishes of the client. The parcels are not currently served with city water or sewer service however based upon the church's intent to subdivide the applicant has requested water and sewer service for only one parcel of the annexation area. The plan of services has been configured to fulfill that request. The proposed zoning for the annexation area includes city R-1A zoning, single family residential zoning district. The Planning Commission had several questions regarding the annexation of this property including the basis for the request for services to a single lot only. Staff noted this is the request of the applicant in anticipation of further development. There being no additional discussion, no official action was taken for this item.

08-08 Konnarock Road – Surplus Property – (13-601-00001)

The Planning Commission heard a presentation to approve the property at 1113 Konnarock Road as surplus. The property is inside the corporate limits of the City of Kingsport, 11th Civil District of Sullivan County. Mrs. Karen Combs presented the item indicating a portion of the PET Dairy property currently owned by the City is being requested as surplus. The remainder of the property is currently being retrofitted for use by the City Transportation Department and the approximate 2.54 acres indicated on the subdivision plat is being recommended for surplus. Staff has contacted other City departments and they have indicated no future use for this property. There being little discussion between the Commission, no official action was taken for this item.

08-09 Zoning Development Plan – Zoning Text Amendment – (13-801-00004)

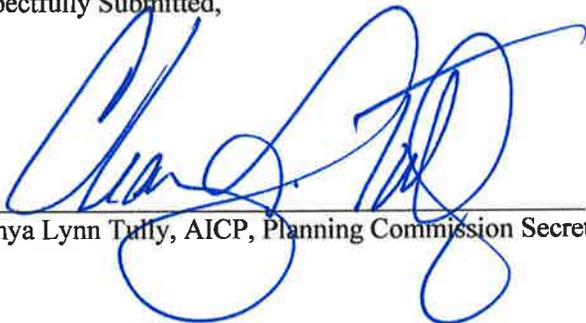
The Planning Commission heard a presentation to consider a Zoning Text Amendment to Chapter 114-103(2) and 114-131(4) of the Kingsport's Zoning Code. This will allow the Planning Director to approve in house and expedite zoning development plans containing multiple principal structures in certain zoning districts. Mrs. Karen Combs presented the item indicating that we currently allow this approval in the B3 zoning district and this would extend this same approval authority to other districts within the city while

specifically continuing approvals directly from the Planning Commission for BC, MX, B4P, and PD districts. The amendment requires changes in two places for consistency in the code. The Commission noted that this amendment would have eliminated the need to hear item 08-05 Thompson Family Property, final zoning development plan and placed it similarly under other business as is typically shown for minor subdivision approvals. There being no additional questions or concerns, no official action was taken on this item.

There was no public comment during the work session. Director Tully did note that training will be available on August 27th for those who may not be able to make the September 25th -27th training.

There being no further changes to the Agenda and no additional discussion, the Work Session was closed at approximately 1:10 pm.

Respectfully Submitted,



Chanya Lynn Tully, AICP, Planning Commission Secretary