

**MINUTES OF THE REGULAR MEETING OF THE
KINGSPORT REGIONAL PLANNING COMMISSION**

February 16, 2012

7:00 p.m.

Members Present

Dennis Ward, Chairman
Colette George, Vice-Chairman
George Coleman
Dave Stauffer
Jim Lewis
Andy Hall
"Buzzy" Breeding

Members Absent

Hoyt Denton
Mike McIntire, Alderman

Staff Present

Lynn Tully
Ken Weems
Forrest Koder
Jason Meredith
Chris Alley

Visitors List

Allan Smith
Stirling Young
Michael Reedy
Uwe Rothe

At 7:00 p.m., Chairman Dennis Ward called the meeting to order, welcomed the audience, introduced the Commissioners and staff, and summarized the meeting procedures. A motion was made by Jim Lewis, seconded by George Coleman, to approve the Agenda as submitted. This motion was approved unanimously, 6-0.

The minutes of the Regular Meeting held on January 19, 2012, and the Called Work Session held on January 26, 2012, were discussed. There being no corrections, a motion was made by Jim Lewis, seconded by George Coleman, to approve the minutes as presented. This motion was approved unanimously, 6-0.

CONSENT AGENDA

No items

UNFINISHED BUSINESS

No items

NEW BUSINESS

Cleek Road Part 2 Annexation Request (11-301-00024) - The Planning Commission considered the annexation, zoning, and plan of services for property located on and around Cleek Road, as well as a portion of the Cleek Farm, located off New Beason Well Road. The property is located in the 10th Civil District of Sullivan County. A presentation was made by Mr. Ken Weems.

Staff stated the annexation area included a farm and a small portion of southerly Cleek Rd. including 3 parcels with one single family home on site. The City has proposed the area for A-1 zoning after consultation with property owners. The annexation did receive a positive recommendation from staff to the Commission. Commissioner Colette George asked why the residence was proposed for city A-1 zoning district. Staff stated that the improvements to Cleek Road may change the character of that area including the home to something other than single family in the future. However, A-1 zoning is the appropriate holding zone for future development. There being no further comment, the Chairman opened the item up for public hearing. Mr. John Smith spoke during public comment and asked what would happen if you do not want the annexation. Staff stated that this was the time to make any comment to change the boundary of the annexation. Staff stated that the annexation item would be heard at the second meeting of the Board and Mayor and Aldermen in March. There being no additional speakers and no discussion amongst the board, the public hearing was closed.

A motion was made by Jim Lewis, seconded by Dave Stauffer, to recommend the Cleek Road Part 2 annexation, zoning, and plan of services to the Board of Mayor and Aldermen for their public hearing on March 20th. The motion passed unanimously, 6-0.

Edinburgh Subdivision – Phase 2c-1 – Royal Mile Divide (11-201-00084) – The Planning Commission considered a request to grant preliminary plat approval for the Edinburgh Subdivision, Phase 2c-1 located adjacent to Royal Mile Divide. The property is located inside the corporate limits of the City of Kingsport, 15th Civil District of Sullivan County. A presentation was made by Mr. Forrest Koder. Staff stated that the subdivision is located at the end of Royal Mile Divide, and the developer has not decided whether they would bond the improvements or build them before final approval. Staff stated the plat consists of a total of five (5) lots out of the parent parcel. All proposed lots meet the minimum size requirements for the City PD zoning classification. The parcels will require extension of city utilities to serve them and the construction documents have been submitted to the Engineering Division for review. No variances have been requested. It should be noted that lot 82 was not part of the original Phase 2c nor was it part of the amended concept plan approved by the Commission in October of 2010. Staff did notify the Commission that the office has been informed that a new concept plan will be forthcoming for the Commission to review in the near future. The Chairman opened the item up for public hearing. There being no one to speak in opposition or in favor to the request, the Chairman closed the item for public hearing.

After little discussion, a motion was made by Colette George, seconded by Jim Lewis, to approve the preliminary plat contingent on meeting all engineering requirements. The motion passed unanimously, 6-0-1, with Dennis Ward abstaining.

Reedy Creek Winery: Amendment to the Approved Development Plans (11-105-00011) – The Planning Commission considered a request to amend the approved development plans for the Meadowview Conference Center per Section 114-468(d) of the city's zoning code to allow the placement of Reedy Creek Winery on the site. A presentation was made by Mr. Forrest Koder.

Staff stated that the proposal is to renovate the former golf maintenance facility and include an addition to the building of approximately 900 sq. ft., as well as some treatment to the exterior walk. Staff stated the analysis and presentation was the same that would be presented to the Gateway Review Commission the next morning provided the Commission favorably passed the amendment. Staff stated the changes proposed for the existing building and the addition, with its turret would be more in keeping with the Gateway design recommendations than the current building. The parking was more than ample with the parking garage in the vicinity and landscaping would be placed around the foundation of the new addition. Staff supported the amendment to the Business Conference Center plan and recommended the Planning Commission support the request with a favorable vote.

Commissioner Andy Hall asked if the access road was public. Staff stated “no” that the road is not Public but was constructed to access the executive conference center originally, and also currently services the maintenance building. The Chairman opened the item up for public hearing. Mr. Michael Reedy spoke in favor of the plan. Commissioner Andy Hall asked who owned the building. Mr. Reedy informed that the property and building is currently leased by the tenant. There being no additional discussion Mr. Michael Reedy spoke in favor of the proposal as well as designer Uwe Roethe. There being no additional comments, the Chairman closed the item for public hearing.

A motion was made by Colette George, seconded by “Buzzy” Breeding, to approve the amendment per staff recommended conditions. The motion passed unanimously, 6-0.

BC Sign Amendment – Additional Amendment to Section 114-1 Definitions (11-801-00009) – The Planning Commission considered a request to recommend to the Board of Mayor and Aldermen an additional amendment to Section 114-1 Definitions to add a definition for “complex sign” and “monument sign”. A presentation was made by Forrest Koder.

Staff stated that in discussion with the winery it came to light that there was a need for businesses to have signage within the BC area that wasn’t included originally in the sign package for MeadowView and any affiliated businesses. The City Attorney reviewed our previous recommendation that included additional signage and suggested that staff add definitions for both a complex sign and a monument sign. Staff felt it appropriate to take both the original recommended changes and the definitions to the Board of Mayor and Aldermen as a single item, as they are related. Therefore, the original changes to the BC sign ordinance have been held to accommodate the addition of these definitions as well. The Chairman Dennis Ward clarified the difference between a freestanding vs. simple monument sign. The Chairman opened the item up for public hearing. There being no one to speak in opposition or in favor of the request, the Chairman closed the item for public hearing.

A motion was made by George Coleman, seconded by Dave Stauffer, to approve the amendment as proposed. The motion passed unanimously, 6-0.

Minimum Regulations for Subdivision Development within the Kingsport, Tennessee Planning Region – Final Draft Adoption (11-801-00005) – The Planning Commission considered a request to adopt the amended *Minimum Regulations for Subdivision Development within the Kingsport, Tennessee Planning Region*. A presentation was made by Forrest Koder.

Staff reviewed the previous discussions with the Commission regarding the changes to the document including those changes which were recommended during the last Work Session. The most recent changes have been indicated on the document shown in blue and were reviewed with the packet previously. Staff stated that this has been a long process with a variety of staff input and time from different departments, and has been underway since last Spring. Several public meetings have been held related to the proposed changes with some public comments received. Further, staff stated that other municipalities have been reviewing our document and felt the quality was of such caliber they intend to use our document as their new base regulations for subdivisions as well. Both Commissioner Dave Stauffer and Commissioner Jim Lewis commended staff for the hard work done on this revision. The Chairman opened the item up for public hearing. There being no one to speak in opposition or in favor of the request, the Chairman closed the item for public hearing.

A motion was made by Jim Lewis, seconded by Colette George, to approve the *Regulations for Subdivision Development* as recommended. The motion passed unanimously, 6-0.

OTHER BUSINESS

The Planning Commission received the Internal Policy for Final Subdivision Plat Approvals, which had been discussed during the previous Work Session. Mr. Forrest Koder stated that the proposed internal policy was to allow staff to approve final plats for subdivision items which meet all regulations, and do not include any variances or any previously controversial issues. Those items would then be added to the CONSENT Agenda for the next Planning Commission meeting, at which time the Planning Commission would approve by consent those items. Mr. Koder further stated that this would allow developers to more quickly receive approvals for final subdivision plats to particularly be able to record and close properties that are for sale. Commissioner Andy Hall asked how these items would be pulled. Mr. Koder stated that they could be pulled from the CONSENT Agenda at the Work Session. Planning Director Tully reiterated that the intent of this policy is to move along only those items for which the approval is pretty standard and there are no indications of controversy or public concern. There was consensus regarding the internal policy, and staff will proceed with that policy at the next opportunity.

Planning Director Lynn Tully did add that it looked as if based on a recent submittal that the first plat which would be eligible for this internal policy did include a lot which she has contracted to purchase for construction of her new home. She stated that if the Commission felt that this was inappropriate or questionable then she would be happy to remove that item from this policy and we would bring this item to the March Planning Commission meeting. After some discussion, it was decided that the plat should go to the March meeting to avoid any appearance of impropriety. Staff stated they would add that to the March agenda.

The Planning Commission received, for informational purpose only, a report of permits issued by the Building Division for the period of January 1-31, 2012.

The Planning Commission received, for informational purpose only, a report of New Businesses as provided by Jeff Fleming.

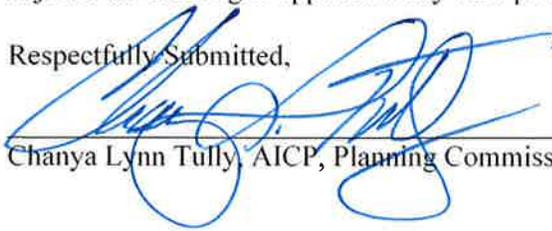
The Planning Commission received the following minor subdivisions, letters, and maps approved in-house by the Planning Manager:

- Resubdivision of Lots 39 and 43 of Edinburgh Subdivision on Edinburgh Channel Road
- Resubdivision of Lots 1 and 2 of Kingsport Chamber Foundation Subdivision on East Main Street
- Resubdivision of Lots 2 and 2A of Kingsport Chamber Foundation Subdivision on East Main Street
- Resubdivision of Lots 1 and 2 of Quail Creek Subdivision on Morning Dove Drive and Countryshire Drive
- Resubdivision of Lots 40 and 41 of Bailey Ranch Subdivision on Bailey Ranch Road
- Subdivision of Lot 1 of the Avery Horne Heirs Property located along Fall Creek Road

ADJOURNMENT

There being no further business, a motion was made by “Buzzy” Breeding, seconded by George Coleman, to adjourn the meeting at approximately 7:31 p.m. This motion passed unanimously, 6-0.

Respectfully Submitted,



Chanya Lynn Tully, AICP, Planning Commission Secretary