

## Planning Department Information

---

### Mission

The Planning Department mission is to provide insightful and visionary planning, which takes into consideration where the City has been, where it is going and how to get there.

### Strategic Implementation Plan

#### ***KSF #1: Citizen Friendly Government:***

- Respectfully provide accurate and timely information to citizens.
- Provide timely notice to neighborhood groups and citizens about development proposals that will impact their properties.
- Provide fair and responsible staff recommendations to the various planning committees.
- Provide data and notices in an open and accessible format for staff, citizenry, and city leaders.

#### ***KSF #2: Qualified Municipal Work Force:***

- Provide opportunities for continued professional development appropriate to experience and assignments.
- Strive to hire the highest caliber employee internally and externally when openings arise.

#### ***KSF #3: Economic Growth, Development, & Redevelopment:***

- Promote a business/developer friendly ethic by providing a streamlined approval process for development proposals.
- Promote responsible, sustainable development practices through innovative regulations.

#### ***KSF #6 Reliable, Dependable Infrastructure:***

- Insure high quality infrastructure is planned, permitted and installed correctly prior to dedication.
- Promote development within projects that limit inefficient extension of services and provide balanced infrastructure needs and open space.

#### ***KSF #7 Superior Quality of Life:***

- Reduce effects of sprawl development through appropriate planning and land use parameters.
- Promote aesthetically conscious development in key entry areas and destination points of the City.

# Kingsport Regional Planning Department



Making Kingsport the Best Place to Be

Annual Report

FY 2010-2011

## Kingsport Regional Planning Commission

FY 2010-2011

The Kingsport Regional Planning Commission is a citizen body appointed by the Mayor and confirmed by the Board of Mayor and Alderman. These citizens represent both the City and County within our Urban Growth Boundary. The Commission receives staff support from the Planning Division. A variety of items can be brought before the Commission which pertains to planning and developing areas within the Urban Growth Boundary.

The Kingsport Regional Planning Commission meets the third Thursday of the month and is comprised of nine ( 9 ) members two of which must be residents outside the city limits:

Commissioner	Term Expires	# Times Appointed
Dennis Ward, Chairman	6/30/13	2
Collette George, Vice Chairman	6/30/12	3
J. Michael McIntire, Alderman	6/30/13	1
George Coleman	6/30/13	3
Hoyt Denton	6/30/13	2*
Andy Hall	8/30/12	1
Jim Lewis	6/30/13	2
Dave Stauffer	6/30/15	2*
" Buzzy " Breeding	6/30/14	1*

*\* Completed unexpired term of office*

The function of the Kingsport Regional Planning Commission is to advise the legislative body in matters of promoting development through sound planning principles while preserving and protecting the general welfare of others. The Planning Commission along with staff promote these principles through providing timely notice to neighborhood groups, and citizens about development proposals that will impact their properties; provide timely response to citizens requests; promote a business/developer friendly ethic by providing a streamlined approval process for development; evaluate the costs/benefits of proposed development projects and annexations; insure high quality infrastructure is installed correctly within new developments before accepting as public. The Kingsport Regional Planning Commission is empowered to grant variances when compliance to subdivision regulations results in difficulties or undue hardships to the contractor/developer. The variance process is provided to relieve such difficulties and/or hardships without encouraging substantial deviations from the Subdivision Regulations.

### Planning Department Budget Information

Expenditures	Actual 09-10	Actual 10-11	Revised Budget 11-12	Request 12-13
Personal Services	\$384,202	\$385,121	\$403,400	\$444,880
Contract Services	\$32,626	\$27,043	\$27,700	\$63,013
Commodities	\$6,532	\$5,380	\$5,600	\$7,885
<b>Total Expenses</b>	<b>\$423,360</b>	<b>\$417,544</b>	<b>\$436,700</b>	<b>\$516,078</b>

Year	Staff	Population Served		Square Miles	
		City	Region	City	Region
11-12	6	50,851	14,719	51.25	51.8
10-11	6	49,275	17,177	50.97	47.70
09-10	6	47,356	18,025	49.84	48.83
08-09	6	45,294	29,331	49.54	50.50
07-08	5	44,905	29,720	46.44	53.60
06-07	6	44,905	29,720	45.87	54.13
05-06	6	44,905	29,720	45.87	54.13
04-05	6	44,905	29,720	45.44	54.56
03-04	6	44,905	29,720	45.13	54.87
02-03	6	44,905	29,720	45.13	54.87

# Mount Carmel Planning Commission

# FY 2010-2011

The City of Kingsport Planning Staff has made a significant impact in a short amount of time, after assuming responsibility of planning administration for the Town in 2009. In 2011, City staff continued to build upon the progress previously established. Current City zoning codes and regulations continue to serve as valuable resources to the Town. The utilization of GIS maps for Town use also remains as an area of key importance. City GIS technology assists the Town through the updating of zoning maps, 911 maps, and topographical maps. Additionally, City staff used GIS mapping to assist in updating the Major Thoroughfare Plan. Along with the support of City staff, the Town Planning Commission revised the subdivision regulation definitions. Currently, City staff is in the process of working with the Town Attorney and planning commission to update both the Town subdivision regulations and zoning code to deal with modern day demands and requirements. Another main focus of these revisions is to create a document that is more user-friendly for Town residents.

In addition to monthly attendance and subsequent maintenance of the Town Planning Commission meetings, City staff also maintains continuity with Town leaders and key personnel through working breakfast meetings and Metropolitan Planning Organization (MPO) meetings. City staff continues to evaluate and provide guidance on routine planning commission agenda items, as well as perform on-site visitation to potential development areas to answer any predevelopment questions and find any solutions to potential development obstacles.

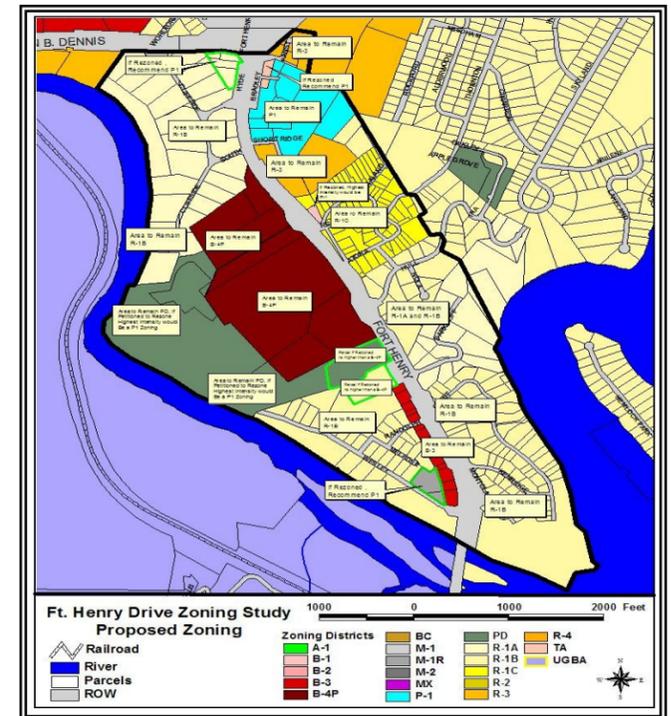


## Performance Indicators

	ANX	SUB	REZ	ZDP	PD	VAC	HZC	BZA	STU	GTW	ZTA	REG	Mt. C
2011	21/3	77	10	2	1	8	12	15	2	9	8	0	5
2010	22/1	84	12	3	4	5	4	17	2	2	12	0	-
2009	20/0	88	14	6	10	12	10	17	1	7	4	0	-
2008	22/7	107	19	19	3	11	12	26	2	6	7	0	-
2007	18/5	132	23	20	6	8	20	31	2	6	4	1	-
2006	13/2	102	24	17	1	6	7	47	3	8	2	1	-
2005	12/15	111	27	13	4	3	16	46	2	8	3	2	-
2004	16/2	108	17	17	5	3	26	49	4	5	5	0	-
2003	0/15	115	22	23	3	6	23	41	3	5	2	6	-
2002	5/12	85	17	12	2	5	20	55	1	6	6	0	-
2001	2/5	68	27	14	0	11	19	39	10	7	2	1	-
2000	7/11	85	13	13	1	10	21	50	0	7	3	0	-
1999	3/4	53	12	13	4	18	13	49	0	0	3	0	-
1998	6/13	51	13	30	5	5	21	63	0	0	1	0	-
1997	7/20	59	16	22	1	3	29	0	13	0	0	1	-
1996	8/16	48	18	21	3	4	25	0	5	0	0	1	-

## KEY

- ANX - Annexations
- PD - Planned Development
- STU - Studies
- SUB - Subdivisions
- VAC - Vacatings
- GTW - Gateway
- REZ - Rezoning
- HZC - Historic Committee
- ZTA - Zoning Text
- ZDP - Zoning Development Plan
- BZA - Board of Zoning Appeals
- REG - Sub. Regs
- Mt.C - Mount Carmel Planning



# Kingsport Regional Planning Commission

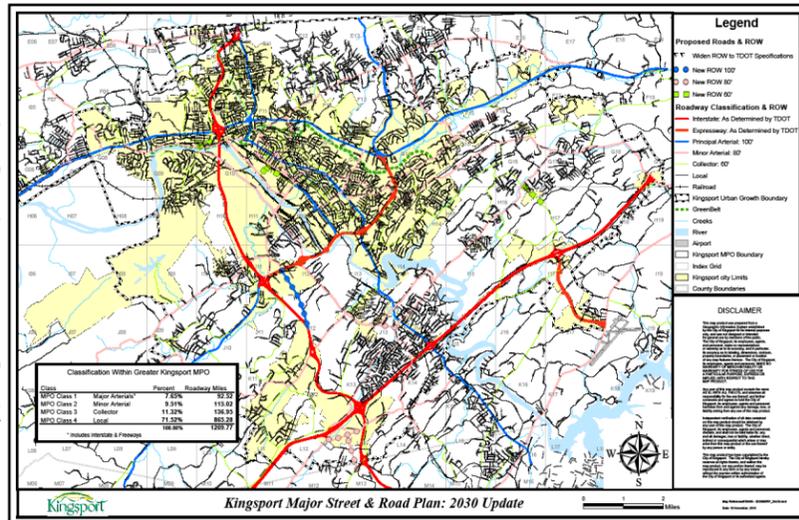
## 2010 Attendance Based Upon Regular Scheduled Meetings

	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
Dennis Ward, Chairman	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	12/12
Collette George, Vice Chairman	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	11/12
J. Michael McIntire, Alderman	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	12/12
George Coleman	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	12/12
Hoyt Denton	N	N	Y	Y	N	N	Y	N	N	Y	Y	N	5/12
Andy Hall	N	N	Y	N	N	Y	Y	Y	Y	N	Y	Y	7/12
Jim Lewis	N	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	10/12
Dave Stauffer	Y	Y	Y	Y	N	N	Y	Y	Y	N	Y	Y	9/12
Buzzy Breeding*							Y	Y	Y	Y	Y	N	5/6

There were 12 regular scheduled meeting held in 2011.

\*Buzzy Breeding was appointed to replace Alderman Tom Parham on the Board in July. Tom Parham attended 6 out of 6 meetings from January to June 2011.

The Commission holds an agenda Review work session on the Monday prior to the Regular monthly meeting. This allows the members to ask questions and staff to provide answers to the Commissioners prior to the item being formally presented. It also provides an opportunity to discuss planning topics not related to agenda items. Both the work session and regular meeting are opened to the public.



## FY 2010-2011

The Commission approves or disapproves applications for any proposed alterations, demolition, additions, or new construction which alter the exterior of a structure in a Historic District. The Commission gives primary consideration to four items: the historic and/or architectural value of the present structure; relationship of exterior architectural features to structures in surrounding area; general compatibility of exterior design arrangement, texture, and proposed materials; and any other aesthetic factors deemed pertinent. The Building Official is responsible for screening applications for permits in a Historic District.

The Commission reviewed a total of 11 project requests in 2011; a breakdown of the cases is listed below:

Certificate of Appropriateness Requests.....	4
In-House Approvals.....	7
Total.....	11

Project requests, which can include more than one item, encompassed the following issues, listed in order of frequency: Paint ( 3 ), roof ( 2 ), landscape ( 2 ), signs ( 1 ), windows ( 1 ), garage ( 1 ), accessibility ramp ( 1 ).

The Commission also addressed the issues of Demolition by Neglect and citizen complaints in 2011. A subcommittee was established to address concerns of Demolition by Neglect. The members of this subcommittee were appointed by the mayor and include Michael Freeman ( Building Official ), Liza Harmon ( Co-HZC Representative ), Jewell McKinney ( Co-HZC Representative ), and David Edwards ( Engineer ). The subcommittee reviewed two complaints of Demolition by Neglect and determined that there were no violations of the ordinance. A flow chart was created, based on the ordinance, to provide details and clarify the process of Demolition by Neglect. Additionally, the issues of citizen complaints and enforcement were addressed in 2011. Citizen complaints are now filed in a log and a flow chart detailing the enforcement process was designed.

Currently, the Historic Districts include Boatyard, Church Circle, Exchange Place, Park Hill, Main Street, Presbyterian Church & Cemetery, Rotherwood, Watauga Street, and White City.

## Kingsport Historic Zoning Commission

---

The Historic Zoning Commission is a citizen body appointed by the Mayor and confirmed by the Board of Mayor and Alderman. The Commission receives staff support from the Planning and Building Division. The Historic Zoning Commission meets the second Monday of the month and is comprised of seven ( 7 ) members:

	Term Expires	Date Appointed	Times Appointed
Jim Henderson, Chairman	3/1/15	3/1/10	3
David Oaks, Vice-Chairman	3/1/14	6/20/06	2
Liza Harmon, Secretary	3/1/13	3/1/08	1
Ted Como	3/1/12	2/20/07	1
Perry Crocker	3/1/14	3/1/09	1
Jim Lewis, Planning Commissioner	3/1/14	6/20/06	2
Jewell McKinney	3/1/14	3/1/09	1

The purpose of the Historic Zoning Commission is to make recommendations to the Planning Commission, Board of Mayor and Alderman, and others in regard to matters relating to the preservation and enhancement of structures, premises, and areas of substantial, historical or architectural significance, and to matters relating to the establishment of historic zoning districts and subsequent regulations to be enforced. The functions of the Historic Zoning Commission include:

- \* The initial phase for establishing a Historic District
- \* Review applications for improvements and alterations in any existing H-2 Historic District in the City.
- \* Continue the on-going study of the significant historic sites and structures for the City of Kingsport.

## FY 2010-2011

---

### City of Kingsport Planning Staff



Karen Combs  
Principal Planner



Lynn Tully  
Community  
Development Director



Forrest Koder  
Principal Planner



Ken Weems  
Principal Planner



Tonya Fletcher  
Secretary



Jason Meredith  
Planner

# Kingsport Regional Planning Department

---

## City of Kingsport Planning Staff

The City of Kingsport had a six member staff for 2011. They consist of a Planning and Community Development Director, four planners, and a secretary. The planners have taken a team approach to the day to day processing of items. Based on individual skills and strengths the planners take on differing types of items with back up by others as the workload demands. Each planner also sits on a sub-planning committee such as the Board of Zoning Appeals, Gateway, Historic and the City of Mount Carmel. Planners are responsible for establishing and holding meetings and providing the committee members pertinent information. The staff also mails notices to the affected public, and prepares and publishes public notices as required. Along with the mailings and notices published in the newspaper, all agendas are put on the City 's website for public viewing. In addition, each commission 's packet is posted to the web for citizens and staff to review as their interest demands.

The Planning Division also conducts a special census of recently annexed areas. The city receives around \$104 dollars of State shared taxes for each resident. This census will add approximately 1,576 people to the city 's population and increase the tax base by \$163,904 for the year.

Staff completed several zoning amendments throughout the year. These are intended to bring the current City code up to date with planning concepts such as the B-4P Clarification, Parking Regulations for Commercial, Non Conforming Use and Subdivision Destination signs promoting new neighborhoods within our City.

Subdivision Regulations were evaluated in the 2011 and staff will bring the necessary changes forth during the calendar year of 2012; after holding public meetings for input from the citizens of Kingsport. In addition to the subdivision regulations, changes to the Tourist Accommodation District zoning ordinance will be considered.

Also for 2012, staff will continue to explore opportunities with other agencies like the Kingsport Housing Authority to improve the housing stock in the City 's neighborhoods similar to the work performed with Hope VI grant funds improving the Riverview Neighborhood.

# FY 2010-2011

---

Minor changes to previously approved plans and or projects may be submitted by the applicant to the Community Development Director and will be considered using the following guidelines:

Amendments may be made to any previously approved project where a Certificate of Appropriateness has been issued after review and approval by a minimum of two members of the Gateway Commission without submittal to the full Commission. If any question arises as to compliance with the previously approved Certificate, the Community Development Director shall refer the amendment to the full commission for action.

In the event of denial of the issuance of the Certificate of Appropriateness, the contractor/ developer/owner may appeal the denial to the Law or Chancery Court.

The Gateway Commission heard a total of 8 cases and met two times in 2011.

	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
Crymble	N	C	C	C	C	C	C	C	C	C	Y	C	3/3
Wright	Y	C	C	C	C	C	C	C	C	C	Y	C	2/3
Munsey/ Joh*	Y	C	C	C	C	C	C	C	C	C	N	C	2/3
Webb/Tully*	Y	C	C	C	C	C	C	C	C	C	Y	C	3/3
Bridwell	Y	C	C	C	C	C	C	C	C	C	Y	C	1/2
Miller	Y	C	C	C	C	C	C	C	C	C	N	C	1/3
Fish	Y	C	C	C	C	C	C	C	C	C	N	C	2/3

There were 2 regular meetings held in 2011.

Note: \* Valerie Joh replaced Larry Munsey in July 2011 and Lynn Tully replaced Alan Webb in August 2011.

## Gateway Commission

---

The Gateway Commission is a citizen body appointed by the Mayor and confirmed by the Board of Mayor and Alderman. Its main purpose is to review and approve aesthetic elements for development within the City's Gateway District. The Commission receives staff support from the Planning and Building Division. Cases brought before the Commission are heard on a monthly basis the morning after the Kingsport Regional Planning Commission meets. The Commission consists of seven members whose responsibility is to govern with regard to all matters relating to accepting, considering, approving or denying application for the required Certificate of Appropriateness. It is the Commission's job to ensure developments within the district are consistent with the design criteria and standards set for the Gateway Corridor. Design standards include approval of the following plans; grading, site, drainage, landscape, screening, utilities, lighting, parking and architectural design of the building including materials, colors and architectural elements as set forth in Zoning Ordinance.

The Gateway Commission is comprised of seven ( 7 ) members:

Vivian Crymble, Co-Chairman  
Jim Wright, ( Architect ) Co-Chairman  
Valerie Joh, Alderman  
Lynn Tully, Community Development Director  
Debra Bridwell  
Steven Todd Miller  
Lee Fish

Certificates of Appropriateness are required for building permits and certificates of occupancy. All applications for permits for construction, alteration, repair, rehabilitation or relocation of a building, structure or other improvements to real estate situated within the Gateway District shall be reviewed by the Gateway Commission, and approved or disapproved, with findings of fact for the disapproval stated in writing. No building permit may be issued by the city for signage, landscaping, new or redeveloped structures, site grading, or other exterior improvements within the gateway district without issuance of a certificate of appropriateness by the Gateway District Commissioners.

## FY 2010-2011

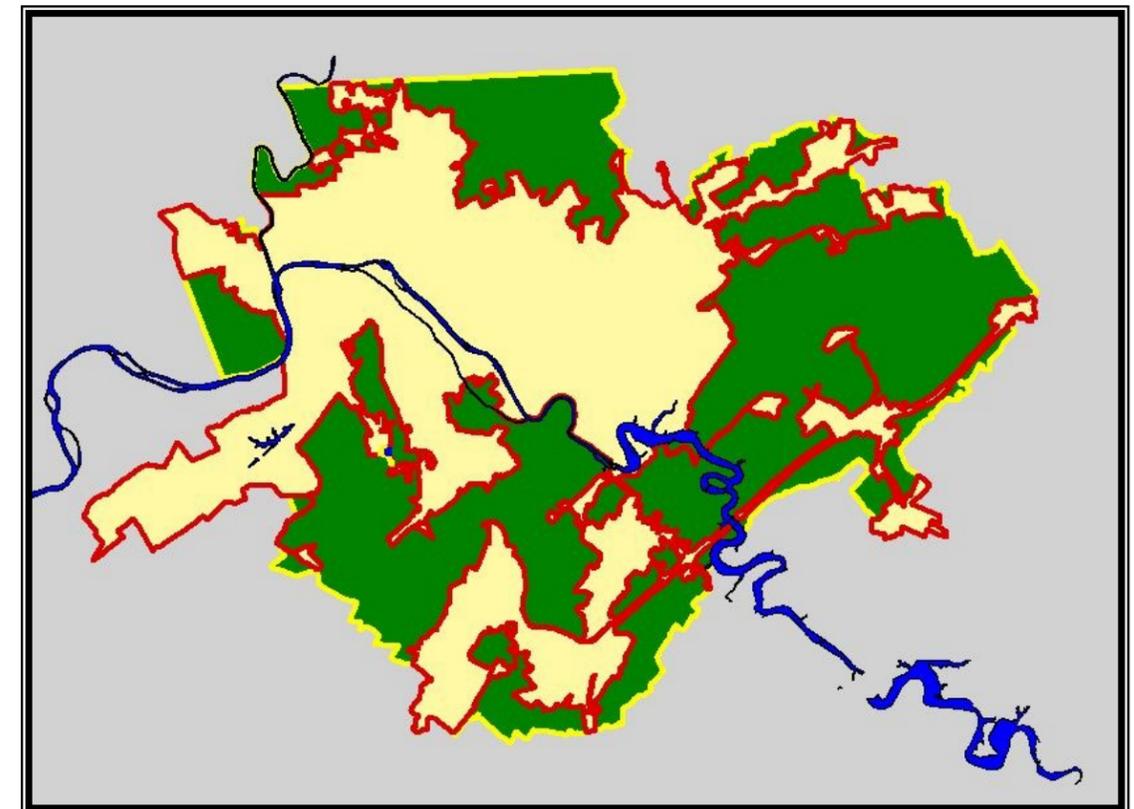
---

### City of Kingsport Planning Staff

Staff will complete the Planning Department Operations Manual consisting of current policies and procedures on daily planning functions. Its purpose is to provide uniform processes for development and guide new planning employees.

The Planning Department secretary performs most of the administrative functions for the Planning Department. The secretary is an active Notary of Public for the State of Tennessee. The secretary is responsible for a variety of routine office support tasks, general bookkeeping and compiling a data for administrative monthly reports. She also maintains the director's schedule and maintains the departmental budget.

The secretary is the first person in the department to meet the public and assist them in finding the correct information, department or person they need; she also directs phone calls to the appropriate City staff.



## Kingsport Board of Zoning Appeals

The Board of Zoning Appeals is a citizen body appointed by the Mayor and confirmed by the Board of Mayor and Alderman. The Board receives staff support from the Planning and Building Division. Items brought before the Board can be special or conditional use requests as specified in the zoning text and variances to dimensional requirements and/ or sign or landscape requirements of the Zoning Ordinance, as well as appeals from decisions of the Zoning Administrator and Building Official.

The Board of Zoning Appeals meets the first Thursday of the month and is comprised of five ( 5 ) members:

	Term Expires	#Appointments
Leland Leonard, Chairman	12/31/12	4
Frank Oglesby, Vice-Chairman	12/31/12	2
Bob Winstead, Jr.	3/1/14	2
Bill Sumner	2/1/16	1
Diane Hills	3/1/14	1*

*\* Completed unexpired term of office*

The function of the Board of Zoning Appeals is to lessen zoning requirements on a case-by-case basis when certain adverse conditions exist, without jeopardizing the general welfare of others. The Board of Zoning Appeals is empowered to grant a variance when compliance to a zoning requirement results in difficulties or undue hardships to the contractor/developer. The variance is requested to relieve such difficulties and/or hardships without allowing substantial deviations from the Zoning Code. Applications for variances are submitted to the Building Department and the Board of Zoning Appeals reviews the request.

Special Exception Permits are given for uses that are not permitted by right in a zoning district, or whose manner of construction does not comply with regulation codes. An example of a "special exception" is an adult day-care facility in an R-4 zone. This use would require the review and approval of the Board of Zoning Appeals to determine the impact of the proposed use on the surrounding area. The Building Official conducts the initial review of the application for Special Exception Permits. These permits are processed and reviewed in a manner similar to a variance request. In the event of denial of either the variance or the special exception permit, the contractor/developer may appeal the denial to the Law or Chancery Court.

## FY 2010-2011

The Board heard a total of 15 cases in 2011; a breakdown of the cases is listed below:

Dimensional Setback Variances	8
Special Exception Permits	2
Sign Variances	3
Landscape Variances	0
Other	2
<b>Total</b>	<b>15</b>

### 2011 Attendance Based Upon Regular Scheduled Meetings

	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
Leonard	C	C	C	Y/Y	C	N	Y	Y	Y	C	Y	Y	8/9
Oglesby	C	C	C	Y/Y	C	Y	Y	Y	Y	C	Y	Y	9/9
Winstead	C	C	C	Y/Y	C	N	Y	N	N	C	Y	N	4/9
Sumner						Y	Y	Y	Y	C	Y	Y	6/6
Hills										C	Y	Y	2/2

There were 8 regular meetings and one called meeting held in 2011.

All members of the Kingsport Board of Zoning Appeals have met or exceeded their training requirement for 2011. The breakdown hours earned is as follows:

Board Member	Training Opportunity	Hours Earned	Total Hours Earned
Leland Leonard	<i>Floodplain Management Program by 1<sup>st</sup> TN Dev Dist. On 11/9/11</i>	4 hours	4
	<i>Planning Commission Mtgs on 6/16/11</i>	3 hours	7
Diane Hills	<i>Floodplain Management Program by 1<sup>st</sup> TN Dev Dist. On 11/9/11</i>	4 hours	4
Bill Sumner	<i>Planning Commission Mtgs on 10/20/11</i>	2 hours	2
	<i>BMA Mtg on 11/1/11</i>	2 hours	4
Frank Oglesby	<i>BMA Mtg on 11/1/11</i>	2 hours	2
	<i>BMA Mtg on 12/7/11</i>	2 hours	4
Bob Winstead, Jr	<i>BMA Mtg on 11/1/11</i>	2 hours	2
	<i>BMA Mtg on 12/7/11</i>	0 hours	4