

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

July 21, 2011

7:00 p.m.

Members Present

George Coleman, Chairman
Dennis Ward, Vice-Chairman
Mike McIntire, Alderman
Colette George
“Buzzy” Breeding
Jim Lewis
Andy Hall
Dave Stauffer
Hoyt Denton

Members Absent

None

Staff Present

Jeff Fleming
Chris Alley
Karen Combs
Jason Meredith
Ken Weems

Visitors List

John R. Mize
John M. Faiz

At 7:00 p.m., Chairman George Coleman called the meeting to order, welcomed the audience, introduced the Commissioners and staff, and summarized meeting procedures. Staff advised there had been no changes made to the Tentative Agenda. A motion was made by Colette George, seconded by Andy Hall, to approve the Agenda as presented. This motion was approved unanimously.

The Commission received a report from the Nominating Committee for Election of Officers for the 2011/2012 year. The Nominating Committee was composed of George Coleman, Mike McIntire, and Tom Parham. Dennis Ward was selected as Chairman; Collette George as Vice Chairman; and Jeff Fleming as Interim Secretary. The Commission approved the Nominees. Dennis Ward took over as Chairman of the meeting.

A motion was made by Andy Hall, seconded by Mike McIntire, to approve the minutes of the Regular Meeting held June 16, 2011. This motion was approved unanimously.

CONSENT AGENDA

Irrevocable Letter of Credit for Bays Meadow Extension Release (08-201-00038) – The Planning Commission considered a request to release the ILOC for Bays Meadow Extension.

Performance Bond Reduction-Autumn Woods Subdivision-Phase 2 (09-201-00088) – The Planning Commission considered a request to approve the reduction of the Performance Bond for Autumn Woods Subdivision –Phase 2.

Subdivision of John Faiz Property (11-201-00040) – The Planning Commission considered granting final subdivision plat approval for Lots 1-5 of the Subdivision of John Faiz property.

*Consent items are those items that have previously been brought before the Planning Commission, which have been reviewed by the Planning Commission in previous meetings or work sessions, or are minor subdivisions not requiring any variances.

A motion was made by Mike McIntire, seconded by Colette George, to approve the Consent Agenda as submitted. This motion was approved unanimously.

UNFINISHED BUSINESS

None

NEW BUSINESS

ShipleY Ferry Road West Annexation (11-301-00002) – The Planning Commission considered annexation, zoning, and a plan of services for property located on ShipleY Ferry Rd., 14th Civil District of Sullivan County. Staff presented the details of the annexation to the Commission, which consisted of a total of 7 acres. The proposed City zoning for the annexation area is City B-3 (highway oriented business district), consistent with the current land use and county zoning in the annexation area. Staff outlined the required plan of services for the annexation, consisting of all state mandated services to be rendered upon the effective date of annexation. One upgrade was required of the water system, the installation of a fire hydrant. Staff noted that the property was currently vacant land and was currently for sale.

A motion was made by Colette George, seconded by Andy Hall, to approve the request as submitted. The motion passed unanimously.

Rose Gardens at Windridge Subdivision (11-201-00039) – The Planning Commission considered granting final plat approval for 1 lot and 3 tracts of the Rose Gardens at Windridge Subdivision (Windridge Phase IV): a road and utility easement dedication approval and the acceptance of a Letter of Credit (LOC) in the amount of \$64,100. Staff informed the Commission that all properties are zoned R-1B. The reason for the tracts is financial. The developer intends to develop the remaining property as approved preliminary but with the market as such it is not feasible at this time to develop the entire subdivision. The roads are built to or exceed our subdivision regulations but are lacking the top coat. Sidewalks are located on one side of the 40 foot ROW for internal traffic circulation with sidewalks located on both sides of the 50 foot main entrance. Staff informed the Commission that the plat needs the necessary approvals from City staff. The City will hold a Letter of Credit in the amount of \$ 64,100 for the construction of sewer, final topping and such as determined by the Engineering Department. Staff recommended approval contingent upon the developer providing the (LOC) Letter of Credit to staff.

A motion was made by Hoyt Denton, seconded by Mike McIntire, to approve the request as submitted. The motion passed unanimously.

Press Street Roadway Dedication & Resubdivision of Lots 1, 2, & 3 (11-201-00042) – The Planning Commission considered the resubdivision of lots 1, 2, & 3 and part of tract D, Block 34, into one lot and accept the rededication of Press Street with a fifty foot right-of-way. The property is located inside the

corporate limits of the City of Kingsport, 11th Civil District. Staff informed the Commission that Press Street was part of the original plat of Kingsport. At that time a sixty foot right of way was designated. When Quebecer was built this section of Press Street was closed to the public but never abandoned by the City. With the redevelopment of this site, it is requested that Press Street be reopened to the public with a fifty foot right of way. The ten feet of right of way would be taken from the north side of Press Street and reconfigured into those lots adjacent to the roadway. The property owner is requesting Planning Commission approval to approve the final subdivision of the property and accept as a public street contingent on staff's approval of the engineering drawings. Staff recommended approval with the variance to the Commission.

A motion was made by Colette George, seconded by "Buzzy" Breeding, to approve the request as submitted. The motion passed unanimously.

Surplus Property Request (11-401-00007) – The Planning Commission considered a request to recommend to the Kingsport Board of Mayor and Aldermen that the property located on Ridge Road in Washington County, TN, acquired from the Fall Branch Utility District, be officially designated as surplus property. Staff stated that under TCA 13-4-104, the Kingsport Regional Planning Commission must declare City owned property located along Ridge Road as surplus and before the City can sell the property. The Planning Commission is asked to deem this property surplus for the purpose of returning this property back to the private sector. No City Department has a future use for this property. This property was acquired by the City when the City took over the Fall Branch Utility District. Mr. Jeff Wilson has approached the City and would like to purchase this property. Staff recommended that the Planning Commission deem this property surplus and send a favorable recommendation to the Board of Mayor and Alderman to sell the property.

A motion was made by Hoyt Denton, seconded by Mike McIntire, to approve the request as submitted. The motion passed unanimously.

OTHER BUSINESS

The Planning Commission considered a request to recommend an addition to the City Zoning Code of the Golf Course Community District to the Kingsport Board of Mayor and Aldermen. Staff presented a draft ordinance for review by the Commission.

The Planning Commission received, for informational purpose only, the minutes of the Regular Meeting of the Board of Zoning Appeals held June 2, 2011.

The Planning Commission received, for informational purpose only, the minutes of the Regular Meeting of the Historic Zoning Commission held June 13, 2011.

The Planning Commission received, for informational purpose only, a report of Move to Kingsport Five Year and Annual Relocation Report.

The Planning Commission received, for informational purpose only, a report of permits issued by the Building Division for the period of June 1-30, 2011.

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

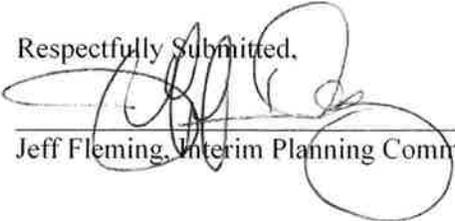
The Planning Commission received the following minor subdivisions, letters, and maps approved in-house by the Planning Manager:

- Re-Subdivision of the Clearwater View Subdivision, Lots 1 & 2 on Hazelnut Drive
- Re-Subdivision of the Mabel Ford Todd Heirs Property, Lots 1 & 2 on Pactolus Rd.
- Re-Subdivision of the Mabel Ford Todd Heirs Property, Lots 2 & 3 on Pactolus Rd.

ADJOURNMENT

There being no further business the meeting was adjourned at 9:03 p.m.

Respectfully Submitted,



Jeff Fleming, Interim Planning Commission Secretary