

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

May 14, 2012

12:00 Noon

**Members Present**

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

**Members Absent**

Andy Hall  
Hoyt Denton

**Staff Present**

Lynn Tully  
Forrest Koder  
Ken Weems  
Jason Meredith  
Mike Thompson  
Chris Alley

At 12:00 p.m., the meeting was called to order by Lynn Tully. Director Tully asked to present some information regarding Ex-Parte Contact as reminder to commission members as she had received several calls regarding a future applicant who would like to speak with commissioners. Mrs. Tully presented the Ex-Parte contact rules of thumb put out by the Tennessee Department of Economic And Community Development from the Tennessee Planning Commissioner’s Handbook. Those rules included.

1. Refusal to be obligated to a particular side of any issue prior to any formal meeting of the discussion.
2. To insist that any and all information offered to an individual planning commissioner be withdrawn or presented to the whole commission.
3. To conduct on site reviews of any proposed project as a full commission or by a committee of commissioners and not typically by individuals.
4. To present all written information concerning any upcoming action of the commission to all commission members.

Further she added, 2 rules of thumb she has used with commissions in times past, including:

1. Don’t hold Ex-Parte Contact on pending applications. All though it’s not technically outside the bounds of the law it can be uncomfortable with members of the public.
2. Disclose, disclose, disclose, meaning that any such contacts should be disclosed at the meeting by simply stating the conversation was had between the parties and when that may have occurred.

The agenda was presented for the Planning Commission's discussion for the May 17<sup>th</sup> regular meeting. A change was proposed by Director Tully including the addition of a bond release for Edinburgh Subdivision 2b to the Consent Agenda as all infrastructure has been completed; and secondly to move the item regarding bond extension for Chase Meadows to the New Business Agenda as the bond has not been received by staff thus far and potentially may need to be called prior to the next Planning Commission meeting due to the expiration date of June 14<sup>th</sup> 2012. After some discussion the agenda was changed and revised for the final meeting agenda. No changes were proposed for the minutes of the April 16<sup>th</sup> work session or the April 19<sup>th</sup> regular meeting.

Colette George arrived at approximately 12:15 PM.

The Planning Commission heard a presentation regarding the extension for Chase Meadows bond from Mr. Forrest Koder indicating the original bond amount of \$5,300.00 is set to expire on June 14<sup>th</sup> 2012 and the improvements have not been made to date. Mr. Koder confirmed that staff has not received a new bond at this time. After some discussion, no official action was taken.

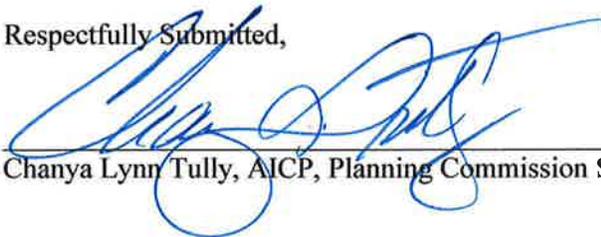
The Planning Commission heard a presentation regarding Edinburgh Subdivision 2c-2 by Mr. Forrest Koder. After minor discussion, no official action was taken.

The Planning Commission heard a presentation regarding final plat approval for Lynnview Ridge Subdivision. The presentation was made by Mr. Forest Koder who indicated that this two lot subdivision does require infrastructure improvements and road dedication. Mr. Chris Alley also spoke concerning the need for variance to our typical cul-de-sac requirements based on the unusual and unique circumstances of the entrance for the purposed apartment complex. After some discussion, no official action was taken.

The Planning Commission heard a presentation regarding the annexation zoning and plan of services for John B. Dennis Highway annexation area. The presentation was made by Mr. Ken Weems. After some discussion concerning the individual businesses included within the area, no official action was taken.

There being no further changes to the Agenda and no additional discussion, the Work Session was closed at approximately 12:45 PM.

Respectfully Submitted,



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Chanya Lynn Tully, AICP, Planning Commission Secretary