



## BOARD OF ZONING APPEALS MEETING AGENDA

Thursday, January 04, 2024 at 12:00 PM

City Hall, 415 Broad Street, Montgomery-Watterson Boardroom

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This meeting is an open and accessible meeting. If interested parties request special assistance or accommodations, please notify the Planning Department three (3) days in advance of the meeting.

### I. CALL TO ORDER - 12:00 P.M. NOON

### II. INTRODUCTION AND MEETING PROCEDURES

### III. PUBLIC HEARING

1. Case: BZA23-0385 – The owner of property located at 3747 Hemlock Park Circle, Control Map 077J, Group B, Parcel 46.00 requests a 14 foot front yard variance to Sec. 114-183(e)(1)c for the purpose of constructing a new single family home. The property is zoned R-1B, Residential District.

#### ***INTERESTED PARTIES:***

Owner: Cindy Pulitzer  
3745 Hemlock Park Circle  
Kingsport, TN 37663  
423-914-3003

Representative: Kattie Casebolt

### IV. BUSINESS

1. Approval of the December 7, 2023 regular meeting minutes.

**Stating for public record, the next application deadline is January 15, 2024 at noon, and meeting date (Thursday, February 1, 2024).**

## **V. ADJUDICATION OF CASES**

## **VI. PUBLIC COMMENT**

Citizens may speak on issue-oriented items. When you come to the podium, please state your name and address and sign the register that is provided. You are encouraged to keep your comments non- personal in nature, and they should be limited to five minutes.

## **VII. ADJOURN**

REGULAR MEETING & PUBLIC HEARING  
Kingsport Board of Zoning Appeals

NOTICE IS HEREBY GIVEN to all citizens of the City of Kingsport, Tennessee, to all persons interested, and the public at large that an open and public meeting of the Kingsport Board of Zoning Appeals scheduled for Thursday, January 4, 2024 will be conducted beginning at NOON in the Kingsport City Hall, Montgomery-Watterson Boardroom, 415 Broad Street, 3rd floor, Kingsport, Tennessee.

Public Hearings: The Kingsport Board of Zoning Appeals will conduct a Public Hearing during this meeting to consider the following cases:

**Case: BZA23-0385 – The owner of property located at 3747 Hemlock Park Circle, Control Map 077J, Group B, Parcel 46.00** requests a 14 foot front yard variance to Sec. 114-183(e)(1)c for the purpose of constructing a new single family home. The property is zoned R-1B, Residential District.

All interested persons are invited to attend this Public Hearing. Additional information concerning this case may be obtained by contacting City of Kingsport Planning Division staff, telephone (423) 229-9485.

All City of Kingsport public meetings are conducted in accessible locations. If you require accommodations to participate in this meeting, these may be requested by calling (423) 229-9485 or by emailing [ADAContact@KingsportTN.gov](mailto:ADAContact@KingsportTN.gov) at least 72 hours in advance. Copies of any documents used are available in accessible formats upon request.

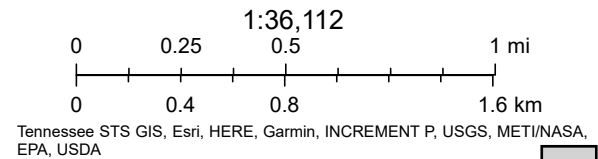
CITY OF KINGSPORT  
Angie Marshall, City Clerk  
PIT: 12/22/2023



January 2024 BZA  
3747 Hemlock Park Circle

12/19/2023, 10:29:03 AM

- |                |                  |                       |
|----------------|------------------|-----------------------|
| Streets        | Minor Arterial   | Private Street        |
| Interstate     | Collector Street | Ramp                  |
| Expressway     | Local Street     | Urban Growth Boundary |
| Major Arterial |                  |                       |





TO: KINGSPORT BOARD OF ZONING APPEALS

FROM: Jessica McMurray, Development Coordinator

DATE: December 20, 2023

RE: 3747 Hemlock Park Circle

The Board is asked to consider the following request:

**Case: BZA23-0385 – The owner of property located at 3747 Hemlock Park Circle, Control Map 077J, Group B, Parcel 46.00** requests a 14 foot front yard variance to Sec. 114-183(e)(1)c for the purpose of constructing a new single family home. The property is zoned R-1B, Residential District.

*Code reference:*

**Sec. 114-183. - R-1B, Residential District.**

*(e)Dimensional requirements. The minimum and maximum dimensional requirements for the R-1B district are as follows:*

*(1)Minimum requirements.*

- a. Lot area, 7,500 square feet.*
- b. Lot frontage, 50 feet.*
- c. Front yard, 30 feet.*
- d. Each side yard, eight feet.*
- e. Rear yard, 30 feet.*
- f. Usable open space, not applicable.*

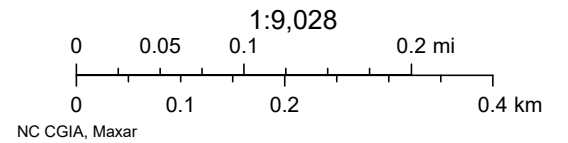


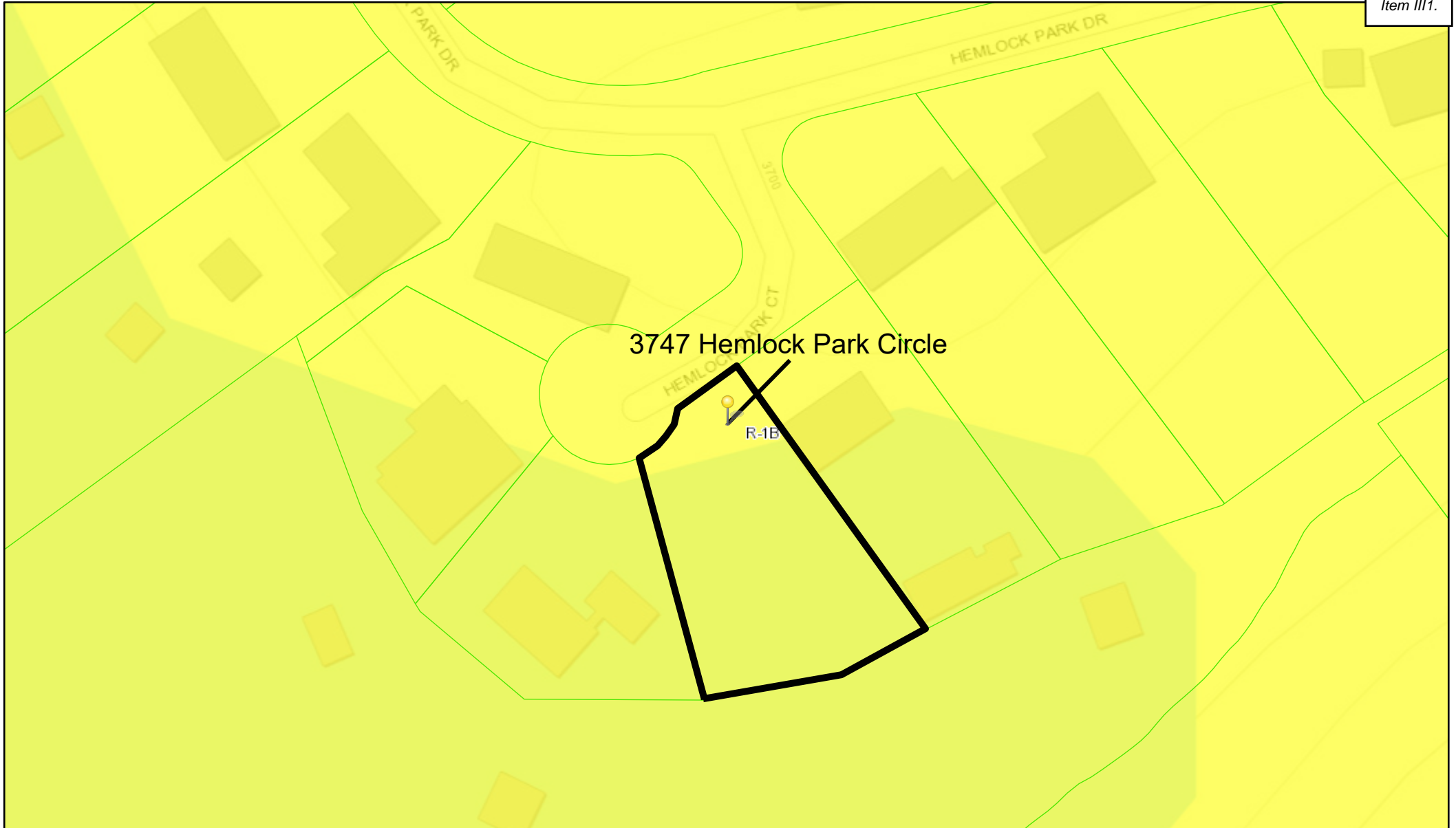
12/19/2023, 10:18:56 AM

Sullivan County Parcels Jan 2023

 Parcels

 Urban Growth Boundary





12/19/2023, 10:03:25 AM

Sullivan County Parcels Jan 2023

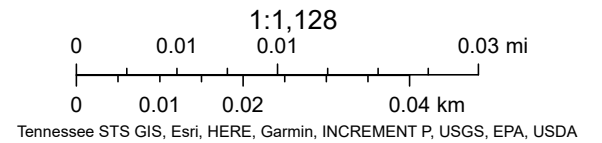
Parcels

City Zoning

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TAC

R-5	A-2	B-3	B-4P	M-1R	P-D	PMD-1
GC	AR	B-3	BC	M-2	PBD-3	PMD-2
B-2E	B-1	B-4	GC	MX	PBD/*	PUD
A-1	B-2	B-4P	M-1	P-1	PD	PVD



**APPLICATION**  
Board of Zoning Appeals



**APPLICANT INFORMATION:**

Last Name **Pulitzer** First **Cindy** M.I. \_\_\_\_\_ Date **12/15/23**  
Street Address **3747 Hemlock Park Circle** Apartment/Unit # \_\_\_\_\_  
City **Kingsport** State **TN** ZIP **37663**  
Phone **423-914-3003** E-mail Address **dr.cindy@mac.com**

**PROPERTY INFORMATION:**

Tax Map Information Tax map: **077J** Group: **B** Parcel: **046.00** Lot: \_\_\_\_\_  
Street Address **3747 Hemlock Park Circle** Apartment/Unit # \_\_\_\_\_  
Current Zone **R-1** Proposed Zone **R-1**  
Current Use **Non-conforming garage** Proposed Use **Single family residence**

**REPRESENTATIVE INFORMATION:**

Last Name **Casebolt** First **Kattie** M.I. \_\_\_\_\_ Date **12/15/23**  
Street Address **234 E Market Street** Apartment/Unit # \_\_\_\_\_  
City **Kingsport** State **TN** ZIP **37660**  
Phone **803-389-9494** E-mail Address **kattie@collectiveac.com**

**REQUESTED ACTION:**

We are requesting a front setback variance for a proposed house addition onto an existing garage. The proposed house would encroach by 14 feet into the front setback. The property on the south east corner is rounded for a culdesac that was never built. The road is established and would be extremely costly to modify as there are power poles that would have to be moved and houses that would be close within the culdesac already. Pushing the house forward allows the home to be more in character with the rest of the neighborhood as well as keeping better views to the lake for others by being pushed forward.

**DISCLAIMER AND SIGNATURE**

By signing below I state that I have read and understand the conditions of this application and have been informed as to the location, date and time of the meeting in which the Board of Zoning Appeals will review my application. I further state that I am/we are the sole and legal owner(s) of the property described herein and that I am/we are appealing to the Board of Zoning Appeals.

Signature: *Cynthia Pulitzer* Date: *12/14/23*

Signed before me on this *15th* day of *December*, 20*23*  
a notary public for the State of *Tennessee*  
County of *Sullivan*

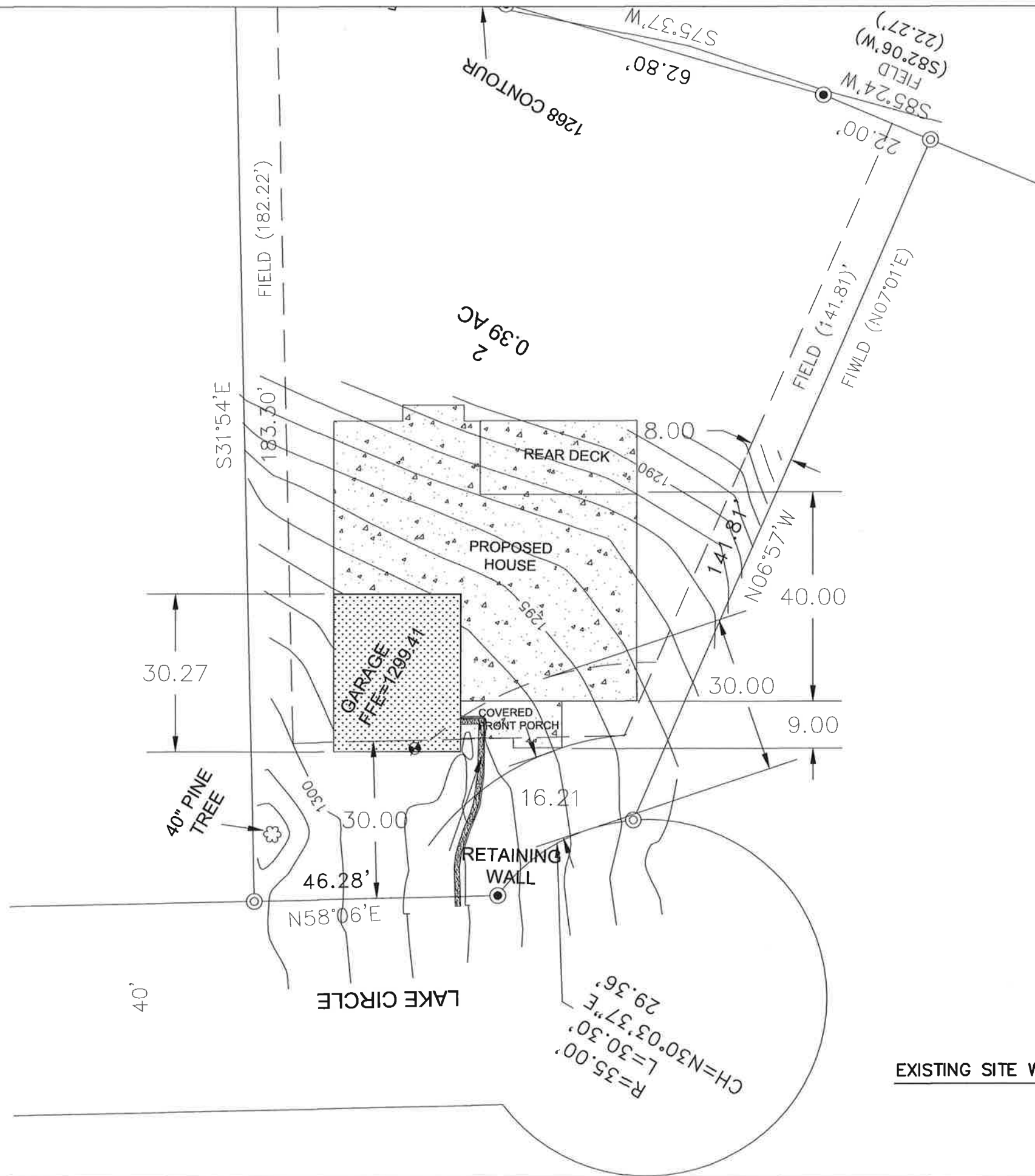


Notary *Lori P. Lane*  
My Commission Expires *Nov. 21st 2026*



**CITY PLANNING OFFICE**

Received Date:	Received By:
Application Fee Paid:	
Board of Zoning Appeals Meeting Date:	
Section of Applicable Code:	
Building/Zoning Administrator Signature:	Date:
Completed Site Plans Received:	
Previous requests or file numbers:	
Signature of City Planner:	Date:



EXISTING SITE WITH PROPOSED HOUSE PLACEMENT

SCALE: 1:10

CONTRACTOR SHALL INSPECT ALL EXISTING CONDITIONS TO ENSURE NO DISCREPANCIES WITH CONSTRUCTION DOCUMENTS. LAYOUT WALLS AND VERIFY ALL CRITICAL DIMENSIONS ARE CORRECT PRIOR TO CONSTRUCTION. ANY ISSUES SHALL BE BROUGHT TO THE ATTENTION OF THE ARCHITECT IMMEDIATELY.

SEAL: Item III.1.

PRELIMINARY  
NOT FOR  
CONSTRUCTION

THIS DRAWING AND THE DESIGN THEREOF IS THE PROPERTY OF COLLECTIVE ARCHITECTURE COMPANY. THEIR USE WITHOUT WRITTEN PERMISSION IS PROHIBITED. NOT VALID FOR USE UNLESS SEAL IS ATTACHED AND DATED.

**COLLECTIVE**  
ARCHITECTURE COMPANY  
238 E. MARKET STREET  
KINGSPORT, TN 37660  
PH: 423.388.6200

RESIDENTIAL RENOVATION FOR:  
**MR & MRS. PULTZER**

3747 HEMLOCK PARK CIRCLE, KINGSPORT, TN 37663

DRAWN BY: HS/KC  
DATE: 12/15/2023  
PROJECT #: 23-064  
REVISIONS:

SHEET DESCRIPTION:  
PROPOSED HOUSE PLACEMENT

SHEET NUMBER:  
**PFP-1**



**EXISTING GARAGE SIDE ELEVATION 03**  
SCALE: 1/4"=1'-0"



**EXISTING GARAGE ELEVATION 02**  
SCALE: 1/4"=1'-0"



**PROPOSED FRONT ELEVATION 01**  
SCALE: 1/4"=1'-0"

SEAL: Item III 1.

PRELIMINARY  
NOT FOR  
CONSTRUCTION

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**COLLECTIVE**  
ARCHITECTURE COMPANY  
238 E. MARKET STREET  
KINGSPORT, TN 37660  
PH: 423.398.6200

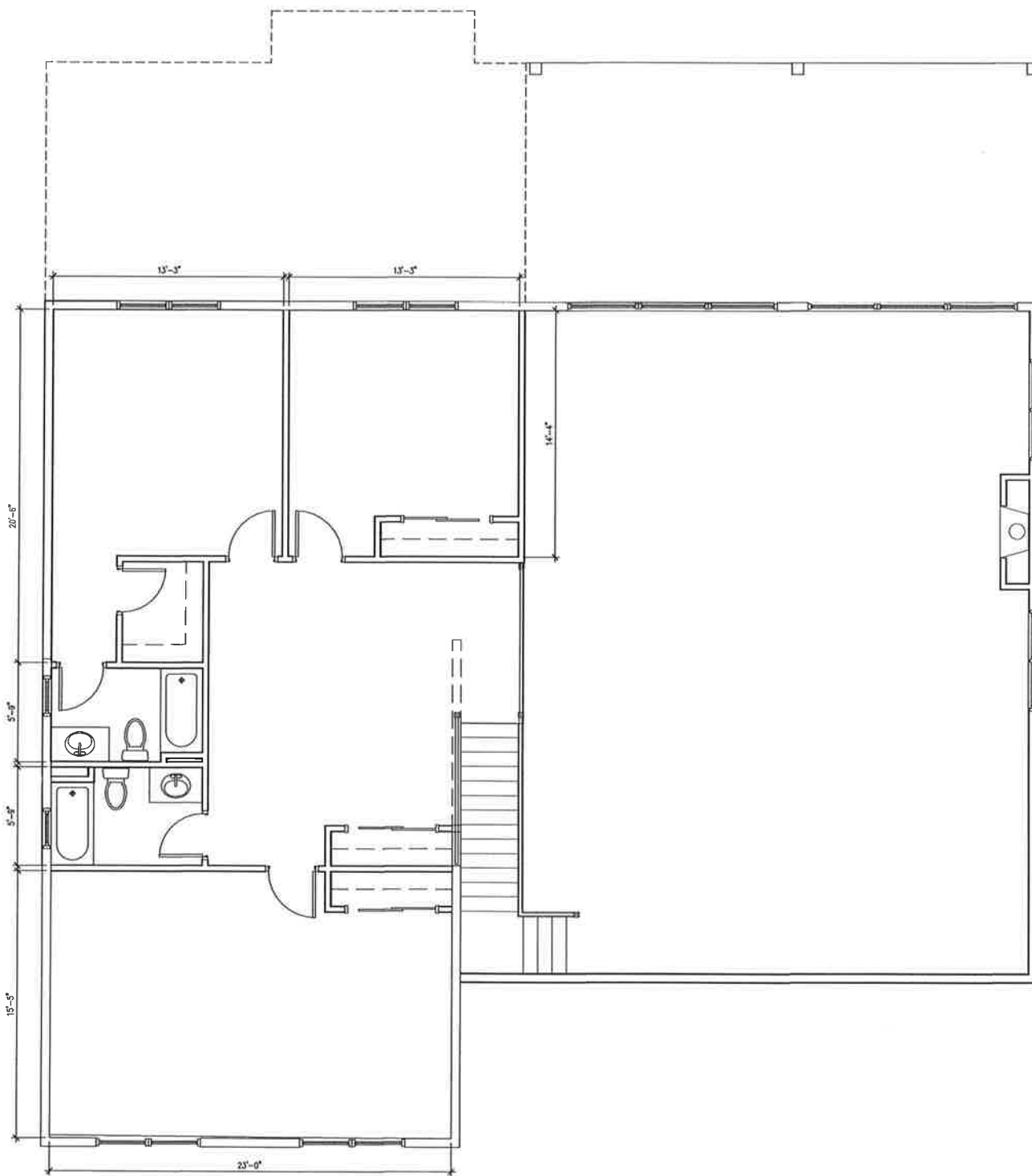
RESIDENTIAL RENOVATION FOR:  
**MR & MRS. PULTITZER**

3747 HEMLOCK PARK CIRCLE, KINGSPORT, TN 37663

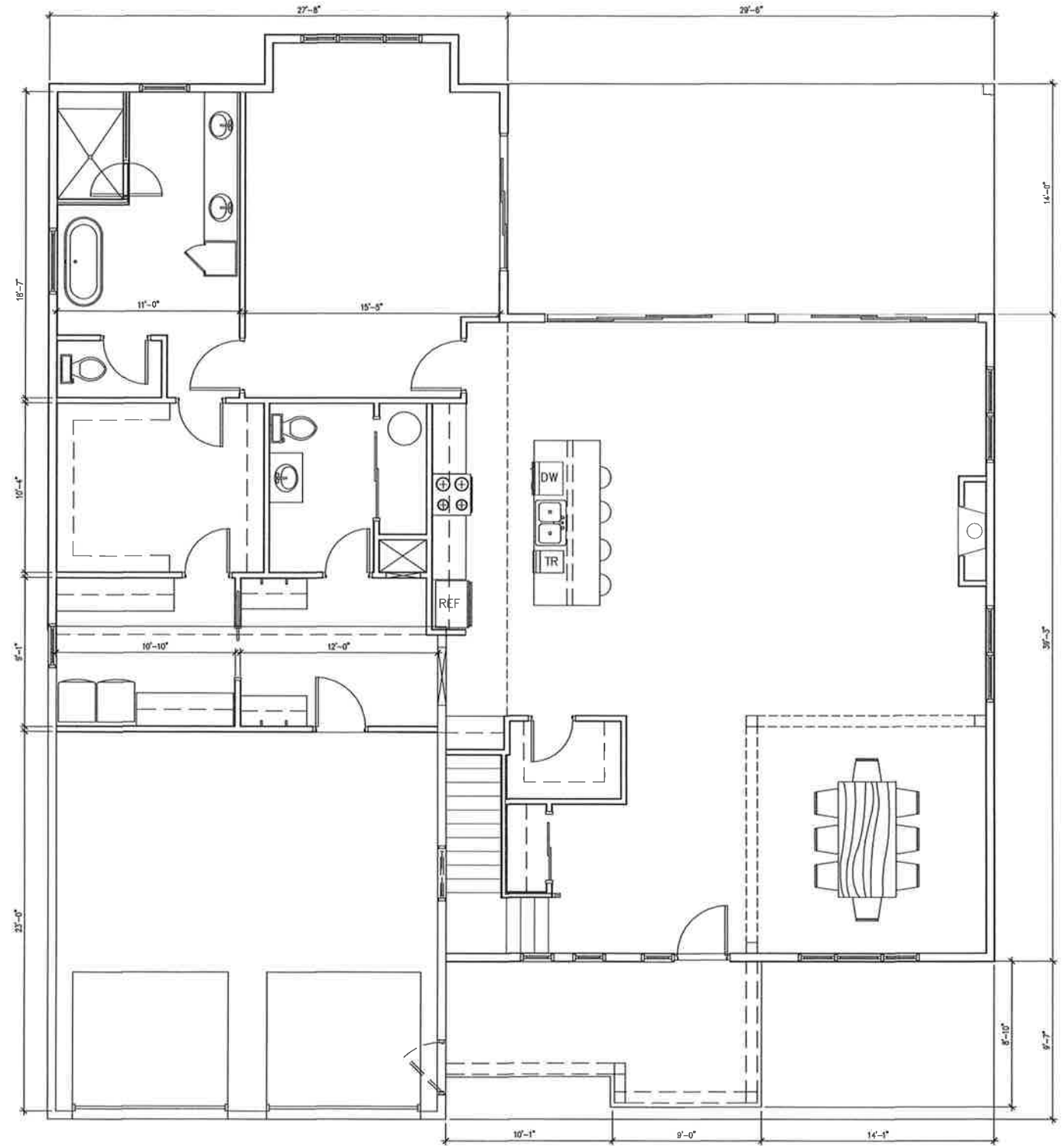
DRAWN BY: HS/KC  
DATE: 12/15/2023  
PROJECT #: 23-064  
REVISIONS:

SHEET DESCRIPTION:  
**PROPOSED  
FRONT  
ELEVATION**

SHEET NUMBER:  
**PFP-1**



**LOFT AREA FLOOR PLAN = 1,205 sq. ft**  
 SCALE: 1/4"=1'-0"



**MAIN FLOOR PLAN = 2,241 sq.ft**  
 SCALE: 1/4"=1'-0"

SEAL: Item III 1.

PRELIMINARY  
NOT FOR  
CONSTRUCTION

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**COLLECTIVE**  
ARCHITECTURE COMPANY  
238 E. MARKET STREET  
KINGSPORT, TN 37660  
PH: 423.398.6200

RESIDENTIAL RENOVATION FOR:  
**MR & MRS. PULTIZER**  
3747 HEMLOCK PARK CIRCLE, KINGSPORT, TN 37663

DRAWN BY: HS/KC  
DATE: 12/15/2023  
PROJECT #: 23-064  
REVISIONS:

SHEET DESCRIPTION:  
PROPOSED  
FLOOR PLANS

SHEET NUMBER:  
**PFP-1**

CONTRACTOR SHALL INSPECT ALL EXISTING CONDITIONS TO ENSURE NO DISCREPANCIES WITH CONSTRUCTION DOCUMENTS. LAYOUT WALLS AND VERIFY ALL CRITICAL DIMENSIONS ARE CORRECT PRIOR TO CONSTRUCTION. ANY ISSUES SHALL BE BROUGHT TO THE ATTENTION OF THE ARCHITECT IMMEDIATELY.

## MINUTES OF THE KINGSPORT BOARD OF ZONING APPEALS (BZA)

### December 7, 2023, Regular Meeting

Noon

Montgomery-Watterson Boardroom, City Hall

Members Present:

Bill Sumner  
Tracey Cleek  
Calvin Clifton  
Joe White  
Wes Combs

Members Absent:

Staff Present:

Lori Lane  
Ken Weems  
Jessica McMurray

Visitors:

Dean Hall  
Kris Wood  
Lucille Passauer  
Hoyt Denton  
Bill Robinson

Vice-Chairman Clifton called the meeting to order at 12:00p.

Vice-Chairman Clifton explained the meeting procedures.

Ms. Lori Lane conducted the swearing in ceremony for those wishing to speak during the regular meeting. All visitors were sworn in.

### Public Hearing:

**Case: BZA23-0350 – The owner of property located at 1295 Southgate Place, Control Map 076J, Group A, Parcel 03.00** requests a 1.7 foot front yard variance to Sec. 114-183(e)(1)d for the purpose of adding a new mini storage building to an existing mini storage site. The property is zoned B-3, Highway Oriented Business District.

Mr. Denton presented the case to the Board. Mr. Denton stated that the purpose of the request is to install new mini storage units at his existing mini storage site. Mr. Denton explained that per the City of Kingsport Fire Marshall he is required to place the building a minimum of 20 feet apart from other buildings. He went on to say that in order to meet this requirement he needs approval to move the units approximately 20 inches into the front yard.

Vice-Chairman Clifton, seeing no one wishing to speak further on the item, closed the public hearing.

**Case: BZA23-0352 – The owner of property located at 103 Quail Heights Court, Control Map 106H, Group F, Parcel 016.00** requests an 11.3 foot departure from rear yard variance to Sec. 114-133(1) and 3.6 foot side yard variance to Sec.114-183(e)(1)d for the purpose of constructing a new freestanding garage. The property is zoned R-1B, Residential District.

Mr. Hall presented the case. He stated he is the homeowner and requesting the variances for the purpose of constructing a two bay detached garage. He explained that due to the irregular lot shape and hardscaping in the rear of the home it was not possible to fully construct the garage behind the home. He went on to say the garage will be used for parking as the current attached garage is tight and difficult to park larger vehicles inside. Mr. Hall noted the new garage will be positioned toward the rear of the home in the side yard and approximately 150 feet away from the road.

Chairman Sumner, seeing no one wishing to speak further on the item, closed the public hearing.

**Case: BZA23-0358 – The owner of property located at 1939 and 1943 Fort Robinson Dr, Control Map 045K, Group A, Parcel 012.00 and 013.00** requests approval from the Board of Zoning Appeals to Sec. 114-8(4) to re-establish a non-conforming use for six apartment units. The property is zoned R-1B, Residential District.

Mr. Robinson presented the case to the Board. He explained the purpose of his request is to re-establish a non-conforming use in order to rehabilitate an old building for six new apartments units. He went on to say the building has been used as apartments in the past but is currently vacant and in disrepair. It is his wish to repair the building for residential use and believes it will greatly benefit the neighborhood.

The Vice-Chairman opened the business meeting. A motion was made by Ms. Cleek, seconded by Mr. White, to approve the minutes of the November 2, 2023 regular meeting. The motion was passed unanimously, 5-0. Staff stated for the record that the next application deadline is December 15, 2023 for the next regular meeting to be held on January 4, 2024.

**Adjudication of Cases:**

**Case: BZA23-0350 – The owner of property located at 1295 Southgate Place, Control Map 076J, Group A, Parcel 03.00**

**MOTION:** made by Mr. Combs, seconded by Mr. White, to grant the requested 1.7 foot front yard variance to Sec.114-195(f)(1)c for the purpose of adding a new mini storage building to an existing mini storage site.

**VOTE:** 5-0 to approve the request.

**Case: BZA23-0352 – The owner of property located at 103 Quail Heights Court, Control Map 106H, Group F, Parcel 016.00**

The board agreed the hardship in this case is the irregular lot shape.

**MOTION:** made by Mr. White, seconded by Ms. Cleek, to grant the requested 11.3 foot departure from rear yard variance to Sec. 114-133(1) and 3.5 foot side yard variance to Sec.114-183(e)(1)d for the purpose of constructing a new freestanding garage.

**VOTE:** 5-0 to approve the request.

**Case: BZA23-0358 – The owner of property located at 1939 and 1943 Fort Robinson Dr, Control Map 045K, Group A, Parcel 012.00 and 013.00**

The board collectively agreed this project will benefit the neighborhood and the tax base.

**MOTION:** made by Mr. Sumner, seconded by Mr. White, to grant the request to re-establish a non-conforming use for six apartment units.

**VOTE:** 5-0 to approve the request.

With no further business the meeting was adjourned at 12:29 p.m.

Respectfully Submitted,

*Jessica McMurray*

Jessica McMurray  
Development Coordinator