

REGIONAL PLANNING COMMISSION MEETING AGENDA

Thursday, May 18, 2023 at 5:30 PM City Hall, 415 Broad Street, Boardroom

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. INTRODUCTION AND RECOGNITION OF VISITORS
- II. APPROVAL OF THE AGENDA
- III. APPROVAL OF MINUTES
 - 1. April 17, 2023 Work Session Minutes
 - 2. April 20, 2023 Regular Meeting Minutes

IV. CONSENT AGENDA

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 and final plats not requiring any variances.

V. UNFINISHED BUSINESS

VI. NEW BUSINESS

- 1. 1050 Bloomingdale Road County Rezoning (REZONE23-0136). The Commission is requested to send a positive recommendation to the Sullivan County Commission in support a rezoning effort from the R-1 zone to the A-5 zone. (Garland)
- Granby Place ILOC Extension with Increase (2021-201-00008). The Commission is requested to approve a one year extension and increase of the ILOC for Granby Place. (Garland)

- 3. Division of the Walden Property, Water Variance Request (MINSUB23-0153). The Commission is requested to approve the Division of Walden Property along with the accompanying variance to public water supply. (Garland)
- 4. 2108 Netherland Inn Road Surplus (SURPLS23-0158). The Commission is requested to declare 2018 Netherland Inn Road as surplus property. (Garland)

VII. OTHER BUSINESS

1. Approved Subdivisions

VIII. ADJOURN



REGIONAL PLANNING COMMISSION WORK SESSION MINUTES

Monday, April 17, 2023 at Noon City Hall, 415 Broad Street, Conf Room 226

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. INTRODUCTION AND RECOGNITION OF VISITORS

Commission Members Present: Sam Booher, Pat Breeding, John Moody, James Phillips, Sharon Duncan, Paula Stauffer

Commission Members Absent: Phil Rickman, Travis Patterson

Staff Present: Ken Weems, AICP, Savannah Garland, Jessica McMurray, Dave Harris, Garret Burton

Visitors: Danny Karst

II. APPROVAL OF THE AGENDA

III. APPROVAL OF MINUTES

- 1. March 13, 2023 Work Session Minutes
- 2. March 16, 2023 Regular Meeting Minutes
- March 29, 2023 Called Meeting Minutes

The Commission reviewed the March 2023 set of minutes with no changes requested.

IV. CONSENT AGENDA

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 and final plats not requiring any variances.

V. NEW BUSINESS

- West Park Development Lot 5 ILOC Release (2021-201-00012). The Commission is
 requested to release the irrevocable letter of credit for the West Park Lot 5 development. Staff
 stated that all improvements for the West Park Lot 5 Development had been completed. Staff
 recommended releasing the Lot 5 ILOC. No official action was taken.
- 2. West Park Road ILOC Call (21-201-00009). The Commission is requested to call the irrevocable letter of credit for the West Park Road (now known as Port Drive) in order for the remaining improvements to be completed. Staff stated that the remaining improvements for the West Park Road ILOC have not been completed. Additionally, staff noted that the recommended action on this item is to call the ILOC. Staff noted that they are working with the City Attorney office to produce a recommended motion that will alleviate the need to reconvene the Commission in the event that the developer completes the required improvements prior to the ILOC expiring. No official action was taken.

VI. UNFINISHED BUSINESS

VII. OTHER BUSINESS

1. March through April 2023 Subdivision Letters

VIII. ADJOURN



REGIONAL PLANNING COMMISSION REGULAR MEETING MINUTES

Thursday, April 20, 2023 at 5:30pm
City Hall, 415 Broad Street, Montgomery-Watterson Boardroom

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. INTRODUCTION AND RECOGNITION OF VISITORS

Commission Members Present: Sam Booher, Pat Breeding, James Phillips, Sharon Duncan, Phil Rickman

Commission Members Absent: Paula Stauffer, Travis Patterson, John Moody

Staff Present: Ken Weems, AICP, Savannah Garland, Jessica McMurray, Bart Rowlett, Garret Burton

Visitors: none

II. APPROVAL OF THE AGENDA

A motion was made by Pat Breeding, seconded by James Phillips, to approve the agenda. The motion passed unanimously, 5-0.

III. APPROVAL OF MINUTES

- 1. March 13, 2023 Work Session Minutes
- March 16, 2023 Regular Meeting Minutes
- 3. March 29, 2023 Called Meeting Minutes

The Commission reviewed the March 2023 set of minutes with no changes requested. A motion was made by Sharon Duncan, seconded by Phil Rickman, to approve the minutes of

Item III2.

the March 13 Work Session, March 16 Regular Meeting, and March 29 Called Meeting. The motion passed unanimously, 5-0.

IV. CONSENT AGENDA

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 and final plats not requiring any variances.

V. NEW BUSINESS

- West Park Development Lot 5 ILOC Release (2021-201-00012). The Commission is
 requested to release the irrevocable letter of credit for the West Park Lot 5 development. Staff
 stated that all improvements for the West Park Lot 5 Development had been completed. Staff
 recommended releasing the Lot 5 ILOC. A motion was made by Pat Breeding, seconded by
 Sharon Duncan, to release the ILOC for West Park Lot 5. The motion passed unanimously, 50.
- 2. West Park Road ILOC Call (21-201-00009). The Commission is requested to call the irrevocable letter of credit for the West Park Road development (now known as Port Drive) in order for the remaining improvements to be completed. Staff stated that the remaining improvements for the West Park Road ILOC have not been completed. Additionally, staff noted that the recommended action on this item is to call the ILOC. Staff noted that the ILOC has been extended three times in the past and that ongoing conversations about completing the development improvements with the developer have been taking place over the last year. Staff identified the remaining improvements as the General Items and As-Builts as described on the bond estimate. Staff confirmed that with the City-Attorney supplied motion, if the Commission saw fit to make it, would allow the ILOC to be released without reconvening the Commission for another meeting. Pat Breeding made a motion to declare the funds secured by the letter of credit opened by Eastman Credit Union dated May 11, 2022 for the West Park Development Subdivision to be forfeited by the developer as the required improvements have not been completed as of March 30, 2023 and that funds be secured no later than close of business on Friday May 5, 2023 to complete the necessary improvements. The motion was seconded by Phil Rickman. The motion passed 4-0-1, with Sam Booher abstaining from the item.

VI. UNFINISHED BUSINESS

VII. OTHER BUSINESS

Item III2.

1. March through April 2023 Subdivision Letters

VIII. ADJOURN

Rezoning Report

File Number REZONE23-0136

Bloomingdale Rd. (County Rezoning)

Property Information			
Address	1050 Bloomingdale Road		
Tax Map, Group, Parcel	Map 030O, Group A, Parcel 017.10		
Civil District	11		
Overlay District	n/a		
Land Use Designation	Residential		
Acres	9.54 +/-		
Existing Use	Residential	Existing Zoning	R-1 (County)
Proposed Use	Residential/Agriculture	Proposed Zoning	A-5 (County)
Owner /Applicant Information			
Name: Frank Hutchins		Intent: To rezone from R-1 to A-5 to allow a 3,000	
Address: 1050 Bloomingdale Rd.		square foot accessory	structure
City: Kingsport			
State: TN	Zip Code: 37660		

Planning Department Recommendation

Phone: (423) 863-0393

The Kingsport Planning Division recommends sending a POSITIVE recommendation to Sullivan County Commission for the following reasons:

- The zoning change is compatible with the surrounding residential zoning
- The zoning change will appropriately match the existing use.

Staff Field Notes and General Comments:

The zoning area consists of 1 parcel and approximately 9.54 acres. A rezoning to A-5, in staff's opinion, is the most appropriate use for the property.

Planner:	Savannah Garland	Date:	April 24, 2023
Planning Commission	n Action	Meeting Date:	May 18, 2023
Approval:			
Denial:		Reason for Denial:	
Deferred:		Reason for Deferral:	

Rezoning Report

File Number REZONE23-0136

PROPERTY INFORMATION County Rezoning

ADDRESS 1050 Bloomingdale Road

DISTRICT 11

OVERLAY DISTRICT n/a

EXISTING ZONING R-1 (County)

PROPOSED ZONING A-5 (County)

ACRES 9.54 +/-

4/24/2023

EXISTING USE Residential

PROPOSED USE Residential/Agricultural

INTENT

To rezone from R-1 to A-5 for the purpose of adding an accessory structure.

Rezoning Report

File Number REZONE23-0136

Site Map

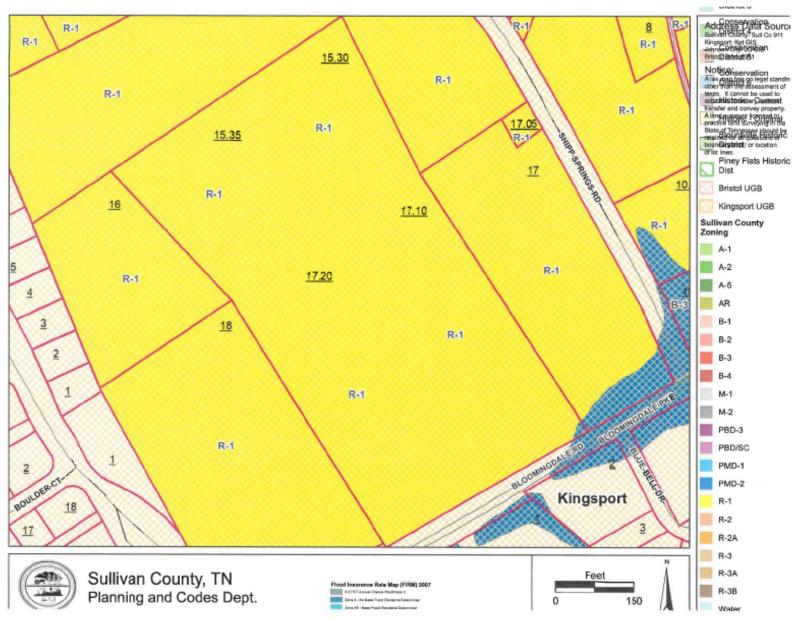


Prepared by Kingsport Planning Department for the Kingsport Regional Planning Commission Meeting on May $18^{\rm th}$, 2023

Rezoning Report

Kingsport Regional Planning Commission File Number REZONE23-0136

Surrounding Zoning Map (Sullivan County Zoning)



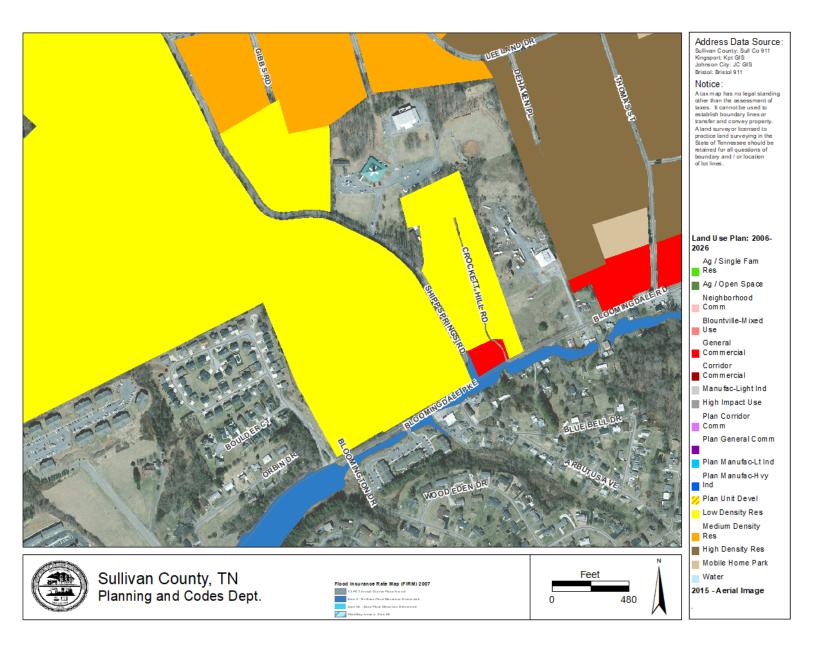
Rezoning Report

File Number REZONE23-0136

Future Land Use Plan



Sullivan County Future Land Use Plan - Low Density Residential



Rezoning Report

File Number REZONE23-0136

Utilities













Rezoning Report

File Number REZONE23-0136

Standards of Review

Staff shall, with respect to each zoning application, investigate and make a recommendation with respect to factors 1 through 7, below, as well as any other factors it may find relevant.

- 1. Whether or not the proposal will permit a use that is suitable in view of the use and development of adjacent and nearby property? The proposal is already surrounded by R-1 zoning and it will permit a use that is suitable for the Future Land Use development.
- 2. Whether or not the proposal will adversely affect the existing use or usability of adjacent or nearby property? The proposal will not impact adjacent property adversely.
- 3. Whether the property to be affected by the proposal has a reasonable economic use as currently zoned? The current and proposed zones offer reasonable economic use for the subject property.
- 4. Whether the proposal is in conformity with the policies and intent of the land use plan? Both the City and County land use plans address the rezoning site as appropriate for Residential/Agricultural.

Proposed use: A-5 (General Agricultural/Residential District)

The Future Land Use Plan Map recommends county: low density residential; city: residential

- 5. Whether there are other existing or changed conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the proposal? The existing conditions of the property present supporting grounds for the zoning change, as the majority of the surrounding parcels are already zoned R-1.
- 6. Whether the present district boundaries are illogically drawn in relation to existing conditions? The present district boundaries are logically for agricultural/residential use.
- **7.** Whether the change will create an isolated district unrelated to similar districts: The proposed A-5 zone will exist in harmony with the abutting/ existing R-1 zone.

CONCLUSION

Staff recommends sending a POSITIVE recommendation to the Sullivan County Commission to rezone from R-1 to A-5. The rationale for this recommendation is based upon conformance with adjacent existing land uses and the proposal following the Future Land Use Plans.



MEMORANDUM

To: Kingsport Regional Planning Commission

FROM: SAVANNAH GARLAND, PLANNER

DATE: MAY 18TH, 2023

SUBJECT: IRREVOCABLE LETTER OF CREDIT EXTENSION FOR GRANBY PLACE

FILE NUMBER: 2021-201-00008

The City currently holds an Irrevocable Letter of Credit in the amount of \$83,472.09 for Granby Place road development. The City Engineering Division has recalculated an estimate for this extension to cover the cost of the required improvements to meet the Minimum Subdivision Regulations for the Final Plat of Grandby Place Subdivision. The new estimate is for the amount of \$124,827.14. An irrevocable letter of credit has been submitted to the City for the amount matching that estimate. The remaining improvements include things like sidewalks and erosion control.

The new Irrevocable Letter of Credit will have an expiration date of June 30th, 2024. The Irrevocable Letter of Credit states that the improvements will be completed on or before the Performance Date, which is set to March 30, 2024.

Staff Recommends extension of the Irrevocable Letter of Credit in the amount of \$124,828.14 as calculated by the City Engineering Division, to cover all remaining improvements for Granby Place.

BOND ESTIMATE Granby Road Bond Estimate

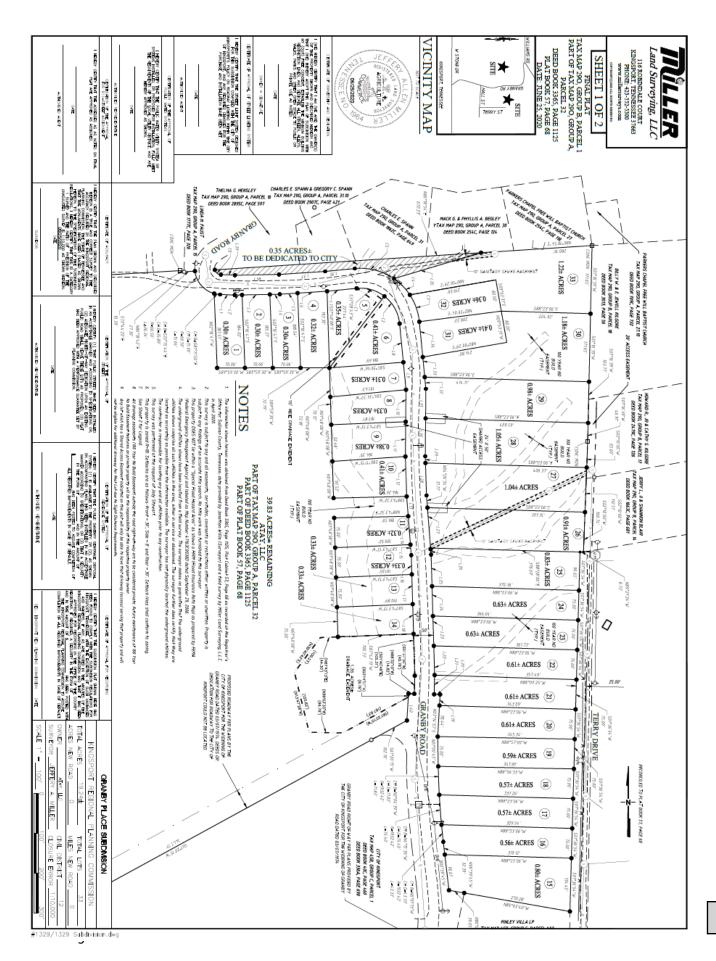
March 14, 2023

FILE NO. 2020-D9

ITEM NO. QUA	YTITA	UNIT	DESCRIPTION	U	NIT COST	Т	OTAL COST
General Items							
1	1	LS	Mobilization	\$	7,607.33	\$	7,607.33
2	1	L\$	Traffic Control	\$	12,000.00	\$	12,000.00
3	1	LS	Topsoil, Seeding and Strawing	\$	18,708.00	\$	18,708.00
Sidewalks 3 Erosion Control	7,795	S.F.	4" Sidewalk w/ (4" Base Stone and Spray-Lok)	\$	7.79	\$	60,723.05
4	1	LS	Erosion Control	\$	10,000.00	\$	10,000.00
				SUB	TOTAL	\$	109,038.38
			CONTINGENCIES (6%)			\$	6,542.30
						\$	115,580.68
			CONSTRUCTION CONTRACT ADMINISTRATION & INSPECTION (8%)			\$	9,246.45
				тот	AL	\$	124,827.14

David Harris Civil Engineer I City of Kingsport March 14, 2023

Date



Item VI3.

Property Information	Division of the Walden Property			
Address	518, 494, 480 Catawba Lane			
Tax Map, Group, Parcel	TM 64 Parcel 016.00			
Civil District	7th Civil District			
Overlay District	N/A			
Land Use Designation	Single Family Residential & Agricultural			
Acres	+/- 3.02			
Major or Minor / #lots	Minor	Concept Plan		
Two-lot sub	YES	Prelim/Final	Final	
Owner /Applicant Information		Surveyor Information		
Name: Johnathan Walden		Name: Tyler McCoy		
Address: 518 Catawba Lane		Address: 806 East Jackson Blvd. Ste. 11		
City: Blountville		City: Jonesborough		
State: TN Zip Code: 37617		State: TN Zip Code: 37659		
Email: N/A		Email: mccoy.tyler@rocketmail.com		
Phone Number: 423-361-3253		Phone Number: 423-753-9192		

Planning Department Recommendation

(Approve, Deny, or Defer)

The Kingsport Planning Division recommends Final Subdivision Approval for the following reasons:

- One variance is requested to the public water requirement.
- With approval of variance, the plat meets the Minimum Subdivision Regulations.

Staff Field Notes and General Comments:

The property lies within the Urban Grown Boundary for the City of Kingsport along Catawba lane. The Kingsport Subdivision Regulations require that all new lots have a public water supply. The closest water line is 3,500 feet away and the cost to extend public water to this property cost more or less \$200,000. The owners have requested a variance to allow the plat to be recorded with no public water. A functional well currently serves parcel one and the well has been tested by McMullan's Well Pumps to show that there is adequate water to serve parcels two and three.

Staff recommends approval of the final plat for the Division of the Walden Property and the variance to the public water requirement to meet minimum Subdivision Regulations.

Planner:	Garland	Date: 5/4/2023	
Planning Commission	n Action	Meeting Date:	May 18 th , 2023
Approval:			
Denial:		Reason for Denial:	
Deferred:		Reason for Deferral:	

PROPERTY INFORMATION Division of the Walden Property

ADDRESS 518, 494, 480 Catawba Lane

DISTRICT, LAND LOT 7th Civil District, TM 64 Parcel 016.00

OVERLAY DISTRICT N/A

EXISTING ZONING County A-1

PROPOSED ZONING No Change

ACRES 3.02

EXISTING USE Residential

PROPOSED USE Residential

PETITIONER: Johnathan Walden

ADDRESS: 518 Catawba Lane, Blountville, TN 37617

REPRESENTATIVE: N/A

PHONE:

INTENT

The applicant is requesting final plat approval for the subdivision of the property located in the 7th Civil District and more fully described as Tax Map 64 Parcel 016.00.

The property is within the Kingsport Urban Grown Boundary along Catawba Lane. The division of the property into three tracts is for construction of a new single family dwelling. The existing home is served by septic.

No public water is available to the property. Estimates from the Water/Sewer Division state that the cost to extend water to this property could exceed \$200,000. The closest water line is 3,500 feet away. The Kingsport Subdivision Regulations call for every new lot to have a public water supply. The owners are requesting a variance to these regulations to allow them to subdivide the lot without public water.

A functional well currently serves the property has been tested by McMullan's Well Pumps to show that there is adequate water to serve parcels one and two.

Staff recommends approval of the final plat for the Division of the Walden property and the variance to the public water requirement to meet minimum Subdivision Regulations. The viability of the well to serve the property has been independently verified.



Johnathan & Brittany Walden

518 Catawba Lane Blountville, TN 37617

To whom it may concern:

This letter is to inform you, on behalf of Jonathan and Brittany Walden, that the property located at 518 Catawba Lane of Blountville, Tn 37617 has an established water well and it is sufficient enough to accommodate two more dwellings on the property. If you have any future concerns or questions you can contact our company at the phone number below.

We thank you for your business, Tyler McMullins (423) 956-0896



Prepared by Kingsport Planning Department for the Kingsport Regional Planning Commission Meeting on May 18^{th} , 2023

Item VI3.

Subdivision Report L File Number MINSUB23-0153

518 Catawba Ln Blountville TN 37617 May 10th, 2023

Kingsport Regional Planning Commission 201 W. Market St. Kingsport , TN 37660

REF: Request for variance, 518 Catawba Ln. Blountville, TN 37617

Tax map: 064 Parcel: 016.00

To whom it may concern:

We are the current owners of the property located at 518 Catawba Ln, Blountville, TN. We are currently looking to sub-divide the property into 3 lots. Lot 1 would be the majority of the property with the existing house already located on the property, lot 2 & 3 would be an acre for construction of new single family dwellings later on. The property is currently serviced by a well.

In order to do so we need to have approval by the KPT PC as Public water is not available to the property. The closest water line available is 3,500 ft away.

Our request is for the KPT PC to grant us a variance to approve the division of the property with the understanding that public water does not serve this property.

Regards, Johnathan A. Walden Brittany L. Walden

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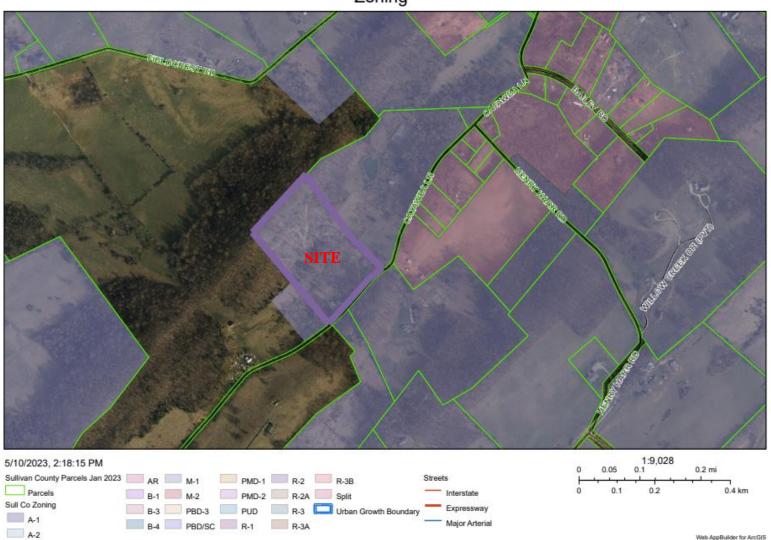
Site Map

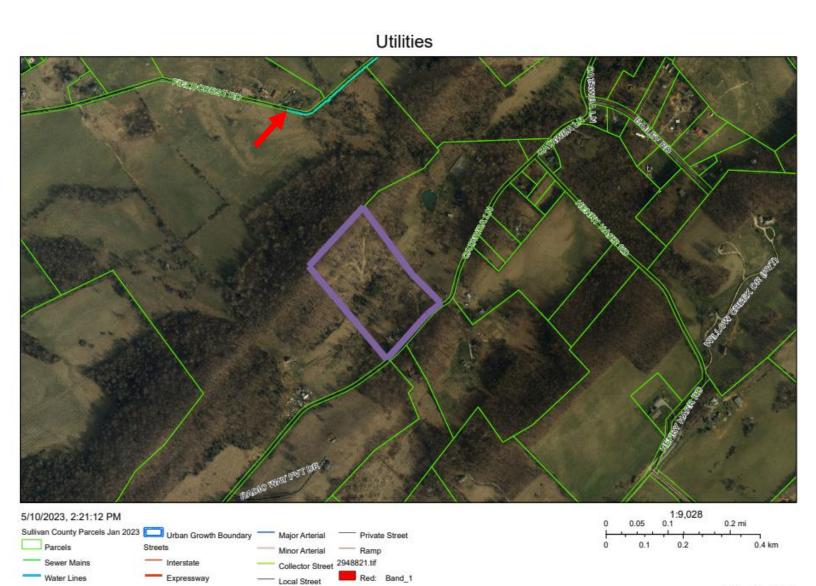


Web AppBuilder for ArcGi

County R-1A

Zoning

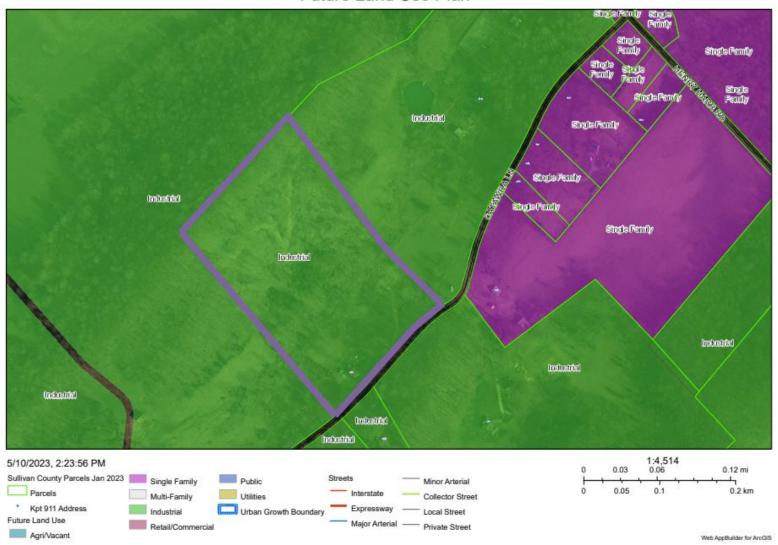


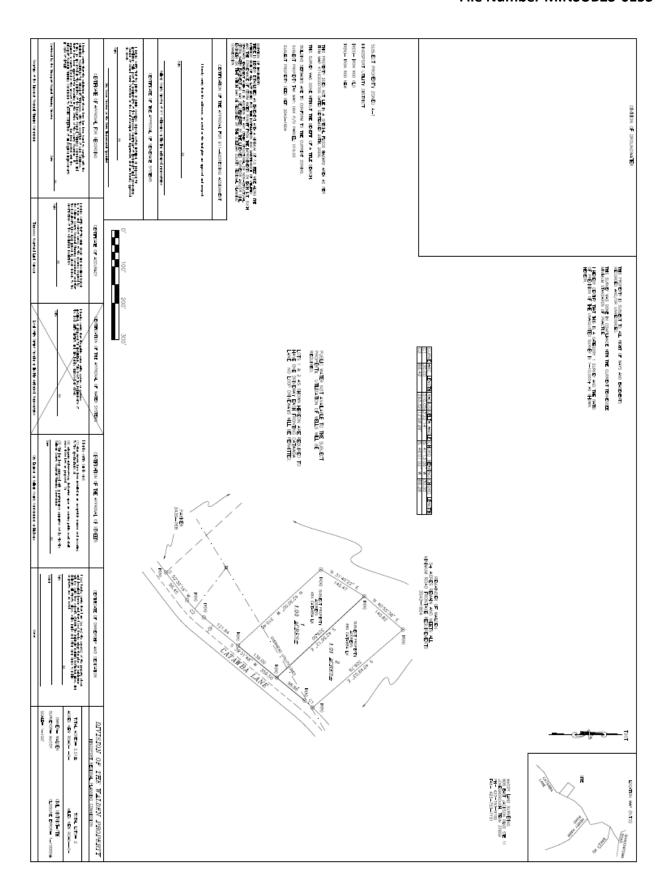


Prepared by Kingsport Planning Department for the Kingsport Regional Planning Commission Meeting on May $18^{\rm th},2023$

Web AppBuilder for ArcGIS

Future Land Use Plan





Subdivision Report
File Number MINSUB23-0153

Item VI3.

CONCLUSION

Staff recommends approval of the final plat for the Division of the Walden Property and the variance to the public water requirement to meet minimum Subdivision Regulations.

Surplus Report SURPLS23-0158

Property Information	Surplus Request	
Address	2108 Netherland Inn Road	
Tax Map, Group, Parcel	Tax Map 045J, Group A, Parcel 004.00	
Civil District 12 th Civil District		
Overlay District	N/A	
Land Use Designation	Single Family	
Acres	+/08	

Applicant #1 Information	Intent	
Name: City of Kingsport Address: 415 Broad Street	Intent: To declare Tax Map 045J Group A Parcel 4 as surplus property by the City of Kingsport.	
City: Kingsport State: TN Zip Code: 37660 Phone Number: (423) 229-9485	Under TCA 13-4-104, the Kingsport Regional Planning Commission is required to designate City owned property as surplus before the City can dispose of the property.	

Planning Department Recommendation

(Approve, Deny, or Defer)

The Kingsport Planning Division recommends declaring 2108 Netherland Inn Road as surplus:

• Request reviewed by all city departments

Staff Field Notes and General Comments:

The City is requesting that the Planning Commission declare Tax Map 045J Group A Parcel 4 as surplus property. The requested area is located off Netherland Inn Road. All city departments and utility providers have reviewed the request and see no need to retain this property as city property.

Staff recommends that the Planning Commission declare 2108 Netherland Inn Road as surplus property due to the City seeing no future use for the property.

Planner:	Garland	Date: 5/3/2023	
Planning Commission	n Action	Meeting Date:	May 18 th , 2023
Approval:			
Denial:		Reason for Denial:	
Deferred:		Reason for Deferral:	

Surplus Report SURPLS23-0158

PROPERTY INFORMATION	Surplus Request
ADDRESS	2108 Netherland Inn Road
DISTRICT, LAND LOT	Sullivan County
	12 th Civil District, TM 045J Group A, Parcel 4
OVERLAY DISTRICT	N/A
CURRENT ZONING	PVD – Planned Village District
PROPOSED ZONING	No Change
ACRES +/08	
EXISTING USE Vacant building	
PROPOSED USE Residential	

PETITIONER 1: City of Kingsport

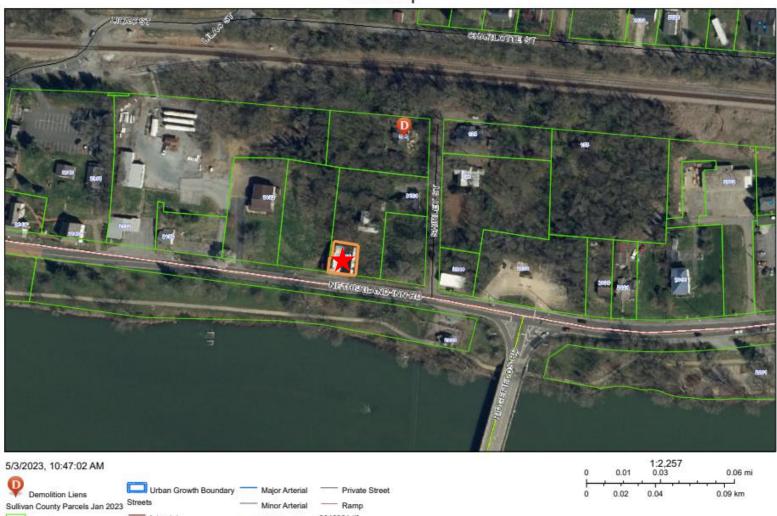
415 Broad St., Kingsport, TN 37660

INTENT

To declare Tax Map 045J Group A Parcel 4 as surplus property by the City of Kingsport.

Surplus Report SURPLS23-0158

Site Map





Web AppBuilder for ArcGIS

Surplus Report SURPLS23-0158

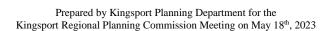
Zoning



Surplus Report SURPLS23-0158

Future Land Use

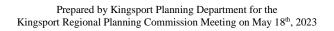




Surplus Report SURPLS23-0158

Utilities





Surplus Report SURPLS23-0158



RECOMMENDATION:

Staff recommends that the Planning Commission declare 2108 Netherland Inn Road as surplus property.



May 18th, 2023

Sam Booher, Chairman Kingsport Regional Planning Commission 415 Broad Street Kingsport, TN 37660

Chairman Booher:

This letter is to inform you that I, as Secretary for the Kingsport Regional Planning Commission, certify the subdivision of the following lots meet(s) the Minimum Standards for Subdivision Development within the Kingsport Planning Region. The staff certifies these plat(s) as acceptable to be signed by the Secretary of the Planning Commission for recording purposes.

- 1. Glen Avenue
- 2. Lehigh Street
- 3. Breckenridge Trace
- 4. Caymus Yard Phase 1
- 5. Silk Mill Place
- 6. 2040 Granby Road
- 7. Packing House Road
- 8. Clearview St.

Sincerely,

Ken Weems, AICP Planning Manager C: Kingsport Regional Planning Commission

