

# REGIONAL PLANNING COMMISSION MEETING AGENDA

Thursday, July 18, 2024 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. Approval of the June 17, 2024 Called Meeting Minutes
  - 2. Approval of the June 17, 2024 Work Session Minutes
  - 3. Approval of the June 20, 2024 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**

Mural Zoning Text Amendment (ZTA24-0087). The Commission is requested to send a positive recommendation to the Board of Mayor and Aldermen in support of the text amendment. (Weems)

#### **VII. OTHER BUSINESS**

1. Conduct Officer Elections for Chairman and Vice Chairman

# 2. Approved Subdivisions

# **VIII. 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.

# IX. ADJOURN



# CALLED REGIONAL PLANNING COMMISSION AGENDA

Monday, June 17, 2024 at 12:00 PM City Hall, 415 Broad Street, Called Meeting- Conference 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

Members present: Sharon Duncan, Sam Booher, James Phillips, Travis Patterson, Tim Lorimer, Chip Millican

Members absent: Jason Snapp, John Moody, Anne Greenfield

Staff present: Ken Weems, AICP, Jessica Harmon, Bart Rowlett, Jessica McMurray, Lori Pyatte, Finnegan Hounshell, Garret Burton

### II. APPROVAL OF THE AGENDA

A motion was made by James Phillips, seconded by Travis Patterson, to approve the agenda as presented. The motion passed unanimously, 6-0.

#### III. APPROVAL OF 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**

Item III1.

1. Amend Zoning Chapter 114, Division 5, Floodplain Zoning by adopting the new model floodplain ordinance language as supplied by FEMA. (ZTA27-0120). The Commission is requested to send a positive recommendation to the Board of Mayor and Aldermen in support of the Zoning Text Amendment. Staff stated that the zoning text amendment update was necessary to adopt the new model ordinance for floodplains. Staff drew attention to several changes to the wording of the floodplain ordinance per the FEMA changes. Staff noted that a control panel would update as well, making a very minor change to a parcel inside city limits. A motion was made by Sam Booher, seconded by James Phillips, to send a positive recommendation to the Board of Mayor and Aldermen to approve the zoning text amendment. The motion passed unanimously, 6-0.

#### **VII. OTHER BUSINESS**

#### **VIII. 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.

#### IX. ADJOURN

With no further business to perform, the Chairman adjourned the called meeting at 12:09 p.m.



# REGIONAL PLANNING COMMISSION WORK SESSION MEETING MINUTES

Monday, June 17, 2024 at Noon City Hall, 415 Broad Street, Conference 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

Members Present: Sharon Duncan, James Phillips, Sam Booher, Tim Lorimer, Travis Patterson, Chip Millican

Members Absent: John Moody, Jason Snapp, Anne Greenfield,

Staff Present: Ken Weems, AICP, Jessica McMurray, Garret Burton, Lori Pyatte, Finn Hounshell

Visitors: none

# II. APPROVAL OF THE AGENDA

# **III. APPROVAL OF MINUTES**

- 1. Approval of the May 13, 2024 work session minutes
- 2. Approval of the May 16, 2024 regular meeting minutes

The Commission reviewed the minutes. No official action was taken.

#### 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.

Item III2.

- 1. Guarantee of Improvements reduction for Frylee Court (MINSUB22-0162). The Commission requested to approve a one year extension and reduction of the cash guarantee of improvements for Frylee Court. Staff noted that the remaining item on the cash guarantee of improvement for the Frylee Court development is sidewalks. Staff noted that the developer is building the sidewalks as they build the homes to prevent tearing up the sidewalks during construction. Staff noted that that the reduction will make the remaining amount of funds to \$13,376.99. Additionally, staff noted that a one year extension has been requested as well, which is a normal progression for development. No official action was taken.
- 2. Hunt's Crossing Phase 1A Irrevocable Letter of Credit Release (PLNCOM22-0031) The Commission is requested to release the irrevocable letter of credit upon contingent approval. Staff stated that the sole remaining item for the Hunt's Crossing Phase 1A development is 150 feet of sidewalk. Staff noted that the sidewalk is slated to be built and inspected prior to the Thursday regular meeting. Staff stated that the request is currently contingent upon completion of sidewalk and that an update on progress would be made during the regular meeting. No official action was taken.

### V. UNFINISHED BUSINESS

#### **VI. NEW BUSINESS**

- 1. Riverbend Drive Rezoning (REZONE24-0108). The Commission is requested to send a positive recommendation to the Board of Mayor and Aldermen in support of the rezoning request from the B-4P zone to the PD zone. Staff stated that the rezoning site is approximately 5.6 acres in size. Staff noted that the owner of the property desires to build townhomes. Staff noted the trend of housing in the back of the Riverbend Development and that the proposal would be similar to the townhome development currently being built adjacent to the rezoning site. Staff noted that several calls from the Cliffside neighborhood had been received and that staff has scheduled a time to meet on-site with the neighbors to discuss the rezoning. No official action was taken.
- 2. Hunts Crossing Ph2A Contingent Final Plat. The Commission is requested to grant contingent final plat approval for the Hunts Crossing Development. Staff stated that this section of the Hunts Crossing connects phase 1a which originates along Summerville Road and phase 3 which originates along Shadyside Drive. Staff stated that the proposal consists of approximately 800 feet of Hunts Terrace Drive and also contains 6 lots along the new street. Staff noted that the as-built drawings are still needed to complete the project. Subsequently,

Item III2.

staff recommended a contingent final approval with the as-built drawing still being required. No official action was taken.

# **VII. OTHER BUSINESS**

1. Approved Subdivisions

# **VIII. 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.

# IX. ADJOURN



# REGIONAL PLANNING COMMISSION REGULAR MEETING MINUTES

Thursday, June 20, 2024 at 5:30 PM
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

Members Present: Sharon Duncan, John Moody, Sam Booher, Tim Lorimer, Travis Patterson

Members Absent: James Phillips, Jason Snapp, Chip Millican, Anne Greenfield

Staff Present: Ken Weems, AICP, Jessica McMurray, Garret Burton, Finn Hounshell

Visitors: Al Crymble, John Kunysz, Tony Grills, Patti Grills, Chance Street, Mark Jenkins, Cameron Jenkins, Calvin Jenkins, George Smith

### II. APPROVAL OF THE AGENDA

Staff stated that since the June work session on Monday, the contingent release of the irrevocable letter of credit for the Hunt's Crossing Phase 1A on the consent agenda is no longer contingent. Staff stated that the sole item remaining, which is the 150 feet of sidewalk, has been completed, inspected, and approved by the City's engineering division. Subsequently, staff noted that an amendment to the agenda to make the Hunt's Crossing Phase 1A irrevocable letter of credit a full release instead of a contingent release needs to be made. A motion was made by Sam Booher, seconded by John Moody, to approve the agenda as amended by making the Hunt's Crossing Phase 1A irrevocable letter of credit release a full release instead of a contingent release. The motion passed unanimously, 5-0.

#### III. APPROVAL OF MINUTES

- Approval of the May 13, 2024 work session minutes
- Approval of the May 16, 2024 regular meeting minutes

Item III3.

With no changes identified, a motion was made by Tim Lorimer, seconded by Sam Booher, <del>to</del> approve the minutes of the May 13, 2024 work session and the May 16, 2024 regular 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.

- Guarantee of Improvements reduction for Frylee Court (MINSUB22-0162). The Commission is requested to approve a one year extension and reduction of the cash guarantee of improvements for Frylee Court.
- Hunt's Crossing Phase 1A Irrevocable Letter of Credit Release (PLNCOM22-0031) The Commission is requested to release the irrevocable letter of credit for the Hunt's Crossing Phase 1A.

Having acknowledged the amended agenda to make the Hunt's Crossing Phase 1A irrevocable letter of credit a full release instead of a contingent release, a motion was made by Sam Booher, seconded by Tim Lorimer, to approve the Consent Agenda. The motion passed unanimously, 5-0.

#### V. UNFINISHED BUSINESS

#### **VI. NEW BUSINESS**

Riverbend Drive Rezoning (REZONE24-0108). The Commission is requested to send a positive recommendation to the Board of Mayor and Aldermen in support of the rezoning request from the B-4P zone to the PD zone. Staff identified the vicinity of the request, along Riverbend Drive behind the Dollar Tree and the Murphy Oil properties. Staff stated that the rezoning site is approximately 5.6 acres in size. Staff noted that the owner of the property desires to build townhomes. Staff noted the trend of housing in the Riverbend Development and that the proposal would be similar to the townhome development currently being built adjacent to the rezoning site. Staff stated that they had received phone calls from the residents in the adjacent Cliffside neighborhood and had conducted an on-site meeting with several of the Cliffside residents to better understand their concerns. Public comments were received from the Cliffside residents. The comments addressed concerns about an adjacent sinkhole between the Cliffside neighborhood and the rezoning site, as well as traffic and sanitary sewer concerns. The Cliffside residents thanked staff for site visit. A motion was

Item III3.

made by Tim Lorimer, seconded by John Moody, to send a positive recommendation to the Board of Mayor and Aldermen in support of the rezoning from B-4P to PD. The motion passed unanimously, 5-0.

2. Hunt's Crossing Ph2A Contingent Final Plat. The Commission is requested to grant contingent final plat approval for the Hunts Crossing Phase 2A Development. Staff stated that this section of the Hunt's Crossing connects phase 1a which originates along Summerville Road and phase 3 which originates along Shadyside Drive. Staff stated that the proposal consists of approximately 800 feet of Hunts Terrace Drive and also contains 6 lots along the new street. Staff noted that the as-built drawings are still needed to complete the project as well as two minor sewer line repairs. Subsequently, staff stated that a contingent final approval with the as-built drawings and minor sewer repair still being required. A motion was made by John Moody, seconded by Tim Lorimer, to grant contingent final approval for the Hunt's Crossing Phase 2A, contingent upon approval of the required as-built drawings and the two minor sewer line repairs. The motion passed unanimously, 5-0.

#### **VII. OTHER BUSINESS**

Approved Subdivisions
 The Commission reviewed the minor subdivisions approved since the last regular meeting.

### **VIII. PUBLIC COMMENT**

Mr. John Kunysz addressed the Commission. Mr. Kunysz thanked the Commission for their vote on the Sullivan Gardens Parkway rezoning case they heard at the previous regular meeting.

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.

# IX. ADJOURN

With no further business to conduct, the Chairman adjourned the meeting at 6:03p.m.

Item VI1.

# **Kingsport Regional Planning Commission**

# Zoning Text Amendment Report File Number ZTA24-0087

# **Mural Zoning Text Amendment**

<b>Property Information</b>	City-wide		
Address			
Tax Map, Group, Parcel			
Civil District			
Overlay District			
Land Use Designation			
Acres			
Existing Use		<b>Existing Zoning</b>	
Proposed Use		Proposed Zoning	
Owner /Applicant Information			
Name: City staff initiated	I	Intent: To amend Chapter 114, Zoning, as it pertains to	
Address:		mural regulations.	
City:			
State:	Zip Code:		
Email:			
Phone Number:			
Planning Department Recommendation			
(Approve, Deny, or Defer)			
The Kingsport Planning Division recommends APPROVAL			
The Ringsport Flamming Division recommends IN TRO VIL			
		T	
	en Weems	Date:	7/1/2024
<b>Planning Commission Action</b>		<b>Meeting Date:</b>	7/18/2024
Approval:			
Denial:		Reason for	
		Denial:	
Deferred:		Reason for	
		Deferral:	

# **INTENT**

To amend Chapter 114, Zoning, as it pertains to mural regulations.

#### **Kingsport Regional Planning Commission**

# Zoning Text Amendment Report File Number ZTA24-0087

Item VI1.

#### Introduction:

City staff is proposing several zoning text changes in an effort to hasten the approval process for murals proposed inside City limits.

# Presentation:

Currently, only murals proposed in the B-2 and B-2E (downtown) zones are required to have approval granted by the Board of Mayor and Aldermen (BMA). Murals outside the downtown zones of B-2 and B-2E do not require BMA approval. Staff if proposing the deletion of the BMA approval aspect for downtown murals in favor of a staff-level approval. The rationale for this change is that BMA approval is unnecessary if the guidelines are met with a mural proposal.

Additionally, staff is proposing a change in the definition of a mural in the zoning text, to help staff make a more defensible decisions for future mural proposals. The definition change will allow letters and words that do not reference a business as part a mural. With the current mural definition, letters cannot be permitted as part of a mural.

Staff is proposing basic permitting criteria. The criteria only requires the address of the site, confirmation of property owner consent for the mural, contact information for the artist, and a scale drawing or color photo of the proposal with dimensions. A \$50 application fee is required

The Planning Commission originally reviewed and approved this text amendment in May of 2024. Since the May meeting, concern was expressed about permitting murals in residential zones. This July proposal restricts murals to business areas, more specifically the P-1, TA/C, B-1, B-2, B-2E, B-3, B-4P, and BC zones. The restriction to business areas as opposed to having the mural allowance apply to all zoning districts, is the sole change for this item from when the Commission reviewed the matter in May 2024.

The specific mechanics of the changes are presented in the following pages along with the accompanying four sections to be amended.

Four proposed changes to the zoning code as it pertains to murals:

# Change 1

Sec. 114-1. – Definitions.

Sign, mural, means any mosaic, painting, photograph, graphic art technique, or combination thereof placed on the wall and containing no copy, advertising symbols, lettering, trademarks or other references to the premises or to the products and/or service offered for sale on the premises.

### Replace with:

*Mural* means a work of art painted or otherwise directly applied on a building, structure, fence, or other object within public view. The work does not contain text, graphics, or symbols which specifically advertise or promote a business, product, or service.

# Change 2

Sec 114-194. - B-2, Central Business District

(g)Signs.(1) Freestanding Signs. Freestanding signs are permitted only for existing buildings with a setback from the front property line of ten feet or greater. Freestanding signs must be monument signs, not to exceed eight feet in height, including the sign base. Maximum sign square footage shall not exceed 50 square feet, with no more than 25 square feet per side. Sign bases should be constructed of brick, stone, or other durable materials.

(2)Wall Signs. Single-tenant businesses and multitenant centers are permitted wall signs equivalent to one percent of the business's building ground coverage area up to 100 square feet total signage. Businesses having less than 5,000 square feet area may utilize up to 50 square feet of signage.

(3)Murals and banners shall not be permitted in the B-2 district, except as approved by the board of mayor and aldermen.

- (4)Electronic message boards are prohibited in the B-2 district.
- (5)Blade Signs. Blade signs are encouraged and a blade sign not exceed six (6) square feet can be provided in addition to wall signage on any façade that has a sidewalk or entrance. One blade sign per exterior wall is permitted. A blade sign is an ornamental rod extending perpendicular from the building no more than six (6) linear feet with a hanging sign suspended from it at a 90 degree angle from building face and street right-of-way. Blade signs shall be placed a minimum of nine (9) feet above sidewalk level to the bottom of the blade sign. Text and graphics on either or both ends of an awning that are oriented perpendicular to the building face

Prepared by Kingsport Planning Department for the Kingsport Regional Planning Commission Meeting on July 18, 2024

# Zoning Text Amendment Report File Number ZTA24-0087

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for pedestrian view and are no more than six (6) square feet may be provided in lieu of a blade sign.

# Change 3

Sec 114-203. - B-2, Central Business District

(g)Signs.(1)Freestanding Signs. Freestanding signs are permitted only for existing buildings or new construction with a setback from the front property line of ten feet or greater. Freestanding signs must be monument signs, not to exceed eight feet in height, including the sign base. Maximum sign square footage shall not exceed 50 square feet, with no more than 25 square feet per side. Sign bases should be constructed of brick, stone, or other durable materials.

(2) Wall Signs. Single-tenant businesses and multitenant centers are permitted wall signs equivalent to one percent of the business's building ground coverage area up to 150 square feet total signage. Businesses having less than 5,000 square feet area may utilize up to 50 square feet of signage.

(3)Murals and banners shall not be permitted in the B-2E district, except as approved by the board of mayor and aldermen.

(4) Electronic message boards are prohibited in the B-2E district.

(5)Blade Signs. Blade signs are encouraged and a blade sign not exceed six square feet can be provided in addition to wall signage on any façade that has a sidewalk or entrance. One blade sign per exterior wall is permitted. A blade sign is an ornamental rod extending perpendicular from the building no more than six linear feet with a hanging sign suspended from it at a 90 degree angle from building face and street right-of-way. Blade signs shall be placed a minimum of nine feet above sidewalk level to the bottom of the blade sign. Text and graphics on either or both ends of an awning that are oriented perpendicular to the building face for pedestrian view and are no more than six square feet may be provided in lieu of a blade sign.

# Change 4

#### New Section 114-538

Murals proposals require a sign permit and are only allowed in the following zoning districts: P-1, Professional Offices District; TA/C, Tourist Accommodation/Commerce District; B-1, Neighborhood Business District; B-2, Central Business District; B-2E, Central Business Edge District; B-3, Highway Oriented Business District; B-4P, Planned Business District; and BC, Business Conference District.

Permit criteria for the mural permit will consist of the following:

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#### Item VI1.

# **Kingsport Regional Planning Commission**

# Zoning Text Amendment Report File Number ZTA24-0087

- A. Address of the property of proposed mural;
- B. Written consent from the property owner giving permission to place the mural on the building;
- C. Contact information of artist/team leader;
- D. Scale drawing and color photo of the building showing proposed size and location of the mural. Drawings shall include the dimensions, construction supports, sizes, foundation, electrical wiring and components, materials of the mural and method of attachment and character of structure members to which attachment is to be made. The design, quality, materials and loading shall conform to the requirements of the adopted Building Code.

Staff recommends sending a positive recommendation to the Board of Mayor and Aldermen in support of the proposed zoning text changes.



July 8, 2024

Sharon Duncan, Chairman Kingsport Regional Planning Commission 415 Broad Street Kingsport, TN 37660

### Chairman Duncan:

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. 5044 Rose Garden Circle
- 2. 475 & 477 Shadowtown Road
- 3. 101 Coventry Wynde
- 4. 1912 & 1916 Noble Street
- 5. 100 Netherland Lane
- 6. 2120 Enterprise Place
- 7. 330 Island Road

Sincerely,

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













