



REGIONAL PLANNING COMMISSION MEETING AGENDA

Thursday, October 01, 2026 at 5:30 PM

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

II. APPROVAL OF THE AGENDA

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

- 1.** Bancroft Hills Phase 1 Final Plat (PD26-0241). The Commission is requested to grant final plat approval for Bancroft Hills Phase 1. (Cooper)
- 2.** Bancroft Hills Phase 1 Irrevocable Letter of Credit (PD26-0241). The Commission is requested to accept an irrevocable letter of credit for the remaining improvements for Bancroft Hills Phase 1. (Cooper)
- 3.** Bancroft Hills Phase 1 Subdivision Bond (PD26-0241). The Commission is requested to accept a subdivision bond for on-site improvements for Bancroft Hills Phase 1. (Cooper)

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

PROPERTY INFORMATION:**Bancroft Hills Phase 1 Final Plat**

ADDRESS:	Bancroft Chapel Rd., Kingsport, TN
DISTRICT, LAND LOT:	10 th Civil District, Tax Map 032 Parcel 015.20
OVERLAY DISTRICT:	Not Applicable
EXISTING ZONING:	PD – Planned Development District
PROPOSED ZONING:	PD – Planned Development District
ACRES:	+/- 14.199
EXISTING USE:	Vacant
PROPOSED USE:	Residential

APPLICANT:**ADDRESS:****REPRESENTATIVE:****INTENT**

The applicant is requesting Final Planned Development plat approval for Phase 1 of the Bancroft Hills Subdivision, previously named the Bancroft Heights Subdivision, consisting of 35 single-family detached units.

The plan for this phase shows the required 25' development free periphery and appropriate density of 3.36 units per acre in accordance with the amount of open space provided, 2.455 acres. The density for all phases is 1.86 units per acre with an open space designation of, 19.43 acres.

Water is being supplied by Bloomingdale Utility District, who has provided a letter to the City stating the Phase 1 water line installation, pressure testing, and bacteriological sampling are complete.

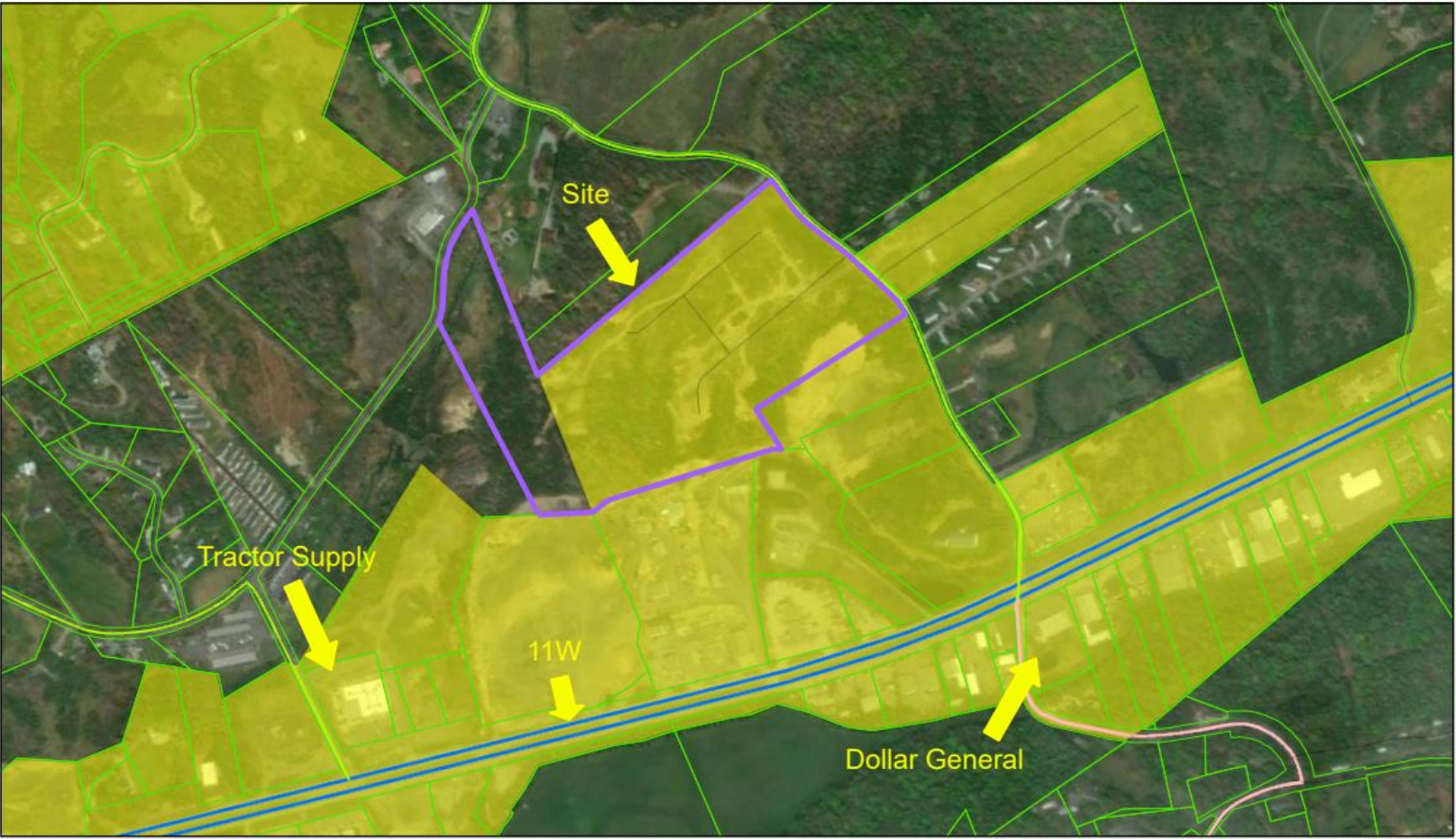
Integrity Building Group, LLC., has also requested the Planning Commission accept an irrevocable letter of credit for the remaining on-site improvements listed in their bond estimate totaling \$45,792.00.

D.R. Horton is also requesting that the Planning Commission accept a performance bond for the remaining on-site improvements listed in their surety estimate totaling \$104,344.17.

Both the irrevocable letter of credit & performance bond will have a performance date of July 1, 2027 and an expiration date of October 1, 2027.

Staff recommends granting final plat approval for Phase 1 of the Bancroft Hills Subdivision and accepting the irrevocable letter of credit and performance bond contingent upon both surety instruments being submitted and approved in a form acceptable to the City Attorney.

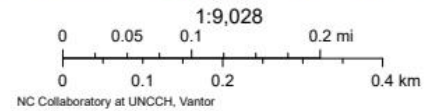
Bancroft Hills Site Map



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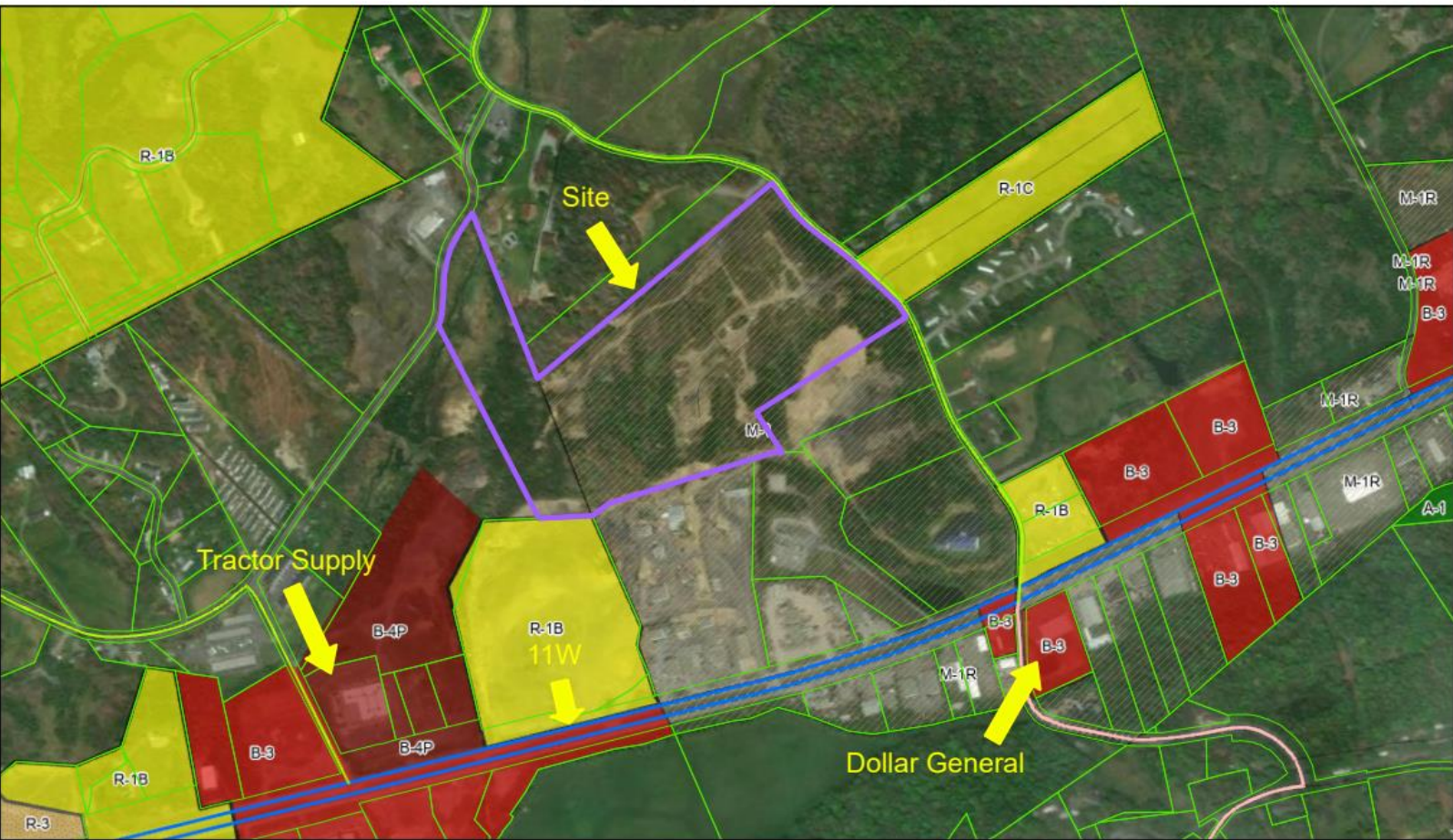
Sullivan County Parcels Jan 2023 Streets

- | | | |
|-----------|----------------|------------------|
| Parcels | Major Arterial | Collector Street |
| Kingsport | Minor Arterial | Local Street |
| | | Private Street |



Web AppBuilder for ArcGIS

Bancroft Hills Zoning - PD, Planned Development District



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Sullivan County Parcels Jan 2023

Parcels

City Zoning

A-1

B-3

B-4P

M-1

M-1R

R-1B

R-1C

R-3

Streets

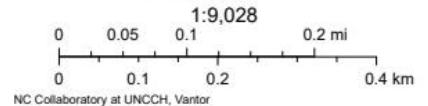
Minor Arterial

Collector Street

Local Street

Private Street

Major Arterial



Web AppBuilder for ArcGIS

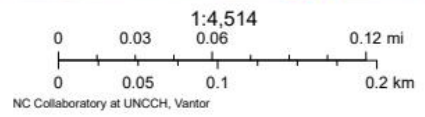
Bancroft Hills Utilities

Site



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- Sewer Manholes
- Water Lines
- Sewer Mains
- Kpt 911 Address



Web AppBuilder for ArcGIS

Bloomingdale Utility District Letter



To Whom it May Concern,

Bloomingdale Utility District accepts the "Phase 1" water line installation done by KZ Construction for the Bancroft-Karst Subdivision Development. Pressure Testing and Bacteriological Sampling for "Phase 1" are complete.

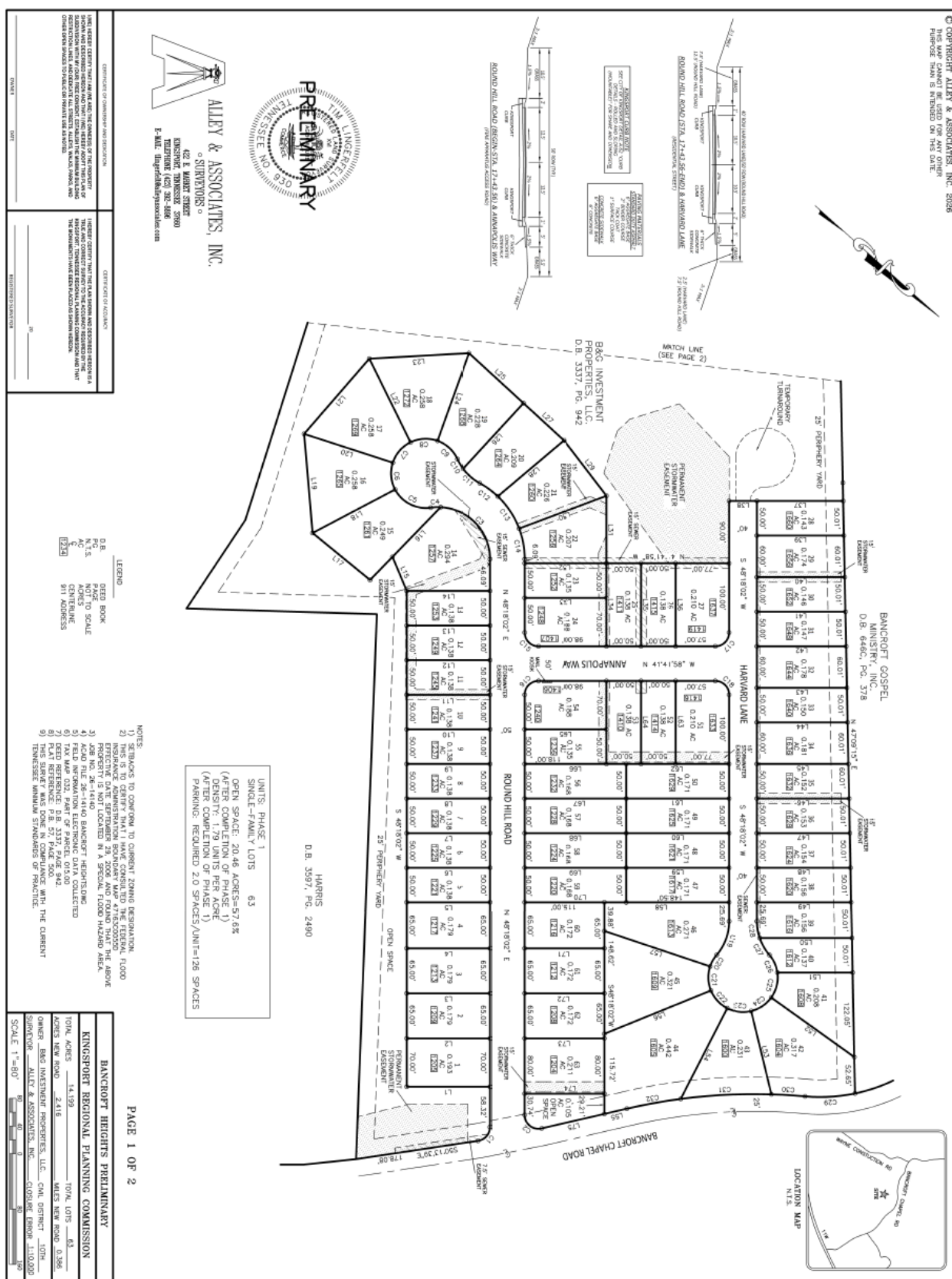
Sincerely,

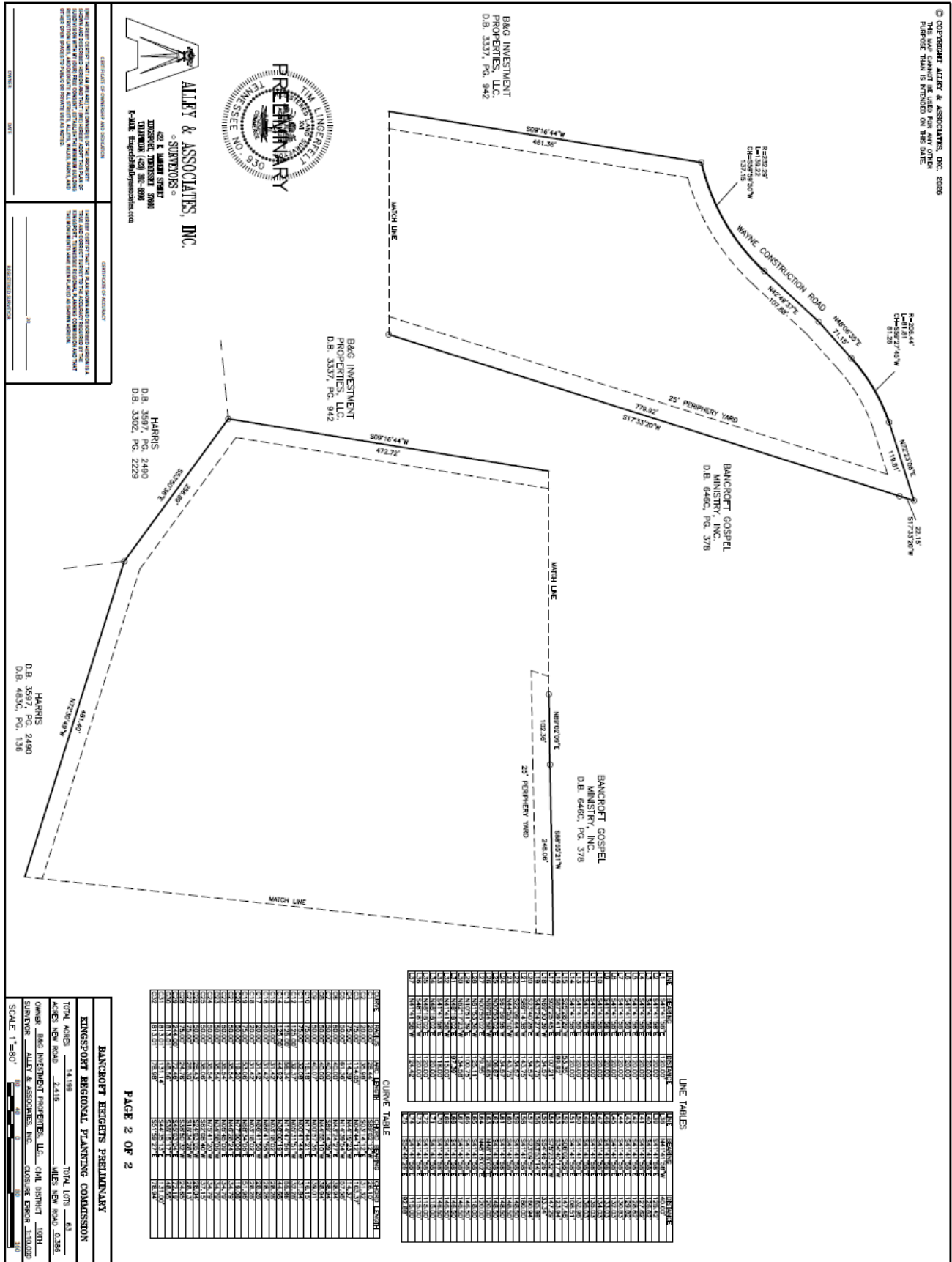
A handwritten signature in black ink that reads "Charlie Pippin".

Charlie Pippin

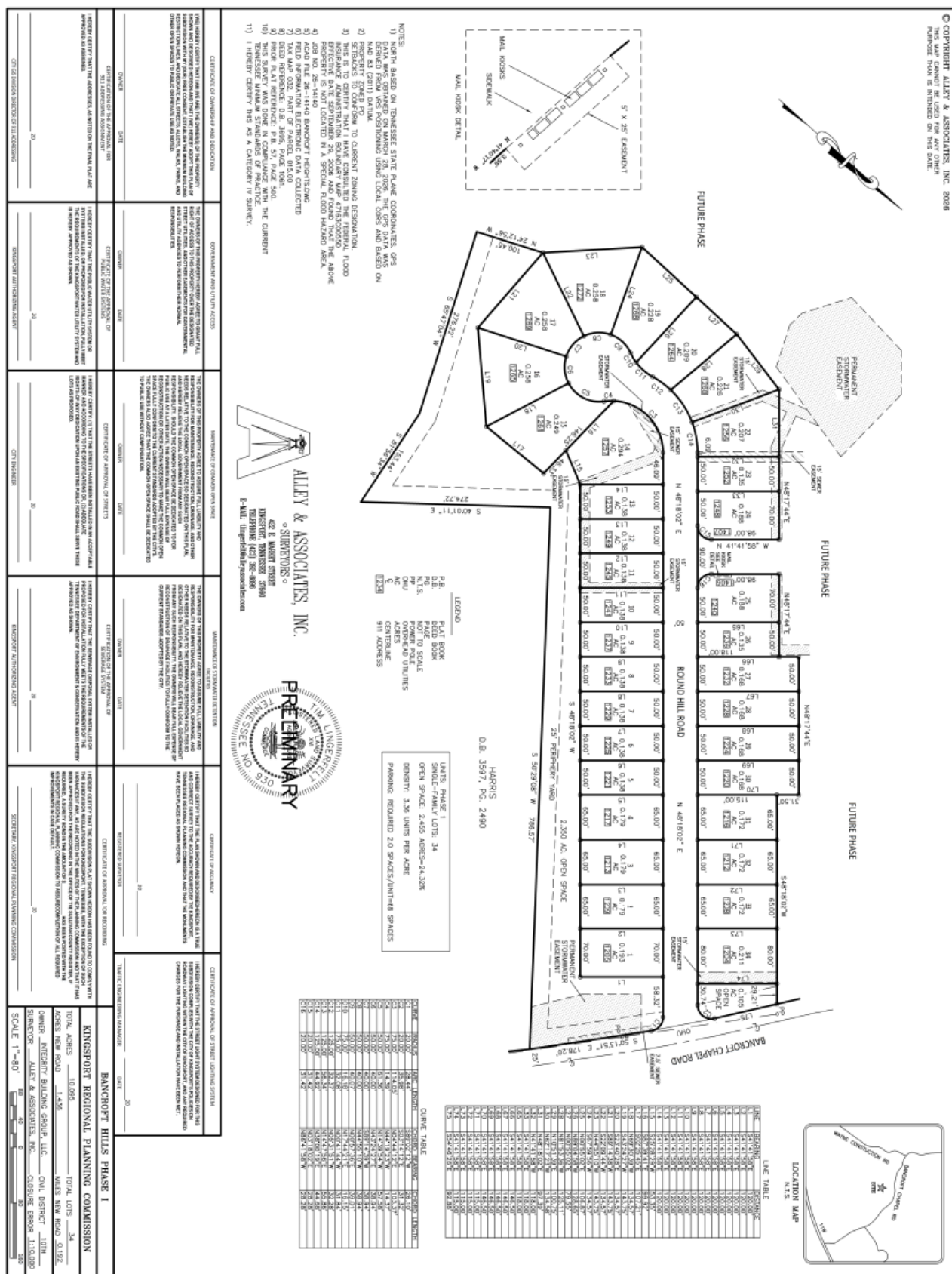
General Manager

Bancroft Heights (Hills) Preliminary





Bancroft Hills Phase 1 Final



Integrity Building Group, LLC Surety Estimate**SURETY ESTIMATE
Bancroft Hills Phase 1**

FILE NO. 2026-D3

September 23, 2026

ITEM NO.	QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
General Items					
1	1	EA	As-Built (See Note Below)	\$ 10,000.00	\$ 10,000.00
2	1	LS	Seeding and Strawing	\$ 10,000.00	\$ 10,000.00
Utilities - Storm					
3	2	EA	Stormwater Sediment Basin Conversion to Detention Basin (See Note Below)	\$ 10,000.00	\$ 20,000.00
				SUBTOTAL	\$ 40,000.00
CONTINGENCIES (6%)					\$ 2,400.00
					\$ 42,400.00
CONSTRUCTION CONTRACT ADMINISTRATION & INSPECTION (8%)					\$ 3,392.00
				TOTAL	\$ 45,792.00

Notes: As-Built estimate, Video and Water Testing is if C.O.K. installs infrastructure - Developer shall provide As-Built drawings, Videos and any Testing before any Utilities installed by others will be accepted by the City.



Garret Burton
Civil Engineer I
City of Kingsport

September 23, 2026

Date



1 of 1

Integrity Building Group, LLC Letter of Credit

IRREVOCABLE LETTER OF CREDIT

Bank Letterhead

October 1, 2026

City Treasurer
City of Kingsport
415 Broad Street
Kingsport, Tennessee 37660

RE: **Bancroft Hills Phase 1** Subdivision
Letter of Credit

At the request of **Integrity Building Group, LLC** (the "Account Party"), (Obligator Bank) ("the Bank") hereby opens for the benefit of the City of Kingsport (the "Beneficiary") this irrevocable, standby letter of credit in the amount of **\$45,792.00** to secure the Account Party's obligation to construct certain (Specify) improvements at **Bancroft Hills Phase 1** subdivision, Kingsport, Tennessee, as further described in the Account Party's subdivision application presented to the Kingsport Regional Planning Commission to be completed on or before **July 1, 2027** (the "Performance Date").

This letter of credit shall remain open until 5:00 p.m. October 1, 2027, at which time it shall expire.

In the event the Account Party fails to complete the required improvements described above on or before **July 1, 2027** (the "Performance Date"), you may draw under this letter of credit at sight by presenting to the Bank, the original letter of credit, your written request for payment of such monies as are due by the Account Party together with your written certificate of such non-compliance at any date after the Performance Date but prior to the Expiration Date.

Very truly yours,

Bank Name

By: _____
Official's Name
Official's Title

D.R. Horton Surety Estimate**SURETY ESTIMATE**
Bancroft Hills Phase 1 (DR Horton)

September 9, 2026

FILE NO. 2026-D3

ITEM NO.	QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
DR Horton Sidewalks					
1	4,425	S.F.	6" Sidewalk, 5' Wide w/ (6" Base Stone and Spray-Lok)	\$ 20.00	\$ 88,500.00
2	2	EA	Truncated Dome Mats	\$ 283.60	\$ 567.20
3	2	EA	Concrete Curb Ramps	\$ 1,039.50	\$ 2,079.00
				SUBTOTAL	\$ 91,146.20
CONTINGENCIES (6%)					\$ 5,468.77
					\$ 96,614.97
CONSTRUCTION CONTRACT ADMINISTRATION & INSPECTION (8%)					\$ 7,729.20
				DR HORTON TOTAL	\$ 104,344.17

Notes: As-Built estimate, Video and Water Testing is if C.O.K. Installs infrastructure - Developer shall provide As-Built drawings, Videos and any Testing before any Utilities installed by others will be accepted by the City.



Garret Burton
Civil Engineer I
City of Kingsport

September 9, 2026

Date



1 of 1

Northern Property View



Eastern Property View

April 7, 2026



Sept. 9, 2026



Southern Property View

April 7, 2026



Sept. 9, 2026



Western Property View

April 7, 2026



Sept. 9, 2026



Recommendation

Staff recommends granting final plat approval for Phase 1 of the Bancroft Hills Subdivision and accepting the irrevocable letter of credit and performance bond contingent upon both surety instruments being submitted and approved in a form acceptable to the City Attorney.

PROPERTY INFORMATION:	Bancroft Heights Ph. 1 Surety Report
ADDRESS:	Bancroft Chapel Rd., Kingsport, TN
DISTRICT, LAND LOT:	10 th Civil District; Tax Map 032 Parcel 015.20
OVERLAY DISTRICT:	Not Applicable
EXISTING ZONING:	PD – Planned Development
PROPOSED ZONING:	PD – Planned Development
ACRES:	+/- 14.199
EXISTING USE:	Vacant
PROPOSED USE:	Residential

APPLICANT:

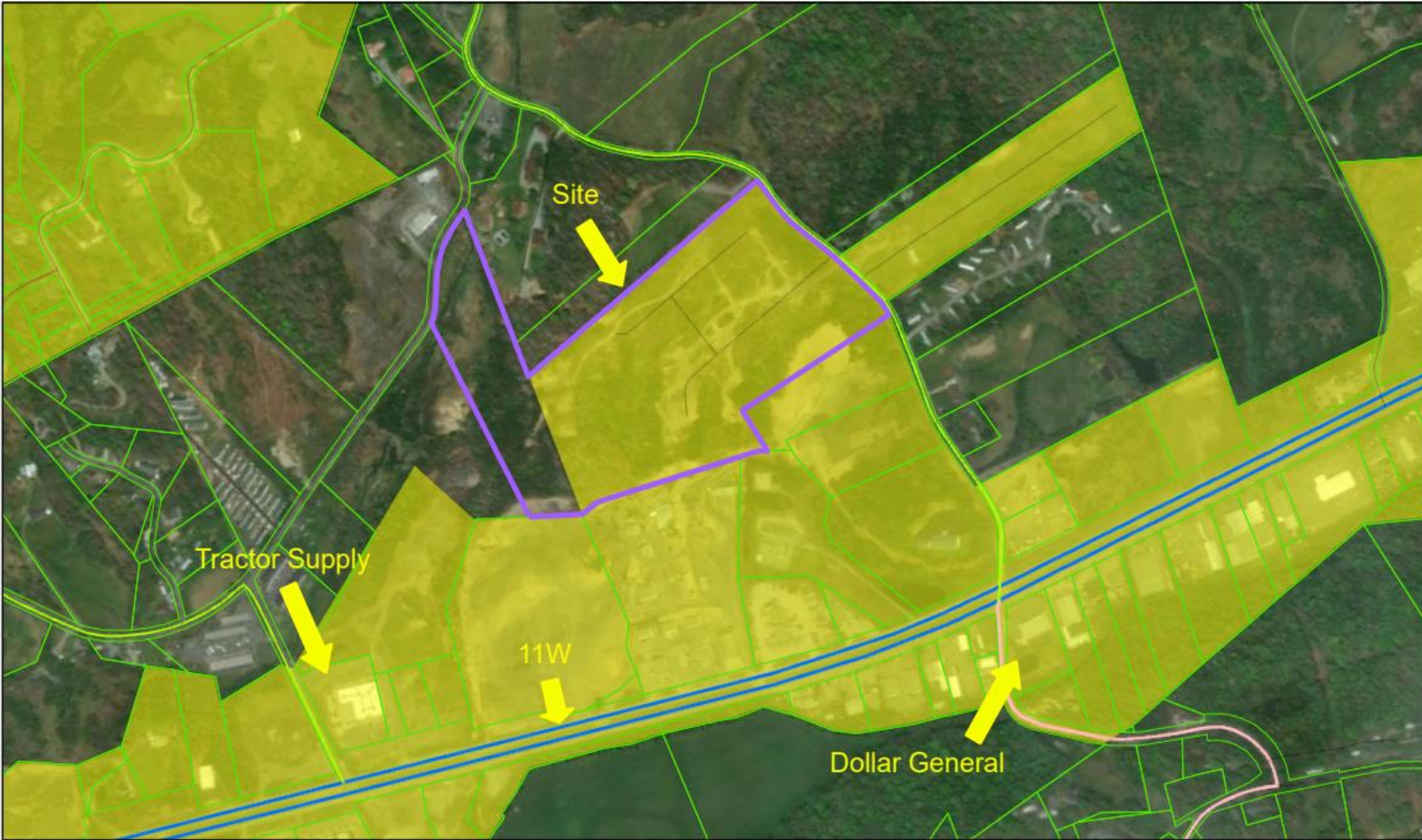
ADDRESS:

REPRESENTATIVE:

INTENT
Integrity Building Group, LLC has requested that the Planning Commission accept an irrevocable letter of credit in the amount of \$45,792.00 for the remaining on-site improvements as listed in their bond estimate.
The irrevocable letter of credit will have a performance date of July 1, 2027 and an expiration date of October 1, 2027.
Staff recommends accepting Integrity Building Group, LLC’s irrevocable letter of credit for Bancroft Hills Phase 1, totaling \$45,792.00, contingent upon the irrevocable letter of credit being submitted and approved in a form acceptable to the City Attorney.

Planner:	Samuel Cooper	Meeting Date:	10/1/2026
Approved:		Date:	10/1/2026
Denied:		Reason for Denial:	
Deferred:		Reason for Deferral:	

Bancroft Hills Site Map



9/8/2026, 4:09:42 PM

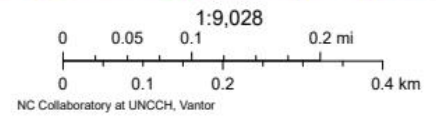
Sullivan County Parcels Jan 2023 Streets

Parcels

Municipal Boundary

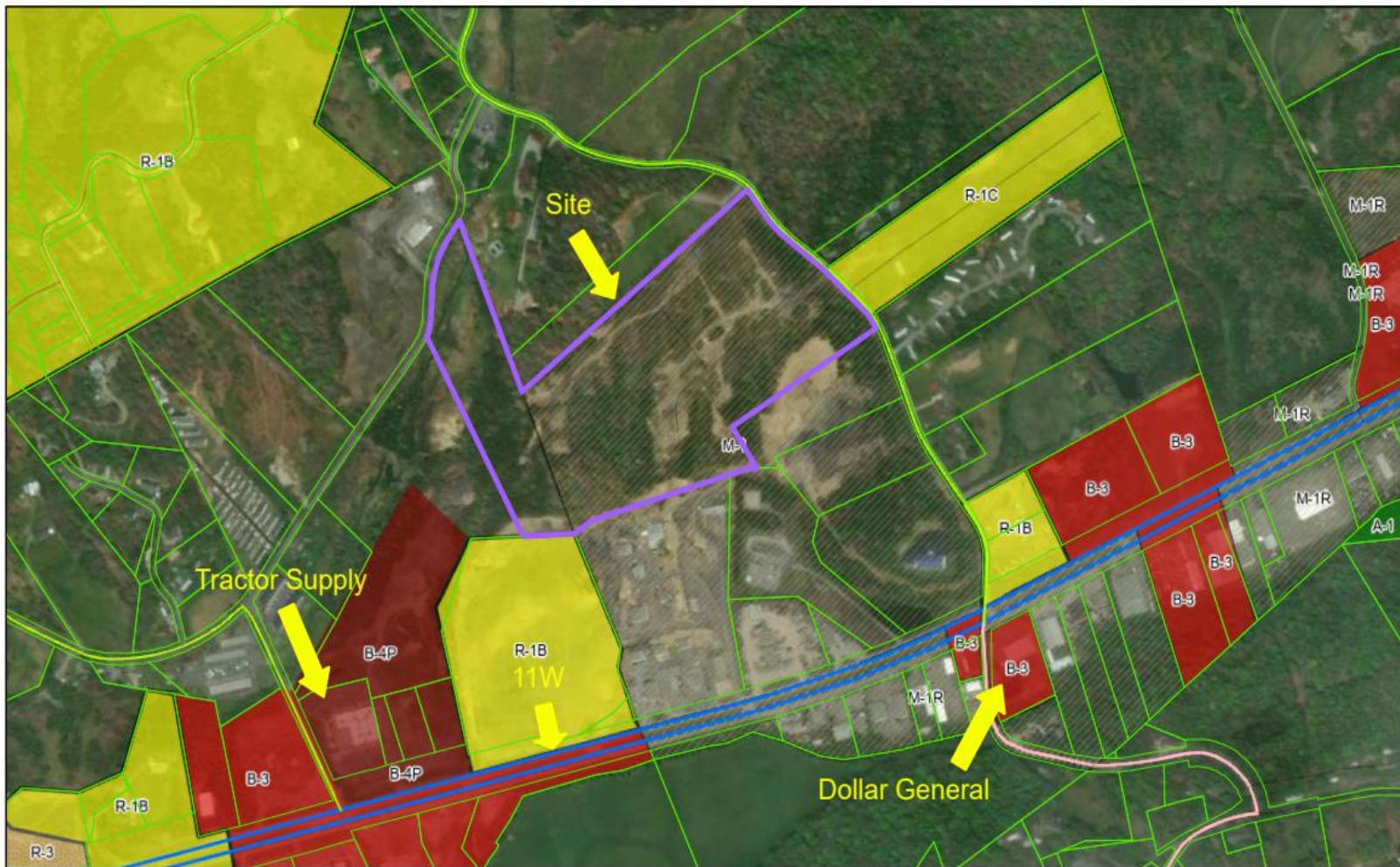
KINGSPORT

Collector Street
Major Arterial
Local Street
Minor Arterial
Private Street



Web AppBuilder for ArcGIS

Bancroft Hills Zoning - PD, Planned Development District



9/8/2026, 4:12:31 PM

Sullivan County Parcels Jan 2023

Parcels

City Zoning

A-1

B-3

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M-1

M-1R

R-1B

R-1C

R-3

Streets

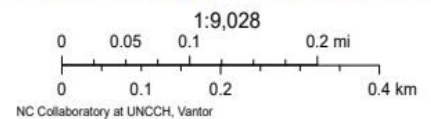
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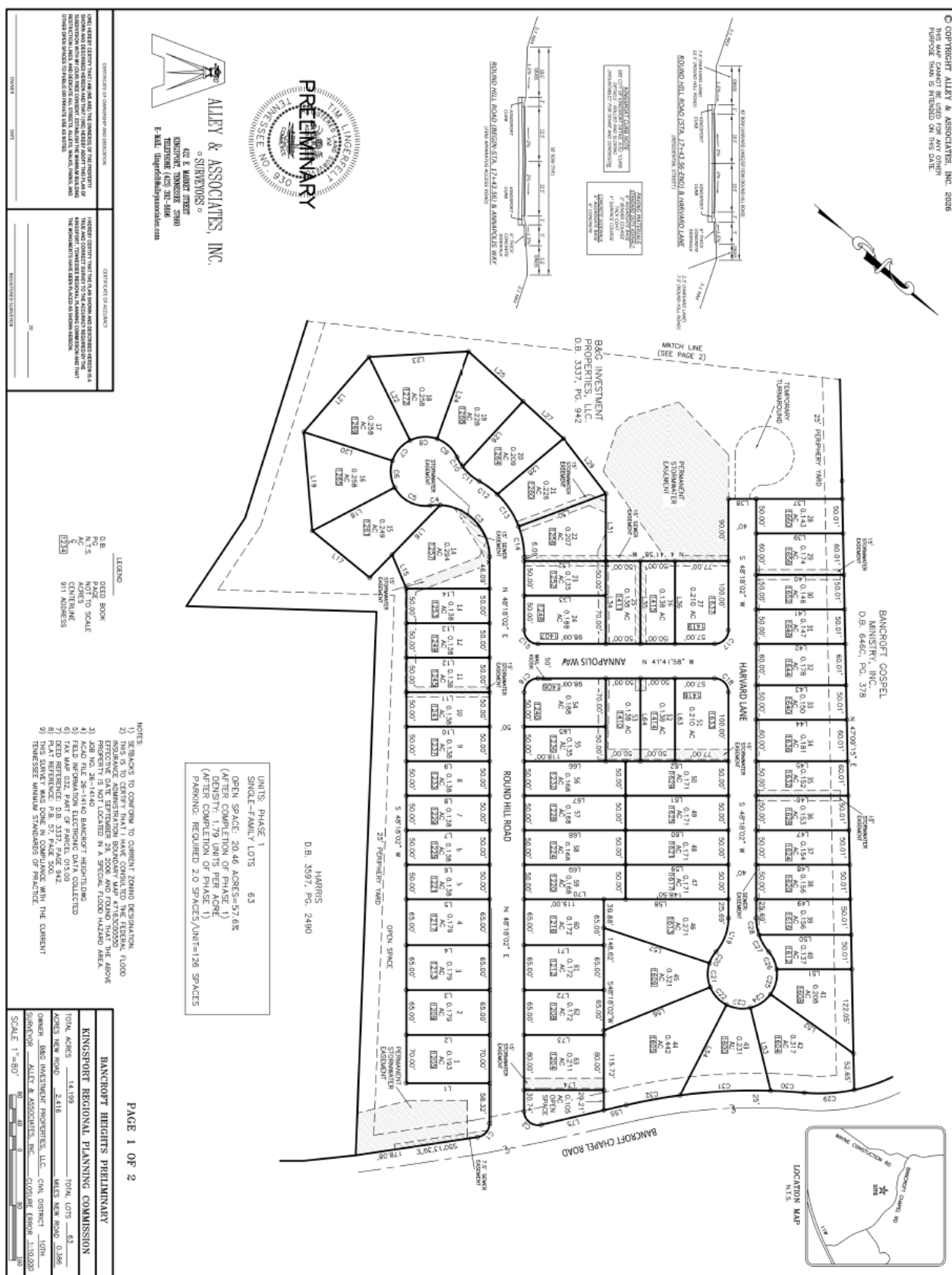
Local Street

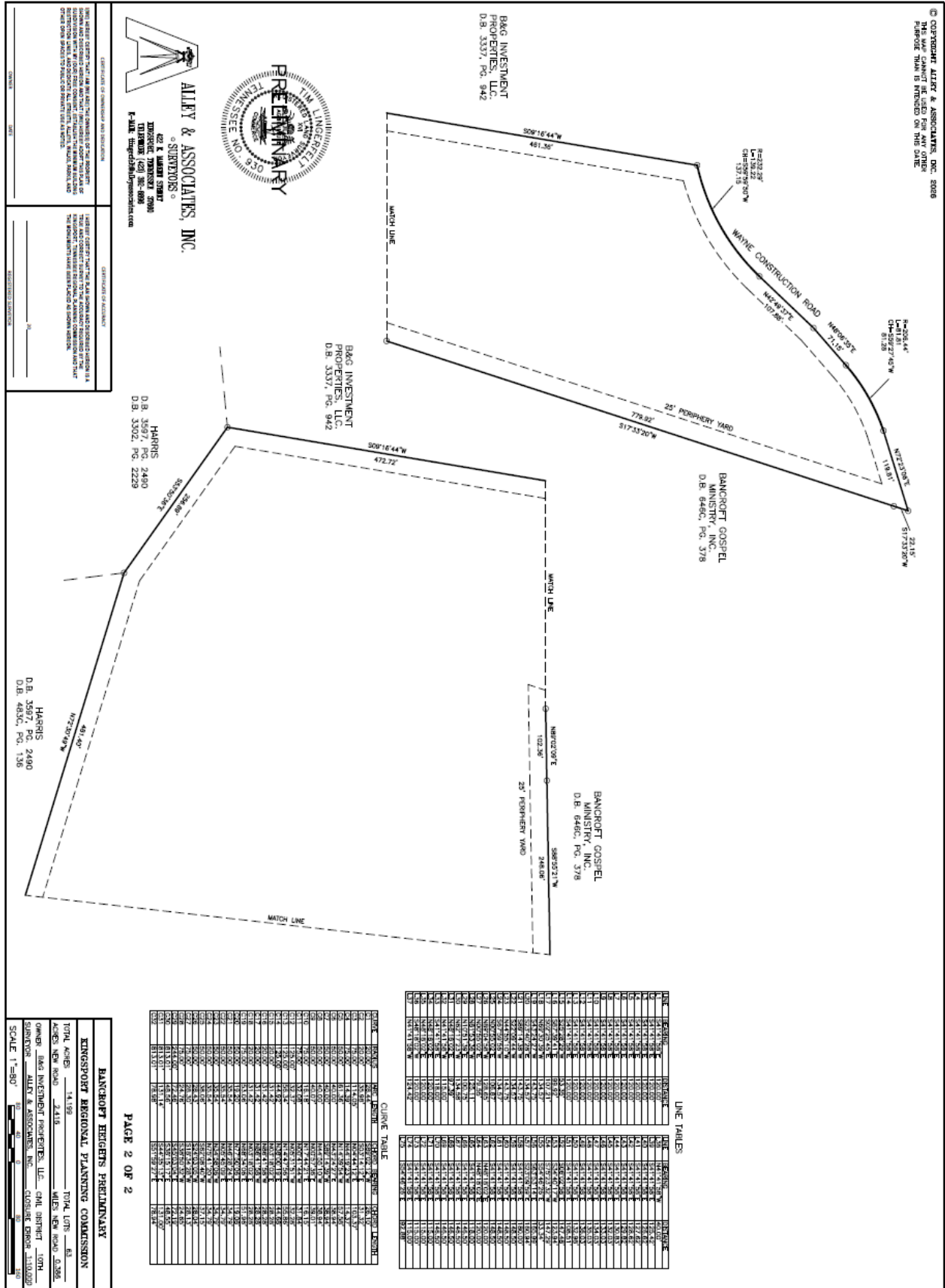
Private Street



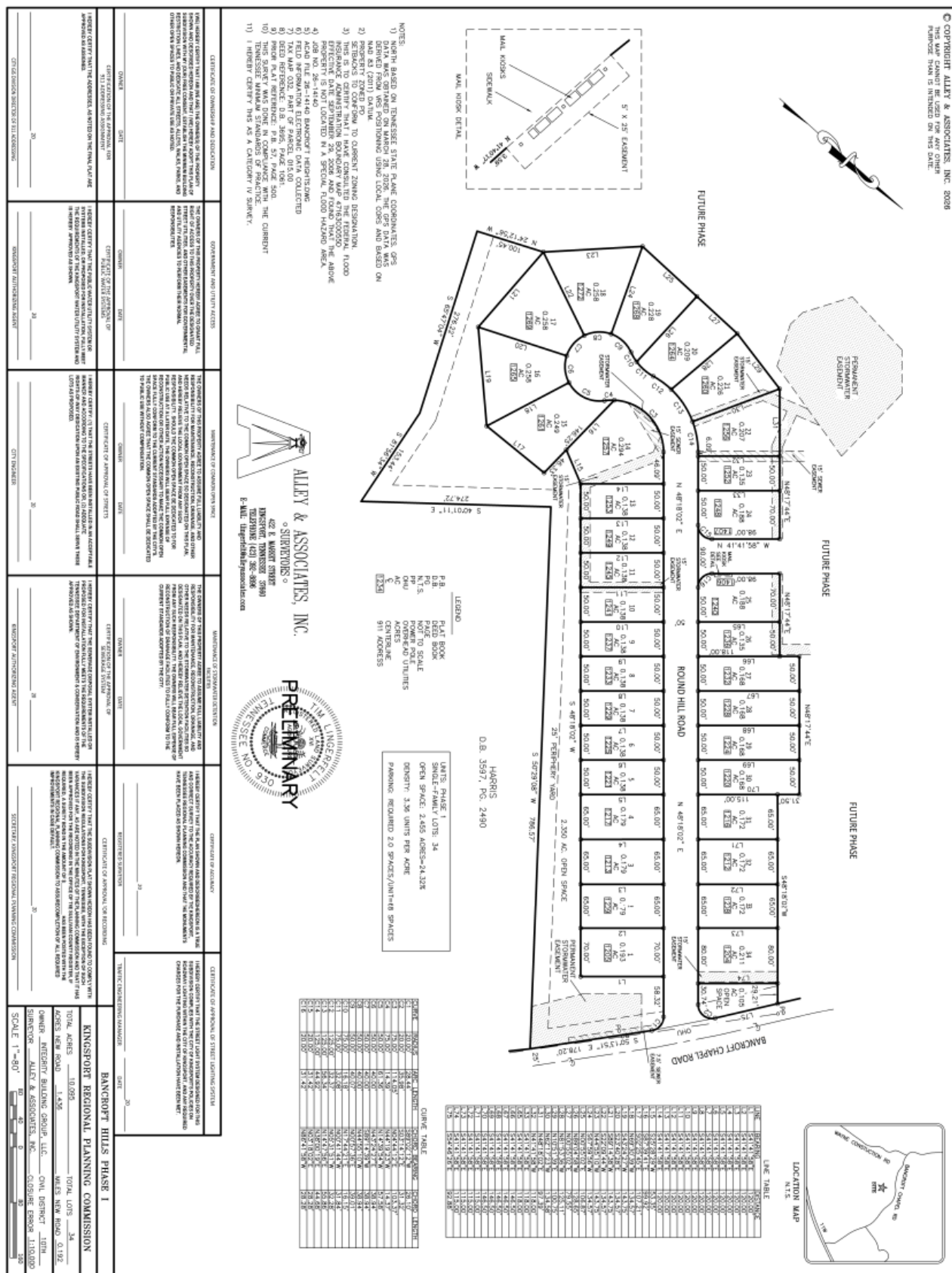
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Bancroft Heights (Hills) Preliminary





Bancroft Hills Phase 1 Final



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Very truly yours,

Bank Name

By: _____
Official's Name
Official's Title

Eastern Property View

April 7, 2026



Sept. 9, 2026



Western Property View

April 7, 2026



Sept. 9, 2026



Recommendation:

Staff recommends accepting Integrity Building Group, LLC's irrevocable letter of credit for Bancroft Hills Phase 1, totaling \$45,792.00, contingent upon the irrevocable letter of credit being submitted and approved in a form acceptable to the City Attorney.

PROPERTY INFORMATION:	Bancroft Hills Ph. 1 Bond Report
ADDRESS:	Bancroft Chapel Rd., Kingsport, TN
DISTRICT, LAND LOT:	10 th Civil District; Tax Map 032 Parcel 015.20
OVERLAY DISTRICT:	Not Applicable
EXISTING ZONING:	PD – Planned Development
PROPOSED ZONING:	PD – Planned Development
ACRES:	+/- 14.199
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APPLICANT:

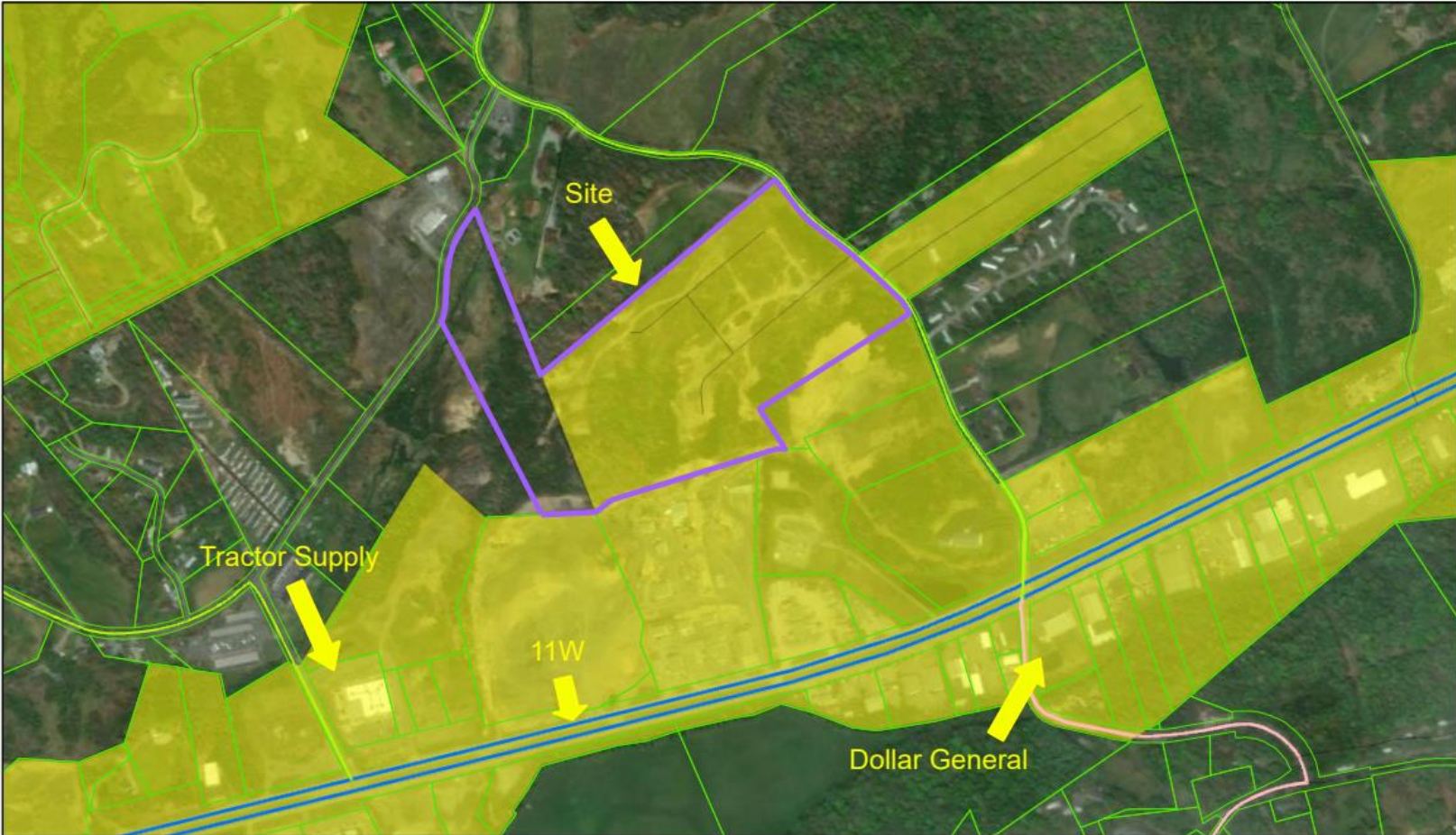
ADDRESS:

REPRESENTATIVE:

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D.R. Horton has requested that the Planning Commission accept a performance bond in the amount of \$104,344.17 for the remaining on-site improvements as listed in their bond estimate.
The performance bond will have a performance date of July 1, 2027 and an expiration date of October 1, 2027.
Staff recommends accepting D.R. Horton’s performance bond for Bancroft Hills Phase 1, totaling \$104,344.17, contingent upon the bond being submitted and approved in a form acceptable to the City Attorney.

Planner:	Samuel Cooper	Meeting Date:	10/1/2026
Approved:		Date:	10/1/2026
Denied:		Reason for Denial:	
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Bancroft Hills Site Map



9/8/2026, 4:09:42 PM

Sullivan County Parcels Jan 2023 Streets

Parcels

Municipal Boundary

KINGSPORT

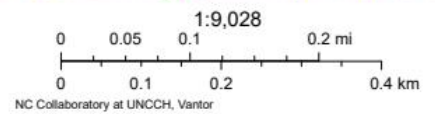
Major Arterial

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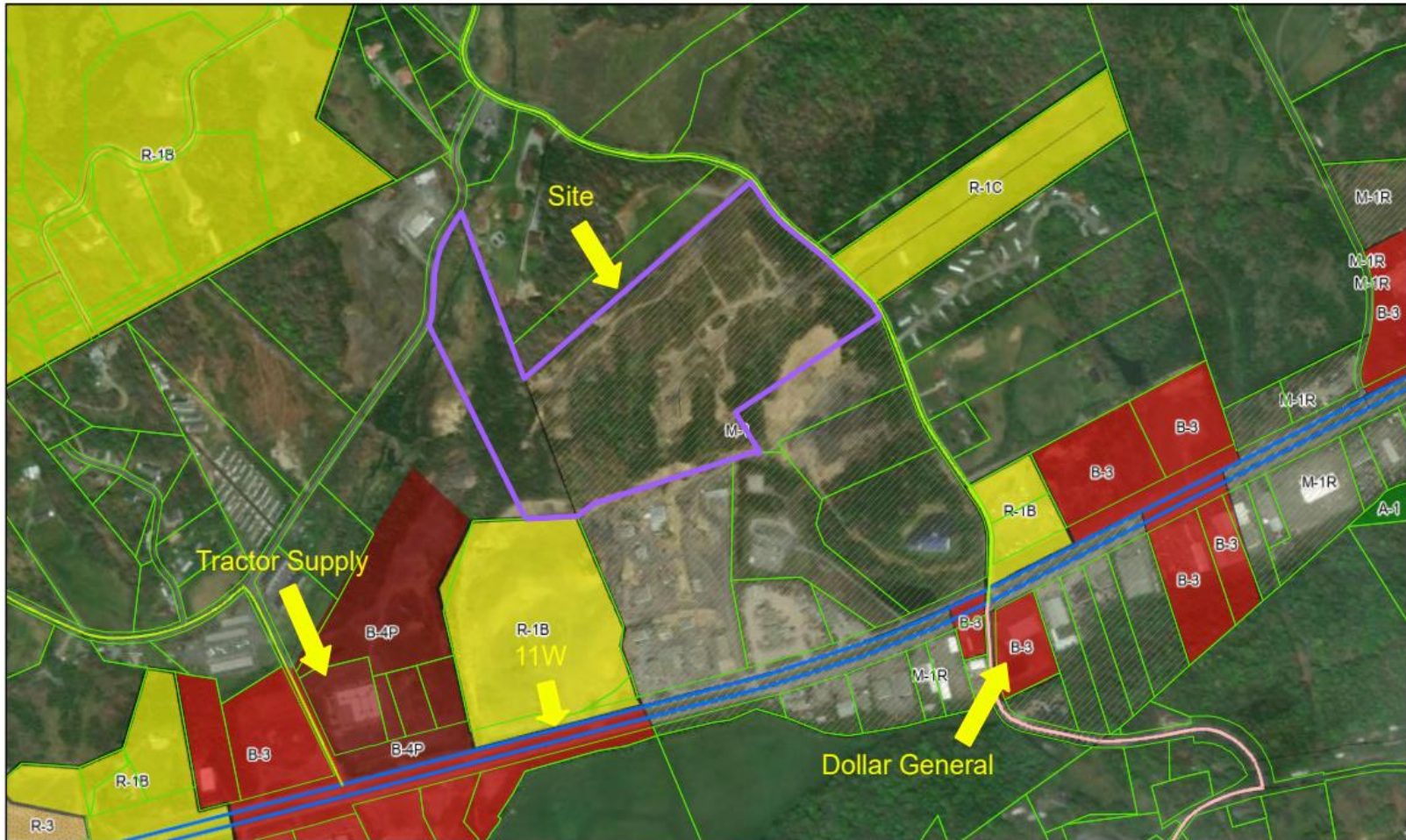
Local Street

Private Street



Web AppBuilder for ArcGIS

Bancroft Hills Zoning - PD, Planned Development District



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Sullivan County Parcels Jan 2023

Parcels

City Zoning

A-1

B-3

B-4P

M-1

M-1R

R-1B

R-1C

R-3

Streets

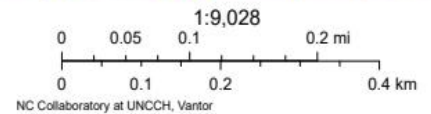
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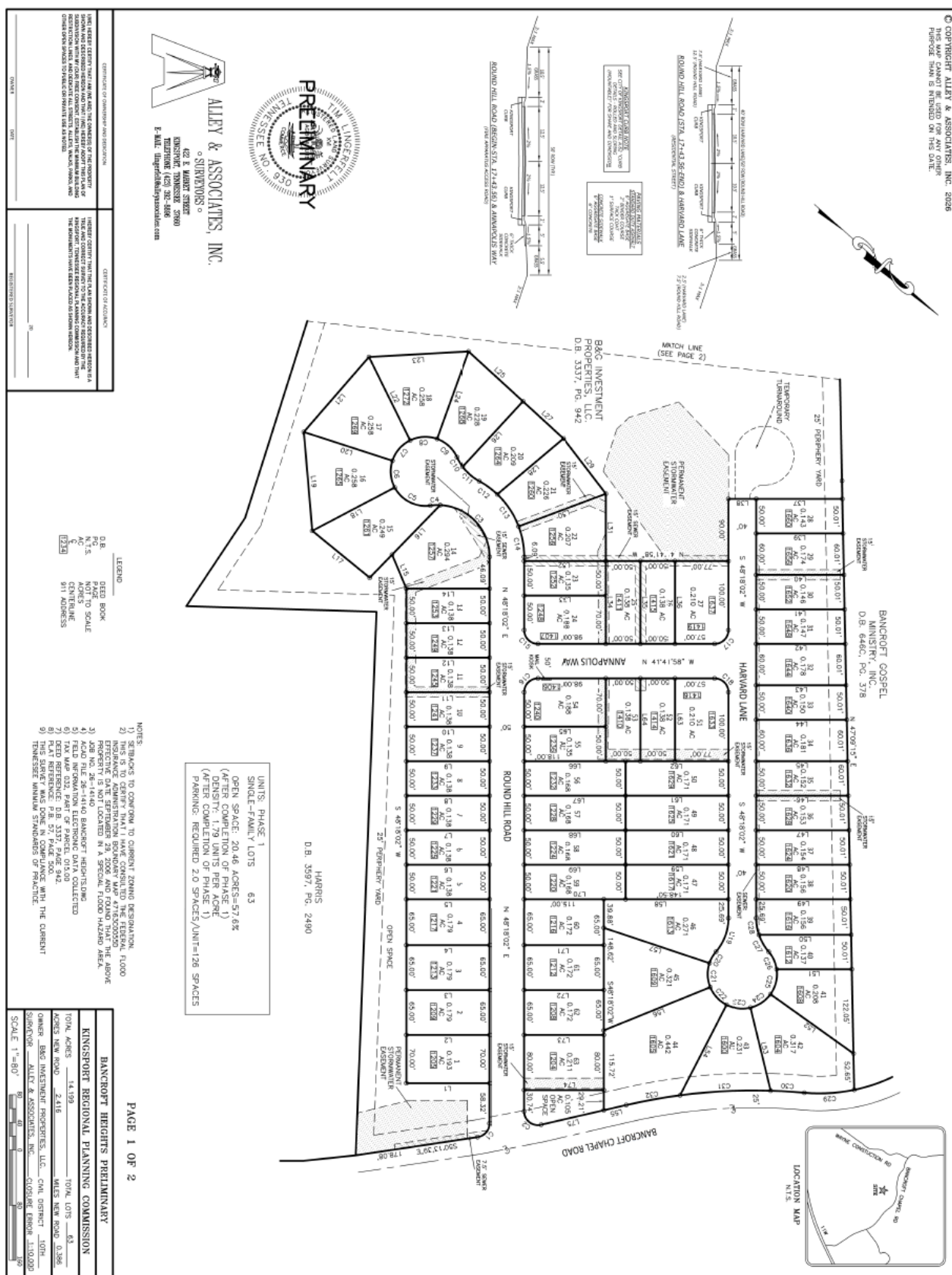
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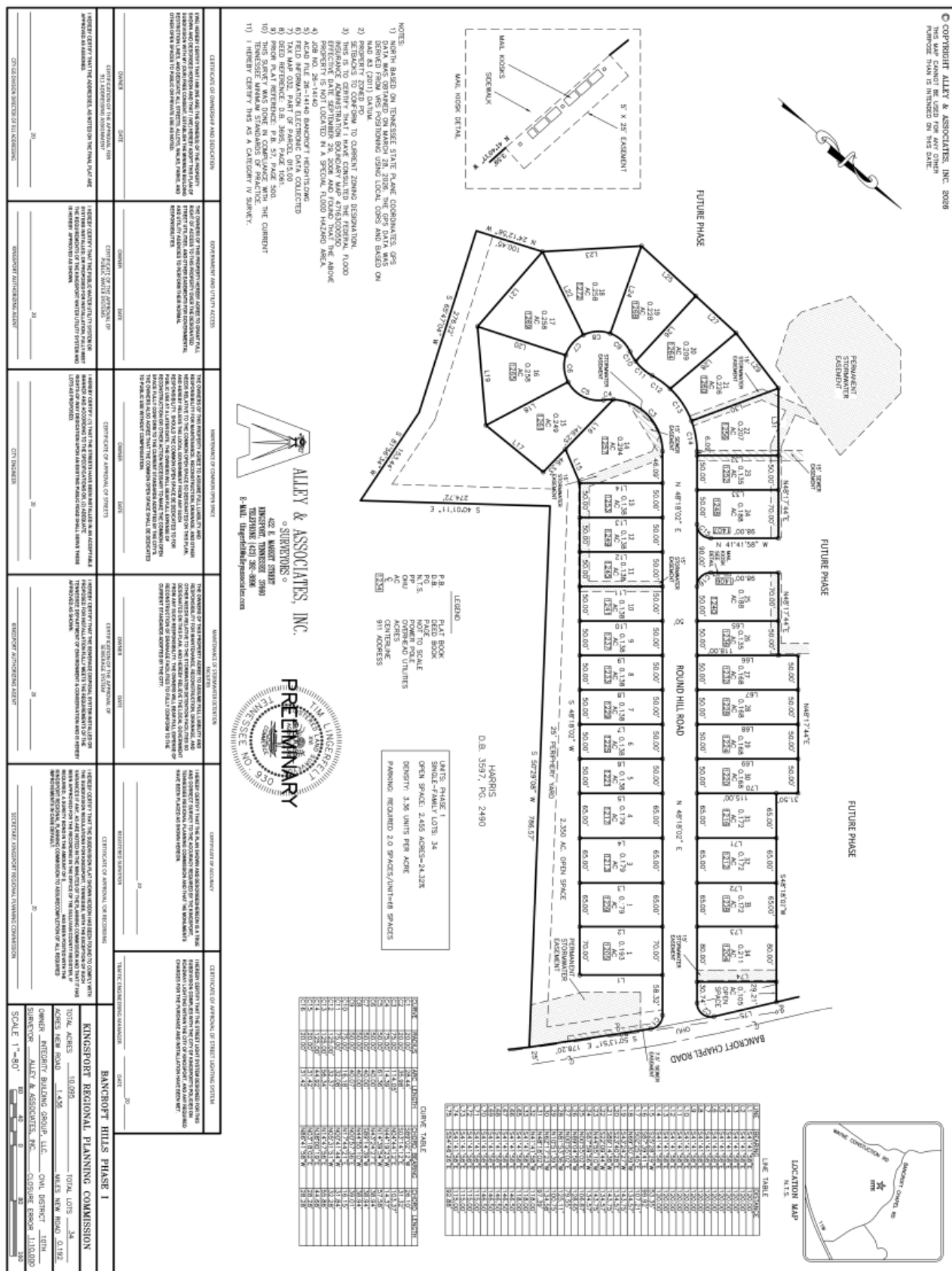
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Bancroft Heights (Hills) Preliminary





Bancroft Hills Phase 1 Final



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Garret Burton
Civil Engineer I
City of Kingsport

September 9, 2026

Date



1 of 1

Recommendation:

Staff recommends accepting D.R. Horton's performance bond for Bancroft Hills Phase 1, totaling \$104,344.17, contingent upon the bond being submitted and approved in a form acceptable to the City Attorney.