



## **GATEWAY REVIEW COMMISSION MEETING AGENDA**

**Friday, March 21, 2025 at 10:00 AM  
City Hall, 415 Broad Street, Room 226**

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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. INTRODUCTION AND RECOGNITION OF VISITORS**

### **II. APPROVAL OF THE AGENDA**

### **III. APPROVAL OF MINUTES**

- 1.** Approval of April 2024 regular meeting minutes.

### **IV. UNFINISHED BUSINESS**

### **V. NEW BUSINESS**

- 1.** Review of the Bylaws

### **VI. OTHER BUSINESS**

### **VII. 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.

### **VIII. ADJOURN**

**MINUTES OF THE December 22<sup>nd</sup>, 2023 MEETING OF THE KINGSPORT GATEWAY REVIEW COMMISSION**

April 26, 2024

10:00 a.m.

**Members Present**

Terry Cox  
 Mike Stone  
 Daniel Duncan  
 Christie Gott  
 Ken Weems

**Members Absent**

Curtis Montgomery  
 Alderman Betsy Cooper

**Staff Present**

Ken Weems

**Visitors**

Michael Rogers

The meeting was called to order at 10:00 a.m.

**APPROVAL OF MINUTES**

The Commission reviewed the minutes of the December 22, 2023 regular meeting. A motion was made by Daniel Duncan, seconded by Terry Cox, to approve the minutes as written. The motion passed unanimously, 5-0.

**NEW BUSINESS**

2040 Tri-Cities Crossing, Preliminary Zoning Development Plan. The Commission reviewed the submittal for a new Southern Tire to be located at 2040 Tri-Cities Crossing. Staff addressed the submittal, describing the required elements in a B-4P zone. The plan's setbacks, landscaping, grading, lighting & utilities, parking, architectural design, and signage plans were reviewed and found to be in accordance with district standards. Elevations of the building were reviewed with an additional request of an elevation for the retaining wall for the site. Michael Rogers, the representative for the project, stated that an elevation of the retaining wall would be submitted for follow up review. Staff also drew attention to the freestanding sign proposal, stating that the allowance for the site, after being reduced by the Gateway standards, is 150 feet. Staff reported that the size of the proposal is 133 feet. A motion was made by Terry Cox, seconded by Daniel Duncan, to grant gateway approval for the project as submitted. The motion passed unanimously, 5-0.

**PUBLIC COMMENT**

The Chairman called for public comment. No public comment was received.

There being no further business before the Commission, the meeting was adjourned at 10:35am

Respectfully Submitted,

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Terry Cox, Chairman

# **BYLAWS OF THE NORTHEAST TENNESSEE CORRIDOR REVIEW COMMISSION**

## **ARTICLE I**

### **Name**

The name of the committee shall be the Northeast Tennessee Corridor Review Commission, hereinafter called the "Commission".

### **Purpose**

The Commission shall (1) develop and adopt a comprehensive development plan for the Northeast Tennessee Corridor Overlay District, (2) develop, adopt and administer site design, architectural design and development standards for the corridor overlay district to insure a high quality living and working environment conducive to the requirements of commercial and industrial business, (3) effect sound development of the designated area through the construction, renovation or modification of public service facilities in cooperation with the municipality and utility districts as deemed necessary and appropriate for the location, maintenance and support of the commercial and industrial development, (4) implement the private act creating the overlay district and the Commission.

## **ARTICLE III**

### **Members**

The number of members of the Commission and the terms of office shall be appointed and designated as set forth in the private act which is Private Chapter No. 77 of the Private Acts of 1995.

In order to retain appointment as a member of the Commission, each member shall attend one meeting per month; any member missing three (3) consecutive meetings shall be subject to dismissal from the Commission.

## **ARTICLE IV**

### **Officers**

The officers of the Commission shall be a Chairman, a Vice Chairman, and a Secretary. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the committee.

The officers shall be elected by ballot or by majority vote to serve for one year or until their successors are elected.

No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office.

The Chairman, when present, shall preside at all meetings. The Chairman shall exercise general supervision over the affairs of the Commission and shall see that all orders and resolutions of the Commission are carried into effect.

The Vice-Chairman shall assist the Chairman in the management of the affairs of the Commission. The Vice-Chairman shall perform such duties as may, from time to time, be assigned by the Chairman. In the absence of the Chairman, or in the event of the Chairman's inability to act, the Vice-Chairman shall perform the duties of the Chairman, and when so acting, shall have all the powers of, and be subject to, all the restrictions upon the Chairman.

The Staff Liaison shall keep, or cause to be kept, records of the proceeding and actions of the Commission and any committee of the Commission in one or more books provided for that purpose, see that all notices are duly given in accordance with these By-Laws or as required by law, be the custodian of the records of the Commission, keep a register of the names and post office addresses of each member, and in general, perform all duties incident to the office of secretary and such other duties as, from time to time, may be assigned by the Chairman or the Commission.

## ARTICLE V

### Meetings

The Commission will hold regularly scheduled meetings on the Friday after the regularly scheduled Planning Commission meetings when there is business to consider. The commission may meet from time to time as requested by the planning director of the City. Meetings of the Commission may be called by the Chairman or shall be called upon the written request of two members of the Commission, or the City Planning Director. A written or printed notice of every special called meeting of Members, stating the time, place and, in general terms, the purpose or purposes thereof, and a description of the matter or matters to be approved by the members, shall be prepared and mailed, postage prepaid by the Secretary Staff Liaison, not less than three (3) days, if practicable, prior to the date of such meeting to each Member of record directed to his last known address as it appears upon the books of the Commission. It shall also be the duty of the Secretary Staff Liaison of the Commission to provide for any further or additional notice that may be required by law. The above notice requirements of the meetings may be waived by a written waiver signed by all members entitled to notice.

A majority of the Commissioners shall constitute a quorum.

## ARTICLE VI

### Voting

At each meeting every member has one (1) vote and is entitled to vote such vote at the meeting. There shall be no voting proxy. All voting at meetings shall be by voice vote, except upon the request of any member entitled to vote, or when required by statute, the vote upon any questions before the meeting shall be by ballot. All elections shall be had and all questions shall be decided by a plurality vote, except as otherwise required by law. Members may take action without a meeting on written consent, setting forth the action so taken, signed by all members.

## ARTICLE VII

### The Executive Board

The officers of the Commission and the Director of Planning shall constitute the Executive Board. The Executive Board shall have general supervision of the affairs of the Commission between its business meetings, fix the hour and place of the meetings, make recommendations to the Commission, and shall perform such other duties as are specified in these bylaws. The Executive Board shall be subject to the orders of the Commission, and none of its acts shall conflict with action taken by the Commission.

## ARTICLE VIII

### Committees

Committees, standing or special, shall be appointed by the Chairman or the Executive Board as they shall from time to time deem necessary to carry on the work of the Commission.

## ARTICLE IX

### Administrative Approvals

Where agreed upon by the Commission by a majority vote, the Commission may grant administrative approval power to the Staff Liaison for matters including, but not limited to: signage changes, minor repairs and restorations to roofing, siding, paving, parking or landscaping of an existing structure or previously-approved project.

## **ARTICLE X**

### **Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Commission in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Commission may adopt.

## **ARTICLE XI**

### **Order of Business**

The order of business at all meetings of Members shall be determined by the presiding officer, unless otherwise determined by a vote of a majority of the Members present.

## **ARTICLE XII**

### **Amendment of Bylaws**

These bylaws may be amended at any meeting of the Commission by two-thirds (2/3) vote, provided that the amendment has been submitted in writing at least one (1) week prior to such meeting.

These bylaws shall become effective upon two-thirds vote (2/3) by the members thereof at a called meeting.