



## **REGIONAL PLANNING COMMISSION MEETING AGENDA**

**Thursday, February 16, 2023 at 5:30 PM  
City Hall, 415 Broad Street, 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. INTRODUCTION AND RECOGNITION OF VISITORS**

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

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

- [1.](#) January 17, 2023 Work Session Minutes
- [2.](#) January 19, 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.

- [1.](#) Hunts Crossing Bond extension (PLNCOM22-0031). The Commission is requested to extend the Hunts Crossing irrevocable letter of credit for a period of one year. (Garland)

### **V. UNFINISHED BUSINESS**

### **VI. NEW BUSINESS**

- [1.](#) Oak Street Rezoning (REZONE23-0031). The Commission is requested to send a positive recommendation to the Kingsport Board of Mayor and Aldermen in support of approving the rezoning. (Weems)

- [2.](#) Shipp Springs Annexation (ANNEX21-0136). The Commission is requested to send a positive recommendation to the Kingsport Board of Mayor and Aldermen for the annexation, zoning, and plan of services for the Shipp Springs Annexation. (Weems)
- [3.](#) Groseclose Development Preliminary (RESDEV22-0142). The Commission is requested to grant contingent preliminary approval for the subdivision. (Garland)
- [4.](#) Hunts Crossing Phase 3 Final (MINSUB23-0006). The Commission is requested to grant contingent final approval for the Hunts Crossing Phase 3 subdivision. (Garland)
- [5.](#) Hunts Crossing Phase 3 Bond (MINSUB23-0006). The Commission is requested to approve an irrevocable letter of credit for the Hunts Crossing Phase 3 subdivision. (Garland)
- [6.](#) 2023 Sullivan County Minor Zoning Text Amendments (PLNCOM23-0028). The Commission is requested to send a positive recommendation to the Sullivan County Commission in support of passing the zoning text amendment. (McMurray)

## **VII. OTHER BUSINESS**

- [1.](#) February Subdivision letter

## **VIII. ADJOURN**

**MINUTES OF THE WORK SESSION OF THE  
KINGSPORT REGIONAL PLANNING COMMISSION**

City Hall  
415 Broad Street, Kingsport, TN 37660

January 17, 2023

12:00 noon

**Members Present**

Sam Booher  
Pat Breeding  
Paula Stauffer  
Sharon Duncan  
James Phillips

**Members Absent**

Brad Blackwell  
John Moody  
Phil Rickman  
Travis Patterson

**Staff Present**

Ken Weems, AICP  
Savannah Garland  
Jessica McMurray  
Dave Harris

**Visitors**

none

At 12:00 p.m., Secretary Weems called the meeting to order. Mr. Weems inquired as to whether anyone on the Commission identified any necessary changes to the minutes from the December 12, 2022 work session or the December 15, 2022 regular meeting. With no corrections identified, Mr. Weems stated that the minutes would be presented during the regular meeting for approval. 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.

**1-01 Division of the Lands of William Gordon & Betty Jane Jones (MINSUB23-0009)**

The Kingsport Regional Planning Commission is requested to grant final subdivision approval. The property is located in the 13<sup>th</sup> Civil District of Sullivan County. Staff summarized the proposal, stating that no variances are required. Staff noted that the proposal must now come before the Commission for approval due to being a minor plat over 5 lots. No official action was taken.

**V. UNFINISHED BUSINESS**

**VI. NEW BUSINESS**

**1-02 Airport Parkway Rezoning (REZONE22-0365)**

The Kingsport Regional Planning Commission is requested to send a positive recommendation to the Kingsport Board of Mayor and Aldermen in regard to the rezoning. The property is located in the 18<sup>th</sup> Civil District of Sullivan County. Staff noted that the request is to rezone from the MX district to the M-2 district for the purpose of conducting future quarry operations. Staff noted the

location of the site and detailed the associated rough topography. Staff stated that the land use plan calls for retail/commercial use on the property, but the topography of the site is unlikely to lend itself suitable for building construction. Staff drew attention to the adjacent gas pipeline and the roughly 70 feet of frontage the parcel contains along Airport Parkway. Staff stated that the department has received opposing comments from 3 adjacent property owners. Staff noted that the concerns are based upon blasting impact to their homes. Staff also stated that the existing adjacent quarry has been in operation since 1976. Staff recommended sending a positive recommendation to the Board of Mayor and Aldermen. Staff noted the rationale for the recommendation comes from the unique topography of the site restricting it from being a commercial or retail use. No official action was taken.

**1-03 2023 Sullivan County Minor Zoning Text Amendments (PLNCOM23-0019)**

The Kingsport Regional Planning Commission is requested to send a positive recommendation to the Sullivan County Commission in regard to the proposed minor county zoning text amendments. The proposal impacts property under the jurisdiction of Sullivan County zoning. Staff provide the Commission with a summary of the minor amendments. Staff note that Sullivan County is proposing to remove limited manufacturing from its commercial districts, remove the allowance for the Planning Commission to forfeit paved parking requirements, and proposed to change approval for accessory residential occupancy for a nonresidential use from the Planning Commission approval authority to admin staff approval authority. Staff recommended sending a positive recommendation to the Sullivan County Commission for the proposed zoning text changes. No official action was taken.

**V. UNFINISHED BUSINESS**

**VII. OTHER BUSINESS**

**12-05 Receive, for Information Purposes, the December 2022 - January 2023 Approved Subdivisions**

**VIII. PUBLIC COMMENT (Speakers are limited to 5 minutes per item.)**

**IX. ADJOURNMENT**

There being no further business, the meeting was adjourned at approximately 12:30 p.m.

Respectfully Submitted,  
Ken Weems, AICP, Planning Commission Secretary



**MINUTES OF THE REGULAR MEETING OF THE  
KINGSPORT REGIONAL PLANNING COMMISSION**

City Hall  
415 Broad Street, Kingsport, TN 37660

January 19, 2023

5:30 p.m.

**Members Present**

Sam Booher  
James Phillips  
Phil Rickman  
Paula Stauffer  
Travis Patterson  
Sharon Duncan

**Members Absent**

Pat Breeding  
John Moody  
Brad Blackwell

**Staff Present**

Ken Weems, AICP  
Savannah Garland  
Jessica McMurray  
Dave Harris

**Visitors**

Ethan Beatty	Charlie Miller
Jeffery Broyles	John Babcock
Lee Johnson	Robert Kern
Jack Keese	Walt Hill
Brad Kringer	Jeff Ferrell
Sue Robertson	David Robertson
Caitlin Darnell	Walter Taylor
Steve Arroy	Katherine Arroy
Steve Robideaux	Angela Robideaux
Donnie Salyer	Susan Salyer
Bill Masoner	Steven Bower
Beth Ashbrook	Carolyn Cox
William Cox	Bridget Tay
Jackie Millsap	Wendell Street
Kenny Watson	Nikki Watson
Linda Newman	Pat Justice
Rene Winkle	Joyce Owens
Craig Denison	

At 5:30 p.m., Chairman Booher called the meeting to order, introduced the Commission and staff, and summarized meeting procedures. The Chairman called for approval of the agenda. A motion was made by Sharon Duncan, seconded by Phil Rickman, to approve the agenda as presented. The motion passed unanimously, 6-0. The Chairman inquired as to whether anyone on the Commission identified any changes to the minutes from the December 12, 2022 work session or the December 15, 2022 regular meeting. With no corrections identified, a motion was made by James Phillips, seconded by Travis Patterson, to approve the minutes from the December 12, 2022 work session and the December 15, 2022 regular meeting. The motion passed unanimously, 6-0.

- 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.

**1-01 Division of the Lands of William Gordon & Betty Jane Jones (MINSUB23-0009)**

The Kingsport Regional Planning Commission is requested to grant final subdivision approval. The property is located in the 13<sup>th</sup> Civil District of Sullivan County. Staff summarized the proposal, stating that no variances are required. Staff noted that the proposal must now come before the Commission for approval due to being a minor plat over 5 lots. A motion was made by Sharon Duncan, seconded by Paula Stauffer, to approve the Consent Agenda. The motion passed unanimously, 6-0.

**V. UNFINISHED BUSINESS****VI. NEW BUSINESS****1-02 Airport Parkway Rezoning (REZONE22-0365)**

The Kingsport Regional Planning Commission is requested to send a positive recommendation to the Kingsport Board of Mayor and Aldermen in regard to the rezoning. The property is located in the 18<sup>th</sup> Civil District of Sullivan County. Staff noted that the request is to rezone from the MX district to the M-2 district for the purpose of conducting future quarry operations. Staff noted the location of the site and detailed the associated rough topography. Staff stated that the land use plan calls for retail/commercial use on the property, but the topography of the site is unlikely to lend itself suitable for building construction. Staff drew attention to the adjacent gas pipeline and the roughly 70 feet of frontage the parcel contains along Airport Parkway. Staff stated that the department has received opposing comments from 3 adjacent property owners. Staff noted that the concerns are based upon blasting impact to their homes. Staff also stated that the existing adjacent quarry has been in operation since 1976. Staff recommended sending a positive recommendation to the Board of Mayor and Aldermen. Staff noted the rationale for the recommendation comes from the unique topography of the site restricting it from being a commercial or retail use. The Chairman recognized a consultant on behalf of Blue Water Industries that provided a presentation on the impact of blasting at the existing quarry. The representative provided information at the meeting that demonstrates the extent of blasting that has occurred on the site for many years. During public comment, a total of 14 people spoke against the request. Those in opposition cited concerns of blasting impact on their homes and the potential for toxic dust. A total of 3 people spoke in favor of the request, stating that the quarry has always been a good neighbor to them. A motion was made by Sharon Duncan, seconded by James Phillips, to send a positive recommendation to the Board of Mayor and Aldermen. The motion passed unanimously, 6-0.

**1-03 2023 Sullivan County Minor Zoning Text Amendments (PLNCOM23-0019)**

The Kingsport Regional Planning Commission is requested to send a positive recommendation to the Sullivan County Commission in regard to the proposed minor county zoning text amendments. The proposal impacts property under the jurisdiction of Sullivan County zoning. Staff provide the Commission with a summary of the minor amendments. Staff note that Sullivan County is proposing to remove limited manufacturing from its commercial districts, remove the allowance for the Planning Commission to forfeit paved parking requirements, and proposed to change approval for accessory residential occupancy for a nonresidential use from the Planning Commission approval authority to admin staff approval authority. Staff recommended sending a positive recommendation to the Sullivan County Commission for the proposed zoning text changes. A motion was made by Paula Stauffer, seconded by Phil Rickman, to send a positive recommendation to the Sullivan County Commission to approve the minor zoning text amendments. The motion passed unanimously, 6-0.

**V. UNFINISHED BUSINESS**

**VII. OTHER BUSINESS**

**1-04 Receive, for Information Purposes, the December 2022 - January 2023 Approved Subdivisions**

**VIII. PUBLIC COMMENT (Speakers are limited to 5 minutes per item.)**

**IX. ADJOURNMENT**

There being no further business, the meeting was adjourned at approximately 7:26 p.m.

Respectfully Submitted,  
Ken Weems, AICP, Planning Commission Secretary

**MEMORANDUM**

**TO: KINGSPORT REGIONAL PLANNING COMMISSION**

**FROM: SAVANNAH GARLAND, PLANNER**

**DATE: FEBRUARY 16<sup>TH</sup>, 2023**

**SUBJECT: IRREVOCABLE LETTER OF CREDIT FOR HUNT'S CROSSING PH 1**

**FILE NUMBER: PLNCOM22-0031**

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The City currently holds an Irrevocable Letter of Credit in the amount of \$160,033.05 for Hunt's Crossing Phase 1. The City Engineering Division has recalculated the estimate for the extension and the estimate remains the same. The estimate is \$160,033.05 to cover the costs of the remaining improvements to meet the Minimum Subdivision Regulations. An irrevocable letter of credit has been submitted to the City for the amount matching that estimate

The new Irrevocable Letter of Credit states that the improvements will be completed on or before the Performance Date, which is set to December 8<sup>th</sup>, 2023 and expiration date of March 8<sup>th</sup>, 2024.

Staff recommends approval the Irrevocable Letter of Credit in the amount of \$160,033.05, as calculated by the City Engineering Division, to cover all remaining improvements for Hunt's Crossing.

**ENGINEERS ESTIMATE**  
**Roadways and Utilities - Hunts Crossing Development**

FILE NO. 2021-D7

February 15, 2023

ITEM NO.	QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
<u>General Items</u>					
1	1	LS	Mobilization	\$ 38,684.90	\$ 38,684.90
2	1	LS	Topsoil, Mulching, Seeding and Strawing	\$ 15,000.00	\$ 15,000.00
<u>Paving</u>					
2	145	TON	1" Asphaltic Concrete Surface Mix (PG64-22, Grade D)	\$ 150.15	\$ 21,728.31
Total				\$	\$ 21,728.31
<u>Sidewalks</u>					
3	4,500	S.F.	4" Concrete Sidewalk, 5' Wide	\$ 6.91	\$ 32,649.75
<u>Erosion Control</u>					
4	1	LS	Erosion Control	\$ 10,000.00	\$ 10,000.00
SUBTOTAL				\$	\$ 139,791.28
CONTINGENCIES (6%)				\$	\$ 8,387.48
				\$	\$ 148,178.75
CONSTRUCTION CONTRACT ADMINISTRATION & INSPECTION (8%)				\$	\$ 11,854.30
TOTAL				\$	\$ 160,033.05

**Dave Harris**

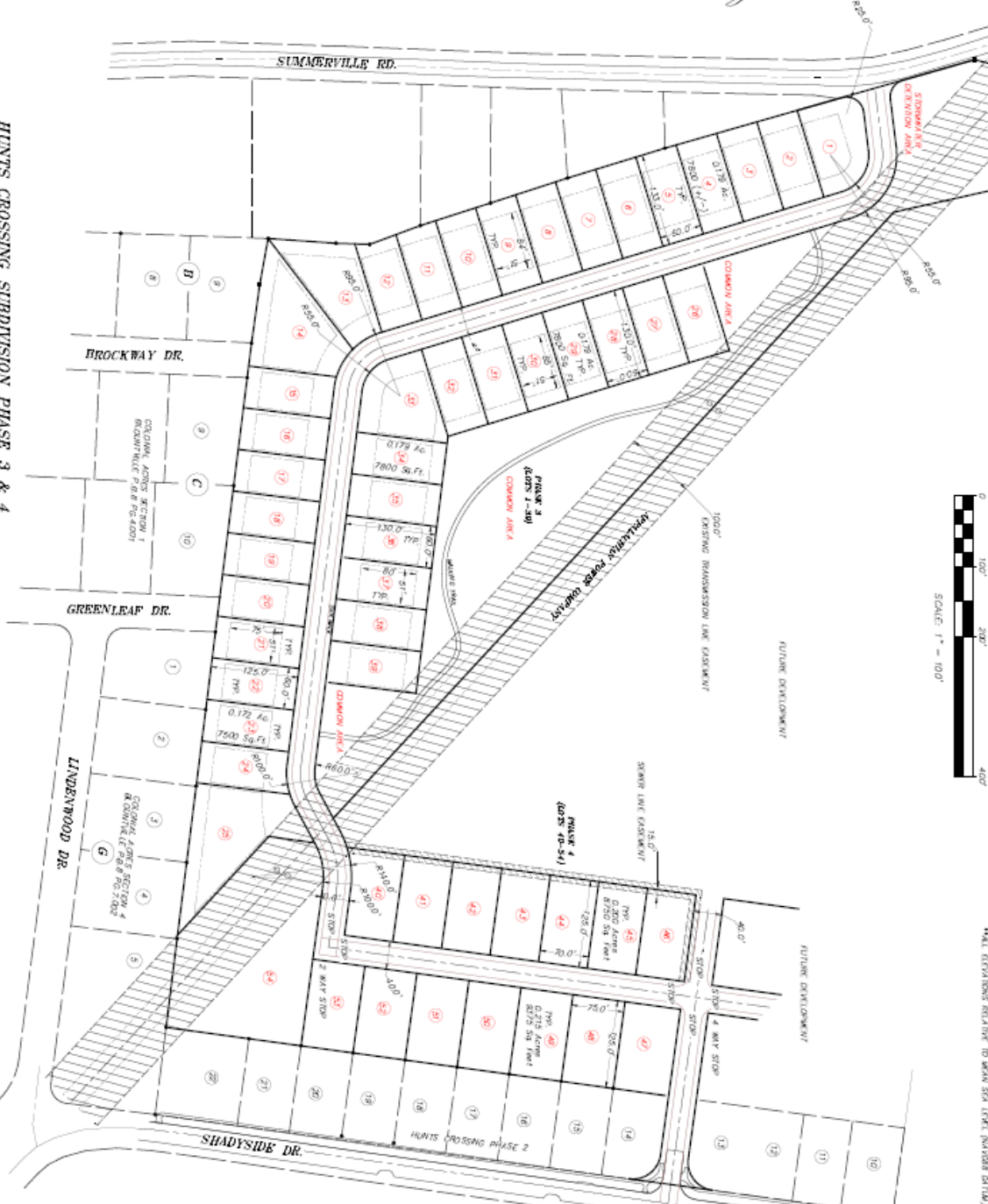
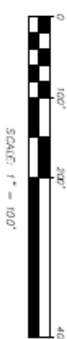
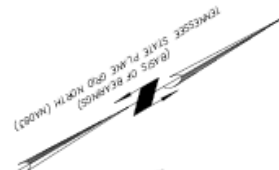
David Harris  
 Civil Engineer I  
 City of Kingsport

**February 15, 2023**

Date





[illegible][illegible][illegible][illegible][illegible]



## Kingsport Regional Planning Commission

## Rezoning Report

File Number REZONE23-0031

## Oak Street Rezoning

<b>Property Information</b>			
<b>Address</b>	Oak St., E Center St., & Myrtle St.		
<b>Tax Map, Group, Parcel</b>	Map 046O, D, 21, 22, 23, 24, 25, 25.05, & 26		
<b>Civil District</b>	11		
<b>Overlay District</b>	n/a		
<b>Land Use Designation</b>	Retail/ Commercial & Single Family		
<b>Acres</b>	0.68 +/-		
<b>Existing Use</b>	vacant land	<b>Existing Zoning</b>	B-3, R-2, R-1B
<b>Proposed Use</b>	Multifamily units	<b>Proposed Zoning</b>	R-4
<b>Owner /Applicant Information</b>			
<b>Name:</b> Terry Cunningham <b>Address:</b> 906 E Sevier Ave <b>City:</b> Kingsport <b>State:</b> TN <b>Phone:</b> (423) 292-5105		<b>Zip Code:</b> 37660  <b>Intent:</b> <i>To rezone from B-3 (Highway Oriented Business District), R-2 (Two-Family Residential District), and R-1B (Residential District) to R-4 (Medium Density Apartment District) to accommodate future multifamily development.</i>	
<b>Planning Department Recommendation</b>			
<p>The Kingsport Planning Division recommends sending a <b>POSITIVE</b> recommendation to the Kingsport Board of Mayor and Aldermen for the following reasons:</p> <p><i>The proposed R-4 zone for the property is an appropriate transition zone between existing single family units along Myrtle and Oak Streets and E. Center Street.</i></p> <p><i>The proposal has been submitted with a zoning development plan that meets R-4 residential standards without the need for a variance.</i></p> <p><b>Staff Field Notes and General Comments:</b></p> <p><i>The rezoning site is currently vacant and recently cleared of all former structures.</i></p> <p><i>The rezoning site was formerly the location of several commercial and residential structures.</i></p>			
<b>Planner:</b>	Ken Weems	<b>Date:</b>	February 9, 2023
<b>Planning Commission Action</b>		<b>Meeting Date:</b>	February 16, 2023
<b>Approval:</b>			
<b>Denial:</b>		<b>Reason for Denial:</b>	
<b>Deferred:</b>		<b>Reason for Deferral:</b>	

## Kingsport Regional Planning Commission

## Rezoning Report

File Number REZONE23-0031

**PROPERTY INFORMATION,**

<b>ADDRESS</b>	Parcels 21, 22, 23, 24, 25, 25.05, and 26
<b>DISTRICT</b>	11
<b>OVERLAY DISTRICT</b>	n/a
<b>EXISTING ZONING</b>	B-3 (Highway Oriented Business District), R-2 (Two-Family Residential District), and R-1B (Residential District) to R-4 (Medium Density Apartment District)
<b>PROPOSED ZONING</b>	R-4 (Medium Density Apartment District)
<b>ACRES</b>	0.68 +/-
<b>EXISTING USE</b>	vacant land
<b>PROPOSED USE</b>	multifamily development

**INTENT**

*To rezone from B-3 (Highway Oriented Business District), R-2 (Two-Family Residential District), and R-1B (Residential District) to R-4 (Medium Density Apartment District) to accommodate future multifamily development.*

Kingsport Regional Planning Commission  
Rezoning Report File Number REZONE23-0031

Vicinity Map





Rezoning Report

Kingsport Regional Planning Commission

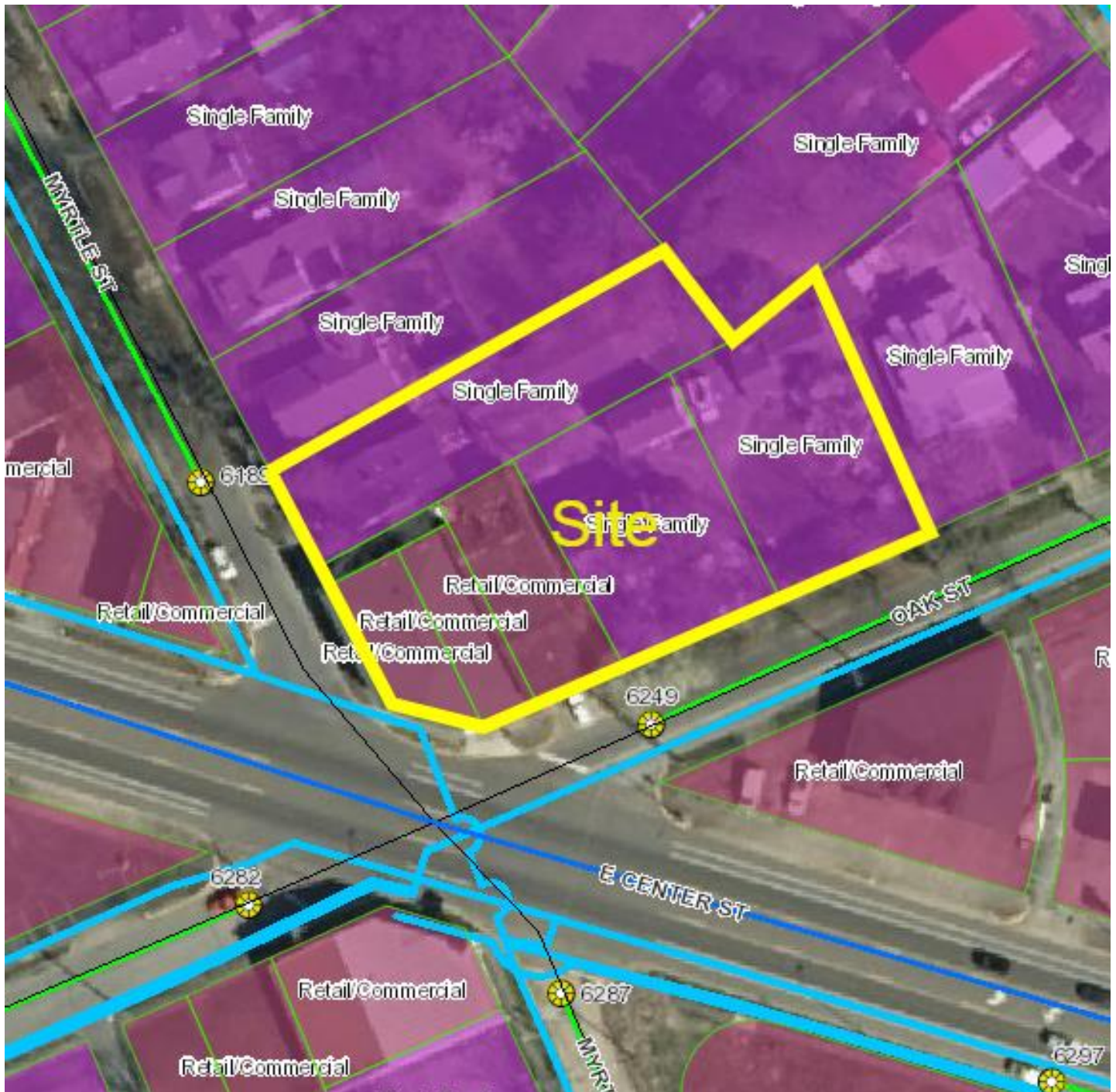
File Number REZONE23-0031

Surrounding Zoning Map



Kingsport Regional Planning Commission  
 Rezoning Report File Number REZONE23-0031

Future Land Use Plan 2030  
 Designation: Retail/ Commercial & Single Family





Kingsport Regional Planning Commission  
Rezoning Report File Number REZONE23-0031

Aerial (Showing Former Structures on the Rezoning Site)





**Kingsport Regional Planning Commission**  
**Rezoning Report** **File Number REZONE23-0031**

**View of Site from Oak St.**



**Northern View (Oak St. on Left Side)**



**View Toward E Center**





**Kingsport Regional Planning Commission**  
**Rezoning Report** **File Number REZONE23-0031**

**Western View (Myrtle Residences on Left Side)**



**View Toward E Center (Across Oak St)**





## Rezoning Report

## Kingsport Regional Planning Commission

File Number REZONE23-0031

## Existing Uses Location Map



## Existing Zoning/ Land Use Table

Location	Parcel / Zoning Petition	Zoning / Use	History Zoning Action Variance Action
North	1	Zone: City R-1B Use: <u>single family</u>	n/a

## Kingsport Regional Planning Commission

## Rezoning Report

File Number REZONE23-0031

Northeast	2	<u>Zone: City R-1B</u> <u>Use: single family</u>	n/a
East	3	<u>Zone: City R-1B</u> <u>Use: single family</u>	n/a
Further East	4	<u>Zone: City R-1B</u> <u>Use: vacant lot</u>	n/a
Southeast and South	5	<u>Zone: City B-3</u> <u>Use: business</u>	n/a
Further South	6	<u>Zone: City B-3</u> <u>Use: business</u>	n/a
West	7	<u>Zone: City B-3</u> <u>Use: business</u>	n/a

**Standards of Review**

Staff shall, with respect to each zoning application, investigate and make a recommendation with respect to factors 1 through 6, below, as well as any other factors it may find relevant.

- 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 would permit a use that is most appropriately described as a transition zone between existing single family residences and the commercial-oriented E Center Street uses.
- Whether or not the proposal will adversely affect the existing use or usability of adjacent or nearby property?** The proposal meets zoning standards for the proposed R-4 zone, along with code-required buffering from adjacent parcels. The proposal does not show any evidence of adverse impacts on adjacent property.
- Whether the property to be affected by the proposal has a reasonable economic use as currently zoned?** The property to be affected by the proposal does not have a reasonable economic use as currently zoned due to the small size of the B-3 zone it currently contains. The commercial structures that formerly inhabited the site were non-conforming for zoning purposes.
- Whether the proposal is in conformity with the policies and intent of the land use plan?** The R-4 rezoning proposal does not conform to the 2030 Land Use Plan, however the R-4 proposal for this particular site should serve the area well.

**Proposed use:** 12 multifamily units (a total of 3 structures)

## Kingsport Regional Planning Commission

## Rezoning Report

File Number REZONE23-0031

The Future Land Use Plan Map recommends retail/ commercial use and single family use.

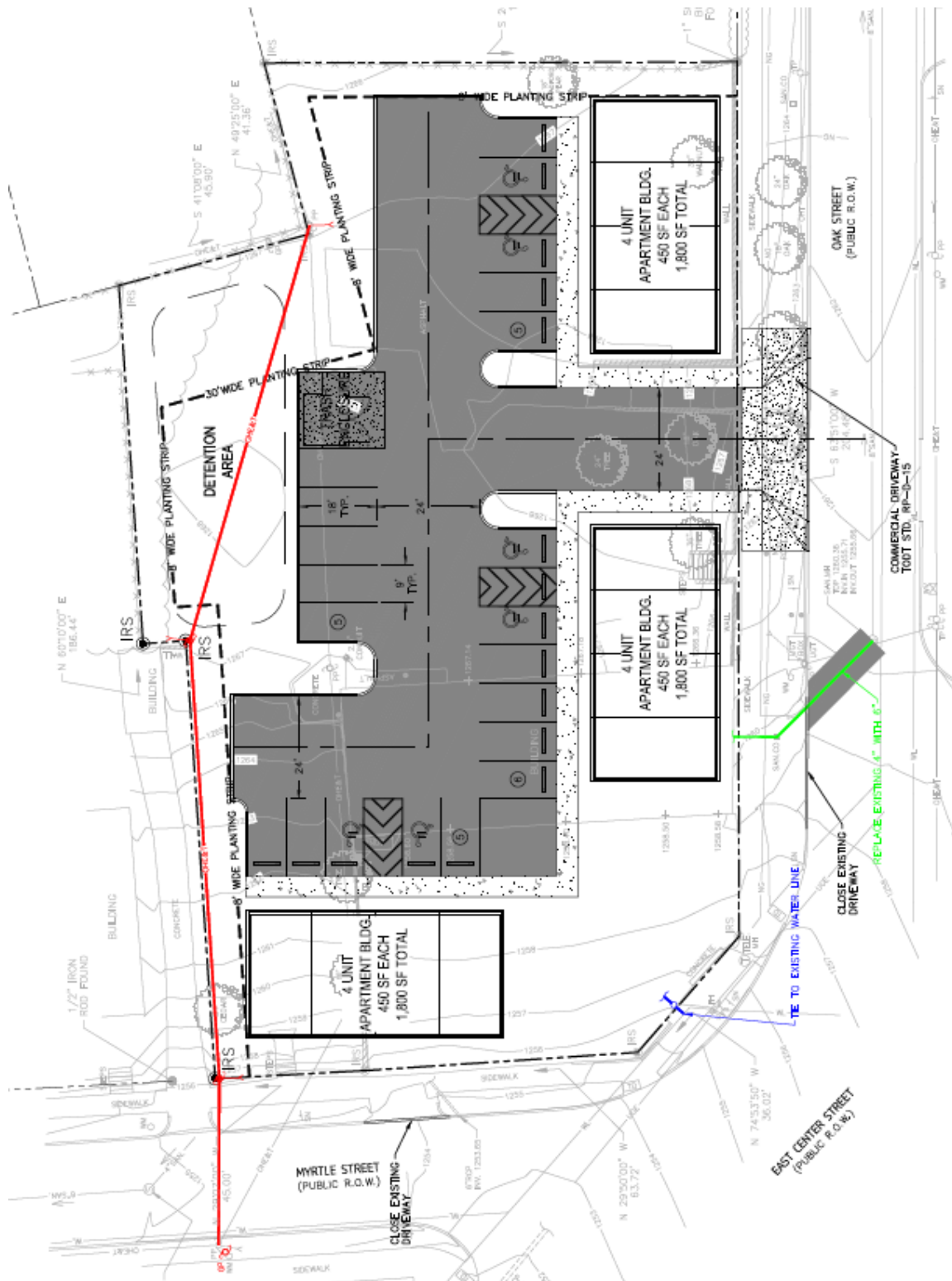
5. **Whether there are other existing or changed conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the proposal?** The rezoning site itself has undergone a major transformation since the end of 2022, having recently had all structures that used to reside on the property razed. The newly vacant land mass is appropriately sized for a new development that will meet zoning restrictions of the R-4 zone.
6. **Whether the present district boundaries are illogically drawn in relation to existing conditions?** The present district boundaries are logically drawn in relation to the existing conditions and similar to other B-3 zoned properties along E. Center Street.

## Kingsport Regional Planning Commission

## Rezoning Report

File Number REZONE23-0031

## Zoning Development Plan (A Full Size Copy Available For Meeting)



Prepared by Kingsport Planning Department for the  
Kingsport Regional Planning Commission Meeting on February 16, 2023

**Kingsport Regional Planning Commission****Rezoning Report****File Number REZONE23-0031****CONCLUSION**

Staff recommends sending a POSITIVE recommendation to the Board of Mayor and Aldermen to rezone from B-3, R-2, and R-1B to R-4. The proposed R-4 zone, along with the anticipated new residential construction, will be an appropriate transition zone from the existing single family units along Myrtle and Oak Streets and the commercial-oriented uses along E Center Street.

## Kingsport Regional Planning Commission

## Annexation Report

ANNEX21-0136

<b>Property Information</b>	Groseclose Property		
<b>Address</b>	Shipp Springs Rd		
<b>Tax Map, Group, Parcel</b>	Tax Map 030J, Group A, Parcel 005.00 & Tax map 030O, Group A, Parcel 015.00		
<b>Civil District</b>	11 <sup>th</sup>		
<b>Overlay District</b>	None		
<b>Land Use Plan Designation</b>	Single Family		
<b>Acres</b>	71.23 acs +/-		
<b>Existing Use</b>	Vacant/Agricultural	<b>Existing Zoning</b>	County R-1
<b>Proposed Use</b>	Residential	<b>Proposed Zoning</b>	R-3
<b>Owner Information</b>		<b>Owner Information</b>	
<b>Name:</b> Groseclose Heirs <b>Address:</b> 221 Cumberland St <b>City:</b> Kingsport <b>State:</b> TN <b>Zip Code:</b> 37660 <b>Email:</b> jerrypetzoldt@tcigroup.com <b>Phone Number:</b> 423-677-2486			
<b>Planning Department Recommendation</b>			
<b>RECOMMENDATION: APPROVAL</b> to recommend the Annexation, Zoning, and Plan of Services to the BMA <b>The Kingsport Planning Division recommends approval for the following reasons:</b> <ul style="list-style-type: none"> <li><i>The City of Kingsport should utilize annexation as urban development occurs and is necessary for present and future growth in an orderly manner.</i></li> <li><i>It is reasonably necessary for the welfare of the residents and property owners of the affected territory.</i></li> <li><i>The City of Kingsport can provide services through its Plan of Services that the County cannot provide to the area.</i></li> <li><i>Annexation spurs economic growth by providing basic services at a reasonable cost and allows those costs to be spread fairly to all who enjoy those services.</i></li> <li><i>It is reasonably necessary for the welfare of the residents and property owners of the municipality as a whole.</i></li> </ul> <b>Staff Field Notes and General Comments:</b> This is a property owner-requested annexation. The annexation is being requested to bring approximately 71 acres of land into the City limits for the purpose of future residential development. Property is to be re-zoned from County R-1 to City R-3, and is currently served by City water and sewer utilities surrounding the property. No new roadway is included with this annexation.			
<b>Planner:</b>	Ken Weems	<b>Date:</b>	February 9, 2023
<b>Planning Commission Action</b>		<b>Meeting Date:</b>	<b>February 16, 2023</b>
<b>Approval:</b>			
<b>Denial:</b>		<b>Reason for Denial:</b>	



Kingsport Regional Planning Commission

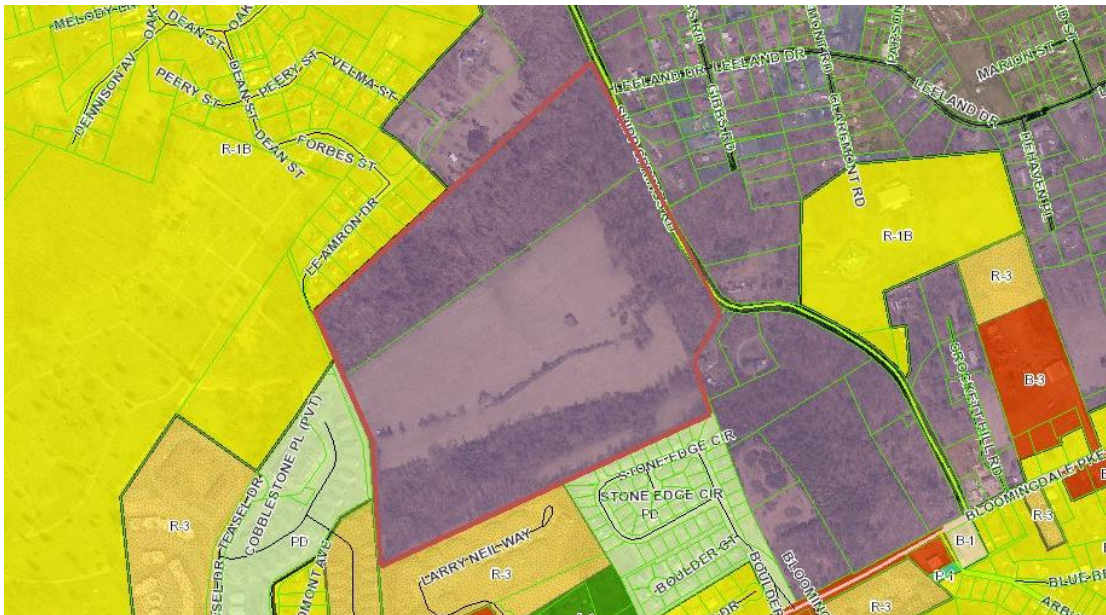
Annexation Report

ANNEX21-0136

Location Map



Zoning Map



Future Land Use Map

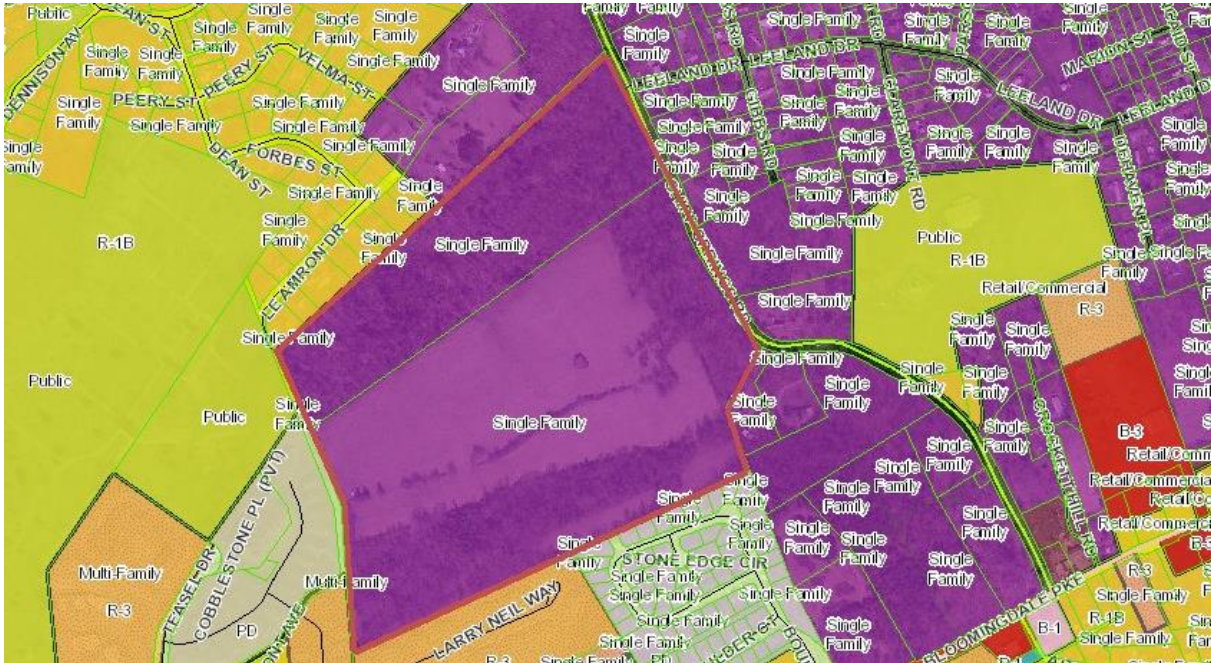
Prepared by Kingsport Planning Department for the  
Kingsport Regional Planning Commission Meeting on February 16, 2023



# Kingsport Regional Planning Commission

## Annexation Report

ANNEX21-0136



## Water/Sewer Map





**View of Property from Western Property Line**





**Kingsport Regional Planning Commission**  
**Annexation Report**

**ANNEX21-0136**



**View Driving N on Shipp Springs**






**View Driving S on Shipp Springs**



## Kingsport Regional Planning Commission

## Annexation Report

ANNEX21-0136

<b>Current Annual Revenue (Vacant Property)</b>		 July 15 2022	
Property Tax	\$ -		
State Shared Tax	\$ -		
Water/Sewer Fees	\$ -		
Total Current Revenue (Vacant)	\$ -		
<b>Proposed Annual Revenue (Vacant Property)</b>		<b>Shipp Springs Annexation Analysis</b>	
Property Tax	\$ 2,718	Proposed Single Family Attached Units	131
State Shared Tax		Proposed Single Family Detached Units	151
Water/Sewer Fees		Apartments	400
<b>Total Annual Revenue</b>	<b>\$ 2,718</b>		
<b>One Time Expenses</b>		<b>Annual Expenses</b>	
Police Department	\$ -	Police Service	\$ -
Street Lighting	\$ -	Street Lighting	\$ -
Traffic Controls	\$ -	Traffic Controls	\$ -
Water	\$ -	Building Department	\$ -
Sewer	\$ -	Sanitation Refuse	\$ -
Building	\$ -	Recycling	\$ -
Sanitation Refuse	\$ -	Trash	\$ -
Recycling	\$ -	Street Sweeping	\$ -
Trash	\$ -	Street Maintenance	\$ -
Street Sweeping	\$ -	Right of Way/Leaves	\$ -
Street Maintenance	\$ -	Landscaping	\$ -
ROW/Leaves	\$ -	Streets/Sanitation Admin.	\$ -
Landscaping	\$ -	Schools	\$ -
Streets/Sanitation Admin.	\$ -	<b>Total Annual Expenses</b>	<b>\$ -</b>
Schools	\$ -	Yellow highlight denotes expenses outside the General Fund (Water Fund, Sewer Fund, Schools Fund)	
<b>Total One Time Expenses</b>	<b>\$ -</b>		
		<b>One Time Total Cost</b>	<b>\$ -</b>
		<b>Annual Expenses</b>	<b>\$ -</b>
		<b>Annual Revenues</b>	<b>\$ 2,718</b>

**\*\*Property is being annexed to facilitate mixed-use residential development on the property. Any water/sewer improvements required to serve the increased demand will be at the cost of the developer as the property is already served with City water and sewer services. Potential City revenues from this property at full buildout will be significantly higher than the revenues projected above.\*\***

CONCLUSION

The Kingsport Planning Division recommends sending a favorable recommendation to the Board of Mayor and Alderman for the annexation, zoning, and Plan of Services for the Flagship Drive Annexation based on the following reasons:

- *The City of Kingsport should utilize annexation as urban development occurs and is necessary for present and future growth in an orderly manner.*
- *It is reasonably necessary for the welfare of the residents and property owners of the affected territory.*
- *The City of Kingsport already provides services to the properties in this area.*
- *Annexation spurs economic growth by providing basic services at a reasonable cost and allows those costs to be spread fairly to all who enjoy those services.*
- *It is reasonably necessary for the welfare of the residents and property owners of the municipality as a whole.*

## **Shipp Springs Plan of Services**

### **1. Police Protection**

- A. On the date of annexation the Kingsport Police Department will respond to all calls for service for police protection, including criminal calls, traffic accidents and traffic related occurrences, and other prevention and interdiction calls for service.
- B. Effective with annexation, all resources currently available within the Kingsport Police Department will become available to the citizens of the area. The Kingsport Police Department has an authorized accredited force of 119 police officers and approximately 43 civilian personnel to provide services 24-hours per day, 365 days a year.
- C. The Kingsport Police Department is accredited with the Commission on Accreditation for Law Enforcement Agencies and has met 363 mandatory and 54 other-than mandatory standards in order to attain this status. Kingsport Police Department was only the third accredited department in the State of Tennessee and the first in northeast Tennessee.
- D. Upon annexation, existing police department personnel will be utilized to provide services by expanding the contiguous patrol sections to include the newly incorporated area. Existing police personnel and equipment will be shifted to provide needed coverage of the area. Each section will be patrolled by units of the Kingsport Police Department and will be augmented by other departments and units such as investigators, specialized assigned details etc.
- E. When needed, the Kingsport Police Department will hire additional police officers to provide more response to annexed areas. The officers will undergo 500 hours of basic recruit training before being certified as a police officer. Upon completion of the classroom training, the officers will undergo 696 hours of field officer training where they will work and be trained by designated training officers.
- F. The Kingsport Police Department will provide upon request crime prevention programs, traffic safety education programs, drug education/awareness programs to the citizens of the area. Additional programs include department personnel to address groups on law enforcement topics or concerns, home and business security checks and establishing and maintaining neighborhood watch programs.



- G. The Kingsport Police Department currently maintains an approximate 3 minute and 7 second average response time to emergency and urgent calls within the corporate limits.

## **2. Fire Protection**

- A. On the operative date of annexation, the City of Kingsport will answer all calls for service for fire, disaster, hazardous materials, special rescue and medical first responder. The Kingsport Fire Department goes beyond the basic fire services required of a City Government.
- B. Free fire safety inspections will be available upon request on the effective date of annexation. Water lines will be upgraded within five (5) years after the effective date of annexation to provide needed fire flow to protect the properties.
- C. All structures must be brought into compliance with the City-wide smoke detector ordinance within thirty (30) days of the effective date of annexation. This is strictly to provide residents with the best fire protection service available.
- D. The City of Kingsport Fire Department has a Hazardous Materials Response Team, which has state-of-the-art equipment to handle all calls of an emergency nature dealing with incidents relating to hazardous chemicals. The department also has a Technical Rescue Team that has specialized rescue capabilities and equipment for all types of hazards.
- E. The City of Kingsport Fire Department provides First Responder emergency medical services to all life-threatening medical emergencies resulting from serious illness or injury. We provide advanced life support (paramedics) for victims until ambulance service arrives for transport.

## **3. Water**

- A. City of Kingsport water serves the annexation site. Water will be billed at in City rates rather than out of City rates, which will result in a reduction in water rates for annexed citizens already receiving City water. Those not currently receiving City water will be required to obtain a water-tap in order to obtain City water.

- B. The City of Kingsport Water Department meets or exceeds water quality standards set forth by the State of Tennessee and the United States Environmental Protection Agency. The plant has been the recipient of the EPA Partnership for Safe Drinking Water award for nine consecutive years.
- C. The Water Distribution Division is managed with a professional staff who are members of key professional organizations such as: American Water Works Association, Tennessee Association of Utility Districts, National Society of Professional Engineers, American Society of Civil Engineers. Several key members of the staff also hold certificates and licenses in the operations of a distribution system in the State of Tennessee.

#### 4. **Electricity**

Electric service in this area is currently under the jurisdiction of American Electric Power and is currently available.

#### 5. **Sanitary Sewer**

- A. City of Kingsport sanitary sewer serves the annexation site. Sewer will be billed at in City rates rather than out of City rates, which will result in a reduction in sewer rates for annexed citizens already receiving City sewer. Those not currently receiving City sewer will be required to obtain a sewer-tap in order to obtain City sewer.
- B. Sanitary sewer fees are based on usage of water and are direct reflection of the amount of water used by the resident.
- C. The City of Kingsport operates and maintains a 12.4 MGD wastewater treatment plant, 88 sewer lift stations and approximately 525 miles of sanitary sewer collection lines to provide sewer service to our customers.
- D. The City of Kingsport Wastewater Treatment Plant recently experienced over 21 million dollars of improvements to provide a reliable and dependable infrastructure.
- E. The wastewater treatment plant is staffed with State Certified Operators 24 hours a day, 365 days a year. Treatment plant operators exceed State of Tennessee training requirements, and the Wastewater Treatment Plant is the recipient of multiple operations excellence awards.

- F. The Sewer Collection Division is managed with a professional staff who are members of key professional organizations such as: Water Environment Federation, Tennessee Association of Utility Districts, National Society of Professional Engineers, American Society of Civil Engineers. Several key members of the staff also hold certificates and licenses in the operations of a collection system in the State of Tennessee.

## **6. Solid Waste Disposal**

Sanitation garbage (routine household refuse), and trash (grass clippings, tree trimmings, bulky items) collection will be provided to the annexed area on the same basis as that received by properties located within the existing City Limits. Collection will begin within thirty (30) days following the effective date of annexation. Members of the collection crews receive ongoing training in their fields. The City of Kingsport also owns and operates a demolition landfill that residents can use for a fee. That landfill is supervised by a SWANA certified Manager of Landfill Operations. This supervisor also holds other certifications from SWANA and TDEC.

## **7. Public Road/Street Construction & Repair**

- A. Emergency and routine maintenance of streets and street signs, pavement markings and other traffic control devices will begin on the operative date of annexation. Emergency pothole repairs are generally made within 24 hours of notification. Crews are available on a 24 hour basis for major emergency call-outs.
- B. Cleaning of streets of snow and ice clearing will begin on the operative date of annexation on the same basis as now provided within the present City limits. This includes major thoroughfares, State highways and emergency route to hospitals as first priority, with secondary/collector streets and finally residential streets in that order as priority II. Snow removal crews receive yearly training to help keep them up to date with changes in procedures and techniques. Snow removal crews also respond on a 24 hour emergency call in basis.
- C. Streets affected by utility construction will be repaired as soon as possible after the utility construction is completed.
- D. Routine Right of Way maintenance is also provided on the effective date of annexation. Tasks include Mowing, Tree Maintenance and Weed Control by certified personnel as needed to respond to routine maintenance requests and emergencies.

- E. The Streets and Sanitation Division is managed and supervised by a professional staff who are members in good standing of several Professional Organizations such as the Tennessee Chapter of the American Public Works Association, the national chapter of the American Public Works Association, the Volunteer Chapter of the Solid Waste Association of North America, the national chapter of the Solid Waste Association of North America, the Tennessee Urban Forestry Council, the Tennessee Nursery and Landscape Association, National Arbor Day Association, Tennessee Vegetation Management Association, and the Keep Kingsport Beautiful Council. The staff receives ongoing training through these Professional Organizations. Members of the staff are active in their respective organizations. Members of the staff also serve as trainers and instructors for various training venues.

## **8. Recreational Facilities**

- A. Residents of the annexed area may use existing City recreational facilities, programs, parks, etc. on the effective date of annexation at City rates rather than out of City rates.
- B. Residents of the annexed area may use all existing library facilities and will be exempt from the non-residential fee on the effective date of annexation.
- C. Residents of the annexed area (50 years or older) will be eligible to use the Senior Citizens Center with no non-residential fees and with transportation provided on the effective date of annexation.
- D. The Department of Parks and Recreation has more than 4,800 acres of city-owned land to provide parks and recreation programs to all our citizens. The amenities and programs offered by many of the parks and recreation areas through the Leisure Services Department include playing fields for baseball and softball, basketball courts, play grounds, volley ball, tennis courts, a skate park and concession areas and restrooms to serve these facilities. Other amenities offered include General meeting areas, multi-function areas, Community Centers, senior programs, Theater and Cultural Arts programs. Many of the parks have walking and hiking trails and Bays Mountain, the City's largest park, includes animal habitats, a farm area, camping sites, and a Planetarium.

## **9. Street Lighting**

Within five years of the operative date of annexation the City will take over responsibility (including payment) for dusk-to-dawn lights presently in place that meet City standards. The City will request that AEP install additional streetlights on collector-class and lower streets in accordance with the policy on roadway lighting within five (5) years of the effective date of annexation.

## **10. Zoning Services**

- A. The area will be zoned R-3 (Low Density Apartment District).
- B. The Kingsport Regional Planning Commission is the comprehensive planning agency and administers zoning and land subdivision regulations for the City of Kingsport as provided in State law. The Kingsport Regional Planning Commission consists of nine (9) commissioners appointed by the Mayor of the City of Kingsport.
- C. The Kingsport Regional Planning Commission will exercise planning and zoning activities for the area being annexed upon the operative date of annexation.
- D. Appeals to the Zoning regulations are heard by the Board of Zoning Appeals and variances are granted if the request meets the criteria established for granting variances under Tennessee Code Annotated.

## **11. Schools**

- A. Upon annexation, children currently attending County schools will be allowed to attend City of Kingsport schools or remain in County schools per the prevailing County policy at the time.
- B. Tuition paid by non-city residents now attending City schools will cease upon the effective date of annexation and those students may continue to attend City schools without charge until graduation.

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The previous sections are titled and listed in the order prescribed by Tennessee Code Annotated 6-51-102(b) (2). The following sections are provided by the City of Kingsport in addition to the minimum requirements.

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## **12. Traffic Control**

The City will verify all street name signs and traffic control devices in accordance with the Manual on Uniform Traffic Control Devices.

**13. Inspection Services**

All inspection services now provided by the City on a fee basis (building, electrical, plumbing, gas, housing, sanitation, etc.) will begin in the annexed area on the effective date of annexation. A free safety inspection of plumbing vents will be required at the time sewer connections are made to make sure that proper protection is available to prevent sewer gas from entering houses.

**14. Animal Control**

Animal control service equivalent to that presently provided within the City will be extended to the annexed area on the effective date of annexation.

**15. Storm Sewers**

Maintenance of existing storm sewer systems within the public ROW is provided on an as needed basis. Response to emergency storm drainage calls is also provided on a 24 hour call in basis.

**16. Leaf Removal**

The City will collect loose leaves with the vacuum truck between October 15 and January 15, and it will be provided to the annexation area on the same basis as it is currently provided to other City residents beginning on the effective date of annexation. Bagged leaves are collected year round. Leaves are transported to the City's Demolition Landfill where they are composted and used as an amendment to existing dirt stockpiles. This enhanced dirt is then used on City Projects for backfill and topsoil applications.

**17. Litter Control**

The City's litter control program will be extended to the area on the effective date of annexation. It is provided on a regular schedule along major routes and on an "as needed" basis throughout the City.

**18. Graffiti Control**

The City's graffiti control program, which is aimed at eliminating graffiti on public rights-of-way such as bridge abutments, street signs, railroad underpasses, and the like, will be extended to the area on the effective date of annexation. It is provided on an "as needed/on call" basis. Response time for "offensive" graffiti removal is generally within 48 hours.



**19. Other Services**

All other services not classified under the foregoing headings such as Executive, Judicial, Legal, Personnel, Risk Management, Fleet Maintenance, Finance and Administration and other support services will be available upon the effective date of annexation.

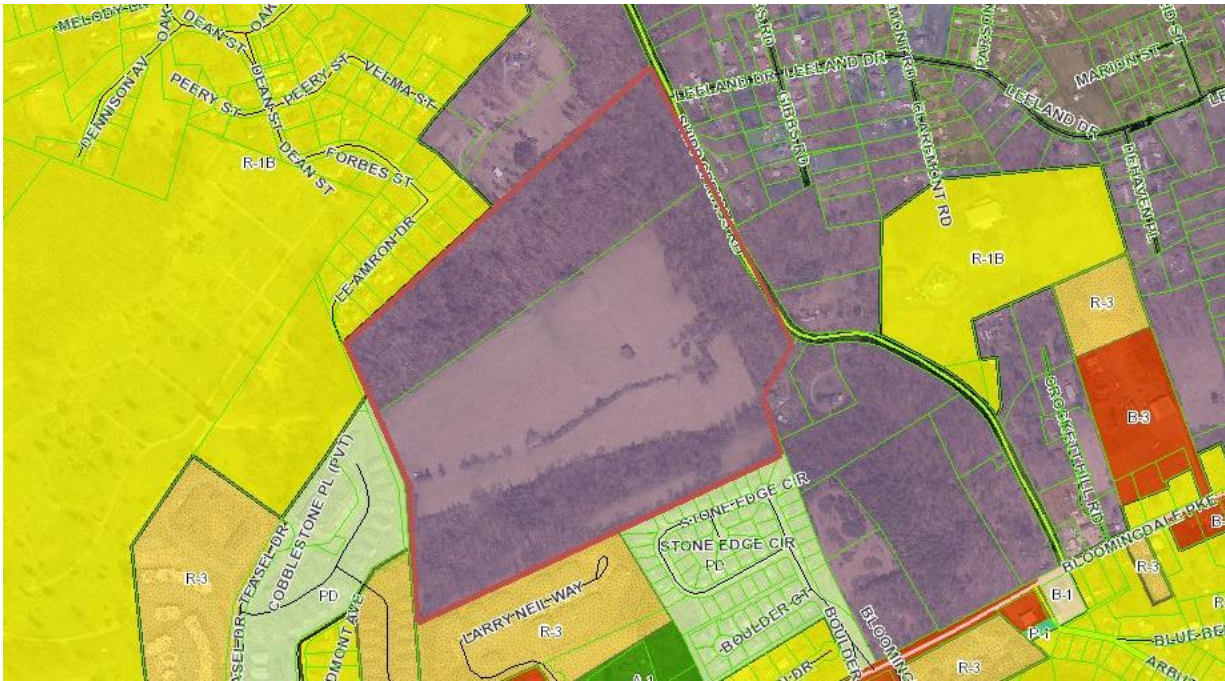
<b>Property Information</b>	Groseclose Development Preliminary		
<b>Address</b>	Shipp Springs Road		
<b>Tax Map, Group, Parcel</b>	TM 0300, part of Parcel 015.00		
<b>Civil District</b>	11th Civil District		
<b>Overlay District</b>	N/A		
<b>Land Use Designation</b>	County R-1 (to be City R-3)		
<b>Acres</b>	71.23 +/-		
<b>Major or Minor / #lots</b>	Major – 581 Units	<b>Concept Plan</b>	
<b>Two-lot sub</b>		<b>Prelim/Final</b>	Preliminary
<b>Owner /Applicant Information</b>		<b>Surveyor Information</b>	
<b>Name:</b> Groseclose Heirs <b>Address:</b> 221 Cumberland St. <b>City:</b> Kingsport <b>State:</b> TN <b>Zip Code:</b> 37660 <b>Email:</b> <a href="mailto:jerrytoldt@tcigrop.com">jerrytoldt@tcigrop.com</a> <b>Phone Number:</b> 423-677-2486		<b>Name:</b> Mattern & Craig <b>Address:</b> 429 Clay St. <b>City:</b> Kingsport <b>State:</b> TN <b>Zip Code:</b> 37660 <b>Email:</b> <a href="mailto:djsnapp@matternadncraig.com">djsnapp@matternadncraig.com</a> <b>Phone Number:</b> 423-245-4970	
<b>Planning Department Recommendation</b>			
<p><b>(Approve, Deny, or Defer)</b></p> <p><b>The Kingsport Planning Division recommends Contingent Preliminary Subdivision Approval based on:</b></p> <ul style="list-style-type: none"> <li>The plat meets the intent of the City's minimum regulations for subdivisions and the R-3 zone standards.</li> <li>The property is currently in the process of being annexed and subsequently zoned City R-3.</li> </ul> <p><b>Staff Field Notes and General Comments:</b> The applicant is requesting preliminary plat approval for the Groseclose Development which is located in the 11<sup>th</sup> civil district. This development will be annexed into the City off of Shipp Springs Rd. and rezoned from County R-1 to City R-3. Annexation will facilitate mixed-use residential development on the property. This development contingent upon construction document approval and successful annexation. Staff recommends contingent Preliminary Plat approval for Groseclose Development based upon conformance with the City's R-3 standards. The proposed streets are proposed to be the local street standard for Sugar Maple Ln and Scarlet Oak St., with residential street standards for Sweet Gum Ln, Sumac St, Yellow Birch Dr, Pin Cherry Ln, and Scarlet Oak St. Sta. The sole alley standard is proposed to connect to existing Woodmont Ave and gated for emergency access only. The proposed units by type are as follows:</p> <p style="text-align: center;"><b>281 proposed single family lots</b></p> <p style="text-align: center;"><b>300 proposed apartments</b></p> <p><b>Utilities:</b> Utilities are available to the property. The proposed power will be underground.</p>			
<b>Planner:</b>	Garland	<b>Date:</b> 1/26/23	

Meeting Date:	Feb. 16, 2023
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Location Map

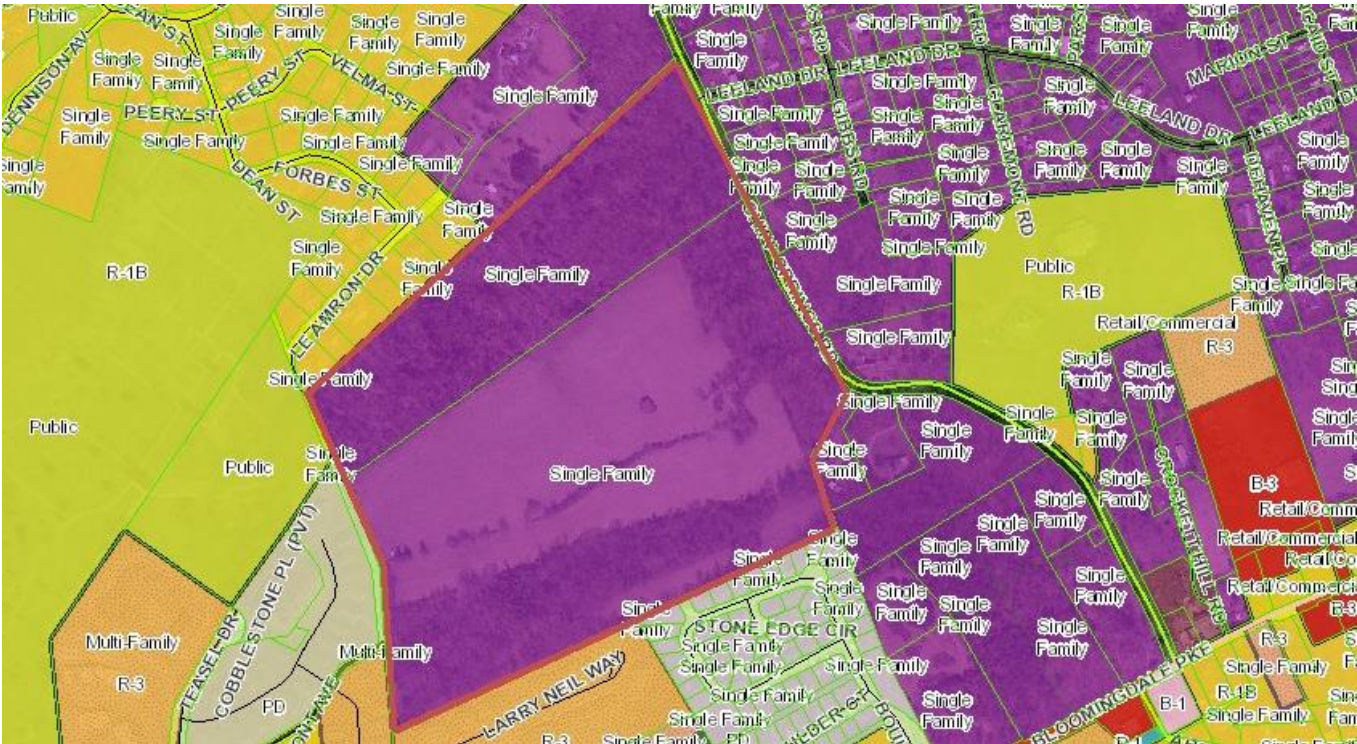


Zoning Map (Currently County R-1)





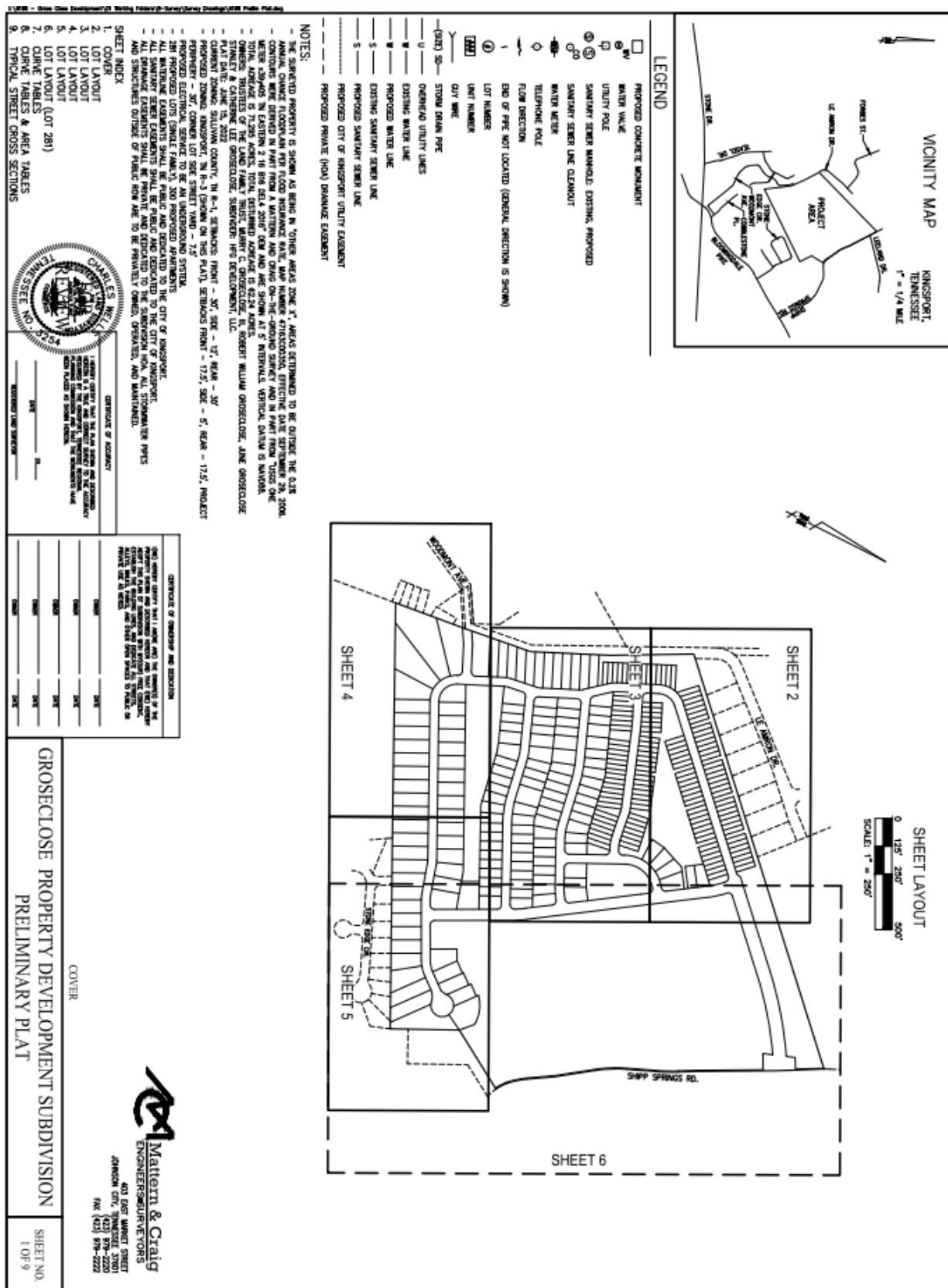
Future Land Use Map

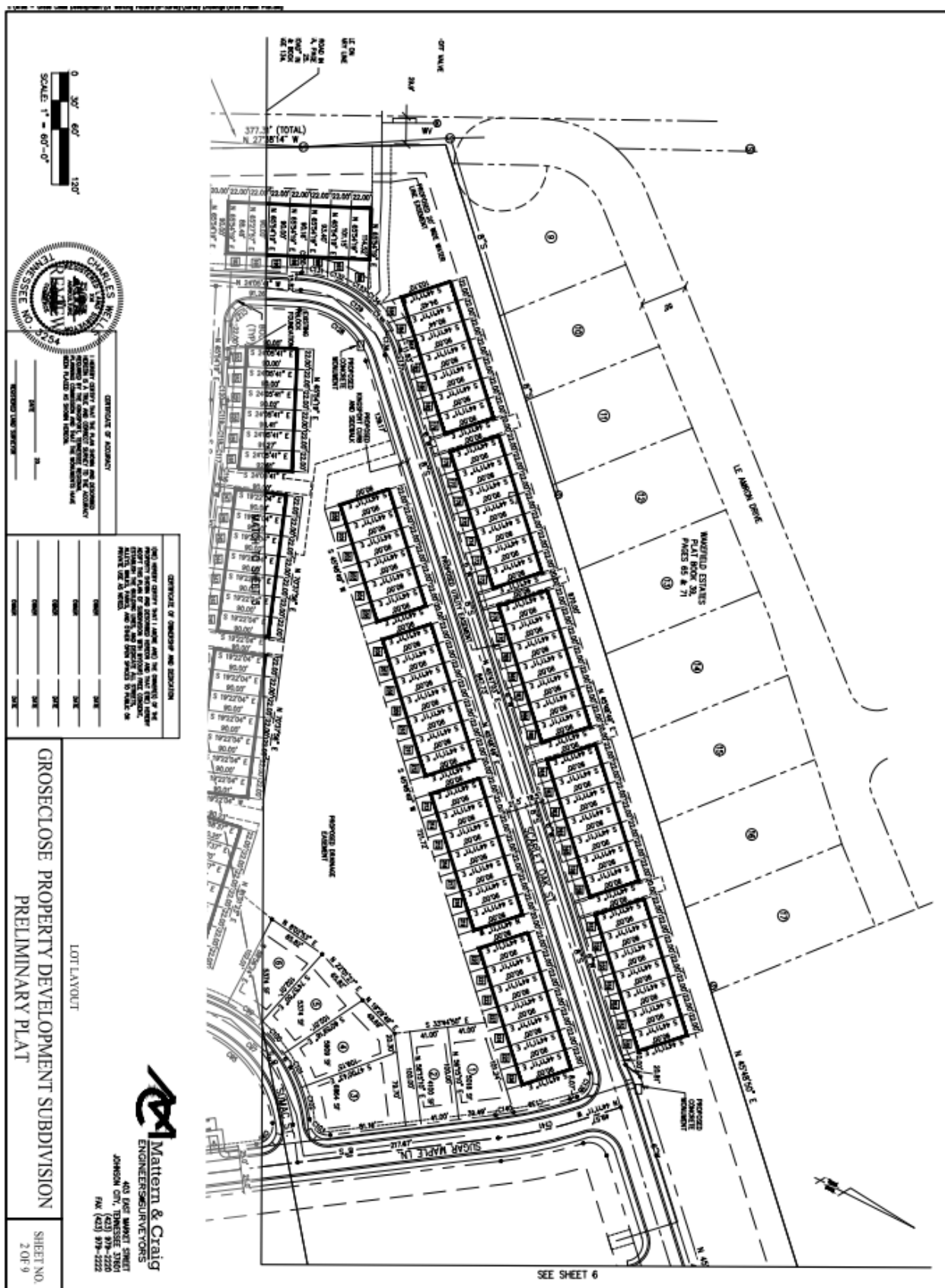


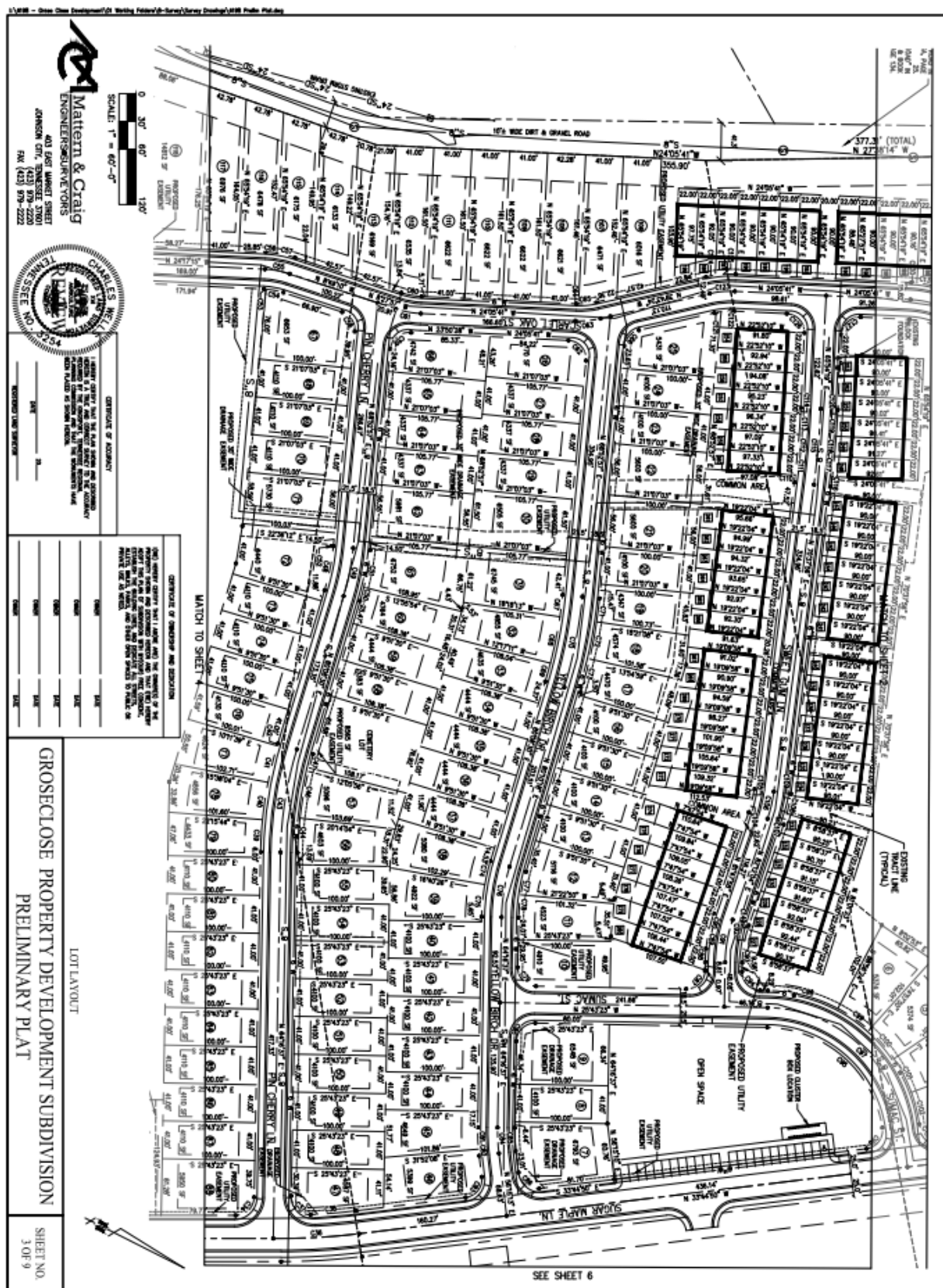
Water/Sewer Map

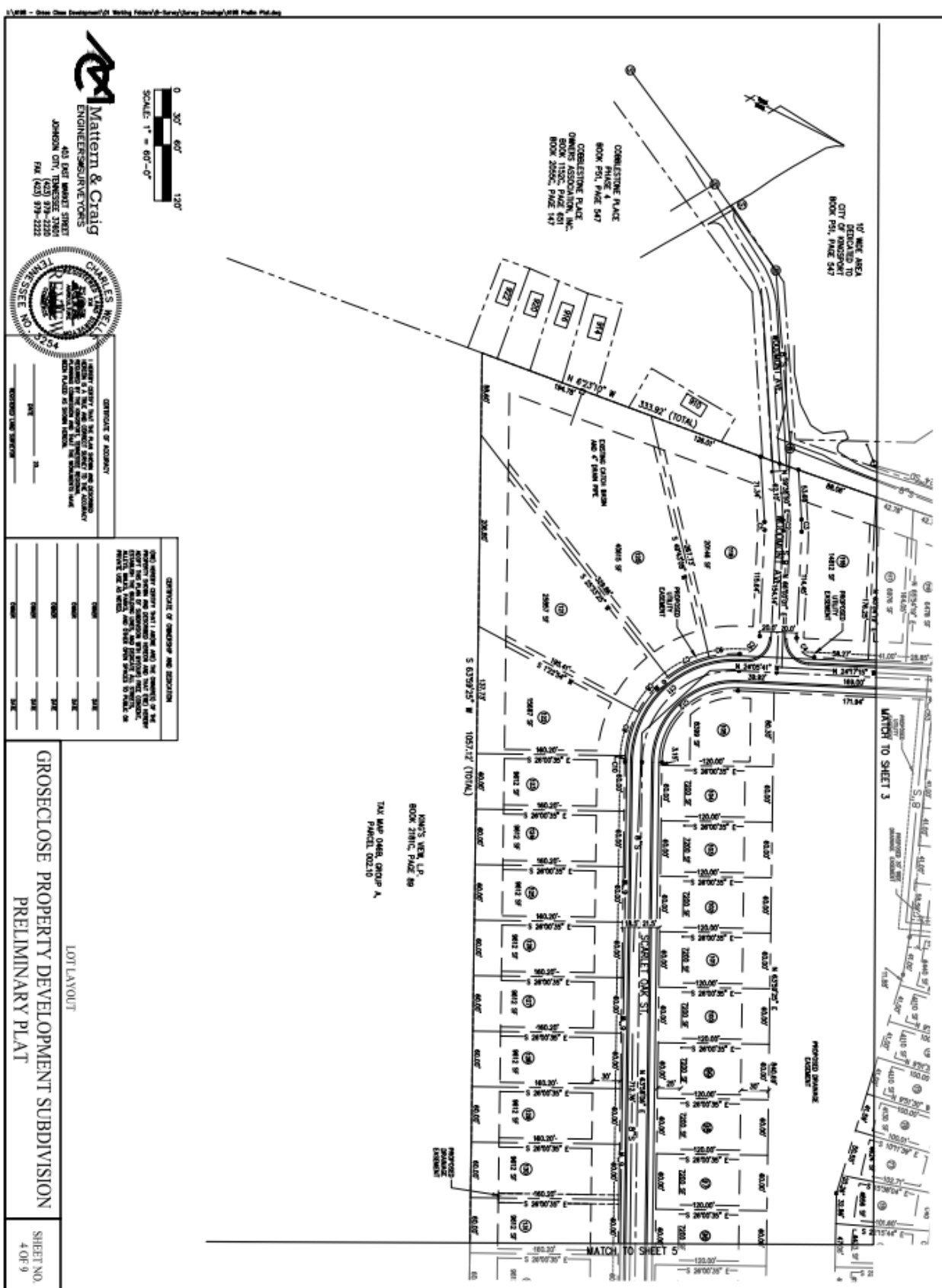




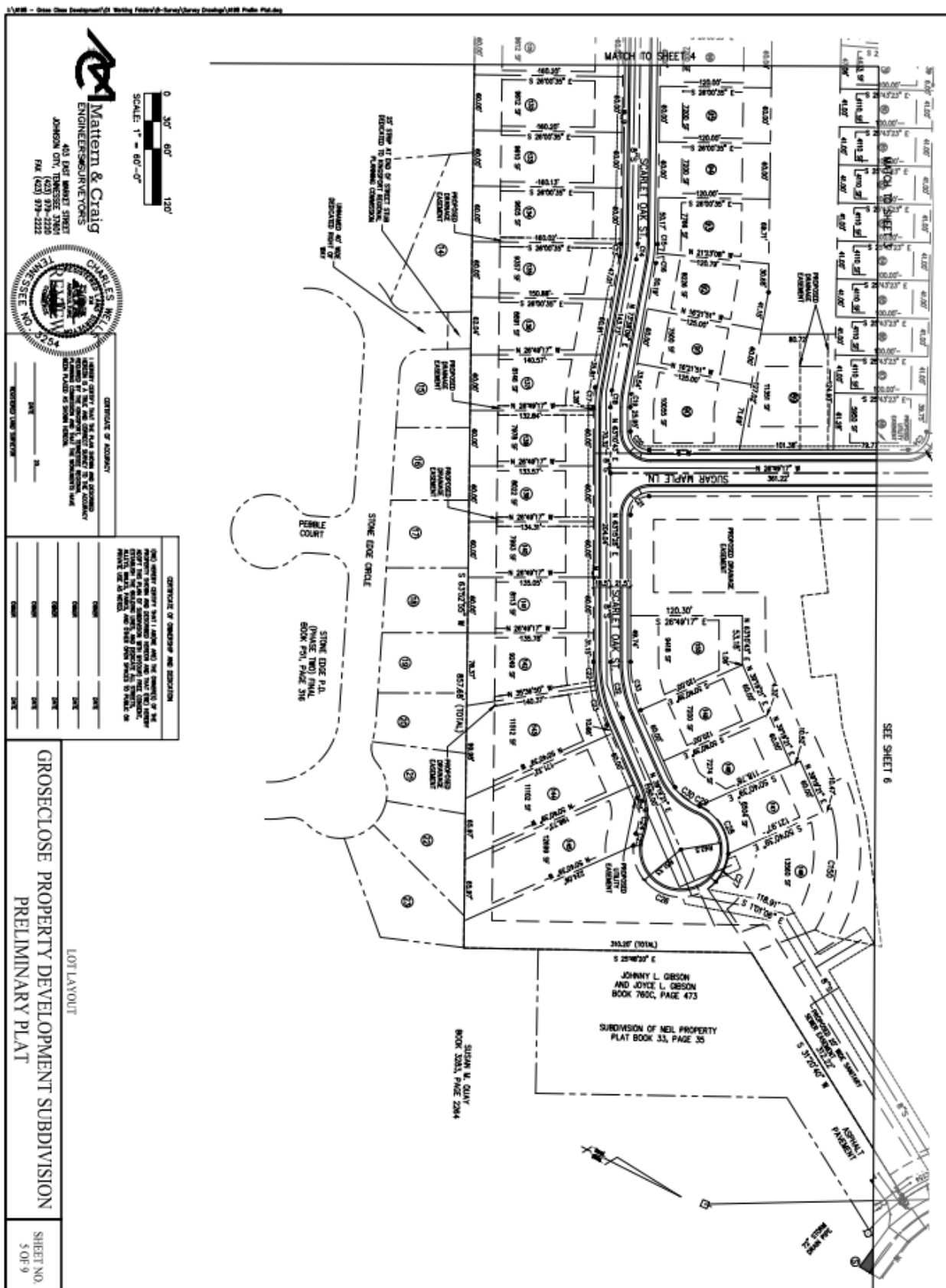














**Matthew & Craig**  
ENGINEERS SURVEYORS  
401 EAST MARKET STREET  
JACKSON, TN 38201  
PH (601) 799-2222  
FAX (601) 799-2222

I HEREBY CERTIFY THAT THE DATA SHOWN ON THIS DOCUMENT WERE OBTAINED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT I AM A LICENSED SURVEYOR IN THE STATE OF TENNESSEE.

DATE \_\_\_\_\_ TIME \_\_\_\_\_

RECORDING DATE: \_\_\_\_\_

CURVE TABLE			
CURVE	DELTA	ARC LENGTH	CHORD
C1	87°52'30"	80.00'	N 82°46'25" E 8.17'
C2	87°52'30"	100.00'	N 82°46'25" E 10.82'
C3	87°52'30"	120.00'	N 82°46'25" E 13.07'
C4	87°52'30"	20.00'	N 82°46'25" E 2.82'
C5	87°52'30"	20.00'	N 82°46'25" E 2.82'
C6	87°52'30"	20.00'	N 82°46'25" E 2.82'
C7	87°52'30"	20.00'	N 82°46'25" E 2.82'
C8	87°52'30"	20.00'	N 82°46'25" E 2.82'
C9	87°52'30"	20.00'	N 82°46'25" E 2.82'
C10	87°52'30"	20.00'	N 82°46'25" E 2.82'
C11	87°52'30"	20.00'	N 82°46'25" E 2.82'
C12	87°52'30"	20.00'	N 82°46'25" E 2.82'
C13	87°52'30"	20.00'	N 82°46'25" E 2.82'
C14	87°52'30"	20.00'	N 82°46'25" E 2.82'
C15	87°52'30"	20.00'	N 82°46'25" E 2.82'
C16	87°52'30"	20.00'	N 82°46'25" E 2.82'
C17	87°52'30"	20.00'	N 82°46'25" E 2.82'
C18	87°52'30"	20.00'	N 82°46'25" E 2.82'
C19	87°52'30"	20.00'	N 82°46'25" E 2.82'
C20	87°52'30"	20.00'	N 82°46'25" E 2.82'

**GROSECLOSE PROPERTY DEVELOPMENT SUBDIVISION**  
**PRELIMINARY PLAT**

SHEET NO. 7 OF 9

NOTE: CURVE C1 IS NOT USED

CURVE TABLE			
CURVE	DELTA	ARC LENGTH	CHORD
C1	87°52'30"	80.00'	N 82°46'25" E 8.17'
C2	87°52'30"	100.00'	N 82°46'25" E 10.82'
C3	87°52'30"	120.00'	N 82°46'25" E 13.07'
C4	87°52'30"	20.00'	N 82°46'25" E 2.82'
C5	87°52'30"	20.00'	N 82°46'25" E 2.82'
C6	87°52'30"	20.00'	N 82°46'25" E 2.82'
C7	87°52'30"	20.00'	N 82°46'25" E 2.82'
C8	87°52'30"	20.00'	N 82°46'25" E 2.82'
C9	87°52'30"	20.00'	N 82°46'25" E 2.82'
C10	87°52'30"	20.00'	N 82°46'25" E 2.82'
C11	87°52'30"	20.00'	N 82°46'25" E 2.82'
C12	87°52'30"	20.00'	N 82°46'25" E 2.82'
C13	87°52'30"	20.00'	N 82°46'25" E 2.82'
C14	87°52'30"	20.00'	N 82°46'25" E 2.82'
C15	87°52'30"	20.00'	N 82°46'25" E 2.82'
C16	87°52'30"	20.00'	N 82°46'25" E 2.82'
C17	87°52'30"	20.00'	N 82°46'25" E 2.82'
C18	87°52'30"	20.00'	N 82°46'25" E 2.82'
C19	87°52'30"	20.00'	N 82°46'25" E 2.82'
C20	87°52'30"	20.00'	N 82°46'25" E 2.82'

CURVE TABLE			
CURVE	DELTA	ARC LENGTH	CHORD
C21	87°52'30"	20.00'	N 82°46'25" E 2.82'
C22	87°52'30"	20.00'	N 82°46'25" E 2.82'
C23	87°52'30"	20.00'	N 82°46'25" E 2.82'
C24	87°52'30"	20.00'	N 82°46'25" E 2.82'
C25	87°52'30"	20.00'	N 82°46'25" E 2.82'
C26	87°52'30"	20.00'	N 82°46'25" E 2.82'
C27	87°52'30"	20.00'	N 82°46'25" E 2.82'
C28	87°52'30"	20.00'	N 82°46'25" E 2.82'
C29	87°52'30"	20.00'	N 82°46'25" E 2.82'
C30	87°52'30"	20.00'	N 82°46'25" E 2.82'
C31	87°52'30"	20.00'	N 82°46'25" E 2.82'
C32	87°52'30"	20.00'	N 82°46'25" E 2.82'
C33	87°52'30"	20.00'	N 82°46'25" E 2.82'
C34	87°52'30"	20.00'	N 82°46'25" E 2.82'
C35	87°52'30"	20.00'	N 82°46'25" E 2.82'
C36	87°52'30"	20.00'	N 82°46'25" E 2.82'
C37	87°52'30"	20.00'	N 82°46'25" E 2.82'
C38	87°52'30"	20.00'	N 82°46'25" E 2.82'
C39	87°52'30"	20.00'	N 82°46'25" E 2.82'
C40	87°52'30"	20.00'	N 82°46'25" E 2.82'

CURVE TABLE			
CURVE	DELTA	ARC LENGTH	CHORD
C41	87°52'30"	430.50'	N 77°09'57" E 40.86'
C42	180°00'00"	0.00'	N 87°09'57" E 40.86'
C43	159°53'30"	408.00'	N 77°23'34" E 113.88'
C44	92°29'18"	380.50'	N 87°09'57" E 37.41'
C45	87°52'30"	380.50'	N 87°09'57" E 37.41'
C46	87°52'30"	380.50'	N 87°09'57" E 37.41'
C47	274°28'30"	380.50'	N 77°09'57" E 15.27'
C48	117°03'30"	348.50'	N 77°09'57" E 48.53'
C49	117°03'30"	270.00'	N 77°09'57" E 53.00'
C50	37°04'24"	288.50'	N 77°09'57" E 15.47'
C51	87°52'30"	288.50'	N 77°09'57" E 15.47'
C52	180°00'00"	0.00'	N 87°09'57" E 15.47'
C53	175°03'30"	78.50'	N 87°09'57" E 2.17'
C54	140°02'30"	78.50'	N 87°09'57" E 18.16'
C55	157°57'42"	100.00'	N 87°09'57" E 27.16'
C56	57°03'00"	118.50'	N 87°09'57" E 12.17'
C57	9°44'42"	118.50'	N 87°09'57" E 20.15'
C58	77°20'34"	20.00'	N 87°09'57" E 25.00'
C59	97°02'30"	20.00'	N 87°09'57" E 28.86'
C60	157°43'42"	81.50'	N 87°09'57" E 22.15'
C61	157°43'42"	100.00'	N 87°09'57" E 27.16'

CURVE TABLE			
CURVE	DELTA	ARC LENGTH	CHORD
C62	92°09'30"	20.00'	N 87°09'57" E 29.80'
C63	157°43'42"	100.00'	N 87°09'57" E 27.16'
C64	174°31'30"	81.50'	N 87°09'57" E 2.49'
C65	115°53'30"	81.50'	N 87°09'57" E 18.16'
C66	71°53'30"	20.00'	N 87°09'57" E 25.34'
C67	2°48'00"	448.50'	N 87°09'57" E 23.88'
C68	67°07'00"	448.50'	N 87°09'57" E 51.38'
C69	27°05'42"	448.50'	N 87°09'57" E 20.20'
C70	117°53'30"	505.00'	N 87°09'57" E 50.08'
C71	2°48'00"	518.50'	N 87°09'57" E 25.50'
C72	47°06'10"	518.50'	N 87°09'57" E 48.01'
C73	47°06'10"	518.50'	N 87°09'57" E 37.42'
C74	87°06'30"	221.50'	N 87°09'57" E 28.53'
C75	97°02'30"	221.50'	N 87°09'57" E 34.80'
C76	157°53'30"	200.00'	N 87°09'57" E 55.38'
C77	87°06'40"	181.50'	N 87°09'57" E 25.68'
C78	7°46'00"	181.50'	N 87°09'57" E 24.54'
C79	87°06'00"	20.00'	N 87°09'57" E 28.38'
C80	90°00'00"	20.00'	N 87°09'57" E 28.38'
C81	87°06'40"	221.50'	N 87°09'57" E 23.15'

CURVE TABLE			
CURVE	DELTA	RADIUS	LENGTH
C182	175°42'	221.50'	7.26'
C183	90°00'00"	20.00'	31.42'
C184	90°00'00"	20.00'	31.42'
C185	87°02'27"	181.50'	28.42'
C186	90°00'00"	20.00'	31.42'
C187	90°00'00"	20.00'	31.42'
C188	47°20'27"	171.50'	14.33'
C189	72°11'16"	171.50'	22.32'
C190	72°11'16"	171.50'	22.32'
C191	175°29'27"	155.00'	46.83'
C192	92°28'30"	135.00'	22.15'
C193	82°28'30"	135.00'	14.30'
C194	90°00'00"	20.00'	31.42'
C195	70°51'25"	128.50'	178.11'
C196	82°08'58"	20.00'	31.42'
C197	81°58'33"	150.00'	214.48'
C198	28°46'59"	168.00'	78.17'
C199	13°58'34"	168.00'	41.00'
C200	13°58'34"	168.00'	41.00'
C201	13°58'34"	168.00'	41.00'
C202	13°58'34"	168.00'	41.00'
C203	57°07'47"	78.00'	7.55'
C204	107°06'54"	78.00'	13.86'
C205	43°57'35"	118.50'	16.25'
C206	107°06'54"	118.50'	22.27'
C207	88°59'50"	20.00'	31.42'
C208	88°59'50"	20.00'	31.42'
C209	69°54'30"	150.00'	122.01'
C210	44°11'16"	188.00'	138.11'
C211	81°04'46"	970.00'	162.83'
C212	13°57'45"	150.00'	27.28'
C213	107°06'54"	118.50'	22.27'
C214	57°07'47"	78.00'	7.55'
C215	107°06'54"	78.00'	13.86'
C216	43°57'35"	118.50'	16.25'
C217	107°06'54"	118.50'	22.27'
C218	88°59'50"	20.00'	31.42'
C219	88°59'50"	20.00'	31.42'
C220	69°54'30"	150.00'	122.01'
C221	44°11'16"	188.00'	138.11'
C222	81°04'46"	970.00'	162.83'
C223	13°57'45"	150.00'	27.28'
C224	107°06'54"	118.50'	22.27'
C225	43°57'35"	118.50'	16.25'
C226	107°06'54"	118.50'	22.27'
C227	88°59'50"	20.00'	31.42'
C228	88°59'50"	20.00'	31.42'
C229	69°54'30"	150.00'	122.01'
C230	44°11'16"	188.00'	138.11'
C231	81°04'46"	970.00'	162.83'
C232	13°57'45"	150.00'	27.28'
C233	107°06'54"	118.50'	22.27'
C234	43°57'35"	118.50'	16.25'
C235	107°06'54"	118.50'	22.27'
C236	88°59'50"	20.00'	31.42'
C237	88°59'50"	20.00'	31.42'
C238	69°54'30"	150.00'	122.01'
C239	44°11'16"	188.00'	138.11'
C240	81°04'46"	970.00'	162.83'
C241	13°57'45"	150.00'	27.28'
C242	107°06'54"	118.50'	22.27'
C243	43°57'35"	118.50'	16.25'
C244	107°06'54"	118.50'	22.27'
C245	88°59'50"	20.00'	31.42'
C246	88°59'50"	20.00'	31.42'
C247	69°54'30"	150.00'	122.01'
C248	44°11'16"	188.00'	138.11'
C249	81°04'46"	970.00'	162.83'
C250	13°57'45"	150.00'	27.28'
C251	107°06'54"	118.50'	22.27'
C252	43°57'35"	118.50'	16.25'
C253	107°06'54"	118.50'	22.27'
C254	88°59'50"	20.00'	31.42'
C255	88°59'50"	20.00'	31.42'
C256	69°54'30"	150.00'	122.01'
C257	44°11'16"	188.00'	138.11'
C258	81°04'46"	970.00'	162.83'
C259	13°57'45"	150.00'	27.28'
C260	107°06'54"	118.50'	22.27'

NOTE: CURVES C184, C185, C186 ARE NOT USED

SQUARE FEET OF UNITS			
UNIT #	SQUARE FEET	UNIT #	SQUARE FEET
151-182	1960	199	2278
183	1962	200-226	1980
184	2028	227	2017
185	2164	228	2033
186	2360	229	2020
187	2131	230	2010
188	2011	231	2000
189-196	1960	232	1990
197	1995	233	1982
198	2064	234-247	1980

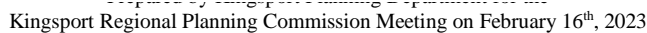
SQUARE FEET OF UNITS			
UNIT #	SQUARE FEET	UNIT #	SQUARE FEET
248	2022	249	1986
249	1964	250	1964
251-253	1980	254	2032
254	2057	255	2023
256	1996	257	2082
258	2129	259	2129
259-260	2140	260	2140

SQUARE FEET OF UNITS			
UNIT #	SQUARE FEET	UNIT #	SQUARE FEET
261	2095	262	2062
262	2068	263	2068
264	2053	265	2038
266	2023	267	2023
268	2040	269	2122
270	2203	271	2254
272	2145	273	2144
274	2405	275	2408
276	2391	277	2373
278	2340	279	2344
280	2350		

# CERTIFICATE OF ACCURACY

I, **MATTHEW & CRAIG ENGINEERS/ARCHITECTS**, being the duly sworn and qualified surveyors and engineers, do hereby certify that the foregoing is a true and correct copy of the original survey and plan as the same were made and prepared by me or under my direct supervision and control, and that the same were made and prepared by me or under my direct supervision and control, and that the same were made and prepared by me or under my direct supervision and control, and that the same were made and prepared by me or under my direct supervision and control, and that the same were made and prepared by me or under my direct supervision and control, and that the same were made and prepared by me or under my direct supervision and control, and that the same were made and prepared by me or under my direct supervision and control, and that the same were made and prepared by me or under my direct supervision and control, and that the same were made and prepared by me or under my direct supervision 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supervision





View of Property from Western Property Line









**View Driving N on Shipp Springs**



**View Driving S on Shipp Springs**



**CONCLUSION**

Staff recommends contingent Preliminary Plat approval for the Groseclose Development Subdivision based upon conformance to the subdivision regulations and adherence to the proposed R-3 zone.



<b>Property Information</b>	Hunt's Crossing Phase 3 Final		
<b>Address</b>	Dolen Place		
<b>Tax Map, Group, Parcel</b>	TM 092, Parcel 026.00		
<b>Civil District</b>	13th Civil District		
<b>Overlay District</b>	N/A		
<b>Land Use Designation</b>	R-3		
<b>Acres</b>	1.705 +/-		
<b>Major or Minor / #lots</b>	Minor - 3	<b>Concept Plan</b>	
<b>Two-lot sub</b>		<b>Prelim/Final</b>	Final
<b>Owner /Applicant Information</b>		<b>Surveyor Information</b>	
<b>Name:</b> Jordan Hodges <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zip Code:</b> <b>Email:</b> <b>Phone Number:</b> 423-202-6210		<b>Name:</b> Ty LaRue <b>Address:</b> 744 Allison Rd. <b>City:</b> Piney Flats <b>State:</b> TN <b>Zip Code:</b> 37686 <b>Email:</b> <a href="mailto:ironmountainsurvey@gmail.com">ironmountainsurvey@gmail.com</a> <b>Phone Number:</b> 423-773-0002	
<b>Planning Department Recommendation</b>			
<b>(Approve, Deny, or Defer)</b>  <b>The Kingsport Planning Division recommends Conceptual Subdivision Approval based on:</b> <ul style="list-style-type: none"> <li>The plat meets the intent of the City's minimum regulations for subdivisions</li> </ul> <b>Staff Field Notes and General Comments:</b> The applicant is requesting final plat approval for the Hunt's Crossing Phase 3 final which is located in the 13 <sup>th</sup> civil district and more fully described as part of Parcel 26 Tax Map 092 of the Sullivan County Tax Maps. This development is currently R-3. This will facilitate mixed-use residential development on the property. A temporary cul-de-sac will be constructed at the end of Hunts Terrace Drive. There is currently a bond estimate for \$49,974.17 for the remaining improvements to meet the Minimum Subdivision Regulations. Staff recommends Final Plat approval for Hunt's Crossing Development based upon conformance with the Development Plan, approved construction plans, and the acquired Irrevocable Letter of Credit matching the bond estimate.			
<b>Planner:</b>	Garland	<b>Date:</b> 2/10/23	
		<b>Meeting Date:</b>	<b>Feb. 16, 2023</b>

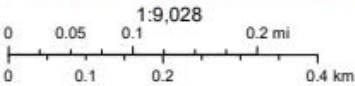
Site Map



2/10/2023, 10:37:06 AM

Sullivan County Parcels Jan 2023 Streets

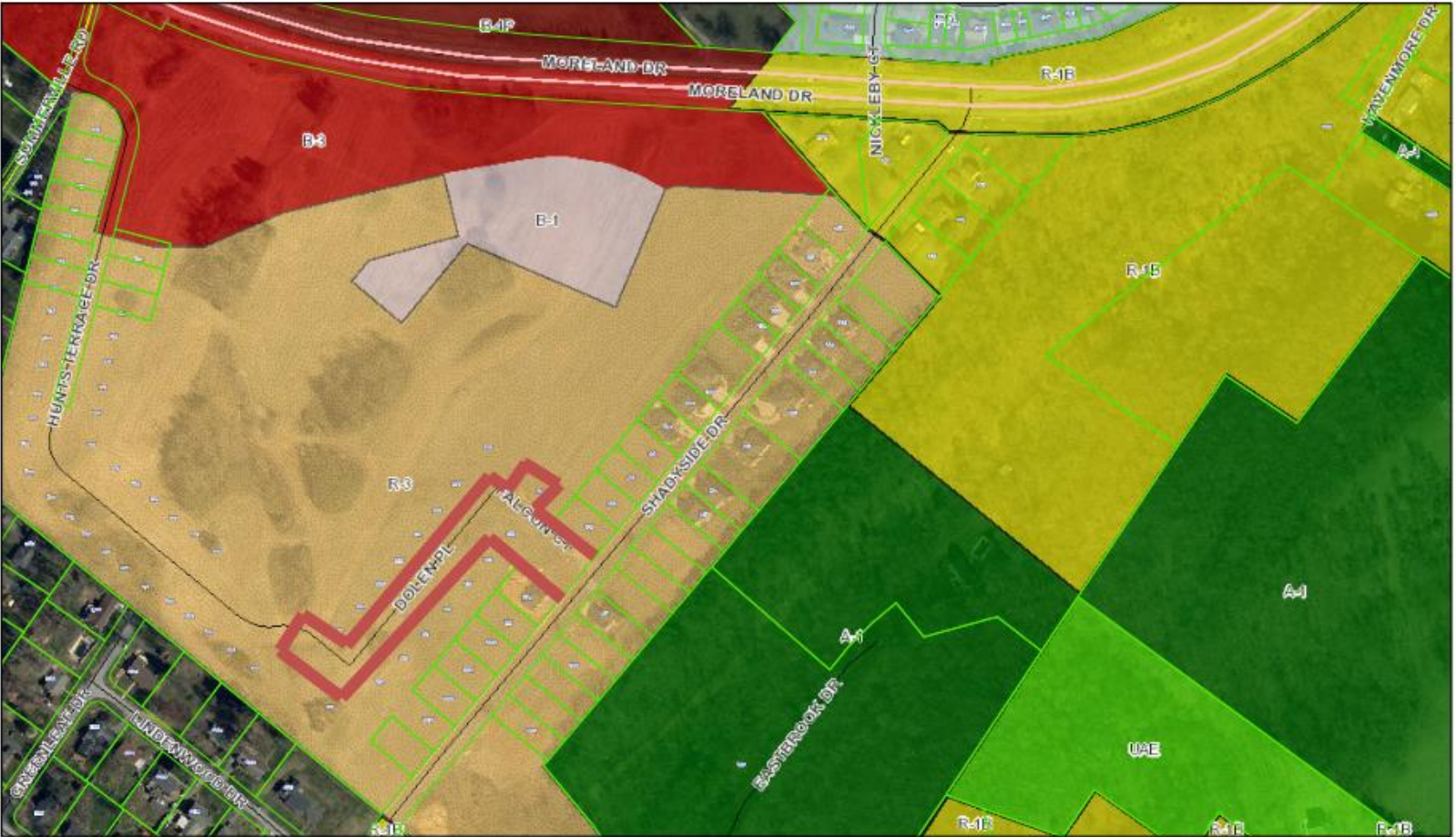
- |                       |                |                  |                |               |
|-----------------------|----------------|------------------|----------------|---------------|
| Parcels               | Interstate     | Collector Street | Minor Arterial | Ramp          |
| Urban Growth Boundary | Expressway     | Local Street     | Private Street | Red: Band_1   |
|                       | Major Arterial |                  |                | Green: Band_2 |



Web AppBuilder for ArcGIS



Zoning

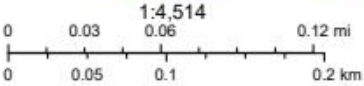


2/10/2023, 10:39:14 AM

Sullivan County Parcels Jan 2023

- Parcels
- Kpt 911 Address
- City Zoning
- <Null>

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



Web AppBuilder for ArcGIS

[illegible]

Web AppBuilder for ArcGIS



Utilities

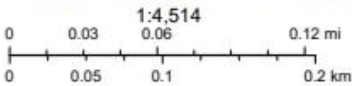


2/10/2023, 10:42:18 AM

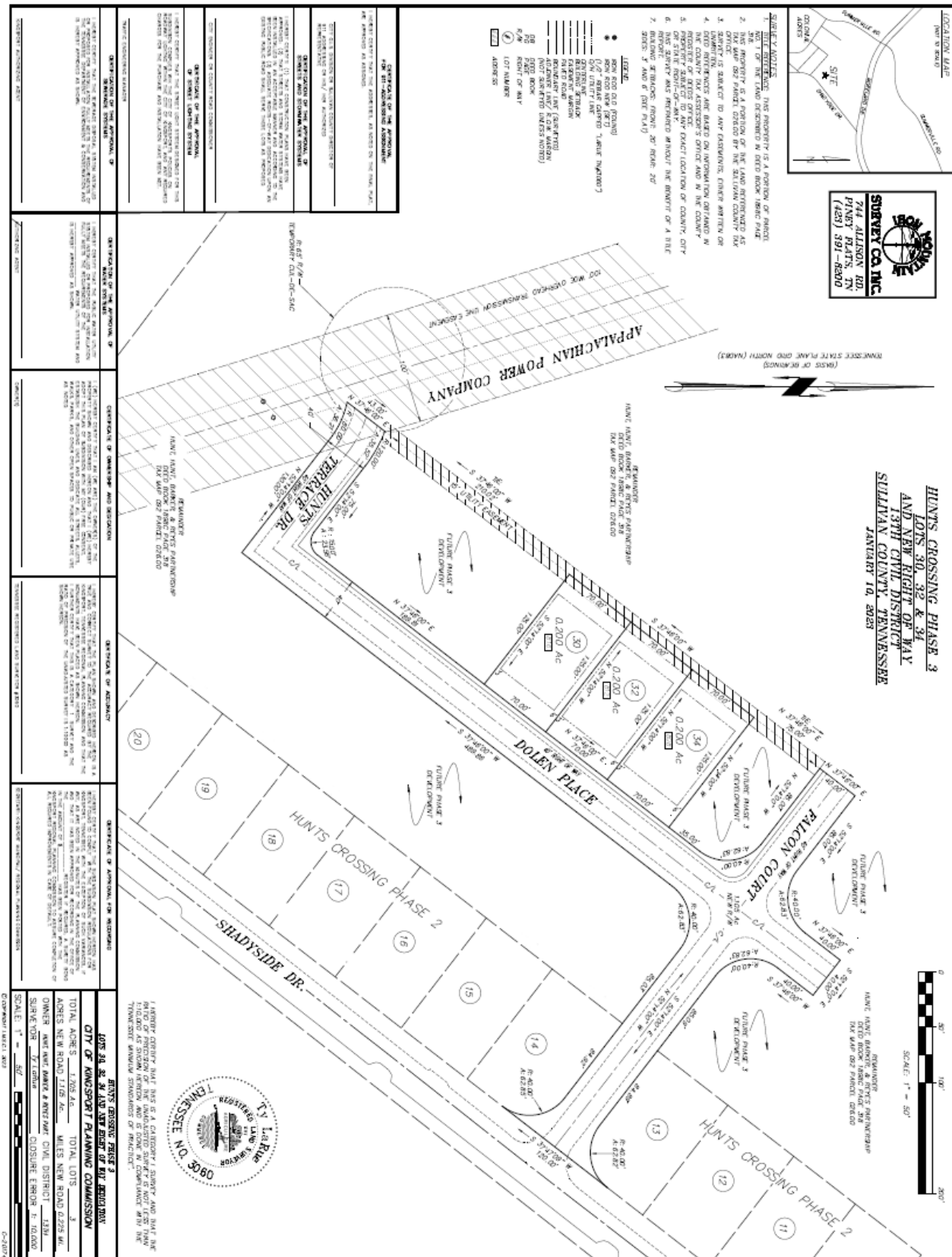
Sullivan County Parcels Jan 2023

- Parcels
- Parcels
- Washington County Parcels 2023 Jan
- Lake\_Pond
- Parcel\_Conflict

- |              |                       |                |                  |
|--------------|-----------------------|----------------|------------------|
| Parcels      | Kpt 911 Address       | Streets        | Minor Arterial   |
| Railroad_ROW | Sewer Mains           | Interstate     | Collector Street |
| River        | Water Lines           | Expressway     | Local Street     |
| Street_ROW   | Urban Growth Boundary | Major Arterial | Private Street   |



Web AppBuilder for ArcGIS



Off Shadyside Dr. facing down Falcon Court



Facing East towards future Phase 3 development





Corner of Falcon Ct. & Dolen Place – facing Dolen Place



Dolen Place





End of Hunts Terrace Dr. where temporary cul-de-sac will be



Corner of Hunts Terrace Dr. facing Dolen Place



### **CONCLUSION**

Staff recommends Final Plat approval for the Hunt's Crossing Development Subdivision based upon conformance to the subdivision regulations, approved construction plans, and the acquired Irrevocable Letter of Credit matching the bond estimate.

## 2023 Sullivan County Minor Text Amendments

<b>Property Information</b>	<b>County-wide</b>		
<b>Address</b>			
<b>Tax Map, Group, Parcel</b>			
<b>Civil District</b>			
<b>Overlay District</b>			
<b>Land Use Designation</b>			
<b>Acres</b>			
<b>Existing Use</b>		<b>Existing Zoning</b>	
<b>Proposed Use</b>		<b>Proposed Zoning</b>	
<b>Owner /Applicant Information</b>			
<b>Name:</b> Sullivan County <b>Address:</b> 3411 TN-126 #30 <b>City:</b> Blountville <b>State:</b> TN <b>Zip Code:</b> 37617 <b>Email:</b> planning@sullivancountyttn.gov <b>Phone Number:</b> (423) 323-6440		<b>Intent:</b> To make minor amendments the Sullivan County Zoning Resolution.	
<b>Planning Department Recommendation</b>			
<b>(Approve, Deny, or Defer)</b>  The Kingsport Planning Division recommends APPROVAL			
<b>Planner:</b>	Jessica McMurray	<b>Date:</b>	1/26/2023
<b>Planning Commission Action</b>		<b>Meeting Date:</b>	2/16/2023
<b>Approval:</b>			
<b>Denial:</b>		<b>Reason for Denial:</b>	
<b>Deferred:</b>		<b>Reason for Deferral:</b>	

## INTENT

Intent: To make minor amendments the Sullivan County Zoning Resolution.

Presentation:

At the request of the Sullivan County Planning Commission/ Sullivan County Planning and Codes Department, the Kingsport Regional Planning Commission is requested to send a positive recommendation in support of the submitted zoning text amendment to the Sullivan County Commission. The proposed amendments are as follows:

1. Deleting the words “enforcement duty or”, as is it mandatory local government enforce the stormwater management plan.
2. Adding a separate line to distinguish between Major and Minor Home Occupation Provision to ensure applicants know when it can be approved by staff and when it must be considered by the BZA

Comparison of the proposed changes with current City of Kingsport zoning regulations:

The City of Kingsport’s Stormwater Management plan states that private property owners are responsible for the control of stormwater runoff on their property. This responsibility includes the regular inspection and maintenance of stormwater management facilities to ensure their proper operation, as implied in the City-approved design for such facilities.

The City of Kingsport does not differentiate between Major and Minor Home Occupations. Home occupation is defined as professional offices, studios or customary incidental home occupations conducted within the principal building, but only by a person resident in the dwelling, provided that: (1) Not more than one person, not a resident of the premises, is employed;(2) Not more than 25 percent of the total floor area in any dwelling unit is devoted to such use; and(3) The use does not adversely affect the uses permitted in the immediate neighborhood by excessive traffic generation, parking, noise or other disturbing characteristics.

The complete text changes are added at the end of this report with proposed changes highlighted in yellow.

Recommendation:

Staff recommends sending a positive recommendation to the Sullivan County Commission in support of the zoning text amendment. The proposed zoning text changes are more closely aligned to zoning allowances that currently exist for the City of Kingsport.



**From:** [Weems, Ken](#)  
**To:** [McMurray, Jessica](#)  
**Subject:** FW: more county ZTAs  
**Date:** Friday, January 27, 2023 10:25:39 AM  
**Attachments:** [01\\_17\\_2023\\_PC\\_MINUTES.pdf](#)  
[ZTA Table 3-102A - Minor and Major Home Occupations - who can approve - staff or BZA.pdf](#)  
[Process for ZTA B-105.1 part 11 Supplemental Regulations for all .pdf](#)  
[Process for ZTA A-103.6 part 4 - Minor and Major Home Occ Definitions.pdf](#)  
[ZTA 8-103.10 \(3\) \(i\) Peak Stormwater Management Plan - Maintenance of Drainage Plan.pdf](#)  
[image001.png](#)

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Here is this. I haven't even looked at it yet

Thanks,

**Ken Weems, AICP**

Planning Manager

City of Kingsport

P: 423-229-9368

C: 423-782-0116

[kenweems@kingsporttn.gov](mailto:kenweems@kingsporttn.gov)



415 Broad Street, 2<sup>nd</sup> floor

Kingsport, TN 37660

[www.kingsporttn.gov](http://www.kingsporttn.gov)

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**From:** Ambre Torbett [<mailto:planning@sullivancountytn.gov>]  
**Sent:** Thursday, January 26, 2023 9:10 AM  
**To:** Weems, Ken; Garland, Savannah; Cherith Young; Heather Moore ([hmoore@bristoltn.org](mailto:hmoore@bristoltn.org))  
**Subject:** more county ZTAs

Good afternoon fellow planners,

My apologies but we found a few more discrepancies in our Zoning Code that needed to be refined.

**The first is to delete three words from Article 8-103.10 Part 3, Section (i); then the next three amendments shall be considered all together as we are better defining Minor versus Major Home Occupations.**

Attached are the full Draft minutes from our Planning Commission meeting last week, which includes my staff report.

Can you please review during your February PC meetings.

Thank you all so much.

**Ambre M. Torbett, AICP**

Director of Planning & Community Development

Stormwater Administrator



**MINUTES**  
**SULLIVAN COUNTY REGIONAL PLANNING COMMISSION**  
**SULLIVAN COUNTY**  
**JANUARY 17, 2023 – 6:00 PM**

Item VI6.

- A. **CALL TO ORDER:** *The chairman called the meeting to order. The chairman led the Pledge of Allegiance followed by introduction of members present.*

**MEMBERS PRESENT** – Mark Webb (chair and Bristol PC rep); Linda Brittenham (vice-chair); ~~Mary Ann Hager (Historic Zoning Commission Liaison/alternate secretary)~~; Darlene Calton (County Commissioner Liaison); John Moody (Kingsport PC rep); Mary Rouse; Calvin Clifton, vacancy, and Laura McMillan.

**STAFF** – Jason VanHoy (Building Official); Ambre Torbett (Planning Director/PC Secretary); Luke Meade (Community Planner) and SCSO Lte Steven Whetsell.

**GUESTS/CITIZENS IN ATTENDANCE** – See sign-in sheet. All were present except Mary Ann Hager.

- B. **MINUTES:** *Linda Brittenham motioned to approve the Minutes from the regular monthly meeting held on December 20, 2022. Mary Rouse seconded the motion and the vote in favor passed unanimously.*
- C. **SWEARING IN OF WITNESSES:** *The public, applicants, staff, and any persons planning to speak for or against any scheduled application on the agenda shall be sworn in under oath. The Planning Director led the oath.*
- D. **SUBDIVISION PLATS AND PLANS:** NONE SUBMITTED
- E. **COMPREHENSIVE DEVELOPMENT PLAN/SITE PLANS:** NONE SUBMITTED
- F. **REZONING REQUESTS:** ZONING PLAN AMENDMENT: ZONING MAP CHANGE

*THE CHAIRMAN SHALL READ THE OPENING STATEMENT REGARDING THE REZONING PROCEDURES*

**F1. REZONING REQUEST FROM A-1 TO B-4 (SPLIT ZONING FOR OFFICE BUILDING/FUNERAL HOME CHAPEL ONLY)**

**FINDINGS OF FACT –**

<b>Landowner:</b>	Ardmore Investments, LLC (Tri-Cities Memory Gardens Inc @ East TN Funeral Home and Services)
<b>Applicants:</b>	Chad Correll
<b>Representative:</b>	same
<b>Location:</b>	2630 Highway 75, Blountville, TN
<b>Mailing Address of Owners:</b>	P. O Box 27, Kingsport, TN 37662
<b>Civil district of rezoning:</b>	18 <sup>th</sup>
<b>Commission District of rezoning:</b>	7 <sup>th</sup>
<b>Parcel ID:</b>	Tax Map 094, Part of Parcel 016.00
<b>Subdivision of Record:</b>	n/a
<b>PC1101 Growth Boundary:</b>	Sullivan County Planned Growth Area

Utility District: Kingsport Utility District  
 Public Sewer: Kingsport Public Sewer in proximity  
 Lot/Tract Acreage: 2.25 acres for rezoning request  
 Existing Zoning: A-1  
 Surrounding Zoning: A-1, R-1 (County) and MX (Kingsport Zoning)  
**Requested Zoning: B-4 – split zoning**  
 Existing Land Use: Funeral Home/Chapel/Crematory/Office and Mausoleum Building  
 State of TN Existing Land Use: Commercial  
 Surrounding Land Uses: airport, cemetery, single family, highway commercial, office park  
 2006 Land Use Plan: Cemetery/Open Space  
 Neighborhood Opposition: none received prior to meeting; however, several calls of inquiry  
**Staff Field Notes and Findings of Facts:**

- Ardmore Investments, LLC recently purchased the property in September of 2022. During the due-diligence of the appraisal findings that was requested of staff, it was discovered that the existing building on the property is being used as a Funeral Home/Chapel, Crematory/funeral offices in addition to the Mausoleum.
- In 2003, the Zoning Office issued a Zoning Compliance Permit for a Mausoleum for Tri-City Memory Gardens. However, over time, the building must have been expanded to include the crematory and office building.
- Sullivan County Zoning Resolution allows for cemeteries, chapels, religious facilities, tombs and mausoleums to be permitted in any agricultural zone. However, the crematory and funeral services functions are considered a business and must be located within a business zone. Therefore, the new owner would like to bring the existing facilities into zoning compliance. The remaining cemetery and open space lands may remain in the A-1 zoning.
- This property fronts along Hwy 75 in the Planned Growth Area of the county and has access to public utilities to support the existing use.
- Staff recommends in favor of the split zoning request (see boundary survey plan)

#### **Meeting Notes at Planning Commission:**

- *The Planning Director read her Field Notes and Findings.*
- *Hayden Correll, son of applicant, Chad Correll, was present to address the Commission. He confirmed that the need the Zoning Compliance Report in order to secure the State transition license from previous landowner. Discussion followed.*
- *Linda Brittenham stated that this request seemed straightforward and made a motion to forward a favorable recommendation on to the County Commission.*
- *Darlene Calton seconded the motion and the vote in favor passed unanimously.*

#### **F. REZONING REQUESTS: ZONING PLAN AMENDMENT: ZONING MAP CHANGE**

##### **F2. REZONING REQUEST FROM R-1 TO A-2 (RURAL AGRICULTURAL/LOW DENSITY/SINGLE FAMILY RESIDENTIAL)**

#### **FINDINGS OF FACT –**

Landowner: John & Dana Longo  
 Applicants: same  
 Representative: same  
 Location: 2160 Enterprise Road, Piney Flats  
 Mailing Address of Owners: same  
 Civil district of rezoning: 8<sup>th</sup>  
 Commission District of rezoning: 5<sup>th</sup>  
 Parcel ID: Tax Map 110, Parcel 001.08  
 Subdivision of Record: Lot 1, Plat Book 52, Page 399 – Clinton Steele Property  
 PC1101 Growth Boundary: Sullivan County Planned Growth Area



Utility District:	Blountville Utility District but served by Bristol-Bluff City Utility District	Item VI6.
Public Sewer:	septic	
Lot/Tract Acreage:	Lot 1, 4.130 acres	
Existing Zoning:	R-1	
Surrounding Zoning:	R-1 and A-1	
<b>Requested Zoning:</b>	<b>A-2</b>	
Existing Land Use:	Single-Family/Low Density	
Surrounding Land Uses:	Single-Family, Vacant, Farmland	
2006 Land Use Plan:	Low Density Residential/General Agricultural & Outdoor Recreational Overlay	
Neighborhood Opposition:	none received prior to meeting.	

**Staff Field Notes and Findings of Facts:**

- The applicant has amended her rezoning request for A-2, which requires a minimum of 2 acres of land. They have over 4 acres in this lot. They also own the adjacent lot 2 and parcels across the road that are vacant.
- A-2 zoning is for large tracts not otherwise planned for further development.
- Due to the steep and rocky hillside of her rear yards and established dwelling, the recommendation is to not further develop the property into additional house lots; therefore, a rezoning to A-2 would be an appropriate zoning district.
- The A-2 zoning district allows up to a maximum of 2,600 square feet of detached residential accessory structure square footage. Prior to the zoning code update February of 2020, all lots could have up to 2,000 square feet. However, the updated zoning code restricts R-1 lots to up to 1,200 square feet. Therefore, this rezoning, if approved would help bring her property into conformance with the square footage limitation of detached storage structures.
- Attached is the engineering report letter regarding the stormwater management recommendations from a local civil engineer. The report noted that the additional landscaping and tree plantings shall improve the stormwater absorption of the property from natural drainage patterns.

**Meeting Notes at Planning Commission:**

- *The Planning Director read her Field Notes and Findings of Facts.*
- *Dana Longo was present to address the Commission.*
- *There was no opposition expressed during the hearing. Staff explained that this request would bring her property into zoning conformance due to the change in the zoning code restricting the square footage of detached accessory structures from 2,000 to 1,200 in R-1 Zoning. The A-2 district would allow her to keep her garage and shed as well as the added carport, if approved.*
- *Laura McMillian motioned to forward a favorable recommendation on to the County Commission. John Moody seconded the motion and the vote in favor passed unanimously.*

**F. REZONING REQUESTS: ZONING PLAN AMENDMENT: ZONING MAP CHANGE**

**F3. REZONING REQUEST FROM R-1 TO R-2**

**FINDINGS OF FACT –**

Landowner:	Julie Kitzmiller
Applicants:	same
Representative:	same
Location:	356 Ellis Road, Blountville
Mailing Address of Owners:	same
Civil district of rezoning:	5 <sup>th</sup>
Commission District of rezoning:	4 <sup>th</sup>
Parcel ID:	Tax Map 065, Parcel 149.00
Subdivision of Record:	n/a

<b>PC1101 Growth Boundary:</b>	<b>Sullivan County Planned Growth Area</b>
<b>Utility District:</b>	<b>Blountville</b>
<b>Public Sewer:</b>	<b>n/a - septic</b>
<b>Lot/Tract Acreage:</b>	<b>1.2 acres</b>
<b>Existing Zoning:</b>	<b>R-1</b>
<b>Surrounding Zoning:</b>	<b>R-1 and R-2</b>
<b>Requested Zoning:</b>	<b>R-2</b>
<b>Existing Land Use:</b>	<b>Single-Family Residential – house burned</b>
<b>Surrounding Land Uses:</b>	<b>Single-Family site built, modular and singlewide mobile homes</b>
<b>2006 Land Use Plan:</b>	<b>Low Density/Agricultural</b>
<b>Neighborhood Opposition:</b>	<b>none received prior to meeting.</b>

#### **Staff Field Notes and Findings of Facts:**

- The applicant has requested a rezoning to R-2 in order to be able to purchase and set up a single-wide mobile home. The existing site built home recently burned and is no longer habitable. The owners have expressed they cannot afford to build back and need a place to live.
- The surrounding homes are site built or manufactured housing.
- Her lot also has a storage building on site and a shed. The property has several large rock outcroppings, which might make it more challenging to rebuild.

#### **Meeting Notes at Planning Commission:**

- *The Planning Director read her Field Notes and Findings. Julie Kitzmiller was present and addressed the commission. She stated that she was trying to salvage the wood and tin from the existing home that recently burned. She confirmed she and her family were working on tearing the old home themselves and would like to replace it with a single-wide mobile home. She stated she was on a fixed income and could not afford a doublewide or to rebuild. She is temporarily living at 230 Hwy 75. She confirmed her goal was to be able to have it all cleaned up by summer.*
- *Staff read an email from an adjacent property owner who had concerns about the site conditions. The email from Tonya Light stated that due to the existing site conditions it was making it difficult for her to sell her home.*
- *Ms. Johnnie Freeman spoke in opposition to the rezoning request. She was concerned that if rezoned it would become a trailer park. Staff explained that the R-2 zoning district would only allow one mobile home on the lot and it could not legally become a mobile home park. Staff further explained that without public sewer, the site is restricted from higher density such as a mobile home park. With only a septic system, the lot can only support one dwelling.*
- *Delores Anderson spoke in opposition to the request stating that she thought it was not a good idea.*
- *Linda Brittenham confirmed that this request was for only one single wide mobile home and not a mobile home park.*
- *Staff also confirmed the restriction of the zoning district.*
- *Calvin Clifton asked the applicant if she would consider purchasing a modular or double wide. Ms. Kitzmiller stated she could not afford it. She explained that even used modular homes were out of her budget as the cost of the homes has gone up.*
- *Linda Brittenham motioned to send a favorable recommendation for the request to the County Commission.*
- *Darlene Calton seconded the motion and the vote in favor passed unanimously. The chairman announced that all of these cases will be heard during the final public hearing on February 16, 20023 at 6PM here in the Commission Room.*

**F4. ZTA: Article 8-103.10 Part 3, Section (i) – Stormwater Management Plan – Maintenance of Facilities**

Staff is recommending amending the Zoning Resolution to delete the words “enforcement duty or”

- (i) Maintenance of Stormwater Management Facilities Drainage Plan* – Upon final site plan or subdivision plat approval, the maintenance of the stormwater plan shall remain the responsibility of the current landowner(s) and shall by no means be the ~~enforcement duty or~~ maintenance responsibility of the county except for those stormwater systems within county rights-of-way or other county-owned properties.

**Meeting Notes at Planning Commission:**

- The Planning Director explained the need to just delete the words “enforcement duty or” as it is mandatory that local governments enforce the stormwater management plan. However, the maintenance of such facilities is the responsibility of the landowner.*
- Calvin Clifton motioned to send a favorable recommendation for this minor Zoning Text Amendment. Mary Rouse seconded the motion and the vote in favor passed unanimously.*

**F5. ZTA: Article 3 – Table 3-102A – Uses and Structures Allowable within Agricultural & Residential Districts - Home Occupation Uses:**

Staff is recommending the text to add a separate line to distinguish between Major and Minor Home Occupation Provision to ensure applicants know when it can be approved by staff and when it must be considered by the BZA

**TABLE 3-102A (continued)**  
**USES AND STRUCTURES ALLOWABLE WITHIN**  
**AGRICULTURAL AND RESIDENTIAL DISTRICTS**

<b>USES Cont.</b>	<b>DISTRICTS</b>					
	<b>A-5/A-2 A-1</b>	<b>AR / A-RV / RRC</b>	<b>R-1</b>	<b>R-2/R-2A</b>	<b>R-3A/R-3B</b>	<b>R-3</b>
<b>ACCESSORY USES AND ACTIVITIES per A-103.6</b>						
Accessory Apartment (amended 2018)	SUP	SUP	SUP	SUP	X	X
Accessory Cargo Shipping Containers (Adaptive Reuse of Steel)	X/X/BZA*	X	X	X	X	X
Accessory Forest Operations	PC	PC	X	X	X	X
Accessory Plant Raising and Animal Care	P	P	SUP	SUP	SUP	SUP
Bed and Breakfast Homestay (Home Occupation – 1 to 3 rooms)	BZA	BZA	X	X	BZA	X
Bed and Breakfast Inn (4 to 12 rooms)	BZA	BZA	X	X	BZA	X
Columbarium/Mausoleum	SUP	SUP	X	X	X	X
Farm Employee Housing	SUP	SUP	X	X	X	X
Family Child Care Facility (Major Home Occ./Accessory Use)	SUP	SUP	X	SUP	SUP	X
Group Child Care Facility (Major Home Occ./Accessory Use)	SUP	SUP	X	X	X	X
Home Occupations (Minor and Major) <b>see appendix B-105.1</b>	SUP	SUP	SUP	SUP	SUP	SUP
<b>Home Occupations (Major) see appendix B-105.1</b>	<b>BZA</b>	<b>BZA</b>	<b>BZA</b>	<b>X</b>	<b>X</b>	<b>X</b>
In-Home Day Care (Minor Home Occupation – less than 4 unrelated children)	SUP	SUP	SUP	SUP	SUP	SUP
Off-Street Parking (depends on road classification and HOA's)	X	P	P	P	P	P
Parents Day Out	SUP	SUP	SUP	SUP	SUP	SUP
Private Recreation Facilities	P	P	P	P	P	P
Special Public Event on Private Property	BZA	BZA	BZA	BZA	X	X

**KEY TO INTERPRETING USE CLASSIFICATIONS**

X = Specifically not permitted. P = Use Permitted by Right Within the District. SUP = Principal Use Permitted with Supplemental Provisions.

BZA = Subject to approval by the Board of Zoning Appeals PC = subject to the Regional Planning Commission approval of site plan.

\* See Supplemental Design Guidelines in Appendix B-105.2 #7 as amended on 05/16/2011

Item VI6.

**F6. Amendment to A-103.6 Accessory Uses to Define Minor versus Major Home Occupations**

4. **Home Occupation** – An accessory use of a dwelling unit for gainful employment which: a) is clearly incidental and subordinate to the use of the dwelling unit as a residence; b) is carried on solely within the main dwelling and does not alter or change the exterior character or appearances of the dwelling; c) is located in a residential district; and no article is for sale except such services produced by such home occupation.
- 4(a) – Minor Home Occupation** – An accessory use that meets the above restrictions of an in-home business, which shall comply with all supplemental regulations as required in Appendix B-105 Part 11 and will not require customers, clients or students to come to the home for services; rather all business activities are restricted to on-line or off-site sales, trades or services.
- 4(b) – Major Home Occupation** – An accessory use that meets the above restrictions of an in-home business however may require customers, clients or students coming to the home in-person for sales, trade or services. Such Major Home Occupation shall require consideration for approval by the Board of Zoning Appeals, who may consider conditions of approval to ensure the zoning principals are upheld. Such Conditions of Approval may include by-appointment-only or a limit of clients per day to safeguard the residential neighborhood.

**F7. Amendment to B-105.1 Part II – Supplemental Regulations for Home Occupations**

11. **Home Occupation** - In all zones permitting residences and home occupations therein ~~that exceed the standards for minor home occupations~~ may be approved as conditional accessory uses subject to the following **Supplemental Regulations**:
- Participants** - The home occupation is to be conducted only by members of the family residing in the dwelling unit, plus no more than one (1) nonresident assistant or employee. Persons engaged in the building trades or similar fields, using their dwelling units or residential premises as an office for business activities carried on off the premises, may have more employees that the limitation set forth above, if such persons are not employed on the premises.
  - Hours of Operation** - In no case shall a home occupation be open to the public at times earlier than **8:00 a.m.**, or later than **10:00 p.m.**
  - Scale** - A home occupation shall be conducted within a dwelling and shall be clearly incidental to the use of the structure as a dwelling. No more than five hundred (500) square feet or twenty-five (25) percent of the floor area of the dwelling, whichever is less, may be utilized by the home occupation.
  - Residential Appearance and Character** - In no way shall the appearance of the structure be altered or the occupation, within the residence be conducted in a manner that would cause the premises to differ from its residential character either by use of colors, materials, construction, lights, signs, or the emission of noise or vibration.
  - Noise, Equipment and Process Restrictions** - No equipment or process shall be used in any home occupation that creates noise, vibration, glare, fumes, odors or electrical interference detectable to the formal senses off the lot. In the case of electrical interference, no equipment or processes shall be used which creates visual or audible interference in any radio or television receivers off the premises.
  - Restriction of Wholesale and Retail Sales** - There shall not be conducted on the premises the business of selling stocks of merchandise, supplies or products, provided that orders previously made by telephone or at a sales party may be picked up and products or goods produced or fabricated on the premises as a result of the home occupation may be sold. However, direct sales of products produced off premises are not permitted.
  - Deliveries and Large Vehicle Storage** - The home occupation shall not involve the use, parking, storage or repair of any vehicle exceeding a gross vehicle weight of eleven thousand (11,000) pounds, except deliveries by parcel post, United Parcel Service, or similar in town delivery service trucks.
  - Outside Storage** - There shall be no storage of equipment, vehicles, or supplies associated with the home occupation outside the dwelling or accessory building.
  - Display of Products Prohibited** - There shall be no display of products visible in any manner from outside the dwelling.



- j. Hazards - No home occupation shall require internal or external alterations or involve construction features or the use of mechanical or electrical equipment that would change the fire rating of the structure or the district in which the structure is located. No hazardous materials shall be used or stored on the property in conjunction with any home occupation permitted, hereunder. No use shall be permitted which involves the manufacture or storage of products that are dangerous in terms of risk of fire, explosion or hazardous emissions.
- k. Heavy Transportation and Construction Equipment Prohibited - No home occupation shall involve the on-site use or storage of tractor-trailers, semi-trucks, or heavy construction equipment.
- l. Parking - A parking plan shall be presented with each request for a conditional use permit presented, hereunder. The plan shall demonstrate:
- i. That adequate off-street parking can be provided on the site to accommodate the additional needs generated by the home occupation.
  - ii. That any added parking would not detract from the visual appearance of the residence or adversely impact adjoining properties.

Item VI6.

### Meeting Notes at Planning Commission:

- Staff explained that the Minor and Major Home Occupation table needed to match the policy and application process. The amendment is to add a line in the Use Table to distinguish between the two types. Minor Home Occupations can be approved administratively so long as there is no retail or customers coming to the home. A major home occupation shall be considered by the Board of Zoning Appeals for approval as a Conditional Use Permit. The following three sections of the zoning code reflect the amendments needed to better clarify the approval process. Darlene Calton motioned to approve ZTA F5, F6 and F7 together regarding Minor and Major Home Occupation use table and definitions. Mary Rouse seconded the motion and the motion passed unanimously to send a favorable recommendation to the County Commission.

### G. NEW BUSINESS: - RECREATIONAL PLANNING – ASSISTANCE FROM TDEC

- The Planning Director shared that they will be working with surrounding cities in collecting data and inventory. The State's Recreational Specialist will be meeting with her to discuss content of the plan to ensure it will meet State standards for future grant funding. Discussion followed.

### H. OLD BUSINESS: - CONTINUING EDUCATION – TACIR REPORTS

- The Planning Director asked all members to report back if they have read and studied the TACIR Report on the State's Planning Effort on Electric Vehicle Infrastructure. This report shall serve as continuing education.
- She introduced Luke Meade as the new Community Planner. Luke will be assisting the department on the Recreational Facilities Plan, research and other planning tasks.

**I. OTHER MATTERS OF MUTUAL INTEREST: Planning Updates**

**II. Subdivision Plat List: Last Month's Recorded Plats – 17 new lots**

ASHFORD FOREST SUBDIVISION	BERT & RUTH ELLEN WALSH	SULLIVAN COUNTY REGIONAL PLANNING COMMISSION	2	12/5/2022	PLAT BOOK 58 PAGE 443	THOMAS TODD GRAYSON	CHESHIRE LANE
MICHAEL SMITH	MICHAEL SMITH	SULLIVAN COUNTY REGIONAL PLANNING COMMISSION	2	12/5/2022	PLAT BOOK 58 PAGE 442	CULBERTSON SURVEYING	CAVE HILL ROAD
T.G. RODEFER SUBDIVISION	T.G. RODEFER	SULLIVAN COUNTY REGIONAL PLANNING COMMISSION	2	12/5/2022	PLAT BOOK 58 PAGE 441	KEVIN L. CROSS	RODEFER DR
TRINKLE PROPERTY & WINEGAR PROPERTY	KRAJECK	SULLIVAN COUNTY REGIONAL PLANNING COMMISSION	2	12/5/2022	PLAT BOOK 58 PAGE 440	CHARLES J. WELLS	BARGER HOLLOW ROAD AND ISLAND RD
TAYLOR 2 LOT PROPERTY PARTITION	JANE TAYLOR	SULLIVAN COUNTY REGIONAL PLANNING COMMISSION	2	12/6/2022	PLAT BOOK 58 PAGE 450	CHARLES T. JOHNSON JR	MOUNTAIN VIEW DRIVE
THOMAS LAWSON PROPERTY	THOMAS LAWSON	KINGSPORT REGIONAL PLANNING COMMISSION	1	12/6/2022	PLAT BOOK 58 PAGE 444	JONATHAN W. WILLIS	GLEN ALPINE ROAD
SUBDIVISION OF THE SAINT TIKHON RUSSIAN CHURCH	SAINT TIKHON RUSSIAN CHURCH	SULLIVAN COUNTY REGIONAL PLANNING COMMISSION	2	12/8/2022	PLAT BOOK 58 PAGE 447	STEVEN G. CROSS	FRANKLIN DRIVE
HERMAN SMITH PROPERTY LOT 1	RHONDA BETTIS & JANE HUFF	SULLIVAN COUNTY REGIONAL PLANNING COMMISSION	1	12/15/2022	PLAT BOOK 58 PAGE 453	MIZE & ASSOCIATES	MUDDY CREEK ROAD
LOT 3 BARKER FAMILY REVOCABLE LIVING TRUST PROPERTY	BARKER FAMILY REVOCABLE LIVING TRUST	SULLIVAN COUNTY REGIONAL PLANNING COMMISSION	1	12/21/2022	PLAT BOOK 58 PAGE 473	STEVEN C. LYONS	CAVERN ROAD
JODY MILLSAP	JODY MILLSAP	SULLIVAN COUNTY REGIONAL PLANNING COMMISSION	1	12/27/2022	PLAT BOOK 58 PAGE 462	CULBERTSON SURVEYING	RESERVOIR ROAD AND LONG HOLLOW ROAD
ANNA HOLTZCLAW	ANNA HOLTZCLAW	KINGSPORT REGIONAL PLANNING COMMISSION	2	12/30/2022	PLAT BOOK 58 PAGE 464	CULBERTSON SURVEYING	ROCK CITY RD

## I2. County Commission Updates:

Upcoming Commission meeting on January 19<sup>th</sup>

## I3. Next Month's Rezoning Cases:

- R-2 to A-5 at 409 Smoky Hill Pvt Drive, Blountville – Charles Bruce
- B-4 to R-1 at 5899 Hwy 11E, Piney Flats – Susan Ramsey

**J. UNSCHEDULED PUBLIC COMMENTS:** *Anyone wishing to address the Planning Commission on matters of concern other than a scheduled agenda application is welcome to sign in on the list. In the interest of conducting business in a timely manner, citizens shall be limited to 3-5 minutes each. No action shall be made by the Planning Commission on matters otherwise not on the published agenda.*

**K. ADJOURNMENT:** *Members adjourned at approximately 7:00PM.  
The next regularly scheduled meeting will be held on **February 16<sup>th</sup> at 6:00PM.***

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### Approval of Minutes:

Sign: \_\_\_\_\_  
Secretary of Planning Commission

Date: \_\_\_\_\_

Attest: \_\_\_\_\_  
Alternate Secretary of the Planning Commission

Date: \_\_\_\_\_

# SULLIVAN COUNTY ZONING RESOLUTION

## TEXT AMENDMENT PROCESS AND CHECKLIST:

Date: January 17, 2023

Article Reference (Pg #): B-105.1 (11) | Page B-47

**Proposed Zoning Resolution Text Amendment: added in Highlighted yellow text**

11. Home Occupation - In all zones permitting residences and home occupations therein ~~that exceed the standards for minor home occupations~~ may be approved as conditional accessory uses subject to the following **Supplemental Regulations** :
  - a. Participants - The home occupation is to be conducted only by members of the family residing in the dwelling unit, plus no more than one (1) nonresident assistant or employee. Persons engaged in the building trades or similar fields, using their dwelling units or residential premises as an office for business activities carried on off the premises, may have more employees that the limitation set forth above, if such persons are not employed on the premises.
  - b. Hours of Operation - In no case shall a home occupation be open to the public at times earlier than **8:00 a.m.**, or later than **10:00 p.m.**
  - c. Scale - A home occupation shall be conducted within a dwelling and shall be clearly incidental to the use of the structure as a dwelling. No more than five hundred (500) square feet or twenty-five (25) percent of the floor area of the dwelling, whichever is less, may be utilized by the home occupation.
  - d. Residential Appearance and Character - In no way shall the appearance of the structure be altered or the occupation, within the residence be conducted in a manner that would cause the premises to differ from its residential character either by use of colors, materials, construction, lights, signs, or the emission of noise or vibration.
  - e. Noise, Equipment and Process Restrictions - No equipment or process shall be used in any home occupation that creates noise, vibration, glare, fumes, odors or electrical interference detectable to the formal senses off the lot. In the case of electrical interference, no equipment or processes shall be used which creates visual or audible interference in any radio or television receivers off the premises.
  - f. Restriction of Wholesale and Retail Sales - There shall not be conducted on the premises the business of selling stocks of merchandise, supplies or products, provided that orders previously made by telephone or at a sales party may be picked up and products or goods produced or fabricated on the premises as a result of the home occupation may be sold. However, direct sales of products produced off premises are not permitted.
  - g. Deliveries and Large Vehicle Storage - The home occupation shall not involve the use, parking, storage or repair of any vehicle exceeding a gross vehicle weight of eleven thousand (11,000) pounds, except deliveries by parcel post, United Parcel Service, or similar in town delivery service trucks.
  - h. Outside Storage - There shall be no storage of equipment, vehicles, or supplies associated with the home occupation outside the dwelling or accessory building.
  - i. Display of Products Prohibited - There shall be no display of products visible in any manner from outside the dwelling.
  - j. Hazards - No home occupation shall require internal or external alterations or involve construction features or the use of mechanical or electrical equipment that would change the fire rating of the structure or the district in which the structure is located. No hazardous materials shall be used or stored on the property in conjunction with any home occupation permitted, hereunder. No use shall be permitted which involves the manufacture or storage of products that are dangerous in terms of risk of fire, explosion or hazardous emissions.



- k. Heavy Transportation and Construction Equipment Prohibited - No home occupation shall allow the on-site use or storage of tractor-trailers, semi-trucks, or heavy construction equipment.
- l. Parking - A parking plan shall be presented with each request for a conditional use permit presented, hereunder. The plan shall demonstrate:
- That adequate off-street parking can be provided on the site to accommodate the additional needs generated by the home occupation.
  - That any added parking would not detract from the visual appearance of the residence or adversely impact adjoining properties.

**Purpose and Need / Background Information: (Staff Report Attached)**

- To codify in the Zoning Resolution (Code) what has been the policy and practice.

Initiated by: staff

Sullivan County Regional Planning Commission

☐

Landowner/Developer

☐

**Review and Recommendation Timeline:**

<b><u>Public Review</u></b>	<b><u>Date</u></b>	<b><u>Recommendation</u></b>	<b><u>Vote Tally</u></b>
Initial Discussion by SCRPC	01/17/2023	Yes	8 yes/1absent
2 <sup>nd</sup> Review by SCRPC			
Bristol Staff			
Bristol Regional PC			
Kingsport Staff			
Kingsport Regional PC			
Public Notice			
County Commission Public Hearing			
If CC Denies/Remands back for further Study – repeat full public review process			

# SULLIVAN COUNTY ZONING RESOLUTION

## TEXT AMENDMENT PROCESS AND CHECKLIST:

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Date: January 17, 2023

Article Reference (Pg #): 8-103.10 (3) (i) – Maintenance of Drainage System | page 87

### Existing Zoning Resolution Text:

- (i) Maintenance of Stormwater Management Facilities Drainage Plan – Upon final site plan or subdivision plat approval, the maintenance of the stormwater plan shall remain the responsibility of the current landowner(s) and shall by no means be the enforcement duty or maintenance responsibility of the county except for those stormwater systems within county rights-of-way or other county-owned properties.

### Proposed Zoning Resolution Text Amendment:

- (i) Maintenance of Stormwater Management Facilities Drainage Plan – Upon final site plan or subdivision plat approval, the maintenance of the stormwater plan shall remain the responsibility of the current landowner(s) and shall by no means be ~~the enforcement duty~~ or maintenance responsibility of the county except for those stormwater systems within county rights-of-way or other county-owned properties.

### Purpose and Need / Background Information: (Staff Report Attached)

- It is mandated by the EPA – Clean Water Act – National Pollutant Discharge Elimination System/Stormwater Pollution Prevention Program that all local governments enforce the regulations, which includes maintenance of all stormwater management systems. **Sullivan County shall not maintain systems on private property**; however, the department shall enforce the regulations which requires the landowner or Homeowners' Association to maintain such facilities.

Initiated by: Sullivan County Planning & Codes Department – Building Official

Planning Director ☐

Sullivan County Regional Planning Commission ☐

Landowner/Developer ☐

**Review and Recommendation Timeline:**

<b><u>Public Review</u></b>	<b><u>Date</u></b>	<b><u>Recommendation</u></b>	<b><u>Vote Tally</u></b>
<b>Initial Discussion by SCRPC</b>	<b>01/17/2023</b>	<b>Yes</b>	<b>8 yes/ 1 absent</b>
<b>2<sup>nd</sup> Review by SCRPC</b>	<b>n/a</b>		
<b>Bristol Staff</b>			
<b>Bristol Regional PC</b>			
<b>Kingsport Staff</b>			
<b>Kingsport Regional PC</b>			
<b>Public Notice</b>			
<b>County Commission Public Hearing</b>			
<i>If CC Denies/Remands back for further Study – repeat full public review process</i>			

# SULLIVAN COUNTY ZONING RESOLUTION

## TEXT AMENDMENT PROCESS AND CHECKLIST:

Date: January 17, 2023

Article Reference (Pg #): A-103.6 (4) | page A 17

Proposed Zoning Resolution Text Amendment: added in Highlighted yellow text

4. **Home Occupation** – An accessory use of a dwelling unit for gainful employment which: a) is clearly incidental and subordinate to the use of the dwelling unit as a residence; b) is carried on solely within the main dwelling and does not alter or change the exterior character or appearances of the dwelling; c) is located in a residential district; and no article is for sale except such services produced by such home occupation.

**4(a) – Minor Home Occupation** – An accessory use that meets the above restrictions of an in-home business, which shall comply with all supplemental regulations as required in Appendix B-105 Part 11 and will not require customers, clients or students to come to the home for services; rather all business activities are restricted to on-line or off-site sales, trades or services.

**4(b) – Major Home Occupation** – An accessory use that meets the above restrictions of an in-home business however may require customers, clients or students coming to the home in-person for sales, trade or services. Such Major Home Occupation shall require consideration for approval by the Board of Zoning Appeals, who may consider conditions of approval to ensure the zoning principals are upheld. Such Conditions of Approval may include by-appointment-only or a limit of clients per day to safeguard the residential neighborhood.

Purpose and Need / Background Information: (Staff Report Attached)

- To codify in the Zoning Resolution (Code) what has been the policy and practice.

Initiated by: staff

Sullivan County Regional Planning Commission

☐

Landowner/Developer

☐

### Review and Recommendation Timeline:

<u>Public Review</u>	<u>Date</u>	<u>Recommendation</u>	<u>Vote Tally</u>
Initial Discussion by SCRPC	01/17/2023	Yes	8 yes/1absent
2 <sup>nd</sup> Review by SCRPC			
Bristol Staff			
Bristol Regional PC			
Kingsport Staff			
Kingsport Regional PC			
Public Notice			
County Commission Public Hearing			
If CC Denies/Remands back for further Study – repeat full public review process			



# SULLIVAN COUNTY ZONING RESOLUTION

## TEXT AMENDMENT PROCESS AND CHECKLIST:

Date: January 17, 2023

Article Reference (Pg #): Table 3-102A | Page 14

Proposed Changes in Highlighted Yellow

**TABLE 3-102A (continued)**  
**USES AND STRUCTURES ALLOWABLE WITHIN**  
**AGRICULTURAL AND RESIDENTIAL DISTRICTS**

<i>USES Cont.</i>	<b>DISTRICTS</b>					
	A-5/A-2 A-1	AR / A-RV / RRC	R-1	R-2/R-2A	R-3A/R-3B	R-3
<b><u>ACCESSORY USES AND ACTIVITIES</u></b>						
Accessory Apartment (amended 2018)	SUP	SUP	SUP	SUP	X	X
Accessory Cargo Shipping Containers (Adaptive Reuse of Steel)	X/X/BZA*	X	X	X	X	X
Accessory Forest Operations	PC	PC	X	X	X	X
Accessory Plant Raising and Animal Care	P	P	SUP	SUP	SUP	SUP
Bed and Breakfast Homestay (Home Occupation – 1 to 3 rooms)	BZA	BZA	X	X	BZA	X
Bed and Breakfast Inn (4 to 12 rooms)	BZA	BZA	X	X	BZA	X
Columbarium/Mausoleum	SUP	SUP	X	X	X	X
Farm Employee Housing	SUP	SUP	X	X	X	X
Family Child Care Facility (Major Home Occ./Accessory Use)	SUP	SUP	X	SUP	SUP	X
Group Child Care Facility (Major Home Occ./Accessory Use)	SUP	SUP	X	X	X	X
Home Occupations (Minor and Major) <b>see appendix B-105.1</b>	SUP	SUP	SUP	SUP	SUP	SUP
<b>Home Occupations (Major) see appendix B-105.1</b>	<b>BZA</b>	<b>BZA</b>	<b>BZA</b>	<b>X</b>	<b>X</b>	<b>X</b>
In-Home Day Care (Minor Home Occupation – less than 4 unrelated children)	SUP	SUP	SUP	SUP	SUP	SUP
Off-Street Parking (depends on road classification and HOA's)	X	P	P	P	P	P
Parents Day Out	SUP	SUP	SUP	SUP	SUP	SUP
Private Recreation Facilities	P	P	P	P	P	P
Special Public Event on Private Property	BZA	BZA	BZA	BZA	X	X

**KEY TO INTERPRETING USE CLASSIFICATIONS**

X = Specifically not permitted.      P = Use Permitted by Right Within the District.      SUP = Principal Use Permitted with Supplemental Provisions.

BZA = Subject to approval by the Board of Zoning Appeals      PC = subject to the Regional Planning Commission approval of site plan.

\* See Supplemental Design Guidelines in Appendix B-105.2 #7 as amended on 05/16/2011

**Purpose and Need / Background Information: (Staff Report Attached)**

- To distinguish between Minor and Major Home Occupations to align with the policies, application and process.

Initiated by: Sullivan County Building Official

Planning Director ☐

Sullivan County Regional Planning Commission ☐

Landowner/Developer ☐

**Review and Recommendation Timeline:**

<b><u>Public Review</u></b>	<b><u>Date</u></b>	<b><u>Recommendation</u></b>	<b><u>Vote Tally</u></b>
Initial Discussion by SCRPC	01/17/2023	Yes	8 yes / 1 absent
2 <sup>nd</sup> Review by SCRPC			
Bristol Staff			
Bristol Regional PC			
Kingsport Staff			
Kingsport Regional PC			
Public Notice			
County Commission Public Hearing			
If CC Denies/Remands back for further Study – repeat full public review process			

February 13<sup>th</sup>, 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. Brookside Drive
2. Division of Miller Parke (boundary line)
3. Millennium Court
4. Island Road
5. E Sullivan St

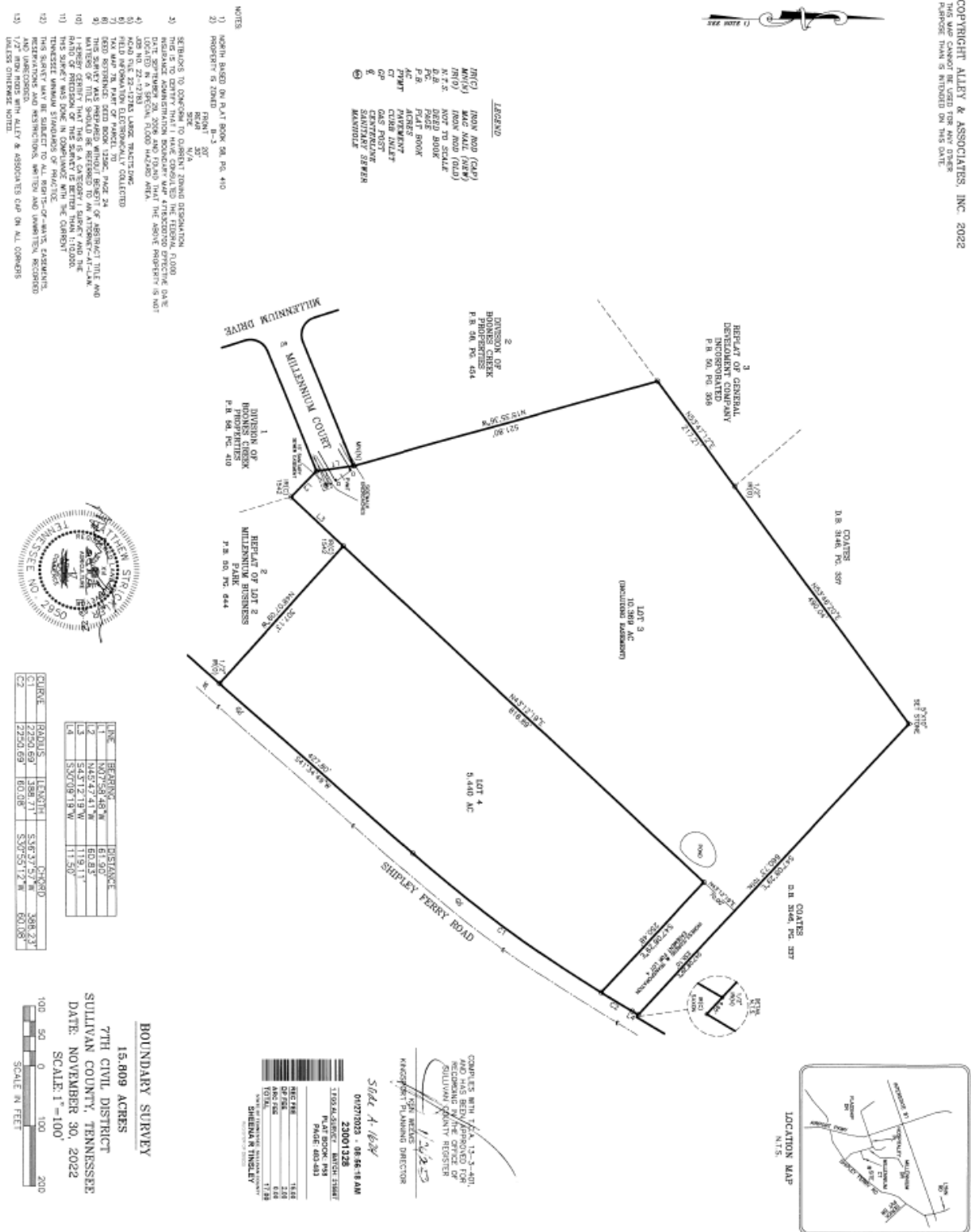
Sincerely,

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

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