



GATEWAY REVIEW COMMISSION MEETING AGENDA

**Friday, March 20, 2026 at 10:00 AM
City Hall, 415 Broad Street, Room 226**

This meeting is an open and accessible meeting. If interested parties request special assistance or accommodations, please notify the Planning Department three (3) days in advance of the meeting.

I. INTRODUCTION AND RECOGNITION OF VISITORS

II. APPROVAL OF THE AGENDA

III. APPROVAL OF MINUTES

- 1.** Approval of the September 2025 regular meeting minutes.

IV. UNFINISHED BUSINESS

V. NEW BUSINESS

- 1.** 1820 Meadowview Parkway (GATEWY26-0042).

A. Site Plan

B. Architectural Plan

C. Signage

VI. OTHER BUSINESS

VII. PUBLIC COMMENT

Citizens may speak on issue-oriented items. When you come to the podium, please state your name and address and sign the register that is provided. You are encouraged to keep your comments non- personal in nature, and they should be limited to five minutes.

VIII. ADJOURN

MINUTES OF THE September 19, 2025 MEETING OF THE KINGSPORT GATEWAY REVIEW COMMISSION

September 19, 2025

10:00 am

Members Present

Alderman Betsy Cooper
 Terry Cox
 Curtis Montgomery
 Christie Gott
 Ken Weems

Staff Present

Ken Weems
 Samuel Cooper

Members Absent

Mike Stone

Visitors

Chad Culbertson – Vanderpool
 Roofing
 Roger Barnett – Design, Build,
 Construction

The meeting was called to order at 10:00 am. Staff welcomed everyone in attendance and recognized the above visitors present for the meeting. A motion was made by Terry Cox, seconded by Curtis Montgomery, to approve the agenda. The motion passed unanimously 6-0.

Approval of Minutes

The Commission reviewed the minutes of the August 22, 2025 regular meeting. A motion was made by Daniel Duncan, seconded by Terry Arnold, to approve the minutes as written. The motion passed unanimously 6-0.

New Business

117 Regional Park Drive: The Commission reviewed a submittal for the future site of Vanderpool Roofing. Staff informed the Commission that no grading plan was required for this submission. Thereafter, staff reviewed the site plan, landscape plan, and architectural design plans noting key aspects of the development. Daniel Duncan sought clarification on the dimension of the proposed wall-signage. Staff informed the Commission that the proposed wall signage will be slightly less than 100 square feet. Roger Barnett asked for clarification on what entails a lighting plan. Staff informed Roger that a lighting plan displays the foot candle strength for all light fixtures on the building and any light poles on the premises, in line with the municipal code definition that was also given to Roger prior in the week. The Commission also clarified with Roger the purpose of the light plan submission. A motion was made by Daniel Duncan, seconded by Terry Cox, to grant gateway approval for the Vanderpool Roofing site contingent upon the submission of a lighting plan or agreed upon substitution for the lighting plan. The motion passed unanimously 6-0.

There being no further business before the Commission, the meeting was adjourned at 10:13 am.

Respectfully Submitted,

Terry Cox, Chairman

Property Information		YMCA Child Development Center Addition Gateway Submission	
Address		1820 Meadowview Pkwy, Kingsport, TN 37660	
Tax Map, Group, Parcel		Tax Map 076 Parcel 006.95	
Civil District		13 th Civil District	
Overlay District		Gateway District, Floodplain	
Land Use Designation		Industrial	
Acres		+/- 15.28	
Existing Use	YMCA children's area	Existing Zoning	BC – Business Conference Center District
Proposed Use	Child Development Center and outdoor play area	Proposed Zoning	BC – Business Conference Center District
Owner/ Applicant Information			
Name: Address: City: State: Zip Code: Email: Phone Number:		Intent: <i>To receive gateway approval for a BC zone development for the addition of a new Child Development Center for the YMCA.</i>	
Planning Department Recommendation			
<p>(Approve, Deny, or Defer)</p> <p>The Kingsport Planning Division recommends gateway approval for the following reasons:</p> <ul style="list-style-type: none"> • Civil Plans still need to be approved • The submitted plans conform to the Gateway standard. <p>Staff Field Notes and General Comments:</p> <ul style="list-style-type: none"> • Supporting documents for the signage allowance are included within the report. The architect as well as staff was unable to find plans that adequately reflect the existing state of wall-signage of the YMCA/Aquatic Center. What documents that were available were used to best approximate the amount of wall signage present on the building. <p>Staff recommends granting gateway approval for the Child Development Center addition contingent upon civil plans being approved.</p>			
Planner: Samuel Cooper		Date: 3/20/25	
Planning Commission Action		Meeting Date	3/20/25
Approval:			
Denial:	Reason for Denial:		
Deferred:	Reason for Deferral:		

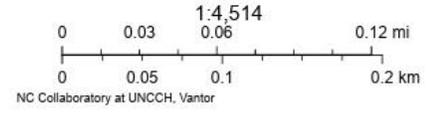
Child Development Center Vicinity Map



3/10/2026, 9:26:42 AM

Sullivan County Parcels Jan 2023 Streets

- Parcels
- Urban Growth Boundary
- Private Street
- Minor Arterial
- Local Street
- Kpt 911 Address



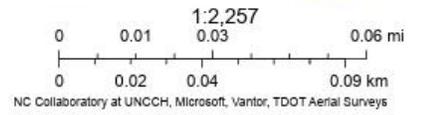
Web AppBuilder for ArcGIS

Child Development Center Site Map



3/10/2026, 9:32:12 AM

- Tennessee Ortho Index
- Sullivan County Parcels Jan 2023
- Parcels
- Urban Growth Boundary
- Streets
- Minor Arterial
- Local Street
- Kpt 911 Address



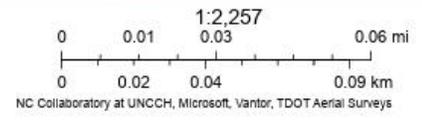
Web AppBuilder for ArcGIS

Child Development Center Zoning BC - Business Conference Center District



3/10/2026, 9:34:07 AM

Tennessee Ortho Index	City Zoning	Streets
Sullivan County Parcels Jan 2023	 B-3	 Minor Arterial
 Parcels	 BC	 Local Street
	 Urban Growth Boundary	• Kpt 911 Address



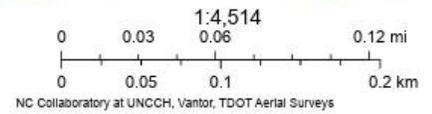
Web AppBuilder for ArcGIS

Child Development Center Utilities



3/10/2026, 9:38:11 AM

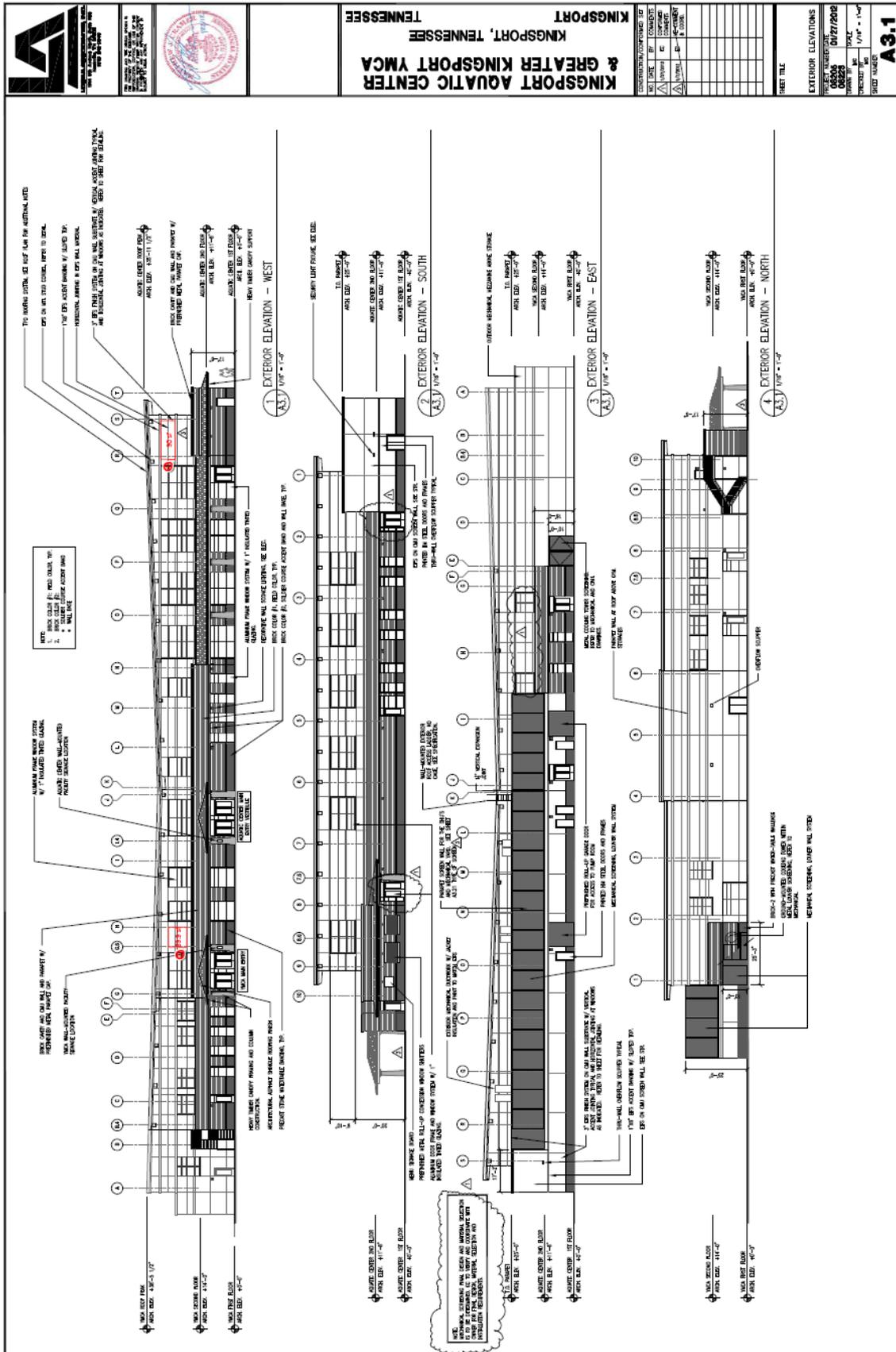
- Tennessee Ortho Index
- Sewer Mains
- Water Lines
- Sewer Manholes
- Kpt 911 Address



Web AppBuilder for ArcGIS



Signage



Signage Supporting documents

Koder, Forrest

From: Matthew Cramer [mcramer@loseassoc.com]
Sent: Thursday, January 27, 2011 3:20 PM
To: Koder, Forrest
Subject: RE: Lighting
Attachments: Kingsport, TN_Light Theme (Adirondack)_02_1.jpg; Kingsport-Park-and-Pool,-TN-view01.jpg; vortex-Play-Structur-Facade.pdf

Not a problem Forrest. I just received those cut sheets yesterday as a matter of fact.

You also requested the following info from me—
Signage areas —
on Meadowview — City= 4,108 sq in x2 signs= 8,216 sq in
YMCA= 3,356 sq in x2 signs= 6,712 sq in
Building signage
Poolhouse — 7859 sq in
Main building entry, City — 288 sq in 2 sq. ft.
Main building entry, YMCA — 288 sq in 2 sq. ft.

Direction signs
Dimensions- 12" w x 3'-6" h = 504 sf. Design is similar to a highway mile marker sign.

Windows will be aluminum frame with a bronze color.
Attached are copies of the outdoor pool features as requested.

Matthew Cramer, AIA, LEED AP
Architecture Division Director

Lose & Associates
1314 5th Ave North, Suite 200
Nashville, TN. 37208
Office Phone - 615-242-0040
Direct Phone - 615-767-5812
Mobile Phone - 615-335-5122
mcramer@loseassoc.com

**Kingsport
Branch YMCA**

YMCA of
Greater Kingsport

Exterior Logo

8'-0" high black acrylic
logo, non-illuminated

Option A

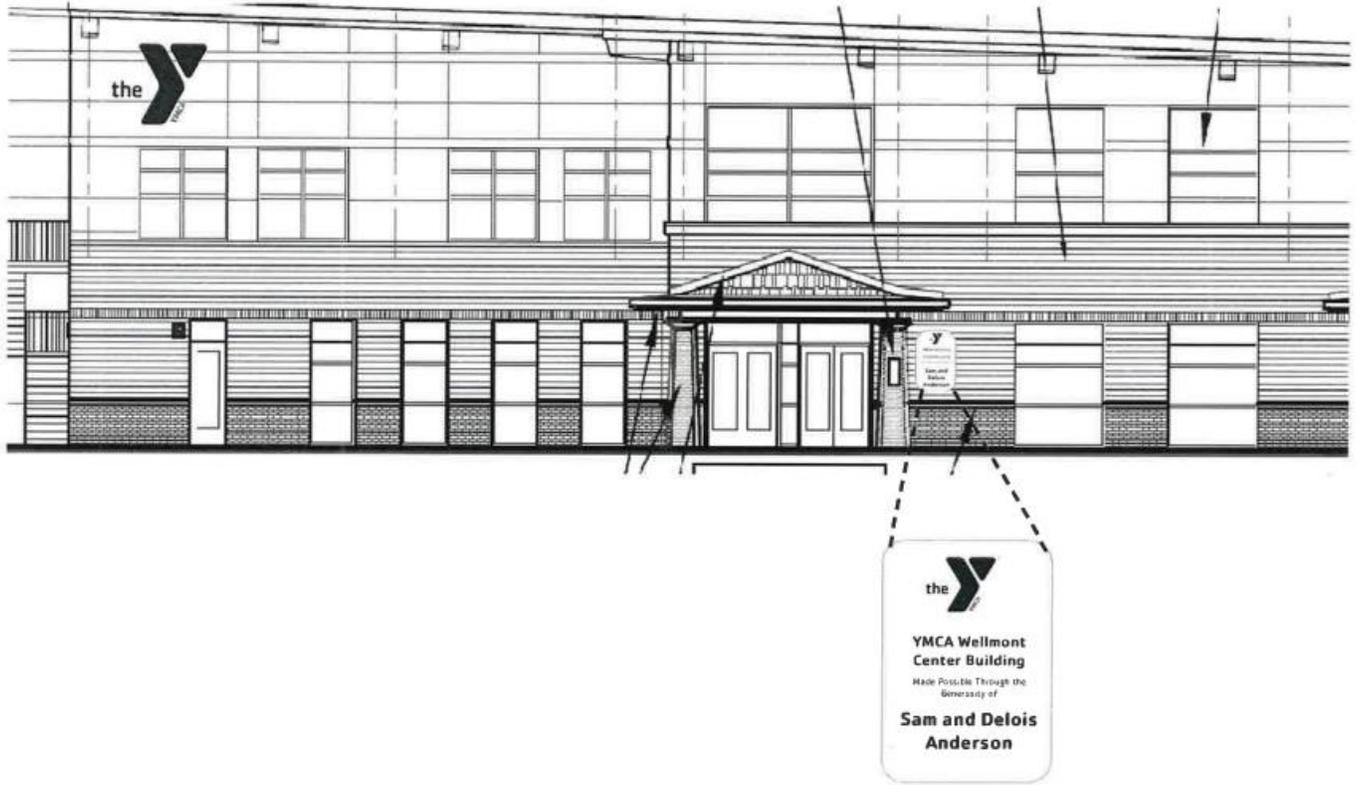
June 24, 2013

Scale: not to scale



SK1





Site Plans Analysis

Gateway approvals in the M-1R zoning district consist of the following:

1. Grading Plan
2. Site Plan
3. Landscape Plan
4. Architectural Design
5. Signs
6. Lighting and utilities
7. Parking

-
- No grading plan was required for this gateway submission.
 - Site Plan
 - The site plan notes the location of the proposed building addition as well as the proposed addition and revision of the current fenced outdoor play area.
 - No additional parking was required for this building addition.
 - No landscape plan was required for this submission
 - Architectural Design
 - The materials being proposed for both the building addition as well as the fenced outdoor play area will match all existing materials currently present. The only notable change will be the existing fence will be changed to a 6' tall and have a rail top as opposed to the current pickets on top of the current fence. Both changes are appropriate considering the nature of the intended use within this new outdoor play area. A rendering has been provided by the Architect which displays how the new addition will seamlessly blend into the existing building.
 - Signs
 - No freestanding signage is being proposed for this development.
 - The owner is currently proposing one wall sign as shown on the southern elevation submission. The wall sign measures approximately 70 SF. The building ground floor area, including the addition, totals 82,712 SF, gateway allots a maximum of 413.56 SF of wall signage for this development.
 - Due to the lack of available plans for the YMCA/Aquatic Center, staff in conjunction with the architect have determined the approximate amount of wall signage currently on the building totals, approximately 151.9 SF. The proposed 70 SF wall sign for the child development center is still within the allotted amount of wall signage permitted by the gateway district.
 - The owner has stated that they are considering another wall sign for the child development center on the north elevation of the addition, but no size has been determined yet.
 - Lighting and utilities
 - No lighting or utility plan was required for this submission.

Recommendation

Staff recommends granting gateway approval for the YMCA Child Development Center addition based upon conformance with the gateway standards.



APPLICATION
 Gateway District

APPLICANT INFORMATION:			
Last Name	Shives	First	Steve
M.I.		Date	02-11-26
Street Address	1840 Meadowview Parkway		Apartment/Unit #
City	Kingsport	State	Tennessee
ZIP	37660		
Phone	423-247-9622		E-mail Address
sshives@ymcakpt.org			
PROPERTY INFORMATION:			
Tax Map Information	Tax map:	076	Group: P Parcel: 006.95 Lot:
Street Address	1840 Meadowview Parkway		Apartment/Unit #
Current Zone	BC	Proposed Zone	BC
Current Use	Mixed Use	Proposed Use	Mixed Use
Size of tract or parcel:	15.28 acres		
*If jointly held, list all property owners: City of Kingsport			
Certificate Requested for the Purpose of			
Building Permit for:	Renovation and expansion	New Construction:	
Real Estate Improvement: (Describe)			
Expansion or renovation: (Describe) Renovation and expansion that will include new classrooms, multi-purpose space and office space.			
DISCLAIMER AND SIGNATURE			
By signing below I state that I have read and understand the conditions of this application and have been informed as to the location, date and time of the meeting in which the Gateway Commission will review my application. I further state that I am/we are the sole and legal owner(s) of the property described herein and that I am/we are requesting a certificate of Appropriateness from the Gateway Commission.			
Signature			Date
2/11/2026			
Signed before me on this	11 th	day of	February 20 26
a notary public for the State of	Tennessee		
County of	Sullivan		
Notary			
My Commission Expires	11/21/27		

CITY PLANNING OFFICE	
Plan Received Date:	Received By:
Application and Fee Paid:	
Pre-Submission Conference Date:	
Staff Recommendation:	
Gateway Commission Meeting Date:	
Previous requests or file numbers	
Signature of City Planner	Date