

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

City Hall Council Room  
225 West Center St., Kingsport, TN 37660

January 19, 2017

6:00 p.m.

**Members Present**

Sam Booher, Chairman  
Pat Breeding  
Sharon Duncan  
Mike McIntire  
John Moody  
Beverly Perdue  
Phil Rickman  
Mark Selby

**Members Absent**

none

**Staff Present**

Ken Weems  
Jessica Harmon  
Nathan Woods  
Pamela Gilmer

**Visitor's**

Dan Elcan  
Judy Belk  
Jonathan Lewis  
Michael Williams

At 6:00 p.m., Chairman Sam Booher called the meeting to order, welcomed the audience, introduced the commissioners and staff and summarized the meeting procedures. Chairman Sam Booher asked for approval of the agenda. A motion was made by Commissioner Mike McIntire seconded by Commissioner Mark Selby to approve the agenda as presented. The motion was approved unanimously, 7-0. Chairman Sam Booher asked for any changes to the minutes of the work session held on December 12, 2016 and the regular meeting held on December 15, 2016. A motion was made by Commissioner Mark Selby, seconded by Commissioner John Moody to approve the minutes as presented. The motion was approved unanimously 7-0.

**IV. CONSENT AGENDA**

None

**V. UNFINISHED BUSINESS**

None

**VI. NEW BUSINESS**

**01-01 Riverbend Lot 9 Final Plat – (16-201-00098)**

The Kingsport Regional Planning Commission is requested to recommend Final Subdivision Approval contingent upon receipt of an approved irrevocable letter of credit. The property located inside the corporate limits of the City of Kingsport, 11<sup>th</sup> Civil District of Sullivan County. Staff presented the details of the request to the Commission. Staff stated that lot 9 will be served by the new non-residential street, Holston Hills Drive. Holston Hills Drive will be constructed in 2017 and secured with an Irrevocable Letter of Credit. Lot 9 will contain “The Blake,” which is both an

assisted living facility and memory care facility. Lot 9 and the remaining lots for the Riverbend Development all meet the B-4P minimum standards for subdivision. Staff recommends approval contingent upon Planning Commission approval and receipt of an irrevocable letter of credit for all public improvements. Jonathan Lewis stated that he is available to assist in answering any questions about the project. Mr. Dan Elcan introduced Judy Belk to the Commission and further stated that they are happy to be doing business in Kingsport. Phil Rickman inquired as to whether Holston Hills Drive contained a culdesac or roundabout. Staff confirmed that the configuration was a roundabout. On a motion by Mike McIntire, seconded by Phil Rickman, the Planning Commission voted unanimously to grant final approval for Riverbend Lot 9 Final Plat, contingent upon receiving an irrevocable letter of credit for the public infrastructure of Holston Hills Drive. The motion passed 7-0.

**01-02 Irrevocable Letter of Credit for Riverbend Lot 9**

The Kingsport Regional Planning Commission is requested to approve the acceptance of an Irrevocable Letter of Credit for Lot 9 of the Riverbend Development. The property is located inside the corporate limits of the City of Kingsport, 11<sup>th</sup> Civil District of Sullivan County. Staff stated that the City's Engineering Department has reviewed and generated a bond estimate for the new Holston Hills Drive that will serve Riverbend Lot 9. The bond estimate amounts to a total of \$1,163,200. Staff recommends accepting this bond to be received as an irrevocable letter of credit and contingency for final plat approval for Lot 9. On a motion by Mike McIntire, seconded by Beverley Perdue, the Planning Commission voted unanimously to accept an irrevocable letter of credit for Riverbend Lot 9 Final Plat. The motion passed 7-0.

**01-03 Alley Closing – Portion of Canal Street – (16-401-00009)**

The Kingsport Regional Planning Commission is requested approval to permanently close a portion of the alley known as Canal Street to public access to allow for further development of the property adjacent to the right-of-way. The property is located inside the corporate limits of the City of Kingsport, 11<sup>th</sup> Civil District of Sullivan County. . Staff presented the details of the item to the Commission. The portion of Canal Street to be closed consists of approximately 698 feet of 25 foot wide right-of-way that bisects the proposed multifamily/retail development commonly known as the Bray project. Staff stated that closure of the alley is necessary to facilitate the development which will build around and over the current alley. Staff stated that all City staff have reviewed the request and are favorable to it. Staff noted that both stormwater conveyance and sewer lines are contained inside the alley, both of which would be preserved with easements upon the surplus of the property. Next, staff addressed the approved site plan for the development, showing a breezeway over a portion of the alley property closest to Clinchfield Street, with the remaining portion of the alley property to consist of parking and associated parking isles to serve the development. On a motion by Sharon Duncan, seconded by Phil Rickman, the Planning Commission voted unanimously to close the portion of public alley commonly known as Canal Street. The motion passed 7-0.

**01-04 Surplus Request – (16-401-00010)**

The Kingsport Regional Planning Commission is requested to recommend declaring a portion of the alley called Canal Street as surplus. The property is located inside the corporate limits of the

City of Kingsport, 11<sup>th</sup> Civil District of Sullivan County. Staff presented the item with the Commission, which was initially explained during the alley closing portion of the agenda. Staff explained that the surplus request will allow the City to begin the process of conveying a deed to the property to the Kingsport Economic Development Board. Staff noted that the Kingsport Economic Development Board currently owns both sides of the portion of the alley that is requested to be surplus. Staff stated that this is one of the final official actions prior to development of the site. On a motion by Mark Selby, seconded by Beverley Perdue, the Planning Commission voted unanimously to declare the portion of public alley commonly known as Canal Street surplus. The motion passed 7-0.

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

**VIII. OTHER BUSINESS**

**01-05** Receive a letter of subdivision of City of Kingsport property, located on Memorial Blvd.

**01-06** Receive a letter of subdivision of Units 24 & 25 Riverwatch Subdivision, located on Riverwatch Circle.

**01-07** Receive a letter of replat of lot 2 and new lot 3 Edinburgh Homes LLC, located on Rock Springs Road.

**01-08** Receive a letter to certify the addition to Lot 4 of Wildwood Acres, located on Fairview Street.

**01-09** Receive a letter to certify the desubdivision of Lots 22 & 23 Block 250, Tellico Hills, located on Lamont Street.

**01-10** Receive a letter to certify that the Brooks Family Limited Partnership #3, located on Centenary Road.

**01-11** Receive a letter to certify the replat of the Rocky Branch Subdivision 4R and 5RR, located on Rocky Branch Road.

**01-12** Receive, for informational purposes only, the December 2016 Building Department report.

**IX. ADJOURNMENT**

There being no further business the meeting adjourned at approximately 6:20 p.m.

Respectfully Submitted,

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Ken Weems, AICP, Planning Commission Secretary