

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

Improvement Building, Jimmy Walker Conference Room  
201 West Market St., Kingsport, TN 37660

February 27, 2017

Noon

**Members Present**

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

**Members Absent**

Beverley Perdue  
Paula Stauffer

**Staff Present**

Ken Weems  
Jessica Harmon  
Nathan Woods  
Hank Clabaugh

**Visitor's**

none

At Noon, Chairman Sam Booher called the meeting to order. Chairman Sam Booher asked for approval of the agenda. A motion was made by Commissioner Mark Selby seconded by Commissioner Sharon Duncan to approve the agenda as presented. The motion was approved unanimously, 6-0.

**III. NEW BUSINESS**

**02-01 Irrevocable Letter of Credit Extension for Chase Meadows PH 4 – (17-201-00001)**

The Kingsport Regional Planning Commission is requested to recommend approval of the extension of the Irrevocable Letter of Credit for Chase Meadows Phase 4. Staff presented the item to the Commission. Staff detailed the remaining improvements to be made in phase 4 and quoted the bond extension amount of \$46,500. Staff noted that this is the same amount as the existing bond. Staff noted that the performance date of the new bond will be Dec 2, 2017 with an expiration of March 2, 2017. Sharon Duncan asked if phase 4 is the last phase. Staff confirmed that phase 4 is the last phase and is located in the rear of the development. A motion was made by Mike McIntire, seconded by Mark Selby, to approve the ILOC extension as requested. The motion passed unanimously, 6-0.

**IV. PUBLIC COMMENT**

**V. ADJOURNMENT**

There being no further business the meeting adjourned at approximately 12:25 p.m.

Kingsport Regional Planning Commission  
February 27, 2017, Regular Meeting

Respectfully Submitted,

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Ken Weems, AICP, Planning Commission Secretary