

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

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

March 16, 2017

6:00 p.m.

Members Present

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

Members Absent

none

Staff Present

Ken Weems
Jessica Harmon
Nathan Woods
Pamela Gilmer
Dave Harris

Visitor's

none

At 6:00 p.m., Chairman Sam Booher called the meeting to order, introduced the commissioners and staff and summarized the meeting procedures. Chairman Sam Booher called for approval of the amended agenda, thus removing item 03-02 per the applicant's request. A motion was made by Mark Selby, seconded by Mike McIntire to approve the amended agenda. The motion was approved unanimously, 8-0. Chairman Sam Booher asked for any changes to the minutes of the work session held on February 13, 2017, the regular meeting held on February 16, 2017 and the February 27, 2017 called meeting. A motion was made by Mark Selby, seconded by Phil Rickman to approve the minutes as presented. The motion was approved unanimously 8-0.

IV. CONSENT AGENDA

None

V. UNFINISHED BUSINESS

None

VI. NEW BUSINESS

03-01 Seaver Road Annexation – (11-301-00001)

The Kingsport Regional Planning Commission is requested to recommend approval of the annexation, zoning, and plan of services to the Board of Mayor and Alderman. The property is located outside the corporate limits of the City of Kingsport, 13th Civil District of Sullivan County. Staff presented the details of the annexation, which consists of approximately 5.64 acres off Seaver Road. The applicant desires to build 7 single family homes on the property. Staff noted that a 470

linear foot sanitary sewer extension is necessary to properly serve the annexation area. Staff stated that the proposed zone for the property is City R-1B. Staff stated that the annexation request conforms to the existing annexation policy. A motion was made by Mark Selby, seconded by Beverley Perdue to send a positive recommendation for the annexation, zoning, and plan of services to the Board of Mayor and Aldermen. The motion passed, 8-0.

03-03 3820 Memorial Boulevard Surplus Request – (16-401-00007)

The Kingsport Regional Planning Commission is requested to declare 3820 Memorial Boulevard as surplus property. The property is located inside the corporate limits of the City of Kingsport, 11th Civil District of Sullivan County. Staff presented the item to the Commission, which consists of approximately 1.48 acres off Memorial Boulevard. Staff noted that the property had been purchased with the intent of having to relocate Fire Station #3 in the event that the widening of SR 126 would require such. With staff no longer identifying a need for the property, staff recommends to declare the property surplus. A motion was made by Mark Selby, seconded by John Moody to declare the subject property as surplus. The motion passed, 8-0.

03-04 Irrevocable Letter of Credit Extension for Chase Meadows Phase 3 – (17-201-00006)

The Kingsport Regional Planning Commission is requested to approve the extension of an Irrevocable Letter of Credit (ILOC) for Chase Meadows Phase 3. The property is located inside the corporate limits of the City of Kingsport, 7th Civil District of Sullivan County. Staff presented the details of the item to the Commission. Staff noted that the current ILOC amounts to \$31,640 for phase 3 of the development. Staff noted the remaining improvements to be completed are the asphalt topping and as-built survey/record drawings. Staff recommends a one year extension of the ILOC. A motion was made by Mike McIntire, seconded by Phil Rickman to approve the one year extension. The motion passed, 8-0.

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

VIII. OTHER BUSINESS

03-05 Receive a letter of replat of lot 8 & 9 Rose Garden & Windridge Estates, located on Rose Gardens Circle.

03-06 Receive a letter of addition to tract 1, Linda Denton Ramsey Property, located on Hill Road.

03-07 Receive a letter of de-subdivision of Lots 24-34 and Part of Lots 1-16 & 23 Block 28 and closure of a portion of a 25' alley, located on Clinchfield Street.

03-08 Receive a letter of subdivision of Essie Ilene Christian Morse Property, located on Cooks Valley Road.

03-09 Receive a letter of de-subdivision of Lots 10A & 10B, Block B in Kingsport Regional Service Park.

03-10 Receive a letter for the plat for Lot 1 Salyers Property, located on Rock Springs Road.

03-11 Receive, for informational purposes only, the February 2017 Building Department report.

IX. ADJOURNMENT

There being no further business the meeting adjourned at approximately 6:09 p.m.

Respectfully Submitted,

Ken Weems, AICP, Planning Commission Secretary