



MEMORANDUM

TO: KINGSPORT REGIONAL PLANNING COMMISSION

FROM: SAMUEL COOPER, PLANNER II

DATE: JUNE 18TH, 2026

SUBJECT: IRREVOCABLE LETTER OF CREDIT REDUCTION & RELEASE FOR FIELDCREST ACRES PHASE 2

FILE NUMBER: PD26-0070

The City currently holds an Irrevocable Letter of Credit in the amount of \$45,792.00 for the Fieldcrest Acres Phase 2 development. This Letter of Credit is set to expire on April 16, 2027. The City Engineering Division has reviewed that the majority of required improvements have been completed. The remaining improvements are described on the attached bond estimate totaling \$34,344.00. Therefore, the Planning Commission is being asked to release Integrity Building Group from their existing Irrevocable Letter of Credit and accepting a new Irrevocable Letter of Credit matching the bond estimate's amount of, \$34,344.00.

The new Irrevocable Letter of Credit, to be submitted, will have an expiration date of June 18, 2027 and will state that the improvements will be completed on or before the Performance Date, which will be set to March 18, 2027.

Therefore, staff recommends accepting Integrity Building Group's new Irrevocable Letter of Credit totaling \$34,344.00 and releasing Integrity Building Group from their existing Irrevocable Letter of Credit contingent upon the new Irrevocable Letter of Credit being submitted and approved in a form acceptable to the City Attorney.



237 Pinnacle Parkway, 3rd Floor • Bristol, TN 37620 • 423-793-8137 • Fax: 423-458-6700

IRREVOCABLE LETTER OF CREDIT

April 16, 2026

City Treasurer
City of Kingsport
415 Broad Street
Kingsport, Tennessee 37660

RE: Fieldcrest Phase 2 Subdivision
Letter of Credit

At the request of **Integrity Building Group, LLC** (the "Account Party"), **The First Bank and Trust Company** ("the Bank") hereby opens for the benefit of the City of Kingsport (the "Beneficiary") this irrevocable, standby letter of credit in the amount of **\$45,792.00** to secure the Account Party's obligation to construct certain (Specify) improvements at **Fieldcrest Phase 2** subdivision, Kingsport, Tennessee, as further described in the Account Party's subdivision application presented to the Kingsport Regional Planning Commission to be completed on or before 01/16/27 (the "Performance Date").

This letter of credit shall remain open until 5:00 p.m. 4/16/27, at which time it shall expire.

In the event the Account Party fails to complete the required improvements described above on or before 01/16/27 (the "Performance Date"), you may draw under this letter of credit at sight by presenting to the Bank, the original letter of credit, your written request for payment of such monies as are due by the Account Party together with your written certificate of such non-compliance at any date after the Performance Date but prior to the Expiration Date.

Very truly yours,

The First Bank and Trust Company

By: _____
Brent Dyson
SVP Regional Manager

COMMERCIAL LENDING DIVISION
www.firstbank.com

BOND ESTIMATE
Fieldcrest Phase 2 (Integrity Building Group)

FILE NO. 2025-D30

May 27, 2026

ITEM NO.	QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
<u>Utilities - Storm</u>					
1	3	EA	Stormwater Detention Basins (See Note Below)	\$ 10,000.00	\$ 30,000.00
				SUBTOTAL	\$ 30,000.00
			CONTINGENCIES (6%)		\$ 1,800.00
			CONSTRUCTION CONTRACT ADMINISTRATION & INSPECTION (8%)		\$ 2,544.00
			INTEGRITY BUILDING GROUP, LLC TOTAL	\$	\$ 34,344.00

Notes: As-Built estimate, Video and Water Testing is if C.O.K. installs infrastructure - Developer shall provide As-Built drawings, Videos and any Testing before any Utilities installed by others will be accepted by the City.



Garret Burton
Civil Engineer I
City of Kingsport

May 27, 2026

Date

