



## **REGIONAL PLANNING COMMISSION WORK SESSION MINUTES**

**Monday, April 13, 2026 at Noon**

**City Hall, 415 Broad Street, Conference Room 226**

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**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**

Members Present: Sharon Duncan, Chip Millican, BJ Walsh, Candice Hilton, Tim Lorimer, Jason Snapp

Members Absent: Anne Greenfield, Gary Mayes, Curtis Montgomery

Staff Present: Ken Weems, AICP, Jessica McMurray, Lori Pyatte, Sam Cooper, Garret Burton, Cassidy Richmond

### **II. APPROVAL OF THE AGENDA**

### **III. APPROVAL OF MINUTES**

1. Approval of the March 16, 2026 Work Session Minutes
2. Approval of the March 19, 2026 Regular Meeting Minutes

The Commission reviewed the minutes. No official action was taken.

### **IV. CONSENT AGENDA**

Consent items are those items that have previously been brought before the Planning Commission, which have been reviewed by the Planning Commission in previous meetings or work sessions or are minor subdivisions and final plats not requiring any variances.

1. Fieldcrest Phase 1 (PD25-0125). The Commission is requested to release the current Irrevocable Letter of Credit for Fieldcrest Phase 1. Staff explained that the improvements

guaranteed by the irrevocable letter of credit for Fieldcrest Ph1 have been satisfied or moved to the Fieldcrest Phase 2 bond. Staff confirmed the amount of the ILOC at \$11,448.00. No official action was taken.

## **V. UNFINISHED BUSINESS**

## **VI. NEW BUSINESS**

1. Morison Avenue Rezoning (REZONE26-0072). The Commission is requested to send a positive recommendation to the Board of Mayor and Aldermen in support of the rezoning request from R-1B to P-1. Staff identified the location of the site and detailed the uses allowed in the P-1 zone. Staff drew attention to the P-1 zoned office use on the side of Morison Avenue across from the rezoning site. Staff stated that no calls were received on the item. No official action was taken.
2. Fieldcrest Acres Phase 2 Final Plat (PD26-0070) The Commission is requested to grant final plat approval for Fieldcrest Acres Phase 2. Staff noted that the final plat for phase 2 substantially conforms to the preliminary. Staff noted that phase 2 generates 41 new single family lots along Chimney View Loop. Staff noted that there are no variances associated with the request. Staff stated that the guarantees for phase 2 are up for approval as the next items. No official action was taken.
3. Fieldcrest Acres Phase 2 Irrevocable Letter of Credit (PD26-0070) The Commission is requested to accept an irrevocable letter of credit for the remaining improvements for Fieldcrest Acres Phase 2. Staff noted that the amount of the ILOC totals \$45,792.00 and consists of stormwater, as-builts, and contingencies. Staff noted that the performance date on the letter of credit is January 16, 2027 and the expiration date is April 16, 2027. No official action was taken.
4. Fieldcrest Acres Phase 2 Subdivision Bond (PD26-0070). The Commission is requested to accept a subdivision bond for on-site improvements for Fieldcrest Acres Phase 2. Staff noted that this bond is in the amount of \$305,820.27 and covers sidewalks. Staff noted that the bond approval is for one year. No official action was taken.
5. Bancroft Heights Preliminary Plat (PD25-0187) The Commission is requested to grant preliminary plat approval for Bancroft Heights Subdivision. Staff noted that the site is 20.46 acres in size. Staff noted that the developer will utilize the fire apparatus access road and residential streets for the new roads. Staff noted that the proposal creates a total of 63 new single family lots. No official action was taken.

6. 1735 Keller Street, Preliminary Zoning Development Plan (COMDEV26-0076). The Commission is requested to grant preliminary zoning development plan approval for 1735 Keller Street. Staff noted that this site is seeking site plan approval to implement a mobile drink stand pad on the site. Staff stated that the parking and pad conform to City PVD zoning guidelines. No official action was taken.
7. 526 Sequoyah Drive Surplus (SURPLS26-0086). The Commission has been requested to declare 526 Sequoyah Drive as surplus property. Staff stated that city staff had vetted the site and that no departments could identify a use for the property. No official action was taken.

## **VII. OTHER BUSINESS**

1. Approved Subdivisions
2. Kingsport Comprehensive Plan Adoption. Staff noted that Winston Mitchell will be returning to our regular meeting to present the Comprehensive Plan for adoption. No official action was taken.

## **VIII. 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.

## **IX. ADJOURN**