



REGIONAL PLANNING COMMISSION WORK SESSION MINUTES

Monday, July 14, 2025 at Noon

City Hall, 415 Broad Street, Conference Room 226

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, Tim Lorimer, Anne Greenfield, Chip Millican, Candice Hilton, Gary Mayes

Members Absent: Jason Snapp

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

Visitors: none

II. APPROVAL OF THE AGENDA

III. APPROVAL OF MINUTES

1. Approval of the June 16, 2025 Work Session Minutes
2. Approval of the June 19, 2025 Regular Meeting Minutes

The Commission reviewed the minutes. No changes were identified. Non 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.

V. UNFINISHED BUSINESS

VI. NEW BUSINESS

1. Blakley Drive Rezoning (REZONE25-0149). 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 A-1. Staff reviewed this item in the Rock Springs area of the City. The rezoning request contains 8.32 acres and with a successful rezoning will be proposed as a special exception to the Board of Zoning Appeals for private recreation use. Staff noted that the A-1 zone is appropriate for the area, which is already a low density residential area. Staff noted that the A-1 zone is also appropriate abutting the existing B-4P zone to the east. Staff noted that no public comment has been received on the proposal. No official action was taken.
2. 5562 Highway 126 County Rezoning (REZONE25-0165). The Commission is requested to send a positive recommendation to the Sullivan County Commission in support of the rezoning request from County R-1 to County A-1 zone. Staff presented the details of the rezoning proposal to the Commission. Staff noted that this portion of Sullivan County is already a low density residential area with adjacent agricultural use and zone. Staff noted that the proposal conforms to both the city and county future land use plan designations. No official action was taken.
3. Bancroft Chapel Annexation (ANNEX24-0278). The Commission is requested to send a positive recommendation for the annexation, zoning, and plan of services for the Bancroft Chapel Annexation to the Board of Mayor and Aldermen. Staff stated that the same annexation proposal had been reviewed by the Commission earlier in the year. Additionally, staff noted that due to a delay in the associated developer's agreement, the item required a fresh recommendation prior to going before the Board of Mayor and Aldermen. Staff noted that annexation proposal recommendations from the Planning Commission could not be any older than 90 days prior to action by a legislative body. Staff reviewed the proposal, which is an owner requested 10-acre site off of Bancroft Chapel Road. Staff noted that the 300-foot portion of Bancroft Chapel Road in front of the annexation site is part of the annexation. Staff noted that the sole expense for the City on this annexation is the sewer cost. Staff noted that the sewer cost amounts to \$375,000. Staff noted that a developer's agreement will accompany the annexation to ensure that the sewer fund is compensated for the extension in a timely manner. Staff noted that the area is proposed to be zoned R-1C and that a standard plan of services is included in the annexation, less street lighting per the applicant's request. No official action was taken.

4. Brickyard Village Phase 1B Final Plat (PD25-0170). The Commission is requested to grant final plat approval for the Brickyard Village Phase 1B Final Plat. Staff presented the Brickyard Phase 1B to the Commission. Staff noted that this phase contains 24 single family homes along the new street of Showalter Court and Blair Court. Staff stated that the final proposal conforms to the existing preliminary approval and that a subdivision bond that covers both Phase 1B and Phase 1A is proposed as the guarantee of improvements for this phase. No official action was taken.
5. Brickyard Village Phase 1 Subdivision Bond (PD25-0170). The Commission is requested to accept a Subdivision Bond for the remaining on-site improvements for Brickyard Village Phase 1. Staff stated that this bond guarantee totals \$116,778.59 and covers the remaining improvements for both Phase 1B and Phase 1A. Staff noted that with approval of the new Phase 1 bond, that the existing Phase 1A irrevocable letter of credit will be proposed for release. No official action was taken.
6. Brickyard Village Phase 1A Letter of Credit Release (PD25-0170). The Commission is requested to release Edens Investment Inc., from their Irrevocable Letter of Credit for Brickyard Village Phase 1A and accept a new Subdivision Bond for Brickyard Village Phase 1. (Cooper). Staff noted that this existing irrevocable letter of credit for Phase 1A totals \$128,958.21 and will be absorbed by the new Phase 1 bond. Staff stated that the release of this irrevocable letter of credit is contingent upon receiving the Phase 1 bond in a form acceptable to the City Attorney. No official action was taken.
7. Fieldcrest Acres Phase 1 Final Plat (PD25-0125) The Commission is requested to grant final plat approval for Fieldcrest Acres Phase 1. Staff stated that Phase 1 of Fieldcrest Acres conforms to the existing preliminary approval. Staff stated that the development will contain 48 single family homes and 22 townhome units. Staff stated that the new Chimney View Loop and Holt Way city streets will serve the development. Staff noted that an irrevocable letter of credit and a subdivision bond accompany the request to the combined amount of \$917,004.37. No official action was taken.
8. Fieldcrest Acres Phase 1 Irrevocable Letter of Credit (PD25-0125) The Commission is requested to accept an irrevocable letter of credit for the remaining improvements for Fieldcrest Acres Phase 1. Staff stated that the developer, Integrity Building Group, proposes an irrevocable letter of credit for the amount of \$660,997.10 for a portion of the remaining improvements for Fieldcrest Acres Phase 1. The performance date for the project is April 17, 2026 and the expiration date for the project is July 17, 2026. No official action was taken.

9. Fieldcrest Acres Phase 1 Subdivision Bond (PD25-0125). The Commission is requested to accept a subdivision bond for on-site improvements for Fieldcrest Acres Phase 1. Builder D.R. Horton has proposed to provide a subdivision bond in the amount of \$256,656.60 for the remaining improvements of the Fieldcrest Phase 1 development. The performance date for the project is April 17, 2026 and the expiration date for the project is July 17, 2026. No official action was taken.
10. 1510 South Wilcox Dr. Zoning Development Plan (GATEWY25-0175). The Commission is requested to give zoning development plan approval for additions for the Eastman Credit Union Support Center. Staff provided the details of the project which is located in the Gateway Overlay with a base zone of BC, Business Conference. Staff noted that all zoning development plan improvements in the BC must have PC approval. Staff noted that ECU is adding a data center storage site onto their campus along with reconfigured outdoor employee break areas. Staff recommended approval based upon adherence to BC zone standards. No official action was taken.
11. Former KATS Transit Garage & Transit Center Surplus (SURPLS25-0181). The Commission is requested to grant approval for the surplus request for the Former KATS Transit Garage & Transit Center parcels. Staff stated that all city departments have reviewed the request and there are no reasons for the City to keep the property. Staff noted that Northeast State would acquire the buildings. No official action was taken.
12. Religious Assembly Zoning Text Amendment (ZTA25-0182). The Commission is requested to send a positive recommendation to the Board of Mayor and Aldermen in support of the proposed zoning text amendment. Staff stated that the proposal would add religious assembly to the M-1, M-1R, and MX zoning districts. Staff stated that this item came about after a rezoning discussion with a local church representative with an M-1R zoned piece of property. Staff noted that Bristol, TN has had this allowance in their M-1 zone for years and hasn't experienced any problems with it. Staff also conducted site visits to several of these zones in the City during typical Sunday service time. Staff stated that activity and traffic were low on Sunday mornings in these areas. Staff recommended sending a positive recommendation to the Board of Mayor and Aldermen. No official action was taken.

VII. OTHER BUSINESS

1. Conduct 2025 Officer Elections for Chairman and Vice Chairman
Staff noted that Officer Elections would take place during the regular meeting with nominations taken from the floor. No official action was taken.

2. Approved Subdivisions

The Commission received the approved subdivisions for the last month.

VIII. ADJOURN

IX. 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.