

## MINUTES OF THE September 19, 2025 MEETING OF THE KINGSPORT GATEWAY REVIEW COMMISSION

September 19, 2025

10:00 am

### **Members Present**

Alderman Betsy Cooper  
Terry Cox  
Curtis Montgomery  
Christie Gott  
Daniel Duncan  
Ken Weems

### **Staff Present**

Ken Weems  
Samuel Cooper

### **Members Absent**

Mike Stone

### **Visitors**

Chad Culbertson – Vanderpool  
Roofing  
Roger Barnett – Design, Build,  
Construction

The meeting was called to order at 10:00 am. Staff welcomed everyone in attendance and recognized the above visitors present for the meeting. A motion was made by Terry Cox, seconded by Curtis Montgomery, to approve the agenda. The motion passed unanimously 6-0.

### **Approval of Minutes**

The Commission reviewed the minutes of the August 22, 2025 regular meeting. A motion was made by Daniel Duncan, seconded by Terry Arnold, to approve the minutes as written. The motion passed unanimously 6-0.

### **New Business**

117 Regional Park Drive: The Commission reviewed a submittal for the future site of Vanderpool Roofing. Staff informed the Commission that no grading plan was required for this submission. Thereafter, staff reviewed the site plan, landscape plan, and architectural design plans noting key aspects of the development. Daniel Duncan sought clarification on the dimension of the proposed wall-signage. Staff informed the Commission that the proposed wall signage will be slightly less than 100 square feet. Roger Barnett asked for clarification on what entails a lighting plan. Staff informed Roger that a lighting plan displays the foot candle strength for all light fixtures on the building and any light poles on the premises, in line with the municipal code definition that was also given to Roger prior in the week. The Commission also clarified with Roger the purpose of the light plan submission. A motion was made by Daniel Duncan, seconded by Terry Cox, to grant gateway approval for the Vanderpool Roofing site contingent upon the submission of a lighting plan or agreed upon substitution for the lighting plan. The motion passed unanimously 6-0.

There being no further business before the Commission, the meeting was adjourned at 10:13 am.

Respectfully Submitted,

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Terry Cox, Chairman