



AGENDA ACTION FORM

Conduct a Public Hearing and Consideration of Accompanying Resolutions and an Ordinance for the Bancroft Chapel Annexation

To: Board of Mayor and Aldermen
From: Chris McCartt, City Manager *CM*

Action Form No.: AF-262-2025
Work Session: September 15, 2025
First Reading: September 16, 2025

Final Adoption: October 7, 2025
Staff Work By: K. Weems & C. Austin
Presentation By: K. Weems & R. McReynolds

Strategic Focus Area: 6. Strong & Vibrant Neighborhoods

Recommendation:

- Conduct Public Hearing for Annexation and Plan of Services
- Approve the Annexation Resolution
- Approve the Plan of Services Resolution
- Approve the Developers Agreement for Sanitary Sewer Resolution
- Conduct Public Hearing for the Zoning Ordinance
- Approve the Zoning Ordinance

Executive Summary:

If approved, this owner-requested annexation will bring 10 acres located along Bancroft Chapel Road into the City limits. The proposed zone for the annexation site is R-1C, Residential District.

The purpose of the annexation is to accommodate construction of 45 single family homes at the annexation site. The sole identified cost of the annexation is a \$375,000 sanitary sewer extension of approximately 1,300 feet from its current location along E. Stone Drive to the annexation site. City Water Services worked in conjunction with the City Legal and Planning Departments to create a developer's agreement that will ensure the Sanitary Sewer Enterprise Fund remains whole as the extension is constructed. The agreement requires the developer to build 40 homes within the next 5 years and for the developer to provide a surety for the entire cost of sewer construction. Supplemental information that further examines the developer's agreement is attached.

No public comment has been received for this annexation. During their July regular meeting, the Kingsport Regional Planning Commission voted unanimously to send a favorable recommendation to the Board of Mayor and Aldermen to approve the annexation, zoning, and plan of services for this annexation. The public hearing notice was published on August 25, 2025.

Attachments:

1. Notice of Public Hearing
2. Annexation Resolution
3. Plan of Services Resolution
4. Developer's Agreement Resolution
5. Developer's Agreement
6. Developers Agreement Supplemental Information
7. Zoning Ordinance
8. Staff Report

	Y	N	O
Baker	—	—	—
Cooper	—	—	—
Duncan	—	—	—
George	—	—	—
Mayes	—	—	—
Phillips	—	—	—
Montgomery	—	—	—