

**BRISTOL TENNESSEE MUNICIPAL REGIONAL  
PLANNING COMMISSION  
MINUTES  
January 25, 2021**

***Members Present:***

Kelly Graham, Chairman  
Mark Webb, Vice-Chairman  
Joel Staton, Secretary  
Scott Gaynor  
Mahlon Luttrell  
Tekai Shu  
Margaret Feierabend  
Kevin Buck

***Staff Present:***

Tim Beavers  
Danielle Smith  
Cherith Young

***Public Members Present:***

None

***Members Absent:***

Jason Booher

**This meeting was conducted electronically using Zoom.**

Chairman Kelly Graham called the Bristol Tennessee Municipal Regional Planning Commission meeting to order at 6:02 p.m. on Monday, January 25, 2021. Mr. Joel Staton performed roll call, and a quorum was declared present.

**DISCUSSION OF NECESSITY FOR CONDUCTING ELECTRONIC MEETING:**

City Attorney, Danielle Smith stated that Governor Lee suspended the provisions to the Open Meetings Act to the extent necessary for conducting meetings electronically instead of physically in order to protect the health, safety and welfare of Tennesseans in light of the COVID-19 crisis. Danielle Smith stated that the Planning Commission must make a determination on whether or not meeting electronically is necessary rather than in person. Mark Webb made a motion to conduct the meeting electronically and Margaret Feierabend seconded. The motion passed unanimously by roll call vote.

**APPROVAL OF MINUTES:**

There being no changes to the December 21, 2020 Planning Commission meeting minutes, Mahlon Luttrell made a motion to approve the minutes as presented and Kevin Buck seconded. The motion passed unanimously by roll call vote.

**UNSCHEDULED COMMENTS FROM THE PUBLIC:**

None

**OLD BUSINESS:**

None

**NEW BUSINESS:**

**A. Zoning Ordinance Amendment Recommendation – Special Use Permits**

Tim Beavers introduced the Zoning Ordinance amendment which focused on amendments to the Special Use Permit requirements in Chapter 2. Cherith Young presented the items contained within the revised draft. The site plan requirements was revised to remove the requirement that a professional prepare the special use permit plan to address the Planning Commission concern that the involvement of a professional would increase the cost to the applicant or developer. Staff presented a bulleted list of the items contained within the site plan requirements.

Mr. Beavers addressed the Planning Commission suggestion in December that staff provide language stating the public can have an informal conversation with the Planning Commission regarding the feasibility of a project without granting approval of the project. Tim Beavers shared that staff was uncomfortable adding language to the Zoning Ordinance regarding informal, non-binding conversation with the Planning Commission. The Planning Commission discussed the history of preliminary conversations and the pros and cons of an informal discussion with applicants. Mr. Beavers discussed staff concerns with this process and commented that public can currently have a conversation with Planning Commission through public comment. Cherith Young added that once a Special Use Permit application is filed that the process requires a public hearing.

Tim Beavers asked if the board was comfortable forwarding a favorable recommendation to City Council for the amendment to the Special Use Permit section of the Zoning Ordinance as presented by staff. The amendment would allow for clarification to the special use permit plan requirements and sunset the Special Use Permit approval after two years unless a building permit has been issued. Mr. Beavers commented that staff will continue to discuss language with the City Attorney regarding informal public discussion with the Planning Commission.

Kevin Buck recommended a change be made to the proposed Special Use Permit amendment, whereas “Property Boundary” with “Courses/Distances”, should be stated as “Property Boundary” with “Bearings/Distances”.

Kevin Buck made a motion to approve the recommendation of the Zoning Ordinance amendment – Special Use Permits with the change of using the word “Bearings” instead of “Courses”; Scott Gaynor seconded. Chairman Kelly Graham asked if there were any remaining questions or concerns. As there were no remaining questions or concerns the motion passed unanimously by roll call vote.

**OTHER MATTERS:**

**A. City Council Update**

Mr. Beavers announced that City Council approved on second reading the R-E Text Amendment to the Zoning Ordinance and rezoning of 839 Hill Street from R-E to B-1A, which were effective on January 22, 2021. City Council will review the proposed amendment B-3 (General Business District) text amendment to revise residential regulations for the B-3 zone during the City Council work session on January 26, 2021. If council feels comfortable with the amendment, the matter will be placed on the February 2<sup>nd</sup> agenda for formal consideration. The rezoning request at 362 Blountville Highway will

also be discussed at the City Council Work Session on January 26<sup>th</sup> and will be placed on the February 2<sup>nd</sup> agenda for formal consideration on first reading.

**B. Discussion – Adaptive Reuse of Commercial Buildings in Residential Zones**

Tim Beavers opened a discussion of the adaptive reuse of older, commercial buildings, such as the Rosemont Elementary School, in residential zones.

Cherith Young presented the adaptive reuse topic as a discussion that was identified in a recent housing study and also by public inquiry. Mrs. Young stated that some of the older buildings for consideration of adaptive reuse are located within the R-E district and the R-2 district.

Mrs. Young stated that the permitted uses within an R-2 or R-E zone include two-family residential structures or single family structures. A Special Use Permit allows uses such as a church, day care center, hospital, and private club within the R-2 district.

Cherith Young presented reuse examples from Knoxville and Johnson City which include art galleries, fitness studios, business offices, and retail establishments approved as neighborhood non-residential reuse. Johnson City allows reutilization of discontinued schools or similar structures to be reused as libraries, museums, art galleries, non-profit and civic organizations with restrictions on delivery hours, parking, and limited exterior alterations.

Cherith Young and Tim Beavers inquired if the Planning Commission would like to discuss their interest in adaptive reuse opportunities such as multi-family at a lesser density in R-2 and R-E districts as a Special Use Permit at a future date. The Planning Commission expressed some hesitation on increasing residential density too much and wanted to carefully consider the intensity of land uses that may be allowed. The Planning Commission expressed interest in discussing the topic further and considering the topic as a future training topic.

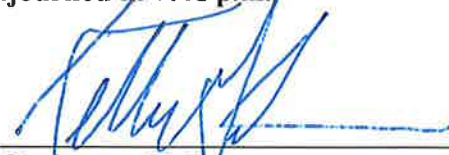
**C. Training Update**

Tim Beavers suggested that all members review the BZA training that was offered by Danielle Smith at the December 16, 2020 BZA Meeting. If viewed, any Planning Commission member would receive one hour credit toward the 2021 training requirements.

Tim Beavers reminded the Commission to complete the Statement of Disclosure of Interest before January 31, 2021.

Mark Webb inquired about in-house training opportunities. Tim Beavers instructed the Planning Commission to send topics of interest to Cherith Young for in-house training opportunities.

**With no other business to discuss, the meeting was adjourned at 7:41 p.m.**

  
Chairman, Kelly Graham