

**BRISTOL TENNESSEE MUNICIPAL REGIONAL  
PLANNING COMMISSION  
MINUTES  
May 17, 2021**

***Members Present:***

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

***Staff Present:***

Tim Beavers  
Danielle Smith  
Ross Peters  
Heather Moore  
Steven Mott  
Steve Blankenship

***Public Members Present:***

None

Chairman Kelly Graham called the Bristol Tennessee Municipal Regional Planning Commission meeting to order at 6:00 p.m. on Monday, May 17, 2021. Mr. Joel Staton performed roll call, and a quorum was declared present.

**APPROVAL OF MINUTES:**

There being no changes to the April 19, 2021 Planning Commission meeting minutes, Scott Gaynor made a motion to approve the minutes as presented and Mahlon Luttrell seconded. The motion passed unanimously by roll call vote.

**UNSCHEDULED COMMENTS FROM THE PUBLIC:**

None

**OLD BUSINESS:**

None

**NEW BUSINESS:**

**A. Discussion – Flood Ordinance Update**

Tim Beavers announced that an item for discussion is the Flood Ordinance update. The State of Tennessee has recently updated their language within their State Flood Ordinance, and as a result The City of Bristol, Tennessee is required to adopt a Flood Ordinance, which has been included in Chapter 7 of the Zoning Ordinance and last updated in August 2010. The City of Bristol is required to participate in the National Flood Insurance Program (NFIP) to allow citizens to obtain flood insurance. Bristol is rated Class 8 within the Community Rating System (CRS), which allows for a 10% discount on Flood Insurance.

Mr. Beavers stated that this item does not require a vote, it is presented to the Planning Commission for discussion, with the intent to present to Planning Commission again next month for a recommendation to City Council.

Changes to the existing ordinance include definition updates for City Manager, Flood/Flooding, Regulatory Flood Protection Elevation and State Coordinating Agency.

Mr. Beavers stated there are also changes to Section D Administration, that include a detailed cost estimate requirement for substantial improvements to a structure and the submission of a Finished Construction Elevation Certificate prior to issuance of the Certificate of Occupancy.

Section E has the most significant change. Currently the ordinance requires structures to be elevated 1-foot above the regulatory flood elevation. The new ordinance keeps the same requirement but also requires machinery and equipment to be elevated 1-foot above the regulatory flood elevation. The 1-foot requirement for machinery and equipment is something that the City implements in practice, but it was never formalized in the 2010 ordinance. The change is also necessary to maintain the City's Class 8 CRS rating.

Other updates to the State of Tennessee Flood Ordinance are that a Conditional Letter of Map Revision (CLOMAR) is an option for encroachments in the Regulatory Floodway; and revisions to shallow flood zones, Standard AO and AH Zones which do not apply to City of Bristol.

Mr. Beavers asked Planning Commission to review the State Flood Ordinance and the changes, and prepare to discuss any updates that can be applied into the City of Bristol's Flood Ordinance at the next Planning Commission meeting with the intent to make a recommendation to City Council. The City of Bristol's audit for Community Rating System (CRS) is scheduled for September, and staff would like to have the City's Flood Ordinance updated by that date.

Mr. Beavers asked if there were any questions or discussion. Mark Webb asked about the percentage of the City that is governed by flood regulation. Mr. Beavers commented that there are approximately 600 parcels, and estimated about 25% are located in a flood zone.

Mahlon Luttrell inquired about the impact of the recent Army Corp of Engineers project of the downtown corridor. Mr. Beavers stated that the project was successful, and FEMA sent a draft of the Flood Insurance Study and the mapping to the City. A presentation of the project and comment session is forthcoming. According to FEMA the new flood mapping is scheduled for publication in February 2023. The City of Bristol's last flood mapping was performed in 2006. Changes to the method of mapping have changed since then to include the use of Lidar, which improves the accuracy of topography to ten centimeters.

Chairman Kelly Graham inquired to understand the level of which Planning Commission can contest which updates to the State of Tennessee Flood Ordinance should be amended within City of Bristol's Flood Ordinance. Mr. Beavers commented that Planning Commission can adopt any part of the ordinance as they see fit for the City. In consideration of such, the City's participation in the National Flood Insurance Program (NFIP) requires that a minimum portion of the ordinance must be adopted. Additionally, the City's Class 8 CRS Community rating could be compromised if a minimum portion of the ordinance is not adopted.

**B. Discussion – Landscape Ordinance Update**

Tim Beavers announced that the next item up for discussion is the Landscape Ordinance update. Mr. Beavers stated that there are two chapters of the Zoning Ordinance that are dedicated to landscape regulations, Chapter 11 and Chapter 11A.

Chapter 11 is the original landscape regulation; Chapter 11A was adopted in 2009 to allow for more flexibility, and is chosen by most developers. Both chapters need to be updated for clarification, and streamlined. Staff proposes combining the two chapters to clarify and simplify the regulation.

There are no major new requirements. However, a change that staff recommends is relocating the Refuse Storage Area Requirements to Chapter 2 of the Zoning Ordinance.

A discussion topic for Planning Commission is to consider Property Perimeter Landscaping. This is a current requirement within the Landscape Ordinance that defines the front, side, and rear landscaping based on the development of the property. Planning Commission should review this requirement as it relates to setbacks in the different zoning districts, and be prepared to discuss the size of the perimeter landscaping at the next scheduled meeting.

Scott Gaynor asked for a blueprint example of parking lot landscape islands for discussion at the next Planning Commission meeting. Mr. Beavers commented that after brief discussion, it appears that Planning Commission agrees on dispersed parking lot landscape islands, based on size, and to allow more flexibility.

Mr. Beavers proceeded on to discuss landscape buffering and stated that fencing as a landscape buffer has been a topic of debate, and staff would like Planning Commission to consider what side of the property should the finished side of a fence face towards. Mr. Beavers asked that Planning Commission also consider which side of a fence should vegetation buffering be placed.

Mr. Beavers opened discussion on the topic of building perimeter landscaping as a design feature in the design standards, and redevelopment landscape requirements. Mr. Beavers encouraged Planning Commission to review the regulations for Kingsport and Johnson City and be prepared to discuss property perimeter landscaping, and parking lot landscape islands, buffering and other aspects of landscaping at the next Planning Commission meeting.

**OTHER MATTERS:**

**A. City Council Update**

Mr. Beavers announced that City Council had a public hearing and 2<sup>nd</sup> reading of a Zoning Assignment of R-1A for 2467 Weaver Pike, which passed on 2<sup>nd</sup> reading. The zoning assignment will be effective May 21, 2021.

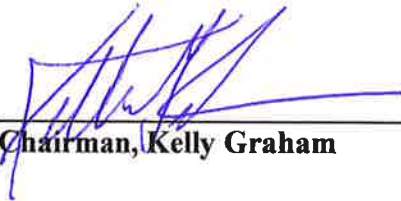
**B. Training Update**

Mr. Beavers reminded the Planning Commission members to pursue the training opportunities available to meet their training requirements. There are general links listed on the training matrix for additional training. Staff has also presented a flyer with an additional training opportunity to consider.

**C. Discussion**

Jason Booher inquired about the Concept Plan that was approved by Planning Commission for 1415 11W, at the Pinnacle. Mr. Booher asked if there was an opportunity within the next stages of this project that an ingress and egress can be clearly established to enforce “entrance only” and “exit only”. Mr. Beavers commented that there will be “entrance only” and “exit only” signage placed on the property.

**With no other business to discuss, the meeting was adjourned at 7:15 p.m.**



---

Chairman, Kelly Graham