

**Bristol, Tennessee and Bristol, Virginia
Joint City Council Meeting
Tuesday, October 15, 2019
Noon
Ewell L. Easley Conference Room
Municipal Annex Building**

AGENDA

1. Call to Order – Margaret Feierabend, Mayor of Bristol, Tennessee
Call to Order – Neal Osborne, Mayor of Bristol, Virginia
2. Roll Call – Bristol, Tennessee City Council
Roll Call – Bristol, Virginia City Council
3. Discussion of Multi-Year Funding for Non-Profit Organizations
4. Discussion of Bristol Tennessee – Virginia Joint Planning Commission
5. Historic Preservation and Historic Zoning Presentation
6. Comments
7. Adjournment – Bristol, Tennessee City Council
Adjournment – Bristol, Virginia City Council

**City Council Memorandum
19-203**

October 8, 2019

TO: Honorable Mayors and Members of City Council

FROM: William L. Sorah, Bristol Tennessee City Manager
Randall C. Eads, Bristol Virginia City Manager

SUBJECT: Multi-Year Funding for Non-Profit Organizations

An item for discussion during the joint meeting of Bristol's City Councils is the potential of multi-year financial support for non-profit organizations such as Discover Bristol, Believe in Bristol, and Birthplace of County Music. During a recent meeting of the Board of Directors for Discover Bristol, a suggestion was made that the cities consider a multi-year funding commitment to the various non-profit organizations that promote Bristol's economy. As you are aware, the cities provide annual financial support for several organizations supporting tourism and the economic vitality of our Downtown. The Fiscal 2020 funding commitment from both cities is detailed below:

	<u>City of Bristol, Tennessee</u>	<u>City of Bristol, Virginia</u>
Believe in Bristol	\$50,000	\$20,000
Birthplace of County Music	30,000	5,000
Discover Bristol	170,000	\$125,000
Paramount Center for Arts	15,000	-0-

A multi-year commitment of resources is sought to enable the organizations to develop strategic initiatives beyond the upcoming fiscal year. In addition, a reliable revenue stream would enable the organizations to attract and retain quality employees. This agenda item will provide an opportunity for the two governing bodies to discuss the feasibility of a multi-year funding model for non-profit organizations.



William L. Sorah

**City Council Memorandum
19-204**

October 8, 2019

TO: Honorable Mayors and Members of City Council

FROM: William L. Sorah, Bristol Tennessee City Manager
Randall C. Eads, Bristol Virginia City Manager

SUBJECT: Bristol Tennessee - Virginia Joint Planning Commission

Over the past couple of years there has been discussion regarding the potential of reestablishing the Bristol Tennessee-Virginia Joint Planning Commission. The commission last met over fifteen years ago. At that time, the commission met on a quarterly basis and provided a platform for discussing and advancing initiatives such as the community visioning process known as “Ignite”, historic zoning regulations and Downtown revitalization, and common destination/directional signage. The commission was comprised of both mayors, one member from each city council, and the chairperson of the respective planning commissions. Attached you will find a copy of the by-laws and minutes from past meetings.

It is the desire of both Mayors to discuss the opportunity of reestablishing the joint planning commission to foster improved communication and collaboration on topics of common interest.



William L. Sorah

BY-LAWS
OF THE
BRISTOL, TENNESSEE-VIRGINIA, JOINT PLANNING COMMISSION

ARTICLE I

Section 1

This Planning Commission was established by resolutions of the governing bodies of the two cities of Bristol, Tennessee and Bristol, Virginia.

Section 2

The official designation of this Planning Commission shall be the BRISTOL, TENNESSEE-VIRGINIA, JOINT PLANNING COMMISSION.

ARTICLE II

The purpose of this Joint Planning Commission is to serve the two cities and the entire Bristol Urban area, and to promote joint planning and intergovernmental cooperation.

ARTICLE III

The membership of this Commission shall consist of three (3) representatives from each of the two cities. The Tennessee members shall consist of the Mayor, or his designee, the Chairperson of the Bristol, Tennessee Planning Commission, and one (1) member of the Bristol Tennessee Council to be appointed by the City Council to serve for a period of one year. The Virginia members shall consist of the Mayor of Bristol, Virginia, or his designee, the Chairperson of the Bristol, Virginia Planning Commission, and one member of the Bristol, Virginia City Council to be appointed by the City Council to serve for a period of one year.

ARTICLE IV

Officers

Section 1

The members of the Joint Planning Commission shall elect from its non-elected members, a Chairman and a Vice-Chairman with the Chairmanship to alternate on an

annual basis between the respective cities. A staff member of the Commission shall serve as Secretary. This appointment shall alternate on an annual basis between the respective cities. The election of officers and establishment of secretaries shall occur in the July Joint Planning Commission meeting.

Chairperson

Section 2

The Chairperson shall preside at all meetings of the Joint Commission and shall have special duties as are further described in these By-Laws. The Chairperson shall also have the authority to preside at any adjourned meeting or a special called meeting. The Chairperson shall be given the authority to instruct the Secretary to call special meetings as are deemed necessary to transact the business of the Commission. The Chairperson shall have general executive supervision of all of the business of the Commission, appoint committees, and sign all contracts, reports, and instruments made by the Joint Commission. The Chairperson may delegate this authority to the Vice Chairperson.

Vice-Chairperson

Section 3

The Vice-Chairperson shall assume all of the duties of the Chairperson in cases where the Chairperson is absent.

The Secretary

Section 4

The Secretary shall keep an accurate record of all minutes of any official meeting of the Commission. They shall maintain and file all official minutes of this Commission. They shall serve notifications to all members of all meetings and perform other duties as the Commission or Chairperson may direct. All financial records shall be kept under the supervision of the Secretary's office and they shall deposit in a local bank, which the Commission designates, all funds of the Commission. Checks and other orders for payment for money from the Joint Commission fund shall be prepared by the Secretary's office and signed by the staff members from each City appointed by the Joint Planning Commission. An annual audit of the Commission's books shall be made.

ARTICLE V

Meetings

Section 1

The regular meeting of the Joint Commission shall be the second Wednesday in the months of July, October, January, and April of each year, at 12:00 Noon or at such other place and time as may be designated by vote of the Commission. The Chairperson may call additional meetings of the Commission at their discretion. Each member shall be informed of any special or called meeting at least twenty-four (24) hours in advance of the time scheduled for the meeting.

Section 2

Three members, as long as both jurisdictions are represented, shall constitute a quorum for the purpose of conducting business.

ARTICLE VI

Objectives and Responsibilities of the Commission

The objectives of the Joint Planning Commission shall be as follows:

1. Responsible for promoting comprehensive planning in the Bristol area.
2. Promote cooperative arrangements and coordinate action among the governments serving the area.
3. Make recommendations for review and action to the members State and Federal governments, and other public agencies that perform functions within the region.
4. Serve as a clearing house for the benefit of the member governments of information concerning State and Federal services available.
5. To contract for services in connection with development for the area.
6. Account to the respective governing authorities for all the expenditures of the Joint Planning Commission.
7. The Joint Planning Commission may, by appropriate action by the governing bodies of member governments, exercise such other powers as

may properly be authorized by the member governments and area necessary or desirable for dealing with problems of mutual concern.

ARTICLE VII

Amendments

These By-Laws may be amended by a two-thirds (2/3) vote of the entire membership of the Joint Planning Commission.

ARTICLE VIII

Effective Date

These By-Laws shall take effect and be in full force immediately upon the adoption by two-thirds (2/3) vote of the entire membership of the Joint Planning Commission.

ARTICLE IX

Adoption

These By-Laws were adopted on the ____ day of _____, 1998.

Chairperson

Attest:

Secretary

**BRISTOL VIRGINIA/TENNESSEE PLANNING COMMISSION
MINUTES
JANUARY 15, 1997**

A meeting of the Bristol Virginia/Tennessee Planning Commission was held Wednesday, January 15, 1997, at 11:45 a.m., in the Bristol Virginia Utilities Board Auditorium.

MEMBERS PRESENT:

Cathy Mullins
R. Elmer Doak
Jerry Wolfe
Douglas R. Weberling
Joe Watson
Margaret Feierabend

MEMBERS ABSENT:

OTHERS:

Ann Corley
Anthony Massey
Lee Shillito
Jon Hamic
Mark Sudheimer
Don Brown
West Sweatt
Paul Spangler
Jim Rector
Ann Grundnon
John Heffernan
Tawny Fadial

The meeting was called to order by Cathy Mullins, Chairperson.

Ms. Mullins asked if there were any revisions to the minutes of the December 4, 1996, meeting. Margaret Feierabend moved that the minutes are approved as sent. The motion was seconded. All voted in favor.

Visioning -- At the previous meeting, it was suggested that by this meeting, the city attorneys would have talked with each other and determined the best way to proceed. Jerry Wolfe said that he had talked with Walt Bressler and the two attorneys had discussed this. They felt it would be best handled under Virginia laws. He could draw up the final request for proposal (RFP), but the Joint Planning Commission would have to tell him what to put in it.

Douglas Weberling stated that he had been involved in Bristol First before and that this process needs to be different. This "Visioning" needs to involve the entire community, not just a small part. Margaret Feierabend asked if we should look at the RFP first and then assign a couple of people to review it. She felt that we need to articulate why it is different from any visioning processes in the past.

John Hamic handed out a sample RFP and asked for suggestions, additions or deletions. Paul Spangler said that Old Airport Road does not go to Washington County Industrial Park (Page 2). It goes to Rufus Hairston and White Industrial Park. West Sweatt suggested we put the date that Bristol was rated the 7th best place to live in the Places Rated Almanac. He also noted that Tri-

Cities was listed #1 in the US for retirement. Douglas Weberling suggested we should include a desired completion date in the RFP. West Sweatt asked if the support help needed for the process should be included in the proposal. And, do we need to put a list of requirements for him/her, like do they need a furnished apartment, a hotel, etc.

Margaret Feierabend thought that in the first paragraph, 'the city of choice' should be changed to 'a city of choice'. She also suggested to leave off the third bullet. Other changes were discussed by the group.

Margaret Feierabend asked if we would need to review the RFP before it goes out to the attorneys. Cathy Mullins asked how we present it to the City Councils. Jerry Wolfe said it would be good to get the City Councils involved before the RFP goes out. Lee Shillito suggested that a revised copy go out to both City Councils and members of the Joint Planning Commission for review. If there are no responses within a certain amount of time, send it out.

Margaret Feierabend felt that if it were to go out by the end of the month, we should receive it back by the end of February or mid-March. Then, should we get a tentative interview schedule worked out for April? Ann Corley asked who would do the interviews. It was felt that the six Joint Planning Commission members should. Paul Spangler felt like a minimum of sixty days would be a reasonable time frame, possibly even three months. Jim Rector said that it would be better to take time and proceed cautiously to prevent delays due to protested bids.

The next two meetings are tentatively scheduled for the fourth Wednesday of February and March if necessary. Notice will be sent out by the second Wednesday of each month as to whether there is a need for the meeting or not. Joe Watson suggested that Dick Gordon be invited to these meetings since he is the Vice-Chairman of the Virginia Planning Commission.

There being no further business to discuss, the meeting was adjourned.

**BRISTOL VIRGINIA/TENNESSEE PLANNING COMMISSION
MINUTES
MARCH 26, 1997**

A meeting of the Bristol Virginia/Tennessee Planning Commission was held Wednesday, March 26, 1997, at 11:45 a.m., in the Bristol Virginia Utilities Board Auditorium.

MEMBERS PRESENT:

Cathy Mullins
Margaret Feierabend
Jerry Wolfe
Douglas R. Weberling

MEMBERS ABSENT:

Joe Watson
R. Elmer Doak

OTHERS:

Ann Corley
Dick Gordon
Lee Shillito
John Hamic
Mark Sudheimer
Paul Spangler
Ann Grundon
John Heffernan
Donna Malone
Lana Harrison

The meeting was called to order by Cathy Mullins, Chairperson.

Ms. Mullins asked if there were any revisions to the minutes of the January 15, 1997, meeting. Margaret Feierabend moved that the minutes are approved as sent. The motion was seconded. All voted in favor.

Visioning -- The Request for Proposal, with revisions as discussed at the last meeting, has been distributed. Mr. Heffernan noted that the Proposal can be amended; Mr. Shillito felt that the Proposal as submitted "looked great".

Ms. Feierabend had several organizations that she wished to add to the existing list of consultants on RFP. Those names will be submitted to Mr. Heffernan. Ms. Mullins inquired as to where the list had come from. Mr. Heffernan responded that nine on the list were taken from the American Planning Association Journal and that the other three were responding to our ad. Ms. Mullins was pleased with this information.

Ms. Feierabend was concerned that there was no telephone number or contact person listed in the advertisement for bid; Mr. Hamic had been contacted by someone looking for a contact person. Mr. Heffernan informed her that the telephone number for contact was listed on the RFP. Ms. Feierabend wishes for Mr. Hamic to refer inquiries made to him to Mr. Heffernan.

Mr. Shillito indicated he would like the committee be kept up to date on inquiries that have been made and was curious as to what people interested in bidding were "wanting to know." Mr. Heffernan said that thus far most inquiries had related to the origin of the idea. He had explained

that the idea had been taken from the Chattanooga project and the fantastic things that have occurred down there. Several had indicated that this RFP was different from the ones that had been seen were based on qualifications and that our's was for other than professional services. He had answered questions about the Bristol community and what has happened in the past. Mr. Heffernan pointed out that Bristol TN/VA has had several projects of this nature before, however, after the studies had been done no action had been taken. This is the key factor in this committee's wish to **involve the community as a whole**. Mr. Shillito noted strong agreement. Mr. Heffernan had answered questions such as "were we looking for reasonable pricing or a heavy hitter?" He felt that we definitely were seeking a firm to carry the project through, not someone to do their thing and move on in 2-3 months, and not a first timer.

Ms. Feierabend noted that there had been criticism of Luke Services in a project they had undertaken in Asheville, North Carolina. It was the feeling of some parties that Luke failed to carry through with the project.

The matters of whether or not there was adequate time for responses was discussed; Mr. Heffernan noted that the individuals he had spoken with had indicated that they were pleased with the time frame involved. Mr. Heffernan had been asked if there were plans for a prebid conference. He had informed those inquiring that at this time there were no plans for such conference; if there were any changes in the RFP, all concerned would be notified.

Mr. Shillito wanted to know what the benefits of such a conference would be. Mr. Spangler informed Mr. Shillito that it would give the committee the opportunity to gather information relative to firms being considered for the job. Mr. Heffernan pointed out that a prebid conference can disclose mistakes that we have made or items that we may have overlooked. Cathy Mullins noted that this was not a bad idea. Mr. Shillito felt that it should be an option in the event that there was not a clear cut choice. Ms. Feierabend felt that after all bids have been submitted perhaps three could be chosen to present to the committee. Ms. Mullins wanted to look into all matters that needed clarification or where there were questions and felt it most important to leave all options open.

Ms. Feierabend inquired as to what the discussion had previously been about the committee reviewing and choosing a consultant or would the final candidates be presented to the group, as a whole, for consideration? Had it been the intent that the commission members would review submittal? Mr. Wolfe recalled there was discussion of this subject matter and that it was his understanding that the commission would recommend consultant(s) and that ex-officio members and other members would be consultants for their recommendations.

Much discussion was had pertaining to the interview process and as to whether or not this process was best conducted by the commission members or this group "as a whole." Ms. Feierabend felt that if the commission could not decide on a consultant, the commission would come to the entire group for help, however, this is different from a "steering committee."

Ms. Mullins wanted to be certain that proper records were kept on the subject and that the Minutes appropriate reflect these discussions. Ms. Mullins feels that there need to be guidelines

as to how things have been done for questions that will arise about decisions made. Ms. Mullins asked for clarification on whether a "steering committee" was needed if the commission members, ex-officio members, and other members would be voting; she also noted that the makeup of voting members would change from year to year. Ms. Corley felt that there needed to be a committee designated that would be a continuing committee. Ms. Feierabend asked if this voting group should be identified as a temporary or permanent group to oversee the entire project, noting that ~~Jerry Wolfe~~ would be leaving the committee. She questioned whether the large group of participants can be designated as the committee to oversee this project?

Joe
Watson

Dr. Weberling felt that perhaps that would be better decided after a consultant has been hired and the terms of the project has been defined; he did recognize the importance of the continuity of the committee. Ms. Mullins noted that she will be leaving this commission before completion of the project, Mr. Gordon will be taking over for Mr. Watson, and that council appointees may change; does it matter? Mr. Heffernan noted that the group, as it is at present, will probably be in place until July, 1997.

Cathy Mullins inquired as to whether or not there was anything further regarding Visioning. She presented that the interview process would begin in May, 1997; and noted the need to meet as proposals come in. There was discussion concerning when to meet and whether this meeting would need to be comprised of the commission members only, or commission members, ex-officio members, and other members. It was decided that the commission members would be voting members, with ex-officio members and other members having a significant impact on any final decision.

Mr. Shillito asked if the Joint Planning Commission was going to have a "steering committee"; did it want all involved or just the ones with voting rights; would the commission want all involved once it has narrowed field of consultants to a certain number? Mr. Wolfe wanted clarification of this point as well. Ms. Mullins proceeded to ask Mr. Heffernan how many had answered to date. Mr. Heffernan informed her that he expected approximately eighteen (18) applicants.

Ms. Mullins noted that the "core group" consisting of the Joint Planning Commission Members and Ex-Officio Members would meet in April, 1997, to begin the review process. The meeting date was discussed with Ms. Feierabend noting a conflict with her schedule. Mr. Heffernan indicated that the meeting would have to be held on Wednesday, April 30, 1997, at 2:00 p.m. This is the date and time designated as "due date and time" pursuant to **Proposal For Strategic Planning Consultant** dated March 14, 1997, issued by the Purchasing Agent of the City of Bristol, Virginia. Ms. Feierabend noted that Mr. Hamic would also attend this meeting since she would be unable to do so.

Ms. Mullins asked for anything further on Visioning. Mr. Spangler wanted to know what financial arrangements had been discussed inasmuch as he was currently preparing the City's budget. Ms. Feierabend wanted to be clear on whether or not it was intended that each City should split the cost equally. Mr. Shillito made the recommendation that each city invest Fifty Thousand Dollars (\$50,000.00) for budgeting purposes. Mr. Hamic noted same. Mr. Spangler informed the

commission that this amount had not been included in the City's budget.

Dr. Weberling felt that originally discussions of Thirty to Forty Thousand Dollars (\$30,000.00 - \$40,000.00) were made and that the costs would be split between the cities. He did not have a problem with Fifty Thousand Dollars (\$50,000.00) being budgeted, however, he felt that matters of this nature should be left up to City Councils. He did have concerns with dollar figures, which are merely projections at this point, going to local press. Several committee members were in agreement that printed figures, before we actually know cost, could excite the public unnecessarily. Ms. Corley pointed out that budgeted amounts could be spent over a period of two (2) years, perhaps \$30,000.00 from each city next year, and \$20,000.00 from each city the following year. Mr. Shillito agreed that it was a good idea.

Mr. Shillito indicated his feeling that there would be a strong commitment from the business community and that he did not want this to be a "chamber driven" deal; he felt that it needs to be entirely a community effort. He felt that the consensus would be that it was money well-spent and that with the entire communities involved, people would step up to help realizing that it was worth it to Bristol for this project to happen. Ms. Corley felt this was too a strong selling point for this project and agreed with Mr. Shillito.

Ms. Mullins asked for further questions relative to the Visioning process. Mr. Heffernan pointed out the importance of the private sector of the communities pulling together noting that in the Chattanooga project, each person in the county came up with almost Two Thousand Dollars (\$2,000.00).

Ms. Mullins asked for matters of mutual interest. Ms. Feierabend felt that the charge of the Joint Planning Commission should be reexamined and furthered in creative ways to join the cities of Bristol. She updated on Channel 19 TV programming, noting that it was being explored and worked on, with a meeting in April, 1997. Discussion was had pertaining to the use of cameras in council rooms and the possibility for scrolling at a reduced cost. Channel 19 is available to both sides of town; each city can have it on the same channel or one can use a different channel. The cost of the cameras was discussed and it was noted that the effort will begin together with 2 sets of cameras. Ms. Corley questioned whether it would be possible to use the Juvenile Court cameras? Mr. Wolfe answered that he did not think so.

Ms. Feierabend noted that the Tennessee Internet page was not up as of yet. This would set out all departments and purposes; did not have meeting dates.

Mr. Spangler noted that the City of Bristol, Virginia, page is in the process of being constructed; upon completion, this page can be edited on a daily basis. Ms. Feierabend stated that the City of Bristol, Tennessee, was "shooting for the same."

Mr. Shillito raised a question about an earlier topic, the charge of the Bristol Tennessee Virginia Joint Planning Commission and questioned whether or not there was an existing document setting out same. Mr. Heffernan informed Mr. Shillito that this commission was formed in the 1960s. He will make the Joint Planning Commission Resolution available to Mr. Shillito for his

review.

Mr. Shillito wanted to highlight the tremendous asset in the twin city as he had visited with out-of-town business associates this week who were very impressed. He feels that opportunities abound in Bristol with the development around Exit 7 of I-81 in Virginia, the varying tax structures of the two states of Tennessee and Virginia, and the great industrial, commercial, and residential development in the two cities.

Discussion was once again taken on the next meeting date. The core group will meet, when the applications are opened, on April 30, 1997, at 2:00 p.m. Mr. Heffernan and Mr. Hamic will both be on hand.

Upcoming events scheduled in Bristol were discussed: electric buses from Chattanooga to visit races with local demonstrations, and Mr. Hamic noted that Mr. Walter Kulash, Engineer, will be on hand April 29, 1997, to tour sites in Bristol.

Cathy Mullins asked if there was any other matter that needed discussion. With no further business, Ann Corley moved that the meeting be adjourned; all in favor.

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**BRISTOL TENNESSEE/VIRGINIA JOINT PLANNING COMMISSION
MEMBERS ONLY MEETING
MINUTES
MAY 28, 1997**

A meeting of the Bristol Tennessee/Virginia Joint Planning Commission, members only, was held on Wednesday, May 28, 1997, at 11:45 a.m. in the Bristol Tennessee Annex. The purpose of this meeting was to review and discuss the proposals that have been received in connection with the Visioning process.

MEMBERS PRESENT

Cathy Mullins
Margaret Feierabend
Jerry Wolfe
Douglas R. Weberling
R. Elmer Doak

MEMBERS ABSENT

Joe Watson

OTHERS

Dick Gordon
John Hamic
Anthony Massey
Don Brown
John Heffernan
Lana Harrison

This meeting of the members only of the Joint Planning Commission was informally called to order by Cathy Mullins. Ms. Mullins inquired as to whether or not the members present had reviewed the proposals received in connection with the Visioning process for the City of Bristol. She pointed out that this meeting was for the purpose of prioritizing the top three to five candidates to present to the entire Joint Planning Commission on June 4, 1997.

Each voting member was polled to rank their top choices; the results follow:

VOTES	CONSULTANT
3	KPMG Peat Marwick, LLP
4	Community Planning & Research
3	Burns, Bertsch & Harris, Inc.
4	Luke Planning, Inc.
4	American Communities Partnership

Ms. Mullins asked if there were any strong feeling, either positive or negative, toward the above five candidates. Ms. Feierabend noted that several of the other candidates that did not rank in the top five had very good ideas that the Commission could and perhaps should consider.

Ms. Mullins asked Mr. Massey if Tennessee had been happy with the work of Urban Initiatives. His opinion was that the City of Kingsport had indeed been pleased with the work

performed there.

In discussing the process that the Commission should use for selection, Ms. Feierabend wanted clarification whether or not the five would each be interviewed. Mr. Heffernan indicated that he felt that references should be checked as the initial step and that the process would proceed from there.

The following specific discussions were had:

1. American Communities Partnership - Urban Initiatives

Ms. Feierabend noted that she particularly liked the provision for training facilitators and the number of proposed local public meetings that would be held and felt that it was imperative that the community be actively involved. We do need to have a definition of "team support". She is, however, concerned about the cost and feels that the final figure could be high.

Ms. Mullins liked the idea of training our community in the project. Ms. Feierabend wanted to be sure we had set out who would "drive" after the project is complete as far as the consultant goes.

2. Luke Planning, Inc.

Dr. Weberling noted his disappointment with the Luke proposal presentation which he felt was lacking. Ms. Mullins was confused with the last paragraph of page twenty (20) as same related to chamber involvement. She felt that this Commission had not wanted this to be a "chamber project" and was concerned about Luke's apparent strong Chamber involvement.

Mr. Gordon made mention of the fact that all of Luke's reference were from various Chamber offices. Dr. Weberling felt that we need to determine the extent of Luke's Chamber involvement.

Jerry Wolfe was pleased with Luke's experience in similar visioning projects and liked the idea of the "head man" doing the work on projects. Mr. Heffernan agreed and pointed out the organizational chart furnished on page three.

Ms. Feierabend discussed her concern of the size of the Luke team and questioned whether or not he did the research, did someone else do it, did the Chamber do it?

Ms. Mullins asked whether the Commission wanted to present and interview 3 or 5 candidates. It was decided that the top three would be interviewed initially and should the Joint Planning Commission not be satisfied with any of those three, the interview process would be broadened and that no bidder would at this point be eliminated.

Dr. Weberling asked Mr. Heffernan to check on Luke Planning, Inc., with other Virginia cities and to follow up with Danville, Virginia. He also wanted to check on the Chamber statistics.

Ms. Feierabend wanted to follow up on the Asheville problem. Mr. Wolfe noted that Luke Planning, Inc., had given as a reference one of the applicants on Visioning.

3. Burns, Bertsch & Harris, Inc.

Dr. Weberling was concerned with the lack of "hands on" involvement. Their proposal did not provide for their presence; few town meetings mentioned.

Ms. Feierabend agreed; noting only two town meetings. She felt that they were not specific to the Bristol community and that they did not have a "lead-in" letter. She felt like they did, however, have pros: training facilitators, code enforcement and city experience.

Dr. Weberling pointed out that the person hired to do this job had to be here, it had to be a "hands on" project. He also feels that we must have the support of persons who could be adversaries and get into the community to get large financial supporters informed and behind the project.

Mr. Wolfe was not impressed with the educational background of this candidate, noting their experience had been in Ohio and Kentucky. Dr. Weberling feels that although the ideal candidate could be from outside the area, they should be familiar with our area.

Dr. Weberling moved to eliminate this candidate (Burns, Bertsch & Harris, Inc.); they were therefore placed in fifth (5th) position.

4. Community Planning & Research

Mr. Wolfe stated that he had ranked this firm third, however, he was concerned of Ms. Brown's TVA relationship and how this could affect the visioning project. Ms. Feierabend agreed that we need to determine what effect this could have on Bristol's Visioning. Mr. Heffernan questioned Mr. Hamic on his experience with Ms. Brown. Mr. Hamic felt that, personality aside, the proposal was a good one. Mr. Hamic also pointed out that the time frame was not listed and that he had called to inquire of this information; it would be 6-12 months.

Dr. Weberling moved that this firm be taken to third and that we interview the top three consultants: Community Planning & Research, Luke Planning, Inc., and American Communities Partnership. He moved that these three consultants be presented to the Joint Planning Commission on June 4, 1997, and that the interview process begin.

Ms. Mullins inquired as to whether or not the references could be checked before the June 4th meeting. Mr. Heffernan agreed that it could be done with the job being split up. Ms. Feierabend discussed the interview process and whether or not the voting members would interview or the entire Joint Planning Commission would interview.

There was a brief discussion of the definition of "public meeting" and whether or not the press had to be present for the interview proceedings. Mr. Brown informed the Commission that you can interview without press present in his opinion. Mr. Brown also felt that the Joint Planning

Commission could recommend to each City Council their choice for consultant.

Dr. Weberling felt that we need to check with each consultant to be interviewed to have a better idea of the time frame involved. Mr. Heffernan agreed to check with them to ascertain their availability and set up interviews.

Discussion was turned to the time frame of the interviews. Dr. Weberling recommended a twenty (20) minute presentation so as to avoid a prolonged process. Ms. Feierabend suggested that we ask the consultant the length of their presentation. She also suggested that the Joint Planning Commission work on interview questions.

Mr. Hamic asked what the interview target dates would be. Ms. Feierabend recommended the end of June so that recommendations could be made to City Council in July, 1997. Mr. Heffernan asked if there were any conflict dates in Virginia. Mr. Gordon noted that he would be unable to join in an interview on June 19, 1997; Dr. Weberling will need interviews scheduled for the third week of June to be early a.m., luncheon, or after 5:00 p.m.

Ms. Feierabend asked if we would set a two hour maximum on interviews so as not to rush the process? Mr. Gordon and Dr. Weberling suggested that a one hour maximum would be better with a 30 minute presentation, 15 minute question/answer session, and brief summary. Should a commission member have additional questions, they could ask the consultant afterward.

The Joint Planning Commission will put together interview questions at the June 4, 1997, meeting.

**BRISTOL TENNESSEE/VIRGINIA PLANNING COMMISSION
MINUTES
JUNE 4, 1997**

A meeting of the Bristol Tennessee/Virginia Planning Commission was held Wednesday, June 4, 1997, at 11:45 a.m., in the Bristol Virginia Utilities Board Auditorium.

MEMBERS PRESENT:

Cathy Mullins
Douglas R. Weberling
Jerry Wolfe

MEMBERS ABSENT:

Joe Watson
R. Elmer Doak
Margaret Feierabend

OTHERS:

Ann Corley
Dick Gordon
James F. Rector
Don Brown
Ms. Wong
Ann Grundon
John Heffernan
Lana Harrison

The meeting was called to order by Cathy Mullins, Chairperson.

Ms. Mullins asked if there were any revisions to the Minutes of the March 26, 1997, meeting. Ms. Corley questioned page four (4), paragraph three (3), of the Minutes as same pertained to the private sector funding of the Chattanooga project which Mr. Heffernan clarified. Mr. Wolfe pointed out an error on page three (3), paragraph one (1), which will be corrected to reflect that "Joe Watson would be leaving the committee", rather than himself. Ann Corley moved that the Minutes be approved as corrected; Dr. Weberling seconded that Motion. Members were polled with all "ayes" as corrected.

Ms. Mullins informed the members of the Joint Planning Commission that the voting members had met on May 28, 1997, to examine the proposals of the fifteen applicants for consultant on the Visioning process. The voting body narrowed the field to five and chose the three with the most votes to present to the entire Joint Planning Commission this date. Ms. Mullins also advised the Commission that interviews had been scheduled for June 19, June 23, and June 24 as reflected in the Memo handed out. The interviews will be conducted by the voting members only, however, any Joint Planning Commission member desiring to attend is welcome to do so.

Ms. Mullins asked whether or not this group needs to come up with a line of questions for the applicants; perhaps some questions to be presented to all of the applicants and other questions specific to each company? Mr. Gordon noted that the questions would differ according to each applicant's presentation.

Mr. Heffernan advised the Joint Planning Commission that the three firms chosen for interviews had the most experience in Visioning programs and working in communities such as our's. He also informed the Commission that he had spoken with Henry Luke regarding his

apparently strong affiliation with various Chamber organizations. Mr. Heffernan presented that Luke Planning, Inc., has done projects several ways. Luke Planning, Inc., is a family operated, small staffed organization, which would require city staff assistance. Mr. Heffernan also contacted American Communities Partnership and advised the commission that the two principals, Longo and Greene, would be doing the work. They will both be at the interview and presentation.

Ms. Corley asked if we had the necessary "city staff" to help? Mr. Heffernan responded that it would be difficult and it would operate in much of the same way as we do with the operation of Joint Planning Commission. Dr. Weberling felt that we can better assess the needs of city staff when we have determined who the consultant will be.

Mr. Heffernan indicated that he felt we could set up committees to do much of the work.

Ms. Corley said she felt that all three (3) applicants chosen for interviews seemed similar. Mr. Rector asked whether or not there would be a time limit on the interviews so as to avoid "all day interview" situations? Mr. Heffernan explained that the limit would be one hour; this would allow a 30 minute presentation, 15 minute question and answer session, and a 15 minute summarization period. Mr. Gordon asked Mr. Heffernan if the consultants were okay with the time frame and he said that the two he had spoken with had no problems with that. He noted that Mr. Hamic had contacted Nancy Brown with Community Planning & Research.

Mr. Heffernan also informed members of the Joint Planning Commission that he had received phone calls from two other applicants inquiring as to who had been chosen for the Visioning. Mr. Heffernan had advised them that at this time three applicants had been chosen for initial interviews, but, that no one had been eliminated.

Dr. Weberling once again called for the need for the people of Bristol VA/TN to invest in the community and pointed out the need to have the "big money" behind this project for its success. He wanted to inquire of the applicants how they will go about doing this.

Ms. Corley asked if it had to be a situation with huge investments of funds? Ms. Mullins responded that she felt that we were seeking a future investment in the community; one of dollars and/or time and talent.

Mr. Rector indicated that he felt we needed to set an objective before our interviews begin.

Ms. Mullins then asked "what do we want"? Are we seeking community wide support or is this too broad? Ms. Corley stated that she felt we need to include time, talent, and money. Dr. Weberling, noting that the project will cost beyond what the cities can commit, feels that the time and talent of our community will only take us so far, that we must have the money behind this project as well. Ms. Mullins concluded it was apparent that we were seeking a "mix" and that we must appeal for support to the ones in the community who could help the Visioning process fail by their opposition or lack of participation. Mr. Heffernan agreed that this was an important consideration in this process. Ms. Corley indicated that she feels it important to have "neutrals" to help pull it all together.

Mr. Rector noted that all three firms chosen for interviews had similarities and all appear to be well-qualified for the job at hand. Mr. Heffernan stated that Henry Luke had inquired as to who else would be interviewing for the job. Mr. Luke indicated that he was familiar with Community Planning & Research (Nancy Brown), but not with American Communities Partnership.

Ms. Corley was curious as to how the leadership development for volunteers as proposed is handled and especially liked proposals with direct involvement beyond the first year. Mr. Heffernan answered that he believed that is handled through seminar-type education.

Dr. Weberling wanted applicants to detail what their price includes pointing out that the Luke proposal provides a \$9,500.00 charge for 2 days of on-site visits. What charges are incurred for follow-up in future years? He also would like to know how often they project that they will need to come back for follow-up? What is typical in the number of return visits needed and the expense incurred? Mr. Rector too wished to know if Bristol VA/TN would be charged by the hour (and how much per hour if applicable) for follow-up? What would the fee be if we submit a "change order"? He stressed the importance in being consistent with questions to all three and the need for being careful of State laws regarding same.

Ms. Mullins wanted to develop a list of consistent questions. Mr. Heffernan stated that Mr. Hamic had several inquiries that he felt should be on there; Ms. Mullins recalled one question of Mr. Hamic's that she recalled pertained to the project being generic or specific to Bristol. Mr. Rector suggested that the commission members submit questions to Mr. Heffernan and that these questions be compiled and sent to the interview committee for review.

Ms. Corley pointed out that some of the three have dealt with multiple jurisdictions in the past.

Mr. Heffernan wanted input as to how we should handle the interview lunch arrangements. Should we feed them with box lunch or take them out? Dr. Weberling indicated that he felt a box lunch would be fine. Ms. Corley would like to provide lunch from somewhere other than Side Porch Deli and suggested offering miscellaneous boxed lunches.

General discussion was had as to concerns about applicants being truly familiar with Bristol and avoiding ones who may fly in for the presentation and fly out without ever touring the city. Mr. Rector felt that the interview committee would pick up on problems of this nature.

Dr. Weberling asked Mr. Heffernan what the reference checks had yielded thus far noting that this could direct interview questions? Dr. Weberling also would like to inquire of the applicants what things they may have done different in a certain project? He informed Dr. Weberling that he had not checked them yet. Ms. Mullins indicated that Ms. Feierabend had one reference.

Ms. Mullins wanted to inquire as to what has happened beyond five years on projects? She then asked representative from VA and TN how we were on the budget and whether or not the cities were committed? Mr. Wolfe and Mr. Brown indicated that each of the cities was committed to the Visioning project. Ms. Mullins indicated that we would proceed forward. Ms. Mullins instructed

members of the Joint Planning Commission to submit their interview questions to Mr. Heffernan. Mr. Heffernan will compile an Interview Questionnaire and will furnish same to the members of the interview committee.

Cathy Mullins asked if there was any other matter that needed discussion. With no further business, the meeting was informally adjourned by Ms. Mullins.

Min6.97

**BRISTOL TENNESSEE/VIRGINIA PLANNING COMMISSION
MINUTES
JUNE 25, 1997**

A meeting of the Bristol Tennessee/Virginia Planning Commission was held Wednesday, June 25, 1997, at 11:45 a.m., in the Bristol Virginia Utilities Board Auditorium.

MEMBERS PRESENT:

Elmer Doak
Douglas R. Weberling
Jerry Wolfe
Dick Gordon
Margaret Feierabend

MEMBERS ABSENT:

Cathy Mullins

OTHERS:

Ann Corley
Tony Massey
Ann Grundon
Cameraman/Reporter
WCYB-TV
John Hamic
West Sweatt
Donna Malone
John Heffernan
Lana Harrison

The meeting was called to order by Dick Gordon, in the absence of Cathy Mullins, at 12:17 p.m. Mr. Gordon if there were any questions concerning or corrections to the Minutes of the June 4, 1997, meeting. Mr. Gordon asked if there was a Motion for approval of such Minutes; Ms. Corley moved to approve the Minutes and Dr. Weberling seconded that Motion. The Minutes of the June 4, 1997, meeting were approved and carried as written.

Mr. Gordon proceeded to Item 3 on the Agenda, Visioning. Mr. Gordon asked if the Joint Planning Commission wished to have an open discussion of the consultant interview results or if they wished to do same in an executive session. Dr. Weberling indicated that he wished to stay public with such discussion; Joint Planning Commission members had no disagreement and Ms. Feierabend asked that such discussion begin. Mr. Gordon opened the discussion for the three consultants that were interviewed on June 19, June 23, and June 24, 1997: American Communities Partnership, Luke Planning, Inc., and Community Planning & Research, respectively.

Dr. Weberling asked to make a motion to eliminate Luke Planning, Inc., and Mr. Doak indicated that he would like to second a motion of that nature. Dr. Weberling stated that he had discussed this prospective consultant with several other commission members who felt that Luke should not be considered for Bristol's Visioning; Mr. Wolfe affirmed as well. Mr. Sweatt indicated that he felt that Luke was hired by Chamber of Commerce offices, not cities. Ms. Feierabend said that she felt the Commission needed to take the things that Luke proposed to heart; that he did make some very good points in his presentation, and that we needed to remember what he had said.

Dr. Weberling wanted each city planning representative to give their specific opinions on American Communities Partnership and Community Planning & Research. John Heffernan stated

that he was impressed with each consultant firm and liked them both. He felt that although American Communities Partnership did not allow time for much information on what they have done, their references were excellent. Concerning Community Planning & Research, he felt that Mr. Walker sees things in a broader prospective and Ms. Brown is good handling the nuts and bolts. Mr. Sweatt noted that Ms. Brown stopped by to visit with him when she visited the Chamber office to pick up the initial Visioning packet and he found her to be very "sharp" and was impressed with her in general.

Mr. Hamic felt as though American Communities Partnership was a more cohesive group with superior community involvement ideas. He felt that Community Planning & Research may be stronger in Visioning skills. Dr. Weberling asked for clarification as to this being the last group; Mr. Gordon answered yes.

Dr. Weberling questioned the ideas for community involvement and whether the survey would cover what it needed to and pull in what it needed to. Ms. Feierabend liked the fact that they proposed to go out to the public, not just hold public meetings.

Ms. Feierabend noted that there were stark differences between the interviews and that she was not really certain of a facilitator choice citing mixed feelings and pluses for each. She feels strongly that group and individual dynamics are different. She is very interested by American Communities Partnership and pointed out that this facilitator felt that Bristol had asked for more that other communities had sought. In this respect (our asking for more) she felt that they might be with us longer, recognizing our desire for the job to be carried through. She questioned skill levels. She liked the regionalism and knowledge of Gianni Longo in working with two states. She is concerned with Nancy Brown not being aware of the pull out of Bristol Virginia Utility Board from TVA's Electric System.

Dr. Weberling noted that he liked Nancy Brown's familiarization with our area and their interview process to get others involved; he also liked their slide series presentations. Ms. Feierabend pointed out that others too used visual preferences.

Mr. Gordon felt that the regionalism of Community Planning & Research was better. He was surprised that they were not more "Virginia oriented" given their D.C. work. Mr. Wolfe discussed their work out of Tennessee, predominately in the Knoxville and Nashville areas.

Ms. Corley liked the manner in which American Communities Partnership proposed to involve others and felt that we could solicit support from surrounding areas that use our facilities, such as individuals/businesses from Abingdon and/or Washington County, Virginia, for example. Dr. Weberling felt that would be covered by the survey of 100.

Mr. Wolfe felt that they were both strong and impressive firms. He too noted their stark differences and feels that American Communities Partnership had done (in Kingsport and Chattanooga) what we are looking to have done. He felt that American Communities Partnership was perhaps more professional and polished but probably was more comfortable with the personalities of Community Planning & Research. He feels that Bristol could work well with either

facilitator choice. He did voice his concern with the presentation of Community Planning & Research and felt that they lacked experience in full scale Visioning efforts. He feels that they operate on a smaller scale and pointed out that we are looking at much more than a "riverfront development". Mr. Wolfe stated that he leaned to the first group (ACP).

Mr. Heffernan informed the Commission that he had spoken with Rutherford County representatives who informed him that Phil Walker (Community Planning & Research) had done Visioning using visual preference format and computers.

Dr. Weberling discussed with Mr. Massey what Tennessee Eastman's involvement had been in the Kingsport Visioning process and Dr. Weberling asked what Kingsport's experience had been with American Communities Partnership. Mr. Massey noted that Mr. Ken Mannis felt that Mr. Longo had done an excellent job for the City of Kingsport, Tennessee.

Mr. Gordon touched back on Mr. Wolfe's points concerning facilitator presentations. He felt that the presentation of American Communities Partnership was one of mutual respect and that each partner listened fully to the other. He also noted that the presentation of Community Planning & Research was one with interjections from the one not addressing the Commission, and felt that this could indicate there was a lack of coordination between the two.

Dr. Weberling asked to make a Motion to hire American Communities Partnership due to the fact that he felt this was the consensus of the Joint Planning Commission. American Communities Partnership is the strategic planning consultant that led the visioning processes in Kingsport and Chattanooga, Tennessee. This firm consists of Partners for Livable Communities of Washington, D.C., Karlsberger Planning, Inc., of Columbus, Ohio, and Urban Initiatives of New York, NY. The proposal provides for a 12-month process at a cost of Eighty-Three Thousand Dollars (\$83,000.00). Ms. Feierabend seconded this Motion and asked if there needed to be further discussion.

Mr. Wolfe asked if there was any Joint Planning Commission member who felt strongly otherwise? There were no opposing feelings noted.

Ms. Feierabend pointed out that she felt it was important to remember that out of this Vision will come the need for many "mini-visions" and the need to utilize other resources, noting that we have learned much from this process.

Mr. Sweatt inquired as to whether or not ACP will need office space in Bristol. Dr. Weberling informed him that they were seeking a storefront/downtown location and Ms. Feierabend pointed out that we needed Chamber support. Dr. Weberling suggested that we meet with Kingsport to get their ideas.

Mr. Heffernan felt that when we finished the actual Visioning project, we needed to implement objectives and come up with specific measures to carry on with several meetings per year (Rutherford County had held two meetings per year).

Ms. Feierabend feels that we can use many visual tools and look seriously at education and leadership development. Mr. Sweatt stressed the need to be careful with the downtown location so that people do not label this as a "downtown project."

Dick Gordon called for a vote on the facilitator choice after Dr. Weberling's motion. All members polled as "ayes" and the Motion was carried as made.

Ms. Feierabend asked if the next step was to recommend to each City Council? Mr. Gordon answered that it was. Mr. Massey asked if it should be handled in a joint session. Ms. Feierabend suggested that it be on the Agenda for the July 8, 1997, City Council meetings. Mr. Massey agreed that it would be on the Tennessee Agenda for July 8, 1997. Each City Council will have the opportunity to approve the matter on July 8, 1997.

Mr. Heffernan stated that he would inform Luke Planning, Inc., and Community Planning & Research that the facilitator choice had been made.

Ms. Feierabend asked if we could schedule representatives from Kingsport to meet with the Joint Planning Commission on July 23, 1997, at the regular meeting. Ms. Feierabend asked if the Joint Planning Commission would like to hold the meeting on the Tennessee side? Mr. Gordon asked to hold the meeting at the Virginia location and have Bristol, Tennessee, handle all other arrangements.

Mr. Gordon asked if there were other matters of interest. There being none indicated, the meeting was adjourned.

**BRISTOL VIRGINIA/TENNESSEE
JOINT PLANNING COMMISSION
JULY 23, 1997**

Members Present:

Margaret Feierabend
Elmer Doak
Cathy Mullins
Dick Gordon
Doug Weberling

Members Absent:

Lee Shillito

Staff/Others Present:

John Heffernan
Jon Hamic
Tony Massey
Ann Corley
Judy Carrier
Lisa Jenkins
Jeanette Blazier
Fred Crowell
Anne Grundon

The meeting was called to order by Dick Gordon, at 12:05 p.m.

Doug Weberling made a motion to approve the minutes from the June 25, 1997 meeting with one correction, seconded by Cathy Mullins, motion carried unanimously

OLD BUSINESS: None

NEW BUSINESS:

A: Discussion on hiring of American Communities Partnership

Dick Gordon welcomed Jeanette Blazier, Fred Crowell, and Lisa Jenkins from the City of Kingsport.

Jeanette shared information with the Joint Planning Commission about the Visioning process in Kingsport. She distributed packets, Kingsport's Vision Booklets, and the Annual Report. She talked about the importance of the work that went on during the process. She spoke about how they identified leaders in the neighborhoods and how they identified seven vision areas.

Lisa Jenkins said that the goals and aggressive ideas of Kingsport is what attracted her to the area.

Fred Crowell said the Vision 2017 had been a wonderful process with a lot of work but was very fulfilling. He said that it brought Kingsport a giant step forward.

Jeanette told Doug Weberling that the Vision meetings started in November, 1989 with a volunteer staff and with a paid staff in May 1990. She said that some members of the steering committee went on to become board members.

Jeanette said that the City of Kingsport, Tennessee Eastman, small corporations, and

individuals had made donations to Vision 2017. She said the media really with getting news to the population about Vision 2017 and that they used schools and community buildings for meetings. The meetings were made fun and they served refreshments.

Dick Gordon told Jeannette that we would need their help and encouragement.

OTHER MATTERS:

John Heffernan reported that American Communities Partnership is going to send the contract to each City Attorney.

There was a discussion about a place to have Kick Off for the project. Doug Weberling felt that having the Kick Off during Autumn Chase would cause the event to "get lost." Margaret Feierabend said that it would be too late to be a part of Autumn Chase.

The proposed next meeting date was set for August 6.

Cathy Mullins is going to start looking for a storefront, preferably downtown on State Street.

Doug Weberling suggested speaking with Mildred Morris about heading the Vision Committee.

There being no further business, the meeting was adjourned at 1:30 p.m.

**BRISTOL VIRGINIA/TENNESSEE
JOINT PLANNING COMMISSION
AUGUST 20, 1997**

Members Present:

Margaret Feierabend
Elmer Doak
Cathy Mullins
Dick Gordon
Farnham Jarrard
Jerry Wolfe

Staff/Others Present:

John Heffernan
Jon Hamic
Tony Massey
Ann Corley
Doug Weberling
Judy Carrier
George Dixon
Anne Grundon
Gianni Longo
Jamie Greene

Members Absent:

Lee Shillito

The meeting was called to order by Dick Gordon, at 12:10 p.m.

Doug Weberling made a motion to approve the minutes from the July 23, 1997 meeting, seconded by Elmer Doak, motion carried unanimously.

OLD BUSINESS:

A. Consider contract with American Communities Partnership

Dick Gordon asked if a copy of the contract has been given to both attorneys. John Heffernan stated that the attorneys did have the contract but that he has not heard from them.

Farnham Jarrard was concerned about the termination clause in the contract and suggested that both attorneys take a look at the clause. It was the concensus of the group that the contract be held up until the wording is better defined by both parties.

Jamie Greene said that they will take a look at changing the clause and they are willing to work with the Joint Planning Commission on changes in the contract.

NEW BUSINESS:

A: Discuss establishing steering committee for Visioning

Gianni Longo stated that forming the Steering Committee will be one of the most important decisions. He said that the committee can be as large as 40-60 people and the they need to identity "players in the community" to serve on the Steering and Executive Committees. The

Steering Committee and Executive Committee are the decision making body. The Action Committee is the implementing body. Mr. Longo stated that the process will not work without participation of the community.

Ann Grundon from the Bristol Herald Courier, asked Mr. Longo if the Joint Planning Commission is the client. He said the client is the person or entity holding the contract.

It was decided that letters would be sent out from the Joint Planning Commission asking community leaders to join the Steering Committee. Margaret said that she would like to see the Joint Planning Commission choose citizens from both Bristol, Virginia and Bristol, Tennessee.

With a suggestion from Farnham Jarrard, Gianni Longo advised the Joint Planning Commission to not choose people who are the usual suspects when it comes to fundraisers or community events. Farnham Jarrard also suggested that the more subdued the government's part is in the process, the more successful it will be.

Jerry Wolfe suggested that the "Vision" or "Mission Statement" should be included in the letter.

Gianni Longo wrote down approximately 57-60 names given by the Joint Planning Commission to start the process of choosing a Steering Committee. He recommended that the list of names include citizens from all groups (occupation, age, race, income, etc).

Gianni recommended that the letter of recruitment be followed up with a phone call.

A tentative date for a reception was set for September 30, 1997.

Cathy Mullins suggested having another meeting next Wednesday, August 27, 1997, to improve and narrow down the list. Jamie Greene said that he would have a draft letter prepared and sent to John Heffernan for their approval at next week's meeting.

OTHER MATTERS: None

There being no further business, the meeting was adjourned at 1:48 p.m.

**BRISTOL VIRGINIA/TENNESSEE
JOINT PLANNING COMMISSION
AUGUST 27, 1997**

Members Present:

Margaret Feierabend
Cathy Mullins
Dick Gordon
Jerry Wolfe

Members Absent:

Elmer Doak
Farnham Jarrard

Staff/Others Present:

John Heffernan
Tony Massey
Ann Corley
Doug Weberling
Lee Shillito
James Rector
Judy Carrier
Anne Grundon
Rebecca Masters

The meeting was called to order by Dick Gordon, at 12:05 p.m.

Cathy Mullins made a motion to approve the minutes from the August 20, 1997 meeting, seconded by Jerry Wolfe, motion carried unanimously.

OLD BUSINESS:

A. Discuss Steering Committee and Reception

Members of the Joint Planning Commission added several more names to the list of contacts for the Steering Committee.

Doug Weberling suggested that more names of young people and factory workers need to be added to the list. Doug was also concerned with having too many teachers and principals on the list.

Cathy Mullins suggested calling the high schools in the area and asking for names of students that would be good candidates for the committee.

Margaret Feierabend said that she felt that everyone involved in the Visioning process from the beginning should be included on the Steering Committee and not just the Joint Planning Commission members.

Dick Gordon went over the list asking members to call candidates before sending out letters. He said that the responses needed to be given to John Heffernan along with addresses by September 9.

Dick Gordon suggested having the reception at Central Presbyterian Church on September 30.

There were several suggestions made on a storefront or office.

Dick Gordon asked that the next meeting be held September 10, to finalize plans for the reception.

NEW BUSINESS: None

OTHER MATTERS: None

There being no further business, the meeting was adjourned at 1:18 p.m.

**BRISTOL VIRGINIA/TENNESSEE
JOINT PLANNING COMMISSION
September 10, 1997**

Members Present:

Margaret Feierabend
Cathy Mullins
Dick Gordon
Jerry Wolfe
Elmer Doak
Farnham Jarrard

Staff/Others Present:

John Heffernan
Tony Massey
Mike Sparks
Anne Corley
Judy Carrier
Anne Grundon

Members Absent:

The meeting was called to order by Dick Gordon, at 12.08 p.m.

Jerry Wolfe made a motion to approve the minutes from the August 27, 1997 meeting, seconded by Elmer Doak, motion carried unanimously.

OLD BUSINESS:

A. Finalize Plans for Visioning Steering Committee and Reception

Dick Gordon went over the list for the Vision Steering Committee with the members. Each member responded with their yes/no answers from each prospective steering committee member.

Margaret Feierabend said that the other two colleges and some developers needed to be represented on the committee. Four more names were added to the list.

Dick stated that the Fellowship Hall at Central Presbyterian Church is available on September 30, 1997 for the Orientation.

John Heffernan stated that Gianni Longo had informed him that they would like to show a video of Chattanooga. Farnham Jarrard said that he feels we should have a presentation on Bristol instead of Chattanooga. After some discussion it was decided that Cathy Mullins will put together some slides for a slide show on Bristol as well as the video of Chattanooga.

John Heffernan is going to check with Gianni to see about handouts, packets, etc., for the prospective committee members.

Anne Corley, West Sweatt, and John Heffernan were nominated as the Refreshment Committee. It was decided that coffee and dessert will be served.

NEW BUSINESS:

Cathy Mullins reported her findings on possible storefront buildings for the Vision offices.

It was the consensus of the committee that the favorite location is on State Street at the old Fur Store. Cathy reported that we can have that location with the understanding that if it is rented we would have to move. Cathy was told by the committee to make the arrangements to obtain the building.

John Heffernan reported that we may be able to obtain some furniture from the Social Services.

Cathy said that she thought we should meet with the consultants on September 30, prior to the Orientation in the evening. John Heffernan said that he would talk to the consultants to make the arrangements.

OTHER MATTERS: None

There being no further business, the meeting was adjourned at 1:10 p.m.

**BRISTOL VIRGINIA/TENNESSEE
JOINT PLANNING COMMISSION
SEPTEMBER 30, 1997**

Members Present:

Margaret Feierabend
Cathy Mullins
Jerry Wolfe
Elmer Doak

Members Absent:

Dick Gordon
Farnham Jarrard

Staff/Others Present:

John Heffernan
James Rector
Ann Corley
Doug Weberling
Judy Carrier
Anne Grundon

The meeting was called to order by Cathy Mullins in the absence of Dick Gordon, at 12:05 p.m.

Margaret Feierabend made a motion to approve the minutes from the September 10, 1997 meeting, seconded by Jerry Wolfe, motion carried unanimously.

OLD BUSINESS:

A. Discuss Plans for Orientation and Reception with Consultants

Gianni Longo and Jamie Greene went over the agenda and their plans for the reception. Jamie said that they had two handouts that they will have printed to hand out at the reception. One handout is the "Scope of Services" and the other "Instructions for Steering Committee Members".

Anne Corley reported on how the rooms are going to be set up. She stated that the Bristol Chamber of Commerce will be supplying pads and pencils for everyone.

Gianni requested two maps that show both sides of the City to use in the breakdown classrooms.

Margaret Feierabend will be bringing music to play during the reception.

Jamie suggested that Dick Gordon welcome everyone tonight and give the background on the Vision process.

It was decided that Cathy Mullins and Margaret Feierabend will speak and give an overview of the Vision process.

Gianni stated that he will show a video from Chattanooga and afterwards the group will break-out into smaller groups for explanations and training.

Jamie stated that everyone will complete an exercise called "What I Treasure Most About Bristol".

Jamie said that people should sign up for committees at the end of the meeting.

Gianni said that within six weeks we should have a name and tag line for the Vision. He also stated that if the people ask a lot of questions, there will not be a need to break-out into the classrooms.

Jamie Greene set the next Steering Committee meeting for October 28, and November 13 and 14 for meetings with the Executive Committee and Action Committees.

John Heffernan added another name to the Steering Committee List.

John Heffernan said that he has found furniture for the Vision office. Cathy Mullins stated that she is still working on obtaining the storefront.

It was decided that we will meet tomorrow, October 1, at 11:45 a.m. to go over the reception and plan the next steps.

NEW BUSINESS:

A. Invoice from American Communities Partners

John Heffernan stated that he had spoken with Bob Wilson from the City of Bristol Tennessee and with Paul Spangler from the City of Bristol Virginia, and that both had agreed to split the invoice.

OTHER MATTERS: None

There being no further business, the meeting was adjourned at 1:30 p.m.

**BRISTOL VIRGINIA/TENNESSEE
JOINT PLANNING COMMISSION
OCTOBER 1, 1997**

Members Present:

Margaret Feierabend
Cathy Mullins
Jerry Wolfe
Elmer Doak
Dick Gordon

Staff/Others Present:

John Heffernan
Tony Massey
Ann Corley
Mike Sparks
Doug Weberling
Judy Carrier

Members Absent:

Farnham Jarrard

The meeting was called to order by Dick Gordon, at 12:00 p.m.

OLD BUSINESS:

A. Discuss reception and discuss plans.

Dick Gordon thanked everyone for the help at last night's reception.

Anne Corley stated that most of the people that did not show up had prior commitments.

Margaret suggested that a follow-up letter be sent to the people that were not there. Doug Weberling suggested also sending a copy of the Steering Committee List.

Gianni Longo said that he feels the reception last night was very successful. He said that 48 people was a good number for the first meeting. He said that he thinks it is a good idea to send the material to people that did not come.

Gianni stated that two things have to happen.

1. We should discuss and suggest names for chairs for committees.
2. Identify whether or not people are the "right people" for that committee and if we need to invite more people to committee.

Anne Corley said that someone stated that they were confused about what they were supposed to do. Margaret Feierabend felt it would have been better if they could have answered the

questions better. She said that they should have been more prepared. West Sweatt said that he felt a sense of frustration about budgeting.

Gianni Longo suggested that the best place to hold meetings is in the schools. He also recommended having Co-Chairs on the committees. The group then started suggesting names to Chair the Committees.

The following names were suggested for committee Chairs:

Steering Committee - Mildred Morris, Bernie Separ, Mike Fuller, and Kermit Lowry

Outreach Committee - Louis Shelley and Linda Blevins

Logistics Committee - Harry Scanlan

Publicity Committee - Jon Lundberg and Archer Parsons

Volunteer Committee - Kurt Pomrenke and Barbara Fiala

Gianni Longo said that it was important for two or three Joint Planning members to approach the Chair of the Steering Committee.

There was a discussion about a name for the Vision. The following name was suggested:

ONE BRISTOL - One Vision, One Place, One Community

The next Steering Committee meeting will be October 28, at 7:00 p.m., in the auditorium of the Virginia Middle School.

The next Joint Planning Commission meeting will be October 15, at 11:45, in the conference room at Bristol Virginia Utilities Board.

NEW BUSINESS: None

OTHER MATTERS: None

There being no further business, the meeting was adjourned at 1:40 p.m.

**BRISTOL VIRGINIA/TENNESSEE
JOINT PLANNING COMMISSION
November 5, 1997**

Members Present:

Cathy Mullins
Dick Gordon
Jerry Wolfe
Elmer Doak
Margaret Feierabend

Staff/Others Present:

Ann Corley
Judy Carrier

Members Absent:

Doug Weberling

The meeting was called to order by Dick Gordon, at 12:00 Noon.

OLD BUSINESS:

A. American Communities Partnership Contract

Jerry Wolfe made a motion to approve the contract with American Communities Partnership, seconded by Cathy Mullins; motion carried unanimously.

OTHER MATTERS: None

There being no further business, the meeting was adjourned at 12:15 p.m.

**BRISTOL VIRGINIA/TENNESSEE
JOINT PLANNING COMMISSION
JUNE 30, 1998**

Members Present:

Margaret Feierabend
Cathy Mullins
Jerry Wolfe
Elmer Doak
Dick Gordon
Farnham Jarrard

Staff/Others Present:

John Heffernan
Tony Massey
Ann Corley
Mike Sparks
Doug Weberling
Mike Sparks
Judy Carrier

Members Absent:

The meeting was called to order by Dick Gordon, at 12:00 p.m.

APPROVAL OF MINUTES:

Elmer Doak made a motion to approve the minutes of the November 5, 1997 meeting, seconded by Jerry Wolfe; motion carried unanimously.

OLD BUSINESS:

None

NEW BUSINESS:

A. New Chairperson

Dick Gordon announced that the Chairmanship of the Joint Planning Commission will be going to Cathy Mullins from the Bristol Tennessee Regional Commission for the 1998-1999 year.

A. Update on Ignite Process

Mike Fuller reported on the progress of Ignite and the Vision Fair. He stated that he believes it was successful.

Gianni Longo, American Communities Partnership, gave a summary of the Ignite process. He

stated that the number of participants were about right for a City of this size. He reported that next phase will last for 3 to 4 months. He stated that he is concerned that there will not be enough volunteers on the Task Force. He went over two alternatives to Phase II.

Anne Corley stated that she is concerned about the Beaver Creek committee. She stated that the Ignite process should be one effort.

Mildred Morris explained the problems that could occur if one group separates from the process. She said that it could cause difficulty in raising money. She said that the Vision needs to be looked at as a whole.

Margaret Feierabend asked if the Steering Committee has a role in the Vision process any longer?

Gianni Longo stated that it would be up to Ignite to determine the role of the Steering Committee.

Mildred Morris stated that she thinks the process is now dealing more with the public than with the Steering Committee.

Cathy Mullins stated that a letter should be sent to the Steering Committee to thank them and invite them to Phase II of the process. She also stated that she feels that Alternative 2 as explained by Gianni Longo is a good plan.

Mike Fuller stated that renewed effort to look at funding for Ignite is in the process.

Dick Gordon stated that the Joint Planning Commission and the Ignite Executive Committee should meet again at the end of Phase II.

OTHER MATTERS:

None

There being no further business, the meeting was adjourned at 1:20 p.m.

**BRISTOL VIRGINIA/TENNESSEE
JOINT PLANNING COMMISSION
OCTOBER 28, 1998**

Members Present:

Dick Gordon
Cathy Mullins
Jerry Wolfe
Elmer Doak

Staff/Others Present:

John Heffernan
Tony Massey
Anne Corley
Mike Sparks
Doug Weberling
Lee Shillito
Mildred Morris
Judy Carrier

Members Absent:

Margaret Feierabend
Farnham Jarrard

The meeting was called to order by Cathy Mullins, at 12:00 p.m.

APPROVAL OF MINUTES:

Doug Weberling made a motion to approve the minutes of the June 30, 1998 meeting, seconded by Elmer Doak; motion carried unanimously.

OLD BUSINESS:

None

NEW BUSINESS:

A. Ignite Process

Mildred Morris stated that they are in the process of translating the Vision Process into a plan.

On November 12, Gianni Longo and Jamie Greene will train Work Groups, Chairpersons and Co-Chairpersons. Also they will be getting prepared for the Kick-Off.

Mildred stated that they will be conducting an environmental scan. They do not want to overlap or have redundancy.

Mildred to have strong leaders to lead the Work Groups.

Mildred stated that a letter will be going out in November asking for participation and financial help. She stated that they are still looking for office space.

B. Historic Zoning and Downtown Revitalization

Cathy Mullins reported that a meeting was held with Nancy Jane Baker, Tennessee Historic Commission, a few weeks ago. She reported that a public meeting will be held on November 17 at the Paramount Theatre.

C. Joint Planning Commission By-Laws

Doug Weberling and Jerry Wolfe suggested that Bristol Virginia's By-Laws should read:

"Be It Further resolved that the Virginia members shall consist of the Mayor or his designee of Bristol, Virginia, the Chairperson of the Bristol, Virginia Planning Commission, and one member of the Bristol, Virginia City Council to be appointed by the City Council to serve for a period of one year.

John Heffernan suggested that in Article V, Section 2, the quorum should be changed to read:

Three members, as long as both jurisdictions are represented, shall constitute a quorum for the purpose of conducting business.

OTHER MATTERS:

Doug Weberling stated that he wanted to give credit to Mildred and the Ignite Group for a job well done.

John Heffernan stated that the Cities have paid 76% of the contract to American Communities Partnership. He will have a detailed spreadsheet of expenditures at the next Joint Planning Commission.

There being no further business, the meeting was adjourned at 1:15 p.m.

**BRISTOL VIRGINIA/TENNESSEE
JOINT PLANNING COMMISSION
MAY 12,1999**

Members Present:

Jerry Wolfe
Cathy Mullins
Dick Gordon
Margaret Feierabend
Doug Weberling

Staff/Other Present:

Farnham Jarrard
Ann Corley
Ann Gillenwater
Mildred Morris
Jamie Green
Gianni Longo
Mike Sparks
John Heffernan
Ann Grundon
Judy Carrier
Others representing
Beaver Creek Walk

Members Absent:

Elmer Doak

The meeting was called to order by Cathy Mullins, at 12:00 Noon.

APPROVAL OF MINUTES:

Dick Gordon made a motion to approve the minutes of the November 18, 1998 meeting, seconded by Doug Weberling; motion carried unanimously.

OLD BUSINESS:

- A. Update on progress of the Ignite Program B Mildred Morris

Gianni Longo from the American Partnerships handed out a report and gave an update on the Ignite process. He went over seventeen goals and fourteen strategies that were outlined at the Vision Fair with Beaver Creek Walk, a new Library, a Downtown Cultural Center, a Country Music Museum, and a new Industrial Park topping the list.

Mr. Longo stated that the process has taken longer than he thought it would, but stated that it took a while to form a Corp. of Volunteers. The final strategy plan would begin by August.

Cathy Mullins stated that she is very pleased with the process. Cathy also stressed that "if you improve the quality of life for the people that live here other people will want to come."

Margaret Feierabend asked Mr. Longo if the project can be finished within the contract time? Mr. Longo stated that the remaining money that was allocated for expenses should cover any additional fees.

Mildred Morris stated that she feels that while working through the process she has seen the development of some new leadership in Bristol.

B. Update on Historic Zoning

Hancel Woods reported that a meeting will be held on May 26, 1999, at the Bristol Tennessee City Hall Annex to discuss the adoption of guidelines and designating historic zones. Nancy Jane Baker with the Tennessee Historic Commission and Tom Davis from the University of Tennessee will be present.

NEW BUSINESS

A. Request by Ann Gillenwater to address the Joint Planning Commission on the subject of Beaver Creek Walk.

Ann Gillenwater gave a presentation on the Beaver Creek Walk project. She stated that the project had the potential to change Bristol in a positive way. Ann gave a feasibility study to each Joint Planning Commission member. She stated that the Bridge Report from the State in Virginia shows that there are some environmental issues to undertake such as flooding and gray bats.

Ms. Gillenwater stated that the next steps for investigating the problems and potentials of Beaver Creek Walk are:

1. to consult with FEMA to undertake a re-study of the floodplain of downtown Bristol.
2. to determine if FEMA, TVA and the Corps of Engineers will consider mitigation in the development of the project.
3. to begin to search for and apply for funding for flood control, required studies, mitigation, economic development, green ways, hiking and biking trails.
4. to continue to pursue the necessary environmental studies required.

Ms. Gillenwater asked the Joint Planning Commission to endorse the Beaver Creek Walk Concept along with the four steps and recommend that City Councils do also.

Margaret Feierabend stated that she thinks it would be appropriate to ask for an environmental study by FEMA.

Dick Gordon suggested that it is time to make a move and that he felt the Joint Planning Commission should endorse the Beaver Creek Walk concept.

Jerry Wolfe made a motion to recommend to the City Councils that they endorse the four tasks, seconded by Dick Gordon; motion carried unanimously.

B. University School of Architecture Visioning Process

Hancel Woods stated that a third year group of students will be doing some conceptual designs on some projects downtown. Hancel announced that Tom Davis had said that he would do a conceptual design for the Bristol Library.

OTHER MATTERS

Margaret Feierabend announced that the Master Gardener Community Planting Day was scheduled for May 22.

Jerry Wolfe suggested that directional signage be re-addressed at a future meeting.

There being no further business, the meeting was adjourned at 1:09 p.m.

**BRISTOL VIRGINIA/TENNESSEE
JOINT PLANNING COMMISSION
NOVEMBER 18,1999**

Members Present:

Jerry Wolfe
Cathy Mullins
Dick Gordon
Margaret Feierabend

Staff/Other Present:

Farnham Jarrard
Ann Corley
Nancy Jane Baker
Mike Sparks
Bob Wilson
Fred Esser
John Heffernan
Ann Grundon
Judy Carrier

Members Absent:

Doug Weberling
Elmer Doak

The meeting was called to order by Cathy Mullins, at 12:00 Noon.

APPROVAL OF MINUTES:

Dick Gordon made a motion to approve the minutes of the October 28, 1999 meeting, seconded by Jerry Wolfe; motion carried unanimously.

OLD BUSINESS:

A. Passage of By-Laws

Jerry Wolfe stated that the By-Laws should be the same for both Virginia and Tennessee in all areas. He stated that it should read "Mayor or his designee, the Chairperson of the Planning Commission and one Council member" from each City. Jerry Wolfe made a motion to approve the By-Laws as amended, seconded by Dick Gordon; motion carried unanimously.

NEW BUSINESS

A. Historic Zoning and Downtown Revitalization, Nancy Jane Baker, Tennessee Historic Commission

Ms Baker discussed the process of applying for Historic Zoning and how to move forward. Ms. Baker suggested the Cities work toward a Joint Historic Zoning Commission between both governments even though the laws are different for each State. She stated that it would involve both City Councils writing ordinances and setting up the Commission. She discussed what kind of members should be on the Commission, went over the guidelines, and how to define districts

OTHER MATTERS

Cathy Mullins asked Mildred Morris for an update on the Ignite Process.

Mildred stated that the consultants were there the week before. She reported that they were going ahead with Phase II and that she is pleased with the progress.

There being no further business, the meeting was adjourned at 1:15 p.m.

BRISTOL VIRGINIA/ TENNESSEE
JOINT PLANNING COMMISSION
September 8, 1999

Members Present	Members Absent	Others
Jerry Wolfe Terry Smith Doug Weberling Maragret Feierabend John Gaines	Cathy Mullins	West Sweatt Tony Massey John Heffernan Ann Corley Hancel Woods Mike Sparks Ann Eller Mildred Morris Tish Oldham Ann Grundon Scott Fisher (WCYB)

The meeting was called to order by Terry Smith, at 12:00 Noon.

Approval of the Minutes from the May 12, 1999 meeting. Doug Weberling made a Motion to approve the Minutes as written. The Motion was seconded by Margaret Feierabend and carried unanimously.

Old Business:

A. American Communities Partnership: Final Report

Mildred Morris made a presentation to the Planning Commission members regarding the stages the Visioning process. She explained that the process had taken longer than had been anticipated however; much had been accomplished in the process. She further went on to detailing the steps involved in the process. She then turned the presentation over to Gianni Longo.

Mr. Longo from the American Partnerships presented the final draft/ Vision and Strategic Plan to the Bristol Virginia/ Tennessee Joint Planning Commission. The members were provided with a packet of information detailing the steps, which were involved in the process to the suggestions by Mr. Longo for the future implementation of the set goals. The report also detailed the workgroups, purposes processes, and the outcome of the strategies. Mr. Longo's presentation also included a video presentation further detailing the process. He recommended the approach of a balanced implementation to the Visioning Process. Mr. Longo also stated that a set of by-laws need to be established. He recommended Kingsport's Tommorrow by-laws be used as a model.

Mr. Longo explained that out of the the Tri-Cities three downtowns, Bristol's is the most and best preserved. He explained that there was a need to put one person in charge of the Ignite process, and there needed to be support of the two governments, a "keeper of the flame". In conclusion, Mr. Longo stated that Bristol is the road map to the future of the community.

Mr. Longo encouraged the community to send comments and feedback to Ignite regarding their feelings on the process. Mildred Morris asked that all comments be turned in to her within the next thirty days.

B. Report on Historic Zoning.

Hancel Woods stated that the work on historic zoning has been pushed back. Information from the attorneys are needed before going further.

John Heffernan stated that he believed that a report from the downtown taskforce is needed. The downtown is not a part of the current study by the Virginia Historic Resources Commission. They are studying residential areas.

New Business

A. Report on Cell Towers

Mike Sparks presented the members with an informational packet regarding the cell tower request for proposal. Crown and Triton Communications want to build establish networks in the area and are willing to reimburse the localities for the cost of the study. The cost for the study will be approximately \$15,000.00. The firm that will be conducting the study is CES. They are anticipating that the study will be completed in 4 weeks. This matter will be brought before the Bristol Tennessee City Council.

Other Matters

Mike Sparks asked for clarification regarding the directional sign issue. Jerry Wolfe stated that previously discussion regarding directional signs such as the signage currently used in Kingsport and Johnson City. To develop a uniform sign system, to prevent different institutions from installing various signs using any shape or size. The signs would be the same for both Tennessee and Virginia. Additional funds would be needed to do the logo signs. The matter of funding would have to go before the respective City Councils. This matter will be put on the agenda for the November 10, 1999 meeting, and will be re-addressed at that time.

Suggestion was made to hold Joint Planning Commission meetings the second Wednesday of every other month, the next scheduled for November 10, 1999.

Mayor Gaines suggested that the Minutes for both City Councils be shared between the two sides. This will allow both sides to be better informed.

Margaret Fierebend suggested that the role of the Joint Planning Commission be reorganized.

Suggestion was made that a parking study be conducted for the downtown areas for both sides of town.

There being no further business, the meeting was adjourned at 1:30 p.m.

**BRISTOL TENNESSEE/ VIRGINIA
JOINT PLANNING COMMISSION
MINUTES
January 5, 2000**

Members Present	Members Absent	Others
Cathy Mullins Terry Smith Farnham Jarrard John Gaines Jerry Wolfe Margaret Fierebend		Mildred Morris West Sweatt Ann Corley Ann Grundon Hancel Woods Mike Sparks David Metzger John Heffernan Elaine Denton

The meeting was called to order by Chairman, Terry Smith.

Approval of the Minutes from the November 10, 1999 meeting. Mr. Smith asked for any correction, deletions, or additions to the Minutes for the November 10, 1999 meeting. Margaret Fierebend stated that she had several clarifications regarding the Minutes. She felt more detail needed to be added to the Minutes regarding the presentation made by David Metzger. Second, she had requested a financial report regarding the funding given to IGNITE by the city, and this request was left out of the Minutes. Third, a clarification to Old Business concerning the Master Gardening program and the work to be done by the University of Virginia, she stated these two items needed to separate. Motion was made by Cathy Mullins to approve the Minutes with the above corrections, Motion was seconded by John Gaines and carried unanimously.

The Chairman allowed Hancel Woods to present an update regarding cell towers. Mr. Woods stated that he had been in contact with Mr. Flores, the consultant doing the cell tower study. Both Virginia and Tennessee sides have received the first three of six expected documents from Mr. Flores firm. Mr. Woods stated that they were in the process of reviewing the material and will be communicating with Mr. Flores.

Mr. Woods informed the members that on January 13, 2000 from 4:30 till 7:00, Jennifer McGhee's interior design students from the University of Tennessee will be giving a presentation on urban living spaces in the E.W. King Building at the Paramount. Mr. Woods invited all interested parties to attend.

Discussion of overhead street name signs. Mr. David Metzger presented the members with documents containing a proposal for the program. The first item he discussed was

the overhead street name signs. He explained that the document contained locations that were eligible for the overhead street name signs. He further stated that locations had to meet certain criteria before the overhead street name signs could be installed. The document recommended where the sign program would be applicable. In Virginia there are 8 eligible locations and 5 eligible mast arm traffic signal locations, a total of 13 sign locations. In Tennessee there are 13 eligible locations and 12 eligible mast arm traffic signal locations, a total of 26 sign locations.

The document detailed the size of the fonts, type of material and costs of the signs. He recommends a high-intensity reflective sign, with 10 inch lettering, series "C" caps font, with no symbol, with the total estimated cost being \$22,141 for the Tennessee side, \$11,483 for the Virginia side. The average length is approximately 6-7 feet long. If a symbol is placed on the sign, the cost will increase approximately \$3000 to \$4000. The electric systems could install the signs at no additional cost to the cities.

Members questioned the size of the lettering. Ann Corley asked if capital and lower case lettering could be mixed. Jerry Wolfe questioned the reason the Virginia side had 13 eligible locations because in some locations there is not a good way of installing the signs. Mr. Wolfe questioned if there is not another method of installing the signs. Mr. Metzger stated that if there is a location where the span wire is diagonal, a ground-mounted sign would need to be installed. Mr. Wolfe stated he felt that there should be a plan to install signs (where needed) in uniform locations similar to Charlotte, NC. Mr. Metzger informed the members there are wind and ice problems placing large signs on a span wire. Mr. Wolfe also stated that he believes that all the signs should be the same. Margaret Fierebend stated that all areas, where the signs are needed, should be included in the program and presented to both city councils as budget items. Mr. Wolfe suggested that Mr. Metzger do a mock up of the logos and city seals and present to the commission at the next meeting.

Discussion of destination signs. Mr. Metzger presented his proposal for destination signage for both cities. Under this program, signs would be permitted for cultural or educational destinations, places of common assemblage, or destinations with existing signage. Specifics for the program would include:

- removal of all existing non-conforming signage,
- installation of guide signs of a uniform style; approved by the cities,
- costs of the signs be reimbursed to the cities by the destination so signed,
- signs be installed only at locations requiring motorists to turn,
- a maximum of four signs per assembly permitted,
- interstate signs would be independent of this program,
- signs installed only when a standard sign of this type does not exist, if a standard sign does exist, that sign is to be used.

The document also discussed lettering size for the signs: 6 inch, series "C" lettering, in all capital letters, with an arrow 9 inches long. Background colors are to be blue, green or brown. One-line signs are to be 18 inches high and 96 inches long, two-line signs are to be 30 inches high and 96 inches long. Signs are not to be installed on wooden power poles, but can utilize aluminum streetlight poles. Destination signs for individual churches or other places of worship are not included in this program. The signs would be installed only where motorists are to turn. Mayor Jarrard questioned the fact that private

industry could not be included in the program. Mr. Metzger stated that under Federal Highway guidelines, cultural, recreational and educational interests were eligible for the program. Destinations will be responsible for costs of signs. West Sweatt questioned if the signs had to be installed on a metal pole, she suggested that in highly traveled sections, installation on a redwood pole, so that it may be landscaped around the pole. Mr. Metzger stated that installation did not have to be on a metal pole. Mr. Metzger also stated that the cities would have to approve the location of the signs.

Margaret Fierebend questioned if this program could be adopted in principle. Mayor Gaines stated that an ordinance would have to be drafted to conform to the particular cities. Mayor Gaines stated that the details in the ordinances do not have to be identical, but should be as compatible as possible. Margaret Fierebend stated that she felt that there were several legal questions that needed to be addressed.

Motion was made by Mayor Gaines to endorse the sign program in principle, and direct the staff to prepare ordinances for the individual cities to take to the respective city councils. The motion was seconded by Margaret Fierebend. Record to reflect five ayes and one vote in opposition of the motion by Jerry Wolfe.

Mr. Metzger will provide the members with mock-ups of the overhead signs at the March 1, 2000 meeting.

IGNITE presentation. Mildred Morris presented the members with the tentative by-laws and charters for the IGNITE organization. She explained that Kingsport Tomorrow allowed her to use their by-laws and charter. She explained that this is the structure she anticipates to be used for IGNITE. Mrs. Morris stated that she felt it is important to keep the name IGNITE due to the name recognition. Mrs. Morris also stated that she feels that if nothing further comes from the IGNITE process, that it has been worth the effort and time because it has generated a great deal of interest for Bristol.

Mrs. Morris went through the tentative by-laws and charter, defining the purpose of IGNITE, the role of the Board of Directors, the financial aspect, the public relations field, the officers for the organization, the meeting dates and written notices. Mrs. Morris stated that she anticipates IGNITE being chartered in Tennessee, however the officers in IGNITE do not have to be Tennessee residents. Mrs. Morris went on to explain the terms of the officers, the duties of the officers, membership, voting procedures, contractual procedures, the articles of incorporation and the registered agent being Jill M. Harrison.

Mrs. Morris apologized for not having the expense report she requested at the November meeting. Mrs. Morris stated that she would mail the report to Mrs. Fierebend.

Mrs. Morris stated Cathy Mullins had met with some of the other groups in the Bristol area. Cathy Mullins stated that there had only been one meeting between her and the groups, due to the holidays. She stated there were representatives present from BCMA, Beaver Creek, Downtown Task Force and other groups. She explained that there was a general consensus that there should be an umbrella organization and a central meeting location. Mrs. Mullins stated one of the group members asked that the old Sears Building be looked at for an office/ meeting place. She explained the building is not suitable for renovations. She also stated that she hoped to meet again soon with the groups.

West Sweatt stated that he and Lee Shillito had discussed having a breakfast/ luncheon, at the expense of the Chamber, to bring together representatives from various

groups to have a discussion of their projects or financial needs. Cathy Mullins stated that she would be meeting again with the groups and make them aware of the idea so they may be prepared with figures and ideas.

Margaret Fierebend stated that she felt that it needed to go beyond coordinating the groups. She suggested meeting with Lisa Jenkins from Kingsport Tomorrow again, to review their purpose. She also stated that she felt the Joint Planning Commission was finished with their role in IGNITE, however; individuals from the Joint Planning Commission should continue working with groups. The Joint Planning Commission is not able to pass the by-laws and charter. Mrs. Morris explained that the tentative by-laws and charter were submitted for information purposes as requested

Terry Smith requested that Cathy Mullins and Mildred Morris make a short presentation regarding the meetings with the groups.

Evaluation of the roles of the Joint Planning Commission. The date of the meetings has been changed in the by-laws to the first Wednesday of every other month. Mayor Gaines asked for clarification of the term ex-officio. He stated that ex-officio is defined as a member by virtue of his office. This gives the ability to have the rights of a full voting member. He suggested other non-voting members be added to the Joint Planning Commission as the members feel appropriate.

A suggestion was made that the secretary call role at the beginning of each meeting.

Following a general discussion, Motion was made by Cathy Mullins to endorse the by-laws as amended, and to recommend to City Councils for adoption. Motion was seconded by Jerry Wolfe and carried unanimously.

By the request of the members, a list of all recipients of the agenda will be mailed out when the March 1, 2000 meeting packets are sent out.

**BRISTOL TENNESSEE/ VIRGINIA
JOINT PLANNING COMMISSION
MINUTES
March 1, 2000**

Members Present	Members Absent	Others
Mayor Gaines Cathy Mullins Terry Smith Jerry Wolfe Margaret Fierebend	Doug Weberling	Hancel Woods Mike Sparks David Metzger West Sweatt Ann Corley Dick Gibson Lee Shillito W.S. Boyce John Heffernan Elaine Denton

The meeting was called to order by Chairman, Terry Smith.

The roll was called by John Heffernan. Attendees are noted above.

Approval of the Minutes from the January 5, 2000 meeting. Mr. Smith asked for any corrections, deletions, or additions to the Minutes for the January 5, 2000 meeting. Motion was made by Cathy Mullins to accept the Minutes as written. Motion was seconded by Mayor John Gaines and carried unanimously.

Report by Cathy Mullins regarding the implementation of the IGNITE process. Ms. Mullins stated that she had not met with any of the groups since December. She stated that there are several groups that have projects underway. She informed the members that she had hoped to meet with the groups before the January meeting, but was unable to do so. Ms. Mullins deferred to West Sweatt to update regarding the breakfast meeting held by the past chairman.

Mr. Sweatt reported that another meeting was held shortly after the breakfast meeting. Ms. Mullins stated that she hoped that a time would come that actions could be taken rather than discussion. Mr. Sweatt agreed and stated that this was the hope for future meetings.

Lee Shillito stated that he felt that the purpose of the Chamber of Commerce was only to facilitate the meetings. He also stated that he hopes that Mildred Morris and Cathy Mullins will stay involved in the process.

Presentation by David Metzger. Mr. Metzger presented the members with handouts mock-ups of overhead signs. He also stated that there are three intersections that do not comply with the sign project.

They are as follows:

- West State Street, Euclid Avenue
- Moore, Oakview, and Randall Streets
- Clear Creek Road and the Wal-Mart entrance

In Mr. Metzger's handout he also stated that in each city, there is one intersection that will require three street names on the sign because of their configuration. This type of sign is too large to install on the span wire.

Mr. Metzger presented the mock-up. It represents the actual size of the Lee Highway sign. He showed the mock-up with several logos. These were the city seals, Tennessee/ Virginia logo's, the seals of the respective cities, and the All American City shield.

Staff recommends the following:

- Eight- inch lettering of series "C (m)" (upper- and lower-case)
- Engineer grad retroreflectivity, as a minimum
- Circular logo with TN or VA in it to show physical location in each state
- Install at all signalized intersections except five points and the Wal-Mart/ Damon's entrance (In VA) and West State St. and Euclid Avenue/Gate City Hwy
- Separately budgeted from other signs in both cities

Mayor Gaines stated that the mock-ups served the purpose and looked nice.

Margaret Fierebend questioned if there should be time line in place. Jerry Wolfe stated that this is budget time for both cities and he felt this would be a good time to present the proposed sign program to the City Councils.

Various cost figures were discussed regarding the pricing for the signs. These costs reflect the cost for the signs only; these figures do not include any installation. He assumes that the respective utilities will install the signs at no charge to the cities.

Following a general discussion, Motion was made by Mayor John Gaines to approve the first step of the sign project with the low-grade engineer quality reflectivity sign. Motion was seconded by Cathy Mullins. The clerk called roll, all members voted unanimously in favor of the Motion.

A memo is to be prepared and signed by the Chairman of the Joint Planning Commission to be sent to the respective city manager's stating that the Joint Planning Commission recommends the project for adoption.

Cellular Tower presentation by Hancel Woods. Mr. Woods stated that he had been working with the consultant from Texas and had come up with a cellular tower draft. Mr. Heffernan stated that he had made several changes on the draft regarding the Virginia side. He stated that he passed the draft out to the members of the Bristol Virginia

Planning Commission. He stated that the members expressed several concerns regarding placement of the towers, and the process of approval. They expressed they wished that all tower requests go through the Special Exception process. They do not wish to grant permission for placement of a tower by a variance request by the Board of Zoning Appeals. Mr. Heffernan introduced Dick Gibson, an attorney for Alltel.

Mr. Woods stated that the Tennessee side was at about the same point in their discussions as the Virginia side.

Cathy Mullins invited the Virginia Planning Commission members to sit in on the Tennessee sides work session.

Mr. Woods asked the members for any information or feedback regarding the proposed draft. Mr. Woods also suggested that the staff have an opportunity to work through ordinance before bringing in cell reps.

Mayor Gaines stated that a cautious approach should be taken with regard to the cellular towers.

Terry Smith questioned the expiration of the moratorium in effect and when it would expire.

Margaret Fierebend suggested letting Kevin Hamed from the Nature Center review the draft.

Mr. Gibson stated his concerns about the definitions used in the draft.

Terry Smith stated that he felt there was a need to set up individual work sessions.

Following a general discussion, Motion was made by Jerry Wolfe for staff to determine when the moratorium ends and get it extended at least a month before expiration and let the industry be aware of the extension. Motion was seconded by Mayor Gaines. Roll was called by the clerk, all members in attendance voted unanimous.

Old Business: Resolution for City Councils to accept by-laws

New Business: Margaret Fierebend informed the members of Community Planting Day on May 13, 2000 for the downtown by the Master Gardner Program.

**BRISTOL VIRGINIA/TENNESSEE
JOINT PLANNING COMMISSION
July 12, 2000**

Members Present:

Jerry Wolfe
Cathy Mullins
Anne Corley
Margaret Feierabend
John Gaines

Staff/Other Present:

Tony Massey
Mike Sparks
Shari Brown
Hancel Woods
David Metzger
Lee Shillito
Judy Carrier

Members Absent:

Terry Smith

The meeting was called to order at 12:00 Noon.

OLD BUSINESS:

A. Update on Directional Signs

David Metzger gave an update on directional signs in Bristol, Tennessee, and Bristol, Virginia. He stated that overhead signs and street name signs in Tennessee have been funded and that he would check on funding in Virginia.

David stated that he is trying to work with both City Attorneys on removing signs.

Dr. John Gaines stated that he felt that the more tourism we have the more directional signs are needed.

Jerry Wolfe stated that we need some landscaping around the City entrance signs in Bristol, Virginia.

Margaret Feierabend and Anne Corley asked if the Farmers Market and BCMA could be put on the signs on the interstate. David stated that it was not allowed. Anne stated that she had written a letter to the State of Virginia asking for permission.

B. Update on Cell Towers Regulations

Hancel Woods gave an update on the Cell Tower Regulations. He stated that the ordinance has gone before the Bristol Tennessee City Council for first reading and will go back for second reading next month.

NEW BUSINESS

A. Discussion on Work Plan for Next Year.

Mike Sparks asked the Joint Planning Commission for their ideas on what the work schedule should be for the next year.

He stated that he would share the Bristol Tennessee work schedule for the next year with them.

OTHER MATTERS

Margaret Feierabend asked about the University of Virginia landscaping plan. Mike Sparks stated that it is not finished. He stated that Cathy Poole is finishing the project herself. She had been working on the landscaping for the Farmers Market and would be getting back to the rest of downtown.

Mike Sparks stated that he met with Tom Davis and they are continuing to work on ideas for the final semester design work. He stated that they were working on designs for the Train Station and a possible hotel site.

Lee Shillito reported that the "I Believe in Bristol" group feels strongly that a lot of people got involved in the Ignite process. He shared a letter that was being sent to all of the participants letting them know what was going on and thanking them for their time and effort.

Shari Brown stated that she had been in touch with the Historic Foundation and stated that they are excited about working on their first coordinating project with two States.

The next meeting was scheduled for September 13, 2000.

There being no further business, the meeting was adjourned at 12:55 p.m.

BRISTOL VIRGINIA/TENNESSEE
JOINT PLANNING COMMISSION
September 13, 2000

Members Present:

Jerry Wolfe
Cathy Mullins
Anne Corley
Margaret Feierabend
John Gaines
Harold Leonard
Terry Smith

Staff/Other Present:

Mike Sparks
West Sweatt
Shari Brown
Lee Shillito
Judy Carrier

Members Absent:

Terry Smith

The meeting was called to order at 12:00 Noon.

Margaret Feierabend made a motion to approve the minutes from the July 12,2000, meeting, seconded by Anne Corley; motion carried unanimously.

OLD BUSINESS:

A. Kathy Poole Update

Mike Sparks stated that he had been in touch with Kathy Poole and that she was trying to schedule a trip to Bristol. He stated that she planned to make a presentation folder to distribute showing the plans she had for the downtown area. Since Kathy's students have left she was completing the work herself.

NEW BUSINESS

A Takings Bill

Shari Brown stated that changes were being made concerning the Takings legislation . She explained that the new legislation would drastically limit local governments control. Shari suggested a resolution or letter be sent to the state governments opposing the changes. She asked how the Joint Planning Commission wanted to proceed.

Margaret Feierabend stated that they had wrote a letter on takings and sent it to the Judiciary Committee. She stated that it should also go to Senators Frist and Thompson in Tennessee. She further stated that the Bristol Tennessee City Council had already taken a stand on the matter.

Anne Corley made a motion that the Joint Planning Commission forward a letter of opposition to the changes in legislation, seconded by Jerry Wolfe; motion carried unanimously.

Jerry Wolfe suggested that copies of the ruling be sent to the counties to make them aware of what was going on.

It was decided that both City Councils would prepare resolutions and letters to be sent also.

B. Discussion of Upcoming Year's Work Program

Mike Sparks went over projects that were planned for the Bristol Tennessee Development Services, Planning Commission, City Council, and projects for both sides of the City.

OTHER MATTERS

There was a discussion on MPO procedures and policies. Mike Sparks suggested that the By-Laws needed to be changed.

Margaret Feierabend reported on the Community Leaders Meeting. She stated that a program to discuss MPO had been suggested.

Mike Sparks distributed a report from David Metzger concerning signs in the Cities.

John Gaines stated that there are some misleading signs in the City.

Margaret Feierabend suggested that someone communicate with Walt Bressler to expedite the sign law situation.

There being no further business, the meeting was adjourned at 12:55 p.m.

**BRISTOL VIRGINIA/TENNESSEE
JOINT PLANNING COMMISSION
February 21, 2001**

Members Present:

Terry Smith
Cathy Mullins
Anne Corley
Margaret Feierabend

Staff/Other Present:

Mike Sparks
Shari Brown
David Metzger
Lee Shillito
Major Mike Yaniero
Judy Carrier

Members Absent:

Jerry Wolfe
John Gaines

The meeting was called to order by Cathy Mullins at 12:00 Noon.

Anne Corley made a motion to approve the minutes from the September 13,2000, meeting, seconded by Margaret Feierabend; motion carried unanimously.

OLD BUSINESS:

A. Sign Update

David Metzger stated that he has been concentrating on the overhead signs. He stated that the next step would be contacting those who would be participating in the program and that Virginia still had some legal issues to sort through. Mike suggested that the City Attorney for Bristol Virginia would need to resolve those issues.

B. Kathy Poole Update

Mike Sparks distributed copies of Kathy Poole's plans for the downtown area. He stated that they would be getting final copies soon. Mike stated that State Street has the most ambitious plans. Mike stated that he felt they would be pleased with her suggestions.

Margaret Feierabend announced that there would be a Design Symposium on April 25th. She stated that Tom Davis, Jennifer Magee, Cathy Poole and Linda Baltimore would be honored at the symposium.

C. Historic District

Shari Brown stated that the work on the Historic District is continuing. She stated that she had received a packet that included Solar Hills and Virginia Hills reports. The final report will include two sets so that Tennessee and Virginia can both have a report.

NEW BUSINESS

A Crime Prevention Presentation

Major Mike Yaniero gave a presentation on Crime Prevention thru Environmental Design.

Mike stated that there are three types of crimes, 1) traditional offenders 2) victims and 3) location. He stated that by targeting opportunity crimes we can decrease the threat of crime in the community.

He stated that there are three ways to control criminal behavior.

1. ORGANIZED CONTROLS
2. MECHANICAL CONTROLS
3. NATURAL APPROACH

Deputy Slagle from the Bristol Virginia Sheriff's Department stated that Bristol Virginia has applied for Certification from CPTED. He presented a film that outlined what CPTED is and how it works in communities.

Cathy Mullins asked if Tennessee and Virginia had addressed CPTED at the state level. Caption Lowe of the Bristol Virginia Police Department stated that Virginia has and stated that they encourage CPTED principles.

Cathy Mullins asked Mike Yaniero if Weed and Seed goes along with CPTED. He stated it is a large part of what they are working toward.

Shari Brown stated that they would like to work with developers on incorporating CPTED ideas into their plans.

Shari Brown stated that it is a unique blend of planning and policing and suggested that maybe the Joint Planning Commission would like to give their endorsement to the process. It was the consensus of the Joint Planning Commission to endorse CPTED.

OTHER MATTERS

Cathy Mullins went over some dates that Margaret Feierabend had asked her to announce.

There being no further business, the meeting was adjourned at 1:30 p.m.

**BRISTOL VIRGINIA/TENNESSEE
JOINT PLANNING COMMISSION
May 9, 2001**

Members Present:

Terry Smith
Cathy Mullins
Anne Corley
Margaret Feierabend
Jerry Wolfe
John Gaines

Staff/Other Present:

Mike Sparks
Shari Brown
Judy Carrier
Beaver Creek Representatives
Master Gardner Representatives

Members Absent:

The meeting was called to order by Cathy Mullins at 12:00 Noon.

Terry Smith made a motion to approve the minutes from the February 21, 2001, meeting, seconded by Margaret Feierabend; motion carried unanimously.

OLD BUSINESS:

A. Historic District

Shari Brown announced that there would be a Downtown Historic District Workshop on Thursday, June 21, 2001 at 5:30 p.m. at the Paramount Theatre. Shari stated that a status report on the survey would be discussed. She encouraged everyone to attend.

Margaret Feierabend asked that everyone present introduce themselves.

NEW BUSINESS:

B. Kathy Poole Presentation on the Downtown Plan

Kathy Poole gave a presentation on the Downtown Plan stating that it was meant to be a strategic plan.

Kathy went over the four following points:

1. A civic framework plan.
2. How to link public and private property.
3. How to connect downtown to the rest of the city.
4. Long Range Plan.

Kathy stated that she tried to use the “anchors” that were already available in the city. She stated that this gave her nine areas to build on.

1. **Downtown Center**
She went over the plans for expanding the Farmers Market and Transit area.
2. **Creekside Landscape**
Cathy went over plans for a park and steps leading down to Beaver Creek in this area.
3. **Tennessee Civic Landscape**
Cathy stated that this area needed to be improved beginning with the gabion wall along Beaver Creek.
4. **Anderson Street**
Cathy suggested that medians be installed along a section of Anderson Street with trees plantings. She stated that this would give a much more pleasant look to the area rather than having so much concrete.
5. **Edgemont Avenue**
Cathy suggested that new trees and low growing plants be planted along Edgemont Avenue.
6. **Randall Street**
Cathy suggested that this area needed much improvement since it is one the gateways into the city. She suggested planting trees and low growing plants along this area. She also suggested possibly a parking garage and some municipal buildings be built.
7. **Cumberland Street**
Cathy suggested utilizing the park area more fully. She also suggested moving the Christmas tree across the street to the park area and planting other kinds of trees where the Christmas tree is now.
8. **Piedmont Avenue**
Cathy stated that her plans for this area include a parking area with trees with the biggest plan being that of opening sections of the street in order to see Beaver Creek. She stated that she knew this would be the most ambitious task but felt it would be well worth it.
9. **State Street**
Cathy suggested planting new trees along State Street and adding new crosswalks that expand into the street with more plantings.

Cathy stated that she felt this would be a good opportunity to start talking with developers and

going over the plans for city. She stated that this would encourage them to develop with these ideas in mind.

Mike Sparks stated that the Master Gardeners could also help in this area and should keep these ideas on their agenda.

John Gaines made a motion to forward and urge both City Councils to adopt the Downtown Plan, seconded by Anne Corley; motion carried.

OTHER MATTERS

A. Downtown Container Garden Watering

Ann Harrison from the Master Gardeners stated that plantings in the container gardens along State Street need to be watered. She stated that the business owners do not have convenient access to allow watering. She asked that both sides of the city come up with a suggestion and help with the watering. Anne Corley stated that Ava Litton an employee of Bristol Virginia had shown an interest in watering the plants. The Joint Planning Commission suggested that Mike Sparks and Shari Brown investigate a solution to the problem.

Margaret Feierabend suggested that Letters of Appreciation be sent to the University of Virginia students that helped with the Downtown Plan.

There being no further business, the meeting was adjourned at 1:45 p.m.

**BRISTOL VIRGINIA/TENNESSEE
JOINT PLANNING COMMISSION
OCTOBER 10, 2001**

Members Present

Terry Sexton, Chairman
Anne Corley
Jerry Wolfe
Sue Ojanen
Trish Bane
Cathy Mullins

Members Absent

None

Others Present

Tony Massey
Mike Sparks
Forrest Koder
Jenny Rainero
Margaret Feierabend
Donna Malone
Shari Brown
Thomas Whitaker

Terry Sexton called the meeting to order at noon.

The minutes of the May 9, 2001 meeting were unanimously approved.

OLD BUSINESS

A. Believe in Bristol presentation

Margaret Feierabend presented a Believe in Bristol (BIB) update to the Commission. She stated that she and Anne Corley were co-chairs of the organization. Ms. Feierabend presented information regarding BIB's vision, mission, and goals as are stated in the attached information. Ms. Feierabend stated that there was a Downtown Bristol Planning Session held September 21, 2001. She stated that Bristol Lead, a group from the Chamber of Commerce, would be collecting information on design standards, measures necessary to encourage young people to stay here, something to fit with the Standards of Learning curriculum for students such as a tour of downtown. Anne Corley stated that the group determined that they could not tackle too many projects and decided to focus on downtown. She added that the group needed more volunteers.

Cathy Mullins asked if a watering plan had been developed for the downtown yet. Shari Brown stated that she presented information from the Commission to the City Manager and that he determined that it is not financially feasible for the City to undertake the project. Jerry Wolfe recommended that the watering plan be brought up at the first of the year. He added that watering plants in the downtown might not necessarily be the City's problem. It was the consensus that the City Managers need to get together regarding the plan. Tony Massey stated that he believes that the downtown property owners have some responsibility for watering their plants.

Margaret Feierabend agreed to get watering plan information from the Master Gardeners to Shari Brown to distribute to the City Managers.

Margaret Feierabend made note of upcoming events.

NEW BUSINESS

A. Discussion of creating an inventory for downtown Bristol and discussion of creating a directory for economic development.

Terry Sexton stated that he would like to see the Commission develop a directory for downtown. He would like the directory to note whether the building is for sale, rent, etc. He would like the directory to be in book form and possibly be placed on the internet. He suggested that various groups be involved in putting the directory together. He asked for suggestions for groups to be involved. Shari Brown suggested that Jerry Brown, the Economic Development Coordinator, be contacted. The meeting was adjourned at 1:00 p.m.

City Council Memorandum
19-205

October 9, 2019

TO: Honorable Mayors and Members of City Council

FROM: William L. Sorah, Bristol Tennessee City Manager
Randall C. Eads, Bristol Virginia City Manager

SUBJECT: Historic Preservation and Historic Zoning Presentation

Bristol is richly blessed with many historic buildings and neighborhoods. Both cities have recognized their historic neighborhoods by seeking designation on the National Historic Register. In addition, both cities annually recognize property owners who have sought to preserve the unique value their property in their restoration efforts.

Recently, the City of Bristol received a grant from the Tennessee State Historic Preservation Office to develop design guidelines and historic zoning regulations for its three National Register historic districts. The districts include the Bristol TN/VA Downtown Commercial District, the Fairmount Neighborhood Historic District, and the Holston Avenue Historic District. Ms. Cherith Young, Planning Services Manager, will be present to discuss the project and its potential benefits for our Downtown community.


William L. Sorah

**Development Services Memorandum
19-280**

October 9, 2019

TO: William L. Sorah, City Manager

FROM: Cherith M. Young, Planning Services Manager

SUBJECT: Joint City Council Agenda Item
Historic Preservation and Historic Zoning Presentation

The Planning staff is eager to share our work related to Historic Preservation during the joint City Council meeting on October 15, 2019. Our community, both Bristol TN and VA, are fortunate to have significant historic buildings and neighborhoods worthy of recognition. In a brief presentation, we will provide an overview of goals and activity related to historic preservation undertaken by the City of Bristol, Tennessee, in the past few years and outline what steps towards a historic zoning program could look like for the City in the future.

A summary of recent projects undertaken by Planning Division staff include –

- **National Register Districts**

Bristol, Tennessee, has three areas of town listed on the National Register of Historic Places, all three were added within the past twenty years. They include the Bristol VA/TN Commercial District (listed 2003), the Fairmount Neighborhood Historic District (listed 2010), and the Holston Avenue Neighborhood Historic District (listed in 2012). City staff, property owners, and partner agencies have worked together on the survey and nomination process to culminate in the successful listings of these Districts.

- **Historic Preservation Awards**

Bristol, Tennessee, will host the 2nd annual Historic Preservation Awards program on October 17, 2019. The ceremony will be held in the Bristol Renaissance Center (E.W. King Building) at 6 p.m. The awards program represents a City initiative to celebrate preservation efforts and recognize those property and business owners who champion these assets. The first Historic Preservation Awards program was well attended and was held in September of 2018.

The City of Bristol, Virginia, held their sixth awards this program this year. Their Awards Committee deserves kudos for this achievement. Catherine Brillhart and the Awards Committee for Bristol, Virginia, was very helpful in start of the program in Tennessee and staff is very appreciative of their willingness to share their experience.

- **Historic Preservation Fund Grant**

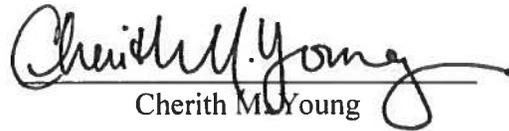
In 2019, the City of Bristol was successful in the bid for a competitive grant application to the State Historic Preservation Office (SHPO) for the Historic Preservation Fund Grant. The grant program was timely as the development of local historic districts, and accompanying regulations

is a 2019 goal for the Development Services Department. The Downtown Bristol Development Strategy also recommends the establishment of a historic preservation program by the City.

The City's grant application proposed a project to develop design guidelines for each of the three National Register historic districts (Bristol VA/TN Commercial District, The Fairmont Neighborhood Historic District, and the Holston Ave Historic District) located within the City of Bristol. The guidelines will be considered for formal adoption by a local historic zoning commission if the City passes an ordinance to protect these districts with historic zoning overlays. The grant funds will be used to hire a qualified preservation consultant to produce Historic District Design Guidelines for each district.

The City was notified of the grant award in the early summer and has received and evaluated proposals from qualified consultants. The Staff is in the process of finalizing a contract with the selected consultant, Thomason and Associates (Nashville, TN), and anticipates contract approval as an agenda item for City Council on November 5, 2019. This program is a matching grant and will reimburse up to 60% of the costs of approved project work. The remaining 40% must be provided by the City as matching funds. Work will begin as soon as the contract is executed, and the City must complete the project by September 30, 2020.

Please contact me should you have any questions.


Cherith M. Young

DOWNTOWN BRISTOL TENNESSEE HISTORIC DISTRICT

FAIRMOUNT HISTORIC DISTRICT

HOLSTON AVENUE HISTORIC DISTRICT

 **City of Bristol Tennessee**
HISTORIC DISTRICT

