

THE MANCHESTER PLANNING COMMISSION MINUTES

May 18, 2026

Chairman Mark Williams called the meeting to order at 5:30 P.M.

MEMBERS PRESENT: Mayor Joey Hobbs, Vice Mayor Mark Messick, Chairman Mark Williams, Vice Chairman Leif Swanson, Secretary Ward Johnson, and Brad Goodwin

MEMBERS UNABLE TO ATTEND: Mitch Umbarger, Paul Thornton and Cheryl Swan

NON-MEMBERS PRESENT: City Engineer Adam Carter, Codes Director Brittany Fiske, Office Mgr. Grace Frazier and others.

NON-MEMBERS UNABLE TO ATTEND: None

APPROVAL OF April 20, 2026 MINUTES:

Motion by Brad Goodwin to approve, seconded by Vice Chairman Leif Swanson. Approved unanimously.

APPROVAL OF AGENDA:

Motion by Vice Chairman Swanson to approve, seconded by Secretary Johnson. Approved unanimously.

COMMENTS FROM CITIZENS: None

BUSINESS:

Prem/Final Plat: 2 lots 740 Cat Creek Rd. for Lisa Parks. Zoned RS-1 in the UGB.

DESCRIPTION:

The proposed preliminary / final plat creates two lots from a single lot. Proposed lot 1 fronts on Cat Creek Road and has an existing single family primary structure with two accessory structures. Proposed lot 2 fronts on Perry Road and has an existing single family primary structure. Lot 1 can be served by a 24" water main and 4" gas main that runs along Cat Creek Road but the water source appears to be a well located on the lot. Lot 2 is served by a 6" water line along Perry Road. Both lots have existing septic systems. One of the accessory structures on lot 1 and the primary structure on lot 2 appear to out of compliance with setback requirements. This is an existing condition and the proposed subdivision does not cause any additional compliance issues.

RECOMMENDATION:

Staff recommends approval of the Prem./Final Plat as presented.

Motion by Vice Chairman Swanson to approve, seconded by Secretary Johnson. Approved Unanimously.

Prem./Final Plat: 3 lots 92 Toliver Lake Rd. for Lisa Parks. Zoned R-1

DESCRIPTION:

The proposed preliminary / final plat creates three lots from a single lot. All proposed lots have an existing single family primary structure and lot 1 has an accessory structure. All lots front on Toliver Lake Road and are served with an 8" water line and 4" gas line. All lots have existing septic systems.

RECOMMENDATION:

Staff recommends approval of the preliminary / final plat subject to the following conditions:

1. Install a fire hydrant at the property as directed by the Manchester Fire Department and/or the Manchester Water and Sewer Department.
2. Correct the property address listed in the plat title block.

Motion by Brad Goodwin to approve as pending punchlist, seconded by Secretary Johnson. Approved unanimously.

Prem./Final Plat: 2 lots 499 Shelton Rd. for Amy Rodriguez. Zoned R-1.

DESCRIPTION:

The proposed preliminary / final plat shifts the rear and side property lines of the Haynes property which are adjacent to the Rodriguez property. No new lots are created, and no lots are combined by this plat. There are existing single family primary residences with accessory structures on both lots. A 5' public use easement is dedicated along the Shelton Road right-of-way on both lots. Both lots are served by a 4" gas main and 6" water main along Shelton Road and an 8" sewer main that runs along Shelton Road and turns down the southern boundary of the Rodriguez property in an existing sewer easement.

RECOMMENDATION:

Staff recommends approval of the preliminary / final plat as presented.

Motion to approve by Secretary Johnson, seconded by Brad Goodwin. Approved unanimously.

Rezoning: 1309 Hills Chapel Rd. Map 085, Group G, Control Map A, Parcel 003.00 consisting of 4.3+/- acres from R-2 to R-3 for Jeanne K. Ball and Jane A. Melton.

DESCRIPTION: The lot contains 4.3+/- acres and contains a single-family dwelling and accessory structure. The rezoning request is consistent with the Land Use Plan.

Motion by Secretary Johnson to send to BOMA with a positive recommendation, seconded by Brad Goodwin. Approved unanimously.

Rezoning: 1310-1316 McArthur St. Map 085, Group H, Control Map A, Parcels 012.00, 013.00, 014.00 and 015.00, consisting of 1.59 acres from R-2 to C-3 for Leif Swanson.

DESCRIPTION:

A previous plat combined the 4 parcels into one 1.59acre lot. The plat was approved pending demo of the dwellings. The rezoning request is consistent with the Land Use Plan.

Motion by Secretary Johnson to send to BOMA with a positive recommendation, seconded by Vice Mayor Messick. Approved with Vice Chairman Swanson abstaining.

Plans of Service: 500/520 Cat Creek Rd., a portion of Map 086, Parcel 008.13 for Lisa Parks. Zoned RS-1 in the UGB.

DESCRIPTION:

Each department submitted plans of service stating that the property could be serviced by City of Manchester. Manchester City Schools stated limited capacity is available.

Motion by Vice Mayor Messick to send to BOMA with a positive recommendation, pending interlocal agreement approval by the County Commission, seconded by Vice Chairman Swanson. Motion passed with Secretary Johnson and Brad Goodwin voting no.

Annexation: 500/520 Cat Creek Rd., a portion of Map 086, Parcel 008.13 consisting of 1.49 acres for Lisa Parks. Zoned RS-1 in the UGB.

DESCRIPTION:

The total acreage of the parcel is 5.49 acres. The request for annexation is 1.49 acres, a portion of Map 086, Parcel 008.13 containing two existing single-family dwellings.

Motion by Mayor Hobbs to send to BOMA with a positive recommendation, pending interlocal agreement approval by the County Commission, seconded by Vice Mayor Messick. Motion passed with Secretary Johnson and Brad Goodwin voting no.

Rezoning: 500/520 Cat Creek Rd. from RS-1 in the UGB to R-1 in the City. A portion of Map 086, Parcel 008.13 containing 1.49 acres. The request is consistent with the Land Use Plan.

Motion by Vice Mayor Messick to send to BOMA with a positive recommendation, seconded by Secretary Johnson. Approved unanimously.

Plans of Service: 440 Cat Creek Road, and 39, 65, 95, 115 and 135 Perry Road, A portion of Map 086, Parcel 008.14. Zoned RS-1 in the UGB.

DESCRIPTION:

Each department submitted plans of service stating that the property could be serviced by City of Manchester. Manchester City Schools stated limited capacity is available.

Motion by Vice Mayor Messick to send to BOMA with a positive recommendation, pending interlocal agreement approval by the County Commission, seconded by Vice Chairman Swanson. Motion passed with Secretary Johnson and Brad Goodwin voting no.

Annexation: 440 Cat Creek Road, and 39, 65, 95, 115 and 135 Perry Road, A portion of Map 086, Parcel 008.14. Zoned RS-1 in the UGB.

DESCRIPTION:

The request for annexation is for approximately 4.07 acres containing 6 existing single-family dwellings.

Motion by Mayor Hobbs to send to County and BOMA with a positive recommendation, pending interlocal agreement approval by the County Commission, seconded by Vice Mayor Messick. Motion passed with Secretary Johnson and Brad Goodwin voting no.

Rezoning: 440 Cat Creek Road, and 39, 65, 95, 115 and 135 Perry Road, A portion of Map 086, Parcel 008.14 from RS-1 in the UGB to R-1 in the city. The request is consistent with the Land Use Plan.

Motion by Vice Mayor Messick to send to BOMA with a positive recommendation, seconded by Vice Chairman Swanson. Approved unanimously.

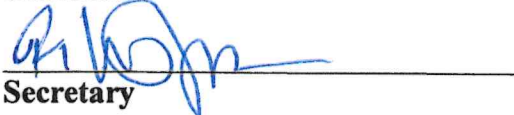
Report of Chairman: NONE

Report of Engineer/Codes Director: Director Fiske reminded Planning Commission members that it is time for annual training and we would get some dates that are available.

Motion to adjourn at 6:52 PM by Secretary Johnson, seconded by Brad Goodwin. Approved unanimously.



Chairman



Secretary

MANCHESTER BOARD OF ZONING APPEALS MEETING
May 18, 2026

Meeting was called to order by Chairman Mark Williams at 6:55 P. M.

MEMBERS PRESENT: Mayor Joey Hobbs, Vice Mayor Mark Messick, Chairman Mark Williams, Vice Chairman Leif Swanson, Secretary Ward Johnson

MEMBERS UNABLE TO ATTEND: Cheryl Swan, Paul Thornton and Mitch Umbarger

NON-MEMBERS PRESENT: City Engineer Adam Clark, Codes Director Brittany Fiske, Codes Office Mgr. Grace Frazier and others.

NON-MEMBERS UNABLE TO ATTEND: NONE

APPROVAL OF MINUTES: NONE

APPROVAL OF AGENDA:

Motion to approve by Vice Chairman Swanson, seconded by Secretary Johnson.
Approved unanimously.

COMMENTS FROM CITIZENS: None

BUSINESS:

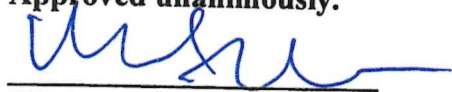
Special Exception: 1309 Hills Chapel Rd. to allow for Multi-family in an R-2 zone.

Motion by Vice Chairman Swanson to approve, seconded by Brad Goodwin. Approved unanimously.

Report of Chairman: None

Report of Engineer/Codes Director: Reminder of yearly training.

Motion to adjourn at 7:05 PM by Secretary Johnson , seconded by Brad Goodwin.
Approved unanimously.



Chairman



Secretary