

THE MANCHESTER PLANNING COMMISSION MINUTES
June 15, 2026

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

MEMBERS PRESENT: Vice Mayor Mark Messick, Chairman Mark Williams, Vice Chairman Leif Swanson, Secretary Ward Johnson, Brad Goodwin, Paul Thornton, Mitch Umbarger and Cheryl Swan

MEMBERS UNABLE TO ATTEND: Mayor Joey Hobbs

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 May 18, 2026 MINUTES:

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

APPROVAL OF AGENDA:

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

COMMENTS FROM CITIZENS: None

BUSINESS:

Prem/Final Plat: 3 lots 490 Leslie Jamie Rd. for Tim Brown. Zoned RS-1 in the UGB.

DESCRIPTION:

The proposed preliminary / final plat reconfigures the interior property lines of the four existing lots at the end of Leslie Jamie Road to create three new lots that have suitable areas for a septic system. Lot 1 will contain the existing residential structure with accessory structures and lots 1 and 2 will be vacant, buildable lots. It appears that a 4" water line runs along Leslie Jamie Road but stops short of reaching the proposed lots so a water main extension or service lines will have to run along Leslie Jamie Road for a short distance to serve the lots. This area is not within the MWSD service area.

RECOMMENDATION:

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

1. Verify that a 10' distance is maintained from the existing septic area on lot 1 to the property line between lot 1 and lot 3 in accordance with TDEC requirements.

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

Prem./Final Plat: 2 lots 154 Hunt St. for Blanton Brown. Zoned R-3

DESCRIPTION:

The proposed preliminary / final plat creates 2 lots from a single lot. Lot 1 has a mobile home that is noted to be removed. Both lots are served by an 8" sewer main, 2-1/4" water main, and 2" gas main that all run along Hunt Street.

RECOMMENDATION:

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

1. Remove the mobile home prior to recording the plat.
2. Coordinate with MWSD on available sanitary sewer capacity to serve the lots due to current sewer system conditions and TDEC directives.

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

Site Plan: Interstate Dr., Map 067, Parcel 102.01 for Josh Moore. Zoned R-4.

DESCRIPTION:

The proposed site plan is for the construction of multi-family residential development. There will be nine multi-family buildings for a total of 62 residential units. There will be one access location from Interstate Drive. The property will be served with a proposed 6" water main that is connected to existing water line on Interstate Drive. Sewer will be provided to the site from Interstate Drive and will require a bore under Interstate Drive.

RECOMMENDATION:

Staff recommends approval of the site plan subject to the following punchlist items:

1. Coordinate with MWSD on available sanitary sewer capacity to serve the new building due to current sewer system conditions and TDEC directives.
2. A detention agreement and long-term maintenance plan will be required.
3. Coordinate with City Engineer and Codes Director on recommendation that the access road from Interstate Drive be elevated enough to install a culvert under it at the low point in the natural topography. The parcel to the west of the access road will certainly be developed in the future and the discharge from this lot will likely produce concentrated flow directly over the access road for the subject townhouse development which is not desirable and will produce a maintenance issue. Additionally, it appears that there is a significant amount of material that could be acquired from the back of the subject lot to use in building up the access road without hauling in fill material.
4. Coordinate with City Engineer and Codes Director on recommendation that the sidewalk and curb directly adjacent to the access drive be elevated 6" to prevent sheet flow from washing across the sidewalk and leaving sediment deposits on the sidewalk and to discourage vehicular traffic from encroaching on the sidewalk.
5. Continue coordination with MWSD on private vs public water line. Provide easement on to adjacent property if public for future looping and obtain TDEC approval. Add a backflow preventer to the private water line on the customer side of the meter if applicable.
6. Continue coordination with MWSD on private/public water line +easements, +TDEC approval.

**Motion to approve by Brad Goodwin, seconded by Cheryl Swan.
Approved with Paul Thornton voting No.**

Site Plan: 1410 Hillsboro Blvd., Citizens Tri-County Bank. Zoned C-3

DESCRIPTION:

The proposed site plan is for the construction of a new 4,141 square foot Citizen's Tri-County Bank building. The plan also includes an allowance for a future 1,680 square foot building. The site formerly had three residential structures, all of which have been removed. Water and sewer service lines are currently on the site from previous residential use and these service lines appear to be intended for re-use for the bank building. Existing sidewalk is present along the front of the property adjacent to Hillsboro Boulevard.

RECOMMENDATION:

Staff recommends approval of the site plan subject to the following punchlist items:

7. Coordinate with MWSD on available sanitary sewer capacity to serve the new building due to current sewer system conditions and TDEC directives.
8. A detention agreement and long-term maintenance plan will be required.
9. A TDOT highway entrance permit will be required for the proposed development. Provide the traffic study to the city if required by TDOT.
10. Provide verification that the site will be contained on a single parcel.
11. Coordinate the addition, relocation, and/or removal of water and sewer service lines with MWSD.
12. Provide details regarding the intended use of the future building to determine if it can be classified as an "accessory structure". The additional building cannot be approved and be allowed to use the pervious pavement for water quality and detention and parking area unless it remains on the same lot as the bank in which case it must be classified as an accessory structure.
13. Provide documentation showing that the design of the pervious pavers provides an 80% TSS removal rate and certify on the site plan that an 80% TSS removal rate is obtained.
14. It appears that the drive-thru canopy will extend into the setback area along Clover Lane. A variance will be required for this condition.

Motion by Chairman Swanson to approve with punchlist items, seconded by Mitch Umbarger. Approved with Brad Goodwin abstaining.

Site Plan: 1310-1316 McArthur St. Map 085, Group H, Control Map A, Parcels 012.00, 013.00, 014.00 and 015.00, Zoned C-3 for Leif Swanson.

DESCRIPTION:

The proposed site plan is for the construction of a commercial building with the central part of the building being for general retail and the units on each end being for general retail or dining. There is currently four residential structures on the property which will all be removed. Detention and water quality measures are being provided for this site. The site is served by an 8" sanitary sewer along Willow Drive at the rear of the property. Water and gas service is available from McArthur Street at the front of the property. Existing sidewalk is present along the front of the property adjacent to McArthur Street.

RECOMMENDATION:

Staff recommends approval of the site plan subject to the following punchlist items:

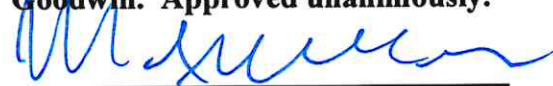
1. The site layout and utility sheet was not included. Only a limited review could be completed without this information.
2. Coordinate with MWSD on available sanitary sewer capacity to serve the new building due to current sewer system conditions and TDEC directives.
3. A detention agreement and long-term maintenance plan will be required.
4. A TDOT highway entrance permit will be required for the proposed development. Provide the traffic study to the city if required by TDOT.
5. The sanitary sewer line that serves this property appears to be a shared private service line by the way it curves along the back of the property. If it is a private service line, does it serve other properties upstream of the subject property? If not, does it need to be capped at the new connection location? Please clarify and coordinate with MWSD.
6. Provide site data on the plans such as impervious area coverage, building coverage, zoning for the subject parcel and surrounding parcels, etc.
7. Show existing contours shaded back on the grading sheet.
8. Provide top of casting elevations and invert elevations for the storm sewer system.
9. Provide TDOT standard entrances with sidewalk and curb laid down across the entrance rather than the radiused entrances as shown.
10. Provide details of the water quality unit and documentation that the unit will achieve the design TSS removal rate for the design flow rate.
11. Extend the silt fence along the side property lines to the rear property line.
12. Detail 12 is labeled as the "Bio-Retention Pond 2 Outlet Structure" but it appears to a detention pond outlet structure for the only pond on the site. Relabel the detail, if this is the case.
13. Provide treatment train water quality calculations for the water quality unit and extended detention.
14. Detention must be designed for the 50-year storm event because it drains to TDOT right-of-way.
15. Show time of concentration calculations for the pre-construction condition.
16. Show drainage maps for the pre and post conditions with flow path for the pre-condition map and bypass areas shown on the post-condition map.
17. Show the water line size along McArthur Street.
18. Show the gas line size along McArthur Street.
19. Show buffer along all residential zoned properties.

Motion by Secretary Johnson to approve pending punchlist items, seconded by Brad Goodwin. Approved with Vice Chairman Swanson abstaining.

Report of Chairman: NONE

Report of Engineer/Codes Director: Director Fiske reminded Planning Commission members that training is scheduled for August 13th, 2026.

Motion to adjourn at 6:45 PM by Vice Mayor Messick made the motion, seconded by Brad Goodwin. Approved unanimously.



Chairman



Secretary

MANCHESTER BOARD OF ZONING APPEALS MEETING
June 15, 2026

Meeting was called to order by Chairman Mark Williams at 6:46 P. M.

MEMBERS PRESENT: Vice Mayor Mark Messick, Chairman Mark Williams, Vice Chairman Leif Swanson, Secretary Ward Johnson, Mitch Umbarger, Paul Thornton and Cheryl Swan.

MEMBERS UNABLE TO ATTEND: Mayor Joey Hobbs

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: May 18, 2026

Motion to approve by Vice Mayor Messick, seconded by Brad Goodwin. Motion approved.

APPROVAL OF AGENDA: NONE

COMMENTS FROM CITIZENS: NONE

BUSINESS: NONE

Report of Chairman: None

Report of Engineer/Codes Director:

NOTHING TO APPROVE