

THE MANCHESTER PLANNING COMMISSION MINUTES
April 6, 2026
SPECIAL CALLED

Chairman Mark Williams called the meeting to order at 6:30 P.M.

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

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 February 16, 2026 MINUTES:

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

APPROVAL OF AGENDA:

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

COMMENTS FROM CITIZENS: None

BUSINESS:

Prem/Final Plat: 4 lots into 1 lot 1310-1316 McArthur St. for Leif Swanson. Zoned R-3
DESCRIPTION:

DESCRIPTION:

The proposed preliminary / final plat combines four existing parcels into a single parcel. There is currently a single-family residential structure on each of the parcels. Each parcel is currently served by an 8" water main running along the western side of McArthur Street and an 8" gravity sewer main that runs along the back of the lots to the Willow Drive cul-de-sac. Existing sidewalk is located in the right-of-way of McArthur Street in front of each existing lot.

RECOMMENDATION:

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

1. At least three of the existing houses must be removed before recording the plat.

**Motion by Cheryl Swan to approve with the punchlist item, seconded by Ward Johnson.
Approved unanimously with Leif Swanson abstaining**

Prem./Final Plat: 2 lots Bowling Alley Rd., for Jesus Martinez. Zoned RS-1 in the UGB.

DESCRIPTION:

The proposed preliminary / final plat creates two lots from a single lot. Both lots will be vacant lots. It appears that the proposed lots have been evaluated by a soil scientist and suitable soils for a septic system disposal field have been identified on each lot. All three properties are served by a 6" water line and 4" gas line running along Bowling Alley Road.

RECOMMENDATION:

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

1. Add the completed TDEC restrictions block prior to recording the plat.

**Motion by Brad Goodwin to approve as pending punchlist, seconded by Mitch Umbarger
Approved unanimously.**

Prem./Final Plat: 2 lots 431 Jack Thomas Dr. for Donald Parker. Zoned RS-1 in the UGB

DESCRIPTION:

The proposed preliminary / final plat shifts the existing lot line between Tract 5 (431 Jack Thomas Drive) and Tract 6 (vacant lot adjacent to west side of Tract 5). It appears that the purpose of the plat is to align the property boundary with the existing fence and add to the side yard of the existing residential structure on Tract 5.

RECOMMENDATION:

Staff recommends approval of the preliminary / final plat.

**Motion to approve by Ward Johnson, seconded by Vice Chairman Swanson.
Approved unanimously with Mitch Umbarger abstaining.**

**Site Plan: Woodbury Hwy., Map 067P, Group D, Parcel 005.00 for Dairy Queen.
Zoned C-3**

DESCRIPTION:

The proposed site plan is for the construction of a 1,964 square foot restaurant with indoor seating, outdoor seating, and a drive-through. Detention and water quality measures are provided for the site. Sidewalk is already present along the highway and on-site sidewalk is being connected to the existing sidewalk to provide pedestrian access to the building. The development will be served by an existing 8" water line

along on the opposite side of the highway and an existing sewer main that runs across the property and behind the proposed building.

RECOMMENDATION:

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

1. A detention agreement and long-term maintenance plan will be required.
2. Coordinate with MWSD on available sanitary sewer capacity to serve the lots due to current sewer system conditions and TDEC directives.
3. A TDOT highway entrance permit will be required for the proposed development. Provide the traffic study to the city if required by TDOT.

Motion by Vice Mayor Messick to approve pending punchlist, seconded by Paul Thornton. Approved unanimously.

Site Plan: Expressway Dr., Map 085, Parcel 013.05 for storage/office building. Zoned C-2

DESCRIPTION:

The proposed site plan is for the construction of an office / warehouse facility. The site has an 8,400 square foot building with seven units and a second, single-unit, 1,200 square foot building. Detention and water quality measures are provided for the site. The development will be served by existing water and sewer mains along Expressway Drive.

RECOMMENDATION:

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

1. Coverage under a construction general permit will be required for this project so a SWPPP should be submitted to the city for review.
2. A detention agreement and long-term maintenance plan will be required.
3. Coordinate with MWSD on available sanitary sewer capacity to serve the lots due to current sewer system conditions and TDEC directives.
4. Provide a concrete swale in the bottom of the detention pond since it is graded at less than 1% slope toward the outlet.

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

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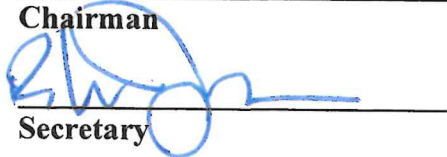
Report of Chairman: NONE

Report of Engineer/Codes Dir.: NONE

Motion to adjourn at 6:50 PM by Brad Goodwin, seconded by Mitch Umbarger.
Approved unanimously.



Chairman



Secretary

MANCHESTER BOARD OF ZONING APPEALS MEETING
April 6, 2026

Meeting was called to order by Chairman Mark Williams at 6:51 P. M.

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

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: NO MEETING IN FEBRUARY
APPROVAL OF AGENDA:

Motion to Cheryl Swan to approve, seconded by Mitch Umbarger.
Approved unanimously.

COMMENTS FROM CITIZENS: None

BUSINESS:

Special Exception: Stroud Dr. to allow for multi-family residential for Trevor Taylor. Zoned R-3. Multi-family is allowed in the R-3 zone with a special exception.

Motion by Cheryl Swan to approve, seconded by Brad Goodwin. Approved unanimously.

Variance: Stroud Dr. for Trevor Taylor, parking requirements and driveway. Proposed driveway on the site plan is showing 70'. City Codes states that driveways cannot exceed 30'. A request for a variance of 40' is being requested to allow for the 70' entrance to the property.

Motion by Brad Goodwin to approve, seconded by Cheryl Swan. Approved unanimously.

Report of Chairman: None

Report of Engineer/Codes Director:

Motion to adjourn at 7:00 PM by Paul Thornton , seconded by Mitch Umbarger.

Approved unanimously.



Chairman



Secretary