

**THE MANCHESTER PLANNING COMMISSION MINUTES**  
**September 18, 2023**

**MEMBERS PRESENT:** Mayor Marilyn Howard, Vice Mayor Mark Messick, Vice Chairman Leif Swanson, Secretary Elissa Fletcher, Ward Johnson, Ken Seuberling, Rob Clutter and Brad Goodwin

**MEMBERS UNABLE TO ATTEND:** Chairman Mark Williams,

**NON-MEMBERS PRESENT:** City Engineer Scot St. John, Codes Director Brittany Fiske, Office Manager Grace Frazier and others.

**NON-MEMBERS UNABLE TO ATTEND:** NONE

**APPROVAL OF August 21, 2023 MINUTES:**

Motion by Mayor Howard to approve, seconded by Vice Mayor Messick. Approved unanimously.

**BUSINESS:**

**Prem./Final Plat:** 3 lots 679 Ragsdale Rd. for Hugh & Nancy Goldston. Zoned R-1

This preliminary/final plat redivides two lots into two lots. Lot 1 is being reduced in size by 1.37 ac to a 0.41 ac lot. Lot 2 is being enlarged by 1.37 ac to a 4.37 ac lot. Threet is currently building a house on Lot 2 and Lot 1 is undeveloped. Utilities are available to both lots.

**Recommendation:**

Staff recommends approval of the final plat subject to the following item:

1. Coordinate with MWSD on the availability for sewer for Lot 1.

Motion by Secretary Fletcher to approve as pending item, seconded by Ward Johnson. Approved unanimously.

**Prem./Final Plat:** 2 lots 220 Hunt St. for Coffey to Barnes. Zoned R-3

This preliminary/final plat shifts a lot line between two existing lots and no new lots are being created. There is an existing house on both lots. Lot 10 is being enlarged by 0.14 acres and Lot 9 is being reduced by this amount. Utilities are available to both lots.

**Recommendation:**

Staff recommends approval of the preliminary/final plat.

Motion by Vice Mayor Messick to approve as presented, seconded by Brad Goodwin. Approved unanimously.

**Prem./Final Plat: 3 lots 315 Woodbury Hwy. for Walker Family Trust. Zoned R-3**

This preliminary/ final plat subdivides two lots into three lots. Lot 1 is newly created lot that is undeveloped. Lot 2 contains an existing house. Lot 3 contains an existing house. Utilities are available to all lots. Fire hydrant coverage is available to the existing houses and to the newly created lot.

**Recommendation:**

**1. Coordinate with MWSD on available sanitary sewer capacity to serve the new lot due to current sewer system conditions and TDEC directives.**

**Motion by Vice Mayor Messick to approved pending punchlist item, seconded by Ken Seuberling. Approved unanimously.**

**Rezoning: Doak Rd., Map[ 085, Group A, Parcel 012.00 owned by Willis Family Trust. To be rezoned form R-1 to C-2.**

**The Trustee of the Willis Family Trust, Mark Willis, is requesting this property be rezoned to commercial, C-2, since there are other commercial lots abutting the property. There is also R-1, large lot residential abutting the property. The land use plan shows the property as low density residential but abutting commercial use.**

**Motion by Ward Johnson to send to BOMA with a positive recommendation, seconded by Secretary Fletcher. Motion carried with Mayor Howard voting no and Brad Goodwin abstaining.**

**Rezoning: 3004 Murfreesboro Hwy., for Jose Cruz in the UGB. To be rezoned from RS-1 to C-2**

**The owner of the property would like the rezoning to commercial for a car lot or other commercial uses.**

**Motion by Mayor Howard to send to Coffee County Commission with a positive recommendation, seconded by Rob Clutter. Approved unanimously.**

**Public Hearing Land Use Plan:**

**An updated Land Use Map was presented for final approval from the Planning Commission.**

**Motion by Vice Mayor Messick to approve, seconded by Ward Johnson. Motion carried with Ken Seuberling voting NO.**

**Page 3**

**Motion by Mayor Howard to send to BOMA with a positive recommendation, seconded by Ward Johnson. Motion carried with Ken Seuberling voting NO.**

**The Land Use Plan will also be sent to the County Commission for information purpose only after the BOMA approve the Plan.**

**Report of Chairman: NONE**

**Report of Engineer/Codes Director:**

**Motion to adjourn at 6:25 PM by Rob Clutter, seconded by Secretary Fletcher.  
Approved unanimously.**

---

**Chairman**

---

**Secretary**

**MANCHESTER BOARD OF ZONING APPEALS MEETING**  
**September 18, 2023**

**Meeting was called to order by acting Vice Chairman Swanson at 6:26 P. M.**

**MEMBERS PRESENT: Mayor Marilyn Howard, Vice Mayor Mark Messick, Vice Chairman Leif Swanson, Secretary Elissa Fletcher, Ward Johnson, Ken Seuberling, Rob Clutter and Brad Goodwin**

**MEMBERS UNABLE TO ATTEND: Chairman Mark Williams**

**NON-MEMBERS PRESENT: City Engineer Scot St. John, Codes Director Brittany Fiske, Office Manager Grace Frazier and others.**

**NON-MEMEBERS UNABLE TO ATTEND:**

**APPROVAL OF MINUTES: August 21, 2023**

**A motion to approve by Secretary Fletcher, seconded by Rob Clutter. Approved unanimously.**

**BUSINESS: NONE**

**Report of Chairman: NONE**

**Report of Engineer/Codes Director: NONE**

**Motion to adjourn at 6:30 by Brad Goodwin, seconded by Rob Clutter. Approved unanimously**

---

**Chairman**

---

**Secretary**

