

THE MANCHESTER PLANNING COMMISSION MINUTES
February 19, 2024

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

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

MEMBERS UNABLE TO ATTEND: Secretary Elissa Fletcher was late but arrived after the December 2023 minutes was approved. Rob Clutter was acting Secretary for minute approval.

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

NON-MEMBERS UNABLE TO ATTEND: NONE

APPROVAL OF DECEMBER 18, 2023 MINUTES:

Motion by Mayor Howard to approve, seconded by Ward Johnson. Approved unanimously.

NO MEETING IN JANUARY 2024

COMMENTS FROM CITIZENS:

NONE

BUSINESS:

Prem./Final Plat: 2 lots at 3470 Rutledge Falls Rd. for Bailey Duke. UGB RS-1

This preliminary/final plat splits one lot (1.52 acres) off of a larger tract with 114.5 acres remaining on the parent parcel. The existing house will remain on this 1.52-acre lot. Public water is available. The house is on a septic system currently. The new lot is in the Manchester Urban Growth Boundary while the remaining tract is partially in the UGB and partially outside of the UGB.

Recommendation:

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

1. Show the setbacks on the plan for the 1.52 ac lot.
2. Clearly list the zoning (RS-1) of the new 1.52-acre lot.
3. The zoning of adjacent lots and the subject lot are all labeled as "Agricultural" on the current plat. Some portions of the adjacent lots and remaining tract are in the UGB so are

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zoned RS-1 while the remaining is C-1(PGA #8). Clarify the zoning. It appears that 1080' west of Rutledge Falls Road is where the dividing line between RS-1 and C-1 is located.

Motion by Vice Chairman Swanson to approve as pending punchlist corrections, seconded by Ken Seuberling. Approved unanimously.

Prem./Final Plat: 2 lots Beechwood Dr. for Ronald Clower. Zoned RS-1 in the UGB.

The preliminary/final plat divides one lot into two lots. There is no existing house on the property. The property is in the Urban Growth Boundary of the City of Manchester. The lots will be on septic. Public water is available to the lots by Hillsville Utility District.

Recommendation:

Staff recommends approval of the preliminary/final plat. All review comments have been addressed.

Motion by Rob Clutter to approve as presented, seconded by Vice Chairman Swanson. Approved with Brad Goodwin abstaining.

Prem./Final Plat: 2 lots 603 Lowery St. for Charles Cates. Zoned R-2

This preliminary/final plat splits one lot into two lots. The existing house remains on Lot 2. Utilities are available to the new lot. Fire hydrant coverage from an existing fire hydrant is provided. Drainage and utility easements are being provided on both lots.

Recommendation:

Staff recommends approval of the plat subject to the following comments:

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 Ken Seuberling to approve pending comments, seconded by Ward Johnson. Approved unanimously.

Prem./Final Plat: 2 lots 235 Old Bushy Branch Rd. for Ricardo Barrera. Zoned R-3

This preliminary/final plat splits one lot into two lots. The existing house remains on Lot 1. Utilities are available to the new lot. Fire hydrant coverage from an existing fire hydrant is provided. A public use easement is being provided across the two lots. Drainage and utility easements are being provided on both lots.

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

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 Ward Johnson to approve pending comment, seconded by Chairman Swanson. Approved unanimously.

Prem./Final Plat: 2 lots Shelton Rd. for 2415 Construction. Zoned R-1

This preliminary/final plat creates one additional lot (Lot 3) which is carved off of the original parcel. Two lots were previously split off on the north end in October 2023. Lot 3 is 0.53 ac. and the remaining tract is 20 acres. Utilities are available to the new lot. Fire hydrant coverage from an existing fire hydrant is provided. Sidewalks are not shown since this is a minor division of less than 5 lots. A public use easement is being provided across the two new lots for future sidewalk installation.

Recommendation:

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

1. Developer shall coordinate with DREMC on street lights required and pay the fee to the City of Manchester.
2. 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 approve pending punchlist corrections, seconded by Ward Johnson. Approved unanimously.

Final Plat: 16 lots Dorsch Rd. for Don Bruce. Zoned RS-1 in the UGB.

This final plat is for 16 single-family residential lots on 13.91 acres with 69 acres remaining on the parent parcel. Public water is available on Dorsch Rd. and the developer is installing 3 new fire hydrants for coverage. Stormwater detention is being provided. The property is in the Manchester Urban Growth Boundary. This preliminary plat and the construction plans have previously been approved.

Recommendation:

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

1. A community mailbox with parking is to be located and designed. Common area and a homeowner's association may be required. Developer to coordinate with USPS and provide written notice if no community mailbox is being required.
2. Post bond on incomplete infrastructure including fire hydrants, detention and mail kiosk (if required) prior to recording of the final plat.
3. Provide a recorded copy of the stormwater detention maintenance agreement for Coffee County.

Motion by Ken Seuberling to approve pending comments, seconded by Brad Goodwin. Approved unanimously.

Final Plat: 23 lots Cat Creek Rd. for Curl Construction. Zoned RS-1 in the UGB.

This final plat creates 23 lots in Phase 3 of Country Landing. Construction of the subdivision is in progress with some infrastructure remaining. The preliminary plat and construction plans have previously been approved for 50 lots on 50.0 acres for Phases 1, 2, and 3. A final plat for 4 lots fronting Cat Creek Road was previously approved in December 2021. A portion of the subdivision lies in the City of Manchester's Urban Growth Boundary and a portion falls outside of the UGB. Public water lines are existing along Cat Creek Road to serve the subdivision. The lots will be on septic systems. Stormwater detention is being provided. An additional 76.8 acres remain at the rear of this development.

Recommendation:

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

1. Post bond on incomplete infrastructure.
2. Provide a completed stormwater detention maintenance agreement
3. Obtain TDEC septic approval of the development prior to final plat recording.

Motion by Vice Chairman Swanson to approved pending punch list corrections, seconded by Secretary Fletcher. Approved unanimously.

Site Plan: Multi-family development for Curl Properties on S. Spring St. Zoned R-4

This site plan is for 22 apartments totaling 16,615 sf. The units are for rental only. Stormwater detention is being provided. Sidewalks along the frontage of the site are not required on this minor street. Sidewalks are provided with the site. Utilities are available to serve the units. A 6" water line extension and a new public fire hydrant are being installed by the developer. Sanitary sewer service is by a 6" service line to the units. The developer is widening S. Spring St. roadway to a 22' city standard. The developer has obtained approval from CF&W to do improvements on the railway crossing.

Recommendation:

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

1. Submit a SWPPP/NOI.
2. Submit a signed detention maintenance agreement form for recording
3. Provide TDEC approval of the public water line extension
4. Obtain Planning Commission approval of a lot combination plat
5. Obtain Manchester Street Committee approval of proposed roadway improvements and closure of a section of roadway
6. Coordinate with MWSD on available sanitary sewer capacity to serve the units due to the current sewer system conditions and TDEC directives.

Motion to approve by Vice Chairman Swanson, seconded by Ken Seuberling. Approved unanimously.

Site Plan: Multi-family at 814 S. Spring St. for Wesley Parker. Zoned R-3 with a special exception.

This site plan is for four apartments totaling 3,944 sf. The units are for rental only. Stormwater detention is being provided. Sidewalks along the frontage are being provided. Utilities including fire hydrant coverage, are available to serve the units.

Recommendation:

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

1. Show ADA parking space with access
2. Provide a mail kiosk if required by USPS
3. Submit a signed detention maintenance agreement form for recording
4. Coordinate with MWSD on available sanitary sewer capacity to serve the units due to current sewer system conditions and TDEC directives.

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

Site Plan: Multi-family at 406 W. Taylor St. & Wood St. for Jesus Martinez. Zoned R-4.

This site plan is for four apartment units (960 sf each) on a 0.33-acre lot. Utilities are available to serve the quadplex. Fire hydrant coverage from an existing fire hydrant is provided. Stormwater detention is not being provided due to the increase in runoff being below the requirement.

Recommendation:

Staff recommends approval of the site plan subject to the following comments:

1. The driveway closest to W. Taylor Street should be revised (parking area mirrored) to maximize the distance from the driveway to the intersection.
2. Coordinate with MWSD on available sanitary sewer capacity to serve the site plan due to current sewer system conditions and TDEC directives.
3. Add an ADA Handicapped compliant parking space.

Motion by Rob Clutter to approve pending punchlist corrections, seconded by Ken Seuberling. Approved unanimously.

Site Plan: 1380 McMinnville Hwy. for 7-Eleven Corp. for construction of Speedway Convenience Store. Zoned C-2

This site plan is for a 4,813sf convenience store with diesel fuel islands and gasoline fuel islands. The site is on McMinnville Hwy. directly across from Interstate Dr. Similar to the Vesta site plan approved last year by the Planning Commission, this site plan reflects the approximate location of a future right-of-way dedication per the Manchester Thoroughfare Plan. The ROW is not being dedicated at this time. Stormwater detention is being provided. Utilities are available to serve the site. The developer is working with TDOT on traffic improvements including lane modification and traffic signal modifications.

Recommendation:

Staff recommends approval of the site plan subject to the following comments:

1. Provide a copy of the TDOT entrance permit once received. Provide a final set of the plans approved by TDOT.
2. Coordinate with MWSD on available sanitary sewer capacity to serve the site plan due to current sewer system conditions and TDEC directives.

Motion to approve pending comments by Ward Johnson, seconded by Ken Seuberling. Approved unanimously.

Rezoning: 1308 Hillsboro Blvd. for Gavin Foster from C-3 to R-4

Mr. Foster is requesting 0.41 acres of the 0.95-acre lot to be rezoned to R-4 for residential use. There is already a small strip area of the lot zoned R-4. There was discussion from the Planning Commission that the rezoning does not follow the current Land Use Plan. Director Fiske is presenting this with a negative recommendation.

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Motion by Brad Goodwin to send to BOMA with a negative recommendation, seconded by Ken Seuberling. Unanimously approved for negative recommendation to BOMA.

Report of Chairman: NONE

Report of Engineer/Codes Director: Director Fiske informed the Commission that it was time for election of officers.

**Mark Williams to remain Chairman by Ward Johnson and Brad Goodwin
Leif Swanson to remain Vice Chairman Mark Messick and Ken Seuberling
Elissa Fletcher to remain Secretary by Mark Messick and Ward Johnson**

All motions carried unanimously.

**Motion to adjourn at 6:25 PM by Rob Clutter, seconded by Vice Chairman Swanson.
Approved unanimously.**



Chairman



Secretary

**MANCHESTER BOARD OF ZONING APPEALS MEETING
FEBRUARY 19, 2024**

Meeting was called to order by Chairman Mark Williams at 6:26 P. M.

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

MEMBERS UNABLE TO ATTEND: NONE

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

NON-MEMEBERS UNABLE TO ATTEND: None
APPROVAL OF DECEMBER 18, 2023 MINUTES

**Motion by Vice Chairman Leif Swanson to approve, seconded by Vice Mayor Messick.
Approved unanimously**

BUSINESS;

1. Variance: 1510 McArthur St. for John Hershman for setback variance due to the increased setback adjacent to residential zoned property. Director Fiske recommends a negative recommendation because the way or size of a building does not justify a variance. The lot does not have any issues that would require a variance.

**Motion by Mayor Howard not to approve the variance, seconded by Ken Seuberling.
Approved unanimously.**

Report of Chairman: NONE

Report of Engineer/Codes Director: Election of Officers

**Mark Williams to remain Chairman by Ward Johnson and Brad Goodwin
Leif Swanson to remain Vice Chairman Mark Messick and Ken Seuberling
Elissa Fletcher to remain Secretary by Mark Messick and Ward Johnson**

All motions carried unanimously.

Motion to adjourn at 6:40 by Rob Clutter, seconded by Brad Goodwin.

Approved unanimously



Chairman



Secretary