

THE MANCHESTER PLANNING COMMISSION MINUTES
June 17, 2024

Vice Chairman Leif Swanson called the meeting to order at 5:30 P.M.

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

MEMBERS UNABLE TO ATTEND: Mayor Marilyn Howard and Chairman Mark Williams

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 May 20, 2024 MINUTES:

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

COMMENTS FROM CITIZENS: NONE

BUSINESS:

Prem./Final Plat: 2 lots Teakwood Dr. for Marcus Corlew. Zoned R-1

This preliminary / final plat subdivides one lot into 2 lots. Lot 1 is proposed to front onto Teakwood Drive and is 0.80 acres. The remaining Corlew tract is approximately 13 acres and contains the existing house. The remaining 13 acre tract fronts onto Swing Away Drive and is not landlocked by this division. There is public sewer and water to serve Lot 1. Teakwood Drive is an unimproved street at the point that the proposed Lot 1 connects. There also is no cul-de-sac at the end of Teakwood Drive for garbage truck and emergency vehicle turning. A 30' wide area is proposed on the plat for service and emergency vehicles to back up and turning around.

RECOMMENDATION:

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

1. Improvement of Teakwood Drive to city standards would be required in order to create a new lot off of the public right-of-way. This would include roadway improvements including asphalt pavement.
2. Coordinate with MWSD on available sanitary sewer capacity to serve the lots due to current sewer system conditions and TDEC directives.
3. Pending variance approval from the July 15, 2024 meeting.

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

Page 2

Prem./Final Plat; 2 lots 159 Hunt St. for Gina Sasser. Zoned R-3

This preliminary/final plat subdivides one lot into 2 lots. Lot 1 includes the existing, primary structure and fronts on Hunt Street. Lot 2 is a flag lot behind Lot 1 with frontage on Hunt Street. There is an existing garage structure that is on both lots that is designated to be removed. Utilities are available to serve the new lot.

RECOMMENDATION:

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

- 1. The existing garage structure must be removed prior to signatures and recording of the preliminary / final plat.**
- 2. It appears, based on the water meter location, that the water service line serving the existing house on Lot 1 does not cross the Lot 2 property. It should be verified that the sanitary sewer service line and the gas service line (if present) also do not cross Lot 2. Provide an easement across Lot 2 if required for utility services.**
- 3. Coordinate with MWSD on available sanitary sewer capacity to serve the lots due to current sewer system conditions and TDEC directives.**

Motion by Vice Mayor Messick to approve pending punchlist items, seconded by Ken Seuberling. Approved unanimously.

Site Plan: 2569 Hillsboro Hwy. for Express Oil Change. Zoned C-2

The proposed site plan is for redevelopment of the property located at 2569 Hillsboro Boulevard. The existing metal building with parking lot which serves as an auto repair shop for both passenger vehicles and large commercial vehicles will be removed. The proposed facility will be an auto repair facility with two structures. The structure at the front of the property near Hillsboro boulevard will be quick service type facility with three service bays. The rear structure will be a full service auto care facility with 5 service bays. Utilities are existing to serve the new facility.

RECOMMENDATION:

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

- 1. Provide a copy of the TDOT entrance permit to the city once obtained.**

Motion by Brad Goodwin to approve as pending punchlist, seconded by Rob Clutter. Approved unanimously.

Rezoning: 611 Oakdale St. for Mildred Henley & Mike Henley from R-3 to R-4.

The lot is currently a non-conforming R-3 lot. Having two front setbacks along Cherry St. and Oakdale St., the lot has an unrealistic building envelope. The request for R-4 is to allow for a larger building envelope and will actually bring the lot into conformance as a 5,000 sf R-4 lot. The requested zoning does meet the current Land Use Plan.

Motion by Secretary Fletcher to approve, seconded by Ken Seuberling. Approved unanimously.

Annexation: 13.63 +/- acres Lot 5 Hospitality Blvd. for J.J. Manchester. Current zoning is RS-1 and requested zoning will be C-2, Highway Service District. All plans of service were submitted and reviewed.

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

Report of Chairman: NONE

Report of Engineer/Codes Director: The Director informed the Commission that training has been setup for July. Information will be sent out to each one. Director Fiske also addressed recent concerns regarding membership terms.

Motion to adjourn at 6:17 PM by Ward Johnson, seconded by Secretary Fletcher. Approved unanimously.



Chairman



Secretary

MANCHESTER BOARD OF ZONING APPEALS MEETING
June 17, 2024

Meeting was called to order by Vice Chairman Leif Swanson at 6:18 P. M.

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

MEMBERS UNABLE TO ATTEND: Mayor Marilyn Howard and Chairman Mark Williams

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 MINUTES: NONE

BUSINESS:

Variance: Teakwood Dr. for minimum lot road frontage for Marcus Corlew.
Zoned R-1. Deferred

Variance: S. Woodland St./E. McLean St. for Tracy St. John. Zoned C-1. Deferred
Report of Chairman: NONE

Report of Engineer/Codes Director: Director Fiske stated items deferred are due to no notice being advertised. Director Fiske also addressed recent concerns regarding amount of BOZA members.

Motion to adjourn at 6:20 by Rob Clutter, seconded by Vice Chairman Messick.
Approved unanimously.

Chairman

Secretary