

**THE MANCHESTER PLANNING COMMISSION MINUTES**  
**July 15, 2024**

Chairman Mark Williams 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, Rob Clutter and Brad Goodwin

**MEMBERS UNABLE TO ATTEND:** Mayor Marilyn Howard and Ward Johnson

**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 June 17, 2024 MINUTES:**

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

**COMMENTS FROM CITIZENS:** NONE

**BUSINESS:**

**Prem./Final Plat:** 2 lots Bashaw Creek Road for William Norton. Zoned RS-1 in the UGB.

This preliminary / final plat subdivides one lot into 2 lots. The property is not within the Manchester City limits but is in the UGB. The new lot is proposed to front onto Bashaw Creek Road and is 2.00 acres. The remaining Norton tract fronts on Powers Bridge Road and is not landlocked. The remaining Norton tract is approximately 17 acres and contains the existing house. There is no public sewer at this location so a septic system will be required

**RECOMMENDATION:**

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

1. If the existing well is currently used, or planned for use in the future, as water supply to any other parcel or the remaining Norton property, an easement should be provided on the proposed parcel for such use, access, and maintenance.
2. Confirm and show any public water line serving the proposed lot.

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

**Prem./Final Plat: 3760 Powers Bridge Road for Kyle Brown. Zoned RS-1 in the UGB.**

This preliminary/final plat subdivides one lot into 2 lots. The property is not within the Manchester City limits but is in the UGB. Lot 1 is proposed to front onto Powers Bridge Road and is 0.80 acres. The remaining Brown tract is approximately 24 acres and contains the existing house. There is public water along Powers Bridge Road to serve Lot 1. There is no public sewer at this location so a septic system will be required.

**RECOMMENDATION:**

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

1. Show the proposed subsurface sewage disposal soils area on the plat.

Motion by Brad Goodwin to approve pending punchlist items, seconded by Elissa Fletcher. Approved unanimously.

**Prem./Final Plat: 2 lots 621 New Bushy Branch Road for Sam McAllister. Zoned RS-1 in UGB**

**RECOMMENDATION:**

This preliminary/final plat subdivides one lot into 2 lots. The property is not within the Manchester City limits but is in the UGB. Lot 1 contains the existing house and garage and fronts onto New Bushy Branch Road and is 1.75 acres. The remaining tract is approximately 108 acres. The existing house does not have access to public water and is served by a well on the remaining 108 acres. An easement is provided to the well. The existing house does not have access to public sewer but is served by an existing septic system. A portion of the septic system disposal field is located on the remaining tract and an easement has been provide for the septic system disposal field.

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

1. The existing concrete drain valley off of the driveway should be completely encapsulated within the proposed parcel or a private drainage easement should be provided on the remaining property to allow for use, access, and maintenance of this drainage facility.
2. Surveyor is to confirm with TDEC that an SSDS easement is allowed. TDEC may have stopped allowing this and may require the SSDS to be on the same property as the structure it serves. If easement is allowed, confirm if it requires the 10' off set distance to the edge of the easement. Also, confirm if the location of the SSDS disposal field been determined by qualified personnel.
- 3.

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

**Prem:/Final Plat: 275 Fredonia Road for Janie McAfee. Zoned R-2**

This preliminary/final plat subdivides one lot into 2 lots. There is currently a double-wide mobile home and an abandoned single-family home which are both scheduled to be removed. Both of the proposed lots will be 0.25 acres. There is public water and sewer available to both of the proposed lots.

**Recommendation:**

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

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

Motion by Secretary Fletcher to approve, seconded by Vice Chairman Swanson. Approved unanimously.

**Final Plat: 38 lots The Reserve at Northridge Phase III for Gipson Construction.  
Zoned R-2**

This final plat creates 38 single family lots in the third and final phase of The Preserve at Northridge subdivision. The proposed Phase 3 is directly behind Phase 2. Public water and sewer utilities are provided throughout the subdivision. Stormwater detention is also provided. Sidewalks were not installed in phases 1 and 2 of the subdivision and were also not installed in phase 3.

**RECOMMENDATION:**

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

1. A typical lot detail should be shown noting typical lot dimensions, setbacks, and typical easements along the front, sides, and rear of each parcel. A 10' PUDE is required along all lot lines.
2. Coordinate with MWSD on available sanitary sewer capacity to serve the site due to current sewer system conditions and TDEC directives.
3. Provide a completed detention maintenance agreement form for recording.
4. Provide a bond on incomplete infrastructure including asphalt surface course.
5. Coordinate with USPS on if a mail kiosk is required given the age of the development.

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

**Site Plan: 2178 New Tullahoma Hwy, for a tire shop for Sameh Kahlil. Zoned C-3**

**DESCRIPTION:**

The proposed site plan is for redevelopment of the property located at 2178 New Tullahoma Highway. The existing building with parking lot which has served as the Crisis Pregnancy Assistance Center will remain and be used for the office of the proposed tire shop. The proposed building will be an auto repair facility with three service bays. The existing building currently has water and electrical service. A septic system is installed to serve the existing building. There is to be no water or sewer service provided to the new building.

**RECOMMENDATION:**

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

1. There were 11 parking spaces on the initial submittal and this has been revised to 7 parking spaces on the re-submittal. There are 4 service bays provided in the tire repair shop which requires 8 parking spaces. Additional parking spaces are required for every employee. Revise the site plan to meet the minimum parking space requirements.
2. Add a note to the plans to modify the existing concrete sidewalk and curb with gutter as necessary to construct the 24' wide driveway.
3. A principal structure is defined in the City of Manchester Zoning Ordinance as "A structure in which is conducted the principal use of the lot on which it is situated". It appears that the principal use of the lot will be automotive service and repair (Tire Shop) and this principal activity will be performed in the proposed structure and the existing structure will simply be the office area. Therefore, the principal structure will be the proposed structure, and must meet the setback requirements, or obtain a variance. The principal structure, as currently designed, does not meet the setback requirements and a variance must be obtained.
4. Coordinate with MWSD on available sanitary sewer capacity to serve the site due to current sewer system conditions and TDEC directives.
5. Note the materials to be used and color of the exterior finish of the proposed building on the architectural elevation views.
6. Provide a completed grading plan with proposed contours and spot elevations. Provide spot elevations on ADA spaces, access aisle, and walkways to the building entrance door. It is recognized from the response letter that the proposed contours are intended to be the same as the existing contours. However, without specific guidance and hard points for the contractor to grade to, it is likely that grading and/or paving contractor will not hold the existing grade and could cause drainage issues, ADA compliance issues, etc. Additionally, the City of Manchester allows up to a 1.0 cfs increase in site runoff rate in a 25-year storm event. However, TDOT does not allow ANY increase in the 50-year storm event onto their right-of-way. Therefore, if the site continues to drain to the front, as it currently does, the increased impervious area will result in an increase in runoff to the TDOT right-of-way

and detention will be required to comply with TDOT requirements. If detention is required on a commercial site, then stormwater quality measures are also required.

7. Provide a copy of the TDOT entrance permit to the City once obtained.

8. Provide drainage calculations. Provide stormwater detention if the increase in rate of runoff exceeds 1 cfs for 25-yr design storm. It is understood from the response letter that drainage calculations have been performed that show a less than 1 cfs increase in a 25-year storm event. Please provide these calculations to the City of Manchester for review by the City Engineer.

9. If a stormwater detention basin is provided, a completed detention maintenance agreement form and long-term maintenance plan will need to be prepared for approval and recording.

10. Pending setback variance for the narrow conditions of the lot/

Motion by Mark Messick to approve pending punchlist items, seconded by Brad Goodwin. Approved unanimously.

**Site Plan:** Truckers Lane for Manchester Pointe Luxury Apartments-Phase I. Zoned R-4

**DESCRIPTION:**

The proposed site plan is for Phase 1 of an apartment complex which will ultimately consist of 2 phases. Each phase has 144 units for a total of 288 units. Phase 1 will have 7 buildings with one of those buildings being a clubhouse with outdoor pool. A centralized mail kiosk is also provided in Phase 1. The site will be served by MWSD sanitary sewer but is located in the water service area of Hillsville Utility District. Sidewalks are provided throughout the site.

**RECOMMENDATION:**

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

1. Submit the TDOT entrance permit and TDOT right-of-way construction permit to the City when issued.
2. The stormwater quality calculations in the Nashville LID spreadsheet appear to show that impervious areas and turf areas are treated with level 2 bioretention and forested areas are treated with level 1 water quality swales. There are no bioretention ponds or water quality swales shown on the site plan. Please correct the water quality calculations.
3. It appears that the buffer zone for the wetland was drawn at 15' as noted on sheet C-3.1. The buffer zone for wetlands is typically required to be 30' average with a 15' minimum. It appears that the construction will be so close to the 15' line as drawn that the 30' average buffer requirement will not be met. Also, there cannot be any disturbance within the 15' minimum buffer without an ARAP permit to do so but there are several locations where parking lots, curbs, buildings, retaining walls, and fill slopes are right on the 15' minimum line so to realistically construct these items, it will require at least temporary disturbance

within the 15' minimum buffer. Disturbance within the 15' minimum buffer will not be allowed per the Manchester Stormwater Ordinance.

4. Show zoning of adjacent properties.

5. Note if the sewer through the site will be owned by MWSD or if it will be private. PUE is only required for MWSD owned sewer that is not in the public right-of-way. The same is true for water lines that are private or owned by MWSD or HUD.

6. It appears that the landscape buffer along the east side of the property stops short of the Phase 1 development limits. Please extend the landscape buffer along the entire east side of the site within Phase 1.

7. Coordinate with MWSD on available sanitary sewer capacity to serve the site due to current sewer system conditions and TDEC directives.

8. Provide a signed detention maintenance agreement form and long term maintenance plan for recording.

9. Provide Hillsville Utility District approval of water line design or a copy of TDEC approval of water line plans.

10. Submit copies of Construction Stormwater Notice of Coverage, ARAP Notice of Coverage, Class V Injection Well Permit, and Army Corps of Engineers Permit.

Motion by Brad Goodwin to approve pending punchlist items, seconded by Mark Messick. Approved unanimously.

Annexation: 3180 Murfreesboro Hwy. for Manchester Villas. The property consists of 1.97 acres and is currently zoned C-1, Commercial. The owner is requesting a zoning of R-4 to allow for multi-family housing. All departments provided plans of service.

Motion by Rob Clutter to send to BOMA with a positive recommendation, seconded by Secretary Fletcher. Approved unanimously.

Amendment to Manchester Municipal Code 14-707 absolute minimum lot size:

This amendment would update the Municipal Code of the absolute minimum lot size for from six thousand (6,000) feet to five thousand (5,000) feet and the width at its narrowest point from thirty (30) feet to fifty (50) feet.

Motion by Mark Messick to send to BOMA with a positive recommendation, seconded by Brad Goodwin. Motion passed with Secretary Fletcher and Ken Seuberling voting no.

**Amendment to Manchester Municipal code 14-516 for political signs:**

Proposed

The changes to Municipal Code would be for signage on private property that is located more than one hundred feet (100') from a polling place to will allow temporary political or campaign posters for signs to be located. The second change states that signs cannot be installed more than sixty (60) days before the first day voting begins and shall be removed with seven (7) days after voting ends for such election. This change is to bring the municipal code into compliance with TCA per MTAS recommendations. "Temporary political signs." Temporary political or campaign posters or signs may be located on private property that is located more than one hundred feet (100') from a polling place. These signs cannot be installed more than sixty (60) days before the first day voting begins and shall be removed within seven (7) days after voting ends for such election. The period between a primary and general election is exempt from this time limitation restriction. No temporary political or campaign poster or sign on commercial property may exceed thirty-two square feet (32 sq. ft.) in size. No temporary political or campaign poster or sign on residential property may exceed sixteen square feet (16 sq. ft.) in size. Each property, whether commercial or residential, is limited to 2 poster(s) or sign(s) on the property per candidate, issue, or subject.

**Motion by Brad Goodwin to send to BOMA with a positive recommendation, seconded by Ken Seuberling. Approved unanimously.**

**Report of Chairman: NONE**

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

**Motion to adjourn at 6:40 PM by Rob Clutter, seconded by Secretary Fletcher.  
Approved unanimously**



**Chairman**



**Secretary**

**MANCHESTER BOARD OF ZONING APPEALS MEETING**  
**July 15, 2024**

Meeting was called to order by Chairman Mark Williams at 6:41 P. M.

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

**MEMBERS UNABLE TO ATTEND:** Mayor Marilyn Howard and Ward Johnson

**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:** June 17, 2024

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

**COMMENTS FROM CITIZENS:** None  
**BUSINESS:**

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

Mr. Corlew requested for a variance to allow for 40' rather than the requested 50' at the deadend lot of Teakwood Dr.

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

**Variance:** S. Woodland St./E. McLean St. for Tracy St. John. Zoned C-1. This variance is for a 10' rear setback.

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

**Variance:** 2747 Hillsboro Blvd, for John Roberts, DBA Roberts Nissan. Zoned C-2

This request is for a 20' height variance to allow for a 50' pylon sign instead of a 30' pylon sign, Since the property is close to an interstate exchange other signs in the area have 50' pylon signs.

Motion to approve by Mark Messick, seconded by Secretary Fletcher.  
Approved with Brad Goodwin abstaining from the vote.

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Report of Chairman: NONE

Report of Engineer/Codes Director: NONE

Motion to adjourn at 7:00 PM by Rob Clutter, seconded by Secretary Fletcher.  
Approved unanimously



Chairman



Secretary