

**THE MANCHESTER PLANNING COMMISSION MINUTES**  
**August 19, 2024**

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

**MEMBERS PRESENT: Mayor Joey Hobbs, Vice Mayor Mark Messick, Chairman Mark Williams, Vice Chairman Leif Swanson, Secretary Elissa Fletcher, Ward Johnson, Ken Seuberling, Brad Goodwin**

**MEMBERS UNABLE TO ATTEND: None**

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

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

**Chairman Williams opened the meeting with a moment of silence for the loss of PC/BOZA member Rob Clutter.**

**APPROVAL OF July 15, 2024 MINUTES:**

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

**COMMENTS FROM CITIZENS: There was a comment to remind the members about the sewer issues that the City is still facing.**

**BUSINESS:**

**Prem./Final Plat: 2 lots 461 Bryan Blvd. for Randy Norton. Zoned RS-1 in the UGB.**

**The proposed combination plat is merge two lots into one lot on Bryan Blvd. Both lots are owned by the same person. The larger, eastern lot currently has two structures, a single family house and a mobile home. The smaller, western lot is vacant. The property is served by public water along Bryan Blvd. Public sewer is not available at this location.**

**RECOMMENDATION:**

**Staff recommends approval of the plat.**

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

**Prem./Final Plat: 2 lots 3623 McMinnville Hwy. for Forest Mill Cemetery. Zoned RS-1 in the UGB.**

The proposed preliminary / final plat is for the addition of approximately 0.90 acres of property to the Forrest Mill Cemetery which is approximately 218' southwest of the intersection of Vaughn Speckleton Road and the McMinnville Highway. The additional property is being acquired from the adjacent R.J. Haley Trust property to the north and west of the cemetery. There is an overhead power line with easement that runs across the additional property. There are no existing buildings on the cemetery property or the adjacent R.J. Haley Trust property that will be located within the building setbacks along the revised property boundary. The cemetery property is served by a public water main along McMinnville Highway. Public sewer access is not available to the cemetery.

**RECOMMENDATION:**

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

1. Show size of public water line adjacent to the parcel.

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

**Prem./Final Plat: 2 lots 1127 Toliver Lake Rd. for Wilma Jean Parker Estate. Zoned RS-1 in UGB.**

This prem./final plat is to shift a lot line between lots 1 and 2 allowing for the existing driveway of lot 1 to fully remain on lot 1. This plat is also combining a non-conforming adjacent lot with lot 1 making lot 1 a total of 1.22 acres. Public water is available. All parcels are owned by the same person.

**RECOMMENDATION:**

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

1. Provide the TDEC certification for the SSDS system for Lot 2 on the plat.
2. Change certificate for "Water and Sewer" systems to just "Water" system.

Motion by Vice Mayor Messick to approved pending punchlist items, seconded by Secretary Fletcher. Approved unanimously.

**Prem./Final Plat: 2 lots 320 Ridgewood Dr. for Ron Russ. Zoned RS-1 in the UGB.**

The purpose of the proposed preliminary / final plat is for the addition of approximately 0.04 acres to the subject parcel from the adjacent parcel to the south. The 0.04 acres was originally intended to accommodate a future cul-de-sac at the end of Ridgewood Drive. Both parcels are owned by the same person. The subject parcel is a vacant lot. The property is served by a public water main along Kimberly Lane and sewer is by septic system.

**RECOMMENDATION:**

Staff recommends approval of the plat.

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

**Prem./Final Plat: 2 lots Expressway Dr., Map 085, Parcel 013.02 & 013.03 for Eric Dill. Zoned C-2**

The proposed combination plat is merge two lots into one lot on Expressway Drive. Both lots are owned by the same person. Both existing lots are currently vacant. The property is served by public water and sewer along Expressway Drive.

**RECOMMENDATION:**

Staff recommends approval of the 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 Vice Chairman Swanson to approve pending punchlist items, seconded by Brad Goodwin. Approved unanimously.

**Prem./Final Plat: 2 lots 58 Kimberly Lane for Randy Powell. Zoned C-2**

The purpose of the proposed preliminary / final plat is to shift the northern lot line of the subject property to the south so that the existing asphalt driveway for the Randy & Dina Powell property to the north is no longer on the subject property. The subject property is a vacant lot. The property is served by a public water main along Kimberly Lane and public sewer located on the property.

**RECOMMENDATION:**

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

1. Change Robertson County to Coffee County in the certificate of ownership and dedication.
2. Provide a 10' public use easement on the frontage of the lot where there is a 30' ROW width along Kimberly Lane.
3. Show the additional existing water lines of Hillsville Utility District in the area of this lot.
4. Show a 20' public utility easement along the existing sewer line where it crosses this lot.
5. Coordinate with MWSD on available sanitary sewer capacity to serve the site 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.

**Prem. Plat:** 87 Lots in Walnut Grove S/D for Scot & Tracy St. John on Country Club Dr. Zoned R-4

This preliminary plat created 87 single family lots in the Walnut Grove S/D located on Country Club Dr. A traffic study has been provided for review.

**RECOMMENDATION:**

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

1. The MS4 Stormwater Quality Requirements will apply to this project. Address these requirements on the construction plans.
2. The HOA must be responsible for SCM's, the detention pond, and the mail kiosk in order for the City to feasibly enforce maintenance of these items.
3. The detention pond and stormwater control measures (SCM's) used to meet the stormwater quality requirements should be located preferably in common area but at a minimum in easements in which the HOA has authority to enter and maintain SCM's and the detention pond. Show all needed easements and/or common areas on the construction plans and final plat.
4. Coordinate with MWDS on available sanitary sewer capacity to serve the lots due to current sewer system conditions and TDEC directives.

Motion by Vice Chairman Swanson to approved pending punchlist items, seconded by Ken Seuberling. Approved unanimously.

**Final Plat: 76 lots in Stone Fort Meadows (formally Simply Southern) for Ole South Properties. Zoned R-3**

This final plat creates 76 single family lots in the Stone Fort Meadows Subdivision. Public water and sewer utilities are provided throughout the subdivision. Stormwater detention is also provided.

**RECOMMENDATION:**

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

1. 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. At the time of review, the asphalt base course and roadway curbs were not installed. Coordinate with Manchester Public Works Department on construction items which are required to be completed prior to recording the final plat.
5. Revise Note 8 to indicate a 10' drainage and utility easement on both interior and exterior lot lines.
6. Developer to coordinate with DREMC on street lighting and submit payment to City of Manchester.

Motion by Ward Johnson to approve pending punchlist items, seconded by Ken Seuberling. Approved with Secretary Fletcher voting NO.

**Site Plan: McArthur St., Highway 55 Townhomes for Josh Moore. Zoned R-4**

The proposed site plan is for development of the property located on McArthur Street approximately 600' north of the Bartlett Drive / McArthur Street Intersection adjacent to Clower Automotive. The property is currently vacant. The proposed development will be a single structure with 8 townhome units. The structure will be approximately 4,368 square feet which allows approximately 546 square feet per unit on a single floor and it is assumed that these will be 2-story townhomes. The property is served by public sewer that runs across the property in an easement and public water that runs along a private access road adjacent to the north side of the property.

**RECOMMENDATION:**

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

1. Note 6 on Sheet C-1 states "The subject property, being part of the original Dave King Subdivision, has established prescriptive rights to this R.O.W." This should be reviewed by the City Attorney.

2. Coordinate with TDOT prior to development regarding entrance permit requirements. The TDOT Manual for Constructing Driveway Entrances on State Highways states "No person may construct a driveway or related encroachment on state highway right-of-way, including the modification, revision, or change in use of any existing driveway facilities, without first obtaining a state highway entrance permit. Change in use includes increasing the number of trips."
3. Submit design standards by which the sand filters were designed and calculations in accordance with the submitted standards. Design standards must be from the State of Tennessee or another local government in Tennessee.
4. Label top of berm elevation of the detention basin on the grading plan.
5. Coordinate with MWSD on available sanitary sewer capacity to serve the site due to current sewer system conditions and TDEC directives.

**Drainage Calculations Comments:**

1. Provide drainage area maps for stormwater drainage system and detention pond with flow path used for time-of-concentration calculations.
2. Provide time-of-concentration calculations for pre-development conditions as it may be higher than 5 min.
3. Provide weighted C-value calculations.
4. Provide storm pipe capacity calculations.
5. The pond should provide 1' of freeboard in the design storm event, which is the 25-year event.

**Motion by Vice Chairman Messick to approve pending punchlist items, seconded by Ward Johnson. Approved unanimously.**

**Rezoning: 3204 McMinnville Hwy. for Richard & Olga Brindley from RS-1 to C-2. Mr. Brindley is requesting rezoning for his property to use it for commercial project. There is already a commercial office located on the property and the request is for the remaining property.**

**Motion by Brad Goodwin to send to Coffee County Commission with a positive recommendation, seconded by Vice Chairman Swanson. Approved unanimously.**

**Construction Plans: Stone Ridge S/D off of Murfreesboro Hwy. for Mitch Umbarger. Zoned R-4**

**The subject construction plans are for Stoneridge Subdivision which will provide 37 lots. The preliminary plat for this subdivision has been approved. Public water and sewer for this subdivision will be provided and will be served from Spur Street in the Northridge Subdivision. Sidewalks are to extend throughout the subdivision.**

**RECOMMENDATION:**

Staff recommends approval of the construction plans 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.
2. Show the sidewalk and grass strip in the roadway typical section.
3. Sidewalks must be located in the right-of-way with a 2' minimum grass strip per the subdivision regulations.
4. Locate the mail kiosk in common area maintained by the HOA.
5. Stormwater Control Measures (SCM's) are to be noted as being maintained by the HOA.
6. Provide the TDOT entrance permit to the City.
7. Show and note stop signs, street signs, and pavement markings at all intersections.
8. Crosswalks at intersections should be located in front of the stop bars at intersections. The crosswalk at the intersection inside the subdivision is currently too far from the intersection.
9. Submit design standards by which the sand filters were designed and calculations in accordance with the submitted standards. Design standards must be from the State of Tennessee or another local government in Tennessee.
10. Connect the proposed water system to the existing water main along Murfreesboro Highway and provide the TDOT construction permit for this work.
11. Further coordination with MWSD will be required for approval of up-sizing sewer mains to lay on a shallower grade when the required flow does not justify up-sizing the sewer mains.
12. Coordinate with MWSD on possible participation in sewer system upgrades in this area including upsizing of Fredonia Road Pump Station resulting from the development.

**Drainage Calculations Comments:**

1. Provide drainage area maps for stormwater drainage system and detention pond with flow path used for time-of-concentration calculations.
2. Provide time-of-concentration calculations for all drainage areas unless the minimum toc was assumed.
3. Provide weighted C-value calculations.
4. It appears that spread calculations are based only on the ponding depth caused by the inlet in sump conditions. Roadway/curb flow spread using open channel flow calculations on either side of the sump inlets should also be checked as the flow along the road and curb could be the controlling factor in the spread rather than the inlet itself.
5. It appears that the maximum flow that the storm pipes can handle based on open channel flow calculations is the only calculation that was performed for the storm drainage system. Head loss through the inlets and inlet conditions of the culverts should also be checked as these factors can have a significant, negative affect on the hydraulic grade line through the storm drainage system.

6. The maximum discharge for the pond is shown in the reservoir routing. However, it shows that the maximum water elevation comes to 1088.0 in the 5-year storm event, 1088.2 in the 10-year storm event, and 1088.4 in the 25-year storm event. The pond should provide 1' of freeboard in the design storm event, which is the 25-year event.

Motion by Mark Messick to approve pending punchlist, seconded by Ken Seuberling. Approved unanimously

**Annexation:** 98.90 acres +/- on Murfreesboro Hwy. for Roberts & Shonta Gilley to be rezoned to R-4.

This request is for 3 parcels, Map 068, Parcels 007.06, 007.09 and 007.10 for a total of 98.90 acres +/- . All departments provided plans of service. City sewer is in the vicinity and it would be the responsibility of the developer to install the sewer and water to the development. Some departments stated potential need for additional staff and equipment.

Motion by Brad Goodwin to send to the BOMA with a positive recommendation, seconded by Vice Mayor Messick. Approved unanimously.

**Annexation:** 10.37 acres +/- Sissom Lane, map 067, portion of Parcel 036.05 for Donald Parker to be rezoned to R-4.

The developer is requesting annexation with a R-4 zoning. This property is adjacent to and existing development under construction. All departments provided plans of service with some departments stating potential need for additional staff and equipment.

Motion by Vice Mayor Messick to send to BOMA with a positive recommendation, seconded by Ward Johnson. Approved unanimously.

7:11 PM a motion was made by Brad Goodwin to recess and open the BOZA meeting, seconded by Ward Johnson. 7:39 PM the meeting was called back order by Chairman Williams.

**Amendment:** Amend the subdivision regulations for centralized mail facilities.

After discussion of the regulations presented, it was voted and approved to adopt the following strictly regarding centralized main facility. Implementation of HOA requirements will be presented at another meeting.

**Centralized Mail Facilities regulations:**

**Centralizing of mail facilities in cluster box units (CBUs) in accordance with the United States Postal Service (USPS) standards, including the USPS National Delivery Planning Standards: A Guide for Builders and Developers, is required for new residential subdivisions and commercial developments proposed within the City of Manchester planning region if curbside mail delivery is not approved by USPS. Installation of CBUs or other approved equipment, including associated improvements, such as lighting, landscaping, sidewalks, shelters, and other related improvements shall be in accordance with USPS standards and shall meet all the requirements of the building and fire codes for the City of Manchester.**

**The initial location and layout of the centralized mail facilities shall be included on the preliminary plat. The final design, including location, layout, and grading plans of centralized mail facilities shall be shown on the construction plans. The centralized mail facilities shall be completed by the developer and accepted by the City prior to the recording of the final plat. The USPS representative shall approve the mail facility site and equipment type.**

~~The establishment of a homeowner's association (HOA) in residential developments is required to maintain the CBUs and the related improvements.~~ **The CBUs and related improvements shall be located in common areas and not in easements on private property owned by others. These common areas are not required to meet the minimum area of the zoning district, nor do typical setbacks or frontages apply.**

~~The CBU box equipment (mailbox) is not to be positioned in the public right-of-way.~~ **The improvements such as parking and sidewalks can be located in the right-of-way or in the common area. The design for the centralized mail facilities shall best allow for vehicle parking without creating pedestrian safety or vehicle safety issues and can include 90 degree, parallel, or angled vehicle parking spaces. A dedicated parking area is required for the centralized mail facilities. A portion of the public right-of-way on minor streets may be used for providing parking spaces, subject to approval of the City. Access areas and one of the parking spaces shall be compliant with the current Americans with Disabilities Act (ADA) standards. The required number of parking spaces is as follows: 2 for 50 or fewer lots, 3 for 51-100 lots, 4 for 101- 200 lots, and 5 for 201 or more lots.**

**Motion to approve with the removal of the HOA requirements by Ward Johnson, seconded by Brad Goodwin. Approved unanimously.**

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**Report of Chairman: NONE**

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

**Motion to adjourn at 8:08 PM by Ken Seuberling, seconded by Vice Chairman Swanson.  
Approved unanimously**



**Chairman**



**Secretary**

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

**Meeting was called to order by Chairman Mark Williams at 7:12 P. M.**

**MEMBERS PRESENT: Mayor Joey Hobbs, Vice Mayor Mark Messick, Vice Chairman Leif Swanson, Secretary Elissa Fletcher, Ken Seuberling, Ward Johnson 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 MINUTES: July 15, 2024**

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

**COMMENTS FROM CITIZENS: None**

**BUSINESS:**

**Special Exception: Creekwood Rd., The Villas at Springhouse, for Howard Development, for multi-family in a R-2 zone.**

**This request is being made to allow for multi-family or townhouses in a R-2 zone with a special exception. Tina King, daughter of Eldie Ferrell that owns the house at 382 Stillwood Dr. talked about concern of their private driveway and how the land on the right of the driveway would be accessed. There were also concerns of the property being in a flood way or flood plain and ingress/egress access. All of these concerns will be addressed on the construction plans. The density allowed will remain the same.**

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

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**Report of Chairman: Chairman Williams thanked Mayor Howard for her service on the Planning Commission and BOZA and welcomed Mayor Joey Hobbs.**

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

**Motion to adjourn at 7:38 PM by Ward Johnson, seconded by Vice Mayor Messick.  
Approved unanimously**



**Chairman**



**Secretary**