

THE MANCHESTER PLANNING COMMISSION MINUTES
October 21, 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, Ward Johnson, Ken Seuberling, Brad Goodwin

MEMBERS UNABLE TO ATTEND: Secretary Elissa Fletcher. Brad Goodwin was appointed acting Secretary.

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 SEPTEMBER 16, 2024 MINUTES:

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

COMMENTS FROM CITIZENS: None

BUSINESS:

Prem./Final Plat: 4 lots Old Seminary Rd. for Larry Swan. RS-1 in the UGB.

DESCRIPTION:

The proposed preliminary / final plat subdivides one lot into three new lots and the remaining acreage of Swan. Lots 1, 2, and 3 are 1.37 ac, 1.52 ac, and 1.41 ac respectively with the remaining Swan tract being over 5 acres. A 50' ingress, egress, and utility easement is placed on the remaining tract of Swan to provide access to Lot 3. There is an existing 6" water line up to the westerly edge of the property along Old Seminary Rd and Seminary Hill Rd. There is no public water line along the frontage of Lots 1 or 2.

RECOMMENDATION:

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

1. Coordinate with MWSD on the water line servicing lots 1 & 2.
2. Coordinate with MWSD to provide a fire hydrant near the street intersection on the 6" water line.
3. Post bond on the water line and fire hydrant with MWSD prior to recording of the plat.
4. Provide copy of TDEC approval or water line extension to fire hydrant

Motion by Brad Goodwin to approve as pending punchlist item, seconded by Secretary Fletcher. Approved unanimously.

Prem. Plat; 132 lots Bashaw Creek Rd. for Howard Development. Zoned R-4

DESCRIPTION:

The preliminary plat is for 132 single-family lots on a portion of Map 068 Parcel 063.00. Sanitary sewer is adjacent to the development at the Northridge Pump Station. Water lines are existing along Bashaw Creek Road. Stormwater detention areas are generally located on the preliminary plat. Bashaw Creek Road is a county road/ROW in this location and no request to annex the roadway to the development has occurred.

RECOMMENDATION:

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

1. Coordinate with MWSD on available sanitary sewer capacity to serve the lots due to current sewer system conditions and TDEC directives. Upgrades to the downstream sanitary sewer system may be required to serve this development.
2. Coordinate with MWSD on available water system capacity to serve the development. Upgrades to the water system may be required to serve this development.
3. Sidewalks shall not be located on the lots but shall be in the public R.O.W. with a minimum 2 foot grass strip in accordance with the subdivision regulations. The entire 20 foot front setback can be dedicated as public utility and drainage easement if there is not enough room for utilities in the R.O.W. and keep the utilities out from under the sidewalk. Subject to change with amendment to subdivision regulation or setback in at construction plans approval at developer discretion.
4. Based on the topography, it appears that there may need to be a detention pond at lots 50 and 51 and another pond at lots 95 and 109. If this is the case, show the drainage and detention easement that will be needed at these areas.
5. The detailed layout of parking, sidewalks, and curb ramps for the mailbox kiosk area is to be shown on construction plans. The layout shown on this preliminary plat does not necessarily represent an approved layout plan. The Planning Commission is to determine if the mailbox kiosk area should be maintained by an HOA or if allowed to be deeded to the lot owner for maintenance by the home owner.
6. Show water lines, fire hydrants, and sewer lines on the preliminary plat.
7. The landscaped areas in the widened main entrance are not to be included in public right-of-way. Maintenance to be addressed prior to final plat approval.
8. Sight distance evaluations at the proposed subdivision entrances should be provided. Public Works is requiring that a comprehensive Traffic Impact Study be submitted and recommendations approved by the PC. Any recommendations for roadway improvements from the TIS would have to be approved by the Coffee County Highway Superintendent in sections of county road/ROW.

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

Site Plan: Kimberly Lane for 7 Brew Coffee. Zoned C-2

DESCRIPTION:

The site plan is for a proposed building and free-standing cooler totaling 748 sf for 7 Brew. There are two drive-thru lanes and windows for drive-thru service only. There are 6 parking spaces proposed for the maximum of 6 employees. Access is off of Kimberly Lane only. Underground stormwater detention with water quality structure is proposed. A sidewalk along the highway frontage is proposed. TDOT permits will be required due to work in the highway right-of-way.

RECOMMENDATION:

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

1. Provide a copy of the TDOT permit to the City once obtained. Provide a copy of the Traffic Impact Study. The City will review the impact to the City street (Kimberly Lane) and recommendations. There are concerns on the exiting of vehicles from the site onto Kimberly Lane in close proximity to the intersection (south driveway).
2. Label on the Site Plan the existing zoning of all adjacent lots.
3. Sidewalks should be added along Hillsboro Boulevard within the existing right-of-way with a grass strip between the back of curb and the sidewalk in accordance with TDOT's standard roadway typical section for the applicable road classification.
4. Cleanouts should be placed on the sewer service lines within 5' of the buildings being served, at all bends in the service lines, and no more than every 75' apart along the service line. Also provide a cleanout within 10' of the connection to the sewer main. Cleanouts in paved areas shall be rated for traffic bearing.
5. The sanitary service line extending from the sewer main shall not be connected to the sewage holding tank. Once the city approves connection to the public sanitary sewer system, the holding tank can be removed and the service line connected to the line extending from the building.
6. A state operating permit for the pump and haul sewer system will be required from TDEC. Provide the permit and application to the city once the permit has been obtained.
7. Coordinate with MWSD on available sanitary sewer capacity to serve the site due to current sewer system conditions and TDEC directives.
8. Provide post-construction stormwater quality calculations and note the stormwater control measures used on the site in accordance with the Manchester Stormwater Ordinance.
9. Provide a signed, completed Stormwater Detention Maintenance Agreement form and Long Term Maintenance Plan for recording. Since the detention is proposed to be underground, the site plan should indicated by dashed lines the area (detention area) that is to be regulated by the agreement.

10. Evaluate and note the existing roadway width of Kimberly Lane where connecting with a driveway. Roadway widening may be required by the developer to achieve a 22' minimum width with proper striping.
11. The buffer strip along the north side of the property does not appear to meet the Manchester Zoning Ordinance requirements. Confirm that the planting schedule meets the city requirements. Show fence or buffer strip.
12. Provide a minimum of 24 feet of pavement width at the two-way business entrance and a minimum of 12 feet of pavement width at the one-way business entrance.
13. Install cleanouts on the roof drain system at the bends to allow for cleaning.
14. Install a reduced pressure backflow preventer in a hot-box on the water service line on the customer side of the water meter.
15. Show the building setback lines on the site plan.
16. Show the existing sewer easement and water line easement on the site plan.

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

Site Plan: 1422 Murfreesboro Hwy. for Jon & Christy Lewis. Zoned C-3

DESCRIPTION:

The site plan is for a proposed building addition to the existing automotive repair shop on Hwy 41 N near Melrose Market. A 1,000 sf building addition is proposed to be added to the west end of the existing 2400 sf building for a new service bay. The addition is to be added in area of existing asphalt pavement so no impact to stormwater runoff is proposed (less than 1 cfs increase).

RECOMMENDATION:

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

1. Planning Commission to allow owner to match existing building exterior.

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

Site Plan: W. Main St. & S. Irwin St. for Peoples Bank & Trust. Zoned C-1

DESCRIPTION:

The site plan is for a proposed 2-lane ATM facility at the existing parking area on the corner of the square. The existing parking spaces are to be eliminated except for two spaces.

RECOMMENDATION:

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

1. Show proposed water meter, and backflow preventor on the Utility Plan.
2. Submit drawings of the proposed building to the office of the building inspector of the City of Manchester for review by the Historic Zoning Commission.
3. Provide exterior building elevations.

Motion by Ward Johnson to approve pending punchlist items be addressed, seconded by Ken Seuberling. Approved unanimously.

Report of Chairman: NONE

Report of Engineer/Codes Director: None

Motion to adjourn at 7:12 PM by Vice Mayor Messick, seconded by Mayor Hobbs.
Approved unanimously



Chairman



Secretary

MANCHESTER BOARD OF ZONING APPEALS MEETING
October 21, 2024

Meeting was called to order by Chairman Mark Williams at 7:13 P. M.

MEMBERS PRESENT: Mayor Joey Hobbs, Vice Mayor Mark Messick, Vice Chairman Leif Swanson, Ken Seuberling, Ward Johnson and Brad Goodwin

MEMBERS UNABLE TO ATTEND: Secretary Elissa Fletcher. Brad Goodwin appointed acting Secretary.

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

\COMMENTS FROM CITIZENS: None

BUSINESS:

Special Exception: 241 W. Doak Rd. for home occupation requested by Genesis Mejias. Home occupation to allow for office for a home health business. Zoned R-3

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

Variance: 2178 New Tullahoma Hwy. for Sameh Khalil for front and rear setbacks for building for vehicle repairs for used car lot.

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


Report of Chairman: NONE

Report of Engineer/Codes Director: Training offered by Tullahoma Codes for the State Training if any of the members missed and would like to participate.

Motion to adjourn at 7:25 PM by Ken Seuberling, seconded by Ward Johnson. Approved unanimously



Chairman



Secretary