

THE MANCHESTER PLANNING COMMISSION MINUTES
November 18, 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 October 21, 2024 MINUTES:

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

COMMENTS FROM CITIZENS: NONE

BUSINESS:

Prem./Final Plat: 2 lots Lakeview St. for DCC Strategic Realty Partners. Zoned R-2

DESCRIPTION:

The proposed preliminary / final plat subdivides one lot into two new lots, lot 1A to the north and lot 1B to the south. The lots are both 0.33 acres. There is an existing 6" water line along the west side of Lakeview Street and there is a 2" low pressure force main sewer line that runs along the east side of Lakeview Street. Sewage grinder pumps will be required for each lot. There is an existing shed that is to be removed on lot 1A and an existing house and shed that is to be removed on lot 1B.

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

Prem./Final Plat: 716 Ragsdale Rd. for Brendan Kelly. Zoned R-1

DESCRIPTION:

The proposed preliminary / final plat subdivides one lot into two new lots. Lot 1 is 0.67 acres and is the front lot along Ragsdale Road. Lot 2 is a flag lot behind Lot 1 and is 0.83 acres with the "pole" extending down the east side of Lot 1. There is an existing 6" water line along the north side of Ragsdale Road and there is an 8" gravity sewer line that runs along the south side of Ragsdale Road. Lot 2 may require a grinder pump for sewer service. There is an existing house and garage that is to be removed.

RECOMMENDATION:

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

1. Clarify on the plat that the 20' P.U.U.D.E. across the front of the property denotes a Public Use, Utility, and Drainage Easement.
2. 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 pending punchlist items, seconded by Ken Seuberling. Approved unanimously.

Final Plat: 62 lots Stonehenge Phase I, Interstate Dr., for Donald Parker. Zoned R-4

DESCRIPTION:

This final plat creates 62 single family lots in the Stonehenge Subdivision. Public water and sewer utilities are provided throughout the subdivision. Stormwater detention is also provided. Sidewalks are provided along one side of the street throughout the subdivision.

RECOMMENDATION:

Staff recommends approval of the 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.
2. Provide a completed detention maintenance agreement form and LTMP for recording.
3. Provide a bond on incomplete infrastructure including asphalt surface course.
4. Easement should be provided to install and maintain the mail kiosk and associated parking, sidewalk, lighting, and other infrastructure and allow for public access. 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. The

layout of the proposed mail kiosk area including associated parking, sidewalks, curb ramps, and lighting is to be approved by the Planning Commission.

5. Extend the 20' temporary utility easement to the fire hydrant location just north of Lot 98.

6. If an HOA is being established, provide the legal documents for the formation of the HOA to the Planning Office for review.

7. Recommendations from the Traffic Impact Study should be addressed prior to recording the final plat.

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


Report of Chairman: NONE

Report of Engineer/Codes Director: Training Discussion

Motion to adjourn at 6:10 PM by Cheryl Swan, seconded by Vice Chairman Swanson. Approved unanimously



Chairman



Secretary

**MANCHESTER BOARD OF ZONING APPEALS MEETING
November 18, 2024**

Meeting was called to order by Chairman Mark Williams at 6:11 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: October 21, 2024

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

COMMENTS FROM CITIZENS: None

Motion to adjourn at 6:17 PM by Vice Mayor Messick, seconded by Ken Seuberling. Approved unanimously

Chairman

Secretary