

**THE MANCHESTER PLANNING COMMISSION MINUTES**  
**December 16, 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, Cheryl Swan

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

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

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

**APPROVAL OF November 18, 2024 MINUTES:**

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

**COMMENTS FROM CITIZENS:** NONE

**BUSINESS:**

**Prem./Final Plat:** 2 lots Rogers Circle, Map 085B, Parcel 013.00 for Rudy's Cardinal No. 24 LLC. Zoned R-3

**DESCRIPTION:**

The proposed preliminary / final plat subdivides one .62 acre lot into two new lots. Lot 1 & lot 2 will both consist of 0.31 acres. There is an existing 4" water line and an 8" sewer line existing along Rogers Circle. The zoning on the new lots will be R-3, medium density residential.

**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 Mayor Messick to approve pending punchlist item, seconded by Ward Johnson. Approved unanimously.

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**Public Hearing: Amendment to S/D regulations regarding sidewalk placement.**

**DESCRIPTION:**

After discussion the following amendment was approved. Within section 4-108.1 of the subdivision regulations the last sentence shall be omitted and replaced with: Sidewalks are to be a minimum of 25 feet from the front of building.

**RECOMMENDATION:**

Staff recommends approval of the amendment to the subdivision regulations.

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

**Public Hearing: Plans of Service for property owned by Robert & Shonta Gilley consisting of approximately 99 acres on Murfreesboro Hwy. Owners are requesting a R-4 zoning, high density residential.**

**DESCRIPTION:**

Each City Department and the City of Manchester School System has submitted for approval a Plan of Service letter. This letter informs the City of Manchester if each department can provide services to the newly accepted property. The Planning Commission believes that the Plan of Services adequately addressed the scope of services identified as well as the timing of the services. The developer will be responsible for providing adequate sewer and water infrastructure as well as TDEC approval and any easements to the development.

**RECOMMENDATION:**

Staff recommends approval of the Plans of Service for the development.

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

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**Public Hearing:** Plans of Service acceptance for property owned by Donald Parker consisting of approximately 10.37 acres at the end of Sissom Lane. Owner is requesting a R-4 zoning, high density residential.

**DESCRIPTION:**

Each City Department and the City of Manchester School System has submitted for approval a Plan of Service letter. This letter informs the City of Manchester if each department can provide services to the newly accepted property. The Planning Commission believes that the Plan of Services adequately addressed the scope of services identified as well as the timing of the services. The developer will be responsible for providing adequate sewer as well as TDEC approval and any easements to the development. Water to the development will be provided by Hillsville Utility.

**RECOMMENDATION:**

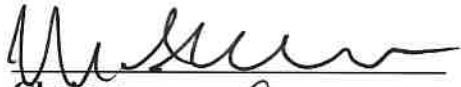

Staff recommends approval of the Plans of Service for the development.

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

**Report of Chairman:** NONE

**Report of Engineer/Codes Director:** January 20, 2025 meeting will be moved to January 21, 2025 due to the holiday. Scot St. John announced his retirement and that Adam Carter will be attending the meetings.

Motion to adjourn at 6:15 PM by Cheryl Swan, seconded by Ward Johnson.  
Approved unanimously

  
Chairman  
  
Secretary

**MANCHESTER BOARD OF ZONING APPEALS MEETING  
December 16, 2024**

**NO MEETING FOR THE MONTH OF DECEMBER 2024**