

**THE MANCHESTER PLANNING COMMISSION MINUTES**  
**January 21, 2025**

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 sent in her resignation letter. Brad Goodwin was appointed acting Secretary.

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

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

**APPROVAL OF December 16, 2024 MINUTES:**

Motion by Vice Chairman Swanson to approve, seconded by Cheryl Swan. Approved unanimously.

**COMMENTS FROM CITIZENS:** Concerns about development of Woodbury Hwy. and ingress and egress to the property. Item of concern was deferred from agenda by owner prior to meeting.

**BUSINESS:**

**Prem./Final Plat:** 4 lots Toliver Lake Rd. for Don Bruce. Zoned RS-1 in the UGB.

**DESCRIPTION:**

The proposed preliminary / final plat subdivides one lot into four new lots. Three single family residential lots are being created at the northeast corner of the remaining Bruce property. There is an existing 8" water line along the south side of Toliver Lake Road and a 4" gas line along the north side of Toliver Lake Road to serve the new lots. Public sewer service is not available at this location so the three single family residential lots will require a subsurface sewage disposal system to be installed.

**RECOMMENDATION:**

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

1. Provide the TDEC certification for the SSD system on the plat prior to recording.

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

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**Prem./Final: 2 lots 618 Ragsdale Rd. for Sabina Mosso. Zoned R-1**

**DESCRIPTION:**

The proposed preliminary / final plat subdivides one lot into two new lots. The existing house garage, barns, and other accessory structures will remain on Lot 2A and Lot 2B will be a vacant lot. A 6” water line, 8” sewer line, and 4” gas line runs along Ragsdale Road to serve both of the 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 Ward Johnson to approve pending punchlist item, seconded by Brad Goodwin. Approved with Vice Mayor Messick abstaining.

**Prem./Final: 5 lots to 1 lot at 1105, 1107, 1109, 1111 & 1113 S. Spring St. for DCC Strategic Realty Partners. Zoned R-4**

**DESCRIPTION:**

The proposed combination plat combines 5 parcels into one parcel. All existing structures have been removed. The site is currently served by an 8” sewer main, 6” water main, and 2” gas main.

**RECOMMENDATION:**

All previous staff comments have been adequately addressed and there are no additional comments recommended for approval of the subject combination plat.

Motion by Vice Chairman Swanson to approve, seconded by Ward Johnson. Approved unanimously.

Abandonment of Right-of Way: Lexington S/D between lots 75 & 76.

**DESCRIPTION:**

Property owner of lot 76 has requested closure of the right-of-way to allow for a larger building envelope since a portion of their lot contains a detention easement. City of Manchester will retain a utility easement. Property owner advised to coordinate with DREMC about easements. This was approved by the street committee 1/9/25.

Motion by Brad Goodwin to send to the BOMA with a positive recommendation, seconded by Cheryl Swan. Approved unanimously.

Street right-of-way acceptance including sidewalks for Forest Ridge S/D, Timber Circle:

**DESCRIPTION:**

After inspection by Director Fiske and Director Gannon with the Public Works Dept., and City Engineer the street and sidewalks were approved for the city to accept.

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

Election of Officers:

Motion for nomination officers are as follows:

Mark Williams, Chairman by Ward Johnson & Vice Mayor Messick  
Leif Swanson, Vice Chairman by Ward Johnson & Cheryl Swan  
Ward Johnson, Secretary by Vice Chairman Swanson & Brad Goodwin

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

Report of Chairman: NONE

Report of Engineer/Codes Director: NONE

Motion to adjourn at 5:55 PM by Brad Goodwin, seconded by Ken Seuberling. Approved unanimously



Chairman



Secretary

**MANCHESTER BOARD OF ZONING APPEALS MEETING**  
**January 21, 2025**

**NO MEETING FOR THE MONTH OF JANUARY 21, 2025**