

THE MANCHESTER PLANNING COMMISSION MINUTES
March 17, 2025

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

MEMBERS PRESENT: Chairman Mark Williams, Secretary Ward Johnson, Ken Seuberling, Brad Goodwin, Cheryl Swan

MEMBERS UNABLE TO ATTEND: Mayor Joey Hobbs, Vice Mayor Mark Messick and Vice Chairman Leif Swanson

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 AGENDA: February 17, 2025

Motion by Brad Goodwin to approve, seconded by Secretary Johnson. Approved unanimously.

COMMENTS FROM CITIZENS: None

BUSINESS:

Prem./Final Plat: 2 lots 83-89 Joe Hickerson Rd. for Roger Chambers. Zoned C-2

DESCRIPTION:

The proposed preliminary / final plat changes the location of the property line between the Coffee County Funeral Home property and the adjacent Roger A. Chambers property and appears to grant easement for parking to the Coffee County Funeral Home on the Chambers Property.

RECOMMENDATION:

Staff recommends deferral of the preliminary / final plat until the following items are addressed:

1. Coordinate with MWSD on available sanitary sewer capacity to serve the site due to current sewer system conditions and TDEC directives.
2. Show and label public water and sewer lines which serve the property along with line sizes.
3. Show the distance to the nearest fire hydrant from the nearest property corner.
4. Show a 10' PUDE along all property lines.
5. Note the zoning for the subject parcels and the adjoining parcels.
6. Show the boundary of the city limits that runs along the western and southern boundary of the parcels.

7. Show bearings and distances for all existing and proposed property lines.
8. Dimension all proposed easements.
9. Show the owner information for both of the subject parcels.
10. Put the owner's name for each of the subject parcels in the title of the plat.
11. Show, label, and dimension the setback lines on each of the subject parcels.
12. Decrease the scale of the drawing to make it larger and more visible and to give more room for labeling.
13. Make the drawing black, white, and grey rather than having colors. Many of the colors are not legible when printed.
14. Complete the deed book and page reference in the CERTIFICATE OF APPROVAL OF OWNERSHIP certification block and provide two signature lines for the owners of both of the subject parcels to sign.
15. Replace the words "meet the standards of" with "has been accepted by" in the CERTIFICATE OF APPROVAL OF PUBLIC WORKS certification block.
16. Replace the words "Coffee County" with "City of Manchester" in the CERTIFICATE OF APPROVAL OF RECORDING certification block.
17. Show the house at the front of the Roger A. Chambers property with the address of 85 Joe Hickerson Road.
18. There appears to be a property line shown on the plat that runs behind the house at 85 Joe Hickerson Road but this line is not labeled and both houses at 85 and 87 Joe Hickerson Road are on the same parcel according to the tax map. Clarify the property lines in this location, what is existing and proposed, and the intent of the plat.

Motion by Brad Goodwin to approve pending punchlist item, seconded by Cheryl Swan. Approved unanimously.

Prem./Final: 2 lots 53 Sitz Dr. for Trevor Taylor. Zoned C-3

DESCRIPTION:

The proposed preliminary / final plat subdivides one lot into two new lots. The existing building and parking lot will be on Lot 1. The detention pond for lot 1 is located along the southeast side of Lot 2 and a private drainage easement has been provided for the detention pond. Lot 1 is served by water, sewer and gas along Sitz Drive and Lot 2 is served by water, sewer and gas from Stroud Drive.

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

Prem./Final Plat: 809 Parks St. for Gerald Ewell. Zoned R-2

DESCRIPTION:

The proposed preliminary / final plat relocates the property line between two properties owned by Gerald L. Ewell by approximately 20 feet to the west.

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 Ken Seuberling to approve pending punchlist item, seconded by Secretary Johnson. Approved unanimously.

Prem./Final Plat: 2 lots at 2314 Hillsboro Blvd. for Jalaram Krupa Investments Inc. Zoned C-2

Description:

The proposed preliminary / final plat subdivides one lot into two new lots. The existing building will be on Lot 1. A significant portion of the existing parking lot will be on lot 2. Lot 1 is served by water, sewer and gas from Hillsboro Boulevard. Utility Easement is provided along the front of Lot 1 to allow utility service lines to be installed for service to lot 2.

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 lot 1 due to current sewer system conditions and TDEC directives.
2. Show calculations for minimum parking spaces required per the Manchester Zoning Ordinance and the spaces that are provided on lot 2. The minimum number of parking spaces required for the use of lot 2 use must be provided on lot 2 or by remote parking per Section 14-504 of the Manchester Zoning Ordinance.

Motion made by Cheryl Swan to approve pending punchlist items, seconded by Brad Goodwin. Approved unanimously.

Final Plat: Stonehenge S/D Phase II 38 lots for Donald Parker. Zoned R-4

DESCRIPTION:

This final plat creates 39 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. The owner agreed to construct the sidewalk closer to the curb than what was shown in the construction plans for Phase 1 of the development. Therefore, the sidewalk in Phase 2 should follow suit. Coordinate with the Owner, Codes Director, and Public Works Director for additional details on the exact location of the proposed sidewalk along the roads.
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 and LTMP for recording.
4. Provide a bond on incomplete infrastructure.
5. Coordinate with DREMC on street lighting design and pay lighting fee to the City of Manchester.
6. If an HOA is being established, provide the legal documents for the formation of the HOA to the Planning Office for review and approval.
7. Recommendations from the Traffic Impact Study should be addressed prior to recording the final plat.

Motion by Secretary Johnson to approve pending punch list items, seconded by Ken Seuberling. Approved unanimously.

Final Plat: Walnut Grove S/D Phase I 7 lots for Scot and Tracy St. John. Zoned R-r

Description:

This final plat creates 7 single family lots in Phase 1 of the Walnut Grove Subdivision. Public water and sewer utilities are provided along Country Club Drive to serve the proposed lots and a sanitary sewer force main has been installed up to the planned future 50' R.O.W. to serve future phases of the subdivision.

RECOMMENDATION:

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

1. The existing barn is crossing property lines and should be noted “to be removed” on the plat and the barn should be removed prior to recording the final plat.
2. Include the line size on the gas line along County Club Drive.
3. Coordinate with MWSD on available sanitary sewer capacity to serve the site due to current sewer system conditions and TDEC directives.
4. Provide a completed detention maintenance agreement form and LTMP for recording.
5. Provide a bond on incomplete infrastructure.
6. This is a major subdivision so construction plans and a drainage report will need to be provided. Utilities are already present to serve the lots so the only major components needed in the construction plans are drainage and detention infrastructure with EPSC measures. The construction plans and easements required are to be reviewed and approved by staff prior to recording the final plat.

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

Site Plan: 1656 Hillsboro Blvd. for Big Foot Market. Zoned C-3

Description:

The proposed site plan is for the removal and replacement / reorientation of the gas pumps and pump canopy for the subject site. Additionally, one of the existing, underground gas storage tanks will be replaced. There are no associated stormwater improvements or stormwater quality requirements for this proposed work. There are no additional utility services required for this work.

RECOMMENDATION:

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

1. It appears that the handicap ramp encroaches into the existing parking spaces in front of the building and those parking spaces are being re-striped to meet the required parking space dimensions. However, the restriping appears to push the parking spaces back into the drive aisle. The drive aisle in front of the building is very narrow in its existing condition so these parking spaces should either be eliminated and parking provided elsewhere on the site or the handicap ramp should be adjusted so that it does not encroach on the existing parking spaces.
2. It appears that there will be one parking space eliminated by the “no parking” striping near the proposed gas station canopy. There also appears to be approximately 5 parking spaces along the south side of the building that are being eliminated by the proposed

canopy location and these spaces are not shown on this site plan. Show the parking space calculations on the site plan for the property and provide additional parking spaces if needed to comply with the Manchester Zoning Ordinance.

Motion to approve pending punchlist by Ken Seuberling, seconded by Cheryl Swan.
Approved unanimously.

Site Plan: 1513 McArthur St. for Citizens Tri-County Bank. Zoned C-3

DESCRIPTION:

The proposed site plan is for the installation of an ATM machine at the southwest corner of the parking lot of the subject property. No water or sewer service will be required for the proposed ATM.

RECOMMENDATION:

Staff recommends disapproval of the site plan due to non-compliance with parking requirements based on the following comments:

1. Parking space numbers 30-32 are within the TDOT right-of-way. Parking spaces are required to be on the lot that they serve unless they are within a remote parking area in accordance with Section 14-504 of the Manchester Zoning Ordinance. Section 14-504 requires remote parking to be in the "same ownership or lease as the principle use", which TDOT property would not qualify. Additionally, TDOT typically does not allow parking spaces within their right-of-way so permission will be required from TDOT to install parking spaces within their right-of-way.
2. If TDOT and the City of Manchester allows parking spaces 30-32 to be installed, provide a vehicle turning template on a separate sheet or attachment to the site plan to show that a vehicle can navigate the turn away from the ATM without encroachment into parking space numbers 30-32.
3. The northern property line for the subject parcel appears to be within a couple of feet of the back of parking spaces 20-29. Therefore, the effective "parking aisle" for these spaces is located on the two parcels of land to the north of the subject parcel. Therefore, for these spaces to be counted as usable for the subject lot, an access easement would need to be acquired from the adjoining parcels to the north to serve as a parking aisle for these spaces. The width of the easement would need to provide the full width of a parking aisle for 90 degree parking spaces which is 22' per Section 14-506 of the Manchester Zoning Ordinance.

Motion to approve pending punchlist by Cheryl Swan, seconded by Ken Seuberling.
Approved unanimously.

Public hearing: Plans of Service acceptance for annexation of 1.97+/- acres at 3180 Murfreesboro Hwy. for Manchester Villas LLC. Zoned RS-1 in the UGB to be zoned C-3.

Motion by Secretary Johnson to accept, seconded by Ken Seuberling. Approved unanimously.

Annexation: 3180 Murfreesboro Hwy. for Manchester Villas LLC, consisting of 1.97+/- acres with a C-3 zoning.

The Planning Commission suggested deferment of the annexation due to the request letter needing a date and the property use updated. They are also suggesting that the property owner be present at the April 21, 2025 meeting.

Motion by Brad Goodman to defer, seconded by Cheryl Swan. Unanimously approved.

Report of Chairman: NONE

Report of Engineer/Codes Director: NONE

Motion to adjourn at 6:47 PM by Cheryl Swan, seconded by Ken Seuberling. Approved unanimously



Chairman



Secretary

**MANCHESTER BOARD OF ZONING APPEALS MEETING
March 17, 2025**

Chairman Mark Williams called the meeting to order at 6:48 P.M.

MEMBERS PRESENT: Secretary Ward Johnson, Ken Seuberling, Cheryl Swan and Brad Goodwin

MEMBERS UNABLE TO ATTEND: Mayor Joey Hobbs, Vice Mayor Mark Messick, Vice Chairman Leif Swanson.

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

NON-MEMEBERS UNABLE TO ATTEND: None

APPROVAL OF MINUTES: February 17, 2025

Motion by Secretary Johnson to approve, seconded by Brad Goodwin. Approved unanimously

APPROVAL OF AGENDA:

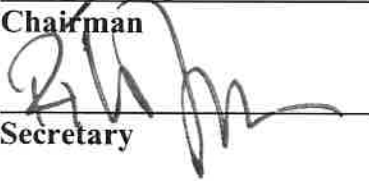
COMMENTS FROM CITIZENS:

Business: NONE

Motion to adjourn at 6:51 PM by Brad Goodwin, seconded by Ken Seuberling. Approved unanimously



Chairman



Secretary

