

THE MANCHESTER PLANNING COMMISSION MINUTES
April 21, 2025

Vice Chairman Leif Swanson called the meeting to order at 5:44 P.M.

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

MEMBERS UNABLE TO ATTEND: Chairman Mark Williams and Ken Seuberling

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:

Motion by Cheryl Swan to approve, seconded by Secretary Johnson. Approved unanimously.

APPROVAL OF MINUTES: March 17, 2025

Motion by Secretary Johnson to approve, seconded by Cheryl Swan. Approved unanimously.

COMMENTS FROM CITIZENS: None

BUSINESS:

Prem./Final Plat: 2 lots 748 Riddle Rd. for Southern Custom Builders. Zoned RS-1 in the UGB.

DESCRIPTION:

The proposed preliminary / final plat subdivides one lot into two new lots. Lot 1 is 1.00 acres and is the front lot along Riddle Road. Lot 2 is a flag lot behind Lot 1 and is 2.99 acres with the "pole" extending down the east side of Lot 1. There is an existing 4" water line along the north side of Riddle Road and there is an 8" high pressure gas line that runs along the south side of Riddle Road. The subject property is in the UGB and there is no public sewer available at this location. There is an existing house and accessory building that will remain on Lot 1 and there is a shed that will be removed on lot 2.

RECOMMENDATION:

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

1. Confirm that a duplicate subsurface sewage disposal field area remains on Tract 1.
2. Provide the TDEC certification for the subsurface sewage disposal system for Tract 2 on the plat prior to recording.
3. Show property lines of adjacent properties for a short distance away from the subject property to clarify adjacent property labels.
4. Provide a 10' PUDE across the front property line for both lots.

5. The shed designated "to be removed" should be removed prior to recording the plat.
6. Show the distance to the nearest fire hydrant from the nearest property corner.
7. Make the drawing black, white, and grey rather than having colors. Many of the colors are not legible when printed.
8. Decrease the line weight of the text or increase the text size where it is not legible or where it is difficult to read.
9. Show bearings and distances on the new parcel lines.
10. Ensure utility service lines serving Tract 1 do not cross Tract 2 or provide private utility easement if service lines do cross Tract 2.
11. Double check property line distance labels.
12. Replace "Manchester" with "Coffee County" in the certificate of approval for recording.
13. The 8" high pressure gas main in on the opposite side (south side) of the road

Motion by Secretary Johnson to approve pending punchlist item, seconded by Vice Mayor Messick. Approved unanimously.

Prem./Final: 2 lots 684 Ragsdale Rd. for Laddie Jerrells II. Zoned R-1

DESCRIPTION:

The proposed preliminary / final plat subdivides one lot into two new lots. Lot 1 is 0.59 acres and is the front lot along Ragsdale Road. Lot 2 is a flag lot behind Lot 1 and is 0.57 acres with the "pole" extending down the west 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 accessory building that will remain on Lot 1.

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 Cheryl Swan. Approved unanimously.

Site Plan: 2314 Hillsboro Blvd. for Panera Bread. Zoned C-2

DESCRIPTION:

The proposed site plan is for the construction of a 2,400 sq. ft. dine-in restaurant facility with a drive-through. Access to the site is through the existing entrance of the Quality Inn and there is an access easement across the Quality Inn property for access to the subject site. The site will be served by water and sewer from existing water and sewer lines along Hwy. 41.

RECOMMENDATION:

Staff recommends approval of the site plan 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. A TDOT entrance permit will be required due to the change in use and potential change in the number of daily traffic using the entrance. Provide a copy of the TDOT entrance permit to the City once obtained.
3. Coordinate with the City Engineer regarding proposed stormwater infrastructure.
4. The proposed grease interceptor appears to be approximately 350 gallons. A minimum 1,500 gallon grease interceptor is required per Section 18-407 of the Municipal Code. Coordinate further with MWSD on this requirement.
5. Verify the location of existing gas facilities in the field with the gas company representative.

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

SITE PLAN: 1778 Asbury Rd. for Little Leaf Farms. Zoned I-1

Description:

DESCRIPTION:

The proposed site plan is for the construction of a 1,809,239 sq. ft. industrial facility which includes two 818,118 sq. ft. greenhouses and a 173,003 sq. ft. support building. The facility will be located on the western 107.15 acres of the remaining Manchester Industrial Park area between the DOT Foods Facility and Asbury Road. 1.16 acres of is being dedicated as right-of-way to provide 25' of right-of-way width measured from the centerline of Asbury Road. Truck access to the facility is provided from the existing cul-de-sac on Manchester Industrial Parkway and employee / passenger vehicle access is provided from two entrances on Asbury Road. The proposed facility will be served with water from the existing 12" water line located at the cul-de-sac of Manchester Industrial Parkway. Little Leaf Farms is currently coordinating with MWSD regarding additional water storage in the public water distribution system to serve the proposed facility. The site is not currently served with sewer. However, the Industrial Board of Coffee County has been awarded a site development grant to construct a sewer pump station at the site and a force main along Asbury Road and Hwy. 41 to discharge back into the existing sewer collection system. The timeline for the grant is such that the sewer infrastructure will be completed and ready for service when operations begin at the proposed industrial facility. The exact location of the truck access road from Manchester Industrial Parkway is also being coordinated with the City of Manchester and the Industrial Board to provide access to the subject industry but

also allow the road to potentially be dedicated as a public street in the future, depending on future plans for the remaining industrial park property.

RECOMMENDATION:

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

1. Coordinate with MWSD on available sanitary sewer collection system capacity to serve the site due to current sewer system conditions and TDEC directives.
2. Coordination with the City of Manchester will be required for the placement of the proposed sanitary sewer lift station at or near the northwest corner of the site.
3. Coordinate with MWSD on available water distribution system capacity to serve the site.
4. Coordinate with the City of Manchester regarding the final route of the proposed roadway from the existing cul-de-sac on Manchester Industrial Parkway to the site and remaining area of the MIP.
5. Coordinate with the City of Manchester regarding the entrances on Asbury Road. A traffic study will be required.
6. Coordinate with TDEC and TWRA regarding the site development plan and the buffer area plan and submit documentation of approval by each of these agencies to the City of Manchester.
7. Green space calculations shown are based on 10% natural landscaped area and is in accordance with the Zoning Ordinance. However, the MIP Hydrologic Evaluation and Recommended Mitigation Measures Agreement requires 20% natural landscaped area. Revise the calculations to show the more stringent 20% requirement.
8. Provide a signed, completed Stormwater Detention Maintenance Agreement form and Long-Term Maintenance Plan for recording.
9. Provide a conservation easement for the 100' May Prairie buffer area.
10. Provide a maintenance agreement for the monitoring and maintenance of the 100' May Prairie buffer area.
11. Submit a copy of the SWPPP and construction general permit and any other environmental permits to the Planning and Codes Department once obtained.
12. Since the water quality requirement of 80% TSS removal is being based on the Murfreesboro Stormwater Controls Manual per the drainage report, provide the required design elements in the wet ponds as required by the referenced manual to achieve 80% TSS removal such as forebay(s), permanent pool, etc.
13. Provide a culvert under each entrance on Asbury Road located within the right-of-way or the 15' PUDE to convey the roadside ditch flow under the proposed entrances.

14. Provide a 15' PUDE along all property lines in accordance with the MIP Protective Covenants and Deed Restrictions.
15. If any of the gravity sewer lines near the future pump station are to be public sewer lines, 20' PUE must be provided and centered on the proposed sewer pipe.

Motion by Cheryl Swan to approve pending punch list items, seconded by Vice Mayor Mark Messick. Approved unanimously.

Construction Plans: Walnut Grove S/D Phase I 7 lots for Scot and Tracy St. John. Zoned R-4

Description:

The construction plans are for 7 single-family lots which all front along Country Club Drive. The lots will be served with water and sewer from an existing 6" water main and 2" sewer force main which currently run along Country Club Drive at this location. Stormwater a detention is provided for Phase 1 and will likely be reconfigured in future Phases of the subdivision. Stormwater quality measures in accordance with the Manchester Stormwater Ordinance are provided at the stormwater discharge point.

RECOMMENDATION:

Staff recommends approval of the construction plans 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. A construction general permit (CGP) will be required since the ground disturbance will be greater than 1 acre.
3. Submit a copy of the SWPPP and the CGP to the City Codes Department once obtained.

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

Public Hearing: Plans of Service for Manchester Villas LLC at 3180 Murfreesboro Hwy. consisting of 1.97 +/- acres, Map 68, Parcel 061.00. Zoned RS-1 in the UGB

The plans of service from each City Department were submitted stating that the address can be serviced by all departments.

RECOMMENDATION:

Staff recommends approval of the plans of service.

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

Annexation: 3180 Murfreesboro Hwy. for Manchester Villas LLC. Map 068, Parcel 061.00 consisting of 1.97+/- acres with a C-3 zoning.

The request by Manchester Villas LLC., is to annex the 1.97+/- acres with a C-3 zoning to be uses as general commercial.

Motion by Vice Mayor Messick to send to BOMA with a positive recommendation, seconded by Secretary Johnson. Approved unanimously.

PUBLIC HEARING: Plans of Service for Richard O. Agbigor at Gilley Circle consisting of 14.42 +/- acres, Map 068, Parcel 055.00, Map 068F, Group B, Parcel 019.00, Map 068F, Group B, Parcel 018.00 and Map 068F, Group B, Parcel 017.00. Zoned RS-1 to R-4

The plans of service from each City Department were submitted stating that the address can be serviced by all departments.

RECOMMENDATION:

Staff recommends approval of the plans of service.

Motion by Secretary Johnson to accept the plans of service, seconded by Brad Goodwin. Approved unanimously.

ANNEXATION: Richard O. Agbigor request his property on Gilley Circle and adjacent property be annexed into the City of Manchester with a R-4 zoning. The property consists of 14.42 +/- acres at Map068, Parcel 055.00, Map 068F, Group B, Parcel 019.00, Map 068F, Group B, Parcel018.00 and Map 068F, Group B, Parcel 017.00.

RECOMMENDATION:

The Planning Commission sends a the 3 lots on Gilley Circle with a negative recommendation of R-4 zoning, and the adjacent larger lot with a positive recommendation with a R-4 zoning. The Planning Commission sends, with the owner consent, the 3 lots along Gilley Circle be annexed with a zoning of R-1 (large lot residential) with a positive recommendation.

Motion by Brad Goodwin to send to BOMA with positive recommendations as requested by an intergovernmental agreement, seconded by Cheryl Swan. Approved unanimously.

Acceptance of Road: Allen Howard has requested acceptance of Creekwood Rd. in the Villas at Springhouse. Deferred

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At 6:50 PM the PC recessed to the BOZA to hear an item on the agenda.

Motion to recess by Cheryl Swan, seconded by Brad Goodwin. Approved unanimously.

Planning Commission resumed at 6:59 PM

Amendment to S/D regulations:

Amendment to S/D regulations concerning underground utilities was presented.
4-115 Underground Utilities: All proposed primary and secondary utility service lines shall be placed underground. The City Engineer may waive this requirement upon recommendation by the power utility district or in minor subdivisions with existing overhead utilities.

Motion by Secretary Johnson to accept the amendment, seconded by Cheryl Swan. Approved unanimously.

Amendment to fee schedule: **Deferred**

Amendment to stormwater ordinance:

Altering the engineering method for drainage calculations and revising the fee schedule for land disturbance permits.

Motion by Secretary Johnson to approve, seconded by Vice Mayor Messick. Approved with Cheryl Swan voting no.

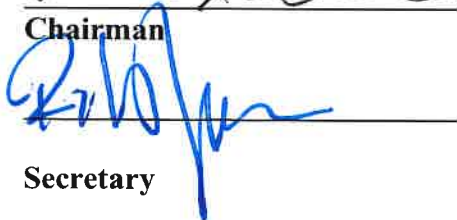
Report of Chairman: NONE

Report of Engineer/Codes Director: NONE

Motion to adjourn at 6:37 PM by Cheryl Swan, seconded by Mayor Hobbs. Approved unanimously



Chairman



Secretary

MANCHESTER BOARD OF ZONING APPEALS MEETING
April 21, 2025

Vice Chairman Leif Swanson called the meeting to order at 6:51 P.M.

MEMBERS PRESENT: Mayor Joey Hobbs, Vice Mayor Mark Messick, Vice Chairman Leif Swanson, Secretary Ward Johnson, Cheryl Swan and Brad Goodwin

MEMBERS UNABLE TO ATTEND: Chairman Mark Williams and Ken Seuberling

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 Cheryl Swan to approve, seconded by Vice Mayor Messick. Approved unanimously

APPROVAL OF AGENDA:

Motion by Secretary Johnson, seconded by Vice Mayor Messick. Approved unanimously.

COMMENTS FROM CITIZENS: None

Variance: 310 W. Taylor St. for Juan Martinez. Zoned R-3

The lot is a lot of record. The size of the lot is 6,900 sf. A R-3 zone requires a minimum of 7,500 sf. with a 75ft. lot width at the building setback. The variance will allow for a 50ft. lot width at the building setback.

Motion to approve by Secretary Johnson, seconded by Cheryl Swan. Approved unanimously.

Report of Chairman: None

Report of Engineer/Codes Dir. None

Motion to adjourn at 6:58 by Brad Goodwin, seconded by Secretary Johnson. Approved unanimously. At this time the Planning Commission meeting resumed.



Chairman



Secretary

