

THE MANCHESTER PLANNING COMMISSION MINUTES
May 19, 2025

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

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

MEMBERS UNABLE TO ATTEND: Mayor Joey Hobbs

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

APPROVAL OF APRIL 21, 2025 MINUTES:

Correction was noted by Chairman Williams on page 7 to change the word adjourn to recess. Motion by Vice Chairman Swanson to approve, seconded by Brad Goodwin. Approved unanimously.

COMMENTS FROM CITIZENS: NONE

BUSINESS:

Prem./Final Plat: 3 lots 104, 106, and 108 E. Fort St. for Brett Henley. Zoned C-1

DESCRIPTION:

The proposed preliminary / final plat subdivides one preexisting lot and building into 3 lots with 3 buildings. Lot 1 consist of 0.04 ac with building, Lot 2 consist of 0.03 ac with building, and Lot 3 consist of 0.01 ac with building. All 3 buildings are staying on their separate lot. All three buildings construction will remain the same with no additional upgrades to the existing buildings.

RECOMMENDATION:

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

1. The minimum rear setback of 20' is not met for the existing or proposed parcels. This is an existing condition so no action is required.
2. It appears that the air conditioner pads and condensers are located on the 120 Spring St. Holdings, LLC property. This is an existing condition so no action is required.

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

Prem./Final Plat: 2 lots 504 S. Spring St. for Marcelo Aguilar. Zoned R-3

DESCRIPTION:

The proposed preliminary / final plat subdivides one lot into two new lots. Lot 1 is 0.78 acres and has road frontage along Rayburn St. It has a two-story existing frame house and a shed on the lot. Lot 2 is a lot beside Lot 1 and is 0.39 acres with the with the driveway fronting Rayburn St. The lot has a two-story frame house, garage, carport and a non-compliant shed. The new severance line creates a non-compliant accessory structure on the lot. The shed is to be removed prior to plat recording.

RECOMMENDATION:

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

- 1. The sheds noted "to be removed" should be removed prior to recording the plat.**

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

**Site Plan: 201 Murfreesboro Hwy. for Aires Maars LLC, DBA LX Hotel. Zoned C-3
DEFERRED**

ACCEPTANCE OF CREEKWOOD RD. IN VILLAS AT SPRINGHOUSE.

Creekwood Rd. has been inspected by Public Works and Codes Department. The street meets the city standards up to the temporary cul-de-sac. It is recommended to accept the street up to the temporary cul-de-sac.

Motion by Cheryl Swan to send to BOMA with a positive recommendation, seconded by Secretary Johnson. Approved unanimously.

AMENDMENT OF FEE SCHEDULE:

This amendment is to increase fees associated with the items that are presented to the Planning Commission and Board of Zoning Appeals. Implementation of an annexation fee is included within the amendment.

Motion by Secretary Johnson to send to BOMA with a positive recommendation, seconded by Brad Goodwin. Motion carried with Vice Mayor Messick voting no.

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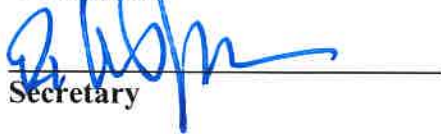
Report of Chairman: NONE

Report of Engineer/Codes Director: Training Discussion for open dates. There was a request to send out an e-mail with the available dates

**Motion to adjourn at 6:24 PM by Vice Mayor Messick, seconded by Ken Seuberling.
Approved unanimously**



Chairman



Secretary

MANCHESTER BOARD OF ZONING APPEALS MEETING
May 19, 2025

Meeting was called to order by Chairman Mark Williams at 6:25 P. M.

MEMBERS PRESENT: Vice Mayor Mark Messick, Vice Chairman Leif Swanson, Secretary Elissa Fletcher, Ken Seuberling, Ward Johnson and Brad Goodwin

MEMBERS UNABLE TO ATTEND: Mayor Joey Hobbs

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

NON-MEMEBERS UNABLE TO ATTEND: None

APPROVAL OF AGENDA:

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

APPROVAL OF Minutes: April 21, 2025

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

COMMENTS FROM CITIZENS: None

Business:

VARIANCE; 2538 Hillsboro Hwy. for Murphy Oil, USA.

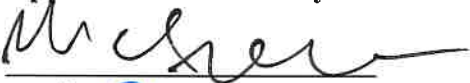
This request is to reduce the rear setback on the property from 20 ft. to 5.21 ft. for construction of a new 1,400 sf building. The plan is to build a new building and relocate the existing gas tanks to the back of the lot.

Motion by Vice Chairman Swanson to approve, seconded by Cheryl Swan. Vice Mayor Messick voted yes with Secretary Johnson, Ken Seuberling and Brad Goodwin voting no. The vote was tied with Chairman Williams voting yes to break the tie. Motion carried.

Report of Chairman: None

Report of Engineer/Codes Director: NONE

Motion to adjourn at 6:46 PM by Ken Seuberling, seconded by Vice Chairman Swanson. Approved unanimously



Chairman



Secretary

