

**THE MANCHESTER PLANNING COMMISSION MINUTES**  
**June 16, 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, Secretary Ward Johnson, Cheryl Swan, Ken Seuberling, Brad Goodwin

**MEMBERS UNABLE TO ATTEND:** None

**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 APRIL 21, 2025 MINUTES:**

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

**APPROVAL OF AGENDA:**

Correction on Item #4 from parcel 102.30 to parcel 102.03

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

**COMMENTS FROM CITIZENS:** NONE

**BUSINESS:**

**Prem./Final Plat:** 3 lots at 923 Highland Dr. for Louise Oakley, zoned R-3

**DESCRIPTION:**

The proposed preliminary / final plat subdivides one lot into three new lots. There are currently three residential structures on the existing parcel and this plat will subdivide the parcel so that each structure is located on one parcel. There is existing 8" and 16" water lines along the west side of Highland Drive and there is an 8" gravity sewer line that runs along the east side of Highland Drive.

**RECOMMENDATION:**

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

1. The shed on the new property line between lots 2 and 3 marked "to be removed" should be removed prior to recording the plat.

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2. Verify that utility service lines serving each lot do not cross onto other lots. If they do, provide private utility easement to accommodate the service lines or relocate the service lines.

Motion by Ken Seuberling to approve pending punchlist items, seconded by Brad Goodwin. Approved unanimously.

Site Plan: Highway 53 & Campbell Lane for Glenn Chapman. Zoned C-3

**DESCRIPTION:**

The proposed site plan is for the construction of a 3,500 sq. ft. retail building. Access to the site will be from Woodbury Highway and Campbell Lane. The site will be served by existing water and sewer lines running along Campbell Lane. Sidewalks are currently present along Woodbury Highway at this location.

**RECOMMENDATION:**

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

1. A TDOT entrance permit will be required. Provide the City with a copy of the TDOT approved site plan with all TDOT comments addressed and a copy of the TDOT entrance permit once obtained. Provide the City with a copy of the traffic impact study, if a TIS is required by TDOT.
2. Campbell Lane is to be widened to a 22' minimum pavement width with proper striping from Woodbury Highway to the south side of the proposed entrance along Campbell Lane and the drainage system along the west side of the road is to be replaced to accommodate the roadway widening and sized to accommodate the 25-year storm event.
3. Coordinate with MWSD on available sanitary sewer capacity to serve the lots due to current sewer system conditions and TDEC directives.
4. The existing sanitary sewer mains are shown differently on the site plan than they are in the GIS system for MWSD. Connection to the sanitary sewer system with a gravity service line may be difficult due to the depth of the existing sewer main and existing utilities along Campbell Lane. Coordinate with MWSD during the site design phase.
5. Provide a signed, completed Stormwater Detention Maintenance Agreement form and Long-Term Maintenance Plan for recording.

After discussion on item #2 about Campbell Lane already being an accepted City Street a motion was made to amend the punch list to remove item #2 by Cheryl Swan, seconded by Vice Mayor Messick. Motion failed with a vote of Messick, Swan and Goodwin voting yes and Mayor Hobbs, Swanson, Johnson and Seuberling voting no. The original punchlist will leave item#2 as a punchlist item.

Motion by Brad Goodwin to approve pending the original punchlist items, seconded by Secretary Johnson. Approved unanimously.

**Rezoning: W. Main St., Hillwood S/D for Manchester Housing Authority from R-2 to R-4.**

Manchester Housing Authority would like to rezone the property to R-4, high-density residential. The intended use is multi-family residential. Nancy Huddleston with Manchester Housing Authority stated the rezoning would allow for greater grant opportunities for income based housing for elderly people or couples. R-4 will allow for single-family dwelling, duplexes and multi-family dwellings. The Land Use Plan shows the vicinity as high-density residential making the request consistent with the Plan.

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

**Rezoning: 83 Ingram St. for Southern Custom Building from I-1 to R-4.**

The property is currently being used as residential with an I-1 zone(light-industrial). This rezoning request to high-density residential is consistent with the Land Use Plan. The rezoning will allow for single family homes, duplexes or townhouses.

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

**Report of Chairman: NONE**

**Report of Engineer/Codes Director: None**

Motion to adjourn at 6:25 PM by Mayor Hobbs, seconded by Ken Seuberling. Approved unanimously



Chairman



Secretary

**MANCHESTER BOARD OF ZONING APPEALS MEETING  
June 16, 2025**

Meeting was called to order by Chairman Mark Williams at 6:26 P. M.

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

**MEMBERS UNABLE TO ATTEND:** None

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

**APPROVAL OF Minutes: May 19, 2025**

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

**COMMENTS FROM CITIZENS:** None

**Business:**None

**Report of Chairman:** None

**Report of Engineer/Codes Director:** NONE

Motion to adjourn at 6:27 PM by Mayor Hobbs, seconded by Secretary Johnson.  
Approved unanimously



Chairman



Secretary