

THE MANCHESTER PLANNING COMMISSION MINUTES
August 18, 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, Secretary Ward Johnson, Cheryl Swan, Ken Seuberling, Brad Goodwin, and Mitch Umbarger

MEMBERS UNABLE TO ATTEND: Vice Chairman Leif Swanson

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

NON-MEMBERS UNABLE TO ATTEND: City Engineer Adam Carter

APPROVAL OF JULY 21, 2025 MINUTES:

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

APPROVAL OF AGENDA:

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

COMMENTS FROM CITIZENS: NONE

BUSINESS:

Prem./Final Plat: 2 lots at 811 Lowry St. for Craig Tensfield. Zoned R-2

DESCRIPTION:

The proposed preliminary / final plat subdivides lot 1 adding a portion of the existing lot 1 to lot 2 providing lot 2 with 50' of road frontage. Lot 1 will be 0.39 acres, 16,851.83 sq. ft. and contains a residence and shed on the property. Lot 2 will consist of 0.42 acres, 18196.49 sq. ft. and is a vacant lot. Both lots will share the same driveway. Lot 1 driveway will remain via easement across lot 2. Lot 2 was a land locked, non-compliant lot without road frontage. This plat is creating compliance for lot 2

RECOMMENDATION:

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

1. Coordinate with MWSD on available sanitary sewer capacity to serve the lots due to current sewer system conditions and TDEC directives.

Motion by Mayor Hobbs to approve pending punchlist item, seconded by Mitch Umbarger. Approved unanimously.

Prem. Plat: 62 lots in Huckleberry Creek S/D off of Buck Street for Howard Development.
Zoned R-2

DESCRIPTION:

The proposed preliminary plat consists of 62 lots. Public water and sewer utilities are proposed. Portions of the subdivision are within the floodplain. A CLOMR is being submitted to FEMA for the fill intended in the floodplain. Sidewalks are shown on one side of the street connecting to the previously developed sidewalks within the Villas at Springhouse. The development shows two points of ingress/egress; one on Stillwood Drive and one on Creek Wood Rd.

Staff recommends approval pending punchlist items:

1. Coordinate with MWSD on available sanitary sewer capacity to serve the lots due to current sewer system conditions and TDEC directives.
2. If an HOA is being established, provide the legal documents for the formation of the HOA and the covenants and restrictions to the Planning Office for review.
3. Verify that lot 37 meets the 75' minimum width at the building setback line.
4. Verify that no portion of the stream buffer is within lot 37.
5. Verify that the proposed right-of-way is a minimum of 50' wide at all locations. The particular area of concern is between the lots owned by Moreau and Adams.
6. For subdivisions with 51-100 lots 3 spaces are required at the mail kiosk.
7. Coordinate with Manchester Fire Dept. on additional hydrant placement
8. List the minimum finished floor elevations on lots where any portion of the lot is within the flood plain and on lots where the finished floor elevation could potentially be less than 1' above the base flood elevation.
9. A conditional letter of map revision (CLOMR) application will be required to be submitted to FEMA at the construction plan phase and the CLOMR must be received prior to beginning construction. A letter of map revision (LOMR) must be received prior to approval of the final plat. This is an informational comment and no action is required regarding review of the preliminary plat.
10. A comprehensive Traffic Impact Study is to be submitted.
11. Coordinate with DREMC on street lighting locations.

Motion by Cheryl Swan to approve pending punchlist items and waiving the 50' width on item 5, seconded by Ken Seuberling. Approved unanimously.

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Site Plan: 201 Murfreesboro Hwy., LX Hotel, zoned C-3

DESCRIPTION:

The proposed site plan is for an addition of a drive-through awning on the front of the hotel. Construction of the awning was started without site plan approval or a permit.

RECOMMENDATION:

Staff recommends approval of the site plan pending punchlist item:

- 1. The concrete block building on the west side of the property needs to be removed because it is totally located within the setback area.**

Motion by Mayor Hobbs to approve pending punchlist, seconded by Ken Seuberling. Approved unanimously.

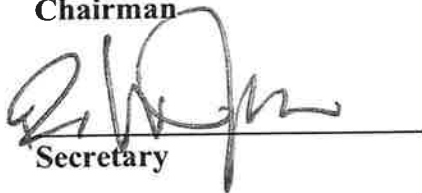
Report of Chairman: NONE

Report of Engineer/Codes Dir.: NONE

Motion to adjourn at 6:04 PM by Mitch Umbarger, seconded by Vice Mayor Messick. Approved unanimously.



Chairman



Secretary

MANCHESTER BOARD OF ZONING APPEALS MEETING
August 18, 2025

Meeting was called to order by Chairman Mark Williams at 6:05 P. M.

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

MEMBERS UNABLE TO ATTEND: Vice Chairman Leif Swanson

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

NON-MEMEBERS UNABLE TO ATTEND: City Engineer Adam Carter

APPROVAL OF AGENDA:

Motion by Mayor Hobbs to approve, seconded by Secretary Johnson. Approved unanimously.

APPROVAL OF Minutes: None

COMMENTS FROM CITIZENS: None

Business:

1. Variance: 218 Grass Land St. for Vincent Cardella Jr. Zoned R-2

This variance is for a bathroom addition that construction has already started. The room is only 8ft. from the property line and required setback is 10ft. The home owner is requesting a 2ft. variance on the side setback to continue construction of the addition.

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

Report of Chairman: None

Report of Engineer/Codes Director: NONE

Motion to adjourn at 6:20 PM by Cheryl Swan, seconded by Ken Seuberling.

Approved unanimously



Chairman


SECRETARY