

**THE MANCHESTER PLANNING COMMISSION MINUTES  
SEPTEMBER 15, 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 and Mitch Umbarger

**MEMBERS UNABLE TO ATTEND:** Vice Chairman Leif Swanson and Brad Goodwin

**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 AUGUST 18, 2025 MINUTES:**

Motion by Mitch Umbarger to approve, seconded by Secretary Johnson. Approved unanimously.

**APPROVAL OF AGENDA:**

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

**COMMENTS FROM CITIZENS:** None

**BUSINESS:**

**Site Plan:** 800 Parks St. for Manchester City School Board. Zoned C-5

**DESCRIPTION:**

The proposed site plan is for construction of a 5,981 square foot building addition onto the existing school administrative building. Access and utility service is currently provided along Parks Street. Stormwater detention and stormwater quality measures are provided on-site.

**RECOMMENDATION:**

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

1. Provide the design criteria used for the extended detention pond. For example, if Murfreesboro, Nashville, or Chattanooga design standards for extended detention was used, provide the design standard so that the proposed pond can be checked against those standards.
2. The parking area along the north side of the site has a 16' drive aisle and parallel parking spaces on each side of the drive aisle. The 16' drive aisle should be designated as one-way. Pavement markings and signage should be installed to designate this site traffic pattern.
3. A 10' landscape buffer is required along the public right-of-way. (The owner has requested a waiver of this requirement)

4. The parking lot drive aisle at the north side of the building is 15' wide. The City of Manchester Zoning Ordinance required a minimum of 16'.
5. The existing building and proposed building addition encroaches on the 40' front setback on the north side of the building. This is an existing condition for the existing building and is for planning commission information only. No action is required for this comment regarding the existing building. (The owner has requested a waiver for the new building addition)
6. Provide the TN State Fire Marshal's Office letter of non-review to the City.

**Motion by Mayor Hobbs to approve pending punchlist items and allowing the landscape buffer waiver, seconded by Cheryl Swan. Approved unanimously.**

**Site Plan: E. McClean St. for Scot St. John. Zoned C-1 in the Historical Overlay District.**

**DESCRIPTION:**

The site plan is for construction of a 3,520 square foot commercial business office. Access is provided at the front of the building from E. McLean Street. There are existing sidewalks in front of the site. The site is served by water and sewer along E. McLean Street.

**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 lots due to current sewer system conditions and TDEC directives.
2. Provide architectural elevation views of the proposed structure.

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

**CONSTRUCTION PLANS: 77 lots Country Club Dr., in Walnut Grove S/D for Scot & Tracy St. John. Zoned R-4**

**DESCRIPTION:**

The construction plans are for 77 single-family lots on a portion of Map 068 Parcel 090.00. Access to this subdivision is from one main entrance on County Club Drive. Sanitary sewer is provided throughout the subdivision and discharges to gravity sewer along US-41 via a 4" force main to be installed along County Club Drive. Water lines are provided throughout the subdivision and will be served from the existing water line along Country Club Drive. Stormwater detention is provided, and quality measures are provided in accordance with the Manchester Stormwater Ordinance. Sidewalks are provided along one side of the roadway within the development. A traffic study has been provided and there were no recommendations for off-site roadway improvements.

**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 lots due to current sewer system conditions and TDEC directives.

**Motion by Cheryl Swan to approve pending punchlist item, seconded by Secretary Johnson. Approved unanimously.**

**PUBLIC HEARING: Land Use Plan Amendment: 1674 & 1708 Old Tullahoma Hwy. for James and Pamela Massingille to high density residential. In the UGB zoned RS-1.**

**DESCRIPTION:**

**This property is currently in the City of Manchester UGB with a county zoning of RS-1. This amendment will change the Land Use Map from high density mobile home to high density residential.**

**Motion to send to BOMA with a positive recommendation by Cheryl Swan to amend the Land Use Plan, seconded by Vice Mayor Messick. Approved with Mitch Umbarger abstaining.**

**PUBLIC HEARING: Plans of Service for 1674 & 1708 Old Tullahoma Hwy. UGB zoned RS-1 DEFERRED**

**ANNEXATION/ZONING: 1674 & 1708 Old Tullahoma Hwy. In the UGB zoned RS-1. DEFERRED**

**REZONING: 1409 Oakdale St. for Curl Properties from UGB RS-1 to R-4, high density residential.**

**The property was recently annexed into the City of Manchester. BOMA failed the zoning request at 1<sup>st</sup> reading. The owner is requesting an R-4, high density zoning. The owner's request is consistent with the land use plan. There were some citizen concerns about safety issues with the increase of traffic, children walking to and from school with no sidewalks and the increase of population in the area.**

**Motion by Secretary Johnson to send to BOAM with a positive recommendation, seconded by Mayor Hobbs. Approved with Mayor Hobbs, Secretary Johnson and Mitch Umbarger voting yes and Cheryl Swan, Vice Mayor Messick and Ken Seuberling voting no with Chairman Williams breaking the tie with a vote of yes.**

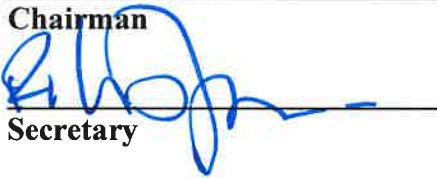
**REPORT OF CHAIRMAN: NONE**

**REPORT OF ENGINEER/CODES DIR:** Director Fiske presented a report on the annexations in the City of Manchester since 2009. Director Fiske stated she is beginning to work on different reports, data, and metrics to help the Planning Commission have better information for future planning. Several plans will need to begin being updated in the years to come. Gathering these metrics will help the PC be more proactive in the planning processes. Secretary Johnson stated that this is the information the Planning Commission needs in order to be proactive with discussions. He made a request for more information on lots available in the city, how many housing units could be built, etc.

Motion to adjourn at 7:00 PM by Mitch Umbarger, seconded by Ken Seuberling.  
Approved unanimously.



Chairman



Secretary

**MANCHESTER BOARD OF ZONING APPEALS MEETING**  
**September 15, 2025**

**Meeting was called to order by Chairman Mark Williams at 7:01 P. M.**

**MEMBERS PRESENT: Mayor Joey Hobbs, Vice Mayor Mark Messick, Secretary Ward Johnson, Cheryl Swan, Ken Seuberling, and Mitch Umbarger.**

**MEMBERS UNABLE TO ATTEND: Vice Chairman Leif Swanson and Brad Goodwin**

**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: No Agenda**

**APPROVAL OF Minutes: August 18, 2025**

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

**COMMENTS FROM CITIZENS: None**

**Business: None**

**Report of Chairman: None**

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

**Motion to adjourn at 7:03 PM by Mitch Umbarger, seconded by Ken Seuberling. Approved unanimously**

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**Chairman**

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**Secretary**