

**THE MANCHESTER PLANNING COMMISSION MINUTES
OCTOBER 20, 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 and Mitch Umbarger

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 September 15, 2025 MINUTES:

Motion by Vice Chairman Leif Swanson to approve, seconded by Mitch Umbarger. Approved unanimously.

APPROVAL OF AGENDA:

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

COMMENTS FROM CITIZENS: None

BUSINESS:

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

DESCRIPTION:

The proposed preliminary / final plat subdivides one lot into two lots. There is currently an existing residential structure on the existing lot that is to remain on the new lot which fronts on South Spring Street. There are existing water and sewer lines along South Spring Street and Rayburn Street at the front of each of the new lots.

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 lots due to current sewer system conditions and TDEC directives.
2. The shed located on the new severance line is to be removed before the plat can be recorded.
3. There are 2 water meters shown on the lot fronting S. Spring Street. Confirm that one of these is not a sewer cleanout or some other utility.

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

Site Plan: Interstate Dr., Map 067, Parcel 096.06, for James Chavez. Zoned C-2

DESCRIPTION:

The proposed site plan is for construction of a 5,579 square foot commercial building with parking area. Site access will be provided from Interstate Drive. Water and electrical service will be provided from utilities currently along Interstate Drive and sewer service will be provided from an existing sewer main running along the east side of the property. 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 configuration. 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. Coordinate with MWSD on available sanitary sewer capacity to serve the lots due to current sewer system conditions and TDEC directives.**
- 3. Provide pedestrian guardrail along the top of retaining walls.**

Motion by Mitch Umbarger to approve pending punchlist, seconded by Vice Chairman Swanson. Approved with Brad Goodwin abstaining.

Rezoning: Woodbury Hwy., Map 067P, Group D, Parcel 005.00 for Joy Garner from R-3 to C-3 to be used for commercial development. The property consist of 3.559 acres +/- . The zoning request is consistent with the land use plan.

Motion to send to BOMA with a positive recommendation by Vice Chairman Swanson, Seconded by Brad Goodwin. Approved unanimously.

Rezoning: 207 Rose St., for Kenneth Swack from R-3 medium density residential to R-4 high density residential. The zoning request is consistent with the land use plan.

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

Rezoning: 504 S. Spring St. for Marcelo Aguilar from R-3 to R-4. The zoning request is consistent with the land use plan.

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

**Rezoning: Hendrixson Drive, Map 068M, Group B, Parcel 002.00 for David Lewis from R-3 to C-3
The zoning request is consistent with the land use plan.**

Motion to send to BOMA with a positive recommendation by Brad Goodwin, seconded by Vice Chairman Swanson.

REPORT OF CHAIRMAN: NONE

REPORT OF ENGINEER/CODES DIR: Adam Carter had nothing to report. Director Fiske presented a report showing total lots in existing and proposed subdivisions and lots available within existing subdivisions.

**Motion to adjourn at 6:12 PM by Mitch Umbarger, seconded by Ken Seuberling.
Approved unanimously.**

Chairman

Secretary

MANCHESTER BOARD OF ZONING APPEALS MEETING
October 20, 2025

Meeting was called to order by Chairman Mark Williams at 6:13 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 and Mitch Umbarger.

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 Secretary Johnson. Approved unanimously.

COMMENTS FROM CITIZENS: NONE

APPROVAL OF Minutes: NONE

Business:

Variance: 800 Parks Street for Manchester City Board of Education for a 5 ft. front setback variance along Parks St. to allow the new building addition approved at the 9/15/25 Planning Commission meeting to align with the existing building. With the 5ft. variance the building will be 35 ft. front on the Parks St. property line. Zoned C-5

Motion by Brad Goodwin to approve, seconded by Mitch Umbarger. Approved unanimously.

Variance: 908 Royal Trail for Kathy Toombs for a 5 ft. variance at the rear property line for an accessory structure. Mrs. Toombs requested the variance to abut an open sided accessory structure to an existing block wall at the rear corner of her lot.

Motion by Mark Messick to approve, seconded by Brad Goodwin. Approved unanimously.

Business: None

Report of Chairman: None

Report of Engineer/Codes Director: NONE

Motion to adjourn at 6:47 PM by Mitch Umbarger, seconded by Vice Chairman Swanson. Approved unanimously

Chairman

Secretary

