

**THE MANCHESTER PLANNING COMMISSION MINUTES  
DECEMBER 15, 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, Cheryl Swan, and Mitch Umbarger

**MEMBERS UNABLE TO ATTEND:** Mayor Joey Hobbs, Secretary Ward Johnson, Ken Seuberling and Brad Goodwin. With Secretary Johnson absent Mitch Umbarger was nominated Secretary.

**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 NOVEMBER 17, 2025 MINUTES:**

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

**APPROVAL OF AGENDA:**

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

**COMMENTS FROM CITIZENS:** None

**BUSINESS:**

**Prem/Final Plat:** 3 lots 1416 Powers Rd. for Charles Miller. Zoned R-1

**DESCRIPTION:**

The proposed preliminary / final plat creates three lots from what is currently a single lot. There is currently one principle, residential structure on the existing lot and this structure with one accessory structure will remain on lot 1. There is an existing 6" water line along Powers Road that serves all three proposed lots. Sanitary sewer is not feasibly available at this site and the existing residence has a septic system. Septic systems are also proposed for the two additional lots.

**RECOMMENDATION:**

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

1. The TDEC restrictions and certification block is to be completed prior to recording the plat.
2. Coordinate with MWSD on available sanitary sewer capacity to serve the lots due to current sewer system conditions and TDEC directives.

3. Ensure utility service lines that serve one property do not cross the neighboring property once the new severance lines are created. If they do, relocate the service lines or provide private utility easement as needed.

**Motion by Vice Chairman Swanson to approve pending punchlist items, seconded by Mitch Umbarger. Approved unanimously.**

**Prem./Final Plat: 2 lots 728 S. Spring St. for Sue Banks. Zoned R-4**

**DESCRIPTION:**

The proposed preliminary / final plat creates two lots from what is currently a single lot. There is currently one principle, residential structure on the existing lot and this structure with two accessory structures will remain on lot 1. The existing accessory structure on the north property line appears to be within the 5' accessory structure setback. This is an existing condition and is not affected by the proposed subdivision. Both lots are served by water, sewer, and gas lines running along Spring Street and Coffee Street.

**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. Ensure utility service lines that serve one property do not cross the neighboring property once the new severance lines are created. If they do, relocate the service lines or provide private utility easement as needed.

**Motion by Mitch Umbarger to approve pending punchlist items, seconded by Cheryl Swan. Approved unanimously.**

**Prem./Final Plat: 2 lots 817 Interstate Dr. for Keven Greenwood. Zoned C-2**

The proposed preliminary / final plat shifts the property line between the Oceans, LLC property and the Greenwood property. This shift encompasses additional parking lot area for the Greenwood property and additional grassed area for the Oceans, LLC property.

**RECOMMENDATION:**

**Staff recommends approval of the preliminary / final plat.**

**Motion to approve as presented by Cheryl Swan, seconded by Mitch Umbarger. Approved unanimously.**

**Prem./Final Plat: 2 lots, 15 Truckers Lane for Michelle Phillips. Zoned C-2**

**DESCRIPTION:**

The proposed preliminary / final plat creates two lots from what is currently a single lot. There are currently two multi-family structures on the property with each structure having 5 residential units for a total of 10 residential units. These structures will remain on lot 1 and lot 2 will be a vacant lot at the dead end of Truckers Lane. There is an existing 50' easement/right-of-way along the east property line of lot 2 that is currently planned to be used and improved in conjunction with the Manchester Pointe development. Both lots are served by public water and sewer lines running along Truckers Lane. The sewer line continues northward into lot 2 and turns westward through the middle of lot 2 to the Hutton Manchester, LLC property to the west of the subject property.

**RECOMMENDATION:**

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

1. Coordinate with planning and codes department as to what side of the property is to be considered the front, rear, and sides and adjust the setback lines accordingly.
2. Coordinate with MWSD on available sanitary sewer capacity to serve the lots due to current sewer system conditions and TDEC directives.
3. Ensure utility service lines that serve one property do not cross the neighboring property once the new severance lines are created. If they do, relocate the service lines or provide private utility easement as needed.

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

**Site Plan: 200 E. Coffee St. for Top Tenn. LLC., Zoned I-1**

**DESCRIPTION:**

The proposed site plan is for an accessory structure that is currently under construction on an existing concrete slab. Construction of the structure was well under way when a stop-work order was placed due to not having a building permit. To obtain a building permit in an industrial zone, a site plan is required. The site plan submitted is to fulfill that requirement.

**RECOMMENDATION:**

Staff recommends approval of the site plan.

Motion to approve a presented by Vice Chairman Swanson, seconded by Cheryl Swan. Approved unanimously.

**Site Plan: 1606 Summer St for Wesley Parker. Zoned R-4**

**DESCRIPTION:**

The proposed site plan is for the construction of multi-family residential development. There will be seven quadplex buildings and one duplex building for a total of 30 residential units. There will be one access location from Summer Street. Sidewalks will be provided along Summer Street and connected to interior sidewalks that run throughout the site. The property will be served with a proposed 6" water main that is connected to existing water lines on Summer Street and Sunshine Lane. Sewer will be provided to the site from Sunshine Lane.

**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. There appears to be a short section of sidewalk between the two northeastern-most buildings that will exceed a running slope of 5%. Running slopes in excess of 5% are not allowed outside of the public right-of-way unless an ADA compliant ramp is provided.
3. Coordinate with the Street Department and provide a culvert with appropriate end-walls under the driveway to convey the roadside ditch flow along Summer Street. Provide calculations for the culvert to show that it is sized to convey the 25-year storm event without overtopping or pushing water into the roadway.
4. Detention and water quality calculations appear to be incomplete. Coordinate with the city engineer for final approval of detention and water quality calculations.
5. Provide TDEC approved plans for the public water line to MWSD prior to construction.
6. Provide the publicly recorded utility easement documents for the water and sewer lines across the properties to the west of the site to the MWSD prior to construction.
7. Provide Detention maintenance agreement and Long Term Maintenance plan and Notice of Coverage.

Motion to approve pending punchlist items by Vice Chairman Swanson, seconded by Mitch Umbarger. Approved unanimously.

**Rezoning: 932 Highland Dr. for Doyle Lewis Jr., from R-2 to C-3**

Mr. Lewis is requesting rezoning to match his adjacent commercial properties in the area. There was an existing structure on the property that has been demolished.

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

Report of Chairman: None

Report of Engineer/ Codes Director: Special Called for January meeting, will inform of date, and still working on the information reports for the Commission.

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**Motion to adjourn at 6:08 PM by Mitch Umbarger, seconded by Vice Chairman Swanson.**

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**Chairman**

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**Secretary**

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

**Meeting was called to order by Chairman Mark Williams at 6:09 P. M.**

**MEMBERS PRESENT: Vice Mayor Mark Messick, Chairman Mark Williams, Vice Chairman Leif Swanson, Cheryl Swan, and Mitch Umbarger.**

**MEMBERS UNABLE TO ATTEND: Mayor Joey Hobbs, Secretary Ward Johnson, Ken Seuberling, and Brad Goodwin. With Secretary Johnson be absent Mitch Umbarger was nominated Secretary.**

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

**NON-MEMBERS UNABLE TO ATTEND: NONE**

**APPROVAL OF MINUTES: Motion by Vice Chairman Swanson to approve, seconded by Mitch Umbarger.**

**APPROVAL OF AGENDA: Motion by Cheryl Swan to approve, seconded by Vice Mayor Messick. Approved unanimously.**

**COMMENTS FROM CITIZENS: None**

**Business:**

**Variance : 513 Noel Ave., 7ft. variance for Jared Riddle for addition to house. Zoned R-2**

**Motion by Vice Chairman Swanson to approve, seconded by Vice Mayor Messick. Approved unanimously.**

**Variance: 66 Fairlane Dr. for Temple Baptist Church. Zoned R-3 Front setback on Fairlane Dr. for addition to building.**

**Motion to Mitch Umbarger to approve, seconded by Cheryl Swan. Approved unanimously.**

**Report of Chairman: None**

**Report of Engineer/Codes Director: Meeting for January will be special called and member will be informed of the date.**

**Motion to adjourn at 6:40 PM by Vice Mayor Messick , seconded by Mitch Umbarger. Approved unanimously.**

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**Chairman**

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**Secretary**

