

THE MANCHESTER PLANNING COMMISSION MINUTES
January 20, 2026
Special Called

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, and Mitch Umbarger

MEMBERS UNABLE TO ATTEND: 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 December 15, 2025 MINUTES:

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

APPROVAL OF AGENDA:

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

COMMENTS FROM CITIZENS: None

BUSINESS:

Prem/Final Plat: 2 lots 134 Shipley Rd., for Cauleen Morton. Zoned RS-1 in the UGB.

DESCRIPTION:

The proposed preliminary / final plat creates a 3.00 acre lot separated from the remaining ±40 acre Shipley property. The proposed lot does not have any structures. The property is served by a 6" water line along Shipley Road and has a 12,124 sq. ft. area available for a septic system disposal field that has been evaluated by a soil scientist and approved for up to a 4-bedroom residential structure by TDEC.

RECOMMENDATION:

Staff recommends approval of the preliminary / final plat:

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

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Prem./Final Plat: 2 lots Blanton's Chapel Rd., for Allan Howard. Zoned RS-1 in the UGB.

DESCRIPTION:

DESCRIPTION:

The proposed preliminary / final plat creates a 3.87 acre lot separated from the remaining ±212 acre Howard property. The proposed lot has two agricultural buildings and a well on the property. The property is served by a 10" water line along Blanton Chapel Road and has a 2.18 acre area available for a septic system disposal field that has been evaluated by a soil scientist.

RECOMMENDATION:

Staff recommends approval of the preliminary / final plat.

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

Prem./Final Plat: 2 lots 1319 Hills Chapel Rd., for Jeff & Melissa Tomes. Zoned R-2

DESCRIPTION:

The proposed preliminary / final plat creates two lots from a single, existing lot. The original lot is a total of 4.85 acres. The proposed Lot 1 is 0.48 acres and has a single-family residence. Access will be provided to Lot 1 through an ingress / egress easement across Lot 2. The proposed Lot 2 is a 4.37 acre flag lot behind Lot 1 with a 60' wide "pole" and frontage along Hills Chapel Road. Much of the rear portion of Lot 2 is wooded and has a stream flowing across it as well as a 15" sewer line. There is also a small area along the stream at the rear of the property that is in flood zone AE. Both Lots are served by an 8" waterline and a 2" gas line which runs along Hills Chapel Road. There is an 8" sewer line that runs along Hills Chapel Road in front of each Lot but the Lots are served by the 15" sewer line that runs across the adjacent property to the south and across the rear of Lot 2.

RECOMMENDATION:

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

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

Motion to approve with punchlist item by Cheryl Swan, seconded by Secretary Ward Johnson. Approved unanimously.

Site Plan: 263 Ragsdale Rd., for TKB Holdings Zoned C-2

DESCRIPTION:

Modular site. The proposed parking area is split into two parking areas due to a stream bisecting the proposed parking area. An access roadway will be constructed between the parking areas and across the stream using double 60" culverts. Detention and water quality measures are provided for the stormwater discharge from both parking lots. The proposed development is for parking only so additional utility service to the property will not be required.

RECOMMENDATION:

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

1. A detention agreement and long-term maintenance plan will be required.
2. Coverage under a construction general permit will be required for this project so a SWPPP should be submitted to the city for review.
3. Coverage under an ARAP will be required for this project. Provide a copy of the ARAP to the city when obtained.
4. Sheet C-1 appears to show a single 60" culvert under the access road to the rear parking area but sheet C-2 shows a double 60" culvert.

Motion to approve pending punchlist by Secretary Johnson, seconded by Vice Chairman Leif Swanson. Approved unanimously.

Public Hearing: Plans of Service for New Bushy Branch Rd., Map 076, Parcel 059.11 for Howard Development. Proposed zone R-3

DESCRIPTION:

Plans of Service was submitted from each department in the city, including the Manchester City Schools. Each department stated that they can service the new annexed area with the current services available. Manchester City Schools stated that College St. Elementary has limited space for new students and Westwood Middle is at capacity. A three-year plan to build a new school would need to be in place.

RECOMMENDATION:

Staff recommends approval of the Plans of Service.

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

Prem./Final: 2 lots 3082 Old Tullahoma Hwy., for Evans Lumber. Zoned I-1.

DESCRIPTION:

The proposed preliminary / final plat combines the southernmost 1.07 acres of the current Evans Lumber property with the Howard Property. The grantee, Mr. Howard, has stated in a note on the plat that he intends to apply for rezoning of the subject 1.07 acres from I-1 to R-S-1 to match the zoning of the property to which it is being combined.

RECOMMENDATION:

Staff recommends approval of the preliminary / final plat.

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

De-Annexation: 1.07 acres at 3082 Old Tullahoma Hwy., Map 093, Parcel 037.01 for Evans Lumber/Howard Development.

Mr. Evans is requesting de-annexation of a portion of the above property to be able to combine with a lot in Coffee County owned by Allan & Marilyn Howard, Map 93, Parcel 037.00.

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

Rezoning: 1.07 acres 3082 Old Tullahoma Hwy., Map 093, Parcel 037.01 for Evans Lumber.

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

Election of Officers:

Chairman- Mark Williams
Vice-Chairman- Leif Swanson
Secretary- Ward Johnson

Motion was made by Vice Mayor Messick to continue with the officers that are in place now, seconded by Mayor Hobbs. Motion approved unanimously,

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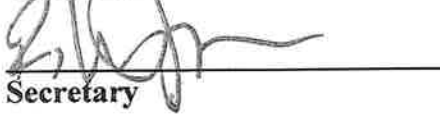
Report of Chairman: None

Report of Engineer/ Codes Director: None

Motion to adjourn at 6:00 PM by Mitch Umbarger, seconded by Vice Mayor Messick.



Chairman



Secretary

MANCHESTER BOARD OF ZONING APPEALS MEETING
January 20, 2026

Meeting was called to order by Chairman Mark Williams at 6:01 P. M.

MEMBERS PRESENT: Mayor Joey Hobbs, Vice Mayor Mark Messick, Chairman Mark Williams, Vice Chairman Leif Swanson, Secretary Ward Johnson, Cheryl Swan, and Mitch Umbarger.

MEMBERS UNABLE TO ATTEND: Brad Goodwin

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: NO NEW BUSINESS

COMMENTS FROM CITIZENS: None

Report of Chairman: None

Report of Engineer/Codes Director:

**Motion to adjourn at 6:02 PM by Vice Mayor Messick , seconded by Mayor Hobbs.
Approved unanimously.**

Chairman

Secretary

