

**THE MANCHESTER PLANNING COMMISSION MINUTES
FEBRUARY 20, 2023**

Chairman Mark Williams called the meeting to order at 5:45 P.M.

MEMBERS PRESENT: Chairman Mark Williams, Vice Mayor Mark Messick, Secretary Elissa Fletcher, Ward Johnson, Ken Seuberling, Rob Clutter and Brad Goodwin

MEMBERS UNABLE TO ATTEND: Mayor Marilyn Howard and Vice Chairman Leif Swanson

NON-MEMBERS PRESENT: City Engineer Scot St. John, Codes Director Brittany Fiske Office Mgr. Grace Frazier and others.

NON-MEMBERS UNABLE TO ATTEND: NONE

APPROVAL OF JANUARY 19, 2023 MINUTES:

Motion by Ward Johnson to approve, seconded by Secretary Fletcher. Approved unanimously.

BUSINESS:

Prem./Final Plat: 2 lots 818 Riddle Rd. for Johny George in the UGB, Jacoby Lowe S/D Zoned RS-1

This preliminary/final plat carves 0.81 acres off of the larger tract (lot B) and combines it with the 1.01 ac Johny George lot creating a 1.82 ac lot for George. The remaining Jacoby Lowe lot (Lot B) is 4.09 acres. A residential house is existing on the Johny George lot. The Manchester Fire Chief has accepted the existing fire hydrant being 700' to the west as providing adequate fire hydrant coverage. Public water is available to the lot. This is in the Manchester Urban Growth Boundary and the lots are on septic systems.

Recommendation:

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

1. Dash in and label the existing lot line of Johny George and indicate the 0.81 acres is being combined with the original 1.01 acres for a total lot area 1.82 ac.
2. Label the Johny George lot as Lot "A"
3. Revise the " Purpose of Subdivision" note to accurately describe Lot A
4. Add an additional owner signature line under Certificate of Ownership since there are two owners signing the plat.

Motion by Ken Seuberling to approve pending punch list times are addressed, seconded by Secretary Fletcher. Approved unanimously.

Prem./Final Plat: 2 lots 2357 Powers Bridge Rd. for Daniel Powers in the UGB, zoned RS-1

This preliminary/final plat subdivides one lot into two lots. Lot 1 is a 4.13 ac lot and the remaining tract is approximately 239 acres. A residential house is existing on Lot 1. The Manchester Fire Chief has waived the fire hydrant coverage requirement due to it being a minor division of one lot and the house being existing. Public water is available to the lot. This is in the Manchester Urban Growth Boundary and the lot is on a septic system.

Recommendations:

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

1. Confirm that the septic system is located within the proposed lot or provide easement on adjacent lot.

Motion by Vice Mayor Messick to approve pending punchlist item, seconded by Ken Seuberling. Approved unanimously.

Prem./Final Plat: 2 lots Brandontown Rd. for Elissa Fletcher in the UGB. Zoned RS-1

This preliminary/final plat divides one lot into two lots. Lot 1 is a 1.67 ac lot and the remaining tract is approximately 16 acres. The Manchester Fire Chief has waived the fire hydrant coverage requirement due to it being a minor division of one lot. There is an existing fire hydrant on Old Seminary Rd. Public water is available to the lot. The lots are in the Manchester Urban Growth Boundary and will be on septic.

Recommendation:

Staff recommends approval of the preliminary/final plat as presented.

Motion by Ken Seuberling to approve as presented, seconded by Vice Mayor Messick. Approved unanimously with Secretary Fletcher abstaining.

**Prem./Final Plat: 2 lots at the corner of Oak Dr. and Belmont Dr. for Ronnie Randall.
Zoned C-5**

This preliminary/final plat subdivides one lot into two lots creating a 1.59 ac lot adjacent to Speedway on the Oak Drive side. This lot is zoned C-5 and there has been no rezoning request. The remainder of the property (approximately 18.48 acres) is undeveloped. Utilities are existing to serve the newly created lot. There is a natural gas line easement that extends across the lot. Any proposed development on this lot will require a site plan to come before the Planning Commission for approval.

Recommendation:

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

1. Coordinate with MWSD on available sanitary sewer capacity to serve the site due to chronic manhole conditions.

Motion by Ward Johnson to approve pending punchlist item, seconded by Ken Seuberling. Approved unanimously.

Prem./Final Plat: 2 lots at 2314 Hillsboro Blvd. for Jalaram Krupa. Zoned C-2

This preliminary/final plat divides the existing Quality Inn lot into two lots. The front lot (Lot2) will be 2.04 acres and will contain the majority of the existing hotel. The rear lot (Lot 1) will be 2.70 acres and will have 50 feet frontage onto Hillsboro Blvd. which is also the main entrance to Lot 2. A portion of the rear existing hotel building will be removed. A setback variance is still being requested on the existing hotel building at the rear and side lot lines of Lot 2. No building will remain on Lot 1. A site plan will be submitted at a later date on Lot 1.

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

1. Revise the plat title to remove “As-Built Survey” and label it as a preliminary/final plat.
2. Submit for the setback variance or revise the lot lines to meet the setback requirements.
3. Label private utility easements for utilities crossing Lot 1 for service to Lot 2
4. Label fire hydrant coverage to rear setback line (furthest point) of Lot 2 and provide additional fire hydrants as required. Post bond if required.
5. Coordinate with MWSD on available sanitary sewer capacity to serve the new lot due to chronic manhole conditions.

Motion by Vice Mayor Mark Messick to approve pending punchlist, seconded by Secretary Fletcher. Approved unanimously.

At 6:25 PM the PC adjourned to BOZA

Motion by Rob Clutter, seconded by Secretary Fletcher.

Return back to PC meeting at 6:45 PM

Site Plan: 1361 McMinnville Hwy. for Top Stop Convenience Store for building addition.

This site plan is for 1,550 sf building addition to the existing 3,400 sf convenience store. The addition is to be used for storage. The existing building and proposed building addition extend over the front setback line and a variance is required from the BOZA. No additional revisions to the site or building are proposed. Fire hydrant coverage to the new building addition is met. A 15' variance was granted by BOZA.

Page 4

Staff recommends approval of the site plan as presented:

**Motion by Ken Seuberling to approve with no punchlist, seconded by Brad Goodwin.
Approved unanimously**

Rezoning: Hillsboro Blvd. and Buck St. for Allan Howard from R2-M to R-2

Mr. Howard is requesting the rezoning to allow for single family housing instead of multi-family housing. Land use plan shows these parcels as low density, the zone change will not affect the Land Use Plan.

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

Report of Chairman: NONE

Report of Engineer/Codes Director: Informed the Commission that at the March meeting there will be discussion of travel trailer regulations on property while construction personal residence.

**Motion to adjourn at 6:50 PM by Rob Clutter, seconded by Secretary Fletcher.
Approved unanimously.**

Chairman

Secretary

MANCHESTER BOARD OF ZONING APPEALS MEETING
February 20, 2023

Chairman Mark Williams called the meeting to order at 6:25 P.M.

MEMBERS PRESENT: Vice Mayor Mark Messick, Chairman Mark Williams, Ward Johnson, Ken Seuberling, Rob Clutter and Brad Goodwin

MEMBERS UNABLE TO ATTEND: Mayor Marilyn Howard and Vice Chairman Leif Swanson

NON-MEMBERS PRESENT: City Engineer Scot St. John, Codes Director Brittany Fiske, Codes Office Mgr. Grace Frazier and others.

NON-MEMEBERS UNABLE TO ATTEND:

APPROVAL OF MINUTES: No meeting in January 2023

BUSINESS:

Variance: 738 Hillsboro Blvd. for Mitch Umbarger, zoned C-2

Request for a 5' variance on the side property line for construction of a new office building. The request is to help control the flow of traffic on the property around the building.

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

Variance: 1361 Interstate Dr. for Mahant Krupa 1361 Inc. for 15' along the Interstate Dr. side of the building. Zoned C-2

This variance is being requested where an addition can be added to the building to square it up. The addition will be used for storage.

Motion by Vice Mayor Mark Messick to approve, seconded by Ward Johnson. Approved unanimously.

Special Exception: 108 W. McLean St. Kubo Grill owned by Rodney Escobar. Zoned C-1

This request is being made where the owner can turn part of the building into an apartment for rent. At the present time, he is not utilizing all of the building and would like additional income from the building. The apartment will have 2 bedrooms, 1 bath, kitchen and living area.

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

Page 2

Report of Chairman: NONE

Report of Engineer/Codes Director: None

Motion to adjourn at 6:45 by Brad Goodwin, seconded by Secretary Fletcher. Approved unanimously.

Chairman

Secretary