

**THE MANCHESTER PLANNING COMMISSION MINUTES**  
**July 19, 2021**

Chairman Mark Williams called the meeting to order at 5:30 P.M.

**MEMBERS PRESENT:** Vice Mayor Mark Messick, Chairman Mark Williams, Vice Chairman Steve Jernigan, Gary Trail and David Pennington

**MEMBERS UNABLE TO ATTEND:** Mayor Marilyn Howard and Secretary Linda Bryan

**NON-MEMBERS PRESENT:** City Engineer Scot St. John, Codes Director Jamie Sain, Office Mgr. Grace Frazier & others.

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

**APPROVAL OF JUNE 21, 2021 MINUTES:**

Motion by Vice Chairman Jernigan to approve, seconded by Gary Trail. Approved unanimously.

With the absence of Secretary Bryan, Gary Trail was appointed Secretary.

**BUSINESS:**

**Prem./Final Plat:** 2 lots 105 Grosch Dr. for Gregory Pica in the UGB. Zoned RS-1

This preliminary/final subdivides one 2.03 acre lot off of a larger parent parcel in the City of Manchester's Urban Growth Boundary. The remaining lot is 46.3 acres. The existing house remains on the 2.03 acre lot. There are no public water lines on Grosch Road and the house is on septic.

**Recommendation:**

Staff recommends approval of the preliminary/final plat. Review comments have been addressed.

Motion by Vice Chairman Jernigan to approve as presented, seconded by Gary Trail. Approved unanimously.

**Prem./Final Plat:** 2 lots 901-903 Oak St. for Carolyn Clabough. Zoned R-3

This preliminary/final plat subdivides one existing lot containing two houses into two lots with a single house on each lot. The new lots will be conforming lots meeting lot sizes and setback requirements. Utilities are existing to both houses.

**Recommendation:**

Staff recommends approval of the preliminary/final plat. All review comments have been addressed.

Motion by Vice Chairman Jernigan to approve as presented, seconded by David Pennington. Approved unanimously.

**Prem./Final Plat: 2 lots 1704 Hills Chapel Rd. for Jeff Lowe. Zoned R-3**

This preliminary/final plat subdivides one lot into two lots. Lot 2 contains the existing house and outbuilding. Lot 1 is being created and will be 9,319 sf. Lot 1 will front onto Murphy Rd. Utilities are existing and able to serve Lot 1.

**Recommendation:**

Staff recommends approval of the preliminary/final plat subject to the following review statements.

1. Enlarge the text on Lot 2 so that data is legible
2. Relabel Murphy St. to Murphy Rd.

Motion by Vice Chairman Jernigan to approve pending punchlist, seconded by David Pennington. Approved unanimously.

**Final Plat: 6 lots Country Club Dr. and Pinehurst Dr. for Eugene Driver. In the UGB. Zoned RS-1**

This final plat adds additional property to the rear of Lots 1, 2, 3, 7, and 8 of Country Club Estates Phase 4. An additional 1 acre is added to Lots 1, 2, 3, and 4. An additional 2.0 acres is added to Lot 8. No new lots are being created. The remaining Driver tract is 117 acres. Utilities are already serving these lots. The preliminary plat was approved by the Planning Commission in June 2021.

**Recommendation:**

Staff recommends approval of the final plat. All review comments have been addressed.

Motion by Vice Mayor Messick to approve as presented, seconded by Gary Trail. Approved unanimously.

**Construction Plans: Hills Chapel Rd., Fox Run S/D for Allan Howard. Zoned R-2**

This subdivision creates 48 lots on a 27.81 acre tract on the west side of Hills Chapel Road. The lots abut to the rear of the existing Meadow Grove to the west which is also zoned R-2. It also abuts to the rear of existing lots on Hills Chapel Road which are also zoned R-2. There is a wetland area to the south. Utilities will be extended into the development. Stormwater detention is proposed. The preliminary plat was approved by the Planning Commission in June 2021. The construction plans include a number of easements that will be reflected on the final plat.

**Recommendation:**

Staff recommends approval of the site plan subject to addressing the following review comments:

1. Show all proposed easements on the plans-utility, drainage, and sidewalks.
2. Coordinate with DREMC on required street lighting
3. Provide a completed detention maintenance agreement form
4. MWSD to approve the use of conflict structures between shallow sanitary sewer lines and storm piping.

5. Provide the SWPPP for review and for a full review of erosion control plans
6. Plans approval is contingent upon sanitary sewer approval by TDEC
7. Identify where the community mailbox and associated easement will be located
8. Fire chief request a fire hydrant be placed at the subdivision entrance and coverage continue from that point.
9. Reconfiguration of sidewalks, crosswalks, and stop bars may be required at intersections based on staff review.

There was discussion about the fire hydrant request from the Fire Chief. The hydrant locations on the plans meet the requirements according to the subdivision regulations. Mr. Howard has stated that he does not agree with the request to add another hydrant but that he would if he had to. Codes Director Sain and City Engineer St. John are to discuss this item with the Fire Chief.

Motion by Vice Chairman Jernigan to approve subject to the punchlist items, seconded by Gary Trail. Approved with a vote of 3 to 1 with Vice Mayor Messick voting No.

**Rezoning:** 1610 Summer St. for Gavin Foster. Zoned R-3  
Deferred until the August 2021 meeting

**Rezoning:** Summer St. for Orville Foster. Zoned C-3  
Deferred until the August 2021 meeting.

**Letter of Credit:** Approval of Extension of Letter of Credit for Lexington S/D from Stan Brown for paving in the amount of \$200,000.

Motion by Vice Chairman Jernigan to approve the extension of the Letter of Credit, seconded by Gary Trail. Approved unanimously.

Report of Chairman: NONE

Report of Engineer/Codes Dir.: NONE

Motion to adjourn at 6:00 PM by David Pennington, seconded by Vice Mayor Messick. Approved unanimously.

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Chairman

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Secretary

**MANCHESTER BOARD OF ZONING APPEALS MEETING  
JULY 19, 2021**

**Chairman Mark Williams called the meeting to order at 6:01 P.M.**

**MEMBERS PRESENT: Vice Mayor Mark Messick, Chairman Mark Williams, Vice Chairman Steve Jernigan, Gary Trail and David Pennington**

**MEMBERS UNABLE TO ATTEND: Mayor Marilyn Howard and Secretary Linda Bryan  
Gary Trail was appointed Secretary with the absence of Secretary Bryan.**

**NON-MEMBERS PRESENT: City Engineer Scot St. John, Codes Director Jamie Sain,  
Codes Office Assistant Grace Frazier and others.**

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

**APPROVAL OF MINUTES: JUNE 21, 2021**

**Motion by Gary Trail to approve, seconded by Vice Chairman Jernigan. Approved  
unanimously.**

**BUSINESS:**

**Variance:**

**519 S. Spring St. for David Mullins. Zoned R-3**

**A variance is requested to build on an existing non-conforming lot. Lot is 50 ft. wide and  
does not meet the minimum 75ft. lot width at the building setback requirement. Mr.  
Mullins is also requesting a 3 ft. variance on the north property line to give more space for  
the neighboring existing house that lies directly on the property line.**

**Motion by Vice Chairman Jernigan to approve both variances, seconded by David  
Pennington. Approved  
unanimously.**

**Variance:**

**Lots 40 & 41 Springhouse Estates S/D Doak Rd. for Allan Howard. Zoned R-1A**

**Mr. Howard is requesting variances to allow 30 ft. front setbacks on all street frontages on  
Lots 40 and 41 Springhouse Estates and a 40 ft. right-of-way along the remaining portion  
of the existing Doak Rd. After the subdivision construction plans were approved and Doak  
Rd. was realigned to remove the S-curve, it was found that the surveyor missed a property  
owner that had street frontage. A portion of the right-of-way and existing roadway are  
being left to give this property owner adequate road frontage.**

**Motion by Vice Mayor Messick to approve, seconded by David Pennington. Approved  
unanimously.**

**Report of Chairman: NONE**

**Report of Engineer/Codes Dir.: NONE**

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**Motion to adjourn at 6:10 PM by Vice Mayor Messick, seconded by David Pennington.  
Approved unanimously.**

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**Chairman**

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**Secretary**