

**THE MANCHESTER PLANNING COMMISSION MINUTES  
APRIL 17, 2023**

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, Secretary Elissa Fletcher, Ward Johnson, Ken Seuberling, Rob Clutter and Brad Goodwin

**MEMBERS UNABLE TO ATTEND:** Mayor Marilyn Howard

**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 MARCH 20, 2023 MINUTES:**

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

**BUSINESS:**

**Prem./Final Plat:** 2 lots 410 Woodbury Hwy. for Daniel Powers. Zoned C-3 and R-3

This preliminary/final plat shifts a lot line between two existing lots. The existing commercial buildings are on Lot 1 and the existing residential duplexes are on Lot 2. A 0.18 ac sliver of property is being carved off of Lot 2 and given to Lot 1 so that the driveways for the commercial buildings are completely located on that parcel. A setback variance is being requested for the existing commercial building on Lot 1 as they currently exceed the setback requirements.

**Recommendation:**

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

1. Approval is subject to a setback variance for the existing buildings on Lot 1 being granted by the BOZA.

Motion by Brad Goodwin to approve pending punch list item is addressed, seconded by Vice Chairman Swanson. Approved unanimously.

**Prem./Final Plat:** 2 lots 2324 Murfreesboro Hwy. for Pam Riddle. In the UGB and zoned RS-1

**DEFERRED**

**Preliminary Plat: 16 lots on Dorsch Rd., The Bluffs at Bashaw Creek for Don Bruce in the UGB zoned RS-1**

This preliminary plat is for the creation of 16 lots on Dorsch Road with 69 acres remaining on the parent parcel. The property is in the Manchester UGB. Three proposed fire hydrants are shown to be installed to meet fire coverage. Sidewalks are to be installed per current regulations. A community mailbox may be required by the USPS.

**Recommendation:**

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

1. No sidewalks are proposed per the current preliminary plat. A sidewalk design should be submitted as part of the construction plans prior to submittal of final plat.
2. As a part of the construction plans prior to a final plat, a community mailbox with parking must be located and designed. Common area and a homeowner's association may be required. Developer to coordinate with USPS and provide written notice if no community mailbox is being required.
3. Post bond or install fire hydrants prior to recording of a final plat.

Motion by Vice Mayor Messick to approve pending punchlist items, seconded by Ward Johnson. Rob Clutter and Elissa Fletcher voted no. Motion passed.

**Site Plan: Haley Dr., Map 085, Group C, Parcel 005.01 for Chad and Leann Stacy. Zoned R-4**

This site plan is for a townhouse development on Haley Drive consisting of eight units. Stormwater detention is being provided. Public water and sewer line extensions are being provided for service to the units.

**Recommendation:**

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

1. Obtain TDEC approval on the public water and sewer line extensions.
2. Provide a 20' public utility easement along any required water and sewer main line extensions. Easement documents shall be prepared by the developer, approved by MWSD, and recorded.
3. Label the distance between proposed buildings. IBC code requirements will be enforced during the building plan review process for the building construction given the separation distances.
4. Show nearest fire hydrant and confirm fire coverage requirements are met.
5. Coordinate with MWSD on available sanitary sewer capacity to serve the development due to current chronic manhole conditions

**Motion by Ken Seuberling to approve pending punchlist items, seconded by Secretary Fletcher. Approved unanimously.**

**Annexation: 2324 Murfreesboro Hwy. for Pamela Riddle, 6.22 acres to be zoned R-4**

**This annexation request is for a 6.22 acres of the 11.29 acre lot to be annexed and zoned R-4.**

**Motion by Vice Chairman Swanson to approve with a positive recommendation to send to BOMA, seconded by Ward Johnson. Approved unanimously.**

**Construction Plans: 402 Interstate Drive, Stonehenge S/D 157 lots for Donald Parker. Zoned R-4**

**This construction plan set is for a 157 lot subdivision on Interstate Drive. The lots are for Single family with majority being 5,000 sf lots. The remaining property not being developed is a 15.16 acre lot containing much of the street frontage and along the TVA transmission line. Substation road is being upgraded to a public street with access remaining to the DREMC substation. Stormwater detention is being provided. Water and sewer lines are being installed by the developer.**

**Recommendation:**

**Staff recommends approval of the construction plan set subject to the following items.**

- 1. A traffic impact study with provided that stated no off-site improvements were needed as a result of this development. It is recommended that the traffic engineer review the queuing of eastbound traffic making the left turn into the development on Interstate Drive and make a statement in the report that there are no conflicts/concerns with the Hospital Emergency Room entrance (left turns into the ER entrance for westbound traffic on Interstate Drive). The separation between the two entrances is approximately 85'.**
- 2. Coordinate with USPS on the location of community mailbox kiosk. A layout of any area in the ROW must be approved by the Public Works Department. The City will not accept ownership of the mailbox. ADA and USPS regulations must be met.**
- 3. Coordinate with MWSD on available sanitary sewer capacity to serve the lots due to the current chronic manhole conditions and requirements in the Agreed Order from TDEC**
- 4. The Manchester Subdivision Regulations typical section for minor street with open ditch section calls for a 2' shoulder that has 7" crushed stone base and 2" asphalt binder at a minimum. Revise the typical cross-section provided.**
- 5. Since sidewalks are proposed outside of the public ROW on private property, call out sidewalk easements on the final plat.**
- 6. Provide a complete detention agreement form prior to final plat.**
- 7. Provide a copy of the utility easement across DREMC for sewer.**
- 8. Provide a copy of the SWPPP. Erosion control will be reviewed upon receipt.**

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**Motion to approve by Ken Seuberling to approve pending punchlist items, seconded by Vice Chairman Swanson. Vice Mayor Messick abstained from vote. Motion to approve carried.**

**Land Use Plan: After some discussion about public meetings, approval from the County Commission, then back to the City BOMA approval, it was decided to proceed with a public hearing ad to be ran and a date set by the staff. A motion was made by Vice Mayor Messick and seconded by Rob Clutter. Approved Unanimously.**

**Report of Chairman: NONE**

**Report of Engineer/Codes Director: NONE**

**Motion to adjourn at 6:35 PM by Ward Johnson, seconded by Secretary Fletcher. Approved unanimously.**

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**Chairman**

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**Secretary**

**MANCHESTER BOARD OF ZONING APPEALS MEETING**  
**April 17, 2023**

**Chairman Williams called the meeting to order at 6:36 P.M.**

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

**MEMBERS UNABLE TO ATTEND: Mayor Marilyn Howard**

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

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

**APPROVAL OF MINUTES: March 20, 2023 minutes**

**Motion by Ken Seuberling to approve, seconded by Secretary Fletcher. Approved unanimously.**

**BUSINESS:**

**Variance: 2314 Hillsboro Blvd. for Krupa Jalaram Inv. Inc. for 5 ft. side setback.  
Zoned C-2**

**The variance is being requested because of an existing awning over a side walk and making the side setback narrower than what is required by the setback.**

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

**Report of Chairman: NONE**

**Report of Engineer/Codes Director: None**

**Motion to adjourn at 6:47 by Rob Clutter, seconded by Brad Goodwin. Approved unanimously.**

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**Chairman**

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**Secretary**

