

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

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

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

**MEMBERS UNABLE TO ATTEND:** Mayor Marilyn Howard, Vice Mayor Mark Messick and Ward Johnson.

**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 June 22, 2023 MINUTES:**

Motion by Vice Chairman Swanson to approve, seconded by Ken Seuberling. Approved unanimously.

**BUSINESS:**

**Final Plat:** 43 lots Brookhaven S/D on Ester Ln. for Nash Investments. Zoned R-3

This final plat is for the addition of 43 lots in Phase 1 of the subdivision. The preliminary plat and construction plan for the project were previously approved by the Planning Commission. Construction is in progress with some incomplete infrastructure remaining.

**Recommendation:**

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

1. Surveyor to sign final plat
2. Post bond on incomplete infrastructure
3. Provide a completed signed detention maintenance agreement form for recording.
4. Street lighting fee to be paid to the City of Manchester
5. Add a temporary cul-de-sac at end of the streets for emergency vehicles.

Motion by Brad Goodwin to approve as pending punchlist items, seconded by Rob Clutter. Approved unanimously.

**Site Plan:** 756 Campground Rd. for New Era Farms for warehouse. Zoned C-2

This site plan is for a 17,500sf warehouse building for storage of Bonnaroo related materials. The new building will be located near the location of the existing warehouse buildings owned by Bonnaroo on Campground Road. Utilities are available to the site. Stormwater detention is being provided.

**Recommendation:**

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

1. Provide a completed signed detention maintenance agreement form
2. Provide a copy of the TDEC NOI once it is received

Motion by Ken Seuberling to approve pending punchlist corrections, seconded by Vice Chairman Swanson. Approved unanimously.

**Rezoning:** 814 S. Spring St. for Wesley Parker from R-3 to R-4  
**DEFERRED**

**Land Use Plan:**

Engineer Scot St. John and Director presented the proposed new land use plan map against the current 2015 map to show some of the areas and zoning that are being proposed for the new plan. There was discussion about the need for new schools, infrastructure of roads, sewers and other items that will be needed as the City grows. It was addressed to the Planning Commission that the Public Hearing notice only gave a 27day time frame in the local newspaper. The notice will be re-ran with ample time for the public to be made aware of the proposed change.

Motion by Vice Chairman Swanson to send to the BOMA and the County Commission with a positive recommendation, seconded by Secretary Fletcher.  
Approved with Ken Seuberling voting no.

Report of Chairman: NONE

Report of Engineer/Codes Director: NONE

Motion to adjourn at 6:15 PM by Rob Clutter, seconded by Brad Goodwin.  
Approved unanimously.

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Chairman

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Secretary

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

Meeting was called to order by Chairman Mark Williams at 6:16 P. M.

**MEMBERS PRESENT:** 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, Vice Mayor Mark Messick.

**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:** June 22, 2023

A motion to approve by Vice Chairman Swanson, seconded by Ken Seuberling. Approved unanimously.

**BUSINESS;**

**1. Variance: 303 W. Main Street for Seth Little. Zoned R-2**

Seth Little, property owner, is requesting a 35' setback on the S. Church St. setback. This would make a zero lot line. He is requesting the setback to build a 3-bay garage in the place the original garage was located.

Motion by Brad Goodwin to approve, seconded by Rob Clutter. Approved unanimously.

Report of Chairman: NONE

Report of Engineer/Codes Director: None

Motion to adjourn at 6:25 by Rob Clutter, seconded by Vice Chairman Swanson. Approved unanimously

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Chairman

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Secretary

