

# THE MANCHESTER PLANNING COMMISSION MINUTES

JANUARY 19, 2017

With the absence of Chairman Mark Williams, Vice Chairman Freda Jones called the meeting to order at 5:35 P.M.

**MEMBERS PRESENT:** Alderman Cheryl Swan, Vice Chairman Freda Jones, Secretary Linda Bryan, Gary Trail and Steve Jernigan

**MEMBERS UNABLE TO ATTEND:** Mayor Lonnie Norman and Chairman Mark Williams

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

**NON-MEMBERS UNABLE TO ATTEND:**  
**APPROVAL OF DECEMBER 2016 MINUTES:**

Motion by Secretary Bryan, seconded by Steve Jernigan, approved unanimously.

**BUSINESS:**

**Prem./Final Plat:** 2 lot S/D at 1210 Oakdale St. for the City of Manchester, Coffee County Headstart. Zoned I-1

This plat subdivides the current property of the City of Manchester Public Works Department. A 0.51 acre parcel (Lot 2) fronting Oakdale Street is being created. The remaining Lot 1 containing the Public Works building is 5.6 acres and becomes a flag lot with 50' frontage onto Oakdale Street.

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

Motion by Steve Jernigan to approve, seconded by Gary Trail, approved unanimously.

**Construction Plan Approval for Heritage Preserve:** McArthur Street adjacent to CCAP Building for Allan Howard. Zoned R-3

This construction plan set is for a new residential subdivision consisting of 38 single-family lots and one multi-family development on Lot 1. Lot 2 is a 14.16 acre non-buildable lot due to existing wetland conditions. The preliminary plat was approved by the Planning Commission in November 2016.

Staff recommends approval of the construction plans subject to the following items:

1. Submit a copy of the SWPPP and NOC once received from TDEC
2. Provide a copy of the TDOT entrance permit once received from TDOT
3. Provide signed copy of the stormwater detention agreement form.
4. Coordinate with DREMC on a street lighting design and submit to the City for review. Developer to submit payment of the street lighting to the City prior to the final plat approval.

**Motion by Alderman Swan to approve pending punchlist items, seconded by Secretary Bryan, approved unanimously.**

**Approval for a house moving permit for Larry and Cheryl Swan: Lot located at 510 Polk Street. Zoned R-2**

**Larry Swan, property owner, presented to the Planning Commission pictures of the house that is to be moved. He also had samples of the siding the house would be covered in and stated that the plans are to add an attached garage to the house. A variance was granted for this lot at the December meeting for the rear setback. Director Sain brought up the fact that the house was newer than the average age of homes in the subdivision. Alderman Sain abstained from the vote.**

**Motion by Steve Jernigan to approve, seconded by Gary Trail, unanimously approved.**

**Subdivision sidewalk regulations on major thoroughfare roads: Postponed until February 2017 meeting.**

**Election of officers: Chairman Mark Williams was appointed Chairman and Vice Chairman Freda Jones was appointed Vice Chairman, and Secretary Linda Bryan was appointed Secretary.**

**Motion by Gary Trail, seconded by Alderman Swan, unanimously approved.**

**Report of Chairman: None**

**Report of Engineer/Codes Director: Director Sain reminded the Commission about their Code of Ethics form that is due to the State by the end of January. Training will be scheduled for March and at the February meeting there will be a new zoning map for approval.**

**Motion to adjourn at 6:00 P.M. by Steve Jernigan, seconded by Secretary Bryan. Approved unanimously.**

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**Chairman**

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**Secretary**

**MANCHESTER BOARD OF ZONING APPEALS MINUTES  
JANUARY 19, 2017**

Vice Chairman Freda Jones called the meeting to order at 6:01 P.M.

**MEMBERS PRESENT:** Alderman Cheryl Swan, Vice Chairman Freda Jones, Secretary Linda Bryan, Gary Trail and Steve Jernigan.

**MEMBERS UNABLE TO ATTEND:** Mayor Lonnie Norman and Chairman Mark Williams

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

**NON-MEMBERS UNABLE TO ATTEND:**

**APPROVAL OF MINUTES:** DECEMBER 2016 MINUTES

Motion to approve by Gary Trail, seconded by Steve Jernigan, unanimously approved.

**BUSINESS: NONE**

**REPORT OF CHAIRMAN: NONE**

**REPORT OF ENGINEER/CODES DIR.: NONE**

Motion to adjourn at 6:03 P.M. by Alderman Swan, seconded by Gary Trail, unanimously approved.

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Chairman

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Secretary