

THE MANCHESTER PLANNING COMMISSION MINUTES

OCTOBER 17, 2016

Chairman Mark Williams called the meeting to order at 5:40 P.M.

MEMBERS PRESENT: Mayor Lonnie Norman, Alderman Cheryl Swan, Chairman Mark Williams, Vice Chairman Freda Jones, Secretary Linda Bryan, Gary Trail and Steve Jernigan

MEMBERS UNABLE TO ATTEND: None

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 SEPTEMBER 2016 MINUTES:

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

BUSINESS:

Site Plan: 1703 Hillsboro Blvd. for Ricky Howland for a commercial building. Zoned C-3. This site plan is for the removal of the existing building and construction of a new 10,000 sf building for Don's Supply. The building will consist of 2,000 sf of office/retail and 8,000 sf of warehouse. Storm water detention is being proposed for the site. Utilities are available to the side and fire hydrant coverage is existing. The driveway entrances from Hwy 41 and Shelton Road are existing but do not meet the current development standards. The Planning Commission will have to approve a waiver to the requirements to allow the use of the existing driveway entrances. Also the standards require a 10' landscaped strip along the front of the site. This strip is currently not provided and the developer does not want to install it. A waiver of this requirement must be approved.

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

1. On the Hwy 41 entrance driveway, the City standards require a maximum entrance width of 30' unless truck access is required for and enlargement up to 40' wide. The driveway is required to be positioned 40' from the adjacent street right-of-way line to closed edge of driveway. Revise the driveway entrance.
2. Provide written approval of the Hwy 41 driveway entrance from TDOT.
3. On the Shelton Road entrance driveway closest to Hwy 41, the City standards require a maximum entrance width of 30' unless truck access is required for an enlargement up to 40' wide. The driveway is to be positioned 40' from the adjacent street right-of-way line to the closest edge of driveway. Revise the driveway entrance.
4. Provide a completed, signed detention maintenance agreement form.
5. Green space requirement along all road frontage is not 10' but the requirements are met with another area.

Motion by Steve Jernigan to approve with waiver of driveway on Shelton Road and the required 10' landscaped strip and pending remaining punchlist items are met, seconded by Secretary Linda Bryan. Approved unanimously.

Approval for extensions on Letters of Credit: Approval needed for Lexington S/D and Cooper Place S/D for the developers to get extensions of their letters of credit. Lexington is only built out 25% and Cooper Place is 40%. Developers are required to put final topping pavement on roads once 75% build out has been reached.

Motion by Alderman Swan to approve, seconded by Vice Chairman Jones. Approved unanimously.

Chairman Williams called for a recess from the Planning Commission meeting at 5:55 P.M. to open the BOZA meeting for an Agenda item.

Motion to recess by Gary Trail, seconded by Secretary Bryan. Approved unanimously.

Chairman Williams called the Planning Commission meeting back to order at 6:06 P.M.

Discussion of Subdivision regulations addressing sidewalks:

Discussion to amend the Subdivision regulations to include sidewalks be installed on major thoroughfare roads at the developers' expense. It was also discussed that sidewalks be installed on interior roads in all new subdivisions by the developer. There was discussion about how the installation of sidewalks would affect the developer and the City. The installation of sidewalks on all roads in a subdivision may depend on the zoning on the property and the total number of lots in the subdivision. Scot St. John also included that developers would need to install sidewalks on newly-developed commercial lots when they abut a major road. The subdivision regulations will have to reflect this as well. It was discussed for a subcommittee be formed to reevaluate the Major Thoroughfare Plan for the City of Manchester so that the sidewalk plan can be updated as well. Chairman Williams said he would get appointments for the committee. It was suggested that Alan Howard and Nick Hibdon be appointed to the committee. Chairman Williams made the recommendation to put on the November agenda to review the language of the subdivision regulations on sidewalks on major roads.

Report of Chairman: None

Report of Engineer/Codes Director: None

Motion to adjourn at 6:55 P.M. by Alderman Swan, seconded by Steve Jernigan. Approved unanimously.

Chairman

Secretary

**MANCHESTER BOARD OF ZONING APPEALS MINUTES
OCTOBER 17, 2016**

Chairman Mark Williams called the meeting to order at 5:56 P.M.

MEMBERS PRESENT: Mayor Lonnie Norman, Alderman Lana Sain, Chairman Mark Williams, Vice Chairman Freda Jones, Secretary Linda Bryan, Gary Trail and Steve Jernigan.

MEMBERS UNABLE TO ATTEND:

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: NONE

BUSINESS:

SPECIAL EXCEPTION: 9 acre tract for Alan Howard on McArthur St. behind CCAP Building to construct a multi-family development. Zoned R-3

Kenny Sadler presented a verbal plan of what the developer would like to do with the 9 acre tract. It would include fencing, sidewalks and an entry off of McArthur St. with an office building. The 9 acre tract will later be combined with a one acre commercial lot on McArthur St. for the development. This is where the development's driveway and office building will be located.

Motion by Mayor Norman, seconded by Secretary Bryan, unanimously approved.

REPORT OF CHAIRMAN: NONE

REPORT OF ENGINEER/CODES DIR.: NONE

Motion to adjourn at 6:05 P.M. to continue the Planning Commission meeting by Steve Jernigan, seconded by Gary Trail, unanimously approved.

Chairman

Secretary

