

# THE MANCHESTER PLANNING COMMISSION MINUTES

JANUARY 18, 2018

Chairman Mark Williams called the meeting to order at 5:30 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 DECEMBER 2017 MINUTES:**

Motion by Alderman Swan, seconded by Secretary Bryan, approved unanimously.

**BUSINESS:**

**Site Plan:** Lot 7 Hospitality Blvd. for La Quinta Inn and Suites. Zoned C-2

This site plan is for a 4-story, 81 unit hotel on Hospitality Blvd. on a 1.36 acre parcel. Utilities are existing. Underground stormwater detention is being provided. Design variances are needed on the parking space counts, sign setback, and front greenspace requirement. Architectural elevations have been submitted and they meet the City's requirements.

Staff recommends approval of the site plan subject to the following punchlist items and pending variance approval from BOZA:

1. A variance is being requested on the required parking spaces and must be granted by the BOZA for approval of the site plan. Based on the number of rooms and employees, 85 parking spaces are required and 83 are being provided.
2. A variance is being requested on the landscaping provisions for the front 10' of the site. Due to the site layout, the full 10' of front yard is not able to be greenspace as indicated on the site plan. A variance is being requested by BOZA.
3. A variance is being requested on the front sign setback. A variance is being requested on the 8' front setback requirement to 3.91' as shown on the site plan. The setback must be granted by the BOZA.
4. Coordinate with MWSD on the location of the RPBP as the developer is requesting it located inside the building.
5. Provide a completed and signed detention maintenance agreement form.
6. Provide calculations on drainage structures and detention facilities.
7. Per DREMC, the monument sign needs to be moved 1 foot further into the lot.
8. Provide a copy of SWPPP/NOC

**Motion by Steve Jernigan to approve pending punchlist and variance approval from BOZA, seconded by Alderman Swan. Approved unanimously.**

**Prem./Final Plat: 16 lots on Country Club Drive and Laurel Crown Road for Eugene “Tink” Driver. The property is in the UGB.**

**This preliminary plat is for 16 lots on Country Club Drive and Laurel Crown Road in the Urban Grown Boundary. This property was bought Mr. Driver from the State of Tennessee in 2016. Water lines are existing and MWSD is the provider. The lots will provide a 50’ ROW on Country Club Drive. The lots will be on individual septic systems.**

**Staff recommends approval of the preliminary plat subject to the following items:**

- 1. Additional drainage easements is needed across lots 1, 4, 10, and 11. Easement needs to be provided along the natural drain that is transmitting water across these lots from off-site area and of adequate width. In the case of Lot 1, the drainage easements needs to be placed on the lot up to the point that water surface elevation rises to in the 100-year storm event based on the proposed drainage improvements being installed in the 20’ drainage easement.**
- 2. Show the existing culvert under the street in the area of Lot 11/12.**
- 3. Submit construction plans for the proposed drainage plan for the pipe or ditch to be installed in the 20’ drainage easement extending from Lot 1, to relocated easement area on Lots 4/6/7, and the relocated easement area on Lot 10.**
- 4. On Lot 4, the roadside ditch drains onto Lot 4 at the front, center of the lot. Either reroute this drainage in a side property line ditch, or give easement through the center of the lot along the drain, or regrade the roadside ditch to drain it to the east in ROW and delete this condition.**
- 5. Consider the overall development plan for the remaining 112 acre area that will drain across a number of these Phase 3 lots. Consider the location of future detention measures and determine if detention is better suited to be installed in areas such as on Lots 6, 7, 10, and 14 instead of the Phase 4 lots. This item is a comment only and not requiring action at this time as the developer may have already considered this and intending to incorporate in the future phases.**
- 6. Provide soils mapping for SSDS’s prior to the final plat submittal.**
- 7. Provide additional fire hydrants as required to meet the City of Manchester subdivision standards on 500’ spacing between hydrants.**

**Nicholas Northcutt, of Northcutt Surveying, reviewed the punchlist and explained what was going to be done to address the punchlist items on the “final plat”. Construction plans will be submitted showing drainage, fire hydrant coverage, drainage easements and other items, before “final plat” approval. Vice Chairman Jones asked about restrictions on the size of houses and Mr. Driver stated that the restrictions on house sizes would be 1,600sf, which was the same or close to the same as the other phases of Country Club. There was some concern about drainage from lots 6 & 7 to the house across the road, which is owned by Tom Bieder. Mr. Bieder stated that when it rains now that all the run off from these two lots come across the road to his lot and floods the front of it. Mr. Driver stated that he would take care of this drainage problem along with any other areas that might have an issue. Scot St. John also included that this would be addressed during staff review of the construction plans and final plat of the subdivision. Codes Director Sain also went over where fire hydrants would have to be placed to meet City standards. Mr. Driver agreed to install required hydrants.**

**Motion by Secretary Bryan to approve pending punchlist items, seconded by Steve Jernigan. Approved unanimously.**

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**Acceptance of streets in Cooper Place S/D. Zoned R-1**

**Brent Carter with the Street Department and the Street Committee approved the streets for acceptance by the Planning Commission. Director Sain informed the Commission that the streets in Cooper Place S/D met the City standards.**

**Motion by Alderman Swan to send the adoption of the streets in Cooper Place with a positive recommendation to the BOMA, seconded by Mayor Norman. Approved unanimously.**

**Report from Chairman: NONE**

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

**Motion to adjourn at 6:10 P.M. by Alderman Swan, seconded by Gary Trail**

**. Approved unanimously.**

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**Chairman**

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**Secretary**

# MANCHESTER BOARD OF ZONING APPEALS MINUTES

## JANUARY 18, 2018

Chairman Mark Williams called the meeting to order at 6:11 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 MINUTES:** DECEMBER 2017

Motion by Secretary Bryan to approve, seconded by Vice Chairman Jones. Approved unanimously.

### **BUSINESS:**

**Variance:** Lot 7 Hospitality Blvd. for La Quinta Inn. Zoned C-2

The variance request is for 3 different variances. The first is a variance on required parking spaces to be reduced by 2. Requirements are for 85 and La Quinta is requesting only 83 be required. The second is for a setback variance for the sign from an 8' setback to 3.91' setback. This is being requested the landscape buffer had to be narrowed to accommodate the building and required parking, not leaving adequate area for the sign to have an 8' setback. The third variance is for a reduction in required landscape buffer width, due to the size of the lot and lack of subdivision detention. Scot St. John said the average amount of landscape buffer along the ROW would probably meet the 10 ft. requirement total area, but some specific areas are not meeting the 10 ft. minimum buffer strip requirement.

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

**REPORT OF CHAIRMAN:** NONE

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

Motion to adjourn at 6:15 P.M. by Gary Trail, seconded by Mayor Norman, unanimously approved.

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Chairman

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Secretary

