

THE MANCHESTER PLANNING COMMISSION MINUTES

MARCH 19, 2018

Chairman Mark Williams called the meeting to order at 5:47 P.M.

MEMBERS PRESENT: Mayor Lonnie Norman, Alderman Cheryl Swan, Chairman Mark Williams, Gary Trail and Steve Jernigan

MEMBERS UNABLE TO ATTEND: Vice Chairman Freda Jones and Secretary Linda Bryan.

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 JANUARY 2018 MINUTES:

Motion by Gary Trail, seconded by Steve Jernigan, approved unanimously. Alderman Swan was appointed as Secretary with the absence of Secretary Bryan. NO MEETING IN FEBRUARY 2018.

BUSINESS:

Prem./Final Plat: 1 lot into 3 lots at 715/735/745 Hendrixson Dr. for Jessica Towery. Zoned R-3

This plat is dividing where several of the 25ft. nonconforming lots were combined in previous years to make one lot. The nonconforming lot is being divided into 3 conforming lots with houses on each lot. Utilities are available by way of a 2” water main, pressure sewer (grinder pumps) and sub-surface sewage disposal system on Lot 3. A variance is being requested from BOZA on 745 Hendrixson Dr. for a 75’ lot width at the building setback.

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

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

Construction Plans: 16 lots Country Club Estates Phase III on Country Club Drive/Laurel Crown Road/Pinehurst Drive for Eugene “Tink” Driver. The property is in the UGB. Zoned RS-1

This 16 lot subdivision is within the City of Manchester’s UGB. The construction plans are intended to address drainage improvements. This would include drainage improvements on Lots 1 & 2 going to the golf course. Water from lot 6 will be channeled into a detention area. Lot 10 ditch will be reworked and the water will be channeled to the existing detention area. A curtain drain will be required on the back of lots 1-4. Three proposed

new fire hydrants are being added as shown on the final plat to meet the City's hydrant coverage requirements.

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

- 1. Submit a completed detention maintenance agreement form to Coffee County Codes Department.**

Motion by Alderman Swan to approve pending punchlist items, seconded by Mayor Norman. Approved unanimously.

Final Plat: 16 lots Country Club Estates Phase III on Country Club Drive/Laurel Crown Road/Pinehurst Drive for Eugene "Tink" Driver. The property is in the UGB. Zoned RS-1

Staff recommends approval of the plat subject to the following comments:

- 1. Submit a completed detention maintenance agreement form to Coffee County Codes Department.**
- 2. Revise the drainage easements width west of Lot 1 to 25' wide to match the construction plans.**
- 3. Post a bond for the infrastructure improvements show on the construction plans and final plat (fire hydrants and drainage).**

Motion by Alderman Swan to approve pending punchlist items, seconded by Steve Jernigan. Approved unanimously.

Preliminary Plat: Sweet Grass Estates on Shelton Rd. and Powers Rd. for Allan Howard. Zoned R-2. This 57 lot subdivision is within the city limits of Manchester. The development has been split into two unconnected sections with one connected to Powers Road and one connected to Shelton Rd. in an effort to reduce through-traffic. Drainage impacts to off-site area are being addressed by two large detention basins. Water and sewer service will be extended through the subdivision by way of existing, adjacent main lines. A sight distance evaluation has been performed by the developer's engineer acknowledging the requirements of AASHTO have been met.

Staff recommends approval of the preliminary plat subject to the following comments:

- 1. Clearly note the intention of the existing overhead electric line that crosses through the developments. Note how it is to be relocated or show the easement on the existing location if to remain.**
- 2. On Lot 1, provide a note requiring the driveway access to be off of Grass Land Street.**
- 3. Show a preliminary water and sewer line layout including fire hydrant coverage. Water line is to be looped from Powers Rd. through to Shelton Rd.**
- 4. Show the conceptual storm drainage system layout.**
- 5. Revise Note 8 to provide 10' PUDE on each side of the lot line.**
- 6. The current Major Thoroughfare Plan (2007) of the City shows this portion of Powers Road as a proposed collector street which would require sidewalks along the frontage and additional ROW dedication. The draft of the proposed 2018 MTP has removed Powers Road as a collector. The Planning Commission must determine what is to be required.**

After discussion about the sidewalks, it was decided that they would not be required because there are no connecting sidewalks and Powers Rd. has clearly not developed into a collector street. Scot St. John also mentioned that detention areas have been placed in areas to provide the most distance between the new houses and neighboring properties.

Motion by Steve Jernigan to approve pending punchlist items, seconded by Mayor Norman. Approved unanimously.

Construction Plans: This 57 lot subdivision is within the city limits of Manchester. The development has been split into two unconnected sections with one connected to Powers Road and one connected to Shelton Rd. in an effort to reduce through-traffic. Drainage impacts to off-site area is being addressed by two large detention basins. Water and sewer service will be extended through the subdivision by way of existing, adjacent main lines. A sight distance evaluation has been performed by the developer's engineer acknowledging the requirements of AASHTO have been met.

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

1. Clearly note the intention of the existing overhead electric line that crosses through the developments. Note how it is to be relocated or show the easement on the existing location if to remain.
2. Provide completed detention maintenance agreement form.
3. Coordinate with DREMC for street lighting plan
4. Submit a SWPPP in order to do a complete review of erosion control/drainage plans.
5. Provide a copy of the Notice of Coverage once received from TDEC.
6. Below the detention basins, provide topographic data and location/size/invert elevations of the next downstream drainage structure for review. Show any existing easements.
7. In the drainage calculations, the structure numbers are listed but these numbers are not shown on the grading plan or a drainage area map in order to locate them. Add the numbering to the plan or map.

Motion by Alderman Swan to approve pending punchlist items, seconded by Mayor Norman. Approved unanimously.

Preliminary Plat: Madison Parks Subdivision 11 lots for Curl Construction located at Madison Street, Parks Street and Oak Drive. Zoned R-4

This 11 lot subdivision was recently rezoned to R-4. The developer's stated intention is to install apartments on Lot 1 and install single family residential on the remaining lots except for Lot 9. On Lot 9, he is requesting rezoning to commercial and install a construction office. Water lines are being extended along Madison Street to serve this development. A stream buffer is being provided on a small portion of Lot 1. Regional detention is being provided on Lot 1.

Staff recommends approval of the preliminary plat subject to the following comments.

1. The proposed multi-family development of Lot 1 may require an additional fire hydrant to provide proper coverage. This will be determined at the time of construction plans on the apartments. The developer will be required to install the hydrant at his expense if required.

Motion by Steve Jernigan to approve pending punchlist item, seconded by Alderman Swan.

Approved unanimously.

Construction Plans: Madison Parks Subdivision 11 lots for Curl Construction located at Madison Street, Parks Street and Oak Drive. Zoned R-4

This 11 lot subdivision was recently rezoned to R-4. The developer's stated intention is to install apartments on Lot 1, install single family residential on the remaining lots except for Lot 9. On Lot 9, he is requesting rezoning to commercial and install a construction office. Water lines are being extended along Madison Street to serve this development. A stream buffer is being provided on a small portion of Lot 1. Regional detention is being provided on Lot 1.

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

1. The proposed multi-family development of Lot 1 may require an additional fire hydrant to provide proper coverage. This will be determined at the time of construction plans on the apartments. The developer will be required to install the hydrant at his expense if required.
2. Provide a copy of SWPPP in order to do a complete review of the erosion control plans and grading/drainage plans.
3. Submit a completed detention maintenance agreement form.

Motion by Alderman Swan to approve pending punchlist items, seconded by Steve Jernigan. Approve unanimously.

Rezoning: Lot 9 of Madison Parks Subdivision from R-4 to C-3 for Curl Construction to be used for construction of an office building.

Jamie Sain stated that the entire property was shown as commercial on the land use plan.

Motion by Alderman Swan to send to the BOMA with a positive recommendation, seconded by Gary Trail. Approved unanimously.

Rezoning: Hillsboro Blvd./Buck Street for Allan Howard from R-2 to R-2M and C-3.

This consist of 5 parcels of land: Map 085F Group A Parcels 001.00, 002.00, 002.02 and 002.01 and Map 085G Group B Parcel 036.00. Mr. Howard would like for the front of the property on Hillsboro Blvd. and a lot to the West of the extension of the existing Buck Street to be zoned C-3 and the rest of the property to be zoned R-2M for single family residential and multi-family townhouse units. There will be no access from Stillwood Dr. because there has to be a 50' Right-of- way for an access road. The Land Use Plan shows Parcels Map 085F Group A Parcels 001.00, 002.01 and 002.02 as commercial. The Land Use Plan shows Map 085F Group A Parcel 002.00 and Map 085G Group B Parcel 036.00 as "Low-Density Residential Single Family." In order for the property to be rezoned, the Land Use Plan will have to be amended by creating a new classification, "Residential Low-Density Single Family and Townhouses," reclassifying Parcel 002.00 and a portion of Parcel 036.00 to this new classification, and reclassifying a portion of Parcel 036.00 to commercial. The rezoning and amendment to the plan will require advertisement and readings by the BOMA.

Motion by Alderman Swan to send to the BOMA with a positive recommendation to amend the Land Use Plan and rezone the parcels, seconded by Steve Jernigan. Approved unanimously.

Subdivision Regulations Update Regarding Fire Flow: Director Sain presented the Planning Commission with copies of the new regulations that are required in subdivisions for fire hydrant coverage and fire flow. The fire hydrant spacing went back to what was originally in the subdivision regulations with a 1,000ft. maximum spacing and 500 ft. coverage to buildings. The fire flow requirements included Appendix B for commercial and industrial and an amendment to reduce the fire flow requirement for one and two family buildings. The Planning Commission stated that it could be accepted as presented without changes.

Motion by Alderman Swan to accept as show, seconded by Steve Jernigan. Approved unanimously.

Report from Chairman: NONE

Report from Engineer/ Codes Director: Director Sain informed the Planning Commission that the mandatory State Training has been scheduled for April 6th at 12:00 P.M.

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

Chairman

Secretary

**MANCHESTER BOARD OF ZONING APPEALS MINUTES
MARCH 19, 2018**

Chairman Mark Williams called the meeting to order at 6:57 P.M.

MEMBERS PRESENT: Mayor Lonnie Norman, Alderman Cheryl Swan, Chairman Mark Williams, Gary Trail and Steve Jernigan.

MEMBERS UNABLE TO ATTEND: Vice Chairman Freda Jones, Secretary Linda Bryan.

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: JANUARY 2018, NO MEETING IN FEBRUARY 2018

Motion by Gary Trail to approve, seconded by Steve Jernigan. Approved unanimously. Alderman Swan was appointed as Secretary with the absence of Secretary Bryan.

BUSINESS:

Variance: 745 Hendrixson Dr. 75ft. lot width at building set back. Zoned R-3

The variance request is for a 1.3 ft. lot width at the building setback variance. This lot is part of a subdivision dividing one existing lot into three lots. An existing house will be located on each lot. The new property lines were situated to split existing driveways and to meet all setbacks. In order to meet the side setback on Lot 2, Lot 1 (745 Hendrixson Drive) had to be narrowed 1.3 ft. at the building setback

Motion by Mayor Norman to approve, seconded by Gary Trail. Approved unanimously.

REPORT OF CHAIRMAN: NONE

REPORT OF ENGINEER/CODES DIR.: NONE

Motion to adjourn at 7:00 P.M. by Gary Trail, seconded by Alderman Swan, unanimously approved.

Chairman

Secretary

