

**THE MANCHESTER PLANNING COMMISSION MINUTES
MARCH 20, 2023**

Chairman Mark Williams called the meeting to order at 5:35 P.M.

MEMBERS PRESENT: Mayor Marilyn Howard, Vice Mayor Mark Messick, Chairman Mark Williams, Vice Chairman Leif Swanson, Secretary Elissa Fletcher, Ward Johnson, Ken Seuberling, Rob Clutter and Brad Goodwin

MEMBERS UNABLE TO ATTEND: NONE

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 FEBRUARY 20, 2023 MINUTES:

Motion by Vice Mayor Messick to approve, seconded by Ward Johnson. Approved unanimously.

BUSINESS:

Prem./Final Plat: 2 lots Sissom Lane for Amanda Clark. Zoned RS-1 in the UGB.

This preliminary/final plat subdivides one lot into two lots. Lot 1 is a 1.0 acre lot and the remainder of the Clark lot is 12.1 acres. There is public water available to the new lot. Sewer would be by septic system. The Manchester Fire Chief has waived the fire hydrant coverage requirement due to it being a minor division. This property is in the Urban Growth Boundary of Manchester.

Recommendation:

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

1. Confirm TDEC approval for septic.

Motion by Ken Seuberling to approve pending punch list item is addressed, seconded by Vice Mayor Messick. Approved unanimously.

Prem./Final Plat: 2 lots 1395 Ragsdale Rd. for Gary Nester. Zoned R-1

This preliminary/final plat subdivides a parcel into two lots. Lot 1 is 1.97 acres and the remaining tract is 57 acres. The existing house is located on Lot 1. The remaining tract is undeveloped. There is public water and sewer available to the property including the house lot. There is fire hydrant coverage to the house lot. The property is in the Urban Growth Boundary of Manchester.

Recommendation:

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

Motion by Mayor Howard to approve as presented, seconded by Vice Chairman Swanson. Approved unanimously.

Final Plat: 1 lot on Country Club Dr. for Scot St. John. Zoned R-4

This final plat is for Lot 9 of the Walnut Grove Subdivision Phase 1. The preliminary plat was previously approved by the Planning Commission and Lot 2 and 4 were previously platted. Lot 9 is 10,002 sf. There is a 6" public water line along Country Club Drive. Sanitary sewer was installed to Lots 1-10 and accepted in 2020-2021. There is fire hydrant coverage to the lots.

Recommendation:

Staff recommends approval of the final plat subject to the following punchlist item.

1. Coordinate with DREMC on street lighting for this lot.

Motion by Ward Johnson to approve pending punchlist item, seconded by Secretary Fletcher. Approved unanimously.

Prem. Plat: 10 lots on Shelton Rd. for Daniel Brandon. Zoned R-1

This preliminary plat subdivides a tract into 10 new lots and the remaining 17.2 ac parcel. There is public water and sewer available to the new lots. There is a fire hydrant coverage to the new lots. Because of the number of lots, a final plat will be required to be submitted.

Recommendation:

1. The base flood elevations of 1032, 1034, and 1036 are shown on FEMA panel. The location of these three BFE lines should be shown on the plat exactly as shown on the panel. Since the topo provided is approximate and the graphical plotting of the floodplain boundary has been left on the plat, a note needs to be provided on the plat stating that the 100-yr flood zone line as shown is approximate. This note would be in addition to the Flood Insurance Note already provided.
2. Submit construction plans designing a real lot line ditch to route runoff to the proposed stormwater management area (pond).
3. Provide a drainage easement on the existing pond being used as stormwater management device.
4. Clearly show that the 10' public utility and drainage easement is to be along all lot lines.
5. Label the 6" water line and 8" sewer line sizes.

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6. Coordinate with MWSD on available sanitary sewer capacity to serve the lots due to current chronic manhole conditions.
7. Sidewalks are required on development with 5 lots or more.

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

Site Plan: McMinnville Hwy. Map 076, Parcel 005.00, for Tri State Petroleum. Zoned C-3

This site plan is for a 5, 832 sf convenience store and fueling station. Water and sewer are available to the existing commercial lot. Stormwater detention is being provided. An architectural elevation of the building has been provided

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

1. Provide a copy of the TDOT entrance permit to the City once received.
2. Provide a copy of the SWPPP/NOI to the City for review
3. Coordinate with MSWD on available sanitary sewer capacity to serve the commercial development due to current chronic manhole conditions.

Motion by Ward Johnson to approve pending punchlist, seconded by Vice Mayor Messick. Approved unanimously.

Travel Trailer Regulations:

Individuals constructing or remodeling a single-family dwelling may be issued a travel trailer permit for a fee of \$200 at time of building permit issuance. The permit shall be valid for 180 days and may be renewed no more than two times. Any permit issued in accordance with the provisions of this section is not transferable from one person to another person nor from one location to another. The Director may revoke the permit if the permit holder fails to comply with the provisions of this section. Placement of travel trailer must be on parcel on which the building permit is issued and meet all setback within that zone. The parcel must have approved access from city right of way. The travel trailer must have approved sanitary sewer and potable city water connections. Any electric usage must be approved by DREMC.

Motion to approve by Vice Mayor Messick, seconded by Ward Johnson. Approved unanimously.

At 6:03 Chairman Williams had to leave and turned the meeting over to Vice Chairman Leif Swanson

At 6:05 PM the PC adjourned to BOZA

Motion by Ward Johnson, seconded by Mayor Howard.

Return back to PC meeting at 6:11 PM

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Land Use Plan: After some discussion a motion was made by Vice Chairman Messick and seconded by Secretary Fletcher to Defer. Approved Unanimously.

Report of Chairman: NONE

Report of Engineer/Codes Director: NONE

Motion to adjourn at 6:28 PM by Ward Johnson, seconded by Secretary Fletcher. Approved unanimously.

Chairman

Secretary

**MANCHESTER BOARD OF ZONING APPEALS MEETING
March 20, 2023**

Vice Chairman Swanson called the meeting to order at 6:06 P.M.

MEMBERS PRESENT: Mayor Marilyn Howard, Vice Mayor Mark Messick, Vice Chairman Leif Swanson, Secretary Elissa Fletcher, Ward Johnson, Ken Seuberling, Rob Clutter and Brad Goodwin

MEMBERS UNABLE TO ATTEND: Chairman Mark Williams

NON-MEMBERS PRESENT: City Engineer Scot St. John, Codes Director Brittany Fiske, Codes Office Mgr. Grace Frazier and others.

NON-MEMEBERS UNABLE TO ATTEND:

APPROVAL OF MINUTES: February 20, 2023 minutes

Motion by Ward Johnson to approve, seconded by Secretary Fletcher. Approved unanimously.

BUSINESS:

Special Exception: 929 Highland Dr. for Drupal Patel for triplex. Zoned R-3

A duplex or triplex is allowed in a R-3 zone with a special exception. There was some discussion about city sewer. Approval from the Water and Sewer Dept. will be needed before any construction begins.

Motion by Secretary Fletcher to approve, seconded by Ward Johnson. Approved unanimously.

Report of Chairman: NONE

Report of Engineer/Codes Director: None

Motion to adjourn at 6:10 by Vice Chairman Messick, seconded by Ward Johnson. Approved unanimously.

Chairman

Secretary

