

THE MANCHESTER PLANNING COMMISSION MINUTES

June 17, 2019

Chairman Mark Williams called the meeting to order at 5:30 P.M.

MEMBERS PRESENT: Alderman Bill Nickels, Chairman Mark Williams, Vice Chairman Steve Jernigan, Secretary Linda Bryan, Gary Trail, and David Pennington

MEMBERS UNABLE TO ATTEND: Mayor Lonnie Norman

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 MAY 2019 MINUTES:

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

BUSINESS:

Prem./Final Plat: 2 lot S/D on Hospitality Drive for JJ Manchester LLC. In the UGB, Zoned RS-1.

This preliminary/final plat subdivides one parcel into two lots on Hospitality Drive. The property is outside of the City Limits and in the UGB. The owner is requesting annexation of the 2.25 acre parcel. Currently, the improved roadway does not extend across the frontage of Lot 1 and there is no adequate cul-de-sac for future service to this lot. Currently, sanitary sewer does not extend to this lot, and with annexation, sewer would need to be extended. Water lines do not extend across the lot frontage and a fire hydrant is not located on the end of the existing line. These infrastructure items would need to be installed by the developer upon annexation and development of the lot.

Recommendation:

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

1. No building permit will be issued for either lot until all public improvements have been completed or an adequate bond posted with the City of Manchester for the public improvements.
2. The roadway will need to be extended across the entire frontage of the parcel to provide road frontage for the remaining acreage.
3. A cul-de-sac (96' diameter) or equal will need to be provided at the new end of roadway.
4. If annexed in the city, a sewer line extension will need to be provided to the property.
5. A water line extension will need to be provided with a fire hydrant to provide coverage of the building envelope.

Motion by Alderman Nickels to approve pending punchlist items, seconded by Vice Chairman Jernigan. Approved unanimously.

Prem./Final Plat: 2 lot S/D on Oakdale St. for Manchester Housing Authority. Zoned R-4

This preliminary/final plat subdivides the Manchester Housing Authority property in order to create a 1.72 acre parcel for the construction of housing units. A site plan will be submitted at a future meeting.

Recommendation:

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

Motion by Alderman Nickels to approve, seconded by Gary Trail. Approved unanimously.

Prem./Final Plat: 4 lot S/D 94 Shelton Rd. for Southern Custom Building. Zoned R-3

This preliminary/final plat subdivides one parcel into four lots on Shelton Road. Utility extensions and public roadway improvements would be required with the proposed lot layout.

Recommendation:

Staff recommends disapproval of the preliminary/final plat.

Because of the large number of outstanding punchlist items to be corrected, the developer request deferral until a later meeting.

Prem./Final Plat: 4 lot S/D on Hendrixson Dr., Blakemore Rd., and Rigney Dr. for Philip McAfee. Zoned R-4

This preliminary/final plat subdivides one parcel into four lots on Hendrixson Drive. The subdivision meets the regulations but a narrow building envelope is created on Lots 1 and 2. The staff review comment was for the developer to confirm that the envelopes are acceptable as not further variances on setbacks would be permitted. A front setback variance is being requested.

Recommendation:

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

- 1. A front setback variance of 10' is being requested to the BOZA for all lots. If the variance is approved, the note regarding the front setback will need to be changed to 25'. If the variance is not approved, a revised plat will need to be submitted showing a 35' front setback building envelope.**

Motion by Vice Chairman Jernigan to approve pending request for variance 10' on front setback, seconded by David Pennington. Approved unanimously.

**Prem. Plat: 10 lot S/D Elrod Heights Phase III, Elrod Ridge Court, for Joel Parker.
Zoned R-3**

This preliminary plat subdivides one parcel into 10 lots. Lot 9 in Phase 2 has been deleted by this development. Additional stormwater detention is proposed for this phase.

Recommendation:

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

- 1. Provide a 10' public use easement along Rogers Circle on Lots 5, 6, and 7**
- 2. For the final plat, provide written easement documents for water and sewer to MWSD.**
- 3. On the final plat, provide 10' PUDE along all lot lines to cover water, sewer and electrical easement needs.**

Motion by Alderman Nickels to approve pending punchlist, seconded by Vice Chairman Jernigan. Approved unanimously.

**Construction Plans: 10 lots in Elrod Heights Phase III, Elrod Ridge Court, for Joel Parker.
Zoned R-3**

This set of construction plans is for 10 lots. Lot 9 in Phase 2 has been deleted by this development. Additional stormwater detention is proposed for this phase. Water and sewer extensions are provided to this phase.

There was discussion about the sidewalk issue with no connectivity to another sidewalk that might be installed in the area. The Planning Commission is planning on looking at the sidewalk requirements again and make a decision about if one will be required.

Recommendation:

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

- 1. Show additional easements as required as part of the punchlist for the preliminary plat.**
- 2. Provide a completed detention maintenance agreement form.**
- 3. The sidewalk should be extended to the back of the cul-de-sac. Consider placing the sidewalk on the other side of the street to not conflict with the curb cut. If placed on the other side of the street, it will need to be coordinated with power poles and sewer manhole casting elevations.**
- 4. Provide a roadway profile. Identify the curb cut invert elevation and curb cut width. Provide calculation in the sizing of the curb cut width since all roadway drainage is coming to this single point.**
- 5. Provide the minimum finish floor elevation on Lot 8 (west side of street near detention basin) due to sewer elevations.**
- 6. Show the public utility easements along the sewer lines (10' each side) where needed.**
- 7. Developer to coordinate with DREMC on street lighting installation.**

Motion by Vice Chairman Jernigan to approve pending punchlist items, seconded by Secretary Bryan. Approved unanimously.

**Site Plan: Oakdale St. for South Central Human Resource Agency Headstart Facility
Zoned R-3**

The site plan is for a 5,722 sf building for the new SCHRA Early Headstart Facility on Oakdale Street immediately adjacent to the existing SCHRA Headstart facility and in front of the Manchester Public Works Department. The facility will have 3 classrooms for 29 children.

Recommendation:

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

1. A 13.5' variance is being requested for the rear setback. Site plan approval would be contingent upon the BOZA granting the variance at the July meeting.
2. With the building being located in an unnumbered A-Zone, as shown on the FEMA FIRM panel, the building floor must be elevated to at least 3 feet above highest adjacent grade or based on other approved data.
3. A LOMR-F will be required for the site
4. Provide the 10' landscaped strip requirement along Oakdale Street frontage. A variance is being requested to allow a lesser front landscape strip width and approval is subject to the granting of this variance at the July meeting.
5. Provide a completed signed detention maintenance agreement form.

Motion by Alderman Nickels to approve pending punchlist items, seconded by Gary Trail. Approved unanimously.

Code Admendment for setbacks: See attached Ordinance for changes.

Motion by Alderman Nickels to approve Ordinance changes, seconded by David Pennington. Approved unanimously.

Report of Chairman: None

Report of Engineer/Codes Director: Director Sain asked the Planning Commission members if he could present one drawing on the table for the Commission to review. This would allow the surveyors and engineers to cut back on the number of copies that they would need to bring in for the monthly meetings. All the Commission members agreed that this would be sufficient.

Motion to adjourn at 6:45 PM by Gary Trail, seconded by Secretary Bryan. Approved unanimously.

Chairman

Secretary

MANCHESTER BOARD OF ZONING APPEALS MINUTES
June 17, 2019

Chairman Mark Williams called the meeting to order at 6:46 P.M.

MEMBERS PRESENT: Alderman Bill Nickels, Chairman Mark Williams, Vice Chairman Steve Jernigan, Secretary Linda Bryan, Gary Trail and David Pennington.

MEMBERS UNABLE TO ATTEND: Mayor Lonnie Norman

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: May 20, 2019

Motion by Vice Chairman Jernigan to approve, seconded by Alderman Nickels.
Approved unanimously.

BUSINESS:

1. **Variances: Hendrixson Dr., Rigney Dr., and Blakemore Rd., for Philip McAfee. Tax Map 068, Group M, Control Map E, Parcel No. 010.00. A variance request for a 10 ft. variance on the front setback on all road frontages due to the size and dimensions of the lots. The building area of two of the lots only has a 22 ft. width without the variance. The 10ft. variance would allow for a larger area for the building setback.**

Motion to approve the variance by Vice Chairman Jernigan due to the front setbacks and being currently in the process of being changed, seconded by Alderman Nickels. Approve unanimously.

Report of Chairman: NONE

Report of Engineer/Codes Director: NONE

Motion to adjourn at 6:50 PM by Alderman Nickels, seconded by Vice Chairman Jernigan.
Approved unanimously.

Chairman

Secretary