

THE MANCHESTER PLANNING COMMISSION MINUTES

June 18, 2018

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

MEMBERS PRESENT: Alderman Cheryl Swan, Chairman Mark Williams, Vice Chairman Freda Jones, Secretary Linda Bryan, Gary Trail

MEMBERS UNABLE TO ATTEND: Mayor Lonnie Norman and Steve Jernigan

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 2018 MINUTES:

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

BUSINESS:

Prem./Final Plat: 4 lot S/D Kenneth Brown Court on Lynchburg Rd. and Woodrow St. for JJP Properties. Zoned R-3

This plat subdivides one lot into four lots. Utilities are available to the lots with the exception of sewer service to Lots 1 and 2.

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

1. Revise the side setback on Lot 2 as it is incorrectly showing a zero setback.
2. The vicinity map should show an enlarged area.

Motion by Secretary Bryan to approve pending punch list items, seconded by Gary Trail. Approved unanimously.

Prem./Final Plat: 3 lot S/D 816 Ragsdale Rd. for Goldston. Zoned R-1

This plat subdivides the Goldston property to create two new lots. Utilities are available to the lots. The property is within the City Limits of Manchester. A new residential house is proposed to be constructed on Lot 2.

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

1. Adjust the rear setback line on Lot 2 to achieve 500' minimum fire hydrant coverage. Coordinate with MWSD if a new fire hydrant is proposed to be installed by the developer in an effort to enlarge the building envelope (rear setback line location).

2. Coordinate with DREMC for power service to Lot 2 as additional easements may be required.

Motion by Vice Chairman Jones to approve pending punch list items, seconded by Secretary Bryan. Approved unanimously.

Prem./Final Plat: 5 lot S/D on Shipley Rd./Old Seminary Rd. for Daniels Family Trust. Located in the UGB, Zoned RS-1.

This plat subdivides the Daniel property to create four new lots. Property is being added to the existing Lance parcel for Lot 1. Public water is available to the lots by the Manchester Water Department. The property is within the Urban Growth Boundary of Manchester.

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

1. Show fire hydrant coverage and add hydrant as required to achieve 500' minimum coverage. Coordinate with MWSD on new fire hydrant installation.
2. Plat approval is subject to approval by TDEC Groundwater Protection.
3. Coordinate with DREMC for power service to Lot 2 as additional easements may be required.

Motion by Alderman Swan to approve pending punch list items, seconded by Vice Chairman Jones. Approved unanimously.

**Prem./Final Plat: 2 lot S/D at 315 N. Waite St. for Buster Bush. Zoned –R3
DEFERRED**

Final Plat: 22 lots Country Club Estates at Camille Street, Country Club Phase V for Eugene “Tink” Driver. Located in UGB, Zoned RS-1.

This final plat is for 22 lots on Camille Street off of Country Club Drive in the Urban Growth Boundary. This 22.35 acre parcel is owned by Mr. Tink Driver. Water lines are existing in the area and MWSD is the provider. The lots will be on individual septic systems. The preliminary plat and construction plans were approved with conditions at the May 2018 Manchester Planning Commission meeting.

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

1. Submit a completed detention maintenance agreement form to Coffee County Codes Department.
2. Address remaining comments on the construction plans.
3. Plat approval is subject to approval by TDEC Groundwater Protection
4. All infrastructure must be completed or a bond posted with county before the final plat will be signed.

Motion by Alderman Swan to approve pending punch list items, seconded by Secretary Bryan. Approved unanimously.

Site Plan: 907 Kennedy Drive for Kevin Bogle of Innovations for addition to existing building. Zoned C-3

This site plan is for a 1,440 sf building addition to the existing commercial building on Kennedy Drive. With the addition, the total building size will be 3, 640sf.

Staff recommends approval of the site plan subject to the following punch list item.

- 1. Kennedy Drive is listed as a collector street on the Major Thoroughfare Plan. Sidewalks are required to be installed unless waived by the Planning Commission.**

Motion by Secretary Bryan to approve and waive the requirement for the sidewalk due to it being an addition to the existing building and there not being an existing sidewalk to tie into, seconded by Vice Chairman Jones. Approved unanimously.

Discussion of sidewalk regulations for subdivisions:

Alderman Swan opened the discussion that she would like to see the number of lots in a subdivision requiring sidewalks be changed from 100 or more to 5 or more with sidewalks on both side of the street if the lots are on both sides of a street. The sidewalks will also be required in the UGB area if a subdivision has 5 or more lots. Sidewalks will still be required along collector and arterial streets when the subdivision abuts or contains collector or arterial streets.

Motion by Alderman Swan to approve, seconded by Vice Chairman Jones then Alderman Swan suggested modifying the motion to require the sidewalks to be completed on each lot when the home is completed or 2 year maximum on the entire subdivision. If the sidewalk is not complete after 2 years from the date the first building permit is received the sidewalk must be completed by the developer. Motion passed unanimously.

Report of Chairman: NONE

Report of Engineer/Codes Director: NONE

Motion to adjourn at 6:50 by Alderman Swan, seconded by Secretary Bryan. Approved unanimously.

Chairman

Secretary

**MANCHESTER BOARD OF ZONING APPEALS MINUTES
JUNE 18, 2018**

Chairman Mark Williams called the meeting to order at 6:51 P.M.

MEMBERS PRESENT: Alderman Cheryl Swan, Chairman Mark Williams, Vice Chairman Freda Jones, Secretary Linda Bryan, Gary Trail.

MEMBERS UNABLE TO ATTEND: Mayor Lonnie Norman, Steve Jernigan

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 2018

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

BUSINESS: NONE

REPORT OF CHAIRMAN: NONE

REPORT OF ENGINEER/CODES DIR.: NONE

Motion to adjourn at 6:53 P.M. by Gary Trail, seconded by Secretary Bryan. Unanimously approved.

Chairman

Secretary