

THE MANCHESTER PLANNING COMMISSION MINUTES

JULY 15, 2019

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

MEMBERS PRESENT: Mayor Lonnie Norman, Chairman Mark Williams, Vice Chairman Steve Jernigan, Secretary Linda Bryan, Gary Trail, and David Pennington

MEMBERS UNABLE TO ATTEND: Alderman Bill Nickels

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 JUNE 2019 MINUTES:

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

BUSINESS:

Prem./Final Plat: 2 lots to 1 for Leif Swanson at Heritage Place S/D. Zoned R-2

This preliminary/final plat combines two lots into one lot of 1.29 acres. The existing sewer easement and drainage easement on the lot remain in place

Recommendation:

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

Motion by Chairman Jernigan to approve as presented, seconded by Gary Trail. Approved unanimously.

Prem./Final Plat: 2 lot S/D to 4 lots for Philip McAfee at Hendrixson Dr., Rigney Dr., and Blakemore St. Zoned R-4

This preliminary/final plat subdivides two lots into four lots. This property was recently rezoned to R-4 and it received a setback variance from the BOZA. Sewer to lots 2 and 3 are by private sewer easement across Lots 3 and 4. Fire hydrant coverage is provided.

Recommendation:

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

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

**Prem./Final Plat: 1 lot into 3 lots for Southern Custom Building, 94 Shelton Rd.
Zoned R-3**

This preliminary/final plat subdivides one parcel into three lots on Shelton Road. Utilities are available to the lots, but one fire hydrant has to be added for proper coverage. A portion of Jaycee Lane is not an improved City street.

Recommendation:

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

1. List current zoning on the plat
2. Since Jaycee Lane is not improved past the Jaycee Ln./Stroud Dr. intersection, all driveways must come from Stroud Drive. Remove proposed driveways and provide a note accordingly.
3. A bond will have to be posted for the installation of the fire hydrant or the fee paid to the MWSD.
4. A note has been placed on the plat stating there is a dedication of 25' off the centerline of both Stroud Dr. and Shelton Rd. This dedication of property should be shown on the plan. It should clearly specified if this is the right-of-way dedication or a public use easement.
5. Some existing water line size are not labeled on the plat. Label the sizes of all lines.
6. Some sewer easements lines and front setback lines have been deleted since the previous revision. Show complete easement lines for sewer across Lot 2 and front setback line across Lot 2.
7. Clean up line weight, line types, and setback line overruns. Future photocopies of the recorded plat at the register of deeds office will be in black/white without color, so use line types and weight to differentiate between layers.
8. Remove electric from the water and sewer certification
9. Reference Manchester Planning Commission in Approval For Recording certification.
10. Remove the 25' Dedicated Easement arrow and note in front of the veterans building as this is not an existing public right-of-way

Motion by Vice Chairman Jernigan to approve pending punchlist items, seconded by Gary Trail. Approved unanimously.

Preliminary Master Plan: Planned Unit Development, Hwy. 41 and Buck St. for Allan Howard. Zoned R-2M .

This preliminary master plan is for the Planned Unit Development on 54.4 acres owned by Allan Howard. Phase 1 is for 36 townhouse units on 10.0 acres. The PUD reflects a 20' side setback at Unit #1 and is requesting an exception of 30' (50' side setback requirement). The roadway is to be public and water and sewer lines are to be public. The property is partially in the 100-year floodplain and fill is proposed in the floodplain. Stormwater detention is being provided. Of the 10.0 acre PUD Phase 1 area, 6.9 acres is common open space.

Recommendation:

Staff recommends approval of the preliminary master plan subject to the revision of the plan to address the following comments:

1. List proposed use of remaining lands of Howard shown on Master Plan
2. List maximum number of proposed residential units in the Master Plan and discuss the need for a traffic study with City staff.
3. Show proposed lot lines. Clarify if the townhouses are on individual lots of a specific size or if they will only own the land under the building.
4. Show landscaping areas and buffer areas as approved by the Planning Commission related to the PUD.
5. Show amenities associated with the common open space (walking trails, sidewalks, park features).
6. Provide a copy of the private covenants for review prior to final plat
7. Planning Commission to approve the 20' side setback on Unit #1
8. Provide a street name
9. 25' front setback is pending BOMA ordinance approval at their August meeting.

Allan Howard stated that he would be installing a sidewalk along both sides of the roadway, hiring a landscape architect to work on the job, and including a greenway easement as part of the development.

Motion by Secretary Bryan to send to the BOMA with a positive recommendation pending the punchlist items are corrected, seconded by David Pennington. Approved unanimously.

Site Plan: Planned Unit Development, Hwy. 41 and Buck St. for Allan Howard.
Zoned R-2M and C-3.

This site plan is for the Phase I Planned Unit Development on 10.0 acres and is for 36 townhouse units. The PUD reflects a 20' side setback at Unit #1 and is requesting an exception of 30' (50' side setback requirement). The roadway is to be public and water and sewer lines are to be public. The property is partially in the 100-year floodplain and fill is proposed in the floodplain. Stormwater detention is being provided. Of the 10.0 acre PUD Phase I area, 6.9 acres is common open space.

Recommendation:

Staff recommends approval of the plan subject to the revision of the plan to address the following comments:

1. A subdivision plat will need to be done showing the new ROW and lots matching the rezoning request last year.
2. Contact Manchester Fire Department regarding fire hydrant placement.
3. Note that the sidewalk shown on Hwy 41 at the ROW edge is to be installed by the developer. Show it on the grading plan with proposed grades.
4. Label the name of the proposed public street.
5. List maximum number of proposed residential units in Master Plan and discuss the need for a traffic study with City staff.
6. Obtain TDOT permit and provide copy to City.
7. Provide completed detention maintenance agreement form.
8. Label use of large fill area at west side of site.
9. Show the limits of the detention basin that the maintenance agreement form will cover.
10. Provide a SWPPP/NOI.

11. Submit and obtain a LOMR-F from FEMA on the proposed floodplain alterations.
12. List fire hydrant flow data and confirm that the water line is adequate for future development needs and meets the City of Manchester regulations.
13. Verify where the existing sanitary sewer line extends to in the area of townhouse #25
14. Provide landscaping plan as directed by Planning Commission related to Preliminary Master Plan.
15. Label the top of berm elevation of the detention basin. Clearly show the boundaries of the detention basin so it reflects what area the Detention Maintenance Agreement Form applies to.
16. Provide a drainage area map within the detention calculations to explain the off-site, on-site, and bypass areas.
17. Revise the RP-1 sheet to show the correct storm pipe sizes crossed (18" to 15"). Same comment for SSP-2.
18. If future development is proposed in area behind townhouse units 5-18, stub out sanitary sewer to that side of the street to avoid future road cut/crossing.
19. Show all proposed and existing public drainage and public utility easements on the site plans.
20. Approval is pending the Preliminary Master Plan be approved by the BOMA

Motion by Vice Chairman Jernigan to approve pending punchlist, seconded by David Pennington. Approved unanimously.

Site Plan: 1767 Hillsboro Blvd. for addition to bldg. Mister Bubbles Car Wash. Zoned C-3

This site plan is for a 616 sq. ft. building addition and parking lot addition to the existing Mr. Bubbles Car Wash located at the corner of Hwy. 41 and Sitz Dr. Variances were approved by the Board of Zoning Appeals at the May 2019 meeting for the side setback, 10' landscaped strip along road frontages, and a 10% total landscaped area for the site. The proposed layout plan shows that variances were only needed for the side setback and the 10' landscaped strip along Hwy. 41. All other items meet current standards.

Recommendation:

Staff recommends approval of the site plan subject to revision of the plat to address the following comments:

1. Label the exact distance the proposed addition will be located from the side property line
2. The minimum size parking space is 9' x 18'
3. Provide sediment controls east of rear entrance when stalling the vacuum spaces
4. The minimum width of the parking aisle for 60 degree parking is 22 feet

After much discussion and due to the variances being approved and the tightness of the lot, the Planning Commission decided to let staff make the decision regarding the drive isle width and parking space size on the back side of the building.

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

Site Plan: Oakdale St. for Manchester Housing Authority. Zoned R-4

The site plan is for the construction of 4 duplexes (8 units, 611 sf each) on property of the Manchester Housing Authority adjacent to the existing housing authority property. This 1.72 acre lot was subdivided off of the larger tract in a recent Planning Commission meeting. The street will be private driveway and parking lot. Stormwater detention is being provided. The residential units will have a front door only.

Recommendation:

Staff recommends approval of the site plan subject to the following comment:

1. Provide a completed detention maintenance agreement form.

Motion by Gary Trail to approve pending punchlist item, seconded by Vice Chairman Jernigan. Approved unanimously.

Report of Chairman: None

Report of Engineer/Codes Director: At this time, Director Sain presented the sidewalk regulations for discussion.

A motion was made by Gary Trail at 6:25 PM to recess to the BOZA meeting and resume the Planning Commission meeting after BOZA for the discussion on the sidewalks, seconded by Secretary Bryan. Approved unanimously to recess and reconvene after the BOZA meeting.

At 6:38 PM the Planning Commission reconvened for discussion on the sidewalk regulations. It was decided that the regulations would be discussed over a period of the next couple meetings to come to a conclusion about sidewalks in subdivisions and along streets that are not shown as collector or arterial roadways on the major thoroughfare plan. It was mentioned that the Master Sidewalk Plan would be reviewed and updated and the sidewalk requirement may revolve around the plan. Before this is completed, it was decided to add the statement “unless otherwise approved by the Manchester Regional Planning Commission,” to the current subdivision regulations as shown in the attachment. This would allow the Planning Commission to waive the sidewalk requirement when there is no current connectivity or no plans to install sidewalks in the area in the future.

Motion by Vice Chairman Jernigan to add the above statement, seconded by David Pennington. Approved unanimously.

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

Chairman

Secretary

MANCHESTER BOARD OF ZONING APPEALS MINUTES

July 15, 2019

Chairman Mark Williams called the meeting to order at 6:26 P.M.
The Planning Commission recessed to conduct the BOZA meeting.

MEMBERS PRESENT: Mayor Lonnie Norman, Chairman Mark Williams, Vice Chairman Steve Jernigan, Secretary Linda Bryan, Gary Trail and David Pennington.

MEMBERS UNABLE TO ATTEND: Alderman Bill Nickels

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: JUNE 2019

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

BUSINESS:

1. **Special Exception:** 148 Stroud Dr. for Coffee County to allow a park in a residential zone. Zoned R-3

Gene Stillings with the American Legion/VFW located on Shelton Rd. was present and told the Board that the plans were to make the area a Veteran's Park. With most of the area being located in the floodplain, Mr. Stallings stated the only structures in the park would be some gazebos.

Motion to approve the special exception by Vice Chairman Jernigan, seconded by Secretary Bryan. Approve unanimously.

2. **Special Exception:** 512 W. Taylor St./811 Lynchburg Rd. to allow for a tri-plex. Zoned R-3

The owner of the property would like to construct a tri-plex on the lot. The zoning of R-3 only allows for a duplex. A special exception would have to be granted to build the tri-plex.

Motion by Secretary Bryan to allow a tri-plex due to other multi-family developments being in the area, seconded by David Pennington. Approved unanimously.

3. **Variance:** 1206 Oakdale St. for South Central Human Resource Agency for a 13.5' rear setback variance and 7' front landscape strip variance. Zoned C-3

A site plan was approved at the June Planning Commission meeting pending these variances were approved. South Central Human Resource Agency cannot lessen the size of the building and parking lot due to their needs.

Motion to approve the variance by David Pennington, seconded by Mayor Norman.
Approved unanimously.

Page 2

Report of Chairman: NONE

Report of Engineer/Codes Director: NONE

**Motion to adjourn at 6:37 PM by Vice Chairman Jernigan, seconded by Gary Trail.
Approved unanimously. At this time, the Planning Commission reconvened.**

Chairman

Secretary