



CITY OF MANCHESTER

PLANNING AND ZONING COMMISSION  
MEETING MINUTES  
April 8, 2019

COMMISSIONERS

Jason Truesdell, Chairman (2022)  
Jerry Meyer (2020)  
Joni Korte (2020)  
Linda Fluchel (2023)  
Mark Smith (2022)  
John Dodge (2022)  
Mike Clement, Mayor

CITY OFFICIALS AND STAFF

Paul Hamill, Alderman, Ex-Officio member  
Melanie Rippetoe, Director of Planning & Zoning  
Cinnamon Mullins, Recording Secretary

CASES

REPRESENTATIVES OF CASES

A. **19-TXT-004** City Staff proposes a Zoning Text Amendment to sections of Article V of Chapter 405 of the Zoning Regulations of the City of Manchester regarding District Regulations. The proposed changes will allow bookstores as a Permitted Use rather than a Special Use in the Section 405.240 "C-1" Commercial Zoning District, Section 405.250 "C-2" Commercial Zoning District, Section 405.260 "PCD" Planned Commercial District and Section 405.285 "PBD" Planned Business Development District.

B. **19-SIGN-001** Adam Garner, Summit Signs, applicant, on behalf of Fontbonne University, owner, is seeking approval of a Sign Permit, in order to erect a monument sign on a property with an approved university located at 498/500 Woods Mill Road, in the R-1 Residential Zoning District.

- **Director Melanie Rippetoe**  
**City of Manchester**  
14318 Manchester Rd.  
Manchester, MO 63011  
636-227-1385

- **Adam Garner**  
**Summit Sign**  
330 Southport Dr.  
Columbia, IL 62236  
618-281-2639

- **Lisa Vansickle**  
**Fontbonne University**  
6800 Wydown Blvd.  
St. Louis, MO 63105  
314-719-8017

**1. CALL TO ORDER**

Mayor Clement called the Planning and Zoning meeting of April 8, 2019 to order at 7:00 p.m.

**2. ROLL CALL**

Mayor Clement asked the Recording Secretary to take roll.

Commissioner Jerry Meyer	Present	Chairman Jason Truesdell	Excused
Commissioner Linda Fluchel	Present	Commissioner Mark Smith	Excused
Commissioner Joni Korte	Present	Alderman Paul Hamill	Present
	(arrived at 7:01 pm)		
Commissioner John Dodge	Present	Melanie Rippetoe, Director	Present
Mayor Mike Clement	Present	Cinnamon Mullins, Recording Secy	Present

**3. APPROVAL OF MINUTES**

Commissioner Dodge made the motion to approve the minutes of March 25, 2019. Motion seconded by Commissioner Meyer; motion approved by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
4	0	0	3

**4. APPROVAL OF AGENDA**

Commissioner Dodge made the motion to approve the agenda as presented. Commissioner Meyer seconded the motion. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
5	0	0	2

**5. OLD BUSINESS**

- A. 19-TXT-004** City Staff proposes a Zoning Text Amendment to sections of Article V of Chapter 405 of the Zoning Regulations of the City of Manchester regarding District Regulations. The proposed changes will allow bookstores as a Permitted Use rather than a Special Use in the Section 405.240 “C-1” Commercial Zoning District, Section 405.250 “C-2” Commercial Zoning District, Section 405.260 “PCD” Planned Commercial District and Section 405.285 “PBD” Planned Business Development District.

Director Rippetoe presented this case. She reported that she brought the Commission’s concerns to the City Attorney and it was decided that it was best to present this text amendment alongside upcoming text amendments of a similar nature.

Commissioner Dodge made the motion to table the Text Amendment of CASE #19-TXT-004. Commissioner Korte seconded the motion; it was passed by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
5	0	0	2

**6. NEW BUSINESS**

- A. 19-SIGN-001** Adam Garner, Summit Signs, applicant, on behalf of Fontbonne University, owner, is seeking approval of a Sign Permit, in order to erect a monument sign on a property with an approved university located at 498/500 Woods Mill Road, in the R-1 Residential Zoning District.

Adam Garner and Lisa Vansickle presented this case. They explained that visibility of the previous sign was hindered. The presented sign would have an increase in height to alleviate the visibility problem. Director Rippetoe reported that other than height, the sign meets all City regulations. There would need to be a variance granted by the Board of Adjustment for the presented height of the sign. Staff had no objections.

Commissioner Dodge made the motion to approve the Sign Permit Review of CASE #19-SIGN-001 contingent upon a variance being granted. Commissioner Korte seconded the motion; it was passed by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
5	0	0	2

**7. PLANNING AND ZONING DIRECTOR'S REPORT**

Director Rippetoe reported on the upcoming Board of Adjustment meeting. She also reported on the first edition of the quarterly Manchester Business Newsletter located on the Manchester City Website and that there would be upcoming text amendments presented to the Planning & Zoning Commission.

**8. EX-OFFICIO'S REPORT**

Alderman Hamill reported on Manchester becoming a Tree City USA.

**9. MAYORAL REPORT**

Mayor Clement notified the Commission on Manchester becoming a Tree City and upcoming Arbor Day events. He also reported that Manchester was presenting a case to become a POW MIA City. Along with the Arbor Day events, Mayor Clement told the Commission of upcoming events including the Small Business Gathering on April 11<sup>th</sup> and the Community Safety Summit on May 8<sup>th</sup>.

**10. COMMENTS FROM THE PLANNING AND ZONING COMMISSION**

**11. ADJOURNMENT**

Commissioner Dodge made the motion to adjourn the Planning and Zoning Commission meeting of April 8, 2019 at 7:14 p.m. Motion seconded by Commissioner Korte; motion approved by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
5	0	0	2

Respectfully submitted by:  
Cinnamon Mullins, Recording Secretary  
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