



**CITY OF MANCHESTER**  
**PLANNING AND ZONING COMMISSION**  
**MEETING MINUTES**  
**April 27, 2020**

<u><b>COMMISSIONERS</b></u>	<u><b>CITY OFFICIALS AND STAFF</b></u>
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Jason Truesdell, Chairman (2022)  
 Jerry Meyer (2021)  
 Joni Korte (2022)  
 Mark Smith (2022)  
 Paula Glaser (2024)  
 John Dodge (2022)  
 Mike Clement, Mayor

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

<u><b>CASES</b></u>	<u><b>REPRESENTATIVES OF CASES</b></u>
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**A. 20-SP-005** John and Susan Kistler, owners, have applied for a Site Plan Review in order to construct a covered ramp and deck on an existing building located at 14533 Manchester Road, in the C-1 Commercial Zoning District. The property fronts on Manchester Road to the south and abuts properties zoned C-1 Commercial to the north, west and east.

- **John Kistler**  
 1205 Fieldhurst Dr  
 Ballwin, MO 63011  
 314-993-5528

**1. CALL TO ORDER**

Chairman Truesdell called the Planning and Zoning meeting of April 27, 2020 to order at 7:00 p.m.

**2. ROLL CALL**

Chairman Truesdell asked the Recording Secretary to take roll.

Commissioner Jerry Meyer	Present	Chairman Jason Truesdell	Present
Commissioner Paula Glaser	Present	Commissioner Mark Smith	Present
Commissioner Joni Korte	Excused	Alderman Paul Hamill	Present
Commissioner John Dodge	Present	Melanie Rippetoe, Director	Present
Mayor Mike Clement	Present	Cinnamon Mullins, Recording Secy	Present

**3. APPROVAL OF MINUTES**

Mayor Clement made the motion to approve the minutes of March 9, 2020. Motion seconded by Commissioner Meyer; motion approved by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
7	0	0	1

**4. APPROVAL OF AGENDA**

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

Ayes	Nays	Abstentions	Excused
7	0	0	1

**5. OLD BUSINESS**

**6. NEW BUSINESS**

**A. 20-SP-005** John and Susan Kistler, owners, have applied for a Site Plan Review in order to construct a covered ramp and deck on an existing building located at 14533 Manchester Road, in the C-1 Commercial Zoning District. The property fronts on Manchester Road to the south and abuts properties zoned C-1 Commercial to the north, west and east.

John Kistler presented this case. He explained that the project would reduce the number of doors from three to one on the front of the building and would add a ramp to make it handicap accessible. Director Rippetoe reported that the project does change the greenspace, but the not significantly and the current site is already nonconforming. She explained that the Planning & Zoning Commission has the ability to grant the greenspace variance if they see fit. Aside from the greenspace variance, the project meets all City’s zoning regulations and staff had no objections.

Mayor Clement made the motion to approve the Site Plan of CASE #20-SP-005 with the required greenspace variance. Commissioner Meyer seconded the motion; it was passed by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
7	0	0	1

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

Director Rippetoe reported the status of projects previously approved by the Planning & Zoning Commission. She also updated the Commission on Code Enforcement and discussed changes in the department during the pandemic.

**8. EX-OFFICIO’S REPORT**

Alderman Hamill reported that yard waste pickup will begin again starting the week of May 4, 2020.

**9. MAYORAL REPORT**

Mayor Clement updated the Commission on how the City was handling the pandemic. He explained that the Board of Aldermen would be discussing what will happen with the summer activities this year.

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

The Commission discussed the pandemic and the City's response to the St. Louis County Executive Order.

**11. ADJOURNMENT**

Commissioner Meyer made the motion to adjourn the Planning and Zoning Commission meeting of April 27, 2020 at 7:16 p.m. Motion seconded by Commissioner Smith; motion approved by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
7	0	0	1

Respectfully submitted by:  
Cinnamon Mullins, Recording Secretary  
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