



CITY OF MANCHESTER

**PLANNING AND ZONING COMMISSION
MEETING MINUTES
September 23, 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-SIGN-005** Adam Garner, of Summit Sign, on behalf of Nidhi Realty LLC, owner, is seeking approval of a Sign Permit in order to install a ground-mounted tenant sign for an office building on a property located at 14615 Manchester Road, in the “C-1” Commercial Zoning District.
- B. **19-SUB-002** Barth Holohan, owner, has applied for approval of a Boundary Adjustment/Easement Vacation in order to consolidate eleven lots into one lot on Forest Summit Court, in a “PRD” Planned Residential Development Zoning District.
- C. **19-TXT-010** H&L Property Management LLC, applicant, proposes a Zoning Text Amendment to a section of Article V of Chapter 405 of the Code of Ordinances of the City of Manchester regarding Zoning Regulations. The proposed changes will affect Subsection (C) of Section 405.285 pertaining to Special Uses in the “PBD” Planned Business Development District.
- D. **19-SUP-003** Todd Mosher, RA Smith, Inc., applicant, on behalf of Halle Properties, LLC, contract purchaser, has applied for approval of a Special Use Permit for Discount Tire, retail sales of

- **Adam Garner**
Summit Sign
 330 Southport Dr.
 Columbia, IL 62236
 618-281-2639
- **Barth Holohan**
Family Partners
 12882 Manchester Road
 St. Louis, MO 63131
 314-518-9949
- **Todd Mosher**
RA Smith
 1240 Diehl Road, Suite 102
 Naperville, IL 60563
 847-682-9421
- **Ryan Noles**
Noles Properties
 11361 Olive Boulevard
 St. Louis, MO 63141
 314-306-7467

auto parts and tires with service facilities, to be located at 14356 Manchester Road in the "PBD" Planned Business Development Zoning District.

- E. **19-SP-019** Todd Mosher, RA Smith, Inc., applicant, on behalf of Halle Properties, LLC, contract purchaser, has applied for approval of a Site Plan for Discount Tire, retail sales of auto parts and tires with service facilities, to be located at 14356 Manchester Road in the "PBD" Planned Business Development Zoning District.
- F. **19-SUB-003** RCP-N, LLC, on behalf of H&L Property Management, LLC, owner under contract, has applied for approval of a Boundary Adjustment in order to consolidate 4 lots into 1 lot located at 14356 Manchester Road, in the "PBD" Planned Business Development Zoning District.

1. CALL TO ORDER

Chairman Truesdell called the Planning and Zoning meeting of September 23, 2019 to order at 7:04 p.m.

2. ROLL CALL

Chairman Truesdell asked the Recording Secretary to take roll.

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

3. APPROVAL OF MINUTES

Alderman Hamill made the motion to approve the minutes of August 12, 2019. 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

4. APPROVAL OF AGENDA

Alderman Hamill 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
7	0	0	1

5. OLD BUSINESS

6. NEW BUSINESS

- A. **19-SIGN-005** Adam Garner, of Summit Sign, on behalf of Nidhi Realty LLC, owner, is seeking approval of a Sign Permit in order to install a ground-mounted tenant sign for an office building on a property located at 14615 Manchester Road, in the “C-1” Commercial Zoning District.

Adam Garner presented this case. He explained that the proposed sign was a multitenant ground mounted sign. He explained that the location was chosen based on location of the previous sign and in accordance to property lines. Director Rippetoe reported that the sign meets all the City’s regulations. Staff had no objections. Mr. Garner responded to questions presented by the Commission regarding the foundation and utilities.

Commissioner Dodge made the motion to approve the Sign Permit Review of CASE #19-SIGN-005. Commissioner Smith seconded the motion; it was passed by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
7	0	0	1

- B. **19-SUB-002** Barth Holohan, owner, has applied for approval of a Boundary Adjustment/Easement Vacation in order to consolidate eleven lots into one lot on Forest Summit Court, in a “PRD” Planned Residential Development Zoning District.

Barth Holohan presented this case. He explained that they would be consolidating 11 lots into in accordance with plans that were previously submitted and approved by the Planning & Zoning Commission and the Board of Aldermen. Director Rippetoe explained that this consolidation is required to develop the property as previously approved. She reported that the project meets all the City’s regulations and staff had no objections. Director Rippetoe answered Commission’s questions about what was presently on the lots and access to the property.

Commissioner Meyer made the motion to give a favorable recommendation to the Board of Aldermen regarding the Boundary Adjustment/Easement Vacation of CASE #19-SUB-002. Commissioner Fluchel seconded the motion; it was passed by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
7	0	0	1

Chairman Truesdell requested that cases 19-TXT-010, 19-SUP-003, 19-SP-019 and 19-SUB-003 be presented together.

- C. **19-TXT-010** H&L Property Management LLC, applicant, proposes a Zoning Text Amendment to a section of Article V of Chapter 405 of the Code of Ordinances of the City of Manchester regarding Zoning Regulations. The proposed changes will affect Subsection (C) of Section 405.285 pertaining to Special Uses in the “PBD” Planned Business Development District.
- D. **19-SUP-003** Todd Mosher, RA Smith, Inc., applicant, on behalf of Halle Properties, LLC, contract purchaser, has applied for approval of a Special Use Permit for Discount Tire, retail sales of auto parts and tires with service facilities, to be located at 14356 Manchester Road in the “PBD” Planned Business Development Zoning District.

- E. **19-SP-019** Todd Mosher, RA Smith, Inc., applicant, on behalf of Halle Properties, LLC, contract purchaser, has applied for approval of a Site Plan for Discount Tire, retail sales of auto parts and tires with service facilities, to be located at 14356 Manchester Road in the “PBD” Planned Business Development Zoning District.
- F. **19-SUB-003** RCP-N, LLC, on behalf of H&L Property Management, LLC, owner under contract, has applied for approval of a Boundary Adjustment in order to consolidate 4 lots into 1 lot located at 14356 Manchester Road, in the “PBD” Planned Business Development Zoning District.

Todd Mosher and Ryan Noles presented these cases. They explained that the Text Amendment would allow for an auto parts and tire stores with service facilities in the Planned Business District as a Special Use. The Special Use Permit applied for would be for their specific business, Discount Tire, to operate at the proposed location. He explained that Discount Tire sells, and services, exclusively tires and wheels. Mr. Mosher continued to explain the project’s size and scope. He explained that there would be the removal of multiple structures in the consolidated lots of the Boundary Adjustment and the closure of some driveways with access to Manchester Road.

Director Rippetoe explained that if the Commission chose to approve the Text Amendment, she recommends the use of auto parts and tire stores with service facility to be included as a Special Use due to the nature of business having the potential of not being suitable for all locations. This Text Amendment would make it consistent with the C-1 Zoning District. Director Rippetoe continued to explain that the proposed Site Plan met all of the City’s regulations except for required greenspace. A variance for greenspace could be approved by the Planning & Zoning Commission. She also explained that the Boundary Adjustment would be required to develop the plans as presented. Staff has no objections if the Commission sees this as a suitable use in the Planned Business District.

The Commission discussed the intended use of the Planned Business District laid out in the PBD regulations. Todd Mosher and Ryan Noles answered questions presented by the Commission regarding the projects. Discussion ensued regarding the intention of the Planned Business District and what fits within these uses and intent.

Alderman Hamill made the motion to give a negative recommendation to the Board of Aldermen regarding the Text Amendment of CASE #19-TXT-010. Commissioner Smith seconded the motion; it was passed by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
7	0	0	1

Chairman Truesdell made the motion to table the Special Use Permit of CASE #19-SUP-003 pending decision of Board of Aldermen regarding the Text Amendment of CASE 19-TXT-010. Commissioner Smith seconded the motion; it was passed by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
7	0	0	1

Chairman Truesdell made the motion to table the Site Plan of CASE #19-SP-019 pending decision of Board of Aldermen regarding the Text Amendment of CASE 19-TXT-010. Alderman

Hamill seconded the motion; it was passed by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
7	0	0	1

Chairman Truesdell made the motion to table the Boundary Adjustment of CASE #19-SUB-003 pending decision of Board of Aldermen regarding the Text Amendment of CASE 19-TXT-010. Alderman Hamill 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 that a new Code Enforcement Officer was hired and starts October 1, 2019. She also explained that the department has been working on revamping the Code Enforcement regulations and answered the Commission’s questions about Code Enforcement. She notified the Commission of upcoming projects that would before them soon and updated them on previous cases.

8. EX-OFFICIO’S REPORT

Alderman Hamill reported that Michael Gunn, the municipal judge, had retired and that a new municipal judge has been hired. He also reported on ongoing deer issues and the City of Manchester and St. Louis County’s responses. He updated the Commission on ongoing and upcoming storm water projects.

9. MAYORAL REPORT

10. COMMENTS FROM THE PLANNING AND ZONING COMMISSION

Commissioners asked questions and discussed the future of the Planned Business District and the process of rezoning or redevelopment.

11. ADJOURNMENT

Alderman Hamill made the motion to adjourn the Planning and Zoning Commission meeting of September 23, 2019 at 7:55 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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