



CITY OF MANCHESTER  
PLANNING AND ZONING COMMISSION  
MEETING MINUTES  
October 14, 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-SP-020** Rannae Lowery, THD Design Group, applicant, on behalf of The Journey Fellowship, Inc., owner, has applied for approval of an Amended Final Site Plan to construct a building to be used as an administration office and a multi-purpose student recreation room, to be located at 625 Meramec Station Road in the "R-4" Single-Family Residential Zoning District
  
- B. **19-SP-021** Justin Barnes, applicant, on behalf of Club Carwash, owner under contract, has applied for approval of a Preliminary Site Development Plan to construct an automated carwash to replace an existing car wash, to be located at 110 Enchanted Parkway in the "C-1" Commercial Zoning District.
  
- C. **19-SUP-004** Justin Barnes, applicant, on behalf of Club Carwash, owner under contract, has applied for approval of a Special Use Permit to allow a new carwash facility to replace an existing car wash facility, to be located at 110 Enchanted Parkway in the "C-1" Commercial Zoning District.

- **Gabe DuBois**  
**THD Design Group**  
148 Chesterfield Industrial Blvd  
Chesterfield, MO  
636-733-6055
  
- **Jeff Day**  
**Jeff Day Architecture**  
14311 Manchester Rd  
Manchester, MO 63011  
314-644-2775
  
- **Eric Kirchner**  
**Cochran**  
8 East Main St  
Wentzville, MO 63385  
636-332-4574

1. **CALL TO ORDER**

Acting Chairman Smith called the Planning and Zoning meeting of October 14, 2019 to order at 7:00 p.m.

**2. ROLL CALL**

Acting Chairman Smith asked the Recording Secretary to take roll.

Commissioner Jerry Meyer	Excused	Chairman Jason Truesdell	Excused
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	Present	Cinnamon Mullins, Recording Secy	Present

**3. APPROVAL OF MINUTES**

Commissioner Dodge made the motion to approve the minutes of September 23, 2019. Motion seconded by Mayor Clement; motion approved by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
6	0	0	2

**4. APPROVAL OF AGENDA**

Mayor Clement 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
6	0	0	2

**5. OLD BUSINESS**

**6. NEW BUSINESS**

**A. 19-SP-020** Rannae Lowery, THD Design Group, applicant, on behalf of The Journey Fellowship, Inc., owner, has applied for approval of an Amended Final Site Plan to construct a building to be used as an administration office and a multi-purpose student recreation room, to be located at 625 Meramec Station Road in the "R-4" Single-Family Residential Zoning District

Gabe DuBois and Jeff Day presented the proposed amended site plan. Mr. DuBois explained that the project consists of a new student building to replace an existing one and that the new building would be slightly larger. Director Rippetoe reported that the project met all the City's regulations except the greenspace requirements and that a variance from the strict application of the Code can be granted by the Planning & Zoning Commission. Staff had no objections. Mr. DuBois and Mr. Day responded to questions about runoff and explained any additional runoff created by a larger structure would be addressed prior to issuance of building permits.

Mayor Clement made the motion to give a favorable recommendation to the Board of Aldermen regarding the Amended Site Plan of CASE #19-SP-020 with the required greenspace variance. Commissioner Korte seconded the motion; it was passed by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
6	0	0	2

Acting Chairman Smith requested that cases 19-SP-021 and 19-SUP-004 be presented together.

- B. **19-SP-021** Justin Barnes, applicant, on behalf of Club Carwash, owner under contract, has applied for approval of a Preliminary Site Development Plan to construct an automated carwash to replace an existing car wash, to be located at 110 Enchanted Parkway in the “C-1” Commercial Zoning District.
- C. **19-SUP-004** Justin Barnes, applicant, on behalf of Club Carwash, owner under contract, has applied for approval of a Special Use Permit to allow a new carwash facility to replace an existing car wash facility, to be located at 110 Enchanted Parkway in the “C-1” Commercial Zoning District.

Eric Kirchner presented this case. He explained that the site plan is for a new automated car wash facility. There would be removal of the existing car wash and infrastructure and replaced with a new facility with new underground detention for the runoff created by the car wash. He explained that the hours of the business would be from 7am-8pm Monday through Saturday and 8am-8pm Sunday. Director Rippetoe reported that the project met all the City’s regulations except the greenspace requirements and that a variance from the strict application of the Code can be granted by the Planning & Zoning Commission. Staff had no objections. Mr. Kirchner answered the Commission’s questions regarding the project and Director Rippetoe clarified that although the existing business is a car wash, this is a new development with a new owner and a different concept than the existing self-service carwash, therefore it will require a new Special Use Permit rather than transfer the existing.

Alderman Hamill made the motion to give a favorable recommendation to the Board of Aldermen regarding the Site Plan of CASE #19-SP-021 with the required greenspace variance. Mayor Clement seconded the motion; it was passed by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
6	0	0	2

Alderman Hamill made the motion to give a favorable recommendation to the Board of Aldermen regarding the Special Use Permit of CASE #19-SUP-004. Mayor Clement seconded the motion; it was passed by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
6	0	0	2

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

Director Rippetoe reported on updates in Code Enforcement and explained that the two Code Enforcement Zones were revised and then subdivided into daily routes so that Code Enforcement Officers could do proactive sweeps for code enforcement issues.

**8. EX-OFFICIO’S REPORT**

Alderman Hamill reported that the Board of Aldermen updated the hours of operation for medical marijuana facilities to match pharmacy hours.

**9. MAYORAL REPORT**

Mayor Clement reported on recent news articles that have come out regarding Manchester and on the changes Alderman Hamill discussed regarding hours of operation.

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

Commissioners asked for updates on the progress of the gas station that was previously approved by the Commission.

**11. ADJOURNMENT**

Mayor Clement made the motion to adjourn the Planning and Zoning Commission meeting of October 14, 2019 at 7:32 p.m. Motion seconded by Alderman Hamill; motion approved by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
6	0	0	2

Respectfully submitted by:  
Cinnamon Mullins, Recording Secretary  
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