

CITY OF MANCHESTER

**PLANNING AND ZONING COMMISSION
MEETING MINUTES
April 11, 2016**

<u>COMMISSIONERS</u>	<u>CITY OFFICIALS AND STAFF</u>
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Jason Truesdell, Chairman (2018)
James Labit, Secretary (2016)
Joni Korte (2016)
Nelson Nolte (2017)
Jack Fluchel (2019)
Mark Smith (2018)
Dave Willson, Mayor

Mike Clement, Alderman, Ex-Officio member
Erika Kennett, Director of Planning & Zoning
Kimberly Fels, Recording Secretary

<u>CASES</u>	<u>REPRESENTATIVES OF CASES</u>
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- A. CASE #16-SP-005** – A request for Site Plan Approval has been made by Roger Bettlach of Korus Properties, LLC for a new single family dwelling to be constructed at 609 Sulphur Springs Road. The property is zoned R-1 Single Family Residential.
- B. CASE #16-TXT-003** – A text amendment is proposed to Section 405.320 of the City of Manchester’s Zoning Code to include provisions for scoreboards in residential districts.
- C. CASE #16-TXT-004** – A text amendment is proposed to Section 405.060 of the City of Manchester’s Zoning Code to include a definition of Building Line.
- D. CASE #16-TXT-005** - A text amendment is proposed to Section 405.290 of the City of Manchester’s Zoning Code relating to the construction of parking spaces in various zoning districts of the City of Manchester.

- **Roger Bettlach**
Korus Properties, LLC.
1170 Wildhorse Meadows Dr.
St. Louis, MO
314-277-5251
- **Director Erika Kennett**
14318 Manchester Road
Manchester, MO 63011
636-227-1385
- **Director Erika Kennett**
- **Director Erika Kennett**

1. CALL TO ORDER

Acting Chairman Fluchel called the Planning and Zoning meeting of April 11, 2016 to order at 7:00 p.m.

2. ROLL CALL

Acting Chairman Fluchel asked the Recording Secretary to take roll.

Commissioner/Secretary James Labit	Excused	Chairman Jason Truesdell	Excused
Acting Commissioner Jack Fluchel	Present	Commissioner Mark Smith	Present
Commissioner Joni Korte	Present	Alderman Mike Clement	Present
Commissioner Nelson Nolte	Present	Erika Kennett, Director	Present
Mayor David Willson	Present	Kimberly Fels, Recording Secy	Present

3. APPROVAL OF MINUTES

Commissioner Nolte made the motion to approve the minutes of March 14, 2016. 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

4. APPROVAL OF AGENDA

Acting Chairman Fluchel asked if there were any changes to the agenda. Commissioner Korte made the motion to approve the agenda as presented. Commissioner Nolte seconded; motion approved by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
5	0	0	2

5. OLD BUSINESS

A. No Old Business

6. NEW BUSINESS

A. CASE #16-SP-005 – A request for Site Plan Approval has been made by Roger Bettlach of Korus Properties, LLC for a new single family dwelling to be constructed at 609 Sulphur Springs Road. The property is zoned R-1 Single Family Residential.

Speaking for the case is Roger Bettlach of Korus Properties, LLC. Mr. Bettlach is proposing to build a new single family home to replace the home currently situated on the property which is badly deteriorated. Mr. Bettlach is currently building this same style home in Rock Hill (which is set up similar to Manchester in that he had to present the Site Plan to the Planning & Zoning Commission of Rock Hill and then submit the building plans through St. Louis County for approval). Director Kennett asked Mr. Bettlach if he had elevation plans. Mr. Bettlach did not have the elevations available for the Commission to look at, so he described the house in detail. The proposed house will have an attached two car garage, it's two-story with about 2,100 square feet, with three bedrooms and two full baths on the second floor, and a half bath on the first floor. The basement will have a family room located in the basement with an egress widow. The house will be vinyl sided with a front porch that faces Sulphur Springs.

Director Kennett informed the Commission that the City engineer has reviewed the submitted plans and has no objection as to the storm water run-off and impervious surface coverage ratio. The City, therefore, has no other objections to the plans for this single family residence that Mr. Bettlach has submitted.

Alderman Clement raised the question as to the information in the Staff Report which said that the lot coverage did trigger the mandated storm water quality measures to be taken. Alderman Clement wanted clarification of those mandated measures and how we, as a city, can be sure those measures will be followed.

Acting Chairman Fluchel questioned whether the Commission would be able to see the full set of plans including the elevations and floor plans. If there were any mandated measures for storm water run-off that needed to be established, Acting Chairman Fluchel requested that the Commission be able to see those also. Commissioner Smith confirmed that, typically, when the impervious surface triggers the

need for measures to be taken to reduce storm water runoff, then the developer should have plans to moderate the runoff which would be presented in the submitted plans (both to the City and MSD).

Acting Chairman Fluchel made the recommendation to table CASE #16-SP-005 until further plans, including elevations, floor plans, and plans to mitigate the storm water run-off could be presented to the Commission. Commissioner Nolte motioned to table CASE #16-SP-005. Commissioner Korte seconded the motion; motion was passed by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
5	0	0	2

B. CASE #16-TXT-003 – A text amendment is proposed to Section 405.320 of the City of Manchester’s Zoning Code to include provisions for scoreboards in residential districts.

Director Kennett presented this case. Ms. Kennett referenced that within the Code there is limited information directing signage in residential districts. At this time, the City Code does not give allowance of nor any information as to scoreboard signs (whether in residential districts or in general). This text amendment gives permission to specific scoreboards to be located either on private or public high school property. The City and school board have been negotiating as to the dimensions and performance of said scoreboards; what is presented in the drafted ordinance shows what has been agreed upon to meet the needs of both parties.

Commissioner Nolte asked if neighbors have been notified of these potential changes in code. Director Kennett said that since this amendment does not involve a specific address, but opens up to various locations, then notices to residents are not required. However, since this is a text amendment, if the Commission were to grant a favorable recommendation onto the Board of Alderman then there would be a public notice of this text amendment at the hearing.

Acting Chairman Fluchel asked if this meets the scoreboard that Parkway school desires. Ms. Kennett confirmed this verbiage does allow for the scoreboard that Parkway is looking to purchase for their field. Alderman Clement also confirmed that he is aware this is acceptable to Parkway. Ms. Kennett also confirmed that the high schools would only be able to have one of these proposed electronic scoreboards.

Commissioner Korte asked if the language in this proposed text amendment was modeled from somewhere else. Mayor Wilson gave the history that there is a man, now located in Parkway school district, who came from Columbia, Missouri where he was involved in creating this same scoreboard. Mayor Wilson and City Administrator Hixson talked with this man at Parkway and liked the ability for advertising, but they wanted to make sure that local Manchester businesses would be able to actively advertise on the scoreboard.

Commissioner Nolte made the motion for approval of the text amendment on CASE #16-TXT-003. Commissioner Smith seconded the motion; it was passed by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
5	0	0	2

C. CASE #16-TXT-004 – A text amendment is proposed to Section 405.060 of the City of Manchester’s Zoning Code to include a definition of Building Line.

Director Kennett represented this case. Ms. Kennett recalled during the recent time regarding the text amendment to fences on corner lots, it became evident that there is not a definition to the term ‘Building Line’ within the code. This definition will help eliminate gray areas of the code both for residents and staff.

Commissioner Korte made the motion for approval of the text amendment on CASE #16-TXT-004. Commissioner Smith seconded the motion; it was passed by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
5	0	0	2

D. CASE #16-TXT-005 – A text amendment is proposed to Section 405.290 of the City of Manchester’s Zoning Code relating to the construction of parking spaces in various zoning districts of the City of Manchester.

Director Kennett represented this case. Ms. Kennett described that the only reference to the actual layout of parking spaces within the code states that a parking space shall be 180 square feet. At this time, there is no direction as to the length and width that a parking space must be, only that it shall be at least 180 square feet. This text amendment provides a minimum width and a minimum length which will equate to 180 square feet. This is a general standard for parking spaces which is adopted by many independent Codes. It allows for larger (10 feet wide) spaces, which is preferred by many engineers, but specifies that the spaces be at least 9 feet wide.

Commissioner Nolte made the motion for approval of the text amendment on CASE #16-TXT-005. 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 Kennett discussed that Planning & Zoning has been quite busy, as we have taken up most of the recent agenda at the Board of Alderman meeting, having around 6 Public Hearings from cases that have passed through the Commission. Ms. Kennett encouraged the continuation of the ‘house-keeping’ issues with text amendments to help clarify gray areas of the City Code. Staff is reviewing an application for a Part-time Code Enforcement Officer. The City has also launched a Facebook and Twitter page to help include the community in more of Manchester’s activities and to work as a communication tool.

8. EX-OFFICIO’S REPORT

Alderman Clement said that the Alderman that were recently up for election were all incumbents and have been re-elected. We will have the same Board that we have now and the same Mayor. The Proposition dealing with auto sales out of state passed and the other Proposition did not. The City may look to presenting the failed Proposition again.

9. COMMENTS FROM THE PLANNING AND ZONING COMMISSION

Mayor Willson called notice to the anniversaries of City Attorney Pat Gunn (who is celebrating his 40th year), and Judge Michael Gunn (who is celebrating his 45th year) in representing the City of Manchester. Acting Chairman Fluchel shared appreciation for the latest Planning & Zoning Dinner, commenting on how much he enjoyed it and also how nice it was to show appreciation to former Commissioner Tom Brown.

10. ADJOURNMENT

Commissioner Korte made the motion to adjourn the Planning and Zoning Commission meeting of April 11, 2016 at 7:36 p.m. Motion seconded by Commissioner Smith; motion approved by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
5	0	0	2

Respectfully submitted by:
Kimberly Fels, Recording Secretary
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