



CITY OF MANCHESTER
PLANNING AND ZONING COMMISSION
MEETING MINUTES
February 10, 2020

COMMISSIONERS

Jason Truesdell, Chairman (2022)
Jerry Meyer (2021)
Joni Korte (2022)
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

- A. **20-SUP-002** Janet Escamilla, applicant, on behalf of Stonegate Center Partnership, owner, has applied for approval of a Special Use Permit to allow a restaurant serving alcohol in a grocery store to be located at 25 Stonegate Center, in the "C-2" Commercial Zoning District.
- B. **19-SUB-004** Jackson Custom Homes, on behalf of RCJH1, LLC, owner, has applied for approval of a Preliminary Plat for a Subdivision consisting of 6 lots and common ground to be located at 4 Topwood Drive, in a in the "R-1" Single-Family Residential Zoning District.
- C. **20-TXT-001** City Staff proposes Zoning Text Amendments to sections of Article XV of Chapter 405 of the Zoning Regulations of the City of Manchester pertaining to Commercial or Industrial Improvements.

REPRESENTATIVES OF CASES

- **Mike Falkner**
Sterling Engineering
5055 New Baumgartner
St. Louis, MO 63129
314-487-0440
- **Frank Jackson**
Jackson Custom Homes
316 S 2nd
St Charles, MO 63301
314-575-3236
- **Director Melanie Rippetoe**
City of Manchester
14318 Manchester Road
Manchester, MO 63011
636-227-1385

1. CALL TO ORDER

Chairman Truesdell called the Planning and Zoning meeting of February 10, 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 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

Mayor Clement made the motion to approve the minutes of January 27, 2020. Motion seconded by Commissioner Korte; motion approved by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
7	0	0	0

4. APPROVAL OF AGENDA

Receiving notice that there would be no one to represent CASE #20-SUP-002, Chairman Truesdell made a motion to table the Special Use Permit of CASE #20-SUP-002. 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	0

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

Ayes	Nays	Abstentions	Excused
7	0	0	0

5. OLD BUSINESS

6. NEW BUSINESS

A. 20-SUP-002 Janet Escamilla, applicant, on behalf of Stonegate Center Partnership, owner, has applied for approval of a Special Use Permit to allow a restaurant serving alcohol in a grocery store to be located at 25 Stonegate Center, in the "C-2" Commercial Zoning District.

B. 19-SUB-004 Jackson Custom Homes, on behalf of RCJH1, LLC, owner, has applied for approval of a Preliminary Plat for a Subdivision consisting of 6 lots and common ground to be located at 4 Topwood Drive, in a in the "R-1" Single-Family Residential Zoning District.

Mike Falkner and Frank Jackson presented these cases. They explained that they would be subdividing the existing 3.9-acre lot into 6 detached single family homes which will be serviced by a single cul-de-sac. They also explained the landscaping plan and the general plan for the 6

lots. Director Rippetoe reported that the Preliminary Plat meets all the Zoning and Subdivision Regulations for the City. Staff had no objections.

Mr. Falkner and Mr. Jackson answered questions presented by the Commission about water runoff on the property and the status of reviews through other agencies, including MSD and the fire department. Director Rippetoe answered questions about the process of development for the subdivision and what would come before the Planning & Zoning Commission and the Board of Aldermen.

Mayor Clement made the motion to approve the Preliminary Plat for the Subdivision of CASE #19-SUB-004. Chairman Truesdell seconded the motion; it was passed by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
7	0	0	0

- C. **20-TXT-001** City Staff proposes Zoning Text Amendments to sections of Article XV of Chapter 405 of the Zoning Regulations of the City of Manchester pertaining to Commercial or Industrial Improvements.

Director Rippetoe presented this case. She explained that this text amendment would allow for administrative review of all sureties or bonds for developments. She explained that bonds are already reviewed by the City Staff, City Engineer and City Attorney and that waiting for Board of Aldermen approval adds additional time and unnecessary steps for developers. She noted that the proposed approval process is common in many cities. Director Rippetoe answered questions presented by the Commission about previous process and the details of the Text Amendment.

Commissioner Dodge made the motion to give a favorable recommendation to the Board of Aldermen regarding the Text Amendment of CASE #20-TXT-001. 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	0

7. PLANNING AND ZONING DIRECTOR’S REPORT

Director Rippetoe reported that one of the Code Enforcement Officers, John Plowman, passed his exam to be a Certified Property Maintenance Inspector. She also notified the Commission of upcoming cases and updated them on status of previous cases. Additionally Director Rippetoe reported that City Staff had met with the St. Louis Economic Development Partnership about the status of the partnership and to go over some of their programs for businesses in the area. The City is working on making these resources easily accessible to Manchester businesses.

8. EX-OFFICIO’S REPORT

Alderman Hamill reported updates on the extension of the gas station site plan that was presented before the Board of Aldermen. He also reported that litigation with Doctor John’s has concluded and the final ruling was a permanent injunction on the business to comply with the City’s zoning

regulations. Alderman Hamill also notified the Commission that the City had hired a new City Clerk, Justin Klocke.

9. MAYORAL REPORT

Mayor Clement reported on upcoming events in the City including the Manchester Business Association Trivia Night on February 28th and the Veteran’s Resource Event on February 27th. He also notified the commission that information on the appreciation banquet for the boards and commissions of the City would be coming shortly.

10. COMMENTS FROM THE PLANNING AND ZONING COMMISSION

11. ADJOURNMENT

Mayor Clement made the motion to adjourn the Planning and Zoning Commission meeting of February 10, 2020 at 7:41 p.m. Motion seconded by Commissioner Korte; motion approved by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
7	0	0	0

Respectfully submitted by:
Cinnamon Mullins, Recording Secretary
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