



**CITY OF MANCHESTER**  
**PLANNING AND ZONING COMMISSION**  
**MEETING MINUTES**  
**August 24, 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-013** Rolwes Construction, Inc., owner, is seeking approval of a Site Plan to construct a new single family home to be located at 710 Connie Lane, zoned R-1 Residential.

- **Jim Rolwes**  
**Rolwes Construction Inc.**  
 P.O. Box 454  
 Ballwin, MO 63022  
 636-487-4747

**1. CALL TO ORDER**

Chairman Truesdell called the Planning and Zoning meeting of August 24, 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	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 Meyer made the motion to approve the minutes of July 27, 2020. Motion seconded by Mayor Clement; motion approved by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
8	0	0	0

**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
8	0	0	0

**5. OLD BUSINESS**

**6. NEW BUSINESS**

- A. 20-SP-013** Rolwes Construction, Inc., owner, is seeking approval of a Site Plan to construct a new single family home to be located at 710 Connie Lane, zoned R-1 Residential.

Jim Rolwes presented this case. He explained that they would be constructing a story and a half single family home at 710 Connie Ln. Director Rippetoe reported that the applicant had submitted all required documentation and met all the City’s setback and zoning regulations. Staff had no objections. Mr. Rolwes clarified that the previous structure had already been demolished and the property was under contract. Director Rippetoe answered questions presented by the Commission and explained that there were no storm water concerns found in the City’s review and any fencing would require separate permitting.

Chairman Truesdell made the motion to approve the Site Plan of CASE #20-SP-013. Alderman Hamill seconded the motion; it was passed by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
8	0	0	0

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

Director Rippetoe reported that the Board of Adjustment approved two variances and denied one for fences at their most recent meeting. She updated the Commission on previously presented cases and notified the Commission of the creation of an inspection schedule for approved Special Use Permits. Director Rippetoe answered questions presented by the Commission about the enforcement of the St. Louis County mask mandate and explained that County would be responsible for enforcing their mandate.

**8. EX-OFFICIO’S REPORT**

Alderman Hamill reported that Board of Aldermen had the first reading on the vaping regulations recently recommended by the Planning & Zoning Commission. He also reported the Board of Aldermen was preparing for upcoming budget sessions.

**9. MAYORAL REPORT**

Mayor Clement reported that City Staff has started on the budgeting process for the upcoming year. He continued that he has been working with Public Works in meeting with residents regarding storm water issues and that St. Louis County has been very slow with their Small Business Relief aid.

Mayor Clement answered the Commissioners questions about the Small Business Relief program. He also answered questions about the sales tax loss and explained there was a 12% loss projected through the remainder of the year; however, the overall trend from last year is down 8% as of June and this will be reflected in the upcoming budget discussions.

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

**11. ADJOURNMENT**

Mayor Clement made the motion to adjourn the Planning and Zoning Commission meeting of August 24, 2020 at 7:22 p.m. Motion seconded by Chairman Truesdell; motion approved by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
8	0	0	0

Respectfully submitted by:  
Cinnamon Mullins, Recording Secretary  
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