

**CITY OF MANCHESTER**

**PLANNING AND ZONING COMMISSION  
MEETING MINUTES  
January 22, 2018**

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**COMMISSIONERS**

**Jason Truesdell, Chairman (2018)**  
**Jerry Meyer (2020)**  
**Joni Korte (2020)**  
**Jack Fluchel (2019)**  
**Mark Smith (2018)**  
**Dave Willson, Mayor**

**CITY OFFICIALS AND STAFF**

**Mike Clement, Alderman, Ex-Officio member**  
**Melanie Rippetoe, Director of Planning & Zoning**  
**Cinnamon Mullins, Recording Secretary**

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**CASES**

- A. 17-SUP-006 -** Santa Fe Farms, LLC, on behalf of LLS Holdings LLC, owner, is seeking approval of a Special Use Permit for a restaurant that serves alcohol by the glass for El Toluco Taqueria & Grocery, located at 14234 Manchester Road.
- B. 17-SIGN-061 –** Sue Winter, Warren Sign Company, on behalf of Goodwill, owner, is seeking approval for a permanent ground sign for Goodwill, located at 14373 Manchester Road in the C-1 Commercial Zoning District.
- C. 18-SIGN-003 -** Steve Kirkpatrick, of Philadelphia Signs, on behalf of Regions Bank, owner, is seeking approval for a permanent ground mounted sign for Regions Bank, located at 14204 Manchester Road, in the C-1 Commercial Zoning District.
- D. 18-SP-003 -** Russell Flood, Easter Fence, Deck & Renovation, on behalf of Bob Schneider, owner, is seeking approval of a Site Plan to construct a front porch addition to an existing single family home located at 969 Hannafield Court, in the R-2 Single-Family Residential Zoning District.

**REPRESENTATIVES OF CASES**

- **Joe Kelly**  
**Kelly & Associates**  
14234 Manchester Road  
Manchester, MO 63011  
314-504-7455
  
  - **Dave Kutchback, Jason Rybak & Bill Behrens**  
**MERS Goodwill/Warren Sign Co.**  
1727 Locust St.  
St. Louis, MO 63103  
314-982-8813
  
  - **Glenn Egant**  
**Plastilite Signs**  
314-843-4888
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**1. CALL TO ORDER**

Chairman Truesdell called the Planning and Zoning meeting of January 22, 2018 to order at 7:01 p.m.

**2. ROLL CALL**

Chairman Truesdell asked the Recording Secretary to take roll.

Commissioner Jerry Meyer	Present	Chairman Jason Truesdell	Present
Commissioner Jack Fluchel	Present	Commissioner Mark Smith	Present
Commissioner Joni Korte	Present	Alderman Mike Clement	Present
		Melanie Rippetoe, Director	Present
Mayor David Willson	Present	Cinnamon Mullins, Recording Secy	Present

**3. APPROVAL OF MINUTES**

Commissioner Fluchel made the motion to approve the minutes of December 11, 2017. Motion seconded by Commissioner Meyer; motion approved by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
6	0	0	0

**4. APPROVAL OF AGENDA**

Commissioner Fluchel motioned to approve the agenda as presented. Commissioner Korte seconded the motion. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
6	0	0	0

**5. OLD BUSINESS**

- A. 17-SUP-006** - Santa Fe Farms, LLC, on behalf of LLS Holdings LLC, owner, is seeking approval of a Special Use Permit for a restaurant that serves alcohol by the glass for El Toluco Taqueria & Grocery, located at 14234 Manchester Road.

Joe Kelly, of Santa Farms, LLC, presented the case. Mr. Kelly explained that the addition of alcoholic drinks by the glass is estimated to be less than 15% of the gross sales and there will not be a great increase of traffic to the business.

It was discussed that upon approval of the Special Use Permit by the Board of Alderman a liquor license would be required to carry out this portion of business. Director Rippetoe stated that the Special Use Permit meets all regulations and staff objection has no objections.

Chairman Fluchel made the motion to make a positive recommendation to the Board of Alderman regarding the Special Use Permit of CASE #17-SUP-006. Commissioner Meyer seconded the motion; it was passed by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
6	0	0	0

**6. NEW BUSINESS**

- A. 17-SIGN-061** – Sue Winter, Warren Sign Company, on behalf of Goodwill, owner, is seeking approval for a permanent ground sign for Goodwill, located at 14373 Manchester Road in the C-1 Commercial Zoning District.

Bill Behrens, of Warren Sign Company, presented this case. He explained that the sign is a pylon sign that is 100 sq. ft. and 30 ft. in height. There is a 44½ ft. setback from the property line.

Director Rippetoe stated that the sign meets all regulation and staff has no objections. Commissioner Korte inquired on who designed the sign and foundation. Mr. Behrens explained that with a sign of this size an engineer stamps the foundation and steel that is reviewed by St. Louis County.

Chairman Truesdell made the motion to approve the sign of CASE #17-SIGN-061. Commissioner Fluchel seconded the motion; it was passed by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
6	0	0	0

- B. 18-SIGN-003** - Steve Kirkpatrick, of Philadelphia Signs, on behalf of Regions Bank, owner, is seeking approval for a permanent ground mounted sign for Regions Bank, located at 14204 Manchester Road, in the C-1 Commercial Zoning District.

Glen Egant, of Plastilite Signs, presented the case. They are seeking approval for a pylon, mounted ground sign at the new Regions location. The code states that the setback is 30ft, but they are looking for approval of the sign to be 20ft 9in from the side street and 12ft 2in off of Manchester.

Director Rippetoe stated that besides the setback, the sign meets all regulations and staff has no objections. Commissioner Fluchel asked if there is worry about sight line for drivers and Director Rippetoe stated that it would not be an issue with the placement. Commissioner Korte asked who designed the sign and foundation. Mr. Egant said an engineer designed and signed off on the plans for the sign.

Chairman Truesdell made the motion to approve the sign of CASE #18-SIGN-003 contingent on a variance being granted. Commissioner Meyer seconded the motion; it was passed by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
6	0	0	0

- C. **18-SP-003** - Russell Flood, Easter Fence, Deck & Renovation, on behalf of Bob Schneider, owner, is seeking approval of a Site Plan to construct a front porch addition to an existing single family home located at 969 Hannafield Court, in the R-2 Single-Family Residential Zoning District.

Chairman Truesdell read the case. There was no representative on behalf of Easter Fence, Deck & Renovation. Commissioner Smith made the motion to table the site plan of CASE #18-SP-003. 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	0

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

Director Rippetoe explained the Planning and Zoning Department was currently implementing new software and preparing for the in-house Occupancy Inspection Program and hiring a new Code Enforcement Officer.

**8. EX-OFFICIO’S REPORT**

Alderman Clement recounted the last Board of Alderman meeting at which there were public hearings for three text amendments and they elected three people on the Tree Board. The same pool management from 2017 was also reapproved for 2018. The trash service letters came this month as well.

**9. MAYORAL REPORT**

Mayor Willson said that they hosted their first luncheon at the new Parks building and discussed other community events such as the bimonthly electronics recycling in the park. Mayor Willson also attended a meeting at Kennedy High School about Fontbonne potentially purchasing and creating a grad school at the location.

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

**11. ADJOURNMENT**

Commissioner Korte made the motion to adjourn the Planning and Zoning Commission meeting of January 22, 2018 at 7:28 p.m. Motion seconded by Commissioner Meyer; motion approved by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
6	0	0	0

Respectfully submitted by:  
 Cinnamon Mullins, Recording Secretary  
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