

**CITY OF MANCHESTER**

**PLANNING AND ZONING COMMISSION  
MEETING MINUTES  
July 9, 2018**

**COMMISSIONERS**

**Jason Truesdell, Chairman (2022)**  
**Jerry Meyer (2020)**  
**Joni Korte (2020)**  
**Jack Fluchel (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**

**REPRESENTATIVES OF CASES**

- A. 18-SIGN-005** Rick Randall, on behalf of Pace Highlands Associates LLC, owner, is seeking approval of a permanent ground mounted sign for the shopping center located at 921 Brittany Parkway, in the PCD Planned Commercial Development Zoning District.
- B. 18-SP-009** Dan and Jerri Argurio, owners, are seeking approval of a Site Plan to construct a new single family home to be located at 1006 Carman Road, in the R-2A Residential Zoning District.
- C. 18-SP-010** Jim Rolwes, Rolwes Construction Inc, owner, is seeking approval of a Site Plan to construct a new single family home to be located at 7 Elannchester, in the R-1 Residential Zoning District.
- D. 18-SP-011** Sean Flower, Flower and Fendler, owner, is seeking approval of a Site Plan to construct a new single family home to be located at 1207 John Ryan Lane, in the R-4 Residential Zoning District.
- E. 17-SUB-001** Sean Flower, Flower & Fendler Homes has proposed a subdivision Record Plat for the Bend at Sulphur Springs. The properties to be subdivided are located at 732 Oklahoma

- **Rick Randall**  
1401 S Brentwood Blvd  
St. Louis, MO 63144  
314-805-08080
- **Jim Rolwes**  
**Rolwes Construction**  
P.O. Box 454  
Ballwin, MO 63022  
314-280-7558
- **Sean Flower**  
**Flower and Fendler**  
PO Box 270255  
St. Louis, MO 63127  
314-486-0596

Ave., 736 Oklahoma Ave., 740 Oklahoma Ave., and 825 Sulphur Springs Road

- F. **18-SP-012** Steven Seward, on behalf of Matthew and Mary Ann Mcdonough, owners, is seeking approval of a Site Plan to construct an addition on an existing single-family home located at 512 Joyce Ann Drive, in the R-1 Residential Zoning District.

- **Steven Seward**  
**Seward Construction**  
 512 Joyce Anna Dr.  
 Manchester, MO 63021  
 314-606-1277

**1. CALL TO ORDER**

Chairman Truesdell called the Planning and Zoning meeting of July 9, 2018 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 Jack Fluchel	Excused	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 June 11, 2018. Motion seconded by Commissioner Korte; motion approved by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
6	0	0	1

**4. APPROVAL OF AGENDA**

Commissioner Smith made the motion to approve the agenda as presented. Commissioner Meyer seconded the motion. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
6	0	0	1

At approximately 7:10 p.m. Chairman Truesdell made a motion to amend the agenda and move CASE #18-SP-009 to the end of the agenda. Motion seconded by Mayor Clement, motion approved by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
6	0	0	1

5. OLD BUSINESS

6. NEW BUSINESS

- A. **18-SIGN-005** Rick Randall, on behalf of Pace Highlands Associates LLC, owner, is seeking approval of a permanent ground mounted sign for the shopping center located at 921 Brittany Parkway, in the PCD Planned Commercial Development Zoning District.

Rick Randall presented the case and explained that the monument sign in question will be approximately 22 feet tall and 12.8 feet wide. He also explained that a variance would be required for the location of the sign. Director Rippetoe explained that the sign met all of the City’s regulations except for the distance from the property line. Staff had no objections.

Chairman Truesdell made the motion to approve the sign of CASE #18-SIGN-005 contingent upon 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	1

- C. **18-SP-010** Jim Rolwes, Rolwes Construction Inc, owner, is seeking approval of a Site Plan to construct a new single family home to be located at 7 Elannchester, in the R-1 Residential Zoning District.

Jim Rolwes presented the case. Director Rippetoe explained that the site plan met all regulations of the R-1 Residential Zoning District and staff had no objections.

Commissioner Smith made the motion to approve the site plan of CASE #18-SP-010. 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	1

- D. **18-SP-011** Sean Flower, Flower and Fendler, owner, is seeking approval of a Site Plan to construct a new single family home to be located at 1207 John Ryan Lane, in the R-4 Residential Zoning District.

Sean Flower presented the case. Director Rippetoe explained that the site plan met all regulations of the R-4 Residential Zoning District and staff had no objections.

Commissioner Korte made the motion to approve the site plan of CASE #18-SP-011. 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	1

- E. 18-SUB-001** Sean Flower, Flower & Fendler Homes has proposed a subdivision Record Plat for the Bend at Sulphur Springs. The properties to be subdivided are located at 732 Oklahoma Ave., 736 Oklahoma Ave., 740 Oklahoma Ave., and 825 Sulphur Springs Road.

Sean Flower presented this case. He explained that the subdivision plat was similar to the preliminary plat submitted and reviewed by the Planning & Zoning Commission on February 13, 2017. Director Rippetoe said that the only change from the previously presented plat was the boundary adjustment of CASE #18-SUB-001 that was presented to the Planning & Zoning Commission on February 12, 2018. She explained that the plans meet all the City’s regulations and staff had no objections.

Commissioner Meyer made the motion to approve the subdivision of CASE #17-SUB-001. 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	1

- F. 18-SP-012** Steven Seward, on behalf of Matthew and Mary Ann Mcdonough, owners, is seeking approval of a Site Plan to construct an addition on an existing single-family home located at 512 Joyce Ann Drive, in the R-1 Residential Zoning District.

Steven Seward presented this case and explained that the owners wish to add an addition of 959 square feet in the rear of the home. Director Rippetoe explained that the addition met all of the City’s regulation and staff had no objections.

Mayor Clement made the motion to approve the site plan of CASE #18-SP-012. 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	1

- B. 18-SP-009** Dan and Jerri Argurio, owners, are seeking approval of a Site Plan to construct a new single family home to be located at 1006 Carman Road, in the R-2A Residential Zoning District.

Director Rippetoe explained that the site plan for 1006 Carman Road was previously approved by the Planning & Zoning Commission on April 23, 2018. The only change from the previously presented site plan was the removal of the walkout basement. Staff had no objections.

Commissioner Meyer made the motion to approve the site plan of CASE #18-SP-009. 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	1

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

Director Rippetoe updated the Planning & Zoning Commission on the use of door hangers in Code Enforcement cases. She also explained upcoming projects that will be coming before the Commission and that the City was hosting a small business meeting on July 18, 2018.

**8. EX-OFFICIO’S REPORT**

Alderman Hamill reported that the City passed their recent audit with very few issues. He also reported that the City had chosen a new City Attorney.

**9. MAYORAL REPORT**

Mayor Clement explained that the City Attorney position will consist of multiple members of a municipal law firm. He also explained some upcoming events in Manchester and reported the overwhelmingly positive responses to the 4<sup>th</sup> of July celebrations.

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

**11. ADJOURNMENT**

Commissioner Meyer made the motion to adjourn the Planning and Zoning Commission meeting of July 9, 2018 at 7:31 p.m. Motion seconded by Commissioner Korte; motion approved by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
6	0	0	1

Respectfully submitted by:  
Cinnamon Mullins, Recording Secretary  
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