

**CITY OF MANCHESTER**

**PLANNING AND ZONING COMMISSION  
MEETING MINUTES  
August 13, 2018**

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**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**

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**CASES**

- A. 18-SUP-007** – Chris Suntrup, on behalf of Suntrup William N Trustee, owner, has submitted a Special Use Permit request for a gasoline service station at the property at 14401 Manchester Road, zoned C-1 Commercial Zoning District.
- B. 18-SP-006** – Chris Suntrup, on behalf of Suntrup William N Trustee, owner, has submitted a Site Plan Review request for a gasoline service station at the property at 14401 Manchester Road, zoned C-1 Commercial Zoning District.
- C. 18-SUB-002** – Frank Imo, on behalf of 110 Old Meramec Station Road, LLC, owner, has submitted a Boundary Adjustment Plat for the properties located at 110 Old Meramec Station Road (Parcel One) and 915 Second Street (Parcel 2), zoned PBD Planned Business Development District.

**REPRESENTATIVES OF CASES**

- **Randy Green & Chris Suntrup  
Manchester BP**  
14410 Manchester Rd  
Manchester, MO 63011  
314-608-6549
  - **Matt Poston  
THD Design Group**  
148 Chesterfield Industrial Blvd  
Chesterfield, MO 63005  
636-294-2972
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**1. CALL TO ORDER**

Chairman Truesdell called the Planning and Zoning meeting of August 13, 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	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 July 23, 2018. Motion seconded by Commissioner Fluchel; motion approved by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
7	0	0	0

**4. APPROVAL OF AGENDA**

Commissioner Fluchel 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
7	0	0	0

**5. OLD BUSINESS**

**6. NEW BUSINESS**

**A. 18-SUP-007** – Chris Suntrup, on behalf of Suntrup William N Trustee, owner, has submitted a Special Use Permit request for a gasoline service station at the property at 14401 Manchester Road, zoned C-1 Commercial Zoning District.

Randy Green presented this case. He explained that a traffic study was conducted for the project. MODoT has given preliminary approval to the site plan of this project with the addition of an additional turn lane from Henry onto Manchester. Director Rippetoe explained that all documentation has been submitted. The only concern that staff had was an increase in traffic at an already busy intersection, but MODoT has been working with the applicant to mitigate that. Otherwise, staff had no objections.

Chairman Truesdell made the motion to make a positive recommendation to the Board of Aldermen regarding the Special Use Permit of CASE #18-SUP-007. Commissioner Meyer seconded the motion; it was passed by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
7	0	0	0

- B. 18-SP-006** – Chris Suntrup, on behalf of Suntrup William N Trustee, owner, has submitted a Site Plan Review request for a gasoline service station at the property at 14401 Manchester Road, zoned C-1 Commercial Zoning District.

Randy Green presented this case. He explained the Site Plan coincided with the SUP previously discussed and answered questions presented by the Commission. Director Rippetoe reported that all documentation has been submitted. Staff had no objections.

Commissioner Fluchel made the motion to approve the site plan of CASE #18-SP-006. Commissioner Meyer 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. 18-SUB-002** – Frank Imo, on behalf of 110 Old Meramec Station Road, LLC, owner, has submitted a Boundary Adjustment Plat for the properties located at 110 Old Meramec Station Road (Parcel One) and 915 Second Street (Parcel 2), zoned PBD Planned Business Development District.

Matt Poston presented this case. He explained that the proposed Boundary Adjustment would consolidate the two lots at 110 Old Meramec Station Rd and 915 Second Street for a development that was previously presented to the Commission in CASE #18-SP-013. Director Rippetoe reported that they had submitted all proper documentation and staff had no objections.

Mayor Clement made the motion to make a positive recommendation to the Board of Aldermen regarding the Boundary Adjustment of CASE #18-SUB-002. Commissioner Smith 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 the City’s Code Enforcement Officers have been getting more involved in Code Enforcement education and networking. They are also going to become certified in the Property Maintenance Code.

**8. EX-OFFICIO’S REPORT**

Alderman Hamill reported that at the last Board of Aldermen meeting the Board hired a new finance director and the Manchester Shell got their liquor license.

**9. MAYORAL REPORT**

Mayor Clement explained that there would be a small business meeting with local businesses Wednesday, August 15<sup>th</sup>. He also reported that Manchester will host West County Chamber of Commerce meeting on Friday, August 17<sup>th</sup> at the Parks facility.

**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 13, 2018 at 7:45 p.m. Motion seconded by Commissioner Meyer; 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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