



THE CITY OF  
**MANCHESTER**  
MISSOURI

**CITY OF MANCHESTER**

**PLANNING AND ZONING COMMISSION  
MEETING MINUTES**

**Monday, May 22, 2023. 6:30 p.m.**

**COMMISSIONERS**

**Jason Truesdell, Chairman (2026)**  
**Jerry Meyer (2025)**  
**Joni Korte (2026)**  
**Mark Smith (2026)**  
**Paula Glaser (2024)**  
**Adam Streeter (2026)**

**CITY OFFICIALS AND STAFF**

**Mike Clement, Mayor**  
**Nelson Nolte, Alderman, Ex-Officio member**  
**Andrea Riganti, Director of Planning, Zoning and  
Economic Development**  
**Loriell Campbell, Planning Technician**  
**Paul Rost, City Attorney**

**CASES**

**REPRESENTATIVES OF CASES**

**A. PC-23-VAR-02:** Richard Rognan, owner of 616 Applecross Court, is requesting a variance from Section 405.650(D) Greenspace Requirements of the Zoning Code to reduce the amount of side yard greenspace below the 50% requirement for the property located in the R-4 Zoning District to allow the construction of a concrete driveway/walkway. LOC#24R340998

- **Richard Rognan**  
616 Applecross Court  
Manchester, MO 63021
- **Neil Bruntrager, Attorney**  
225 S Meramec Ave, Ste 1200  
Clayton, MO 63015

**B. PC-22-SUB-007:** Jessica Lutton, Cole Engineering, representing 876 Sulphur Spring Rd, requesting preliminary plat approval to subdivide a tract of land into four lots. LOC#24R630820

- **Jessica Lutton**  
1520 S. Fifth Street  
St. Charles, MO 63303

**C. PC-22-SUB-009:** Jessica Lutton, Cole Engineering, representing 781 Sulphur Spring Rd., requesting preliminary plat approval to affirm the subdivision of five lots previously platted in Winston Park. LOC#23R310565

- **Jessica Lutton**  
1520 S. Fifth Street  
St. Charles, MO 63303

**D. PC-BA-001:** Paul Boyer, CEDC, representing Parkway School District, requesting boundary adjustment approval to consolidate lots 720 and 726 Hanna Road, creating a new lot. LOC#s24Q530839 and 24Q440592

- **Paul Boyer**  
10820 Sunset Office Drive  
St. Louis, MO 63127

**E. PC-23-SP-001:** Paul Boyer, CEDC, representing Parkway School District requesting consideration of a site plan for Hanna Woods Elementary School, 720 Hanna Road. LOC#24Q530839

- **Paul Boyer**  
10820 Sunset Office Drive  
St. Louis, MO 63127

**1. CALL TO ORDER**

Chairman Truesdell called the Planning and Zoning Commission meeting of May 23, 2023, to order at 6:30 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 Nelson Nolte	Present
Commissioner Adam Streeter	Present		
Mayor Mike Clement	Present		

**3. APPROVAL OF MINUTES**

Commissioner Streeter motioned to approve the minutes of March 13, 2023, seconded by Commissioner Meyer. Motion approved unanimously by voice vote.

**4. APPROVAL OF AGENDA**

Chairman Korte motioned to approve the agenda, seconded by Mayor Clement. Motion approved unanimously by voice vote.

**5. OLD BUSINESS**

**A. PC-23-VAR-02**

Chairman Truesdell read the case, noting the applicant’s request for a variance from the City’s greenspace requirements of the zoning code. He explained that the zoning code required the Planning and Zoning Commission to consider greenspace variance requests, rather than the Board of Adjustment. This case was continued from March 13, 2023 to allow the applicant to explore solutions to water runoff caused by the newly constructed sidewalk. The new sidewalk eliminated the greenspace on the eastern portion of the property and is in violation of the zoning code.

At 6:34 p.m. Commissioner Meyer recused himself from this case, stating that he is the adjacent neighbor to the property involved.

Chairman Truesdell opened the public hearing for the case at 6:35 p.m., and asked the applicant to present the request. Mr. Neil Bruntrager, attorney for the applicant, was sworn in by City Attorney Rost. Mr. Bruntrager indicated that his client consulted with contractors on stormwater solutions and will present a concept to the Commission. Mr. Bruntrager introduced Elmer Teson, Teson Landscaping and Irrigation who was sworn in by City Attorney Rost.

Mr. Teson indicated that the applicant would like to install a Flo-Well Storm Water Leaching system. He explained that the system can hold up to 45 gallons of water. The system would be connected to the gutters on the applicant’s garage and buried in a 2x2 trench hole behind the existing deck, then covered with gravel. The unit will collect, retain, and leach storm water on-site by gravity. The dry wells can be stacked to add additional capacity. The system will capture water from the garage roof gutters and the new sidewalk.

Commissioner Korte asked how much volume could be collected by the proposed system. Mr. Teson was not able to provide the capacity but indicated that increases in size and design will be explored. Commissioner Korte asked about the amount of roof runoff that will be accommodated by the proposed system. Mr. Teson indicated that it would be the garage roof only.

Mayor Clement expressed concern about the runoff continuing to impact neighboring properties. Mr. Teson responded that currently the gutter is draining directly onto the neighbor's property and that the proposed system would be an improvement. Runoff will occur at a slower pace. Mr. Teson explained that the proposed system as designed will not cause major erosion.

Mayor Clement asked what would happen if the system reached its capacity. He also mentioned that no information has been provided as to actual runoff calculations and questioned the system's ability to accommodate at least one inch of rain. Mr. Teson indicated that he did not have a response and will need to consult with the engineer on capacity.

Commissioner Korte suggested that the system engineer design the system for a 15-year 20 minute storm event, which is standard. Mr. Teson indicated that the goal is to gain approval from the Commission on the concept first, then have an engineer design the system.

The Commission concluded that not enough information was provided by the applicant to determine if the proposed solution would adequately manage stormwater issues on the property as related to the variance request. Chairman Truesdell motioned to postpone the application until June 12, seconded by Nolte. Motion carried unanimously by voice vote.

## **NEW BUSINESS**

### **A. PC-22-SUB-007**

Chairman Truesdell introduced case number 22-SUB-007, stating the request is consideration of a preliminary plat to subdivide a tract of land into four lots at 876 Sulphur Spring Road. A vote of the commission is requested.

Ms. Jessica Lutton, Cole Engineering, provided a powerpoint presentation of the request. The applicant is proposing to subdivide a 1.58 acre tract of land into four lots in the R-4 Residential zoning district. The lot sizes range from 11,855 square feet to 15,456 square feet. A minor street with hammerhead turnaround would serve the lots.

Director Riganti provided a staff report, indicating that the preliminary plat requirements of the zoning code have been substantially met, with some refinements to be made during the final plat process.

Mayor Clement asked if the city's conditions were met by the applicant. Director Riganti confirmed that in addition to planning staff, the plat was reviewed by the departments of Public Works and Police. All city comments have been addressed. West County EMS and Fire Protection District had no concerns with the street configuration.

Commissioner Korte then noted that the applicant's presentation included a plat depicting information that was different from what was provided to commissioners. Ms. Lutton indicated that some refinements had been made since the original submittal. Commission members discussed the need to review an updated plat prior to voting on the request.

Commissioner Truesdell motioned to postpone the application until June 12, seconded by Mayor Clement. Motion carried unanimously by voice vote.

### **B. PC-22-SUB-009**

Chairman Truesdell introduced case number 22-SUB-009, stating the request is consideration of a preliminary plat to affirm the subdivision of five lots previously platted in the Winston Park Subdivision. A vote of the commission is requested.

Ms. Jessica Lutton, Cole Engineering, provided a powerpoint presentation of the request. The five lots were platted in 1956 but never developed as residential. St. Louis County Assessor records and map depict a single lot, though there is no record of the five lots being combined. The resubdivision is being requested to affirm five separate lots and correct St. Louis County records. The process is necessary to enable the lots to be sold individually. There are no changes to the lots as originally platted.

Director Riganti provided the staff report, indicating that the plat meets the requirements of the zoning code. She pointed out that the lots are non-conforming in area as they do not meet the minimum lot size. This is permissible so long as the lot dimensions and configuration are not changed from what was originally platted. She reminded the Commission that prior to the issuance of a building permit, any new construction on the lots will be presented to the Commission in accordance with the architecture review requirements of the zoning code.

Commissioner Streeter asked how the new lots and homes to be constructed compare in size to the existing lots and homes. Director Riganti responded that the lots and homes will be of the same size and character.

Commissioner Nolte motioned to approve the request, seconded by Chairman Truesdell. Motion carried unanimously by voice vote.

#### C. PC-23-BA-001

Chairman Truesdell introduced case number 23-BA-001 and described the request to consolidate two lots addressed as 720 Hanna Road and 726 Hanna Road. A vote of the commission is requested.

Mr. Paul Boyer, CEDC Engineering, provided a powerpoint presentation of the request. Parkway School District owns the two subject properties and is proposing the consolidation to accommodate site improvements for Hanna Woods Elementary School. A separate application for site plan approval has been submitted for Commission consideration.

Director Riganti provided the staff report and indicated that the request is in compliance with the zoning code.

Chairman Truesdell motioned to approve the request, seconded by Nolte. Motion carried unanimously by voice vote.

#### D. PC-23-SP-001

Chairman Truesdell introduced case number 23-SP-001 and described the request to consider a site plan for Hanna Woods Elementary School, 720 Hanna Road for the construction of a parking lot, new access drive, other site improvements. A vote of the commission is requested.

Mr. Paul Boyer, CEDC, provided a powerpoint presentation of the request. Parkway School District is proposing to make site improvements to the Hanna Woods Elementary School property which include constructing an additional parking lot, reconfiguring the parent drop-off/pick-up area and adding a full access drive. Some landscaping and stormwater management improvements are also proposed. The improvements are needed to address safety issues with buses, parent vehicles, and pedestrians; inadequate parking; limited pedestrian crossings and vehicle queuing onto Hanna Road. Mr. Boyer indicated that a traffic impact study prepared for the site and recommendations have been incorporated into the site plan. The study confirmed that the project will improve site circulation and reduce traffic impact on Hanna Road.

Director Riganti provided the staff report and indicated that the site plan meets the zoning code requirements as described in the staff report. Comments from the departments of Public Works and Police have been incorporated into the site plan.

Chairman Truesdell motioned to approve the request, seconded by Korte. Motion carried unanimously by voice vote.

**6. PLANNING AND ZONING DIRECTOR'S REPORT**

Director Riganti indicated that the commission will meet on June 12 and June 26.

**7. MAYORAL REPORT**

Mayor Clement reported on the City's annexation progress and the new City Hall building construction.

**8. EX-OFFICIO'S REPORT - none**

**9. COMMENTS FROM THE PLANNING AND ZONING COMMISSION - none**

**10. ADJOURNMENT**

Chairman Truesdell made the motion to adjourn the Planning and Zoning Commission meeting of May 22, 2023, at 7:42 p.m. Motion seconded by Commissioner Korte. Motion carried unanimously by voice vote.

Respectfully submitted by:  
Loriell Campbell, Planning Technician  
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