



THE CITY OF
MANCHESTER
MISSOURI

CITY OF MANCHESTER

PLANNING AND ZONING COMMISSION MEETING MINUTES

Monday, June 26, 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

- | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>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 in the R-4 District for the construction of a driveway. LOC#24R340998 POSTPONED BY APPLICANT TO JULY 24, 2023</p> | <ul style="list-style-type: none">• Richard Rognan 616 Applecross Court Manchester, MO 63021• Neil Bruntrager, Attorney 225 S Meramec Ave, Ste 1200 Clayton, MO 63015 |
| <p>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</p> | <ul style="list-style-type: none">• Jessica Lutton 1520 S. Fifth Street St. Charles, MO 63303 |
| <p>C. PC-22-SUB-009: Jessica Lutton, Cole Engineering, representing 781 Sulphur Spring Rd., requesting final plat approval to affirm the subdivision of five lots previously platted in Winston Park. LOC#23R310565</p> | <ul style="list-style-type: none">• Jessica Lutton 1520 S. Fifth Street St. Charles, MO 63303 |
| <p>D. PC-23-SUP-001: Elizabeth Kayser, representing 14360 Manchester Rd., requesting a special use permit to allow a restaurant to serve liquor for consumption on site in the PBD – Planned Business District. LOC#23Q430446</p> | <ul style="list-style-type: none">• Elizabeth Kayser 1843 Dougherty Terrace, Ste 1 Manchester, MO 63021 |
| <p>E. PC-23-SP-003: James Rowles, Rolwes Construction INC, representing 607 Joyce Ann, requesting approval or conditional approval for a site plan application in accordance with Section 405.820 Architecture and Site Plan Review. LOC#23Q130238</p> | <ul style="list-style-type: none">• James Rolwes PO Box 454 Ballwin, MO 63022 |
| <p>F. PC-23-TXT-001: Requesting a vote for a zoning text amendment relating to home base occupations.</p> | <ul style="list-style-type: none">• City Staff |

1. CALL TO ORDER

Chairman Truesdell called the Planning and Zoning Commission meeting of June 26, 2023, to order at 6:32 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

Mayor Clement motioned to approve the minutes of May 22, 2023, seconded by Commissioner Meyer. Motion approved unanimously by voice vote.

4. APPROVAL OF AGENDA

Commissioner Truesdell 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 introduced case number 23-VAR-02, stating the request is for the consideration of a variance from Section 405.650(D) Greenspace Requirements, to reduce the amount of side yard greenspace below the 50% requirement. The application has been postponed.

Director Riganti verified that the applicant was not able to attend and requested that the application be postponed to July 24.

B. 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.

Director Riganti provided background, indicating that the plat meets the requirements of the zoning code, reminding the board that this case has been presented previously in May, but postponed due to lack of information. The applicant has provided additional information as requested.

Jessica Lutton, Cole Engineering, provided a powerpoint presentation of the request. The tract of land will be subdivided into four plats. The subdivision also includes a public street, which has been reviewed and approved by the fire district. It will also include common ground areas, one of which will include the storm water facility after review and approval by MSD. No variances or changes to the zoning code are being requested.

Director Riganti provided the staff report, confirming that the preliminary plat reviews from the City's department and external agencies have been met.

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

NEW BUSINESS**A. PC-22-SUB-009**

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

Director Riganti provided background, indicating that the final plat is substantially the same as the preliminary plat that was voted on by the commission in May. She reminded the Commission that this platting process is necessary to affirm the five lots that were platted in 1956 as part of the Winston Park Subdivision. The final plat meets the technical requirements of the platting process.

Jessica Lutton, Cole Engineering, stated that there are no changes to the lots as originally platted in 1956. The applicant is seeking to re-subdivide the five lots in the same manner.

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

B. PC-23-SUP-001

Chairman Truesdell introduced case number 23-SUP-001 and described the request to allow a restaurant to serve liquor for consumption on site in the PBD – Planned Business District, at 14360 Manchester Road. A vote of the commission is requested.

Director Riganti provided background, indicating that a special use permit to be reviewed and approved by the Planning and Zoning Commission and Board of Alderman is required for the consumption or sale of alcohol in the PBD – Planned Business District. Director Riganti provided a powerpoint presentation including information on the location, proposed use of the property, time of operation, number of employees, and a proposed unofficial site plan.

Elizabeth Kayser, representative and proposed owner of 14360 Manchester Road was sworn in and presented the request. Ms. Kayser stated the purpose of the boutique style restaurant is to allow customers to bring in their K-9s, while serving a specific class of food that only requires a prep kitchen. Local beer will be served and sold at the restaurant. Ms. Kayser described the use of the property, the business operation, and how the project will benefit the community.

Director Riganti provided the staff report. She indicated that the location is adequate for the purposed special use and site improvements such as greenspace will be added. Standard conditions and performance requirements will be made conditions of the special use permit at the Board of Alderman level.

Commissioner Streeter asked if the hours of operation will be set by the Commissioners through the Special Use Permit and if changes would be subject to review. Director Riganti indicated that any proposed modifications to the hours of operation will need City review.

Commissioner Korte expressed concern about on-site circulation and traffic flow, asking if the Commission will further analyze this element. Director Riganti stated that the parking layout, circulation, and ingress/egress will be reviewed at the staff level because the site is being re-occupied and no substantial changes other than the use are proposed.

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

C. PC-23-SP-003

Chairman Truesdell introduced case number 23-SP-003 and described the request to consider a site plan for 607 Joyce Ann, in accordance with Section 405.820 Architecture and Site Plan Review.

James Rolwes, Rolwes Construction INC, was sworn in and presented the request. The applicant is seeking approval of a site plan for architectural review for a single-family home that will be built as an inventory home on Joyce Ann Drive. This residence will be similar to those he previously constructed on the same block.

Chairman Truesdell asked if there were any other inventory homes on Joyce Ann Drive. Mr. Rolwes stated that there was not.

Commissioner Korte asked if the plan were to have the storm water storage bed away from the setback. Mr. Rolwes stated that it will be kept from the setback and confirmed the direction of the flow.

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

D. 23-TXT-001

Chairman Truesdell introduced case number 23-TXT-001 and stated the request for a vote on a zoning text amendment relating to home base occupations.

Director Riganti, representing the City Staff, stated that the City of Manchester's current zoning code is not in compliance with the new Missouri Statue on home base occupations. Director Riganti continued with details on the proposed ordinance revision.

Commissioner Nolte asked if the proposed ordinance revision was based on a model ordinance. Paul Rost, City Attorney confirmed that it is a model that has been used in other cities as well, and the purposed ordinance is a merge of the state statues and the policy of the City of Manchester.

Mayor Clement expressed the concerns on the word substantial, asking if it could be defined. City Attorney Rost stated that there is a possibility, but it could be challenging.

Mayor Clement expressed concern about 405.155(B)(6)(b)(vi) regarding the visibility of home occupations from the street and the implication that the home occupation could occur outside of the residence. City Attorney Rost stated that the City has and will implement policies to assist in monitoring this concern.

Commissioner Korte asked if the City's ordinance had to be as restrictive or less restrictive than the state's statue. City Attorney Rost confirmed that it could.

Commissioner Nolte and Commissioner Korte asked for clarification about client visits to the home and number of employees. Director Riganti stated that the fire code would help to ensure that the occupancy load limit is met.

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

6. PLANNING AND ZONING DIRECTOR'S REPORT

Director Riganti notified the Commission of what will be coming before them for the upcoming meetings.

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

Commissioner Nolte made the motion to adjourn the Planning and Zoning Commission meeting of June 26, 2023, at 7:40 p.m. Motion seconded by Mayor Clement. Motion carried unanimously by voice vote.

Respectfully submitted by:
Loriell Campbell, Planning Technician
#

DRAFT