



**MINUTES OF THE PUBLIC HEARING OF  
TUESDAY, JANUARY 3, 2022  
SPECIAL USE PERMIT FOR PETRO MARTS LOCATED AT  
859 MERAMEC STATION ROAD AND  
14181 MANCHESTER ROAD**

**CALL TO ORDER**

Mayor Mike Clement called the Public Hearing of the Board of Aldermen to order at 7:00 p.m.

**ROLL CALL AND STATEMENT OF QUORUM**

Roll call showed those present were Alderman Ottenad, Alderman Huether, Alderman Baumann, Alderman Toben, and Mayor Clement. Alderman Nolte was absent. A quorum was present.

**PUBLIC HEARING**

The following notice of the public hearings was then read together:

**A. 21-SUP-004** CF Altitude, LLC, a prospective buyer, is requesting, on behalf of the property owner (Western Oil Inc.) a Special Use Permit (SUP) as required by Section 405.250 to continue operating a gas station/convenience store (Phillips 66/Petro Mart) located at 859 Meramec Station Road in the "C2" Commercial District.

**B. 21-SUP-005** CF Altitude, LLC, a prospective buyer, is requesting, on behalf of the property owner (Land West #1 LLC), a Special Use Permit (SUP) to continue operating the existing gas station, convenience store and car wash (Phillips 66/Petro Mart) located at 14181 Manchester Road in the Planned Commercial District."

Speaking as a proponent, Mr. Butch Egan, stated the current ownership group has sold the company that is out of Colorado named Ulta Convenience, CF Altitude, LLC. Currently, they operate 147 stores in Colorado, Nebraska, Kansas, as well as their sister company that has over 400 stores in the California area. Basically, they are asking for a change in ownership and as a result they are soliciting to get the conditional use permit and the special use permit approved. It will continue to run the same as it previously has. There is no structural change.

***COMMENTS FROM OPPONENTS, QUESTIONS OR COMMENTS FROM THE PUBLIC***

There were no opponents or questions from the public.

Mayor Clement stated the Planning and Zoning Commission did unanimously support this and sent it to the Board of Aldermen.

**ADJOURNMENT**

Mayor Clement closed the public hearing at 7:04 p.m.



**MINUTES OF THE REGULAR BOARD OF ALDERMEN MEETING  
OF MONDAY, JANUARY 3, 2022  
BY VIDEO CONFERENCING ON ZOOM  
AT 200 HIGHLANDS BOULEVARD DRIVE**

**CALL TO ORDER**

Mayor Mike Clement called the Regular Board of Aldermen Meeting to order at 7:05 p.m.

**ROLL CALL AND STATEMENT OF QUORUM**

Roll call showed those present were Alderman Ottenad, Alderman Huether, Alderman Baumann, Alderman Toben, and Mayor Clement. Alderman Nolte was absent. A quorum was present.

**APPROVAL OF THE MINUTES**

*December 20, 2021*

Alderman Ottenad made the motion to approve the minutes of the Monday, December 20, 2021, Regular Board of Aldermen Meeting. The motion was seconded by Alderman Huether and carried unanimously, with no objections from any members of the Board of Aldermen.

**ESTABLISHMENT OF ORDER OF ITEMS ON THE AGENDA**

Mayor Clement stated there are two text changes to Bill No. 22-2454 and 22-2455. Under the third Whereas the date is incorrect. It states that it was December 17, 2021 and the correct date should be January 3, 2022.

Alderman Ottenad made the motion to approve the Order of Items on the Agenda, as submitted. The motion was seconded by Alderman Toben and carried unanimously, with no objections from any members of the Board of Aldermen.

**CONSIDERATION OF PETITIONS**

*Comments from the Public*

There were none.

**REPORTS FROM THE MAYOR**

*Board of Adjustment Appointments*

- Anne Altepeter (Appointment Member)
- Mandy Meininger (Alternate Member)

Alderman Baumann made the motion to appoint Anne Altepeter and Mandy Meininger to

the Board of Adjustment. The motion was seconded by Alderman Ottenad and carried unanimously, with no objections from any members of the Board of Aldermen.

Board of Adjustment Appointment  
-John Ottenad

Alderman Huether made the motion to appoint John Ottenad to the Board of Adjustment. The motion was seconded by Alderman Toben.

A poll of the Board showed:

Alderman Nolte - absent  
Alderman Toben - aye  
Alderman Baumann - aye  
Alderman Ottenad - abstain  
Alderman Huether - aye

Mayor Clement announced that the motion passed 3 to 0, with no objections from any members of the Board of Aldermen, and one abstained.

#### Mayoral Reports

Mayor Clement wanted to recognize this is a start to a new year and he is looking forward to the upcoming year. Manchester had another successful blood drive getting 45 units of blood! Manchester has seven blood drives scheduled for this year.

Mayor Clement wanted to remind everyone of his next Conversations with the Mayor, scheduled for January 12 at 7:30 a.m. He welcomes everyone to come.

#### Reports from the City Administrator

##### City Hall

City Administrator Justin Klocke stated that Archimages and Horner and Shifrin are working on the expanded scope for the design services of the lower level of the New City Hall. Archimages has stated there will be a delay in receiving the plans by a month or two because of the change in adding the lower-level expansion.

City Administrator Klocke stated he spoke to Horner and Shifrin and they will have their estimated date to us by the end of the week on when they expect their plans to Manchester.

##### Annexation Update

City Administrator Klocke stated that Manchester is deep into the plan of intent formulation process. They have sent out numerous requests to the County for information on Sales Tax Information and capital improvement data. He stated that we have had some good progress with those requests the last couple days.

City Administrator Klocke stated that Mayor Clement and Alderman Huether have some upcoming meetings with some HOA's in the unincorporated area in the upcoming weeks. They feel these meetings have been successful with positive feedback.

City Administrator Klocke stated they have scheduled a launch for the website to have an annexation page. It will have a lot of information regarding annexation and useful information along with a frequently asked questions page.

Personnel Manual Update

City Administrator Klocke stated that on December 20, 2021, HR Generalist Jennifer Fitzgerald sent out to the Board a request for everyone to review second supplement of the team member handbook.

City Administrator Klocke stated the handbook should be done in June 2022 and at that time he and HR Generalist Fitzgerald will make time available to answer any questions that the Board may have. At that time they will go over all the major changes to the handbook.

List of Paid Bills (Warrant dates of 12-06-2021 to 01-02-2022)

There were no questions.

Planning and Zoning Commission

Mayor Clement stated they did not meet.

Veterans Commission

Alderman Huether stated they did not meet but the next meeting will be on January 12 at 430 p.m.

Homecoming Committee

Alderman Ottenad stated they did not meet.

Audit and Finance Committee

Alderman Baumann stated they did not meet.

Tree Advisory Board

Mayor Clement stated they did not meet but their next meeting will be January 4 at 5:30 p.m.

**ACTION ON OLD BILLS**

*BILL NO. 21-2452*

*EASEMENT FOR JFK (WOODSMILL ROAD)*

Alderman Baumann read for the second time Bill No. 21-2452, entitled: "AN ORDINANCE VACATING AN EASEMENT DEDICATED TO THE CITY OF MANCHESTER ON A TRACT OF LAND LOCATED IN THE NORTH HALF OF THE NORTHWEST QUARTER OF SECTION 31, TOWNSHIP 45 NORTH, RANGE 5 EAST, CITY OF MANCHESTER, ST. LOUIS COUNTY, MISSOURI", by title only.

Alderman Ottenad made the motion that Bill No. 21-2452, become Ordinance No. 22-2337. The motion was seconded by Alderman Ottenad.

A poll of the Board showed:

Alderman Nolte - absent

Alderman Toben – aye  
Alderman Baumann – aye  
Alderman Ottenad – aye  
Alderman Huether – aye

Mayor Clement announced that the motion passed 4 to 0, with no objections from any members of the Board of Aldermen, and one absent.

*BILL NO. 21-2453*

*AMENDING CITY ORDINANCE 210.1030 REGARDING VEHICLE TAMPERING*

Alderman Baumann read for the second time Bill No. 21-2453, entitled: AN ORDINANCE AMENDING THE MUNICIPAL CODE RELATING TO VEHICLE TAMPERING”, by title only.

Alderman Toben stated that he has a friend that moved into Big Bend Station, and he got his car stolen. It can happen quickly, and he is excited the Board is moving forward with this Ordinance, but he is asking all residents to be vigilant.

Alderman Baumann made the motion that Bill No. 21-2453, become Ordinance No. 22-2338. The motion was seconded by Alderman Ottenad.

A poll of the Board showed:

Alderman Nolte – absent  
Alderman Huether– aye  
Alderman Baumann – aye  
Alderman Ottenad – aye  
Alderman Toben – aye

Mayor Clement announced that the motion passed 4 to 0, with no objections from any members of the Board of Aldermen, and one absent.

### **INTRODUCTION OF NEW LEGISLATION**

*BILL NO 22-2454*

*SPECIAL USE PERMIT FOR 859 MERAMEC STATION ROAD (PETRO MART)*

City Administrator Klocke stated this is a text change to Bill No. 22-2454. Under the third “Whereas” the date is incorrect. It states that it was December 17, 2021, and the correct date should be January 3, 2022.

Alderman Toben made the motion to amend the Bill under the third “Whereas” to the date of January 3, 2022. Alderman Huether seconded the motion.

Alderman Toben read Proposed Amended Bill NO 22-2454, entitled: “AN ORDINANCE CREATING A SPECIAL USE PERMIT AND GRANTING THE SAME TO CF ALTITUDE, LLC TO OPERATE A SERVICE STATION, WITH SERVICE FACILITIES AND/OR OTHER RETAIL SALES, INCLUDING THE SALE OF INTOXICATING LIQUOR IN THE ORIGINAL PACKAGE

AT 859 MERAMEC STATION ROAD, AS PROVIDED FOR IN SECTION 405.240(C)(18) OF THE CODE OF ORDINANCES OF THE CITY OF MANCHESTER.”, by title only.

No further action at this time.

*BILL NO. 22-2455*

*SPECIAL USE PERMIT FOR 14181 MANCHESTER ROAD (PETRO MART)*

City Administrator Klocke stated this is a text change to Bill No. 22-2455. Under the third “Whereas” the date is incorrect. It states that it was December 17, 2021, and the correct date should be January 3, 2022.

Alderman Ottenad made the motion to amend the Bill under the third “Whereas” to the date of January 3, 2022. Alderman Toben seconded the motion.

Alderman Ottenad read Proposed Amended Bill No. 22-2455, entitled: “AN ORDINANCE CREATING A SPECIAL USE PERMIT AND GRANTING THE SAME TO CF ALTITUDE, LLC TO OPERATE A SERVICE STATION, WITH SERVICE FACILITIES AND/OR OTHER RETAIL SALES, INCLUDING THE SALE OF INTOXICATING LIQUOR IN THE ORIGINAL PACKAGE AT 14181 MANCHESTER ROAD, AS PROVIDED FOR IN SECTION 405.240(C)(18) OF THE CODE OF ORDINANCES OF THE CITY OF MANCHESTER”, by title only.

No further action at this time.

*BILL NO. 22-2456*

*AMENDMENT TO THE SNOW ROUTE POLICY*

Alderman Huether read Proposed Bill No. 22-2456, entitled: “AN ORDINANCE AMENDING CHAPTER 395 OF THE MUNICIPAL CODE OF THE CITY OF MANCHESTER RELATING TO THE PARKING OF VEHICLES ON DESIGNATED SNOW ROUTES”, by title only.

Director of Public Works Errol Tate stated the verbiage is changing from Emergency Snow Route to Snow Route which will include all of our snow routes in the City. The plan is for the crew to get word out to the residents two hours before the snowplows are on the roads. The hope is that the residents will have enough time to get their cars off the snow route roads.

Director Tate stated they changed the amount to one inch of snow on the ground instead of two because of safety concerns.

Alderman Huether asked for clarification on how the police department helps coordinate this effort to get folks to move their vehicles. Director Tate answered the enforcement comes in after the two hours. Director Tate stated they are to use all platforms to get out the snow route weather.

No further action at this time.

## **MISCELLANEOUS**

Comments from the Public

There were none.

**ADJOURNMENT**

There being no further business, Alderman Huether made the motion to adjourn. The motion was seconded by Alderman Toben and carried unanimously. The meeting adjourned at 7:40 p.m.