



**CITY OF MANCHESTER**

**PLANNING AND ZONING COMMISSION  
MEETING MINUTES  
January 25, 2021**

<u>COMMISSIONERS</u>	<u>CITY OFFICIALS AND STAFF</u>
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Jason Truesdell, Chairman (2022)  
 Jerry Meyer (2021)  
 Joni Korte (2022)  
 Mark Smith (2022)  
 Paula Glaser (2024)  
 John Dodge (2022)

Mike Clement, Mayor  
 Paul Hamill, Alderman, Ex-Officio member  
 Melanie Rippetoe, Director of Planning & Zoning  
 Cinnamon Mullins, Recording Secretary

<u>CASES</u>	<u>REPRESENTATIVES OF CASES</u>
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**A. 20-SUP-004** George M. Stock, applicant, on behalf of St. Louis County Police Association, owner under contract, has applied for approval of a Special Use Permit to allow a club/semi-private building to be located at 115 Baxter Road, in the R-1 Single-Family Residential Zoning District.

- **George Stock & John Willems Stock & Associates**  
257 Chesterfield Business Parkway  
Chesterfield, MO 63005

- **Matt Crecelius**  
**St. Louis Police Association**  
8816 Manchester Road #410  
St. Louis, MO 63144

**B. 20-SIGN-005** Piros Signs, applicant, on behalf of Manchester BP, LLC, owner, is seeking approval of a Sign Permit in order to install a monument sign at a service station located at 14401 Manchester Road, in the C-1 Commercial Zoning District.

- **Joe Phillips**  
**Piros Signs, In**  
1818 Old State Rd M  
Barnhart, MO 63012

**C. 20-SP-020** McKelvey Homes, owner, is seeking approval of a Site Plan in order to construct a new single-family home to be located at 706 Joyce Ann Drive, zoned R-1 Single-Family Residential.

- **Alex Bartelsmeyer**  
**McKelvey Homes**  
218 Chesterfield Towne Centre  
Chesterfield, MO 63005

**D. 20-SP-021** McKelvey Homes, owner, is seeking approval of a Site Plan in order to construct a new single-family home to be located at 518 Connie

Lane, zoned R-1 Single-Family Residential.

**1. CALL TO ORDER**

Chairman Truesdell called the Planning and Zoning meeting of January 25, 2021 to order at 7:02 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 Paul Hamill	Present
Commissioner John Dodge	Present	Melanie Rippetoe, Director	Present
Mayor Mike Clement	Present	Cinnamon Mullins, Recording Secy	Present

**3. APPROVAL OF MINUTES**

Alderman Hamill made the motion to approve the minutes January 11, 2020. Motion seconded by Commissioner Meyer; motion approved by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
8	0	0	0

**4. APPROVAL OF AGENDA**

Alderman Hamill made the motion to approve the agenda as presented. Mayor Clement seconded the motion. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
8	0	0	0

**5. OLD BUSINESS**

**6. NEW BUSINESS**

- A. 20-SUP-004** George M. Stock, applicant, on behalf of St. Louis County Police Association, owner under contract, has applied for approval of a Special Use Permit to allow a club/semi-private building to be located at 115 Baxter Road, in the R-1 Single-Family Residential Zoning District.

George Stock, John Willems and Matt Crecelius presented this case. Mr. Stock and Mr. Willems explained that the St. Louis Police Association is applying to use the property as their headquarters. They explained that there would be no changes to the site plan or lighting of the property. They continued to explain that Association would hold meetings, social gatherings, training and small charitable events. The applicants also stated the use would not change the neighborhood and would not additionally tax the utilities or cause an increase of traffic from the

previous use. Mr. Stock and Mr. Willems requested changes to the proposed conditions to allow for the hours of operation to be until 10:30pm; allowance of things like employee barbeques without an Outdoor Event permit; and to extend the limitation of the use to guests of the members which would allow for friends and family at events like weddings and memorials of the members but would not be rented to non-members.

Director Rippetoe reported that the proposed Special Use does should not have any adverse effect to the community and staff had no objections to the proposed changes to the conditions. The proposed use meets all of the City’s regulations if approved by the Planning & Zoning Commission. Staff had no objections.

Matt Crecelius answered questions presented by the Commission. He explained that major fundraising events are held at larger venues and would not be held on site. He continued that any events on the property would not exceed the building’s occupancy capacity. Mr. Crecelius also explained that while there are over 900 officers who are part of the Association generally meetings rarely exceed 30 to 40 people. He clarified that there may be alcohol onsite, but they would not be selling it and would be compliant with all City Regulations. He also clarified that they did have specific plans for signage now, but it would likely be minimal. He continued that their organization is eager to be a part of the community and are excited for this location after looking for one the past five years.

Chairman Truesdell made the motion to give a favorable recommendation to the Board of Aldermen regarding the Special Use Permit of CASE #20-SUP-004 with the discussed changes. Mayor Clement seconded the motion; it was passed by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
8	0	0	0

- B. 20-SIGN-005** Piros Signs, applicant, on behalf of Manchester BP, LLC, owner, is seeking approval of a Sign Permit in order to install a monument sign at a service station located at 14401 Manchester Road, in the C-1 Commercial Zoning District.

Joe Phillips presented this case. He explained that the proposed sign to be located at the new BP gas station on Manchester Rd. He explained the location was chosen based on the existing underground storm sewer system. Director Rippetoe reported that the applicant had submitted all required documents and met all of the City’s regulations. Staff had no objections. Mr. Phillips answered the Commissioner’s questions explaining that the sign would be digital and would be complaint with the City’s regulations regarding electronic message signs.

Mayor Clement made the motion to approve the Sign of CASE #20-SIGN-005. Alderman Hamill seconded the motion; it was passed by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
8	0	0	0

Chairman Truesdell requested that cases 20-SP-020 and 20-SP-021 be presented together.

- C. **20-SP-020** McKelvey Homes, owner, is seeking approval of a Site Plan in order to construct a new single-family home to be located at 706 Joyce Ann Drive, zoned R-1 Single-Family Residential.
- D. **20-SP-021** McKelvey Homes, owner, is seeking approval of a Site Plan in order to construct a new single-family home to be located at 518 Connie Lane, zoned R-1 Single-Family Residential.

Alex Bartelsmeyer presented this case. He explained the proposed new single family homes. Director Rippetoe reported that the applicant submitted all required documentation and both projects met the City’s regulations. Staff had no objections. Mr. Bartelsmeyer answered the Commissioner’s questions regarding upkeep of the properties while they were under construction and assured the Commission that the cleanliness is a priority for both these properties.

Chairman Truesdell made the motion to approve the Site Plan of CASE #20-SP-020. Commissioner Meyer seconded the motion; it was passed by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
8	0	0	0

Chairman Truesdell made the motion to approve the Site Plan of CASE #20-SP-021. Alderman Hamill seconded the motion; it was passed by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
8	0	0	0

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

Director Rippetoe reported on the status of projects and properties that had been previously presented to the Planning & Zoning Commission. She also notified the Commission that Code Enforcement would be notifying residents with Ash Trees on their properties of potential issues and updated them on the interactive GIS software available on the website.

**8. EX-OFFICIO’S REPORT**

Alderman Hamill reported that the Manchester Police Department was on track for accreditation in December 2022.

**9. MAYORAL REPORT**

Mayor Clement reported that the Assistant Director of Public Works, Dave Pracht, is now the Director of Public Works and the City hired a new Assistant Public Works Director, Tyler Jaycox. He also reported that the City’s previous Prop. S contractor went bankrupt, but this should not affect the Prop. S work moving forward. He also thanked the Commission for the continued work they do for the City.

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

**11. ADJOURNMENT**

Chairman Truesdell made the motion to adjourn the Planning and Zoning Commission meeting of January 25, 2021 at 7:59 p.m. Motion seconded by Mayor Clement; motion approved by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
8	0	0	0

Respectfully submitted by:  
Cinnamon Mullins, Recording Secretary  
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