



CITY OF MANCHESTER
PLANNING AND ZONING COMMISSION
MEETING MINUTES
May 23, 2022

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
Todd Streiler, Director of Planning & Zoning
Amy Starck, Planner
Spencer Haeggberg, Recording Secretary

CASES

- A. **22-SUP-002:** John Barczewski, owner of Joey B's, has applied for approval of a Special Use Permit to allow an accessory building (storage shed) at 14445 Manchester Road. The site is zoned "C-1" Commercial District.
- B. An Amendment to the Final Site Development Plan for the Arbors at Celtic Meadows to allow for a permanent subdivision sign.
- C. **22-SIGN-001:** Taylor Stuart of Elite Development Services, on behalf of Jeremy Roth, McBride/Celtic Meadows, LLC, has applied for approval of a Sign Permit to install a permanent subdivision sign for the Arbors at Celtic Meadows contingent upon approval an amendment to the Final Site Development Plan for the Arbors at Celtic Meadows.
- D. **22-SUB-004:** Zachary R. McMichael, on behalf of the Sandra Bellon, owner, and Jimmy Bowen, owner, has applied for approval of a Boundary Adjustment along the property line dividing 1639 and 1641 Country Hill Lane located in the "R-3" Residential Zoning District.

REPRESENTATIVES OF CASES

- **Beth Davis**
14445 Manchester Rd.
Manchester, MO 63011
- **Taylor Stuart**
5091 New Baumgartner Rd.
St. Louis, MO 63129
- **Taylor Stuart**
5091 New Baumgartner Rd.
St. Louis, MO 63129
- **Zachary McMichael**
8182 Maryland Ave.
St. Louis, MO 63105

- E. **22-REZ-001:** Barth Holohan, owner under contract, has applied for approval to Rezone 4 Topwood Drive from “R-1” Single-Family Residential to “PRD” Planned Residential District.
 - **Barth Holohan**
12882 Manchester Rd
Des Peres, MO 63131

- F. **22-SP-006:** Barth Holohan, owner under contract, has applied for approval of a Preliminary Site Development Plan in conjunction with the “PRD” rezoning in order to construct a Care Home Complex consisting of five single-family style homes located at 4 Topwood Drive.
 - **Barth Holohan**
12882 Manchester Rd
Des Peres, MO 63131

- G. **22-TXT-001:** Barth Holohan has applied for a Text Amendment to amend the definition of “Care Home Complex” under Section 405.060 of the Zoning Code, contingent upon approval of the “PRD” rezoning.
 - **Barth Holohan**
12882 Manchester Rd
Des Peres, MO 63131

- H. **22-SUP-003:** Barth Holohan, owner under contract, has applied for approval of a Special Use Permit for a Care Home Complex consisting of five single-family style homes to be located at 4 Topwood Drive contingent upon approval of the proposed “PRD” rezoning.
 - **Barth Holohan**
12882 Manchester Rd
Des Peres, MO 63131

1. CALL TO ORDER

Chairman Truesdell called the Planning and Zoning meeting of May 23, 2022 to order at 7:01 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	Todd Streiler, Director	Present
Mayor Mike Clement	Excused	Amy Starck, Planner	Present
		Spencer Haeggberg,	Present
		Recording Secy	

3. APPROVAL OF MINUTES

Commissioner Meyer made the motion to approve the minutes of May 9, 2022. Motion seconded by Commissioner Korte; motion approved by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
7	0	0	1

4. APPROVAL OF AGENDA

Commissioner Meyer made the motion to approve an amended agenda that will include discussion regarding meeting time. Alderman Nolte seconded the motion; motion approved by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
7	0	0	1

5. OLD BUSINESS

6. NEW BUSINESS

Chairman Truesdell and Mayor Clement welcomed new commission member Adam Streeter.

- A. **22-SUP-002:** John Barczewski, owner of Joey B's, has applied for approval of a Special Use Permit to allow an accessory building (storage shed) at 14445 Manchester Road. The site is zoned "C-1" Commercial District

Beth Davis and Patty Dussold provided background for the case. They are seeking extra space to store furniture and various restaurant equipment.

Chairman Truesdell enquired to whether or not the structure is affixed in any way. And Patty Dussold responded that it is not.

Planner Starck gave the staff report. She noted that this property has three street frontages, and the shed is in the rear yard. It is more than five feet from the property line and parking is not significantly impacted nor is traffic impeded.

Chairman Truesdell enquired as to whether this is an existing legal nonconforming use. Planner Starck noted that Code Enforcement noticed the structure was built without seeking proper permitting.

Alderman Nolte enquired as to whether neighbors were notified of the request. Planner Starck noted that letters were sent to property owners within 185 feet. A phone call of support for the request was given by Dierberg's.

Commissioner Korte enquired as to whether the structure is anchored. Patty Dussold responded that it is not, but could be if required.

Chairman Truesdell made the motion to give a favorable recommendation to the Board of Aldermen regarding CASE #22-SUP-002. Commissioner Korte seconded the motion; it was passed by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
7	0	0	1

- B. An Amendment to the Final Site Development Plan for the Arbors at Celtic Meadows to allow for a permanent subdivision sign.
- C. **22-SIGN-001:** Taylor Stuart of Elite Development Services, on behalf of Jeremy Roth, McBride/Celtic Meadows, LLC, has applied for approval of a Sign Permit to install a permanent subdivision sign for the Arbors at Celtic Meadows contingent upon approval an amendment to the Final Site Development Plan for the Arbors at Celtic Meadows.

Chairman Truesdell stated that Cases B and C will be heard together.

Taylor Stuart stated that a monument sign visible from Woods Mill Rd. is being requested.

Director Streiler noted that the original staff report was incorrect, and this is not a Text Amendment. Instead, it is an amendment to the Final Site Development Plan. This sign is larger than the 50 square-foot area allowed by Manchester Code. This sign is about 80 square feet.

Chairman Truesdell asked if the sign will be lighted.

Taylor Stuart responded that it will be lighted, and the lights will be screened by landscaping.

Commissioner Streeter asked if the sign will impede the visibility of traffic.

Director Streiler responded that it will not.

Chairman Truesdell made the motion to give a favorable recommendation to the Board of Aldermen regarding the Site Plan Amendment. Alderman Nolte seconded the motion; it was passed by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
7	0	0	1

Chairman Truesdell made the motion to approve 22-SIGN-001. Alderman Nolte seconded the motion; it was passed by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
7	0	0	1

- D. **22-SUB-004:** Zachary R. McMichael, on behalf of the Sandra Bellon, owner, and Jimmy Bowen, owner, has applied for approval of a Boundary Adjustment along the property line dividing 1639 and 1641 Country Hill Lane located in the “R-3” Residential Zoning District.

At this time Zachary McMichael, the representative for the case, was not present.

Chairman Truesdell made the motion to table 22-SUB-004. Alderman Nolte seconded the motion; it was passed by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
7	0	0	1

- E. **22-REZ-001:** Barth Holohan, owner under contract, has applied for approval to Rezone 4 Topwood Drive from “R-1” Single-Family Residential to “PRD” Planned Residential District.

- F. **22-SP-006:** Barth Holohan, owner under contract, has applied for approval of a Preliminary Site Development Plan in conjunction with the “PRD” rezoning in order to construct a Care Home Complex consisting of five single-family style homes located at 4 Topwood Drive.
- G. **22-TXT-001:** Barth Holohan has applied for a Text Amendment to amend the definition of “Care Home Complex” under Section 405.060 of the Zoning Code, contingent upon approval of the “PRD” rezoning.
- H. **22-SUP-003:** Barth Holohan, owner under contract, has applied for approval of a Special Use Permit for a Care Home Complex consisting of five single-family style homes to be located at 4 Topwood Drive contingent upon approval of the proposed “PRD” rezoning.

Chairman Truesdell noted that these four cases will be heard together.

Barth Holohan gave an overview of his requests. He has been in the City of Manchester since 2017. Homes look like single-family dwellings. There is no signage or abnormal lighting. The properties are landscaped. The residents do not drive, so traffic impact is limited. Many residents do not have physical impairments. Many want to remain in a home-like environment.

Director Streiler gave the Staff Report. The property is just under four acres and is accessed by Westridge Manor Estates. Each home will have 14 rooms. The facility will be fully licensed, and each building will have at least two staff present at all times. The lot will not be subdivided. Notices have been sent to property owners within 185 feet.

Chairman Truesdell enquired as to whether the plans were fully complete as nearby residents have concerns including drainage, traffic, and the number of buildings.

Barth Holohan responded that the process here is similar to his previous development in Manchester. An MSD approved plan for this site already exists and those guidelines have been taken and used with this plan. The current development sees approximately one ambulance every two months. People visit residents, but there is not a constant traffic flow. Shift changes are not at times which typically see high traffic volume. The units are lockdown-style, so residents are not able to wander freely. Residents exit the buildings into fenced areas. Residents near the first development like the residential feel and have given positive feedback. There is a larger buffer on this proposed development than there is on the existing development.

Chairman Truesdell noted that another concern is that group home facilities can, at times, be inhabited by individuals with criminal backgrounds.

Barth Holohan responded that this concern is geared towards group home facilities which house both elderly individuals and those with developmental disabilities. In this case, the “Care Homes” will only be inhabited by the elderly and disabled (suffering from dementia). Residents cannot leave without being accompanied by either family members or staff.

Alderman Nolte would like to see a water runoff plan.

Barth Holohan explained the water runoff plan as presented on the submitted site plan. The previously approved MSD plan was used to create this plan. The previous project in Manchester took several months to get MSD approval, so they are familiar with the process.

Commissioner Meyer suggested adding additional water runoff mitigation methods at several other location on the site, particularly west of building two.

Chairman Truesdell raised the concern that it may be too early to make a decision and that more information may need to be considered. There should be more discussions City staff and MSD.

Commissioner Meyer asked if approval would mean the Commission is no longer involved in the process of this development.

Director Streiler responded that this is a preliminary plan.

Chairman Truesdell responded that approval is dependent on a near-final plan.

Director Streiler noted that the Comprehensive Plan has this parcel's future land use listed as single-family residential. Care homes are considered a single-family use and are allowed in the R-1 district, so the proposed development is consistent with the City's vision for the area. Bath Holohan is proposing a change in the definition of "Care Home Complex" to allow for five buildings instead of three.

Commissioner Korte stated that the Text Amendment needs to be discussed and analyzed in greater detail.

Chairman Truesdell asked why five buildings are needed on this site.

Barth Holohan responded that the original site could only fit three buildings. This site still has over 55% greenspace even with five buildings. Five buildings are necessary for this development to make financial sense.

Commissioner Streeter asked whether any of the individual who were sent a letter had reached out. Barth Holohan stated that at this time, no one had reached out.

Alderman Nolte requested the letter that was sent to nearby residents. The letter will be sent to the whole Commission.

Alderman Nolte made the motion to table 22-REZ-001, 22-SP-006, 22-TXT-001, and 22-SUP-003. Chairman Truesdell seconded the motion; it was passed by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
7	0	0	1

The issue regarding meeting time was raised by Chairman Truesdell. He proposed the meeting time be changed from 7:00 pm to 6:00 pm.

Commissioner Meyer stated that arriving on time for 6:00 pm meetings could be difficult for him due to his schedule. Commissioner Korte also stated that 6:00 pm could be difficult to make on time. Commissioner Korte suggested an adjusted start time of 6:30 pm be tried for several meetings. There were no objections to this suggestion.

The next several meetings will be held at 6:30 pm.

Zachary McMichael was now present and case 22-SUB-004 was removed from the table for consideration.

- D. **22-SUB-004:** Zachary R. McMichael, on behalf of the Sandra Bellon, owner, and Jimmy Bowen, owner, has applied for approval of a Boundary Adjustment along the property line dividing 1639 and 1641 Country Hill Lane located in the “R-3” Residential Zoning District.

Zachary McMichael apologized for his delay. He was traveling to Jefferson City as he had to argue a case the following day.

Zachary McMichael stated that the proposed boundary adjustment is standard. Some of the boundaries in this neighborhood are unusual, including these two properties. This boundary adjustment would result in the boundary line being roughly eight feet between each house.

Chairman Truesdell enquired as to whether both property owners have consented to the adjustment. Zachary McMichael responded that they both consent and have a sale contract to transfer property.

Director Streiler stated that staff has no objections to this proposal and noted that Section 415.060 A of the City’s Subdivision Code allows for the Commission and the Board of Aldermen to modify the regulations of the Zoning Code to accommodate unusual difficulties. Waivers will be required to Section 405.200 E.4.a. and Section 405.200 2.a. to reduce the minimum lot size from 10,000 square feet as well as reduce the side setback requirements as these lots are part of a subdivision that was annexed and does not meet the requirements of the City’s code.

Chairman Truesdell made the motion to give a favorable recommendation for Case 22-SUB-004 and to approve the Boundary Adjustment pursuant to Section 415.060 A, that modifications to the requirements of Section 405.200 E.4.a (minimum lot size) and Section 405.200 a. are provided to allow for the 6” side yard encroachments on each lot and allow the lots to be under 10,000 SF. . Alderman Nolte seconded the motion; it was passed by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
7	0	0	1

This item will proceed to the Board of Aldermen for final consideration.

E. PLANNING AND ZONING DIRECTOR’S REPORT

Director Streiler noted that Staff will continue to work with Barth Holohan.

F. MAYORAL REPORT

G. EX-OFFICIO’S REPORT

H. COMMENTS FROM THE PLANNING AND ZONING COMMISSION

11. ADJOURNMENT

Alderman Nolte made the motion to adjourn the Planning and Zoning Commission meeting of May 23, 2022, at 8:19 p.m. Motion seconded by Commissioner Korte. Motion approved by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
7	0	0	1

Respectfully submitted by:
Spencer Haeggberg, Recording Secretary
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