



CITY OF MANCHESTER
PLANNING AND ZONING COMMISSION
MEETING MINUTES
June 13, 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

REPRESENTATIVES OF CASES

Old Business:

- A. **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.
- B. **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.
- C. **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.
- D. **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
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New Business:

- A. **22-SP-008:** Walter Burtren, on behalf of Yelena Chernyak, owner, is seeking approval of a Site Plan to construct a front porch on an existing single-family home located at 780 Sulphur Spring Road in the “R-3” Single-Family Residential District.
 - **Walter Burtren**
1036 Schulte Rd.
St. Louis, MO 63146

- B. **22-SP-009:** Mike Richmond of Richmond Construction, on behalf of Stonecreek Communities, owner, is seeking approval of a Site Plan to construct a new entryway on an existing apartment clubhouse located at 747 Westbrooke Village Drive in the “R-6” Multi-Family Residential District.
 - **Mike Richmond**
10263 Lackland Rd.
Overland, MO 63141

1. CALL TO ORDER

Chairman Truesdell called the Planning and Zoning meeting of June 13, 2022 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	Excused	Commissioner Mark Smith	Present (6:32)
Commissioner Joni Korte	Present (6:46)	Alderman Nelson Nolte	Present
Commissioner Adam Streeter	Present	Todd Streiler, Director	Present
Mayor Mike Clement	Present	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 Alderman Nolte; motion approved by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
6	0	0	2

4. APPROVAL OF AGENDA

Mayor Clement made the motion to approve the agenda. Alderman Nolte seconded the motion; motion approved by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
6	0	0	2

5. OLD BUSINESS

- A. **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.
- B. **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.
- C. **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.
- D. **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.

Clay Vance, the project engineer, provided background. As mentioned at the previous meeting, the project site was originally proposed to have six single-family homes. That plan was reviewed by MSD. That plan was adapted to the current proposal of five buildings. The size of the proposed detention basin has been increased. Cursory MSD review went as expected due to having access to the previously approved plan. Water in the detention basin will be piped to an offsite storm sewer. Greenspace on the site will be around 45%.

A traffic letter was prepared. The level of expected traffic is similar to that of a traditional single-family development. Previous studies have shown that developments similar to the proposed have no negative impact on nearby home values.

Chairman Truesdell enquired about the letter that was sent to nearby homeowners.

Alderman Nolte responded that they received it. Only one nearby homeowner contacted him. There has been no recent indication that nearby homeowners are upset.

Director Streiler gave a report reminding the Commission of the characteristics of the site and proposed development. As required by City Code, at least 30% of the wooded area must be preserved. The proposed development preserves 32%. Much of the preserved wooded area will buffer existing single-family homes.

Commissioner Meyer enquired as to how the detention basin had been altered since the last meeting.

Clay Vance responded that it had been made larger.

Director Streiler noted that there are a few guidelines mentioned at the end of the Staff Report which the Commission has the authority to waive. The first of which that applies here is a 20 ft. front yard requirement. One of the buildings is just short of the requirement. This helps to preserve a significant amount of the site as green space. The second requirement pertains to sidewalk requirements. Topwood does not currently have sidewalks, nor does the Public Works Director believe them to be necessary here.

Chairman Truesdell made the motion to give a favorable recommendation to the Board of Aldermen regarding CASE #22-REZ-001 with the provisions requiring a 20ft. front yard and sidewalks waived. Mayor Clement seconded the motion; motion approved by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
7	0	0	1

Chairman Truesdell made the motion to give a favorable recommendation to the Board of Aldermen regarding CASE #22-SP-006 with the provisions requiring a 20ft. front yard and sidewalks waived. Commissioner Smith seconded the motion; motion approved by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
7	0	0	1

Chairman Truesdell made the motion to give a favorable recommendation to the Board of Aldermen regarding CASE #22-TXT-001. Mayor Clement seconded the motion; motion approved by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
7	0	0	1

Chairman Truesdell made the motion to give a favorable recommendation to the Board of Aldermen regarding CASE #22-SUP-003. Commissioner Smith seconded the motion; motion approved by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
7	0	0	1

6. NEW BUSINESS

- A. **22-SP-008:** Walter Burtren, on behalf of Yelena Chernyak, owner, is seeking approval of a Site Plan to construct a front porch on an existing single-family home located at 780 Sulphur Spring Road in the "R-3" Single-Family Residential District.

Maria Strizhev stated that they are seeking approval for a front porch.

Amy Starck gave the staff report. The porch will be unenclosed and uncovered. It is approximately 28 ft. by 6 ft. A railing will be provided. Since it affects the front elevation, Planning and Zoning Commission approval is required. The proposed plan meets all City regulations.

Commissioner Meyer made the motion to approve CASE #22-SP-008. Commissioner Truesdell seconded the motion; motion approved by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
7	0	0	1

- A. **22-SP-009:** Mike Richmond of Richmond Construction, on behalf of Stonecreek Communities, owner, is seeking approval of a Site Plan to construct a new entryway on an existing apartment clubhouse located at 747 Westbrooke Village Drive in the "R-6" Multi-Family Residential District.

Patrick Weber, the project architect, provided background for the request. The proposed plan replaces an existing entrance canopy which is leaking into the building.

Amy Starck Provided the staff report. The existing flat roof will be replaced with a gabled roof. Since it affects the front elevation, Planning and Zoning Commission approval is required. The proposed plan meets all City regulations.

Commissioner Truesdell made the motion to approve CASE #22-SP-009. Commissioner Meyer seconded the motion; motion approved by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
7	0	0	1

7. PLANNING AND ZONING DIRECTOR’S REPORT

Director Streiler noted that Staff is currently working on food truck regulations and special event regulations. Fair housing and ADA regulations have been updated.

At their next meeting, the Board of Aldermen will hear the SUP case pertaining to Joey B’s and a partial escrow release related to the Arbors at the Highlands.

8. MAYORAL REPORT

Mayor Clement reminded the Commission of the appreciation dinner to be held the following week.

Mayor Clement acknowledged that Amy Starck will be leaving the City.

A public hearing regarding the annexation effort will be held on June 29.

9. EX-OFFICIO’S REPORT

10. COMMENTS FROM THE PLANNING AND ZONING COMMISSION

11. ADJOURNMENT

Chairman Truesdell made the motion to adjourn the Planning and Zoning Commission meeting of June 13, 2022, at 7:09 p.m. Motion seconded by Commissioner Meyer. 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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