



CITY OF MANCHESTER
PLANNING AND ZONING COMMISSION
MEETING MINUTES
June 27, 2022

<u>COMMISSIONERS</u>	<u>CITY OFFICIALS AND STAFF</u>
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Jason Truesdell, Chairman (2026)
 Jerry Meyer (2025)
 Joni Korte (2026)
 Mark Smith (2026)
 Paula Glaser (2024)
 Adam Streeter (2026)

Mike Clement, Mayor
 Nelson Nolte, Alderman, Ex-Officio member
 Todd Streiler, Director of Planning & Zoning
 Amy Starck, Planner
 Spencer Haeggberg, Recording Secretary

<u>CASES</u>	<u>REPRESENTATIVES OF CASES</u>
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New Business:

A. **22-TXT-002:** City Staff proposes Zoning Text Amendments to Section 405.060 to amend the definition of Mobile Business and to create Article XX Supplementary Regulations under Chapter 405 of the Zoning Code establishing regulations for Special Events.

- **City Staff**
 14318 Manchester Rd.
 Manchester, MO 63011

1. CALL TO ORDER

Acting Chairman Smith called the Planning and Zoning meeting of June 27, 2022 to order at 6:34 p.m.

2. ROLL CALL

Acting Chairman Smith asked the Recording Secretary to take roll.

Commissioner Jerry Meyer	Present	Chairman Jason Truesdell	Excused
Commissioner Paula Glaser	Present	Commissioner Mark Smith	Present
Commissioner Joni Korte	Present	Alderman Nelson Nolte	Excused
Commissioner Adam Streeter	Present	Todd Streiler, Director	Present
Mayor Mike Clement	Excused	Spencer Haeggberg, Recording Secy	Present

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
5	0	0	3

4. APPROVAL OF AGENDA

Commissioner Meyer made the motion to approve the agenda. Commissioner Korte seconded the motion; motion approved by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
5	0	0	3

5. OLD BUSINESS

6. NEW BUSINESS

- A. **22-TXT-002:** City Staff proposes Zoning Text Amendments to Section 405.060 to amend the definition of Mobile Business and to create Article XX Supplementary Regulations under Chapter 405 of the Zoning Code establishing regulations for Special Events.

Director Streiler provided presented the staff report. City Aldermen requested a process to allow food trucks in the City. It was determined that the best course of action would be to allow them as a Special Event in residential areas and as a permitted use in commercial areas, as long as they are properly licensed.

Food trucks are currently addressed as a “mobile business” in the City’s Code. They are currently restricted to City parks. Food truck regulations will be placed in Chapter 600 of the City Code, which sets the requirements for business licenses. A special event will be placed in one of three categories: Non-Commercial Events, Commercial Events, or Public Attractions. There are exceptions for certain events which will not require a permit. Events sponsored by the City are exempt from permitting requirements.

The Director of Planning and Zoning is the individual authorized to approve the Special Event permits or waive the requirement in some circumstances. If an applicant disagrees with the Director’s decision, the ruling can be appealed, and the City Administrator will be the deciding party.

The food truck license will not be approved by the Planning and Zoning Department. Instead, it will go through the City Clerk.

Commissioner Streeter stated that he liked the direction these regulations are heading but wants to be sure that the City is not overregulating events. For example, he wants to be sure we are not regulating a kid’s birthday party. He would also like to know how “inflatable” will be defined.

Director Streiler noted that there currently is not a definition for “inflatable.” It would be left to the discretion of the Director of Planning and Zoning. The intent is not to regulate what is harmless.

Commissioner Korte is concerned that a lack of definition for “inflatable” could mean that some personal items purchased at a store could be subject to these regulations.

Commissioner Meyer stated that if the inflatable section is removed from the proposed regulations, it could be revisited at a later time if it becomes a problem.

Director Streiler noted that he will strike the inflatable section from the proposed regulations.

Acting Chairman Smith agrees with this decision.

Commissioner Streeter inquired as to whether a neighborhood clubhouse would be included with residential dwellings.

Under Director Streiler’s interpretation, clubhouses would be considered dwelling units in this case. This is an oversight that will be edited.

Commissioner Korte asked whether there is an existing definition of “clubhouse” that could be used here. <https://ecode360.com/27996057>

Director Streiler responded that there currently is not a definition of “clubhouse.”

Commissioner Streeter also mentioned how these regulations may trigger a Special Event Permit requirement for events held on neighborhood common ground.

Commissioner Korte suggested to amend the regulations to include an exception for events held inside or on the property of a clubhouse or common ground or separating this exception to a separate section.

Director Streiler mentioned that the proposed food truck regulations would not allow food trucks on unimproved lots or those without a principal structure.

Commissioner Korte asked whether an anticipated number of attendees should be addressed in the regulations as well.

Director Streiler responded that it is discretionary.

Commissioner Meyer stated that this also depends a lot on the size of a neighborhood.

Commissioner Streeter noted that the written exceptions allow for block parties to not require a permit and that the exemption process should have a formal procedure.

Acting Chairman Smith suggested that the City conduct a PR campaign if the new procedures are adopted to ensure residents are properly informed of the new process.

Commissioner Korte suggested adding links to the application to a page of the City’s website that defines some of the terms used.

Commissioner Korte made the motion to table CASE #22-TXT-002. Commissioner Meyer seconded the motion; motion approved by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
5	0	0	3

7. PLANNING AND ZONING DIRECTOR’S REPORT

Director Streiler noted that Wednesday will be the public hearing for the annexation proposal. It is being held at Manchester United Methodist Church.

Staff is still working with Walmart on the proposed Micro Fulfilment Center retrofit at their current location in Manchester.

8. MAYORAL REPORT

9. EX-OFFICIO'S REPORT

10. COMMENTS FROM THE PLANNING AND ZONING COMMISSION

Commissioner Meyer asked about the new rules for commercial solicitors within the City.

Director Streiler and Planning Assistant Haeggberg explained how recent Case Law requires the City to allow commercial solicitation, but can still regulate the process to receive a license.

11. ADJOURNMENT

Commissioner Korte made the motion to adjourn the Planning and Zoning Commission meeting of June 27, 2022, at 7:31 p.m. Motion seconded by Commissioner Meyer. Motion approved by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
5	0	0	3

Respectfully submitted by:
Spencer Haeggberg, Recording Secretary
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