



THE CITY OF
MANCHESTER
MISSOURI

CITY OF MANCHESTER

**PLANNING AND ZONING COMMISSION
MEETING MINUTES
August 23, 2021**

COMMISSIONERS

Jason Truesdell, Chairman (2022)
Jerry Meyer (2022)
Joni Korte (2022)
Mark Smith (2022)
Paula Glaser (2024)
John Dodge (2022)

CITY OFFICIALS AND STAFF

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

CASES

A. **21-SIGN-003** Landmark Sign Company, applicant, on behalf of First Church of Christ – Scientist Clarkson Valley, owner, is seeking approval of a Sign Permit in order to install a ground sign for a bookstore located at 14386 Manchester Road, in the PBD Zoning District.

REPRESENTATIVES OF CASES

• **Paige Skinner**
Landmark Sign Company
175 Chesterfield Industrial Blvd
Chesterfield, MO 63005

1. CALL TO ORDER

Acting Chairman Smith called the Planning and Zoning meeting of August 23, 2021, to order at 7:03 p.m.

2. ROLL CALL

Acting Chairman Smith 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 John Dodge	Excused	Melanie Rippetoe, Director	Present
Mayor Mike Clement	Present	Cinnamon Mullins, Recording Secy	Present

3. APPROVAL OF MINUTES

Commissioner Meyer made the motion to approve the minutes July 12, 2021. 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 the agenda as presented. Chairman Truesdell seconded the motion. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
7	0	0	1

5. OLD BUSINESS

6. NEW BUSINESS

- A. 21-SIGN-003** Landmark Sign Company, applicant, on behalf of First Church of Christ – Scientist Clarkson Valley, owner, is seeking approval of a Sign Permit in order to install a ground sign for a bookstore located at 14386 Manchester Road, in the PBD Zoning District.

Paige Skinner presented this case. She explained that the proposed sign would be for identification purposes for a new business. She stated that there was a change in the proposed distance from the property line from what was submitted to the Commission. Director Rippetoe reported that the applicant had submitted all required documents and the project meets all the City’s zoning regulations. Director Rippetoe explained that the plans provided show the sign 5ft from the property line; however, the application would like the sign 2ft from the property line. She reported it would still be out of the site distance triangle and still quite a few feet from Manchester Road due to the significant right-of-way. Staff had no objections.

Chairman Truesdell made the motion to approve the Sign of CASE #21-SIGN-003. Mayor Clement seconded the motion; it was passed 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 Rippetoe updated the Commission on projects that had been previously presented and notified them that Code Enforcement Officer Steve Kirkman had accepted a position with the Parks Department and his last day with Code Enforcement would be September 3rd. Director Rippetoe also updated the Commission on the Ash Tree program and on condemnations discussed at previous meetings.

8. EX-OFFICIO’S REPORT

9. MAYORAL REPORT

Mayor Clement reminded the Commission that Manchester Homecoming would be September 10th-12th. He notified the Commission that the City had begun working on the budget for 2022 and it would come to the Board of Aldermen in October. Mayor Clement also notified the Commission that the new City Hall building was being utilized for Flags of Valor and that City Staff had met with the architects to see what needs there are for the buildout.

10. COMMENTS FROM THE PLANNING AND ZONING COMMISSION

Chairman Truesdell notified the Commission that there are plans for the Manchester Athletic Field to be utilized more this fall.

11. ADJOURNMENT

Commissioner Korte made the motion to adjourn the Planning and Zoning Commission meeting of August 23, 2021, at 7:20 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:
Cinnamon Mullins, Recording Secretary
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