



**CITY OF MANCHESTER**

**PLANNING AND ZONING COMMISSION  
MEETING MINUTES  
September 13, 2021**

THE CITY OF  
**MANCHESTER**  
MISSOURI

**COMMISSIONERS**

Jason Truesdell, Chairman (2022)  
Jerry Meyer (2025)  
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-SP-016** Barth Holohan, owner, has applied for an Amended Site Development Plan in order to construct the second and third of three single family style homes in Phase II of a Care Home Complex. The property is located at 351-377 Forest Summit Court, in a PRD - Planned Residential Development Zoning District.

**REPRESENTATIVES OF CASES**

- **Barth Holohan**  
**Family Partners**  
351-377 Forest Summit Ct  
Manchester, MO 63021

**1. CALL TO ORDER**

Chairman Truesdell called the Planning and Zoning meeting of September 13, 2021, to order at 7:00 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	Excused
Commissioner Joni Korte	Present	Alderman Nelson Nolte	Present
	(arrived at 7:03 pm)		
Commissioner John Dodge	Present	Melanie Rippetoe, Director	Present
Mayor Mike Clement	Present	Cinnamon Mullins, Recording Secy	Excused
		Michelle Melugin, Deputy City Clerk	Present

**3. APPROVAL OF MINUTES**

Mayor Clement made the motion to approve the minutes of August 23, 2021. 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

**4. APPROVAL OF AGENDA**

Commissioner Meyer 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
7	0	0	1

**5. OLD BUSINESS**

**6. NEW BUSINESS**

- A. **21-SP-016** Barth Holohan, owner, has applied for an Amended Site Development Plan in order to construct the second and third of three single family style homes in Phase II of a Care Home Complex. The property is located at 351-377 Forest Summit Court, in a PRD - Planned Residential Development Zoning District.

Barth Holohan presented this case. He explained this is a continuation of a project previously approved by the Commission. He furthered that this amended site plan shows the second and third of the three care homes that were approved and that there were minor changes in the locations of the homes due to MSD requirements and to minimize the blasting of the rock on site.

Director Rippetoe reported that the changes in the Final Development Site Plan were not significant and were mainly the change in location of the final two buildings and the drive. She furthered that the first of the three care homes had already been completed and was currently operating with residents. Director Rippetoe continued that the applicant had submitted all required documentation and the project met the City’s zoning regulations. Staff had no objections.

Chairman Truesdell made the motion to give a positive recommendation to the Board of Aldermen regarding the Amended Site Plan of CASE #21-SP-016. 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 reported that the City had hired a new Code Enforcement Officer that would start on September 20<sup>th</sup>. Director Rippetoe updated the Commission on previously approved projects.

**8. EX-OFFICIO’S REPORT**

Aldermen Nolte reported that at the previous Board of Aldermen meeting the Board approved an extension of the Special Use Permit for the gas station at Henry and Manchester. He also reported

that they had the first reading of the property tax levy.

**9. MAYORAL REPORT**

Mayor Clement reported on the Flags of Valor in Forest Park, which Manchester residents and volunteers helped set up. He also reported on the success of Manchester Homecoming. Mayor Clement furthered that budget discussions are moving along.

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

Mayor Clement and Director Rippetoe answered the Commission's questions regarding storm water and demolition projects in the City.

**11. ADJOURNMENT**

Alderman Nolte made the motion to adjourn the Planning and Zoning Commission meeting of September 13, 2021, at 7:16 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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