



THE CITY OF
MANCHESTER
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CITY OF MANCHESTER

PLANNING AND ZONING COMMISSION MEETING MINUTES

Monday, September 25, 2023. 6:30 p.m.

COMMISSIONERS

Adam Streeter (2026)
Joni Korte (2026)
Mark Smith (2026)
Jerry Meyer (2025)

CITY OFFICIALS AND STAFF

Nelson Nolte, Alderman, Ex-Officio member
Andrea Riganti, Director of Planning, Zoning and Economic Development
Loriell Campbell, Planning Technician

CASES

REPRESENTATIVES OF CASES

A. **PC-23-SUB-001:** Glenn Mazuranic, The Sterling Company, representing the Trustees and Residents of the Villas at Baxter Commons, requesting Right of Way and Easement Dedication Plat for Baxter Drive, located in the R-6 Planned Residential Zoning District.

- **Glenn Mazuranic, PLS**
The Sterling Company
5055 New Baumgartner Rd.
St. Louis, MO 63129

B. **PC-23-SP(AR)-006:** Nick Schellert, Renaissance Living, LLC, seeking Architectural Review for the construction of a new residence in the R-3 Residential District for the property addressed as 828 Hanna Road in accordance with Section 405.820 Architecture and Site Plan Review.

- **Nick Schellert, Contractor**
9920 Watson Rd, Suite 110
St. Louis, MO 63126

C. **PC-23-TXT-003:** Zoning Text Amendment relating to Special Use Permits.

- **City Staff**

1. **CALL TO ORDER**

Commissioner Mark Smith, Vice-Chairman called the Planning and Zoning Commission meeting of September 25, 2023, to order at 6:31 p.m. The meeting was held in person at the Manchester Justice Center and virtually via Zoom.

2. **ROLL CALL**

Commissioner Smith asked the Recording Secretary to take roll.

Present

Alderman Nolte
Commissioner Meyer
Commissioner Smith
Commissioner Streeter
Commissioner Korte

Excused Absent

Chairman Truesdell
Mayor Clement
Commissioner Glaser

3. APPROVAL OF MINUTES

Commissioner Smith motioned to approve the minutes of September 11, 2023, seconded by Commissioner Streeter. Motion approved unanimously by voice vote.

4. APPROVAL OF AGENDA

Commissioner Smith motioned to approve the agenda, seconded by Alderman Nolte. Motion approved unanimously by voice vote.

5. NEW BUSINESS**A. PC-23-SUB-001**

Commissioner Smith introduced case number PC-23-SUB-001, stating that the request is for the consideration of a right of way and easement dedication plat of Baxter Commons Drive.

Director Riganti proceeded with the staff report, providing context for the request. The street is located in the northwest portion of the City, is approximately 750-feet long with variable widths ranging from 24 to 27.5-feet, does not have sidewalks, and cannot be expanded. The street serves the 17 lots that comprise the Villas of Baxter Commons subdivision. The right of way for the street, along with 5-foot easements on both sides of the street is proposed to be dedicated to the City. The Department of Public Works and City Engineer evaluated the pavement conditions and determined that they meet City standards for acceptance. Director Riganti pointed out that the right of way width proposed for dedication is less than 40-foot minimum standards, therefore a variance is being sought from the Planning and Zoning Commission. City staff has no objections to the variance.

Commissioner Streeter asked if the costs were included in the decision the City Staff made. Director Riganti stated that costs will be evaluated during the Board of Alderman meeting.

Commissioner Streeter then asked for an explanation for a 40-foot requirement and what risks are involved when that requirement is not met. Director Riganti explained that the 40-foot requirement is for the pavement width, 20 feet being for a requirement for a minor street and another 20 feet for access during maintenance, having room for the city or other utility companies.

Commissioner Meyer informed the Commissioners that this request had come before them in the past, which was not accepted then due to city codes not being met.

Alderman Nolte asked if the private parking spots perpendicular to the street will be taken on by the City as well. The plat did not depict the intended ownership of this area. Mr. Glenn Mazuranic, with the Sterling Company (representing the petitioners) indicated that this matter would be discussed with the HOA.

Alderman Nolte motioned to postpone consideration of the case until the parking space matter has been resolved, seconded by Commissioner Smith. Motion carried unanimously by voice vote.

B. PC-23-SP(AR)-006

Commissioner Smith introduced case number 23-SP(AR)-006, stating that the request was for architectural review of a new residence at 828 Hanna Road, located in the R-4 Residential District.

Nick Schellert, with Renaissance Living stated that his company purchased 820 Hanna Road and subdivided it into three lots. He is now seeking architectural approval for the construction of the first of three proposed single-family homes. Mr. Schellert indicated that the first lot to be developed is 828 Hanna Road, lot 3. All proper erosion control measures as required by St. Louis County will be implemented, including a silt fence. No trees are proposed for removal. .

Director Riganti presented the staff report, stating that the site coverage will be up to 12% and the proposed residence meets all setback requirements. Director Riganti then referred to the architectural plans included in the commissioner’s packet for review. She reminded the Commission that the storm water and erosion control will be reviewed by St. Louis County.

Commissioner Smith motioned to approve the request, seconded by Alderman Nolte. Motion carried unanimously by voice vote.

C. PC-23-TXT-003

Commissioner Smith introduced case number 23-TXT-003 stating that the request was for the consideration of a zoning text amendment relating to Special Use Permits.

Director Riganti proceeded with the staff report, indicating that Special Use Permits were the most frequent cases to come before the Planning and Zoning Commission. She indicated that zoning ordinance changes are needed for administrative and legislative purposes. Currently, the Zoning Code considers a Special Use Permit abandoned one year after date of adoption unless the holder has obtained a business license. Permit holders may request extension from the Board of Alderman for periods of 90 days. This is problematic as many permit holders cannot obtain a business license within a year due to construction delays and more. Additionally, the 90-day extension period is not adequate to accomplish work. Staff is proposing to amend the Zoning Code to consider Special Use Permits valid for one year unless the permit holder has obtained a business license, a building permit or commercial occupancy permit. Additionally, extension requests are proposed for 180-day periods instead of 90 days. These changes are consistent with the ordinances of surrounding municipalities and still holds the permittee accountable for adhering to the Special Use Permit. .

Alderman Nolte stated that making those changes were beneficial and voiced his appreciation for the effort that Director Riganti is taking to address code changes.

Commissioner Smith motioned to approve the text amendment, seconded by Alderman Nolte and Commissioner Korte. Motion carried unanimously by voice vote.

6. PLANNING, ZONING AND ECONOMIC DEVELOPMENT DIRECTOR’S REPORT

Director Riganti informed the commissioners that Mr. Derek Williams will be joining the Planning and Zoning Commission as a new commissioner starting October 9th. She also mentioned that the October 9th meeting will contain another minor text amendment and the street dedication case number PC-23-SUB-001.

7. MAYORAL REPORT - none

8. EX-OFFICIO’S REPORT - none

9. COMMENTS FROM THE PLANNING AND ZONING COMMISSION - none

10. ADJOURNMENT

Commissioner Smith made the motion to adjourn the Planning and Zoning Commission meeting of September 25, 2023, at 7:02p.m. Motioned seconded by Alderman Nolte and Commissioner Korte. Motion carried unanimously by voice vote.

Respectfully submitted by:
 Loriell Campbell, Planning Technician
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