



THE CITY OF
MANCHESTER
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CITY OF MANCHESTER

PLANNING AND ZONING COMMISSION MEETING MINUTES Monday, October 9 2023. 6:30 p.m.

COMMISSIONERS

Adam Streeter (2026)
Joni Korte (2026)
Mark Smith (2026)

CITY OFFICIALS AND STAFF

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

CASES

- A. **PC-23-SUB-001:** Jamey Henson, 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.

REPRESENTATIVES OF CASES

- **Jamey Henson**
The Sterling Company
5055 New Baumgartner Rd.
St. Louis, MO 63129

1. **CALL TO ORDER**

Commissioner Mark Smith, Vice-Chairman called the Planning and Zoning Commission meeting of October 9, 2023, to order at 6:31 p.m. The meeting was held virtually via Zoom.

2. **ROLL CALL**

Commissioner Smith asked the Recording Secretary to take roll.

Present

Alderman Nolte
Mayor Clement
Commissioner Smith
Commissioner Streeter

Excused Absent

Chairman Truesdell
Commissioner Meyer
Commissioner Williams

3. **APPROVAL OF MINUTES**

Commissioner Smith motioned to approve the minutes of September 25, 2023, seconded by Commissioner Streeter and Commissioner Korte. Motion approved unanimously by voice vote.

4. **APPROVAL OF AGENDA**

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

5. **OLD 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 update, stating that the case has been carried over from the September 25th meeting. Director Riganti confirmed that the plat now clarifies that the private parking spaces that are perpendicular to the street will be maintained by the HOA, who will retain

ownership. Director Riganti also confirmed that the City of Manchester has previously taken on private parking spaces that are perpendicular to a public street in the Arbor Pointe and Eagle Glen subdivisions.

Mr. Jamey Henson, with the Sterling Company (representing the petitioners) affirmed the details of the project that were stated at the September 25th meeting and included in the Staff Report. Mr. Henson stated that they are requesting the City to take over the maintenance of Baxter Drive.

Commissioner Streeter requested confirmation on the number of times this case has come before the Planning and Zoning Commission. Mayor Clement recalled that this case has not come before any City Board or Commission in the past, as mentioned in the Staff Report.

Commissioner Korte asked what triggered the request from the Trustees and Residents of the Villas at Baxter Commons. Mayor Clement stated that there are not many private streets within the City of Manchester, but the ones that do exist bear a considerable expense, so therefore he understands the request of the Trustees and Residents of the Villas at Baxter Commons wanting the City to take over the many expenses of maintaining the street. Alderman Nolte indicated that he agreed with Mayor Clement and corresponds with the reasonings of a City resident wanting to dedicate a private street to the City.

Commissioner Smith motioned to approve the request of the Baxter Drive street dedication, seconded by Alderman Nolte. Motion carried unanimously by voice vote.

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

Director Riganti stated that the text amendment for Greenspace will be coming before the Commission for the next meeting, as the drafted amendment has an error. Director Riganti also stated that the section of the code regarding Site Plan and Architectural Review needs to be broken apart and needs clearer criteria. Director Riganti also reported that she is expecting to have Economic Development news by the end of the year and that the department has been continuously working on permits.

7. MAYORAL REPORT

Mayor Clement reported details about the new commissioner, Derrick Williams, who will be joining the next meeting. He also stated that the City has started on the budget for 2024 and the next step is to meet one on one with the Aldermen, then break off into work sessions in late October, with a goal of completing the budget by the end of the year which the City is on track of doing. Mayor Clement also reported on annexation, stating that the City is in the final months before the vote, and the city will began canvassing until then. He then reported that Saint Louis County has sued their Boundary Commission and the City of Manchester has joined in support of the County's Boundary Commission. The City of Manchester also has a couple cases against it which the City Attorney is handling. Lastly, Mayor Clement stated that City Staff are now working out of the new City Hall, and the Planning and Zoning Commission will receive invites to attend a sneak peek of the new City Hall on October 19th and a City-wide invite on October 28th.

8. EX-OFFICIO'S REPORT

Alderman Nolte reported that the Special Use Permit for The Diamond Family, approved by The Planning and Zoning Commission on September 11, 2023, was also approved by the Board of Aldermen on October 2, 2023. Alderman Nolte also stated that the Text Amendment relating to Marijuana, approved by the Commission on September 11, 2023, had its first hearing on October 2, 2023 and will be having a second hearing on October 16, 2023.

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 October 9, 2023, at 6:51p.m, seconded by Alderman Nolte. Motion carried unanimously by voice vote.

Respectfully submitted by:
Loriell Campbell, Planning Technician
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