



CITY OF MANCHESTER

PLANNING AND ZONING COMMISSION
MEETING MINUTES
October 25, 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
Cinnamon Mullins, Recording Secretary
Justin Klocke, Interim City Administrator
Todd Streiler, Planning Consultant

CASES

REPRESENTATIVES OF CASES

A. **21-SIGN-004** S.O.I. Outdoor, applicant on behalf of Jon Slyman, owner of 14290 Manchester Road, is seeking approval of a Sign Permit in order to replace the sign on an existing sign pole located within the City's "C-1" Zoning District.

- **Sherwood Sachtleben**
S.O.I. Outdoor
400 Chesterfield Center
Suite 400
Chesterfield, MO 63017

B. **21-SP-018** Gateway in Green LLC, on behalf of the Robinson Family, owner, is seeking approval of a Site Plan to construct a 2 Story addition to an existing single-family home located at 930 Pontoison Drive located in the R-2A Single Family Residential Zoning District.

- **Holly Robinson**
930 Pontoison Drive
Manchester, MO 63021
- **Jim Martin**
Martin Harris Designs

1. CALL TO ORDER

Chairman Truesdell called the Planning and Zoning meeting of October 25, 2021, to order at 7:04 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	Present
Commissioner Joni Korte	Present	Alderman Nelson Nolte	Present
Commissioner John Dodge	Present		
Mayor Mike Clement	Present	Cinnamon Mullins, Recording Secy	Present
		Todd Streiler, Planning Consultant	Present
Justin Klocke, Interim City Administrator	Present		

3. APPROVAL OF MINUTES

Commissioner Meyer made the motion to approve the minutes of October 11, 2021. Motion seconded by Commissioner Smith; motion approved by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
8	0	0	0

4. APPROVAL OF AGENDA

Commissioner Meyer made the motion to approve the agenda as presented. Commissioner Korte seconded the motion. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
8	0	0	0

5. OLD BUSINESS

6. NEW BUSINESS

- A. 21-SIGN-004** S.O.I. Outdoor, applicant on behalf of Jon Slyman, owner of 14290 Manchester Road, is seeking approval of a Sign Permit in order to replace the sign on an existing sign pole located within the City’s “C-1” Zoning District.

Sherwood Sachtleben presented this case. He explained that the proposed sign was to replace the existing pole sign on the property. He explained that the location and size would be the same as the previous sign.

Planning Consultant Streiler reported that the new sign has the same dimensions as the existing pole sign and was proposed at the same 24ft height which is less than the 30ft allowance for the zoning district. He continued that the applicant had submitted all required documentation and the sign met the City’s zoning regulations.

Mr. Sachtleben answered the Commission’s questions explaining that the pole for the current sign is in good condition and would be reused for this sign.

Chairman Truesdell made the motion to approve the Sign of CASE #21-SIGN-004. Commissioner Dodge seconded the motion; it was passed by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
8	0	0	0

- B. 21-SP-018** Gateway in Green LLC, on behalf of the Robinson Family, owner, is seeking approval of a Site Plan to construct a 2 Story addition to an existing single-family home located at 930 Pontoison Drive located in the R-2A Single Family Residential Zoning District.

Holly Robinson and Jim Martin presented this case. Mr. Martin explained that they plan to extend the second floor and make it similar to houses in the surrounding area. He furthered that the addition would match the siding and shingles on the existing home.

Planning Consultant Streiler reported that the proposed addition extends the second story over the footprint of the building to the garage. He continued that the applicant had submitted all required documents and that the project met all the City’s zoning regulations.

Alderman Nolte made the motion to approve the Site Plan of CASE #21-SP-018. Commissioner Meyer seconded the motion; it was passed by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
8	0	0	0

7. PLANNING AND ZONING DIRECTOR’S REPORT

Justin Klocke, Interim City Administrator, introduced Todd Streiler as the Planning Consultant that would be assisting the City after Director Rippetoe’s departure. He explained that they will keep the Commission updated and that all of the same services were being provided to residents in the absence of a Director in the Planning & Zoning Department.

8. EX-OFFICIO’S REPORT

Alderman Nolte notified the Commission that changes to the Planned Business District ordinances would be coming before the Commission in the future.

9. MAYORAL REPORT

Mayor Clement reported that KMOV did a feature on the Hometown Heroes banners that line Manchester Road that would air on October 26th. He also notified the Commission that budget work sessions had started and that staff salaries are a focus for this year’s discussion. He continued that the Board of Aldermen approved a contract with i5 for a plan of intent regarding annexation. Mayor Clement answered questions the Commissioner’s raised about the RFP for the Planned Business District. He explained that the developers the RFP had been sent to are familiar with the process of accommodating and working with current businesses in areas to be developed. He also answered the Commission’s questions regarding areas in the potential annexation.

10. COMMENTS FROM THE PLANNING AND ZONING COMMISSION

11. ADJOURNMENT

Commissioner Meyer made the motion to adjourn the Planning and Zoning Commission meeting of October 25, 2021, at 7:34 p.m. Motion seconded by Mayor Clement; motion approved by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
8	0	0	0

Respectfully submitted by:
Cinnamon Mullins, Recording Secretary
#