

AN ORDINANCE APPROVING A SITE PLAN FOR 14577 MANCHESTER ROAD IN THE C-1 COMMERCIAL ZONING DISTRICT TO ALLOW THE CONSTRUCTION OF A NEW BUILDING AS PROVIDED FOR IN SECTION 405.820(C) OF THE MUNICIPAL CODE OF THE CITY OF MANCHESTER.

WHEREAS, the City of Manchester, Missouri (the "City") received an application for a site development plan from Mike Elton, Vance Engineering on behalf of Delphi Ltd, property owner ("Applicant"), for the construction of a new building at 14377 Manchester Road (the "Property") as depicted on the Site Plan hereto attached as Exhibit A; and,

WHEREAS, the Planning and Zoning Commission considered the site plan on January 8, 2024 pursuant to Section 405.820 "Architecture and Site Plan Review Requirements" and recommended approval to the Board of Alderman of the City of Manchester; and,

WHEREAS, the Board of Aldermen did, on the 5th day of February 2024, after publication of notice held a public hearing in accordance with Section 405.820 (C)(8) of the Municipal Code of the City of Manchester, and after conducting said public hearing did take the proposed Site Plan under advisement; and,

WHEREAS, the Board of Aldermen, after careful and due deliberation, has concluded that the proposed site plan is appropriate under the Zoning Code, meets the requirements of Section 405.820.C.4 and would be in the interests of the health, safety and welfare of the citizens of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF MANCHESTER, STATE OF MISSOURI, AS FOLLOWS:

Section One: The Site Plan (attached as Exhibit A and incorporated herein by reference) is approved for the Property, subject to the conditions of approval set forth in Section Two below.

Section Two: The Site Plan for the Property, all permits required by jurisdictions having authority over this project, and all site development activity are made subject to the following conditions to be met by Applicant:

1. Permit approval from St. Louis County must be obtained for construction, stormwater management and land disturbance activity prior to the commencement of associated work. A copy of each permit shall be provided to the Department of Planning, Zoning and Economic Development.
2. Future proposed improvements such as signs, directional parking lot signs and landscaping shall be reviewed by the Department of Planning, Zoning and Economic Development for code compliance and potential concerns.

INTRODUCED BY ALDERMAN BAUMANN

BILL NO. 24-2524

ORDINANCE NO. 24-2408

3. All improvements shall be constructed in accordance with the Site Plan and all applicable City standards and specifications.
4. The Site Plan shall be recorded by the Applicant within sixty (60) days following the Board of Aldermen's approval in accordance with Section 405.820.C.10.
5. The continued validity and approval of the Site Plan is specifically subject to the expiration and abandonment provisions of Section 405.820.C.9 and 11.
6. A reduced copy of the approved Site Plan is attached hereto as Exhibit A for ease of reference only. The official copy on file with the City of Manchester Department of Planning, Zoning and Economic Development shall govern.

Section Three: It is legislatively determined by the Board of Aldermen that all sections and portions of this Ordinance are so completely essential and inseparably connected that, should any portion of this Ordinance be found by a court of competent jurisdiction to be invalid, the remaining portions of this Ordinance shall also be deemed invalid and the entire Ordinance deemed void and of no effect.

Section Four: This Ordinance shall be in full force and effect from and after its date of passage and being signed as provided by law.

PASSED AND APPROVED THIS 20TH DAY OF FEBRUARY 2024.

CITY OF MANCHESTER, MISSOURI

BY:

Mayor

ATTEST:

City Clerk



Exhibit A



DEPARTMENT OF PLANNING, ZONING AND ECONOMIC DEVELOPMENT

TRANSMITTAL TO PLANNING AND ZONING COMMISSION

APPLICATION NUMBER: PC-SP-003

REQUEST: Site Plan for 14577 Manchester Road

APPLICANT NAME: Mike Elton, Vance Engineering on behalf of Delphi Ltd.

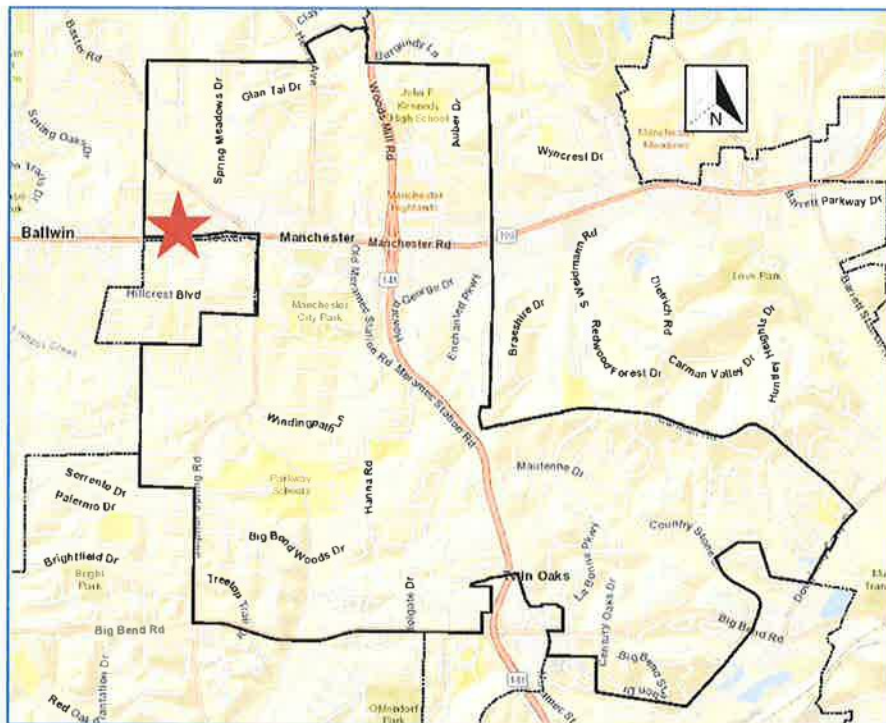
MEETING DATE: January 8, 2024

ZONING: C-1 Commercial

LAND USE: Current - Vacant; Proposed - Commercial/Office

PLANNING COMMISSION ACTION: Consideration of a site plan for 14577 Manchester Road, new construction. The Planning and Zoning Commission will make a recommendation to the Board of Alderman to approve, deny or modify the request.

GENERAL LOCATION:



STAFF ADVISORY

1. BACKGROUND

Section 405.820.C of the City of Manchester zoning code outlines a procedure for Site Development Plan Review. Prior to a building permit being issued for the erection, improvement or alteration of non-residential structures and multiple-dwelling buildings and structures, a site plan shall be submitted to the Planning and Zoning Commission for review and recommendation.

Property Context

The subject property is located on the north side of Manchester Road, south and west of Baxter Road and east of Holloway Road. The parcel is currently vacant and consists of 17,859 square feet. The property is zoned C-1 Commercial, which permits a variety of retail and service uses. The site currently has ingress/egress from two curb cuts from Manchester Road.

The surrounding properties to the west and east are zoned C-1 Commercial and to the north are zoned R-1 Residential. The land uses correspond with zoning designations. The properties to the south are in the City of Winchester and include commercial/retail strip center.

Aerial View and Photographs of Property and Surrounding Properties





2. DISCUSSION

Request and Analysis

The applicant/property owner is seeking to construct a 4,515 square foot single story building to be used for office or retail. There are no proposed tenants at this time.

The proposed and required building and site design elements are listed in the table below:

	Proposed	Required
Front Yard Setback	70'	30'
Side Yard Setback	7.6' on west; 6.4' on east	None
Rear Yard Setback	55'	10'
Buffering Along Rear Property	14.2'	14.2'
Parking Spaces	20 (including one ADA) 5 off-site – shared access	23 (including one ADA)
Greenspace	32% in Rear 55% average in Side 15.1% in Front Overall greenspace provided is 30%	50% in Rear 50% in Side 50% in Front (with exception for front yard parking)

Site Plan review has been conducted by staff to ensure compliance with Section 405.820.C of the zoning code as well as other applicable regulations, with the following analysis:

- a. On-Site Parking. The parking spaces meet the minimum size and drive aisles are adequate; the number of parking spaces required is provided on-site and off-site on adjacent lot under same ownership, the parking lot design complies with the zoning code.
- b. Site Ingress/Egress. The existing entrance/exit to the east will be retained with no proposed modifications. An entrance/exit located on the property to the west (14583 Manchester Road) will also be used for site access. An easement will be recorded to allow cross access and is permitted by the zoning code. There are no site distance concerns with traffic entering or exiting the property.
- c. Traffic Impact. The site and proposed office/retail uses are not expected to generate significant additional traffic along the corridor. The curbcuts onto Manchester Road, owned and maintained by MoDOT, are existing and no concerns were expressed by that jurisdiction. Therefore, a Traffic Impact Study is not required.
- d. Landscaping/Tree Impact. There are no existing trees on the site. The applicant proposes to provide at least 9 deciduous trees to serve as a buffer between the property and residential area to the north.
- e. Lighting. No standard street lighting is proposed. All new lighting will be provided on the building.
- f. Stormwater Management. The amount of land to be disturbed is less than 1 acre, therefore MSD stormwater management is not required.

- g. Erosion. The amount of land to be disturbed requires a minor land disturbance permit from St. Louis County. The required documents will be submitted to that agency prior to obtaining a building permit.
- h. Greenspace. The amount of greenspace provided does not meet the zoning code and a waiver to the requirement is being requested. The applicant has revised the site plan since original submittal to increase greenspace to an overall site coverage of +/- 30%, which is similar to the prevailing pattern of surrounding properties.

Planning Considerations

Staff determined that the site plan is designed to protect the health, safety and welfare of the public, is in harmony with the surrounding neighborhood, and will not significantly impact public services. It is in technical compliance with Section 405.820.C of the Zoning Code and other applicable regulations. The exception is the greenspace requirements. The Planning and Zoning Commission will need to provide a waiver to the zoning code requirements to approve the project as planned.

The Department of Public Works reviewed the proposed site plan. All department comments have been addressed and/or incorporated into the conditions of approval.

The Police Department reviewed the proposed site plan. All department comments have been addressed and/or incorporated into the conditions of approval.

3. PLANNING AND ZONING COMMISSION ACTION

The Planning and Zoning Commission may recommend to approve, approve with conditions, or deny the proposed Site Plan. The Commission's recommendation is forwarded to the Board of Alderman for final action.

Exhibits

1. Application and Supporting Documents

OCT 24 2023
RECEIVED

City of Manchester
14318 Manchester Road
Manchester, MO 63011
P: (636) 227-1385 ext. 118
F: (636) 821-8099
pandz@manchestermo.gov



Site Plan Application

INSTRUCTIONS AND REQUIREMENTS

Complete this application and submit with two hard copies and one electronic copy of the Site Plan to the Department of Planning, Zoning and Economic Development. Consult with Section 405.820 Architecture and Site Plan Review Requirements site plan elements. Other site plan information may be required by the Director of Planning, Zoning and Economic Development. Site plans are reviewed by staff, then when deemed complete forwarded to the City's Planning and Zoning Commission (P&Z) for consideration. P&Z makes a recommendation to the Board of Alderman (BOA). The BOA will approve, approve with conditions, or deny the Site Plan.

P&Z meets twice a month on the second and fourth Monday of the month. Site Plans must be submitted 21 days in advance of the P&Z meeting. The fee is \$300.00.

Project Address: 14577 Manchester Road

Owner: Delphi Ltd.

Address: P.O. Box 50298 Phone: 314-677-7283

City, State, Zip: Clayton, MO 63105-5298 Email: delphirealty@gmail.com

Applicant/Representative: Vance Engineering, Inc. (Mike Elton) authorized representative

Address: 10537 Lackland Road Phone: 314-427-1800

City, State, Zip: St. Louis, MO 63114 Email: melton@vanceengineering.com

Type of Review: Preliminary Final Amendment (date original site plan approved _____)

Provide a project narrative. If proposing an amendment, describe the proposed changes and reason for the request. A proposed office and/or retail commercial building in the C-1 district.

Supporting Documents Attached (Check all those required. If unsure, consult with the Director of Planning, Zoning and Economic Development).

Elevations Traffic Impact Study Lighting/Photometric Plan Landscaping Plan/Tree Inventory

Erosion Control Stormwater Management Conceptual Approval/Input from Other Jurisdictions

Legal documents (contract, cross access agreement, etc.) Other Information Required

I hereby certify that the information contained in this application and accompanying documents are correct, and that I will conform to all applicable laws of the City of Manchester.

Applicant Signature: Date: 10-23-23

Applicant's Name Printed: Irene Douros for Delphi Ltd.

FOR OFFICE USE ONLY BELOW

Case #: 23-SP-003 P&Z Meeting Date/Action: 11/13/2023 BOA Meeting Date/Ordinance #: _____

Reviewed by: _____ Date: _____

Director, Planning, Zoning and Economic Development

Site Plan Fee

Fee paid on: 10/24/23

Amount: \$300.00

**Planning and Zoning Commission Meetings and Application Deadlines
June - December 2023**


P&Z MEETING DATE	APPLICATION DEADLINE
June 12	May 24
June 19	June 6
July 10	June 21
July 24	July 3
August 14	July 26
August 21	August 8
September 11	August 23
September 25	September 5
October 9	September 20
October 23	October 2
November 13	October 24
November 27	November 7
December 11	November 21

Window schedule: SEE SPEC FOR NOTES

door schedule: UNLESS NOTED OTHERWISE

SYMBOL	LOCATION	REMARKS		NO.	SIZE	MAT.	LATCHES			KEY NAME
		TRAVEL	REMARKS				SECRETIVE	SECRETIVE	SECRETIVE	
(A)	FRONT ELEVATION	I	B							FRONT VIEW

door types:




operating hardware and thresholds at doorways

THRESHOLDS AT DOORWAYS SHALL NOT EXCEED 1/2" HEIGHT FOR EXTERIOR DOORS, WOOD, METAL AND FLOOR LEVEL CHANGES AT ACCESSIBLE DOORWAYS SHALL BE EXCEEDED BY A SLIGHTLY GREATER THAN 1/2"

OPERATING HARDWARE ON DOORS SHALL BE 34" TO 36" ABOVE FINISHED FLOOR. OPERATING HARDWARE SHALL BE 34" TO 36" ABOVE FINISHED FLOOR. TO THE DOOR FRAME TO PREVENT CONTACT OF OPERATING HARDWARE WITH THE DOOR FRAME. OPERATING HARDWARE SHALL BE OF BRASS OR BRASS PLATED TO RESIST CORROSION. OPERATING HARDWARE SHALL BE OF BRASS OR BRASS PLATED TO RESIST CORROSION. OPERATING HARDWARE SHALL BE OF BRASS OR BRASS PLATED TO RESIST CORROSION.

frame types:



New Commercial Bldg
for Delta Realty
14077 Manchester Rd.
Manchester, MO 63071 St. Louis County

new building

DATE: 11/17/10

PROJECT: NEW COMMERCIAL BUILDING

SYMBOL: 2 * B

SCALE: 1/4" = 1'-0"

2010 AIA A330

2010 AIA A330

2010 AIA A330

2010 AIA A330

2010 AIA A330

2010 AIA A330

2010 AIA A330

2010 AIA A330

2010 AIA A330

2010 AIA A330

2010 AIA A330

NOTE: THESE DIMENSIONS & SIZES ARE SUBJECT TO PERMIT REVIEW AND APPROVAL BY THE CITY OF ST. LOUIS. THE CITY ENGINEER HAS REVIEWED THE CONSTRUCTION DETAILS AND APPROVES THEM FOR CONSTRUCTION. THIS APPROVAL IS FOR PERMIT PURPOSES ONLY AND DOES NOT CONSTITUTE A GUARANTEE OF ACCURACY OR A COMMITMENT TO PERFORM ANY OTHER WORK.

DATE: 11/17/10

PROJECT: NEW COMMERCIAL BUILDING

SYMBOL: 2 * B

SCALE: 1/4" = 1'-0"

AO-1

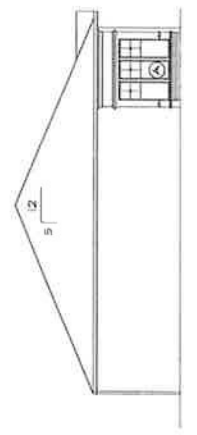
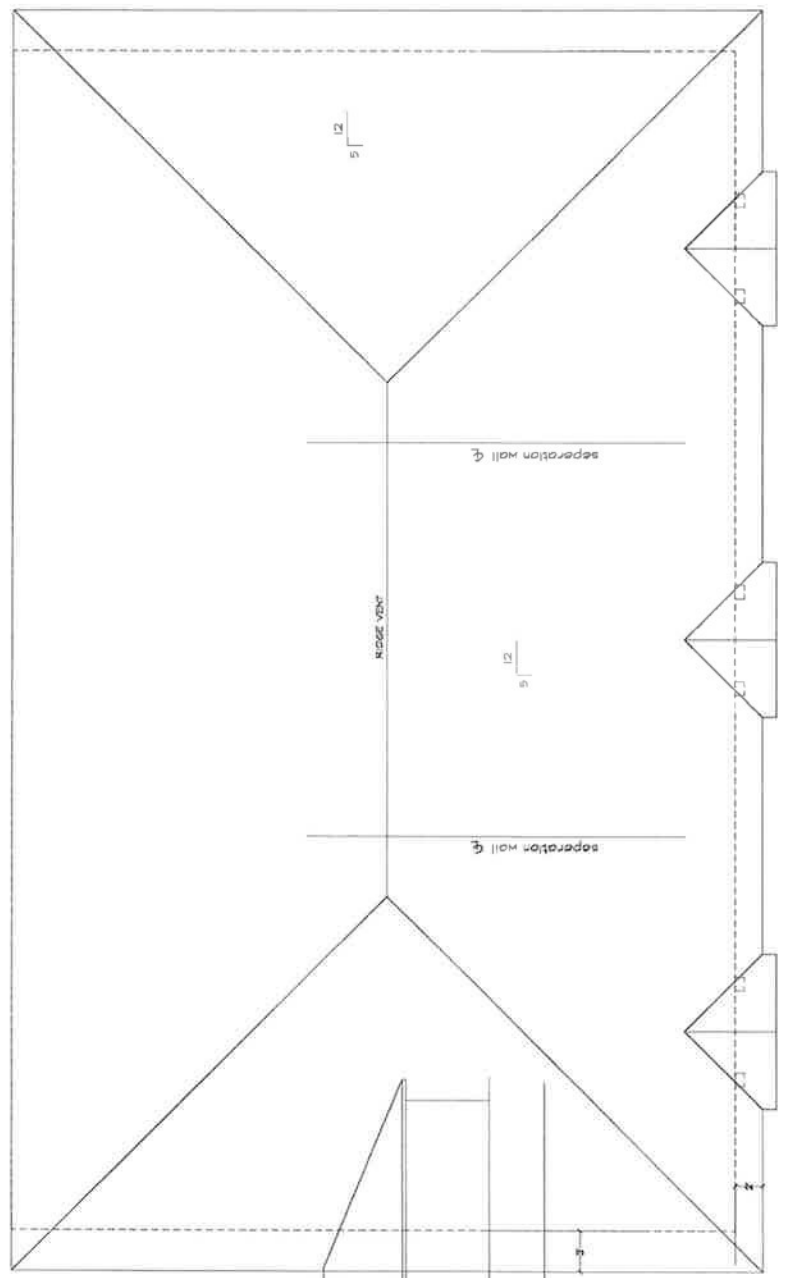
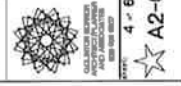
2 * B

2010 AIA A330

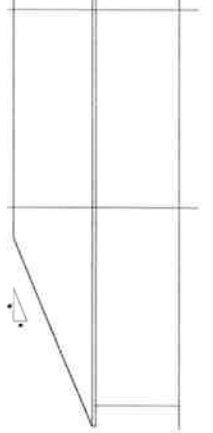
DATE:	
BY:	
CHECKED:	
APPROVED:	
REVISIONS:	

new office bldg

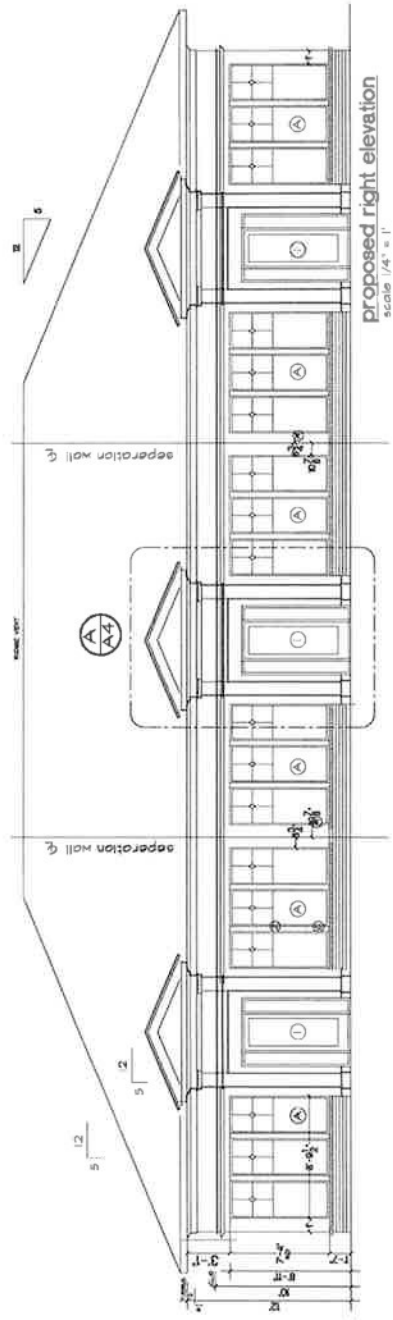
New Office Bldg
for Dept of Health
1877 Laurelview Rd
Hartshorn, MD



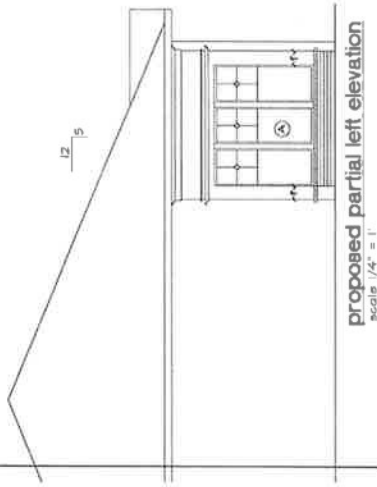
proposed right elevation
scale 1/8" = 1' (left, similar)



proposed back elevation
scale 1/8" = 1'



proposed right elevation
scale 1/4" = 1'

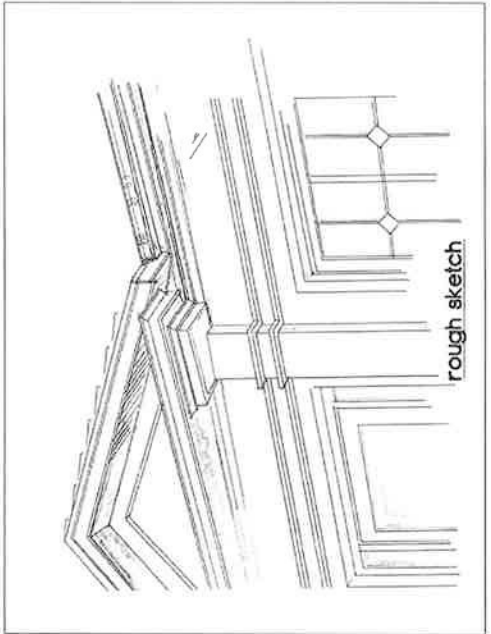
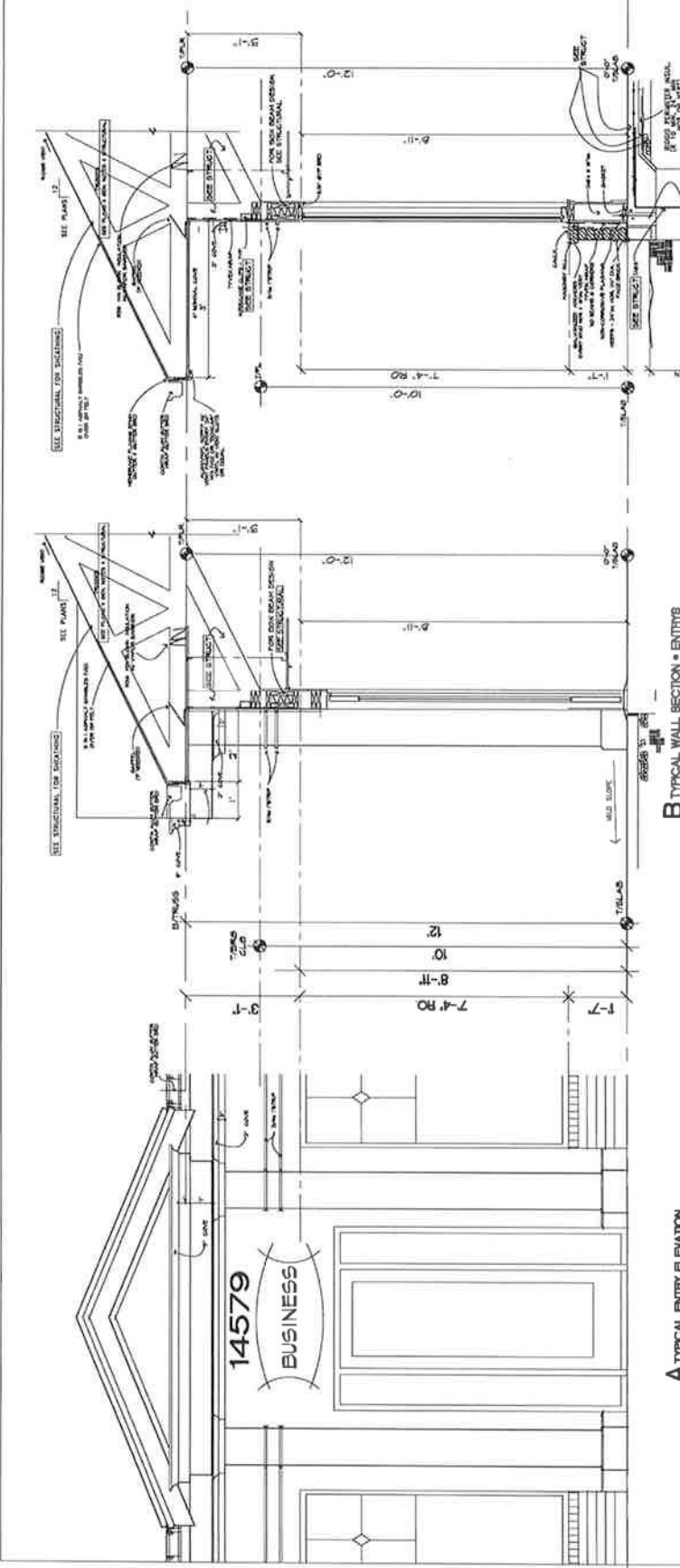
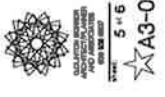


proposed partial left elevation
scale 1/4" = 1'

DATE	
BY	
CHECKED	
DESIGNED	
PROJECT	
SCALE	
PROJECT NO.	
CLIENT	
LOCATION	
DATE	

PROJECT: PROJECT New Office Bldg
 DRAWN BY: DREW FRANKY
 CHECKED BY: MATT MANCINI
 PROJECT NO.: 14579
 CLIENT: new building
 LOCATION: 14579 MANCINI RD, SOUTH BAY, FLORIDA 33147
 DATE: 08/18/2016

PROJECT NAME	
DATE	
BY	
CHECKED	
DESIGNED	
PROJECT NO.	
CLIENT	
LOCATION	
DATE	



C TYPICAL WALL SECTION - WINDOWS

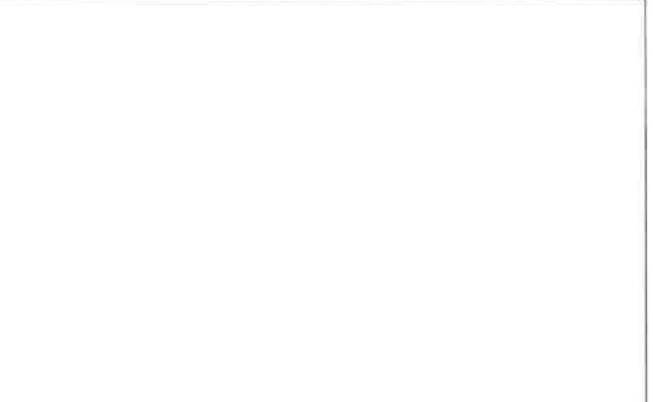
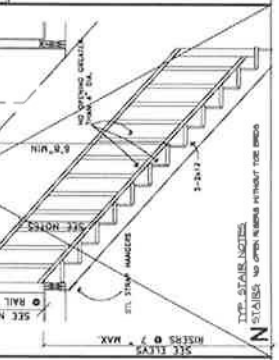
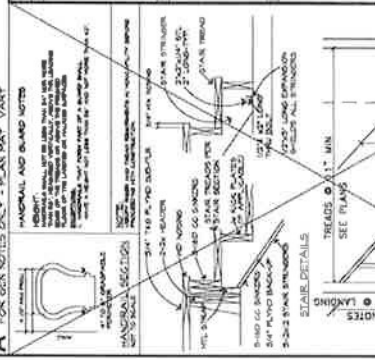
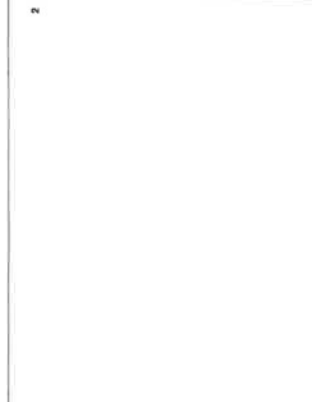
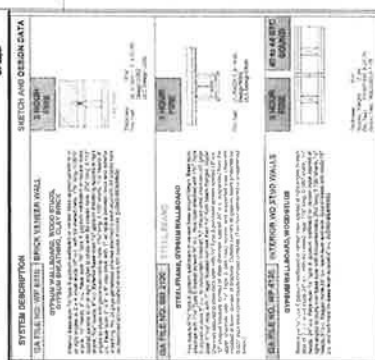
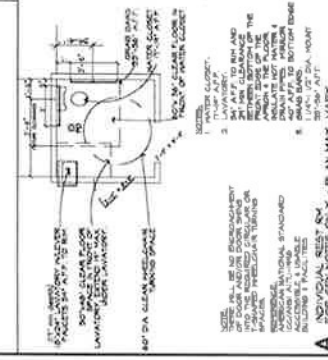
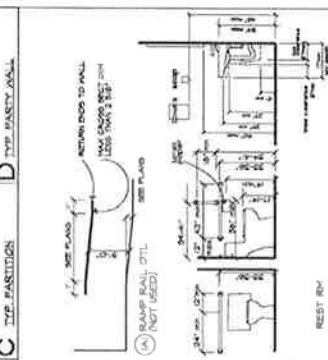
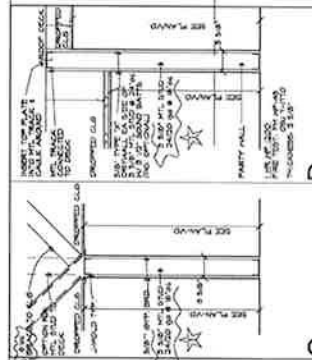
SEE PLAN FOR WINDOW SIZES AND LOCATIONS. THIS SECTION IS FOR INFORMATION ONLY. NOT FOR CONSTRUCTION.

PROJECT: **PROJECT New Office Bldg**
 SHEET: **6 of 6**
 DATE: **11/18/11**
 DRAWN BY: **ML**
 CHECKED BY: **ML**
 PROJECT LOCATION: **MANCHESTER, MD 20811 St. Louis County**

PROJECT: **PROJECT New Office Bldg**
 SHEET: **6 of 6**
 DATE: **11/18/11**
 DRAWN BY: **ML**
 CHECKED BY: **ML**
 PROJECT LOCATION: **MANCHESTER, MD 20811 St. Louis County**

PROJECT New Office Bldg
MANCHESTER, MD 20811 St. Louis County
DATE: 11/18/11
DRAWN BY: ML
CHECKED BY: ML

PROJECT New Office Bldg
MANCHESTER, MD 20811 St. Louis County
DATE: 11/18/11
DRAWN BY: ML
CHECKED BY: ML



SEE ELEVATIONS
 SEE NOTES
 TYP. STAIR NOTES
 STAIRS TO OPEN RISERS WITHIN THE DECK
 MISC. U.L. DETAILS
 TYPICAL WALL SECTION

LEGEND

DESCRIPTION	SYMBOL
EXISTING MAJOR CONTOUR	- - - - -
EXISTING MINOR CONTOUR	- - - - -
PROPOSED MAJOR CONTOUR	- - - - -
PROPOSED MINOR CONTOUR	- - - - -
EXISTING SPOT ELEVATION	- - - - -
EXISTING SANITARY SERVICE	- - - - -
EXISTING SLOTTED SEWER	- - - - -
PROPOSED SANITARY SERVICE	- - - - -
PROPOSED SLOTTED SEWER	- - - - -
EXISTING WATERLINE	- - - - -
EXISTING FIRE HYDRANT	- - - - -
EXISTING GAS LINE	- - - - -
EXISTING DRAINAGE UTILITY	- - - - -
USE IN PLACE	(1,2,3)
ADJUST TO GRADE	(4,5)
TO BE REMOVED AND REPLAZED	(1,2,3,4,5)
TO BE REMOVED AND RELOCATED	(1,2,3,4,5,6)
RESP ZONE/OUTLET	(1,2,3,4,5,6)

IT - 1' HORIZONTAL TO 10' VERTICAL
 S - 1' HORIZONTAL TO 20' VERTICAL
 B - 1' HORIZONTAL TO 100' VERTICAL

YARD REQUIREMENTS

FRONT YARD - 10' MIN
 REAR YARD - 10' MIN
 SIDE YARD - 5' MIN

GREENSPACE

TYPICAL AREA (SQ. FT.)	OVERLAP AREA (SQ. FT.)	NET GREENSPACE (SQ. FT.)	PERCENTAGE OF TOTAL (APPROXIMATE)
18,179	131	18,048	61
1,147	34	1,113	3
5,421	305	5,116	17
3,336	465	2,871	9
8,561	313	8,248	28
TOTAL	1,049	23,405	79.7

BUFFER REQUIREMENTS

BUFFER WIDTH - 10' MIN
 BUFFER AREA - 1,147 SQ. FT. (MINIMUM)
 BUFFER PERCENTAGE - 3.3%

BUFFER PLANTING

PROPOSED BUFFER PLANTING SHALL BE PLANTED AT 5' ON CENTER
 PLANTING SHALL BE PLANTED AT 5' ON CENTER

PARKING REQUIREMENTS

PROPOSED PARKING AREA - 2,871 SQ. FT.
 PROPOSED PARKING SPACES - 20 SPACES
 FOR EACH SPACE: 1. 5' X 10' MINIMUM CLEARANCE
 2. 5' X 10' MINIMUM CLEARANCE
 3. 5' X 10' MINIMUM CLEARANCE

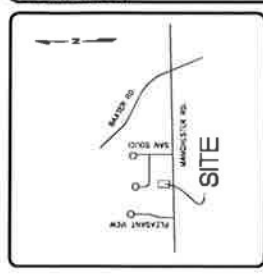
LIGHTING

LIGHTING SHALL BE PROVIDED AT THE ACCESSIBLE PARKING SPACES
 LIGHTING SHALL BE PROVIDED AT THE ACCESSIBLE PARKING SPACES

GENERAL NOTES

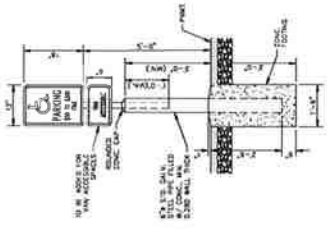
- SUBMITTALS AND SUPPLEMENTAL INFORMATION FOR THIS PLAN SHALL BE SUBMITTED TO THE CITY OF MANCHESTER BY THE DATE INDICATED.
- ALL PROPOSED WORK SHALL BE IN ACCORDANCE WITH THE CITY OF MANCHESTER ZONING ORDINANCES AND THE CITY OF MANCHESTER CODE.
- ALL PROPOSED PARKING SPACES SHALL BE CONSTRUCTED TO CITY OF MANCHESTER SPECIFICATIONS.
- ALL SIDEWALKS TO BE CONSTRUCTED TO CITY OF MANCHESTER/JACK SPECIFICATIONS.
- ALL SIDEWALKS TO BE CONSTRUCTED TO CITY OF MANCHESTER/JACK SPECIFICATIONS.
- ALL SIDEWALKS TO BE CONSTRUCTED TO CITY OF MANCHESTER/JACK SPECIFICATIONS.
- ALL SIDEWALKS TO BE CONSTRUCTED TO CITY OF MANCHESTER/JACK SPECIFICATIONS.
- ALL SIDEWALKS TO BE CONSTRUCTED TO CITY OF MANCHESTER/JACK SPECIFICATIONS.

SITE DEVELOPMENT PLAN
14577 MANCHESTER ROAD
 A TRACT OF LAND IN TOWNSHIP 45 NORTH, RANGE 4 EAST, SECTION 36,
 CITY OF MANCHESTER, ST. LOUIS COUNTY, MISSOURI



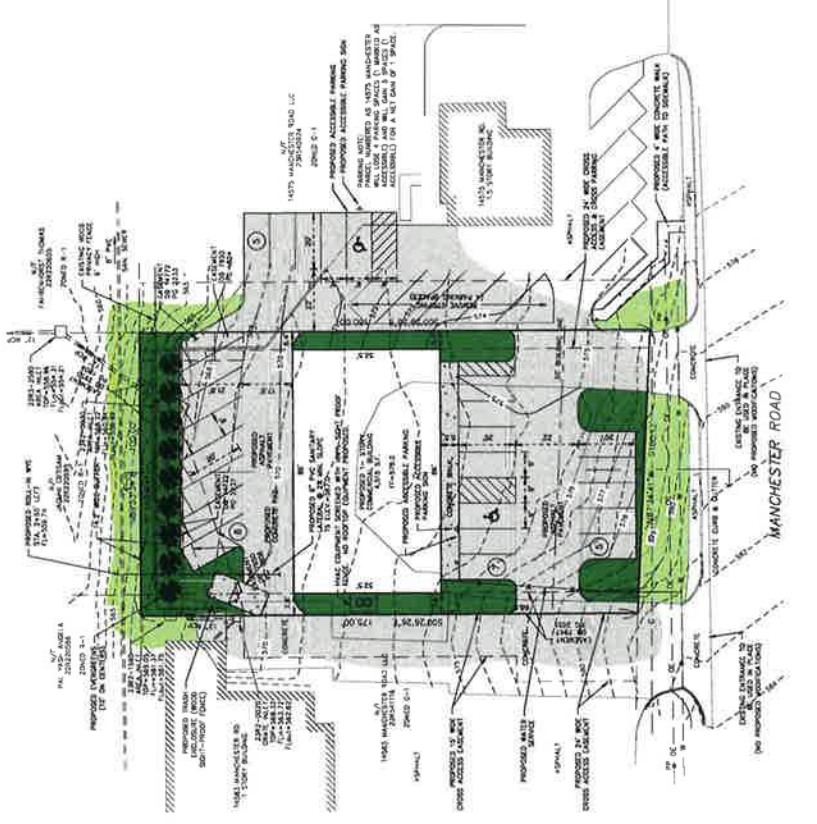
PROJECT DATA

LOCATION: 14577 MANCHESTER ROAD, MANCHESTER, MO 63011
 OWNER: VANCE ENGINEERING, INC.
 DATE: 10/05/23

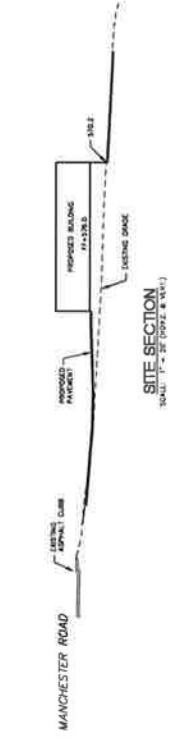


ACCESSIBLE PARKING SIGN

1. SIGN SHALL BE 24" HIGH BY 30" WIDE
 2. SIGN SHALL BE 24" HIGH BY 30" WIDE
 3. SIGN SHALL BE 24" HIGH BY 30" WIDE



SITE SECTION

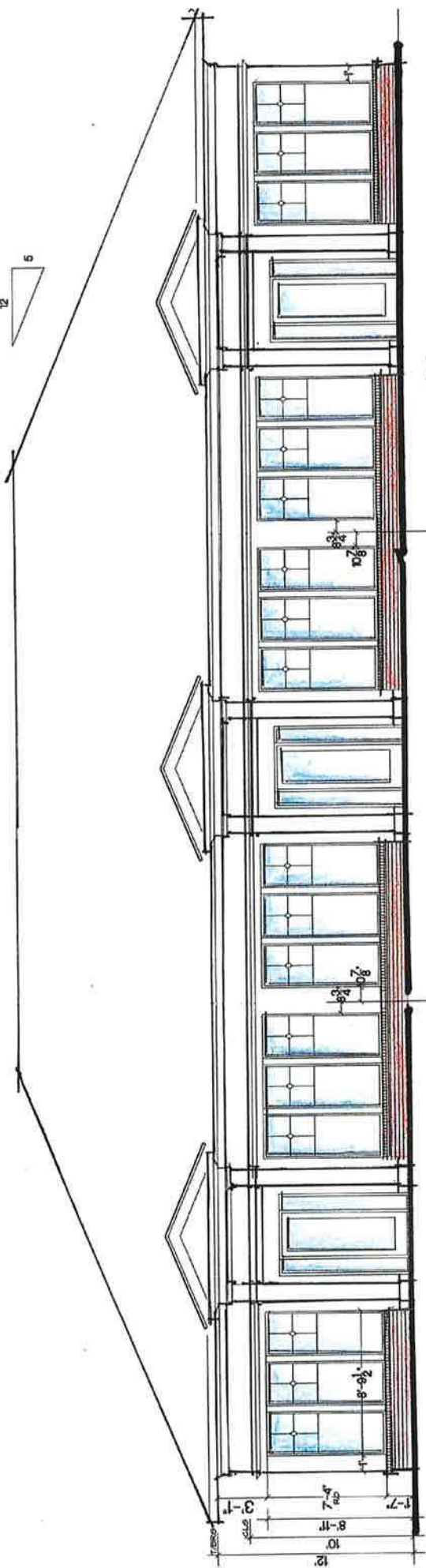
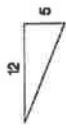


Vance Engineering, Inc.
 14577 Manchester Road
 St. Louis, MO 63114
 Phone: 314.427.1800

SITE DEVELOPMENT PLAN
 14577 MANCHESTER ROAD

PRELIMINARY
 REVISIONS

23101
 10/05/23
 1/1/1
 10/05/2023



New Commercial Bldg
for Depth Realty

CLINTON BORROR
ARCHITECT/PLANNER
AND ASSOCIATES
604 528 9907

~~3. APPROVAL OF MINUTES~~

~~Alderman Nolte motioned to approve the minutes of October 23, 2023, seconded by Mayor Clement. Motion approved unanimously by voice vote.~~

~~4. APPROVAL OF AGENDA~~

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

5. NEW BUSINESS

A. PC-23-SP-003

Chairman Truesdell introduced case PC-23-SP-003, stating that the request was for consideration of a site plan for 14577 Manchester Road.

Director Riganti provided the staff report stating that the site plan was submitted in 2023 with the intent to present it to the Planning and Zoning Commission late last year. After staff review, it was determined that the proposed greenspace for the site did not meet the zoning code greenspace requirement by a significant percentage. Therefore, several refinements to the site plan have been made. Director Riganti stated that the lot is currently vacant, surrounded by commercial to the south, east and west, and residential to the north. Director Riganti stated that the applicant is proposing a 4,515 square foot single-story building for office/retail use. There are currently no potential tenants. The development will include 20 on-site parking spaces and 5 off-site parking spaces, which will be provided through cross-access agreements with adjacent lots that are under the same ownership. Director Riganti indicated that there will be no changes to the existing curb cuts and that there are no comments from MODOT. MSD will not require stormwater management for this site as less than 1 acre is being disturbed. Director Riganti informed the Commission that the overall greenspace provided is thirty percent (30%), which does not meet the current greenspace zoning code and a waiver is being requested.

Chairman Truesdell asked if the waiver would be inclusive to the site plan if it were to be approved by the Planning and Zoning Commission. Director Riganti stated that was correct. Chairman Truesdell asked if anything else about the site plan has been refined. Director Riganti stated that the greenspace was the only refinement made; stating that after staff review the applicant reduced the number of on-site parking spaces to provide more greenspace. Chairman Truesdell asked what the percentage was before refinement and what the City of Manchester requires for overall greenspace. Director Riganti indicated that the site plan originally included approximately twenty-one percent (21%) overall site coverage. She then explained the current requirements per yard as included in Section 405.650 Greenspace Requirements. Director Riganti stated that commercial properties have difficulty meeting the current greenspace requirements, particularly with the front yard requirement. Therefore, the proposed site coverage of 30% is acceptable and in keeping with prevailing patterns along Manchester Road.

Commissioner Streeter asked if new greenspace requirements have been adopted. Director Riganti stated that after the October 23, 2023 Planning and Zoning Commission meeting, at which revisions were recommended, staff discovered some problematic language. The draft amendment was not forwarded to Board of Alderman and will be brought back to the commission later this year. Commissioner Streeter then asked what will happen if the current ownership of the shared parking is changed. Director Riganti confirmed that a shared parking agreement will be recorded with St. Louis County and run with the property.

Mayor Clement questioned if there will be any safety issues with all of the new and existing commercial uses coming in with curb cuts along Manchester. Director Riganti stated that the site plan will not have any new curb cuts and MODOT did not have any comments or concerns for the existing curb cuts within the site plan.

Commissioner Korte asked if any stripping or arrows will be involved to direct the traffic one way into the parking spaces located in the rear. Director Riganti stated that the Commission can make a recommendation for parking and site circulation signs.

Chairman Truesdell motioned to approve case number PC-23-SP-003, with a recommendation that the developer work with the City on parking signage, seconded by Mayor Clement. Motion approved unanimously by voice vote.

B. PC-24-SUP-01

Chairman Truesdell introduced case PC-24-SUP-01, stating that the case is for consideration of a Special Use Permit for 647 Big Bend, to allow the property to be used for a restaurant in the C-2 Zoning District.

Director Riganti presented the staff report, stating that a Special Use Permit is required to operate in the C-2 Zoning District. Though the property was formerly occupied by a restaurant, no Special Use Permit could be found for the site. Therefore, a new Special Use Permit is required rather than a Special Use Permit transfer application. Director Riganti then stated that there will be two employees, with the proposed hours of operation being Tuesday through Sunday, from 11:00 a.m. to 9:00 p.m.

The applicant, Bruce Ji, stated that this will be the second location for his Wok Express restaurant. The other location is Maryland Heights. The proposed operation is carry out and delivery only, with a few interior tables for waiting patrons.

Chairman Truesdell asked if the site would need any modifications for the proposed use. Bruce Ji indicated that there will be only slight interior modifications to represent the new restaurant. No interior remodeling is needed. Chairman Truesdell then asked when the applicant planned on opening the business. Mr. Ji indicated that February is the target date.

Chairman Truesdell motioned to approve case number PC-24-SUP-01, seconded by Alderman Nolte. Motion approved unanimously by voice vote.

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

Director Riganti informed the commission that Planning Technician, Loriell Campbell has resigned from the City of Manchester to accept an opportunity aligned with her engineering degree. Ms. Campbell will be missed, and the City is recruiting a replacement. Director Riganti indicated that the Commission will meet on January 22.

Chairman Truesdell asked about the plan for the recently closed commercial spaces in the Highlands of Manchester. Director Riganti assured the commission that the City is collaborating with the site's broker. The most recent communication from the broker indicated that a potential user has been identified and negotiations are ongoing.

7. MAYORAL REPORT

Mayor Clement stated that he and the City Administrator will be meeting with the Aldermen over the next two weeks to address 2024 priorities. Mayor Clement indicated that the end of year budget reports will be released soon and changes in revenue and expenses are anticipated. Mayor Clement reported on job vacancies, including the Planning Technician, Human Resource Director and two police officers. Mayor Clement invited the commission to Conversations with the Mayor January 17th at 7:30 a.m.