

**MINUTES OF THE PLANNING AND ZONING  
COMMISSION MEETING**

**Brentwood City Hall**

**Date: October 12, 2016  
7:00pm**

Acting Chairman Lewis called the meeting to order at 7:00 pm and led the pledge of allegiance. John Nuernberger called roll with the following members present: Mark Favazza, Jennifer Hansen, Michael Hart, Rebecca Jacobs, Clint Lewis, Jeff Moore, Hart Nelson, John Nuernberger, John Ritter, Lisa Schuering and Tom Shipley.

**APPROVAL OF MINUTES**

Meeting Minutes of August 16, 2016 were approved by acclamation.

**OLD BUSINESS**

None.

**NEW BUSINESS**

**Case #16-07 – Request for Site Plan/ Conditional Use Permit for 8503 Manchester: Tim Montileone, Montileone Properties LLC**

**Staff Report**

The petitioner Tim Montileone presented his plans to move his existing AAMCO Transmission business from 8500 Manchester to 8503 Manchester. Ms. Koerkenmeier, Director of Planning and Development, stated the use is an automotive related business which is why it needs a conditional use permit, and it will need additional parking spaces. They will reconfigure the parking and will not be adding any more asphalt surface. The screening device needed for a commercial business that backs to residentially zoned property is already in place. There are very little changes needed to the interior of the building. The petitioner plans to repaint the building's exterior and replace the awning.

**Discussion**

Ms. Hansen asked the nature of the building being auto related and if there are any additional things to consider or anticipate when an auto related business moves next to the residential. Ms. Koerkenmeier responded possibly the hours would need to be at a certain time. At this location, the neighbors behind the property would be residentially zoned instead of light industrial. Ms. Koerkenmeier, at the request of Ms. Hansen reviewed the recommended conditions with the petitioner: 1. No inoperable vehicles were to be stored on sight; 2. Parking of all vehicles shall be restricted to asphalt areas and no parking shall be permitted on public right-of-away; 3. Hours of operation are limited to Monday through Friday 8 a.m-5:30 p.m., Saturday 8:00 a.m. to noon and closed on Sunday; 4. Landscaping improvement plan including 2 landscape planters in the front along Manchester Rd, and 3 trees to be planted along the east property line where a grass strip is located along Helen Avenue; 5. The improvements be

completed prior to the issuance of an occupancy permit; and 6. The conditional use permit shall expire and be void upon any discernable sale of business or assets which is commonly added as a condition.

Discussion was held regarding what is an inoperable vehicle and how is it defined. Petitioner responded that the business has a policy posted in the lobby. If you do not pick up vehicle within 72 hours after work is finished, you will be charged \$25.00 daily, and if not picked up they will be towed away. Most vehicles are off the lot in 3 business days. He stated that they keep the cars in the bay stored at night and nothing stored outside. It was noted that the handicap spot has lines drawn on the pavement in front of the space. It was suggested to add a curb or planter to block it so someone cannot drive straight through. Petitioner offered to put up a bollard or two to stop vehicles from driving through.

Sign replacement was questioned. The petitioner wanted to bring pole sign over to the new building, but was told the pole sign could not be moved over there and must follow current sign zoning codes. He noted that the building's exterior would be repainted and the existing awning would be replaced. Ms. Koerkenmeier clarified that if the company would require changes to the exterior building materials and/or altering the building, it would require architectural review. A fresh coat of paint and replacing the awning would not require review. John Nuernberger asked if the petitioner could put in writing the ideas and changes for the building, signage, and parking. Although the Commission agreed to move forward with a recommendation to the Board of Aldermen, the Commission suggested the site plan sub-committee meet with Mr. Montileone to review the proposed paint and awning colors to compliment the surrounding businesses and area.

### **Public Comment**

**Louise Charboneau 8833 Madge** understands Mr. Nuernberger's concern about a new tenant in the old building for more automotive uses and wants to be clear on what type of noise is generated and are there any smells that are generated in a transmission business. Mr. Montileone stated that the car is put on a lift and is repaired with hand tools and a ratchet. All liquids and their disposal are heavy regulated. This business does not use electric wrenches or paint.

### **Motion**

Ms. Hansen made a motion to approve the Conditional Use Permit and Site Plan for 8503 Manchester, with the conditions as amended, and added that the petitioner's plans for improvements be forwarded to the site plan sub-committee for comments and suggestions.

1. No abandoned or unlicensed vehicles shall be permitted to be stored on the site.
2. Parking of all vehicles shall be restricted to asphalt areas, and no parking shall be permitted on public right-of-way.
3. Hours of operation shall be limited to Monday – Friday, 8 AM to 5:30 PM; Saturday, 8 AM to noon; and closed on Sunday.
4. Landscaping improvements shall be required. The two (2) landscape planters along Manchester Road and the three (3) trees along Helen Avenue, as required in the original

site plan approval, shall be installed. Species of the trees to be determined from the list of City approved trees.

5. All improvements shall be completed prior to the issuance of an occupancy permit.
6. This conditional use permit shall expire and be void upon any discernable sale of the business or assets.

Mr. Nelson second the motion.

**Motion approved**

**Roll Call:** 9-ayes, 2-nay, Favazza – yes, Hansen – yes, Hart- yes, Jacobs-yes, Lewis – yes, Moore – no, Nelson – yes, Nuernberger – no, Ritter- yes, Schuering – yes, Shipley – yes.

**COMPREHENSIVE PLAN ADVISORY REPORT**

Ms. Koerkenmeier reminded everyone the consultants will be in town to conduct interviews with stakeholders. Two public workshops will be held Thursday October 13<sup>th</sup> and Friday October 14<sup>th</sup> at the Brentwood Recreation Complex.

**ALDERMANIC REPORT**

None.

**CITY PLANNER'S REPORT**

Ms. Koerkenmeier provided members with a codified version of Chapter 400 of the City of Brentwood Code of Ordinances. Supplemental updates to the zoning code will be provided as they become available for members to keep their copies current. The City Administrator also sent a letter to Commission members requesting they disclose business and real estate interests in Brentwood required by an ordinance recently approved by the Board of Aldermen. Forms are to be returned to City Administrators office by November 6<sup>th</sup>, 2016.

**SITE PLAN REVIEW SUBCOMMITTEE APPOINTMENTS**

A cursory site plan review sub-committee meeting will be held on October 26<sup>th</sup>, 2016 to comment on AAMCO Transmission project with Mr. Montileone.

**RATIONALE FOR THE BOARD OF ALDERMEN**

None.

**OTHER BUSINESS**

Ms. Koerkenmeier reported the Board of Alderman approved the request for the amended conditional use permit for the coffee kiosk at 2944 S. Brentwood with the recommendations of the Planning and Zoning Commission.

**ADJOURNMENT**

Motion was made to adjourn the meeting at 8:04 pm. Unanimous vote in favor was taken;  
**MOTION PASSED.**

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**Michael Daming, Chairman**

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**John Nuernberger, Secretary**