



**Planning & Zoning Commission
Meeting Minutes**

March 3, 2025 7:00pm
1 Government Ctr, Ballwin MO 63011

THE MINUTES ARE PREPARED IN SUMMARY TO REFLECT THE OVERALL DISCUSSIONS, NOT VERBATIM QUOTES.

The meeting was called to order by Chairman Grant Alexander at 7:00 p.m.

ROLL CALL

Present

Alderman David Siegel
Chairman Grant Alexander
Commissioner Janet Carr
Commissioner Derek Beiter
Commissioner Bill Hinds
Commissioner Victoria Winfrey
Commissioner Scott Brinker
Commissioner Michael Swain
City Attorney Robert Jones
City Planner Lynn Sprick

Absent

Mayor Tim Pogue
Commissioner Zach Carter

MINUTES

The minutes from the January 6, 2025 Planning & Zoning Commission Meeting were submitted for approval. A motion to approve as submitted was made by Alderman Siegel and seconded by Chairman Alexander. The motion was approved unanimously.

AGENDA ITEMS

SUE-25-01

Lynn Sprick provided an update to the Petition. A concept plan for a parking lot was submitted, as requested by the Commission.

Andrew Holloway (Petitioner) provided additional details, noting that the lease will not be signed before construction of the parking lot is complete which cannot be done before an Amended Development Plan is approved.

Chairman Alexander inquired whether the prospective tenant agreed to the proposed parking lot.

Mr. Holloway responded that the tenant believes the proposed parking lot would sufficiently accommodate their business, with additional parking available in the lot shared with the multi-family development.

Alderman Siegel asked if tenants of the multi-family development would be made aware of the shared parking agreement.

Mr. Holloway responded that the prior commercial tenant used the multi-family parking lot without issue.

Attorney Bob Jones inquired whether a cross-access parking agreement currently exists between the properties.

Mr. Holloway stated that the properties are owned by the same entity and that no formal agreement is in place.

Attorney Jones noted that a recorded cross-access parking agreement would be a condition of approval.

Alderman Siegel asked about the number of employees.

Commissioner Hinds inquired about the school's hours of operation.

Kelsey Harper, a representative from Caravel (the potential tenant), responded that the school operates Monday through Friday from 7:30 AM to 5:00 PM, with approximately 28 staff members to care for roughly 20 students.

Commissioner Hinds asked about the Metropolitan Sewer District (MSD) requirements for the proposed parking lot.

Mr. Holloway stated that the project's scope falls below the threshold requiring MSD submittal.

Commissioner Hinds then inquired about the lighting for the proposed parking lot.

Chairman Alexander motioned to recommend approval of the Petition to the Board of Aldermen, with the conditions that a photometric plan is submitted, the project is submitted to MSD, the Petition for Amended Development Plan is approved, and the parking lot is constructed before the issuance of an occupancy permit to the tenant.

Commissioner Hinds seconded the motion, which was approved by a vote of 5 to 2.

SUE-25-02

Lynn Sprick summarized the Petition.

Tim Boggeman spoke on behalf of the Petitioner and provided additional details.

Alderman Siegel inquired about the proposed patio space and the potential for live music.

Mr. Boggeman stated that live music would occasionally be featured and requested that it be added to the Petition.

Mr. Boggeman asked about the possibility of relocating the mechanical equipment and whether modifications to the plans would be permitted.

Alderman Siegel suggested that screening the rooftop equipment would be beneficial and inquired if it could be included as a condition of approval.

Chairman Alexander then discussed potential screening options.

Commissioner Hinds asked about the City's Code requirements for screening.

Attorney Jones stated that screening is required for dumpsters and there are screening requirements for mechanical equipment in some of the City's overlay zoning districts.

Commissioner Carr inquired about the patio and the barrier separating it from the parking lot. Commissioner Brinker asked about the potential installation of bollards.

Mr. Boggeman responded that it is being considered as part of the final parking lot design.

Commissioner Carr asked if the restaurant is planning to lease the entire first floor.

Mr. Boggeman explained the west side of the building and second floor are available for lease.

Jorge Flores further explained the proposed business.

Commissioner Brinker inquired about the parking calculations for the site.

Lynn Sprick said the restaurant and patio were both part of the calculation.

Chairman Alexander opened the public hearing. With no one present to speak, Chairman Alexander closed the public hearing.

Chairman Alexander made a motion to recommend approval of the Petition to the Board of Aldermen with the following conditions:

- The mechanical equipment must be screened in a manner consistent with the building's color and character to complement the structure.
- On-site lighting must be in working condition and comply with the City's lighting standards.
- Landscaping must be provided along the north property line.
- Live music will be permitted.

Other business

Commissioner Hinds directed staff to draft a text amendment requiring screening around mechanical equipment for all new developments and redevelopments.

Lynn Sprick provided an overview of the Petitions scheduled for the April agenda.

Commissioner Carr inquired whether a Petition had been submitted for a multi-family development at the corner of Manchester Road and Seven Trails Drive.

Staff stated that while they have met with potential developers, no formal Petitions have been submitted.

With no further business to discuss, Chairman Alexander motioned to adjourn the meeting. Commissioner Winfrey seconded the motion, and the meeting was adjourned at 8:02 PM.