



**Planning & Zoning Commission
Meeting Minutes**

August 4, 2025 7:00pm
1 Government Ctr, Ballwin MO 63011

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

Prior to the Meeting, Tim Pogue was sworn in as a new Commissioner, filling the position left vacant by Grant Alexander.

The meeting was called to order by Secretary Victoria Winfrey at 7:00 p.m.

ROLL CALL

Present

Mayor Stallmann
Alderman David Siegel
Commissioner Tim Pogue
Commissioner Janet Carr
Commissioner Jonathan Harvey
Commissioner Victoria Winfrey
Commissioner Zach Carter
Commissioner Scott Brinker
Commissioner Michael Swain
City Attorney Robert Jones
City Planner Lynn Sprick

Absent

Commissioner Bill Hinds

MINUTES

The minutes from the June 2, 2025 Planning & Zoning Commission Meeting were submitted for approval. A motion to approve as submitted was made by Alderman Siegel and seconded by Commissioner Swain. The motion was approved unanimously.

AGENDA ITEMS

Election of Chairman and Secretary of the Planning & Zoning Commission

A motion to nominate Bill Hinds for Chairman was made by Alderman Siegel and seconded by Mayor Stallmann.

A second motion to nominate Tim Pogue was made by Secretary Winfrey; however, Mr. Pogue declined, and the motion was withdrawn.

A vote was then held on the nomination of Bill Hinds. The motion carried with 7 in favor and 1 opposed.

A motion to nominate Victoria Winfrey for Secretary was made by Mayor Stallmann and seconded by Commissioner Swain. The motion was approved unanimously.

Z-25-03 Amendment to Appendix A, Article XVI, Section 9 of the City Code of Ordinances to change the fence requirements in dwelling districts

Lynn Sprick summarized the petition

Alderman Siegel asked if the right-of-way is located at the edge of the sidewalk.

Commissioner Harvey inquired about the width of the right-of-way.

City Administrator Eric Sterman explained that the sidewalk is typically located at the edge of the right-of-way, which also includes the street.

Commissioner Pogue asked about existing double-frontage lots.

Commissioner Harvey expressed support for the proposed three-foot (3') setback requirement, noting it would allow for sidewalk repair or replacement while also protecting homeowners' fences from damage.

Commissioner Brinker added that utility easements would also remain outside of the fenced area.

Mayor Stallmann asked if the three-foot (3') requirement would apply only to City right-of-way.

City Administrator Sterman confirmed that it would. He further explained the Board of Adjustment process, noting that a property owner wishing to construct a fence within the setback area must demonstrate a clear hardship based on property conditions.

Commissioner Carter asked about sight distance concerns.

Lynn Sprick explained that the proposed language would prohibit fence construction in front of a house and clarified that nothing over two and a half feet (2 ½') may be maintained within fifteen feet (15') of an intersection.

Commissioner Pogue stated that the text amendment would allow staff to apply consistent requirements to all proposed fences on corner or double-frontage lots.

Alderman Siegel expressed concern regarding situations where sidewalks are not constructed at the edge of the right-of-way.

City Administrator Sterman asked if Alderman Siegel preferred language requiring a three-foot (3') setback from either the property line or the sidewalk, whichever provides the property owner with more yard space.

Alderman Siegel asked how such language could be worded, and City Attorney Cronin provided examples.

Secretary Winfrey opened the public hearing. With no members of the public present to speak, the hearing was closed.

Commissioner Pogue made a motion to authorize the City Attorney to amend the proposed language to require a three-foot (3') setback from either the property line or the sidewalk. Secretary Winfrey seconded, and the motion was unanimously approved.

Mayor Stallmann then made a motion to recommend approval of the amended petition to the Board of Aldermen. Commissioner Harvey seconded, and the motion was unanimously approved.



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Z-25-04 Amendment to Appendix A, Article XVI, adding Section 32 pertaining to screening of roof mounted equipment and flat roofing on new commercial developments

Lynn Sprick summarized the petition.

Commissioner Brinker asked if screening would be required on all four (4) sides of the flat roof or mechanical equipment.

Lynn Sprick confirmed that it would.

Commissioner Pogue asked whether the language should specify exact screening heights above the roof or equipment.

Commissioner Swain inquired about how the equipment would be accessed for maintenance and repairs.

City Administrator Sterman explained that applicable building codes would govern access.

Secretary Winfrey opened the public hearing. With no members of the public present to speak, the hearing was closed.

Commissioner Pogue made a motion to recommend approval to the Board of Aldermen, with the amendment, to be prepared by the City Attorney and approved by staff, requiring screening to extend two feet (2') above a new flat roof and six inches (6") above new or relocated rooftop mechanical equipment. Commissioner Harvey seconded the motion. The motion carried with 7 in favor and 1 opposed.

With no other business to discuss, Commissioner Pogue motioned to adjourn the meeting. Commissioner Swain seconded the motion and the meeting adjourned at 8:00pm.