

MINUTES OF THE REGULAR MEETING
OF THE PLANNING AND ZONING COMMISSION
OF THE CITY OF SUNSET HILLS, MISSOURI
HELD ON WEDNESDAY, MARCH 6, 2024

BE IT REMEMBERED that the Planning and Zoning Commission of the City of Sunset Hills, Missouri met in regular session in the Robert C. Jones Chambers of City Hall, 3939 S. Lindbergh Blvd., in said City on Wednesday, March 6, 2024. The meeting convened at 6:00 P.M.

The meeting began with those present standing for the reciting of the Pledge of Allegiance.

ROLL CALL

| | | |
|-----------------|-------------------|----------------|
| Present: | Rich Gau | -Member |
| | Roger Kaiser | -Member |
| | Jennifer Geen | -Member |
| | Frank Pellegrini | -Member |
| | Mike Svoboda | -Member |
| | Steve Young | -Member |
| | Michael Hopfinger | -Member |
| | Erin Seele | -City Attorney |
| | Mike Knight | -City Planner |
| | Bryson Baker | -City Engineer |

Absent:

APPROVAL OF THE MINUTES

Copies of the minutes of the February 7, 2024, Planning and Zoning Commission meeting were distributed to the members for their review. Mr. Pellegrini made a motion

to approve the minutes, as submitted. Mr. Young seconded the motion, and it was unanimously approved.

PUBLIC HEARING

P-33-23 **4619 S. Lindbergh Blvd. (Ontime Express) Planned Development Permit**– A request for a Planned Development Permit for a 0.66-acre tract of land zoned LC – Local Commercial District.

Mr. Gau opened the public hearing.

Mr. Knight showed an aerial photograph of the property. The building was used as a fire house for several decades. A courier and shredding service is being proposed for the 5,400 square foot building. There are updates to the site which require flexibility from code requirements and a planned development permit is required. In 2013, there was a change of zoning done on the property from the R-2 zoning district to the C-1 zoning district for this specific use. The Unified Development Ordinance (UDO) update changed the zoning from C-1 to LC. Site work was being accomplished when the property owner was notified that a planned development permit was required. The pre-application process was completed in May 2023. The concept plan was presented to the Board of Aldermen and the neighborhood meeting was held in June 2023. They are requesting site development allowances. The traffic impact study showed minimal impact on traffic and no improvements were recommended. The site is .66 acres. There are two existing curb cuts, and one is proposed off Sappington Barracks Road. 12 parking spaces are proposed, which is one of the site development allowances. 1 space is required for every 200 square feet. This site requires 27 spaces. The circulation aisles must be a minimum of five feet from the right of way. They widened the circulation aisle for trucks entering and leaving the site, which put it right against the property line. After packets were distributed, the applicant stated there are three items that are being constructed differently than what was proposed. A gate is being proposed on the

Sappington Barracks Road entrance, which was previously discussed. They are installing two, 20-foot light poles that will meet code requirements. The trash enclosure will no longer be brick but will be black vinyl instead. The Code states the materials of the enclosure must complement the principal building. A motion must be made for the petition, then a motion for each amendment must be made with a vote on each. Then a final vote must be made on the petition, as amended.

Mr. Pellegrini asked if the lights were discussed at the neighborhood meeting.

Mr. Knight was unsure.

Mark Doering, President of Doering Engineering, was present and stated the doors and windows of the building will be black to match the proposed fence for the trash enclosure.

Kyle McCommis, of 11630 Sappington Barracks Road, asked if the lighting will be on all night.

Mr. Knight stated there will be no off-site lighting and the lighting must meet code requirements.

Mr. Doering stated the LED lights are extremely directional and will have a shield. No light will leave the property besides .5 footcandles, which meets code requirements. They will not project any significant light across the property line, but they will be on all night for security, which insurance prefers.

NEW BUSINESS

P-33-23 **4619 S. Lindbergh Blvd. (Ontime Express) Planned Development Permit**– A request for a Planned Development Permit for a 0.66-acre tract of land zoned LC – Local Commercial District.

Mr. Gau made a motion that petition P-33-23 **4619 S. Lindbergh Blvd. (Ontime Express) Planned Development Permit**– A request for a Planned Development Permit for a 0.66-acre tract of land zoned LC – Local Commercial District be recommended to the Board of Aldermen for approval. Mr. Kaiser seconded the motion, and it was unanimously approved.

Mr. Gau made an amendment to the motion to include the gate at the Sappington Barracks Road entrance. Mr. Young seconded the motion, and it was unanimously approved.

Mr. Gau made an amendment to the motion to include the two additional light poles. Mr. Svoboda seconded the motion, and it was unanimously approved.

Mr. Gau made an amendment to the motion to include the trash enclosure made of black vinyl fencing. Mr. Kaiser seconded the motion, and it was unanimously approved.

Mr. Gau made a motion that petition P-33-23 **4619 S. Lindbergh Blvd. (Ontime Express) Planned Development Permit**– A request for a Planned Development Permit for a 0.66-acre tract of land zoned LC – Local Commercial District be recommended to the Board of Aldermen as amended. It was unanimously approved.

It should be noted that the following two petitions were heard simultaneously but voted on separately.

P-23-23 **Gates Manor Subdivision (Rowles Development LLC) Improvement Plans**– A request for the approval of Improvement Plans to construct a 21-lot single-family home development on property zoned PD-RV-Planned Development -Residential Villa known as Gates Manor.

T-01-23 **Gates Manor Subdivision (Rowles Development LLC) Tree Permit**– A request for the approval of a Tree Permit to construct a 21-lot single-family home development on property zoned PD-RV-Planned Development - Residential Villa known as Gates Manor.

Mr. Knight stated the subdivision is a 21 lot, single family development. If approved, the development team can begin grading and installing infrastructure. The improvement plan conforms to the final development plan that was approved. He showed where the sewer lines and stormwater infrastructure will be located. There were stormwater issues in the past subdivision, but these are being corrected. When the record plat is approved, an agreement and escrow for all subdivision improvements will be executed. Before construction activity, an impact fee will be submitted for the construction route along Denny Road. A tree preservation escrow will be submitted for the trees being preserved. The Tree Board recommended approval of the tree permit, with a suggestion that they leave as many large trees as possible. Staff recommends approval.

Mr. Pellegrini asked about the staff recommendation.

Mr. Knight stated it is best practice to only give a staff recommendation on certain applications.

Adam Baer, with Rowles Company, and Christian Bailor, with The Sterling Company, were present to answer questions.

Mr. Gau made a motion that petition P-23-23 **Gates Manor Subdivision (Rowles Development LLC) Improvement Plans**– A request for the approval of Improvement Plans to construct a 21-lot single-family home development on property zoned PD-RV-Planned Development -Residential Villa known as Gates Manor be approved. Ms. Geen seconded the motion, and it was unanimously approved.

Mr. Gau made a motion that petition T-01-23 **Gates Manor Subdivision (Rowles Development LLC) Tree Permit**– A request for the approval of a Tree Permit to construct a 21-lot single-family home development on property zoned PD-RV-Planned Development -Residential Villa known as Gates Manor be approved. Mr. Kaiser seconded the motion, and it was unanimously approved.

ANY OTHER MATTERS DEEMED APPROPRIATE

Mr. Knight stated staff recommendations are given for different proposals because they are different processes. Legal counsel advised that a recommendation can be made for an item that is static, meets code requirements, and is black and white. Items that require a public hearing as part of the approval process could go into litigation and the staff recommendation could be used. Staff does not give a formal recommendation unless it meets code requirements, as best zoning practice.

ADJOURNMENT

Mr. Gau made a motion to adjourn the meeting at 6:24 P.M. Mr. Pellegrini seconded the motion, and it was unanimously approved.

Recording Secretary



Sarina Cape