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**Planning & Zoning Commission
Agenda
Wednesday, January 18, 2023, 7:00 p.m.
Kirkwood City Hall
139 S. Kirkwood Road
Kirkwood, MO 63122
Posted January 13, 2023**

- I. ROLL CALL**
- II. APPROVAL OF THE DECEMBER 21, 2022 MEETING MINUTES**
- III. OLD BUSINESS**
 - 1. PZ-08-23 SPECIAL USE PERMIT (SUP) FOR VEHICLE SALE AND RENTAL AND MAJOR SITE PLAN REVIEW – AUDI KIRKWOOD, 10230 MANCHESTER ROAD**
Submitted: 12-02-22 Automatic Recommendation Date: 4-03-23
Petitioner's Agent Jason Dutkovich, Charles Vincent George Architects, Inc.
(Subcommittee – Commissioners Evens and Klippel)
Opportunity for Public Comment
- IV. COMMISSION/STAFF (INTERNAL) ITEMS**
 - 1. DEVELOPMENT PROJECT UPDATE
- V. PLANNING AND ZONING SCHEDULE:**
 - 1. FEBRUARY 1 AND 15, 2023– 7:00 P.M.

Staff Liaison: Jonathan Raiche; Phone: (314) 984-5926; Email: RaicheJD@kirkwoodmo.org

Kirkwood Planning and Zoning Commission: Chairman Jim Adkins, Commissioners James Diel, David Eagleton, Ron Evens, Tom Feiner, Sandy Washington, Mary Lee Salzer-Lutz, Darrell Scott, and Allen Klippel.

Accommodation: The City of Kirkwood is interested in effective communication for all persons. Persons requiring an accommodation to attend and participate in the meeting should contact the City Clerk at 314-822-5802 at least 48 hours before the meeting. With advance notice of seven calendar days, the City of Kirkwood will provide interpreter services at public meetings for languages other than English and for the hearing impaired. Upon request, the minutes from this meeting can be made available in an alternate format, such as CD by calling 314-822-5802.



**CITY OF KIRKWOOD
PLANNING AND ZONING COMMISSION
MEETING MINUTES
DECEMBER 21, 2022**

PRESENT:

Jim Adkins, Chair
Tom Feiner, Vice Chair
David Eagleton, Secretary/Treasurer
Ron Evens
Allen Klippel
Mary Lee Salzer-Lutz
Darrel Scott
Sandy Washington

ABSENT:

James Diel

Pursuant to notice of meeting duly given, the Planning and Zoning Commission convened on Wednesday, December 21, 2022 at 7:00 p.m. in the City Hall Main Level Conference Room. City Attorney John Hessel, Planning and Development Services Director Jonathan Raiche, and Permit Clerk Danielle Johnson also attended the meeting.

1. Chair Adkins called the meeting to order at 7 p.m. and informed the audience of the Speaker Cards and procedures for making comments regarding items on the agenda requiring Site Plan Review. Chair Adkins announced that Commissioner James Diel was absent and his absence was excused.
2. Motion was made by Commissioner Evens and seconded by Commissioner Scott to approve the minutes for the December 7, 2022 meeting as written. The minutes were approved by seven of the eight members present with one abstention by Commissioner Salzer-Lutz. Chair Adkins recused himself due to a conflict of interest regarding PZ-08-23 and turned the meeting over to Vice Chairman Feiner.
3. **PZ-08-23 – VEHICLE SALE & RENTAL & SITE PLAN REVIEW- AUDI KIRKWOOD, 10230 MANCHESTER RD.**
Planning and Development Services Director Jonathan Raiche provided the Commission with an introduction on the application proposed for Audi Kirkwood. Mr. Raiche reported that the proposed site is currently a dealership and has been for decades; however, there is no existing special use permit for vehicle sales on the site. He also stated that it is Zoned B-3, is an existing legal non-conforming use and is approximately 1.5 acres total between the two lots that have recently

been consolidated.

Mr. Raiche stated that the proposed plan is for demolition of the existing building, and replacing it with a new, two-story building, walkout style, with access to both levels from the adjacent surface. The building will have vehicle showroom and offices on the upper level with sales being the main focus and service areas on the lower level including 18 bays. The proposal also includes a new parking lot, new landscaping, new lighting, and new sight-proof fence along the south property line adjacent to the residential neighborhood. The site plan proposes a reduction in vehicular access from five to two entry/exits and there will no longer be a vehicle exit on the south side of the building to access the existing parking lot. Mr. Raiche explained that there have been requested changes to the landscaping plan and that most changes should be easily completed, however, on the north parking lot perimeter requirement, MoDot will not allow street trees. The applicant is already requesting modification from the 10' wide planting area to accommodate a public sidewalk on private property rather than within the right-of-way. This design will allow a safer pedestrian facility with a buffer provided between the sidewalk and the roadway. With limited planting space, the City Forester specified that understory trees should be planted. The requirement is for 10 understory trees- modification may be needed if they cannot fit the 10 trees in the space. Each curb island is required to be at least 7' in width with one canopy tree. The two center curb islands which contain the required walkway from the public sidewalk to the building entrance are not wide enough and do not contain a canopy tree so modification is needed.

The following is a list of requested modifications:

- 1) 10' wide landscape area along Manchester
- 2) Parking lot perimeter landscaping in north – 10 required understory trees
- 3) 7' wide landscape islands for all parking rows w/ canopy trees
- 4) Parking – 101 required to 92 provided spaces

Mr. Raiche also referenced the site plan and special use permit review criteria listed in section 25-19(h) and 25-20(e) of the Zoning Code.

Owner Chris Orth, Civil Engineer George Stock, Architect Jason Dutkovich, and Landscape Architect Rusty Saunders all introduced themselves and provided additional details of the proposal. Mr. Dutkovich asserted that the application demonstrates compliance at an even higher level than minimum standards for items 3, 5, and 6 per section 25-19(g), by (3) providing a 20' buffer (more in some areas) along the back property line that does not currently exist, plus a new solid fence. Additionally, they are reducing storm water runoff onto adjacent residential property by more than half, and the existing tributary area is currently almost all pavement. He also cited (5) the modifications they are coordinating with MoDOT to reduce the site access from five to two entrances which will improve vehicular circulation/safety and pedestrian safety, both within the site and on Manchester. Mr. Dutkovich also explained that (6) by providing a sidewalk

easement and allowing the sidewalk to be moved away from the roadway, it will improve pedestrian safety and ADA access along Manchester.

Vice Chair Feiner asked if there was anyone from the public wishing to speak, but no public comments were made.

Vice Chair Feiner appointed Commissioner Evens & Commissioner Klippel to the Subcommittee. Commissioners Evens and Klippel agreed to hold the subcommittee meeting on site on Wednesday, January 4, 2023 at 8 am.

Chair Adkins rejoined the proceedings.

4. PZ-09-23 – STAFF INITIATED ZONING CODE TEXT AMENDMENT- RECREATIONAL MARIJUANA

Planning and Development Services Director Jonathan Raiche presented information regarding PZ-09-23 Staff-initiated zoning code text amendment on Recreational Marijuana. Mr. Raiche explained that this request for a text amendment was spurred by the recent approval by Missouri voters of Constitutional Amendment 3 which legalized recreational marijuana for individuals over 21 years of age. The amendment is proposed to bring the City's regulations in line with the amendment to the State's constitution. Mr. Raiche provided the Commission with a memo summarizing Staff's recommended language. The revision essentially removes specific reference to "medical marijuana" and applies the regulations more broadly to "marijuana". Mr. Raiche explained that the City's current requirements for medical marijuana would then apply to both medical and recreational marijuana facilities, if the amendment is approved. Mr. Raiche mentioned the requirement that all facilities be located a minimum of 1,000 feet from a "church, place of worship, public or private school, day-care center, or public park".

City Attorney John Hessel explained that in 2019 when Medical Marijuana was initially addressed, City Council inserted "public parks" [section 25-36(t)(2) of the Zoning Code] into the buffer requirements, but public parks are not included in the Constitutional Amendment. He would recommend complying strictly with the Constitutional Amendment by removing "public parks" from the list of facilities that require a minimum 1,000-foot buffer.

Commissioner Evens motioned to approve the proposed text amendment according to the Staff memo dated December 21, 2022. The motion was seconded by Commissioner Salzer-Lutz and the Chair opened it up to discussion. Commissioner Evens offered a second motion to amend the recommendation in the Staff report to eliminate "public parks" and Commissioner Scott seconded this motion. The motion to amend the report was approved by a vote of 8-0. There was no further discussion on the original motion, so Chair Adkins called for a vote on the motion to approve the text amendment according to the Staff memo dated December 21, 2022 as amended. The motion was

approved by a vote of 8-0.

5. DEVELOPMENT PROJECT UPDATE

Mr. Raiche informed the Commission that he currently had no specific project updates at this time. Mr. Raiche responded to questions about the current renovation occurring at the old Smitty's garage near Geyer Road and Peeke Avenue, status of the approved 4-Hands project, and reported on the status of the Greenbriar Hills Country Club request.

There being no further business, motion was made by Commissioner Evens and seconded by Commissioner Salzer-Lutz to adjourn at 8:30 p.m. The next meeting will be held on January 4, 2023 at 7 p.m.

Jim Adkins, Chair

David Eagleton, Secretary/Treasurer

Upon request, these minutes can be made available within three working days in an alternate format, such as CD, by calling 314-822-5822. Minutes can also be downloaded from the City's website at www.kirkwoodmo.org, then click on City Clerk, Boards & Commissions, Planning & Zoning Commission.

**CITY OF KIRKWOOD
PLANNING AND ZONING COMMISSION
SUBCOMMITTEE REPORT
JANUARY 18, 2023**

PETITION NUMBER: PZ-8-23

ACTION REQUESTED: SPECIAL USE PERMIT (VEHICLE SALE AND RENTAL) AND MAJOR SITE PLAN REVIEW – AUDI KIRKWOOD

PROPERTY OWNER: MANCHESTER 10230, LLC

APPLICANT: SEMERSKY ENTERPRISES, INC.

APPLICANT'S AGENT: JASON DUTKOVICH, CHARLES VINCENT GEORGE ARCHITECTS

PROPERTY LOCATION: 10230 MANCHESTER ROAD

ZONING: B-3, HIGHWAY BUSINESS DISTRICT

DRAWINGS SUBMITTED: SITE PLAN (1 SHEETS) PREPARED BY STOCK & ASSOCIATES STAMPED "RECEIVED JANUARY 13, 2023, CITY OF KIRKWOOD PUBLIC SERVICES DEPARTMENT"

LANDSCAPE PLAN (1 SHEET) PREPARED BY LOOMIS ASSOCIATES STAMPED "RECEIVED JANUARY 13, 2023 CITY OF KIRKWOOD PUBLIC SERVICES DEPARTMENT"

PHOTOMETRIC PLAN (2 SHEETS) PREPARED BY ENGENUITY STAMPED "RECEIVED DECEMBER 2, 2022, CITY OF KIRKWOOD PUBLIC SERVICES DEPARTMENT"

DESCRIPTION OF PROJECT

The applicant is requesting a Special Use Permit and Major Site Plan approval for a new building and associated parking lot for the existing Vehicle Sales business located at the recently consolidated parcels addressed as 10230 and 10240 Manchester Road and consisting of 65,389 square feet. There is no active Special Use Permit on the site; however, City Staff has determined that the business is a legal non-conforming use. The existing 14,702 square foot building will be demolished. The new 34,931 square foot, two-story building will provide space for offices and a showroom on the second story and a service department and arrival area on the first story. The automobile service entrance will be from the east side of the building on the ground floor; the parking lot will be built to rise gradually in the west until it meets the second story which will then become the main entrance on the west side to the new showroom and office space. There will also be pedestrian access from Manchester Road to the north side of the building in the service department location. Currently the dealership employees a staff of 44; once the new dealership is fully operational a staff of 100 is expected.

The proposed site plan includes the elimination of three vehicular access points that currently exist on Manchester Road for a total of two access points (reduced from five existing). The proposal also includes a 5' wide sidewalk along the entire frontage of the private property to be located in a public sidewalk easement. This sidewalk is separated on one side from Manchester Road by a 5'-wide landscaping strip in the right-of-way and on the other from the dealership parking lot by a proposed 4.5'-wide landscaping strip. This design was the result of consultation with City Staff to be consistent with the City/MoDOT Route 100 project. The new site development will decrease the impervious surface of the existing site while providing the required landscape buffer against the residential properties on the south as well as perimeter parking landscaping to the east and west that do not currently exist.

COMPREHENSIVE PLAN, LAND USE AND ZONING

The site is designated as Corridor Commercial on the EnVision Kirkwood 2035 Future Land Use Map. Development types discussed in this land use category include regional/neighborhood commercial. The proposed development maintains the current use of the site and is consistent with the uses listed.

The subject property is zoned B-3, Highway Business District. The proposed use, Vehicle Sale and Rental, is defined as "An establishment primarily engaged in the sale, lease, or rental of vehicles, including incidental servicing and outdoor display/storage of vehicles for sale. Vehicles shall include, but not be limited to, cars, boats, farm machinery, motorcycles, ATVs, golf carts, RVs, and trailers. Said establishment may include major/minor vehicle repair and/or vehicle wash facilities if approved as a special use." This use is a special use in the B-3 district and will include sale of vehicles, vehicle repair, and a detailing room for car wash by hand.

Surrounding land uses and zoning include the following:

To the north: Across Manchester Road, properties are zoned B-3 and B-4 with various commercial uses being conducted.

To the south: There is a single-family residential neighborhood zoned R-4.

To the east: There are multiple commercial properties zoned B-3.

To the west: There is a single commercial property zoned B-3 between the subject site and Woodlawn Avenue.

DEPARTMENTAL/AGENCY COMMENTS

Electric: No comments.

Water: No comments.

Engineering: No comments

Building/Fire: The design must meet the current adopted building and fire codes.

Forester: No comments.

SITE ELEMENTS ANALYSIS:

Structure & Parking

The proposed building is located approximately 74' from the front property line which is about 41' farther back from the property line when compared to the existing building at 33'. The front yard setback determined by averaging the setbacks of the adjacent buildings is 37.9' according to the site plan; a survey has not yet been provided. The proposed building complies with all structure setbacks in the B-3 District with no side yard required and 20' required in the rear. The proposed building also conforms to the height limitations, which is regulated through a maximum FAR of 2.0 in the B-3 zoning district. The FAR for this project is 0.5.

The proposed building contains areas devoted to (1) vehicle sales with show room, sales and office areas, and (2) motor vehicle repair with 18 service bays accessed by an internal service drive/parking area, parts and storage spaces, service desks and a detailing room. The required number of parking spaces for the vehicle sales (1/200 square feet of floor area) and motor vehicle repair (1/300 square feet of floor area) areas is 101. The total is calculated with a 15% exclusion of the gross floor area for storage accessory to the principal use, restrooms, utility or maintenance areas, loading docks, and other incidental areas under Section 25-65(a)(4) of the Zoning Code. The total also relies upon Section 25-65(b)(2)(i) which allows 5% less than the required parking spaces without the need for a variance. The applicant is requesting a modification for 92 parking spaces, counting 4 accessible spaces and 8 internal spaces in the service arrival area (see modification discussion below). The proposed plan includes 5 bicycle racks as required.

Site Access & Traffic Management

As mentioned in the Project Description, the proposal reduces the number of access points from five to two which will eliminate many potential conflict points for vehicles and pedestrians. There is a concrete median across from the western entrance that restricts this entrance to right-in, right-out movements. The eastern entrance is proposed as full-access. In addition to reducing the number of entrances, the current access points also range in size from 29' wide to 59' wide – nearly creating one continuous curb-cut along the property line. The two new access points are each 24' in width. The existing site also has parking spaces directly adjacent to the right-of-way. The proposed plan moves all parking spaces a minimum of 10' from the property line as required. While a modification is required to reduce the greenspace to 4.5' (see landscaping and modification discussions below), this design will create further separation and better visibility for all users while allowing for a 5' sidewalk on the property instead of directly adjacent to the street in the right-of-way.

Landscaping

The proposed landscaping meets the City's regulations with a few requested modifications. To be consistent with the City/MoDOT Route 100 project occurring along the corridor from Kirkwood Road east into Brentwood, the applicant will provide a 5' public sidewalk and a 4.5' greenspace for planting of trees on its property. MoDOT will not allow the planting of trees in its 5' right-of-way greenspace. Instead of canopy trees in the 4.5' narrow strip, the City Forester has requested the substitution of understory trees. Eight of the 10 required trees may be provided in this area; however, due to the grade changes and the proposed retaining wall on the northwestern side of the lot, 2 understory trees have been moved to the rear of the lot in the southeast and southwest corners of the building. All of the parking lot curb island trees are provided with the exception of the island on the immediate east of the shop exit (where a required pedestrian walkway to the front of the building is provided which narrows the planting space for a canopy tree). The applicant has instead proposed an additional understory tree (under utility power lines) in the southeast rear of the lot. In the northeast of the lot where sight

distance considerations would interfere with the placement of a tree, the required parking end tree has been shifted to the east side of the lot. The curb island north of the trash enclosure is also less than 7' in width; however, there is additional green space to the south of the trash enclosure to satisfy parking end requirements. In areas under overhead power lines on the west side of the lot and in a portion of the eastern rear landscape area, understory trees are provided instead of canopy as permitted under the code. For the interior parking lot areas, 1600 square feet of open space is required; over 3400 square feet is provided.

Lighting

The proposed plan includes 16 pole-mounted and 24 building-mounted LED fixtures designed to meet the requirements of the Zoning Code.

Trash/Recycling

The applicant is proposing a trash enclosure, with the required landscape screening, on the southeast side of the property adjacent to the parking lot.

MODIFICATIONS

The applicant has requested site plan modifications per Section 25-19(g) of the Zoning Code regarding parking and landscaping requirements. The following is a summary of the various modifications that would be needed to accommodate the proposed design:

Topic	Required	Provided	Difference
Perimeter landscaping on private property between parking and abutting right-of-way	10'	4.5' with 5' sidewalk and curbs (additional 5' in public ROW)	5.5'
Street frontage trees/parking perimeter	10 understory	8	2 (provided in south of lot)
Curb island width and area for tree planting	7' in width and 120 sq. ft. in area with 1 canopy tree	3' width planting area with approximately 60 sq. ft. and no tree	1 tree provided in south of lot
Parking Spaces	101	92	9

In the letter received by the City from Jason Dutkovich dated January 9, 2023, the applicant requested plan modifications based on demonstration of compliance to the code at higher than the minimum standards. Based on Staff's review of the letter, the following provisions are above and beyond the City's requirements (see letter for additional detail on these items):

1. Canopy trees are proposed at 2.5" caliper rather than the 2" caliper required and understory trees are proposed at 2" caliper rather than the 1.5" required. Fifty percent of all trees and shrubs will be Missouri Native plantings. The applicant is also providing 114 more shrubs than required and 143 grasses, perennials, and groundcovers.
2. The applicant is providing twice the amount of parking lot open space as required (including open space at the rear of the building beyond the 20' required buffer).
3. The existing vehicular access points will be reduced from five to two to promote safer vehicle and pedestrian circulation both on and off-site.

4. The applicant is providing a public sidewalk easement on-site to coordinate with the larger Route 100 plan. The sidewalk will be moved farther from Manchester Road than would be provided in the right-of-way – thus improving access and safety.
5. The proposed site plan reduces the impervious area on-site (currently almost 100%) and reduces stormwater runoff to neighboring residential properties.

DISCUSSION:

Zoning Matters signs were placed on the property on December 16, 2022. The request was introduced at the Planning & Zoning Commission meeting on December 21, 2022. An on-site subcommittee meeting was held on January 4, 2023. A list of attendees of the subcommittee meeting can be seen in Exhibit B. At the subcommittee meeting, the following items were discussed:

1. The modifications requested for the required 10' landscaped area along the north front lot line; the requirement for parking lot interior curb islands of at least 7' wide with 1 canopy tree; and the parking deficit of 9 spaces. The landscape plan will be resubmitted to the City with requested changes.
2. Due to the existing raised street median, the western access point will be right-in/right-out. The eastern access point will be full-access.
3. MoDOT has agreed that the fire hydrant will remain in place with the street light poles to be shifted.
4. Two electric transformers will be installed on the southwest of the site and the site plan will be revised to reflect this and resubmitted.
5. The topography of the site was discussed with relation to the building's design and its utilization of the existing grade changes within the site. The building height will be about 40'.
6. There will be no monument sign – only building signage.
7. New vehicle delivery unloading should still continue to occur on the lot behind the self-storage facility owned by the applicant at 10359 Manchester Road with no unloading of vehicles occurring in the public right-of-way
8. The subcommittee concluded that that the requirements of Site Plan modification determination in Section 25-19(g), Site Plan review criteria in Section 25-19(h), and Special Use Permit review criteria in Section 25-20(e), have been met subject to the conditions below.

These items have been discussed throughout the report and outstanding items have been included in conditions in the Recommendation section of this report.

RECOMMENDATION:

The Subcommittee recommends that this application be **approved** with the following conditions:

1. The project shall be constructed and maintained in accordance with the plans referenced in the Drawing Submitted portion of this report, except as noted herein.
2. Based upon the justification submitted per Section 25-19(g), the following site plan modifications shall be granted:
 - a. The required 10' planting screen along Manchester Road shall be reduced to 4.5'.
 - b. The 10 frontage trees required along Manchester Road shall be reduced to 8 and shall be allowed to be understory, with the 2 remaining understory trees to be provided southeast and southwest of the building.

- c. The required curb island width and area for tree planting on the east side of the shop exit shall be reduced to 3' wide and approximately 60 square feet, with 1 understory tree to be provided in the southeast of the building rather than in the island referenced.
 - d. The required parking spaces shall be reduced from 101 to 92.
- 3. The applicant shall provide a signed and sealed survey required to establish the front yard setback prior to the issuance of permits. Said survey shall verify compliance with the required front yard setback.
 - 4. Approvals to vacate the utility easement recorded at deed book 4360, page 410 shall be obtained before permits may be issued. The vacation shall be recorded at the applicant's expense with the St. Louis County Recorder of Deeds and a recorded copy provided to the City prior to occupancy being issued for the building.
 - 5. All vehicle deliveries shall occur on-site with no unloading of vehicles occurring in the public right-of-way.
 - 6. The applicant shall comply with all standard conditions as listed in Exhibit A.

Respectfully submitted,

Ron Evens

Allen Klippel

EXHIBIT A
STANDARD CONDITIONS

1. A performance guarantee in the form of a cash deposit or letter of credit in an amount approved by the Public Services Department and an administrative fee (10% of the first \$10,000 and 2% of the remaining balance of the performance guarantee) shall be submitted within one year of final development plan approval and prior to the issuance of a foundation letter or building permit to insure the completion of the proposed improvements, utilities, and landscaping; to replace public improvements damaged by construction activities (sidewalks, curbs, etc.); and to guarantee significant trees designated to be saved. The letter of credit shall be in effect for a minimum of two years and may be extended in minimum six-month intervals as approved by the Department of Public Services.
2. Storm water management plans shall be submitted to Metropolitan Sewer District (MSD) and City for review and approval prior to the issuance of a grading, foundation or building permit. Storm water greater than one c.f.s. shall not be directed across the public sidewalk or driveway entrances.
3. Sanitary sewer plan shall be approved by MSD prior to the issuance of a foundation letter or building permit.
4. All proposed public sidewalks shall be constructed so that they are compliant with ADA/PROWAG. Public sidewalks and/or curbs shall be reconstructed at the developer's expense at the direction of the Public Services Department.
5. Parking lot entrances shall be 7" thick concrete and ADA compliant.
6. If applicable, proper ground disturbance permits through MDNR shall be obtained prior to issuance of permits from the City.
7. The water system shall meet the requirements of the Kirkwood Fire and Water Departments. The Fire Department shall approve the water flow for the project. If satisfactory water flow is not available from the existing water system in accordance with City policy, the applicant shall install the necessary mains and accessories.
8. If applicable, a grading permit shall be obtained from the Public Services Department in accordance with the Kirkwood Code of Ordinances prior to any grading on the site. The grading permit shall include a grading plan in accordance with the Code of Ordinances.
9. Erosion and sediment control devices shall be sufficient to protect all off-site property from siltation and shall be installed prior to beginning of any grading or construction. The siltation control measures shall be installed and approved by the Public Services Department prior to issuance of a building permit. These devices shall be maintained during the construction activities.
10. During excavation and construction activities, the area of the site that is disturbed for this project shall be fully enclosed by a 6-foot high chain link fence to prevent the entry of unauthorized persons. The gate for the fence shall be locked during non-working hours.

11. No parking of construction trailers, material storage, equipment storage or construction equipment is authorized on the public streets at any time.
12. An accessible route in compliance with ADA standards shall be provided from the proposed accessible parking spaces to the accessible entrance of the building.
13. All rooftop equipment, air-conditioning units and mechanical equipment shall be completely screened from view of adjoining properties and public right-of-way.
14. The Architectural Review Board shall approve all signs and building architecture prior to the issuance of any building permits.
15. The applicant, by accepting and acting under the approval granted, accepts the approval subject to the reservations, restrictions, and conditions set forth in the Code of Ordinances and in the report and agrees to comply with each provision subject to the penalties prescribed under Section 1-8 of the Code of Ordinances and subject to revocation of this approval in the event such provisions are not complied with.
16. The application shall submit a Complete Streets Checklist prior to approval of building permits.

EXHIBIT B
Subcommittee Meeting Attendees
January 4, 2023

P&Z Subcommittee Meeting

Project:

Date:

Location:

PZ-8-23 Audi Kirkwood
 January 4, 2023
 10230 Manchester Rd

Name	Organization
Albert Flier	Brinkmann Constructors
JASON DUTKOWICH	CVG ARCHITECTS
ALLEN KLIPPER	P&Z
GEORGE STOCK	stock & ASSOC.
Chris Gryn	Somersky Enterprises, Inc.
Neil Westfall	Audi Kirkwood
Matt Maiden	Kirkwood Water
RON EVANS	P&Z
Mario Andretti	Audi Race Driver
RUSTY STAMPEERS	LOOMIS ASSOCIATES
JACK Schenck	Kirkwood
Robert Sumpter	Kirkwood Fire
RICK MCKINLEY	KIRKWOOD ELECTRIC
Cory Meyer	CITY FORESTER
Amy Lowry	City of Kirkwood



charles vincent george
ARCHITECTS

December 2, 2022
January 9, 2023 (Revised)

City of Kirkwood
139 S Kirkwood Road
Kirkwood, Missouri 63122

Re: Audi Kirkwood – Site Plan Review (Major) & Special Use Permit

Attn: Jonathan Raiche

On behalf of our client, Audi Exchange, enclosed please find the following documents in preparation for application for Site Plan Review (Major) and Special Use Permit.

1. Project Narrative & Plan Modification Request prepared by Charles Vincent George Architects **(Revised)**
2. Photograph Exhibit prepared by Charles Vincent George Architects
3. Site Plan & Truck Turning Exhibit prepared by Stock & Associates **(Revised)**
4. Landscape Plan prepared by Loomis Associates **(Revised)**
5. Lighting Plan prepared by Engenuity
6. Architectural Site Plan, Parking Calculation Plan, Floor Plans, Exterior Elevations & Renderings prepared by Charles Vincent George Architects

Please accept this letter as the project narrative describing the design intent of the project.

Project Narrative

The project is located on the consolidated lots of 10230 & 10240 Manchester Road, being commonly known as 10230 Manchester Road. The site development covers approximately 1.501 acres (65,389 sq ft) currently being occupied by the existing 14,702 sq ft Audi of Kirkwood automotive dealership. The current zoning classification of the property is B-3 Highway Business which will remain unchanged; however, we request a Special Use Permit for the property related to the Motor Vehicle Sales & Repair Use as one is currently not in place. The existing building and site will be demolished to make way for the new two-story, 34,931 sq ft automotive dealership and site improvements. The new site will provide a reduction in curb cuts from (5) to (2), 92 parking spaces (80- standard, 8- interior covered, 4- ADA) & 3- exterior vehicle display. The new site development will decrease the total site impervious area of the existing dealership and provide the landscape buffers around the entirety of the site which do not exist at the current facility. The new building will be comprised of cast in place concrete & steel frame construction as the primary structural system with Perforated Honeycomb Aluminum Panels, Solid Aluminum Panels, EIFS & Glass Curtainwall as the primary cladding elements for the facade.

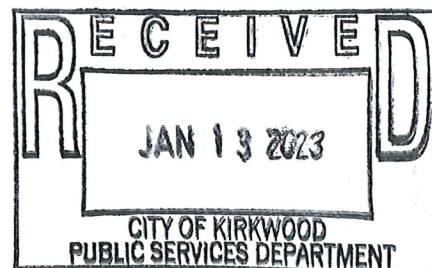
The existing dealership currently employs a total of 44 staff and the new dealership once fully operational will employ a total of 100 staff members. The hours of operation will be as follows:

Sales

Monday – Friday	9:00AM-6:00PM
Saturday	9:00AM-5:00PM
Sunday	Closed

Service & Parts

Monday – Friday	7:00AM-6:00PM
Saturday	7:00AM-4:00PM



Plan Modification Request

- Modification from a total required number of 101 parking spaces to 92 spaces.
- Modification for the required width of the front landscape buffer from 10'-0" to 4'-6" to allow for the required public sidewalk to be located away from the ROW.
- MoDOT will not allow street trees in ROW. Due to the reduced width of landscape buffer for the required site walk, we are seeking to add (8) of the required (10) understory trees in this area and seek a modification to place the remaining (2) in the SE & SW corners of the building.
- Modification to relocate (1) required parking island tree from the east parking island adjacent to Shop Exit to the SE parking drive.

We feel we have demonstrated compliance at a higher level than minimum standards for items 3, 5 and 6 per Section 25-19(g):

- (1) Provision of landscaping that is of an equal or higher quality than is possible under the regulations otherwise applicable to the property. Quality includes vegetation that is appropriate for the climate as well as quantity.

Comment: We are proposing to upsize all canopy trees from 2.0" caliper to 2.5" caliper, all understory trees from 1.5" caliper to 2.0" caliper and provide 50% of all trees and shrubs as Missouri Native plantings.

- (2) Functional and beneficial uses of open areas and preservation and protection of natural features of a development site, inclusive of preservation, planting, maintenance, restoration, protection, and survival of desirable tree canopy areas within a development site.

Comment: The required open space for 92 parking spaces is 1,600 sf and 3,408 sf is being provided which is significantly above the existing condition which is predominantly paved area with little to no open space.

- (3) Consideration of the impact on neighboring residential properties resulting from nonresidential uses within the development, including but not limited to protecting the existing neighborhood assets and quality of life.

Comment: We are providing a 20' buffer (more in some areas) along the back property line that doesn't currently exist, plus a new 8-foot-tall sight proof fence. Additionally, we are reducing the stormwater runoff onto the adjacent residential property. We are cutting the runoff area to that property by more than half, plus the existing tributary area is currently almost all pavement, and it will only be grass in the proposed condition.

- (5) Design for efficient and effective traffic circulation, both within and adjacent to the development site, and the encouragement of pedestrian and nonmotorized pathway utilizing site features compliant with the land use plan.

Comment: The modifications we are coordinating with MoDOT to reduce the site access to 2 entrances will improve vehicular circulation and pedestrian safety within the site and along Manchester Road.

- (6) Providing safe access to the development for all users, including pedestrians, cyclists, and individuals with disabilities.

Comment: By providing a sidewalk easement to MoDOT and allowing the sidewalk to be moved away from the roadway, we are improving pedestrian safety and ADA access along Manchester, and we are proposing a sidewalk/ADA access from the public sidewalk into the building.

- (7) To decrease or minimize negative stormwater impacts by reducing the amount of impervious surfaces in site development.

Comment: We are providing an overall reduction in the existing impervious areas of the site and increasing green space by 0.28 acres in total. This provides a differential stormwater runoff of - 0.74 cfs. There is also a reduction of stormwater runoff to the neighboring residential properties of .05 acres which represents a 0.33 cfs reduction.

Audi Exchange Kirkwood
C/O Charles Vincent George Architects

A handwritten signature in black ink, appearing to read 'F. Jason' followed by a stylized flourish.

Jason Dutkovich | Managing Principal

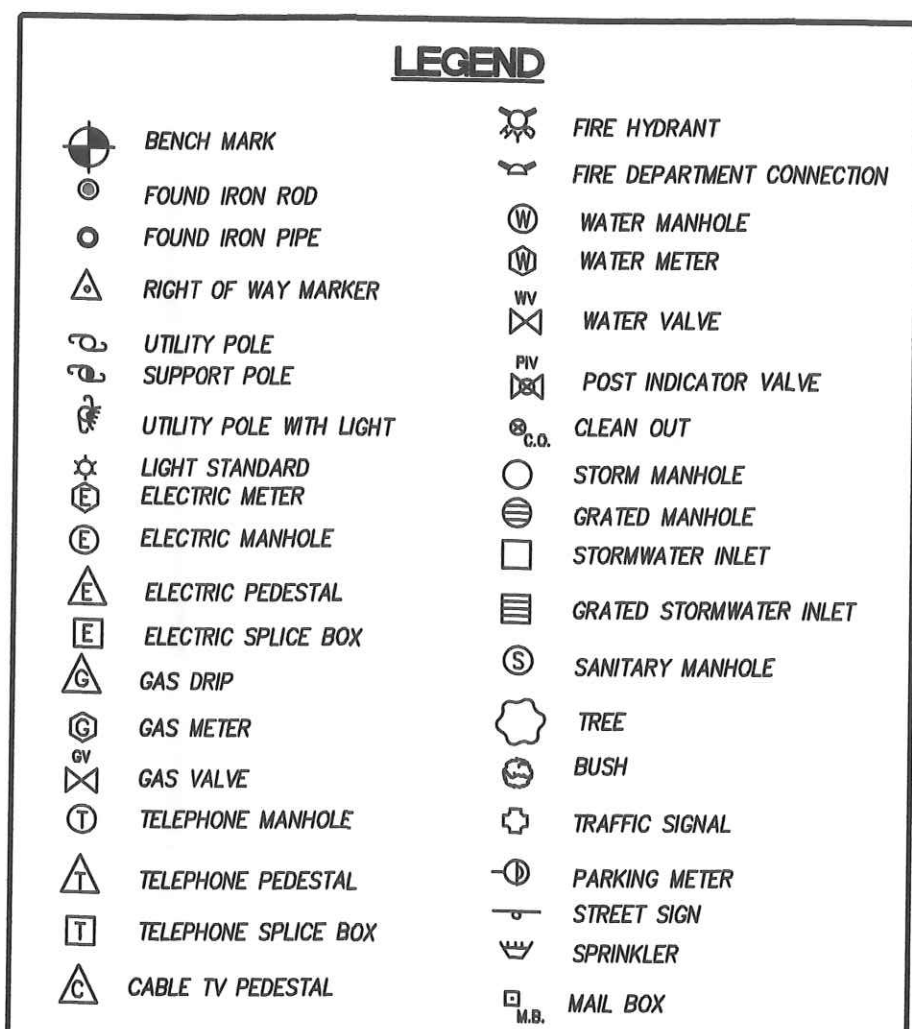
Cc Chris Orth – COO Semersky Enterprises / Audi Exchange
Robert Guarnaccio – Owners Representative
Alan Garfield – Garfield & Merel, Ltd
Kendrick Lathum – Brinkman Constructors

AUDI KIRKWOOD - SITE PLAN

A TRACT OF LAND BEING THE CONSOLIDATED 10230 + 10240 MANCHESTER ROAD TRACT AS RECORDED IN PLAT BOOK 370, PAGE 409, LOCATED IN THE WEST 1/2 OF THE NORTHWEST 1/4 SECTION 31, TOWNSHIP 45 NORTH, RANGE 6 EAST OF THE 5TH PRINCIPAL MERIDIAN, AND, CITY OF KIRKWOOD, ST. LOUIS COUNTY, MISSOURI

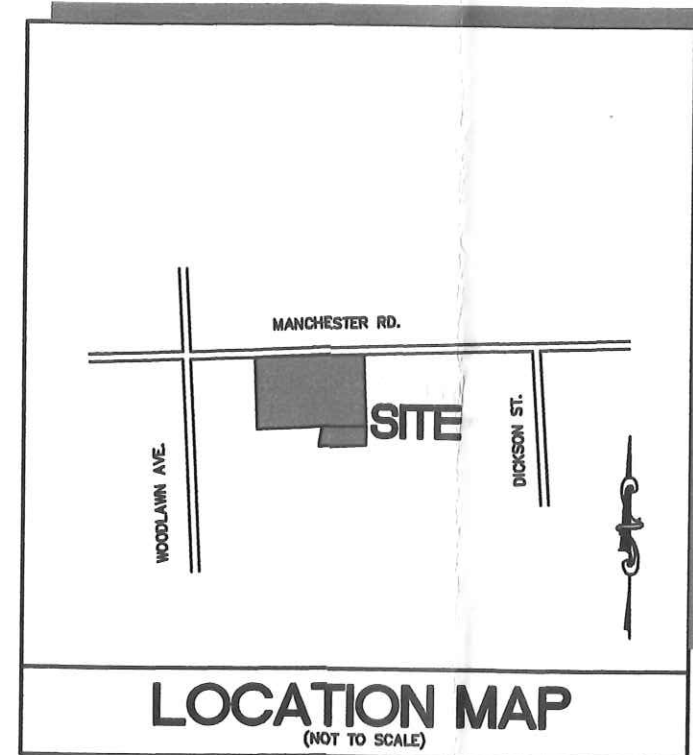
GENERAL NOTES (SURVEY):

- Subject property is Zoned B-3 Highway Business.
Front yard:
a. Each lot upon which a building is constructed shall have a front yard of not less than fifty (50) feet.
b. On a corner lot there shall be provided the required front yard of fifty (50) feet on each street side of such corner lot if both are "Major" Streets. If the side street is a secondary street, a front yard of thirty-five (35) feet shall be provided on said secondary street.
c. On through lots the required front yard of fifty (50) feet shall be provided on both streets.
d. In blocks with more than 40% of the frontage developed, the depth of the front yard setback shall be adjusted in the following manner:
i. The front yard setback distance for an interior lot located between two improved lots shall be determined by averaging the front yard setbacks of the two improved lots as depicted in Figure 520-1.
ii. The front yard setback for a lot located (1) between an improved lot on one side and vacant lot on the other side or (2) between an improved lot and a street or (3) between a vacant lot and a street shall be determined by averaging the front yard setbacks of every improved lot within 200 feet in the same block and on the same street frontage as depicted in Figure 520-2.
Side Yard:
a. No side yard is required, except on the side of the lot that abuts on a "R" dwelling district, in which case there shall be provided a side yard equal to one-half (1/2) the front yard required in the abutting "R" district; provided, however, the side yard need not exceed twenty (20) feet.
Rear Yard:
a. There shall be a rear yard of not less than twenty (20) feet, provided, however, that a one story accessory building may be located thereon, except for the five feet adjacent and parallel to the rear lot line or alley line, for the storage of motor vehicles and the unloading and loading of vehicles under roof, as provided in Article XI of this Ordinance. In computing the depth of a rear yard, where outside storage is utilized such yard opens onto an alley, one-half (1/2) of the alley width may be included as a portion of the rear yard.
b. Subject property lies within Flood Zone X (areas determined to be outside the 0.2% chance annual flood) according to the National Flood Insurance Rate Map Number 28180C0307K with an effective date of 02/04/2015.
c. There are 38 regular and 0 handicapped parking stalls on-site.



ABBREVIATIONS

C.O.	- CLEANOUT
D.B.	- DEED BOOK
E.	- ELECTRIC
F.L.	- FLOWLINE
FT.	- FEET
FO.	- FOUND
G.	- GAS
M.H.	- MANHOLE
N.F.	- NOW OR FORMERLY
P.B.	- PLAT BOOK
P.C.	- POLYETHYLENE GLYCOL PIPE
P.V.C.	- POLYVINYL CHLORIDE PIPE
R.B.	- RADIAL BEARING
R.C.P.	- REINFORCED CONCRETE PIPE
SQ.	- SQUARE
T.	- TELEPHONE CABLE
V.C.P.	- VITRIFIED CLAY PIPE
W.	- WATER
W.W.	- RIGHT-OF-WAY WIDTH



SITE INFORMATION:

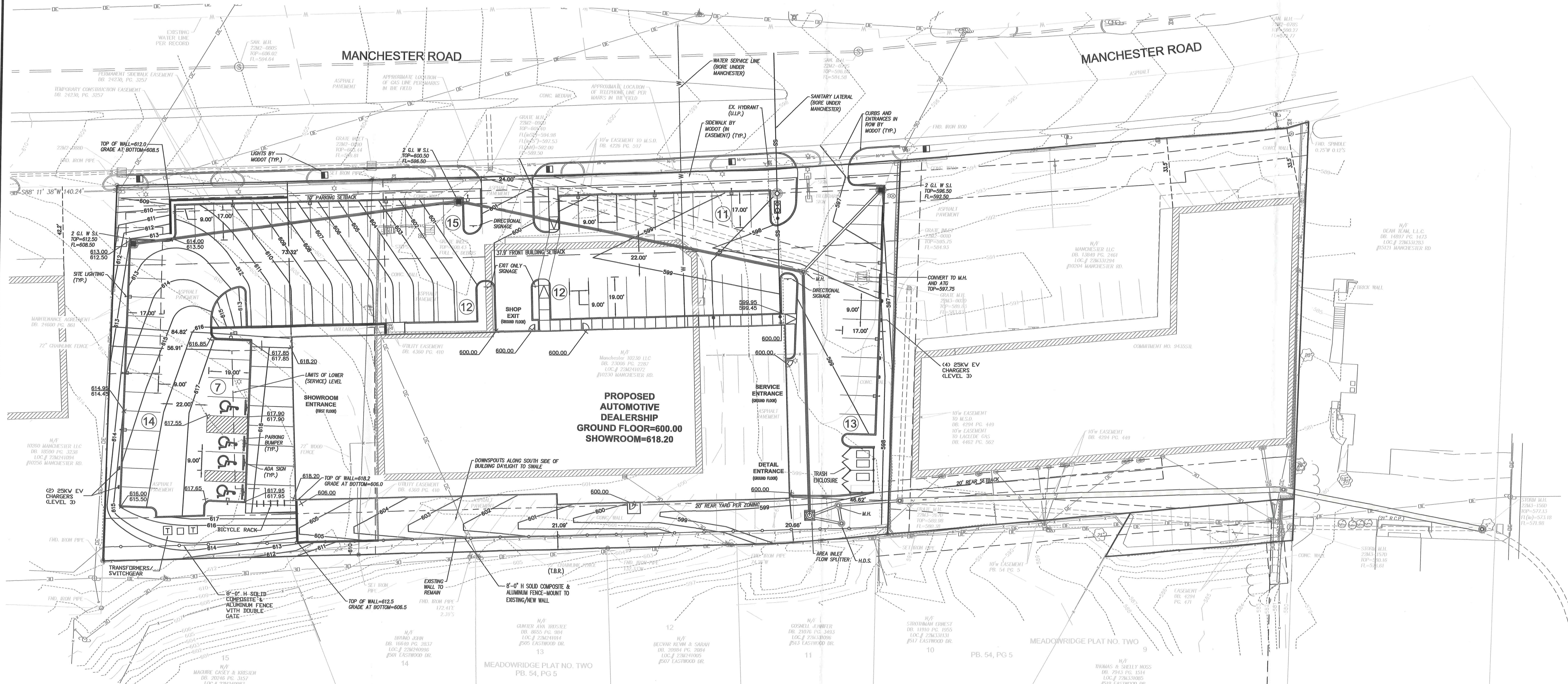
- PERTINENT DATA:**
SITE ACREAGE = 1.439 AC. (LOT 1)
OWNER = 10230 MANCHESTER, LLC
LOCATOR No. = 226241081
EX. ZONING = B3 HIGHWAY BUSINESS
FIRE DISTRICT = KIRKWOOD FIRE DISTRICT
SCHOOL DISTRICT = KIRKWOOD SCHOOL DISTRICT
SEWER DISTRICT = METROPOLITAN SEWER DISTRICT
WATER SERVICE = KIRKWOOD WATER
GAS SERVICE = SPIRE GAS
ELECTRIC SERVICE = KIRKWOOD ELECTRIC
PHONE SERVICE = AT&T
STREET ADDRESS = 10230 MANCHESTER RD
ZIP CODE = 63122
FIRM PANEL = 28180C0307K
- DEVELOPMENT SETBACKS:**
BUILDING = 37.9 FT *
SIDE YARD (WEST) = 0 FT
SIDE YARD (EAST) = 0 FT
SIDE YARD (SOUTH) = 20 FT
PARKING = 10 FT
= 0 FT
= 0 FT
= 10 FT
*AVG. OF ADJACENT LOTS AT 10230 AND 10240 MANCHESTER (42.2' + 33.5')/2 = 37.9'
- F.A.R.:**
BUILDING S.F. = 32,610 S.F.
TOTAL LOT = 21,287 + 44,102 = 65,389 S.F.
32,610 / 65,389 = 0.50 F.A.R.
- PARKING PROVIDED:**
PARKING LOT = 84 SPACES
INTERIOR SERVICE DRIVE = 8 SPACE
TOTAL PROVIDED = 92 SPACES
PARKING REQUIRED = SEE ARCHITECTURAL SITE PLAN

CONSOLIDATED 10230 + 10240 MANCHESTER ROAD TRACT

A tract of land in the West 1/2 of the Northwest 1/4 of Section 31 Township 45 North, Range 6 East being more particularly described as follows:
Beginning at an iron pipe in the south line of Manchester Road, distant 140.24 feet east of its intersection with the east line of Woodland Avenue (as measured along the south line of Manchester Road); thence along the south line of Manchester Road, North 88 degrees 03 minutes 00 seconds East, 305.33 feet to a point; thence continuing along said south line of Manchester Road, North 85 degrees 25 minutes 33 seconds East, 63.93 feet to an iron rod; thence leaving said south line of Manchester Road, South 01 degree 32 minutes 07 seconds West, 177.06 feet to a point in the north line of Meadowridge Plat No. Two, a subdivision filed for record in Plat Book 64 Page 5 of the St. Louis County Records; thence along the northern line of Meadowridge Plat No. Two the following: South 84 degrees 25 minutes 59 seconds West, 48.35 feet to a point; thence South 87 degrees 55 minutes 59 seconds West, 320.98 feet to an iron pipe; thence leaving said north line North 01 degree 32 minutes 07 seconds East, 177.85 feet to the POINT OF BEGINNING.
Containing 65,389 square feet or 1.501 acres, more or less.

SHEET INDEX

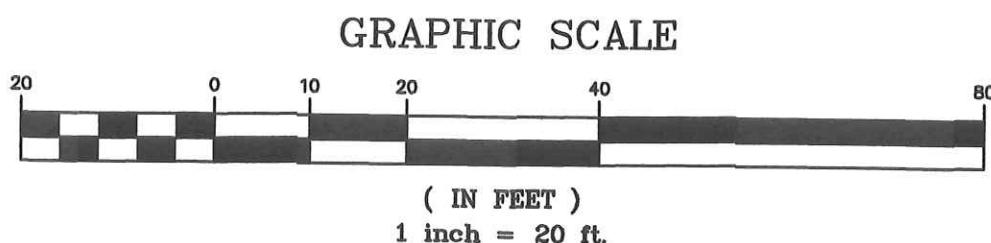
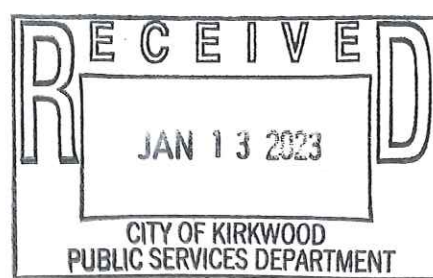
C1.0
C2.0
SITE PLAN
EXISTING CONDITIONS
& FIRE EXHIBITS



ST. LOUIS COUNTY BENCHMARK

BENCHMARK Elev = 618.46
NGVD29 Elev = 618.80
Out 1" on the southwest corner of the concrete base for metal traffic signal control box at the northwest corner of the intersection of Manchester Road and Woodland Avenue, roughly 1/2 mile north of the north edge of concrete median island within Manchester Road, and 67 feet west of the west edge of concrete median island within Woodland Avenue.

PREPARED FOR:
Garfield & Meier, Ltd.
Two Prudential Plaza
180 N. Stetson, Suite 1300
Chicago, IL 60601-6710



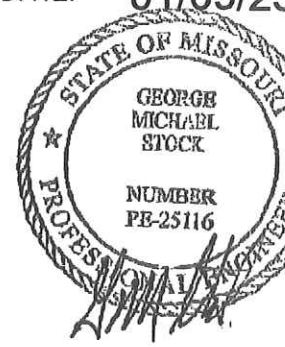
PREPARED BY:

SITE PLAN FOR:

AUDI KIRKWOOD

10230 MANCHESTER RD
KIRKWOOD, MISSOURI

DATE: 01/09/23



GEORGE M. STOOK
CIVIL ENGINEER
CERTIFICATE OF AUTHORITY
NUMBER: 000996

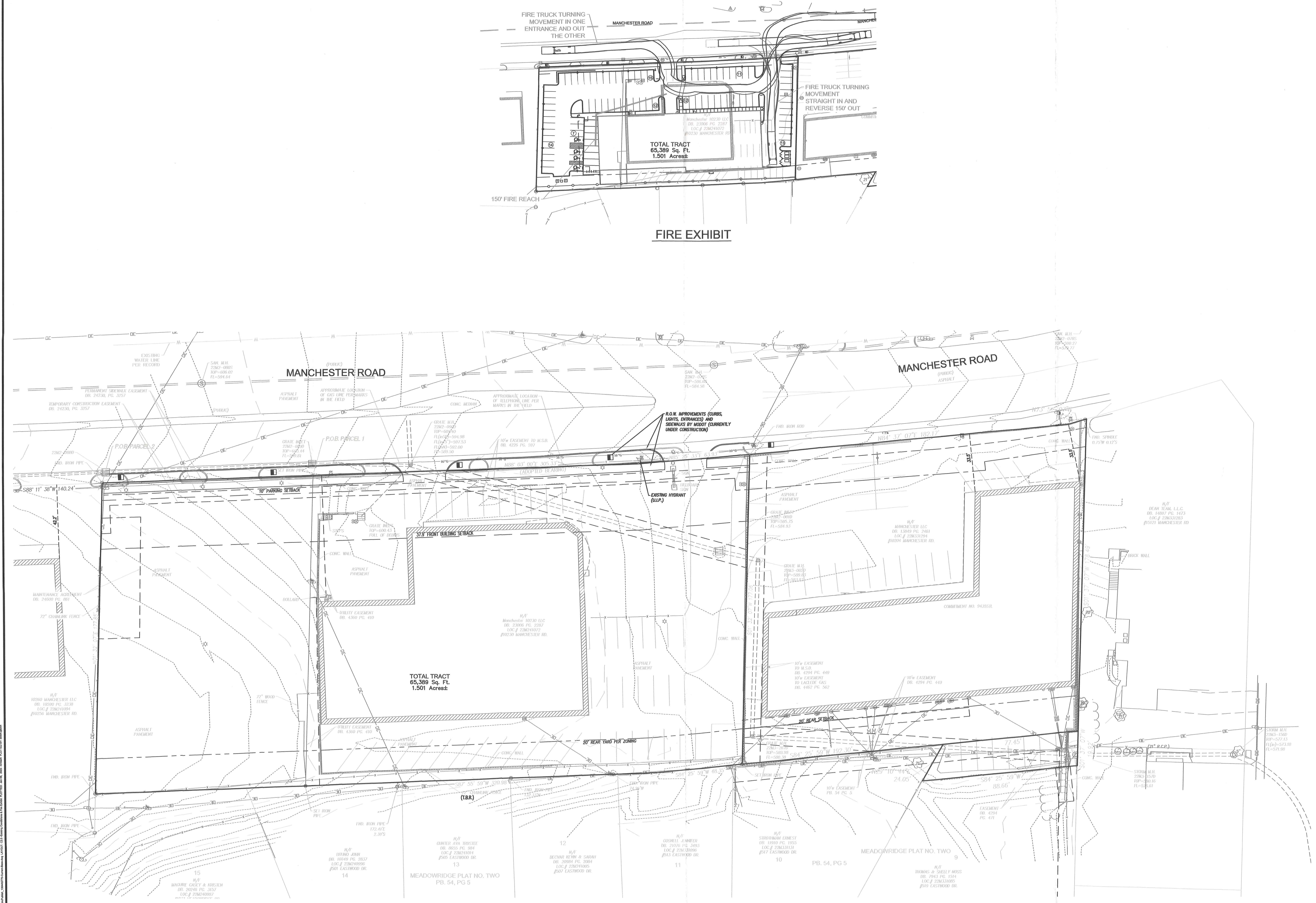
REVISIONS:
1 PER CITY 01/09/2023

DRAWN BY: L.C.W./A.M.G.
CHECKED BY: G.M.S.
DATE: 11/30/2022
JOB NO: 216-5770
M.S.D. P. #: 224
P. XXXXX-XX
S.L.C. HAT #: XXXX
HAT S.U.P. #: XX-XXX-XX
M.S.D. #: XXXX

SHEET NO.:

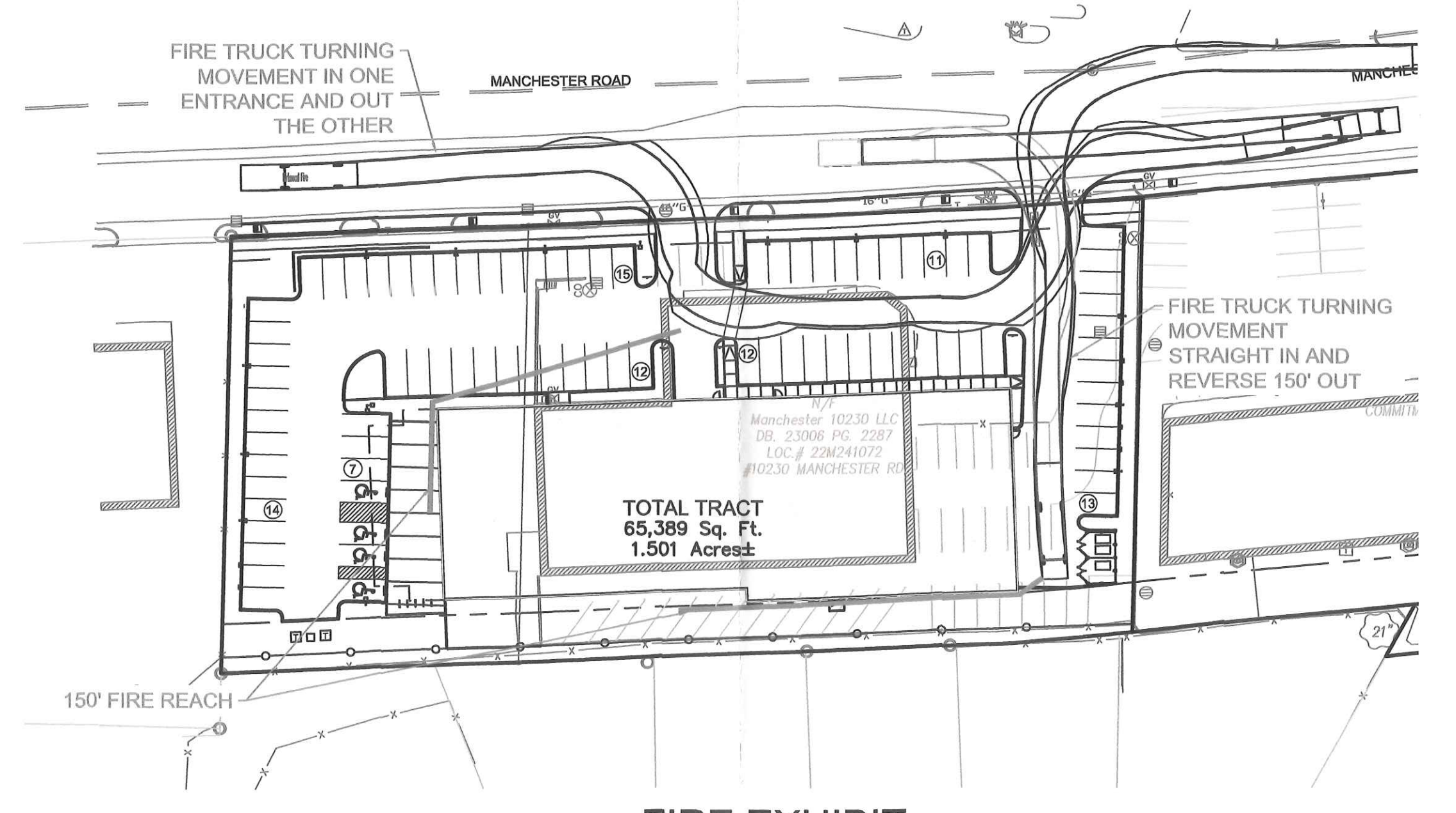
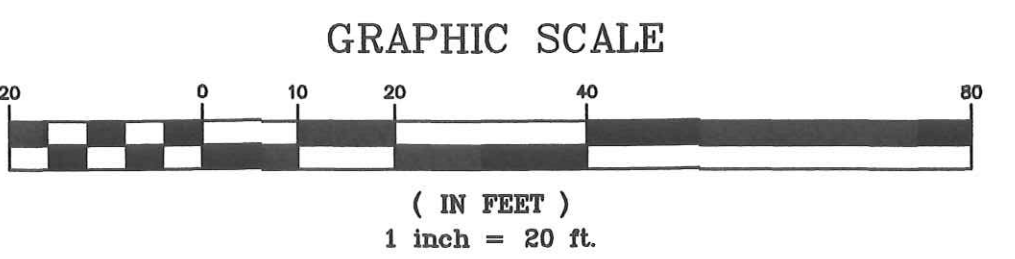
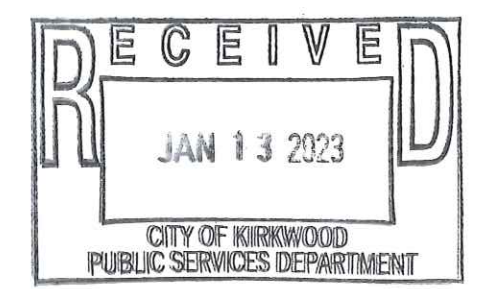
SITE PLAN

C1.0



Drawn by: J. C. Kirkwood, L.L.C. Checked by: J. C. Kirkwood, L.L.C. Date: 01/09/23. All rights reserved. No part of this drawing may be reproduced without written permission of the author. The author assumes no responsibility for the use of this drawing for any purpose other than that for which it was prepared.

EXISTING CONDITIONS



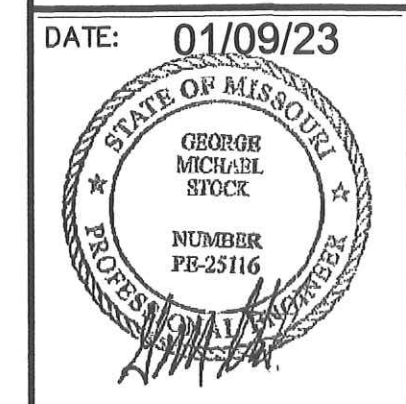
FIRE EXHIBIT

PREPARED BY:

STOCK & ASSOCIATES
Consulting Engineers, Inc.
257 Chesterfield Business Parkway
St. Louis, MO 63005 PH: (636) 530-8001 FAX: (636) 530-9500
e-mail: general@stockassoc.com Web: www.stockassoc.com

SITE PLAN FOR:

AUDI KIRKWOOD
10250 MANCHESTER RD
KIRKWOOD, MISSOURI

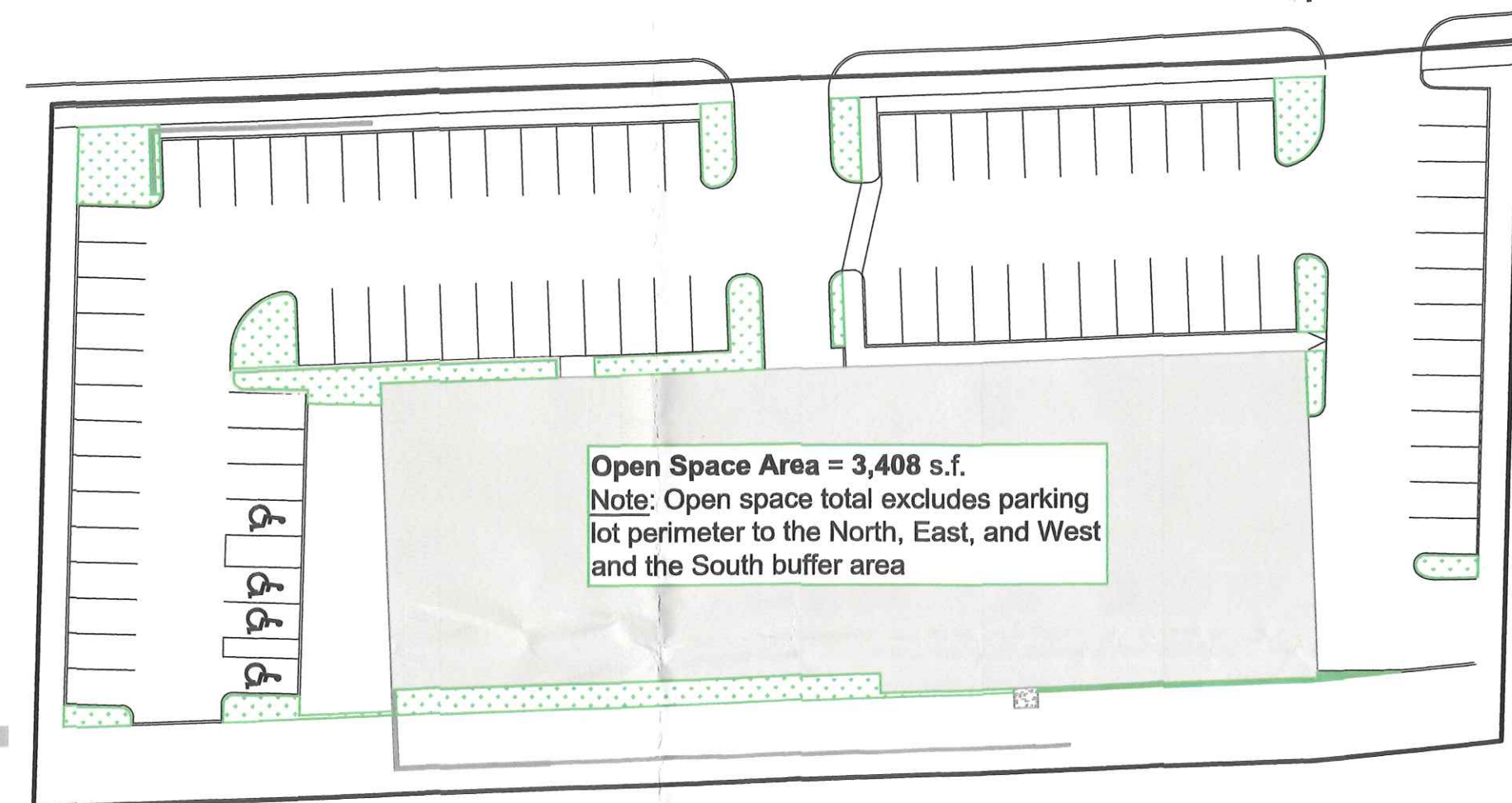
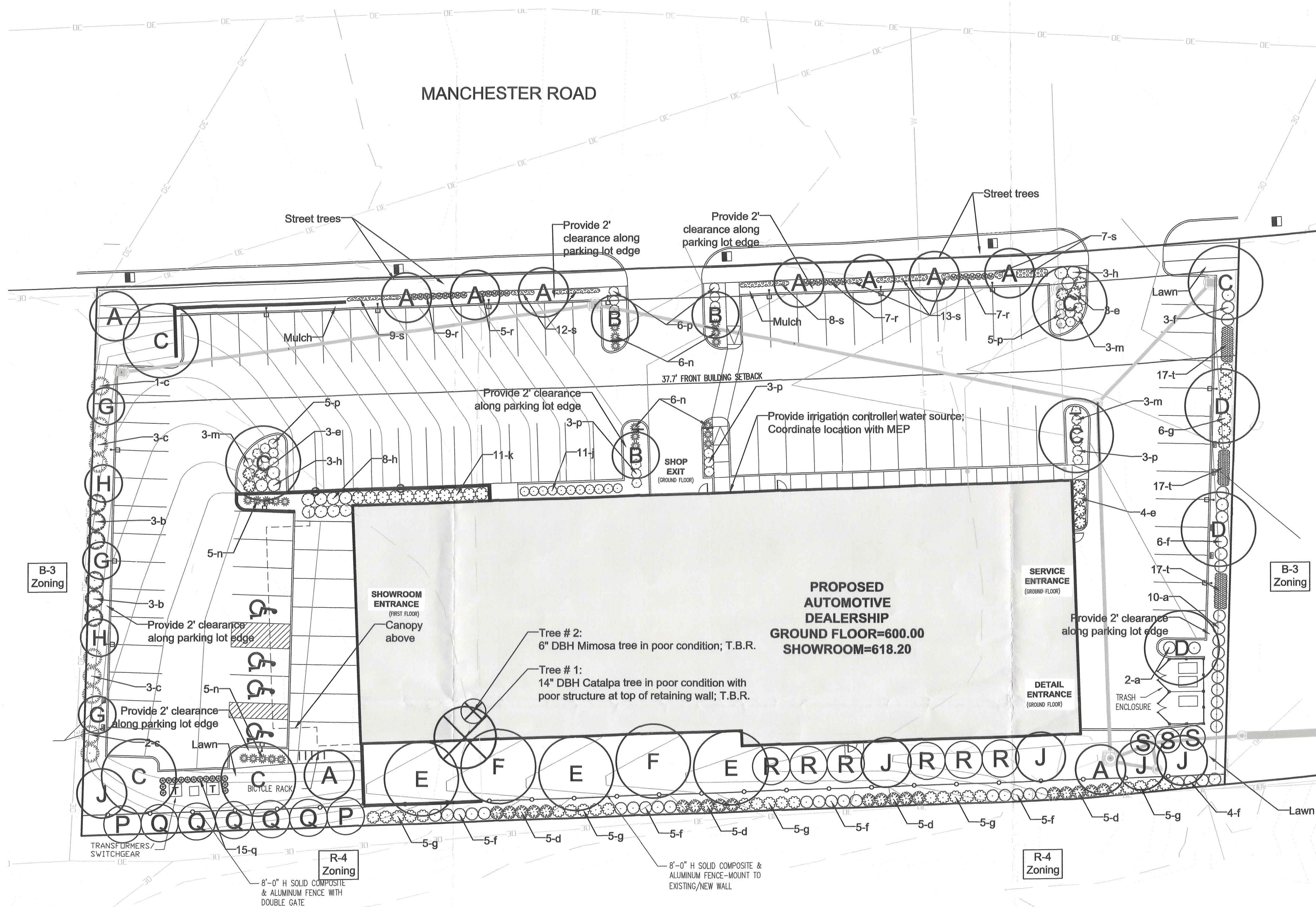


DATE: 01/09/23
ENGINEER: GEORGE M. STOCK
CERTIFICATE OF AUTHORITY NUMBER: 000096

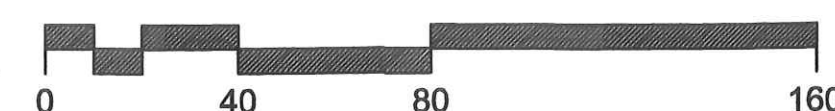
REVISIONS:

1 PER CITY 01/09/2023

DRAWN BY: J.C. KIRKWOOD, L.L.C. CHECKED BY: J.C. KIRKWOOD, L.L.C. DATE: 11/30/2022 JOB NO.: 210-5770
SHEET # 1 OF 1 P-XXXX-XX BASE MAP # 22M
S.L.C. NAME: XXXX INT. SUFF.: XX-XXX-XX
SHEET NO.: C2.0

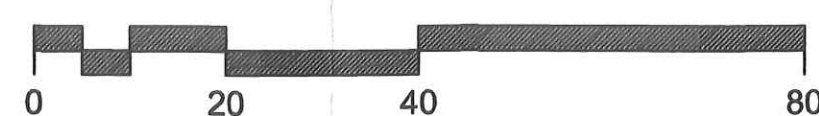


Open Space Diagram
SCALE 1"=40'



Tree Study / Landscape Plan

SCALE 1"=20'



Landscape Notes:

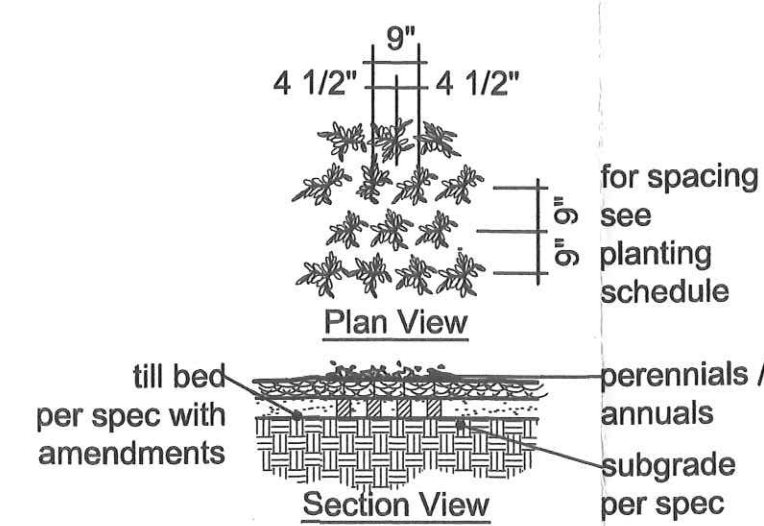
- Lawn areas shall be sodded with turf-type Tall Fescue Grass or approved equivalent.
- Topsoil in all disturbed lawn areas at 6" depth.
- Soil mix in all shrub beds at 8" depth.
- All mulch to be double ground bark mulch.
- Bed edges to be spade cut.
- Provide underground irrigation system. Contractor to provide design-build drawings for review by Landscape Architect.

Tree Planting Notes:

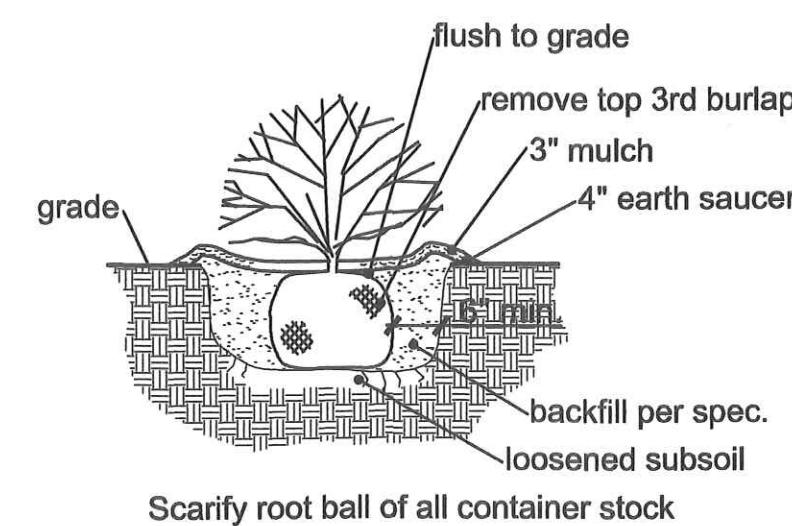
- Per City of Kirkwood, the following general guidelines shall be followed when installing trees as regulated by the City Code:
 - Prior to digging, all utilities shall be located and marked in accordance with all Federal, State, and local law.
 - No trees other than those listed in the Approved Street Tree Planting Guide shall be planted.
 - All newly installed public trees must meet the American Standard for Nursery Stock.
 - The trees must be free from disease, insects, and any other disfigurements.
 - All trees must be planted following the International Society of Arboriculture's Best Management Practices - Tree Planting.
 - Any planting holes drilled with an auger must have the sides of the holes "roughened" with a shovel to reduce compaction and the effects of "glazed wall".
- Per City of Kirkwood, when planting trees, all non-biodegradable material shall be removed from the tree. This includes but is not limited to:
 - All rope and twine wrapped around the ball and/or trunk.
 - The top 1/3 of burlap shall be cut and removed from the root ball.
 - The top 1/3 of any wire baskets shall be cut and removed from the root ball.

Total Site Area = 65,389 s.f. (1.5 acres)

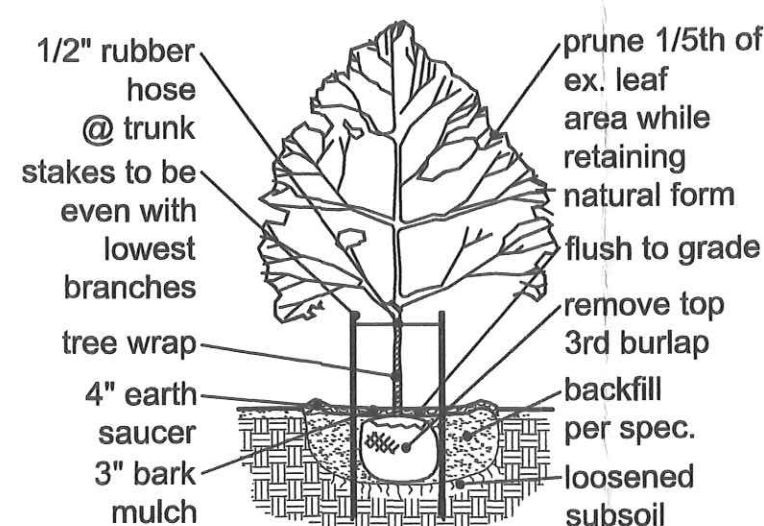
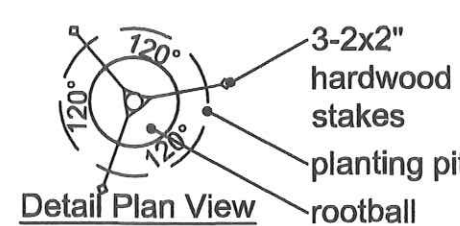
Total Existing Tree Canopy Area To Be Removed = 333 s.f. (0.007 acres)



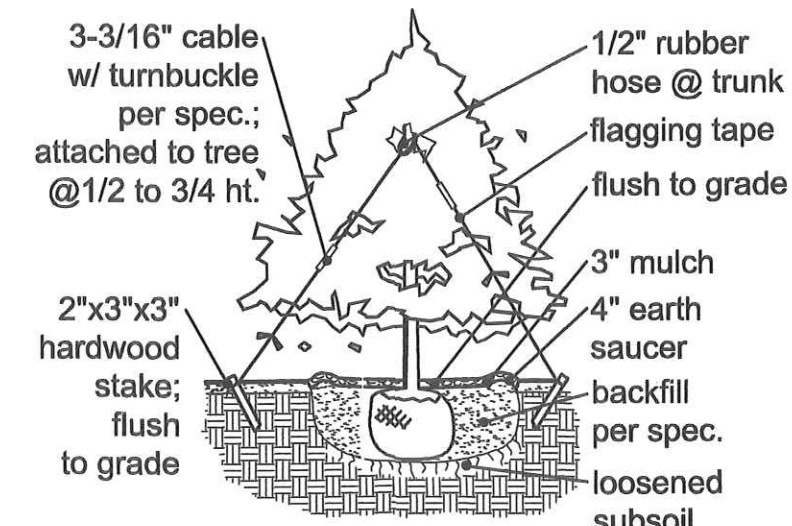
Typical Perennial Planting



Typical Shrub Planting



Typical Canopy Tree Planting



Typical Evergreen Planting

PLANTING SCHEDULE					
SYMBOL	QUANTITY	BOTANICAL NAME	COMMON NAME	SIZE	REMARKS
CANOPY-SHADE TREES					
B	3	<i>Ginkgo biloba</i> 'Princeton Sentry'	Princeton Sentry Ginkgo	2.5" cal.	B&B
C	7	<i>Zelkova serrata</i> 'Green Vase'	Green Vase Zelkova	2.5" cal.	B&B
D	3	<i>Gleditsia triacanthos</i> 'Shademaster'	Shademaster Honeylocust	2.5" cal.	B&B
E	3	<i>Taxodium distichum</i>	Baldcypress	2.5" cal.	B&B
F	2	<i>Nyssa sylvatica</i>	Blackgum	2.5" cal.	B&B
UNDERSTORY-ORNAMENTAL TREES					
A	10	<i>Betula nigra</i> 'BNMTF'	Dura Heat River Birch (single stem)	2" cal.	B&B
G	3	<i>Magnolia stellata</i>	Star Magnolia	2" cal.	B&B
H	2	<i>Cotinus obovata</i>	American Smoke Tree (single stem)	2" cal.	B&B
J	5	<i>Amelanchier arborea</i>	Serviceberry	2" cal.	B&B
EVERGREEN TREES					
P	2	<i>Pinus strobus</i>	Eastern White Pine	8" h.	B&B
Q	5	<i>Thuja occidentalis</i>	Eastern Arborvitae	8" h.	B&B
R	6	<i>Juniperus virginiana</i>	Juniper	8" h.	B&B
S	3	<i>Ilex opaca</i>	American Holly	8" h.	B&B
SHRUBS-GRASSES-PERENNIALS-ANNUALS-GROUND COVER					
a	12	<i>Ilex x meserveae</i> 'Hachfee'	Castle Spire Blue Holly	24"	48" o.c.
b	6	<i>Hydrangea paniculata</i> 'SMHPFL'	Fire Light Panicle Hydrangea	24"	72" o.c.
c	9	<i>Hydrangea paniculata</i> 'Limelight'	Limelight Panicle Hydrangea	24"	72" o.c.
d	20	<i>Viburnum dentatum</i>	Arrowwood Viburnum	24"	48" o.c.
e	10	<i>Itea virginica</i>	Virginia Sweetspire	24"	48" o.c.
f	34	<i>Ilex verticillata</i>	Winterberry Holly	24"	48" o.c.
g	31	<i>Hydrangea arborescens</i>	Smooth Hydrangea	24"	48" o.c.
h	14	<i>Cornus stolonifera</i> 'Farrow'	Arctic Fire Red Twig Dogwood	24"	48" o.c.
j	11	<i>Hypericum prolificum</i>	Shrubby St. John's Wort	18"	36" o.c.
k	11	<i>Cotoneaster dammeri</i> 'Coral Beauty'	Coral Beauty Cotoneaster	18"	48" o.c.
m	9	<i>Ceanothus americanus</i>	New Jersey Tea	18"	36" o.c.
n	22	<i>Aronia melanocarpa</i> 'UCONNAM012'	Ground Hug Chokeberry	18"	36" o.c.
p	25	<i>Juniperus horizontalis</i> 'Youngstown'	Youngstown Andorra Juniper	1 gal.	36" o.c.
q	15	<i>Panicum virgatum</i>	Switch Grass	1 gal.	24" o.c.
r	28	<i>Sporobolus heterolepis</i>	Prairie Dropseed Grass	1 gal.	24" o.c.
s	49	<i>Hylotelephium spectabile</i>	Autumn Joy Stonecrop	1 qt.	24" o.c.
t	51	<i>Iberis sempervirens</i>	Candytuft	1 qt.	18" o.c.

Tree Study
Prepared under direction of:
Kristin Province
Certified Arborist MW-6075A

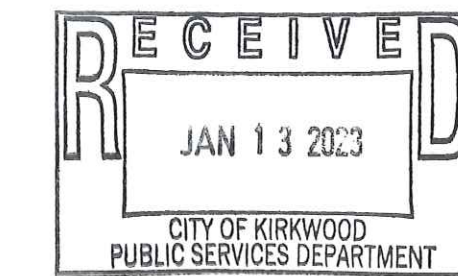
Kristin Province



Jerald Saunders - Landscape Architect
MO License # LA-007

Consultants:

Audi Exchange
10230 Manchester Road
Kirkwood, Missouri



Revisions:

Date	Description	No.
12/20/22	City Comments	1
1/9/23	City Comments	2

Drawn: KP
Checked: RS

LOOMIS ASSOCIATES
landscape architects + planners
750 spirit 40 park drive, chesterfield, missouri 63005
t. 636-519-8668
www.loomis-associates.com

Sheet Title: Tree Study / Landscape Plan

Sheet No: L1.01

Date: 12/2/22
Job #: 568.022