

**CITY OF KIRKWOOD**

**PLANNING AND ZONING COMMISSION**

**MEETING MINUTES**

**July 17, 2024**

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| **Members Present** |  | **Members Absent** |
| Jim Adkins, Chair |  | Ron Evens  |
| Tom Feiner, Vice-Chair |  | Sandy Washington  |
| Justin Arnold |  |  |
| Karen Coulson |  |  |
| Allen Klippel |  |  |
| Mary Lee Salzer-Lutz |  |  |
| Darrell Scott |  |  |
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Pursuant to notice of meeting duly given, the Planning and Zoning Commission convened on Wednesday, July 17 at 7:00 p.m. in the City Hall Council Chambers. Planning and Development Services Director Jonathan Raiche and Planner II Amy Lowry also attended the meeting.

1. Chair Adkins called the meeting to order at 7 p.m. and announced that Commissioners Evens and Washington were absent and their absences were excused. Chair Adkins welcomed new Commissioner Justin Arnold.
2. Motion was made by Commissioner Scott and seconded by Commissioner Salzer-Lutz to approve the minutes for the June 5 meeting as written. The minutes were approved by a vote of 5-0, with Commissioners Arnold and Coulson abstaining.
3. **PZ-05-25 SPECIAL USE PERMIT FOR ACCESSORY DWELLING UNIT – 1325 LARK AVE.**

*Presentation*:Jonathan Raiche, Planning & Development Services Director, provided the Commission with an overview of the project, including removal of an existing shed to the west of the house and replacement with an oversized front-entry, 2-car garage with an accessory dwelling unit (ADU) on top. The applicant provided floor plans and elevations for illustration; however, no site plan approval is needed for residential projects. The garage has a smaller rear entry door for lawn equipment and the second floor contains a studio-style living space which is just under 750 sq. ft. Mr. Raiche said that the maximum height of the structure must be below the height of the house; this should be a condition of approval that will be confirmed at the building permit stage. Mr. Raiche reviewed how the project met the 11 requirements under the ADU regulations. The lot area is 2.5 acres.

*Discussion and Motion*: Upon conclusion of Mr. Raiche’s presentation, Chair Adkins opened the floor to the Commissioners’ questions and comments. In response to Commissioner Klippel’s question, Mr. Raiche confirmed that the deck connecting the house to the new structure would be uncovered. In response to questions from Commissioners Scott and Salzer-Lutz on stormwater implications, Mr. Raiche said that the City’s stormwater regulations would apply if the project increased the impervious surface on the property by more than 1000 sq. ft. Architect Matt Mayer said that the property slopes from Lark Avenue back to a creek in the woods behind the house, with the rear of the property sloping to the creek as well. He reported that the attic truss has not been engineered yet, but the pitch of the roof can be dropped in order to be at the height of the house or less. There being no further discussion and no public comment, Chair Adkins called for a vote on the approval of PZ-05-25 subject to the conditions in Staff’s memo to the P&Z. Motion was made by Commissioner Coulson and seconded by Commissioner Feiner to approve the application. The seven members present unanimously approved the motion.

1. **ELECTIONS OF OFFICERS**

Commission Feiner nominated Commissioner Adkins as Chair. Commissioner Scott seconded the nomination and Chair Adkins accepted the nomination. There were no other nominations, and nominations were closed. ELECTED BY ACCLAMATION.

Chair Adkins nominated Commissioner Feiner as Vice Chair. Commissioner Salzer-Lutz seconded the nomination and Commissioner Feiner accepted the nomination. There were no other nominations, and nominations were closed. ELECTED BY ACCLAMATION.

Chairman Adkins nominated Commissioner Evens as Secretary/Treasurer. Commissioner Salzer-Lutz seconded the nomination. There were no other nominations, and nominations were closed. ELECTED BY ACCLAMATION.

1. **DEVELOPMENT PROJECT UPDATE**

Mr. Raiche gave the Commission updates on development projects, including projects before City Council. He reported that Greenbriar Hills Country Club had notified the City that they proposed to return to the Commission with an alternative design to address the Commission’s concerns. The public hearing scheduled for July 18 before City Council would be opened and quickly closed with a statement regarding the proposed action for reconsideration.

1. **ENVISION KIRKWOOD 2035 COMPREHENSIVE PLAN QUARTERLY UPDATE**

Mr. Raiche gave the Commission an update on objectives of the Comprehensive Plan. He reported that with regard to Housing and Neighborhoods Objective 5A, the Longview Blvd traffic calming and sidewalk plan has been completed and the East Essex Avenue road and sidewalk project is under way with a projected completion later this year. He also reported that with regard to Mobility and Infrastructure Objectives 2C and 2F, the Vision Zero Action Plan Implementation Committee made up of City Staff has begun quarterly meetings and the engineering design of Phase 1 of the Grant’s Trail extension is underway. Finally, with regard to Active Living and the Environment Objective 1A, he reported that a new Parks Master Plan has been started with a new working committee.

There being no further business, motion was made by Commissioner Salzer-Lutz and seconded by Commissioner Feiner to adjourn at 7:47 p.m. The next meeting will be held on August 21, 2024 at 7 p.m.

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 Jim Adkins, Chair

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 Ron Evens, Secretary/Treasurer

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