

**CITY OF KIRKWOOD**

**PLANNING AND ZONING COMMISSION**

**JANUARY 2, 2019**

**PRESENT:** **ABSENT:**

Allen Klippel, Chairman Wanda Drewel

Jim O’Donnell, Vice Chairman

James Diel

Madt Mallinckrodt

David Eagleton

Jim Adkins

Ron Evens

Greg Frick

Pursuant to notice of meeting duly given, the Planning and Zoning Commission convened on Wednesday, January 2, 2019, in the City Hall Council Chambers at 139 South Kirkwood Road. City Attorney John Hessel, City Planner Jonathan Raiche, and Administrative Assistant Patti Dodel also attended the meeting.

**1.** Chairman Klippel called the meeting to order at 7:00 p.m. and informed the audience of the Speaker Cards and procedures for making comments regarding items on the agenda. He announced that Commissioner Drewel was absent and her absence was excused and welcomed back Commissioner Frick for his fifth term.

**2.** Motion was made by Commissioner Evens and seconded by Commissioner O’Donnell to approve the minutes as written for the December 5, 2018, meeting. The motion was unanimously approved by the eight members present (Commissioner Drewel was absent).

1. **PZ-13-19 PRELIMINARY COMMUNITY UNIT PLAN, TYPE A – EMMERSON**

 **ESTATES, BOAZ-EMMERSON-LILY**

Submitted: 11-9-18

Petitioner’s Agent, Grant Stecher

 (Subcommittee – Commissioners Klippel and Eagleton)

City Planner Jonathan Raiche stated the Commission recommended approval of the final plat in June 2017 with conditions. The original petitioner was unable to submit the necessary documents for the City Council to approve the final plat and withdrew his project to consolidate the parcel into one lot in order to construct one house, which is currently under construction on proposed Lot 4. The property is now under new ownership and the new owner has applied to develop the same project.

Dan Wind of Wind Engineering stated the current applicant has remediated years of uncontrolled fill and desires the ability to continue to grade the property prior to final approval.

No one in the audience submitted a comment card or requested the opportunity to speak regarding this application.

Commissioner Eagleton read the underlined sections of the Subcommittee Report:

CITY OF KIRKWOOD

**PLANNING AND ZONING COMMISSION**

**SUBCOMMITTEE REPORT**

###### January 2, 2019

***PETITION NUMBER:*** PZ-13-19

***ACTION REQUESTED:*** Community Unit Plan Type A (Emmerson Estates – 8 lots) – Preliminary Development Plan and Plat

**property owner:** ingargiola development llc

**PETITIONER:** ingargiola development llc

**PETITIONER’S AGENT:** wind engineering co.

**PROPERTY LOCATION:** 2017 Lily Avenue and 2040 Boaz Avenue

**ZONING**: R-3 Single Family District

**DRAWINGS SUBMITTED:** Preliminary development plans prepared by Wind Engineering Company and Hall & Associates LLC (6 sheets) stamped “Received november 9, 2018 City of Kirkwood Public works department”

Tree Study prepared by rays tree and lawn stamped “Received november 9, 2018, City of Kirkwood Public works department”

**DESCRIPTION OF REQUEST:**

The applicant has purchased the subject property from the previous developer and is seeking approval of a Community Unit Plan, Type A to develop an eight lot single-family subdivision that is substantially similar to the previous developer’s plan. The entire proposed subdivision has been approved as R-3 zoning and pieces were annexed into the City of Kirkwood from unincorporated St. Louis County in 2015.

A boundary adjustment with the neighbor at 421 Emmerson will also be accomplished as part of the record plat process for this proposal. This boundary adjustment is indicated on the plans and will affect the back yard areas of lots 1, 2, and 3. In addition to the rezoning approval, the previous developer received approval of the Preliminary Development Plans and received a recommendation for approval from the Planning & Zoning Commission for the Final Development Plan. Before receiving City Council approval for the final plans, however, the developer withdrew the request.

The subject property was consolidated into a single property of approximately 4.6 acres in size, and is zoned R-3 Single-Family Zoning District. In consolidating the previous lots and withdrawing the subdivision request, the previous developer was allowed to begin construction on one home. The one home under construction is located on proposed lot 4 and is proposed to be completed by the new developer.

The CUP process allows for a developer to request reductions in various zoning requirements due to adverse natural physical conditions. The subject site contains a combination of steep slopes, a natural watercourse, and flood plain.

The proposal includes a Subdivision Code waiver request to Article VIII, Section 8, Storm water drainage provisions. Subsection d of this section, requires that water detention be provided underground. However, the current Metropolitan Sewer District standards require aboveground storm water detention to provide bio-retention and other water quality enhancements. This waiver was included in the previous Preliminary Plat submission and was recommended for approval. Staff has no objections to the waiver request.

Similarly, Section A-800.4 of the Zoning Code states that the developer may request the ability to perform grading and site work prior to approval of the final subdivision plans. The developer is requesting the ability to begin site grading prior to final approval so that they can begin the improvements for storm water management on the site.

Lastly, Section B-820 (a) of the Subdivision Code allows for the Planning & Zoning Commission to recommend that sidewalks only be required on one side of a proposed cul-de-sac street if said street serves less than nine lots. Due to the topography of the site and the proximity to I-270, Staff has no issue with this proposal.

**SITE OVERVIEW:**

The terrain of the site is steep with an elevation change from 556 feet to 470 feet or a difference of 86 feet across the property from the south to the north with an active creek along the northern property line. The eight lots will vary in size from 11,726 to 33,795 square feet with an average lot area of 16,698 square feet. As permitted by the CUP Type A process, this complies with underlying density of the R-3 Zoning District which requires a minimum lot size of 15,000.

The development will be accessed via an extended 40’ right-of-way of Lily Avenue which will terminate in a cul-de-sac. A storm water facility will be located within the common ground which will be located north of lots 6, 7 and 8. The common ground will be 43,902 square feet and accessed via a twenty foot wide easement located between lots 5 and 6. The portion of the Boaz right-of-way adjacent to the subject site was vacated by Ordinance 10426 and the southern half is being assumed in to the subject site with this proposal.

Setbacks will be varied from the underlying zoning district standards, but are consistent with the previous proposal. These reduced setbacks are to allow the placement of new homes to work with existing grades and be placed further away from the existing creek. A comparison of proposed setbacks to the regular R-3 District requirements can be seen below:

|  |  |  |
| --- | --- | --- |
| **PROPOSED CUP** |  | **REQUIRED R-3 DISTRICT** |
| Front: | 25 Feet |  | Front: | 40 Feet |
| Side: | 8 to 12 Feet |  | Side: | 12 Feet |
| Rear: | 15 to 35 Feet |  | Rear: | 35 Feet |

Lot widths have also been varied. The minimum lot width required of an R-3 zoned lot is 100 feet. The eight proposed lots, when taken at the building line, will have widths that range from approximately 75 feet (cul-de-sac) to 110 feet.

**LANDSCAPING**

The Subdivision Code has multiple specific standards for landscaping with respect to a new subdivision. The landscape plan and tree study provided do not reflect the boundary adjusted area and neither do the statistics reported in this section. A condition has been included in the recommendation section of this report which states an updated landscape plan and tree study must be provided prior to final approval. A list of the major requirements and how they are met in this proposal can be seen below:

* Frontage Tree Plantings:
	+ Required: 1 tree for each 50 feet of street frontage for 15 total.
	+ Provided: 15 provided along new roadway plus 2 additional in the cul-de-sac.
* Overall Subdivision Density:
	+ Required: 1 tree per 2,000 square feet of site area less street right-of-way for 88 total.
	+ Provided: 99 new individual trees, 16 saved trees, plus woodland on Lot 8 and in Common Ground.
* Individual Lot Density (to be confirmed for boundary adjusted area by revised plans):
	+ Required: 1 tree per 4,000 square feet of lot area.
	+ Provided: Each lot varies, but all lots are proposed to meet the minimum requirement. See the proposed landscape plan for details.
* Individual Lot Coverage(to be confirmed for boundary adjusted area by revised plans):
	+ Required: Each lot has a minimum canopy area of 350 square feet per 1,000 square feet of lot area (35%).
	+ Provided: Each lot varies, but all lots are proposed to meet the minimum requirement. See the proposed landscape plan for details.

**COMPREHENSIVE PLAN:**

This property is designated as Suburban Residential by the EnVision Kirkwood 2035 Comprehensive Plan. The development types described in this land use designation include the following:

* Single-family residential (1-2 dwelling units per acre)
* Community Unit Plan Development (2-6 dwelling units per acre) that accommodates natural features and cluster designs

The proposed development is approximately 2 units per acre of net site area after the proposed right-of-way is deducted and it is consistent with the development policies presented by the Plan.

***LAND USE AND ZONING***:

The subject property is currently zoned R-3 Single-Family District and the existing property contains one home that is under construction. Surrounding land uses and zoning include the following:

To the north: Adjacent to the subject property are single-family residences zoned R-1 and R-3.

To the south: Adjacent to the subject property is a single-family residence zoned R-3 and the right-of-way line for Interstate 270.

To the east: Adjacent to the subject property are single-family residences zoned R-1 and R-3.

To the west: Adjacent to the subject property is I-270 and the western municipal boundary of the City of Kirkwood.

***DEPARTMENT/OUTSIDE AGENCY COMMENTS:***

Water:1. These plans will need to show the proposed tap which shall provide water to the area.

2. water mains to be installed per City of Kirkwood Specifications and shall meet all Kirkwood Fire requirements.

Building:A separate floodplain development permit is required.

Engineering:1. MSD approval required.

2. No construction or site access from private road and easement along Emmerson.

3. Provide geotechnical report prior to grading with recommendations and plan to mitigate uncontrolled fill.

4. Review grading to area inlet 8 to make certain a defined swale/berm will capture runoff from lots 1 and 2.

5. Reconstruct existing Lilly Ave 26’ wide and 8” water main to Emmerson Avenue.

6. Provide 5’ wide sidewalk thru driveways for ADA passing zone.

Forester:1. Provide an updated Tree Study to include the boundary adjusted

 area.

 2. Provide an updated Landscape Plan to include the boundary

 adjusted area.

**DISCUSSION:**

A Zoning Matters sign was placed on the property on November 29, 2018. A subcommittee meeting was held at the subject site on December 7th. For a list of attendees at this meeting, see Exhibit B. The subcommittee discussed their preference to include a requirement of additional evergreen trees in the I-270 right-of-way to help buffer the development from I-270. During previous proposals, Staff had discussed this option with MoDOT and landscaping was something that MoDOT would allow the developer to install in their right-of-way. The subcommittee also discussed the proposed storm water management. The project engineer explained the proposal and how it would protect the adjacent properties. It was also noted that they will be required to provide final MSD approval when they apply for final subdivision approval.

As previously mentioned, the developer is requesting approval to provide above ground storm water detention and for the ability to commence grading and site work prior to receiving final subdivision approval from the City Council. In accordance with Article X of the Subdivision Code, a waiver from the Subdivision Code is being requested to allow storm water management facilities above ground versus underground. Metropolitan Sewer District requires water quality and detention facilities to be open and above ground and the subcommittee has no objection to the waiver request.

**RECOMMENDATION:**

The Subcommittee recommends granting the waiver from the Subdivision Code for above ground detention and approving the Preliminary Development Plan and Preliminary Plat for the Community Unit Plan with the following conditions:

1. The final plat and development plans shall be consistent with the preliminary development plans prepared by Wind Engineering Company and Hall & Associates LLC (6 sheets) stamped “Received November 9, 2018 City of Kirkwood Public Works Department”.
2. The sidewalk requirement shall be reduced to only the north side of the extended Lily Avenue as the Lily Avenue extension is a cul-de-sac street that serves less than 9 single-family residential lots.
3. The Final Development Plans shall include an additional landscape buffer along the southwest side of the extended Lily Avenue right-of-way. Said buffer will require approval by MoDOT for location in the I-270 right-of-way and shall be designed to provide sound buffering to the proposed neighborhood. A minimum of two of the following species shall be utilized and shall be spaced between 15 and 20 feet apart: Picea abies (Norway spruce), Pinus echinata (shortleaf pine), and Thuja sandishii x plicata ‘Green Giant’ (Green Giant arborvitae). In addition to the required trees, semi-evergreen shrubs shall be planted between the required trees and shall be the following species: Viburnum x rhytidophylloides ‘Alleghany’ (Alleghany viburnum), and Viburnum ‘Pragense’ (Prague viburnum).
4. Lily Avenue shall be reconstructed to twenty-six (26) feet in width from the entrance of the subdivision to the intersection of Emmerson Avenue.
5. The primary construction route shall be via Boaz.
6. A revised Tree Study and Landscape Plan reflecting the proposed boundary adjustment shall be provided prior to review of the preliminary plans by the City Council.
7. An ADA curb ramp will be required at the projected property line of lot 1. Provide revised plan and cross sections as needed prior to approval of final development plans.
8. Storm water management plans and sanitary sewer plans shall be approved by Metropolitan Sewer District (MSD) prior to submission of the final development plans to the City. Storm water greater than one c.f.s. shall not be directed across the driveway entrances.
9. A separate flood plain development permit is required.
10. Per Appendix B, Article X, a waiver to allow for above ground water detention is approved.
11. Per Section A-800.4, the developer is permitted to perform grading and site work associated with this development prior to final plan approval by the City Council. Said grading shall be at the risk of the developer. The developer shall provide a performance guarantee covering the proposed site work and shall obtain a grading permit. MSD approval of said grading permit shall also be required.
12. The applicant shall comply with all standard conditions as listed on Exhibit A.

Respectfully submitted,

David Eagleton Allen Klippel

Commissioner Evens made a motion and seconded by Commissioner Eagleton to approve the preliminary development plan and plat for a Community Unit Plan for an eight-lot subdivision at 2017 Lily Avenue and 2040 Boaz Avenue in accordance with the recommendations in the Subcommittee Report. There being no discussion, the motion was unanimously approved by the eight members present.

**4. PZ-15-19 REZONE R3 TO R5 AND SITE PLAN REVIEW – BIG BEND**

 **TOWNHOUSES, 11204-11224 BIG BEND**

Submitted: 11-16-18 Automatic Recommendation: 2-14-19

 Petitioner’s Agent, Tyler Stephens

 (Subcommittee - Commissioners O’Donnell and Adkins)

City Planner Jonathan Raiche stated the project consists of rezoning five lots from R3 to R5 and Site Plan Review to construct a three-story 48 unit apartment building. Four modifications are being requested: (1) density of 1,685 square feet per unit in lieu of the required 3,000 square feet; (2) 48 units in one building in lieu of 12 units; (3) front yard setback of 40 feet in lieu of the required result of averaging the existing buildings on either side at 128 feet; (4) parking space requirement of 100 in lieu of the 112 required. Site access is limited to one entrance.

John Pennington of Savoy Properties believes this will bring 48 new residents to Kirkwood.

In accordance with Section 220.6 of the Zoning Code, Chairman Klippel asked if there was anyone in the audience who had comments concerning the site plan, and the following responded:

Patrick Woodling, 1017 Forest Avenue, believes several students would be living in one apartment if the rent was $1,500 per month, parking is insufficient, crossing Big Bend is risky, and this complex would lower their property values.

Mike Hankins, 11406 Big Bend Road, believes this is spot zoning because the area on Big Bend between Geyer and Old Big Bend is single family, the plan doesn’t provide for covered parking, the building doesn’t have an elevator, and is concerned about rezoning creep.

Kayla Vaughan, 825 Marco, expressed opposition to the zoning change and the site plan. She stated the Future Land Use Map in the Kirkwood Envision 2035 plan shows the preferred scenario for this area is General Residential which includes single family, duplexes, townhomes, and garden apartments and she believes that is the only reason the petitioner is calling these apartments “townhomes”.

Iggy Yuan, 1231 Wilton Lane, believes the proposed development is too dense.

Dennis Roach, 825 Marco, believes the proposal doesn’t include adequate parking and provided estimates for walking to Kirkwood Commons, Magic House, and the three parks in the surrounding area.

Darlene O’Neal, 11324 Big Bend Road, is opposed to the project, citing air pollution and traffic congestion.

Willis Loy, 1375 Wilton Lane, believes the building looks more like a hotel and Kirkwood deserves a better plan.

Diane Carson, 1375 Wilton Lane, stated these are apartments and not townhouses. She stated the petitioner stated adjunct professors and international students from Meramec Community College might occupy some of the apartments. After contacting the college, she was advised that adjunct professors do not work for six months at one college and that the international students live with host families.

June Shaw, 1407 Wilton Lane, believes there is more traffic on Big Bend Road than in the past.

Sharon Ryan, 1245 Wilton Lane, believes this project violates the EnVision 2035 plan and that the applicant is requesting double the density that would be allowed, three times the number of dwelling units allowed in one building, and more than half the required front yard setback.

Vicki Moran, 811 Marco Drive, stated turning left onto Big Bend Road is a challenge and provided data on vehicle accidents in Kirkwood.

John Moran, 811 Marco Drive, is opposed to the higher density.

Bill Ruppert, 1328 Forest Avenue, spoke of the Tree Code ordinance adopted by the City Council on December 20, 2018, and believes the Post Oak tree on the property should be saved.

Tony Wurm, 11380 Manchester Road, spoke in favor of the project and found half-full parking lots at numerous apartment complexes.

Ron Ryan, 1286 Oakshire Lane, believes speculators have controlled this property for years and that the lots are conducive to single-family homes. The proposed building is not proportional to the area.

John Pennington stated he is not a speculator, that he has lived in Kirkwood his entire life. He has not provided false data and has researched the area.

Commissioner Adkins read the underlined sections of the Subcommittee Report recommending approval of rezoning 11204 thru 11224 Big Bend Boulevard from R3 to R5 and a site plan to construct 48 townhouses:

CITY OF KIRKWOOD

**PLANNING AND ZONING COMMISSION**

**SUBCOMMITTEE REPORT**

###### JANUARY 2, 2019

***PETITION NUMBER*:** PZ-15-19

***ACTION REQUESTED*:** REZONE (R-3 TO R-5) AND SITE PLAN REVIEW – BIG BEND TOWNHOUSES

***PROPERTY OWNER*:** SAVOY INVESTMENTS LLC (UNDER CONTRACT)

***APPLICANT*:** SAVOY INVESTMENTS LLC

***APPLICANT’S AGENT*:** AMANDA NORRIS & TYLER STEPHENS – CORE 10

 ARCHITECTURE

***PROPERTY LOCATION*:** 11204 – 11224 BIG BEND BOULEVARD

***ZONING*:** R-3, SINGLE-FAMILY RESIDENTIAL

 ***DRAWINGS SUBMITTED:*** SITE PLAN PACKET (10 SHEETS) PREPARED BY CORE 10 ARCHITECTURE AND DOERING ENGINEERING STAMPED “RECEIVED DECEMBER 17, 2018, CITY OF KIRKWOOD PUBLIC WORKS DEPARTMENT”

 TREE STUDY (6 SHEETS) PREPARED BY TREES, FORESTS AND LANDSCAPES, INC. STAMPED “RECEIVED DECEMBER 17, 2018, CITY OF KIRKWOOD PUBLIC WORKS DEPARTMENT”

 **DESCRIPTION OF PROJECT:**

The applicant is requesting two separate actions for this project which will require two separate recommendations by the subcommittee. The first request is to rezone the subject property from R-3, Single-family Residential to R-5, Multi-family Residential to accommodate the multi-family apartment proposal.

The second item for consideration is a Site Plan Review for a 48-unit apartment development. The existing properties are five lots with one single-family residence located on each lot. Four of the five existing lots are legal non-conforming lots in the R-3 District due to their existing lot size. The proposed development includes a 3-story building with 16 units on each floor. All units are proposed to have a minimum of two exterior walls for a more townhouse-like design. The site is proposed to include 100 parking spaces around the perimeter of the site and is designed with sidewalks and a tree lawn area along the interior side of the parking area to create a more pedestrian-oriented experience within the site.

**COMPREHENSIVE PLAN, LAND USE AND ZONING:**

The site is designated as General Residential on the EnVision Kirkwood 2035 Future Land Use Map. Attached Residential (Duplexes/Townhomes/Garden Apartments) is listed in this land use category as an appropriate development type. The EnVision Kirkwood 2035 plan does not contain a land use category specifically for multi-family development, but rather, identifies that multi-family development could be appropriate within areas of the General Residential and various commercial land use categories. Multi-family developments have typically been approved near major intersections or as a transition between single-family uses and commercial uses.

The subject properties are currently zoned R-3, Single-family Residential District, but are requested to be rezoned to R-5, Multi-family Residential District. Although the R-5 District allows for apartment buildings, there are a number of modifications to various development requirements within the district to which the applicant is requesting modifications.

Surrounding land uses and zoning include the following:

To the north: Across Big Bend Boulevard, the property is zoned R-3 with St. Louis Community College – Meramec campus located on the property.

To the south: Across the rail-road right of way, the properties are primarily zoned R-1 with single-family homes located in this area.

To the east: Directly adjacent to the subject site is an existing gas station and car wash which is zoned B-3, Highway Business District.

To the west: These properties are zoned R-3 and contain a Montessori School and single-family residential homes.

**DEPARTMENTAL/AGENCY COMMENTS:**

Electric: 1. Provide an electrical distribution plan.

 2. Conduit is required to connect to the north side of Big Bend.

 3. Provide electrical load sheets.

 4. Coordinate the landscape plan with electrical distribution plan. It appears conduit will conflict with landscaping.

Water: Water line service details need to be provided on the plans prior to permit.

Engineering: 1. MSD approval is required.

2. An access management study is required.

3. Provide ADA compliant sidewalks per St. Louis Co specifications and approval.

4. Provide pedestrian connection to sidewalks along Big Bend. Provide a delineated crosswalk. Consider enhancements such as a raised crosswalk.

5. Entrances shall be concrete per St. Louis County specifications.

6. Remove all unused curb cuts.

7. No more than 1 CFS may discharge across an entrance or public sidewalk.

Building/Fire: 1. A flow test is required.

 2. Maintain adequate Fire Department Access.

 3. Access roads shall be designed to support FD apparatus up to 80,000 lbs.

**SITE ELEMENTS ANALYSIS:**

***Structure & Pedestrian Circulation***

The proposed building is 3 stories and approximately 32’ tall which conforms to the maximum height of 3 stories and 35’ in the R-5 District. The building is proposed to have an approximate setback of 43’ from Big Bend Boulevard which is similar to the existing homes but does not meet the Zoning Code requirement which dictates that the front setback is determined by averaging the adjacent structures. Because the Montessori School to the west is setback toward the rear of the lot, the averaging requirement creates a setback of 128’ for the subject site.

As previously mentioned, the applicant has intentionally provided sidewalk and tree lawn areas with additional trees to create a more pedestrian-oriented development than the code would require. A direct pedestrian connection to the public sidewalk along Big Bend Boulevard with enhanced visibility for pedestrian safety was recommended by Staff and provided by the applicant.

***Site Access Management***

An access management study has been required by the City to be conducted by a third-party private traffic engineering firm at the cost of the developer. During discussions with the engineering firm, the City Engineering Department, and St. Louis County, it was determined that the amount of trips generated by the proposed development would warrant a study that focused on access management to ensure the safest placement of access drives into and out of the development. During the early stages of this process, the applicant agreed to eliminate one of the two drives that were originally proposed. The drive on the east side of the development has been eliminated to limit the potential conflicts between apartment users and the gas station users. The resulting drive is located near the western property line. Results of the access management study indicated the following points:

* The trips generated by Greentree Montessori (adjacent to the west) are not an appreciable amount of trips.
* The proposed development could generate 17 trips during the weekday morning peak hour and 21 trips during the weekday afternoon peak hour.
* The proposed access drive does not adhere to St. Louis County Access Management Guidelines; however, it would be impossible to provide access to the property if the guidelines were met and the property must be provided legal access.
* The location of the proposed access drive is the preferred location in order to maximize the separation from the existing gas station to the east which is the higher traffic generating use.
* The proposal eliminates all single-family access drives onto Big Bend Boulevard and reduces the total number of access points from five to one.

St. Louis County provided initial feedback that indicated a positive response to the proposed design. A condition is included later in this report that the Site Plan receives full approval from St. Louis County for the proposed access point prior to issuance of permits.

***Landscaping & Storm water***

A tree study and tree preservation plan were provided on December 17, 2018 and indicated that trees on the adjacent property to the west may be impacted by the development. A condition has been added to the recommendation section of this report that requires written approval from the adjacent property owner for removal of these trees. An irrigation plan was not provided by the applicant and a condition has also been added that an irrigation plan is required prior to approval by City Council.

The proposal meets the requirements for trees located along Big Bend, shrubs and trees along the western property line, and trees in the rear yard. The proposal also includes additional landscaping within the site at various locations. Plantings along the interior drive lane and along the eastern property line provide landscaping that is above the minimum required.

The existing and proposed site conditions are such that the storm water will flow from southwest to northeast across the site toward Big Bend and the adjacent gas station. MSD approval of the proposed plan is required. The proposed plan includes a combination of permeable pavement and a centralized retention area to meet MSD’s storm water regulations.

***Lighting***

Additional detail regarding the lighting plan was provided on December 17, 2018 which addressed Staff’s outstanding comments. The proposed plan includes 16 pole-mounted fixtures and 24 building-mounted fixtures designed to meet the requirements of the Zoning Code.

***Modifications***

The proposed Site Plan requires 4 modifications and/or variances from the current Zoning Code. A comparison of the proposed and required items is as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Topic** | **Required** | **Provided** | **Difference** |
| Unit Density | 3,000 sf/unit | 1,684 sf/unit | 1,316 sf/unit |
| Units per 3 story building | 12 units | 48 units | 36 units |
| Front Yard Setback | 128’ | 43’ | 85’ |
| Parking Rate | 112 spaces | 100 spaces | 12 spaces |

As previously mentioned, the developer is providing the following benefits that help achieve the objectives listed in Section A-220.2 as part of the justification for the above modification requests:

1. Additional landscaping along the western property line and within the interior or the site.
2. An interconnected internal sidewalk system throughout the development to promote pedestrian access and a pedestrian-oriented development aesthetic.
3. Additional interior open space within the development above what is required by Code.
4. Bicycle racks to accommodate30 bicycles to promote bicycle use.

**DISCUSSION:**

Zoning Matters signs were placed on the property on November 29, 2018. The request was introduced at the Planning & Zoning Commission meeting on December 5, 2018. An on-site subcommittee meeting was subsequently held on December 11th. A list of attendees of the subcommittee meeting can be seen in Exhibit B. At the subcommittee meetings, the following items were discussed:

1. The requirement for an access management study and the applicant’s decision to alter the design to eliminate the original eastern driveway entrance.
2. The setback of the proposed building from Big Bend Boulevard would be similar to the existing homes.
3. The majority of the existing lots are non-conforming lots due to the narrow and/or small size of the lots.
4. The subcommittee requested a comparison of the requested modifications to the current recommendations being discussed for code amendments in the R-5 district by a separate P&Z subcommittee. It is important to note that these recommendations by the separate subcommittee have not yet been formalized. Staff has provided the following comparison:

|  |  |  |  |
| --- | --- | --- | --- |
| **Topic** | **Required** | **Subcommittee Amendment (as discussed)** | **Provided** |
| Unit Density | 3,000 sf/unit | 1,000 sf/unit (downtown only)3,000 sf/unit (outside downtown) | 1,684 sf/unit |
| Units per 3 story building | 12 units | No maximum (city-wide) | 48 units |
| Front Yard Setback | 128’ | N/A | 43’ |
| Parking spaces | 112 spaces | Only changed downtown rates | 100 spaces |

The above-mentioned R-5 District amendments were part of a larger analysis of the recommendations provided in the City’s Downtown Master Plan & Parking Study (Downtown Plan). The Planning & Zoning Commission assigned a subcommittee of four members to work with Staff to analyze and make recommendations based on the results of the Downtown Plan. The subcommittee first addressed the recommendations related to the B-2 District, then moved to the recommendations related to the parking code. Both of these groupings of amendments have been reviewed by the Planning & Zoning Commission and have either been adopted by the City Council or are before the City Council for consideration. The B-2 related amendments, aside from the recommended height revision which was continued for further review, were adopted by City Council on December 6th. The Parking related amendments received their first-reading approval on December 20th. The same Planning & Zoning Subcommittee met on November 13, 2018 to discuss the final round of recommendations which focus on the R-5 District. Additional research was requested from Staff prior to final subcommittee reports being issued. Once Staff has completed the additional research, these recommendations will be brought to the Planning & Zoning Commission and then to the City Council similar to the first two groupings.

The subcommittee finds that the justification provided and the circumstances of the modifications requested provide for a better development than might otherwise be realized. The subcommittee has included a recommendation for approval of the requested modifications in the recommendation section of this report.

***RECOMMENDATIONS:***

The Subcommittee recommends that the rezoning from R-3, Single-family Residential to R-5, Multi-family Residential for the properties located at 11204 – 11224 Big Bend Boulevard be **approved**.

The Subcommittee recommends that the proposed Site Plan for the above referenced properties 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 220.2, the following modifications shall be approved:
	1. Unit density from 3,000 sf/unit to 1,684 sf/unit,
	2. Units per 3-story building from 12 units to 48 units,
	3. Front yard setback from 128’ to 43’, and
	4. Parking required from 112 spaces to 100 spaces.
3. The Site Plan including, but not limited to, the proposed access drive location must be approved by St. Louis County prior to issuance of permits.
4. Written permission from the property owner regarding tree removal of shared trees or trees completely on the adjacent property to the west shall be provided to the City prior to issuance of permits.
5. An irrigation plan must be provided prior to approval by the City Council.
6. All proposed public sidewalks shall be constructed so that they terminate in a manner compliant with ADA/PROWAG. Sidewalks within St. Louis County right-of-way shall be ADA compliant and approve by St. Louis County.
7. Site Access shall be limited to one entrance near the western property line.
8. Site plan approval from St. Louis County including, but not limited to, the proposed restrictions on the entrances is required prior to issuance of permits.
9. A consolidation plat shall be required with easements as required by the City prior to issuance of permits.
10. If applicable, proper ground disturbance permits through MDNR shall be obtained prior to issuance of permits from the City.
11. The applicant shall comply with all standard conditions as listed in Exhibit A.

Respectfully submitted,

Jim Adkins Jim O’Donnell

Commissioner O’Donnell made a motion and seconded by Commissioner Adkins to approve rezoning 11204 - 11224 Big Bend Boulevard from R-3 to R-5. After discussion, the motion to rezone the properties was unanimously approved.

Commissioner O’Donnell made a motion and seconded by Commissioner Adkins to approve the site plan for a 48-unit apartment building at 11204-11224 Big Bend Boulevard in accordance with the recommendations in the Subcommittee Report. After discussion, the motion failed by a vote of 3 to 5 with Commissioners Adkins, Evens, and O’Donnell in favor and Commissioners Diel, Eagleton, Frick, Klippel, and Mallinckrodt opposed.

**5. PZ-16-19 SITE PLAN REVIEW AND ZONING CODE AMENDMENT –**

 **MADISON AND CLAY CONDOMINIUMS, 204 SOUTH CLAY AVE**

Submitted: 11-16-18 Automatic Recommendation: 2-14-19

 Petitioner’s Agent, Tyler Stephens

 (Subcommittee – Commissioners Diel and Drewel)

City Planner Jonathan Raiche stated the petitioner is requesting amendments to the Zoning Code and Site Plan Review to construct a 14 unit condominium building. Five modifications are being requested: (1) density of 1,178 square feet per unit in lieu of the required 1,200 square feet; (2) a 20-foot wide driveway in lieu of 22 feet; (3) 9’x18’ parking spaces in lieu of 9x19’; (4) off-street parking for 28 vehicles in lieu of the 36 required; and (5) a building height of 49’-6” in lieu of the maximum of 40 feet. Due to recent amendments to the Zoning Code regarding front yard setbacks, the proposed building now meets the Code requirement for the front yard setbacks {a 7’ front yard setback from Madison and 4’ setback on Clay Avenue in lieu of 29’-4” and 16’-9”}.

Tyler Stephens of Core 10 Architecture stated mixed-use buildings can have a maximum height of 60 feet and that the proposed building is shorter than the condominium building recently constructed at 110 West Madison Avenue.

In accordance with Section 220.6 of the Zoning Code, Chairman Klippel asked if there was anyone in the audience who had comments concerning the site plan, and no one responded:

Commissioner Diel read the underlined sections of the Subcommittee Report recommending approval:

CITY OF KIRKWOOD

**PLANNING AND ZONING COMMISSION**

**SUBCOMMITTEE REPORT**

###### JANUARY 2, 2019

***PETITION NUMBER*:** PZ-16-19

***ACTION REQUESTED*:** ZONING CODE TEXT AMENDMENT AND SITE PLAN REVIEW

***PROPERTY OWNER*:** SAVOY INVESTMENTS LLC (UNDER CONTRACT)

***APPLICANT*:** SAVOY INVESTMENTS LLC

***APPLICANT’S AGENT*:** AMANDA NORRIS & TYLER STEPHENS – CORE 10

 ARCHITECTURE

***PROPERTY LOCATION*:** 204 SOUTH CLAY AVENUE

***ZONING*:** B-2, GENERAL BUSINESS DISTRICT (CENTRAL BUSINESS DISTRICT)

 ***DRAWINGS SUBMITTED:*** SITE PLAN PACKET (10 SHEETS) PREPARED BY CORE 10 ARCHITECTURE AND DOERING ENGINEERING STAMPED “RECEIVED DECEMBER 17, 2018, CITY OF KIRKWOOD PUBLIC WORKS DEPARTMENT”

 **DESCRIPTION OF PROJECT:**

The applicant is requesting two separate actions for this project which will require two separate recommendations by the subcommittee. The first request is for a text amendment in the B-2, General Business District regulations regarding permitted uses. Currently, the B-2 District only allows residential uses as part of a mixed-use development. The only district that currently allows for multi-family development is the R-5 District which is not limited to the downtown area. The applicant has chosen to request an amendment to the B-2 District to allow multi-family development that would have regulations more similar to the B-2 District than the existing R-5 District. The proposed text amendment language makes reference to the City’s Downtown Master Plan & Parking Study (Downtown Plan). The Framework Plan portion of the Downtown Plan provides guidance on where commercial development should be required and suggested within Downtown Kirkwood (see Exhibit A). This text amendment would allow multi-family residential in areas that are not designated as required or recommended commercial properties. The proposal also specifies a minimum lot size of 1,200 square feet per unit which is currently used for mixed-use development in the B-2 District. The proposed language is included below and would be added into Section A-510.2 in the appropriate alphabetical location:

*“Multiple-family dwellings (1,200 square feet per dwelling unit) when located on a property not designated as Suggested or Mandatory Retail in the Downtown Master Plan & Parking Study’s Framework Plan”*

The second item for consideration is a Site Plan Review for a 14-unit condominium development. The existing property contains two buildings including one home that has been converted to a commercial business and one other commercial building. The proposed plan would demolish the existing buildings and place a four-story building with an underground parking garage that provides 28 parking spaces. The underground parking garage is proposed to be accessed via a two-way drive lane from Madison Avenue.

**COMPREHENSIVE PLAN, LAND USE AND ZONING:**

The site is designated as being located in the Downtown land use category on the EnVision Kirkwood 2035 Future Land Use Map. Attached Residential (Duplexes/Townhomes/Garden Apartments) is listed in this land use category as an appropriate development type. The EnVision Kirkwood 2035 plan does not contain a land use category specifically for multi-family development, but rather, identifies that multi-family development could be appropriate within various land use categories. Multi-family developments have typically been approved near major intersections or as a transition between single-family uses and commercial uses which includes the perimeter of Downtown Kirkwood.

The subject property is currently zoned B-2, General Business District (Central Business District). Although a text amendment to allow for multi-family development within this district is proposed, the property is not being requested to be rezoned.

Surrounding land uses and zoning include the following:

To the north: Across Madison Avenue, there is a City Park, the Police Station and City Hall which are zoned B-2.

To the south: Directly to the south there are two multi-family building that are currently zoned B-2.

To the east: Directly adjacent to the subject site is a residential home that has been converted to a business and operates as an office building.

To the west: Across Clay Avenue, there is a condominium development zoned R-5.

**DEPARTMENTAL/AGENCY COMMENTS:**

Electric: 1. Provide an electrical distribution plan.

 2. Conduit is required to connect to the west side of Clay Ave.

 3. Provide electrical load sheets.

 4. Address the concern related to flooding of the transformer during a heavy rain event.

Water: Final construction plans will need to show the proposed water lines and receive Fire & Water approval.

Engineering: 1. MSD approval is required.

2. Provide minimum 5’ wide exposed aggregate ADA compliant sidewalks along Madison and Clay. Include reconstructing with perpendicular curb ramps at intersection. Will require reconfiguring curb openings.

3. Lower elevation of sidewalk along Madison.

4. Provide more detail on entrance construction. Shared entrance maintenance agreement needed for approach in the ROW.

5. Permanent wall easement necessary if geogrid or wall footings extend beyond property line.

6. Temporary easements required from neighboring property owners for work required on neighboring properties prior to issuance of permit.

7. Provide fence at top of wall with 30” or greater of grade change.

8. Construction of retaining wall may impact neighboring garage. Geotech investigation and shoring plan required.

9. Downspouts shall not discharge across public sidewalks or through curbs.

10. Reconstruct abandoned curb cuts.

Building/Fire: 1. A flow test is required.

 2. Maintain adequate Fire Department Access.

Forester: 1. Provide more species variety for street frontage trees.

 2. Frontage trees planted in the right-of-way will be more susceptible to damage/removal from utility work.

**SITE ELEMENTS ANALYSIS:**

***Structure & Pedestrian Access***

The proposed building is 4 stories and approximately 49’6”’ tall which exceeds the maximum height of 40’ for a non-mixed use project in the B-2 District. A modification has been requested for this and is included in the recommendation portion of this report. The building is proposed to have 14 total units with 4 units on each of the first three floors and 2 units on the fourth floor. The unit density is proposed at 1,178 sf of lot area per unit which is slightly below the proposed 1,200 sf per unit that is part of their proposed text amendment. This deviation from the requirement is also included as a modification request.

The proposed setbacks listed on the plans (4’ from Clay Avenue and 16’4” from Madison Avenue) are measured to the setback of the first floor and exclude the parking structure which is primarily underground. The portion of the parking structure that protrudes past the first floor will be utilized as a wrap-around front porch feature along Madison and Clay Avenues. The fourth story is proposed to step-back further and provides an approximate setback of 27’ from Madison Avenue and 25’ from Clay Avenue. According to the Zoning Code; however, the parking structure must also meet the setback requirements. The proposed setbacks when measuring to the parking structure walls are approximately 4’ from Clay Avenue and 5’ from Madison Avenue. The required setbacks are based on averaging adjacent properties and are calculated to be 16’9” on Clay Avenue and 29’4” on Madison Avenue. A modification has been requested for this item and is included in the recommendation portion of this report.

The applicant is proposing new 6’ wide, exposed aggregate sidewalks which provide a benefit for pedestrian circulation above and beyond the 5’ wide sidewalks that Staff required.

***Landscaping***

The proposed Landscape Plan provides the required number of frontage trees which are proposed to be located in the public right-of-way. While the Zoning Code does not explicitly state that trees cannot be provided in the right-of-way, Staff has identified the additional potential for conflict with utilities when trees are planted in the right-of-way. The proposed location provides a positive tree-lined aesthetic for the development, but if a tree is removed or damaged by a utility company during work not related to the proposed private development, the developer would not be required to replace the tree. This is not against the code, but something of which to be aware.

The developer has chosen not to provide an irrigation plan as required by code. This requirement has been placed as a condition of approval prior to approval by the City Council.

In addition to the required plantings, the applicant has proposed 4 understory trees, 8 trees, and various shrubs around the building that are provided above and beyond the Zoning Code’s requirements.

***Site Access & Parking***

The site is proposed to be accessed from a two-way drive from Madison Avenue located along the eastern property line. The drive will decline in grade to provide access to the underground parking structure. The access drive is proposed to be 20’ wide which is narrower than the 22’ width required by the Zoning Code for a two-way drive and requires a modification. Due to the fact that the drive is not needed for maneuverability for parking spaces, Staff does not have a concern with this modification.

The proposed parking structure will provide 28 spaces for the 14 units. The Zoning Code requires 2 ¼ spaces per unit (units above 1,500 sf) plus 1 space for every 3 units for visitors. This would result in a requirement of 36 spaces. This code requirement is according to the code when the application was submitted; however, it is worth noting that the City Council will hold a final vote on December 20th for amending the requirement to 1.5 spaces per unit for multi-family development in Downtown. Due to the timing of the submittal, a modification is required for this item. A second modification is also needed for the size of proposed parking spaces which are required to be 9’x 19’. The applicant is proposing all spaces to be 9’x 18’ which they feel is adequate for parking for the condo unit owners.

***Modifications***

The proposed Site Plan requires 7 modifications and/or variances from the current Zoning Code. A comparison of the proposed and required items is as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Topic** | **Required** | **Provided** | **Difference** |
| Unit Density | 1,200 sf/unit | 1,178 sf/unit | 22 sf/unit |
| Building Height | 40’ | 49’6” | 9’6” |
| Front Setback (Clay) | 16’9” | 4’ | 12’9” |
| Front Setback (Madison | 29’4” | 5’ | 24’4” |
| Parking Spaces | 36 spaces | 28 spaces | 8 spaces |
| Driveway Width | 22’ wide | 20’ wide | 2’ |
| Parking Stall Dimension | 9’ x 19’ | 9’ x 18’ | 1’ length |

As previously mentioned, the developer is providing the following benefits that help achieve the objectives listed in Section A-220.2 as part of the justification for the above modification requests:

1. Additional landscaping around the building and along the southern property line.
2. Six foot wide public sidewalks adjacent to the site to promote pedestrian circulation.
3. Decreasing site access to one access point from Madison Avenue to increase pedestrian and vehicular safety.

**DISCUSSION:**

Zoning Matters signs were placed on the property on November 29, 2018. The request was introduced at the Planning & Zoning Commission meeting on December 5, 2018. An on-site subcommittee meeting was subsequently held on December 17th. A list of attendees of the subcommittee meeting can be seen in Exhibit C. The overall proposal was discussed at the subcommittee meeting with attention given to the modifications being requested and the justification for those modifications.

The subcommittee finds that the justification provided and the circumstances of the modifications requested provide for a better development than might otherwise be realized. The subcommittee has included a recommendation for approval of the requested modifications in the recommendation section of this report.

***RECOMMENDATION:***

The Subcommittee recommends that Section A-510.2 of the Zoning Code be amended to include the following permitted use category:

*“Multiple-family dwellings (1,200 square feet per dwelling unit) when located on a property not designated as Suggested or Mandatory Retail in the Downtown Master Plan & Parking Study’s Framework Plan”*

The Subcommittee recommends that the Site Plan Review 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 220.2, the following modifications shall be approved:
	1. Unit density from 1,200 sf/unit to 1,178 sf/unit,
	2. Building height from 40’ to 49’6”,
	3. Front setback on Clay Avenue from 16’9” to 4’,
	4. Front setback on Madison Avenue from 29’4” to 5’,
	5. Number of required parking spaces from 36 to 28
	6. Required driveway width from 22’ to 20’, and
	7. A minimum parking stall dimension from 9’x 19’ to 9’x 18’.
3. If flooding concerns for the electrical transformer cannot be addressed in its current location and the transformer is required to be moved, any landscaping that is displaced by the relocation to higher ground must be relocated on-site and not replaced.
4. A fence must be installed on top of the retaining wall where there is 30” or greater of grade change.
5. If a tree which is planted in the public right-of-way is removed or damaged by a utility company during work not related to the proposed development, the tree must be replaced by the property owner(s) with other aesthetic landscaping.
6. A tree study and tree preservation plan that included appropriate protection for trees on neighboring properties shall be provided prior to issuance of any permit.
7. An irrigation plan must be provided prior to approval by the City Council.
8. All proposed public sidewalks shall be constructed so that they terminate in a manner compliant with ADA/PROWAG and must be replaced with a 6’ wide exposed aggregate sidewalk.
9. A consolidation plat shall be required with easements as required by the City prior to issuance of permits.
10. All Departmental/Agency requests and comments must be provided or otherwise satisfied prior to issuance of permits.
11. The applicant shall comply with all standard conditions as listed in Exhibit B.

Respectfully submitted,

James Diel Wanda Drewel

Commissioner Diel made a motion and seconded by Commissioner O’Donnell to approve the Zoning Code amendments in accordance with the recommendations in the Subcommittee Report. There being no discussion, the motion was unanimously approved by the eight members present.

Commissioner Evens made a motion and seconded by Commissioner Frick to approve the site plan to construct 14 condominium units in one building at 204 South Clay Avenue in accordance with the Subcommittee Report. There being no discussion, the motion was unanimously approved.

**6. PZ-17-19 SUBDIVISION WAIVER REQUEST – KIRKWOOD UNITED**

 **CHURCH OF CHRIST, 1603 DOUGHERTY FERRY ROAD**

Submitted: 12-14-18

Petitioner’s Agent, Jim Hall

City Planner Jonathan Raiche stated the Church (1603 Dougherty Ferry Road) and parsonage (1525 Dougherty Ferry Road) are located on one lot at the northeast corner of Lindeman and Dougherty Ferry. The Church is proposing to re-establish the original lot line between the church and the house. This subdivision would result in three requirements that could not be met: (1) lot size for a church in the R-1 Zoning District is 3 acres in lieu of 2.3 acres proposed; (2) side yard setback for house would be 11.3’ in lieu of 25’; and (3) side yard setback for church would be 23’ in lieu of 40’.

Jim Hall of Hall Associates stated the church wants to be able to s sell the single-family house which had been used as a parsonage.

There being no questions from the Commission, Commissioner Diel made a motion to recommend approval of the subdivision waiver requests as proposed in PZ-17-19 for the Kirkwood United Church of Christ. Commissioner Frick seconded the motion, and it was unanimously approved by the eight members present.

**7. PZ-18-19 SITE PLAN REVIEW, CELLULAR TOWER – CROWN CASTLE,**

 **12309 OLD BIG BEND ROAD**

Submitted: 12-14-18

Petitioner’s Agent, Megan Flower

City Planner Jonathan Raiche stated Crown Castle is proposing to replace the 80-foot tall “flagpole” cellular tower that currently has three carriers with a 95-foot tall monopole to accommodate updates and additional carriers.

Mike Stewart, Project Manager for Crown Castle, stated the new tower will accommodate 5G equipment and three additional carriers.

Chairman Klippel appointed Commissioners Diel and Frick to the Subcommittee; and the Subcommittee will meet at the site on January 9 at 8 a.m.

1. **PZ-19-19 SITE PLAN REVIEW, KIRKWORK BUILDING – 10727-10741**

 **BIG BEND ROAD AND 126 PROSPECT AVE**

Submitted: 12-14-18

Petitioner’s Agent, Laura Neri Baebler

City PlannerJonathan Raiche stated the petitioner is proposing to consolidate five properties and construct a single-story, 14,500 square foot office building with 55 parking spaces. Modifications are being requested from the Zoning Code due to lack of a 12x40 loading zone, reduction in front yard setback from 36.4 feet to 22 feet, and reduction in number of parking spaces from 58 to 55. A bicycle rack for up to 12 bikes would be located on the site.

Michael Kelly with LNB Architects stated the lighting plan is compliant with the Code and a traffic study indicates the proposed building would have no impact on Big Bend Road.

In accordance with Section 220.6 of the Zoning Code, Chairman Klippel asked if there was anyone in the audience who had comments concerning the site plan, and no one responded:

Chairman Klippel appointed Commissioners Mallinckrodt and Adkins to the Subcommittee. The Subcommittee will meet at the site on January 8 at 7:30 a.m.

1. **PZ-20-19 REZONE I-1 TO B-2 - 345 SOUTH FILLMORE AVENUE,**

 **210 EAST MONROE AVENUE, AND 212 SOUTH TAYLOR AVE**

Submitted: 12-20-18

Petitioner, City

City Planner Jonathan Raiche stated the City’s Strategic Plan states the aging Public Works Facility at 345 South Fillmore and Purchasing/Electric facility at 212 South Taylor are located on valuable land and should be relocated. Due to the close proximity of the Performing Arts Center at 210 East Monroe Avenue to the Public Works Facility, the City sees the redevelopment potential for the remainder of both of these sites. The City is pursuing the rezoning of all three properties from I-1 to B-2. Commissioner Mallinckrodt made a motion to rezone 345 South Fillmore Avenue, 210 East Monroe Avenue, and 212 South Taylor Avenue from I-1 to B-2. Commissioner Adkins seconded the motion, and the motion passed 7 to 1 with Commissioner Frick dissenting and Commissioner Drewel was absent.

**10. ELECTION OF OFFICERS**

Chairman Klippel stated the resignation of Commissioner Oughton has resulted in the vacancy of the Secretary/Treasurer position. Commissioner Drewel, who was not present at this meeting, had advised Chairman Klippel she would accept the nomination. Chairman Klippel nominated Commissioner Drewel as the Secretary/Treasurer. Commissioner Drewel accepted the nomination in absentia. There were no other nominations, and nominations were closed. ELECTED BY ACCLAMATION.

There being no further business, the meeting adjourned at 10:08 p.m. The next regular meeting will be held on January 16, 2019, at 7 p.m. in the Council Chambers at Kirkwood City Hall.

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 Allen Klippel, Chair

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 Wanda Drewel, 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](http://www.kirkwoodmo.org), then click on City Clerk, Boards & Commissions, Planning & Zoning Commission.