

**CITY OF KIRKWOOD**

**PLANNING AND ZONING COMMISSION**

**FEBRUARY 5, 2020**

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

Allen Klippel, Chairman Jim O’Donnell, Vice Chairman

James Diel Wanda Drewel, Secretary/Treasurer

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, February 5, 2020, in the City Hall Council Chambers at 139 South Kirkwood Road. 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. Chairman Klippel announced that Commissioners O’Donnell and Drewel were absent and their absence was excused.

**2.** Motion was made by Commissioner Evens and seconded by Commissioner Mallinckrodt to approve the minutes for the January 15, 2020, meeting as written. The motion was unanimously approved.

**3.** Motion was made by Commissioner Adkins and seconded by Commissioner Eagleton to approve the minutes for the January 29, 2020, meeting as written. The motion was unanimously approved.

**4. PZ-13-19 RE-APPROVE FINAL PLAT – THE BLUFFS AT LILY AVENUE**

 **(FORMERLY EMMERSON ESTATES)**

 Submitted: 1-27-20

 Petitioner’s Agent, Daniel Wind

 (Subcommittee – Commissioners Klippel and Eagleton)

 City Planner Raiche stated this request for re-approval is due to the fact that the final plat that was approved in July was not recorded by the petitioner within 90 days of approval. The only change to the plat is the name of the subdivision.

 Dan Wind, of Wind Engineering, stated the plat was taken to the County for recording; however, it had been damaged and was past the 90 days. The site has been graded and the sewers have been installed. The street will be installed when the weather improves.

 There were no questions or comments from the Commissioners. Motion was made by Commission Evens to approve PZ-13-19 to re-approve the final plat for The Bluffs at Lily Avenue which was formerly known as Emmerson Estates. The motion was seconded by Commissioner Adkins and unanimously approved by the seven members present (Commissioners O’Donnell and Drewel were absent).

**5. PZ-21-20 SPECIAL USE PERMIT (OUTDOOR USE) – SCHNUCK MARKETS,**

 **10233 MANCHESTER ROAD**

 Submitted: 12-17-19 Automatic Recommendation: 4-15-2020

 Petitioner’s Agent, Brad Moore

 (Subcommittee – Commissioners Drewel and Evens)

Due to a perceived conflict of interest, Commissioner Adkins recused himself and stepped out of the Chamber.

City Planner Jonathan Raiche stated the subcommittee met on January 21 and discussed store hours and outdoor speakers. Schnuck Markets is proposing to revamp the interior space and the exterior façade. An area in the southeast corner of the store, known as the Food Hall, will provide for service from three tenant restaurants and consumption of food. A new outdoor seating space will be located on the right side of the storefront under an existing canopy that will seat up to 18 customers.

Kathy Duffy with Schnuck Markets was present. There were no questions from the Commissioners.

Commissioner Evens read the underlined sections of the Subcommittee Report:

CITY OF KIRKWOOD

**PLANNING AND ZONING COMMISSION**

**SUBCOMMITTEE REPORT**

###### FEBRUARY 5, 2020

**PETITION NUMBER:** PZ-21-20

**ACTION REQUESTED:** SPECIAL USE PERMIT (OUTDOOR USE)

**PROPERTY OWNER:** SCHNUCK MARKETS, INC.

**PETITIONER:** SCHNUCK MARKETS, INC.

**PROPERTY LOCATION:** 10233 MANCHESTER ROAD

**ZONING:** B-4 PLANNED COMMERCIAL DISTRICT

 **DRAWINGS SUBMITTED*:*** FLOOR PLAN PREPARED BY BRR ARCHITECTURE, STAMPED "RECEIVED DECEMBER 26, 2019 CITY OF KIRKWOOD PUBLIC SERVICES DEPARTMENT”

 ELEVATION STUDY PREPARED BY BRR ARCHITECTURE, STAMPED "RECEIVED DECEMBER 26, 2019 CITY OF KIRKWOOD PUBLIC SERVICES DEPARTMENT”

 PHOTOMETRIC STUDY PREPARED BY BRR ARCHITECTURE, STAMPED "RECEIVED JANUARY 15, 2020 CITY OF KIRKWOOD PUBLIC SERVICES DEPARTMENT”

**DESCRIPTION OF PROJECT:**

The petitioner is requesting a Special Use Permit to accommodate outdoor seating in conjunction with the existing grocery store use on the property. Schnuck Markets has plans underway to renovate the interior and exterior of the existing building. In conjunction with said renovations, they will be increasing the interior space dedicated to service and seating of ready-to-consume food. This work includes potential for 3 tenants within the existing building to occupy a new “food hall” area within the grocery store. The City’s definition for grocery store allows for an area of up to 10% of the gross floor area to be dedicated to area for service and seating of ready-to-consume food. The applicant has provided verification that the proposed area, including the outdoor seating, meets the maximum 10% requirement. The only portion of the proposed work that requires a Special Use Permit is the outdoor seating portion of the request. Because no physical expansion of the building is being proposed, additional parking is not being required with the proposed project.

**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 include regional and neighborhood commercial. No proposed change of use is occurring and the existing development fits within this broad land-use category.

Surrounding land uses and zoning include the following:

To the north: There is a multi-family development zoned R-5.

To the south: Across Manchester Road, there are various commercial businesses zoned B-3 Highway Business District.

To the east: There are various commercial businesses zoned B-3 Highway Business District with single-family residential development behind zoned R-4.

To the west: Across Woodlawn Avenue is St. Agnes Home Assisted Living zoned R-3 Single-Family Residential and B-3 Highway Business District.

**DEPARTMENTAL/AGENCY COMMENTS*:***

Electric: No comments received.

Water: No comments received.

Engineering: No comments received.

Building/Fire: No comments.

**DISCUSSION:**

Zoning Matters signs were placed on the property on January 10, 2020 and this item was introduced at the Planning & Zoning Commission meeting on January 15, 2020. A subcommittee meeting was held on site on January 21, 2020 with proper notification posted. A list of attendees at that meeting is attached as Exhibit A. At this subcommittee meeting, the following items were discussed:

1. The location of the existing trash compactor was discussed and it was clarified after the meeting that the compactor is currently located behind the eastern loading dock and is not proposed to be relocated.
2. Store hours are currently 6am – midnight and are not proposed to change. The subcommittee asked about proposed hours for outdoor seating and the applicant provided information after the meeting that requested hours of operation for outdoor seating are 7am – 10pm, 7 days per week.
3. The subcommittee did not have concern for outdoor speakers being utilized in the outdoor seating area to provide music similar to inside the store.
4. Railings are proposed to enclose the outdoor seating area.

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 petition be **approved** with the following conditions:

1. The outdoor seating area shall be limited to the area indicated on the floor plan stamped “Received December 26, 2019 City of Kirkwood Public Services Department”.
2. Outdoor seating shall be limited to the hours of 7 a.m. to 10 p.m., 7 days per week.
3. A revised lighting plan that meets the requirements of Section A-1040 shall be provided prior to issuance of a building permit for the exterior work.
4. The Architectural Review Board shall approve all signs and building architecture prior to the issuance of any related building permits.

Respectfully submitted,

Ron Evens Wanda Drewel

Commissioner Frick made a motion to approve PZ-21-20 for a Special Use Permit for an outdoor use at the Schnuck Markets store at 10233 Manchester Road subject to the conditions contained in the Subcommittee Report. The motion was seconded by Commissioner Mallinckrodt and unanimously approved by the six members present (Commissioners O’Donnell and Drewel were absent and Commissioner Adkins had recused himself).

 Commissioner Adkins returned to the meeting.

**6. PZ-19-20 AMEND B4 DEVELOPMENT PLAN AND FINAL SITE PLAN –**

 **EZ STORAGE, 10461 MANCHESTER**

Submitted: 11-15-19 Automatic Recommendation: 3-15-2020

 Petitioner’s Agent, Stephen Nolan

 (Subcommittee – Commissioners O’Donnell, Diel, and Adkins)

City Planner Jonathan Raiche stated the subcommittee met on January 24. The dock that was located on the east side of the building has been removed. In order to accommodate the proposed physical fitness facility (PZ-20-20 below), additional parking spaces are proposed on the east side of the building.

Robert Klahr of Armstrong Teasdale and J. D. Howell of Sterling Engineering were present. Mr. Klahr stated they have no objection to the conditions of approval.

Chairman Klippel asked if any Speaker Cards were completed and turned in, and Administrative Assistant Patricia Dodel responded that there were none for this application.

 Commissioner Adkins read the underlined sections of the Subcommittee Report:

CITY OF KIRKWOOD

**PLANNING AND ZONING COMMISSION**

**SUBCOMMITTEE REPORT**

###### FEBRUARY 5, 2020

***PETITION NUMBER*:** PZ-19-20

***ACTION REQUESTED*:** B-4 PRELIMINARY DEVELOPMENT PLAN REVIEW AND FINAL SITE PLAN REVIEW

***PROPERTY OWNER*:** EZ STORAGE KIRKWOOD LLC

***APPLICANT*:** EZ STORAGE KIRKWOOD LLC

***PROPERTY LOCATION*:** 10461 MANCHESTER ROAD (LOT C)

***ZONING*:** B-4, PLANNED COMMERCIAL DISTRICT

***DRAWINGS SUBMITTED:*** AMENDED FINAL DEVELOPMENT PLAN (LOT C) PREPARED BY THE STERLING CO. STAMPED “RECEIVED JANUARY 13, 2020, CITY OF KIRKWOOD PUBLIC SERVICES DEPARTMENT”

 LANDSCAPE PLAN PREPARED BY LOOMIS ASSOCIATES STAMPED “RECEIVED JANUARY 13, 2020 CITY OF KIRKWOOD PUBLIC SERVICES DEPARTMENT”

 LIGHTING PLAN PREPARED BY AZD ASSOCIATES ARCHITECTS STAMPED “RECEIVED JANUARY 13, 2020 CITY OF KIRKWOOD PUBLIC SERVICES DEPARTMENT”

 ***BACKGROUND/DESCRIPTION:***

The applicant has submitted an application to amend the Preliminary Development Plan and Final Site Plan for Lot C of the planned commercial district on the site of the former Shop ‘N Save site. Because Lot C contains the pre-existing building and had minimal proposed changes, the site plan provided serves as both the Preliminary Development Plan and Final Site Plan for the proposed work. The Preliminary Development Plan for the entire 4 lot subdivision was approved by Resolution 17-2019 on February 7, 2019. The Final Development Plan for Lot C was approved in conjunction with the Special Use Permit for a Self-Storage Facility by Ordinance 10558 on February 7, 2019.

The applicant is now requesting to amend the plans to incorporate an expansion of the existing parking lot on the east-side of the building. The expanded area will occupy space which was predominantly occupied by a loading dock and driveway with some green space. In addition to this expansion, the applicant is also requesting to add 4 parking spaces near the southwest portion of the building to serve the office space for EZ Storage. The expanded parking lot on the east-side of the building will provide an additional 32 spaces when compared to what exists currently. These additional spaces are proposed to accommodate a prospective tenant for use as a Physical Fitness Facility. That tenant is separately seeking approval of a special use permit for said use (PZ-20-20).

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

The site is designated as Corridor Commercial Use on the EnVision Kirkwood 2035 Future Land Use Map. Development types discussed in this land use include regional/neighborhood commercial. The proposed amended plan does not change the previously approved uses. The subject property is zoned B-4, Planned Commercial District.

Surrounding land uses and zoning include the following:

To the north: Single-family residential (Warson Woods & Huntleigh) and a portion of St. Agnes Home retirement center.

To the south: Various commercial developments across Manchester Road zoned B-3.

To the east: St. Agnes Home development including a convent, chapel, assisted living, and child care center zoned B-3 and R-3.

To the west: Single-family homes in the Huntleigh Hills Subdivision zoned R-4.

**DEPARTMENTAL/AGENCY COMMENTS:**

Water: No comments.

Engineering: No Comments.

Forester: No Comments.

Electric: An electrical distribution plan and load sheets are required for the two additional tenants that are intended to occupy the southeast corner of the existing building. These two tenants will require electric meters for their units. This quite probably will require changes to the present power supply to the existing building.

Building & Fire: No Comments.

**SITE ELEMENTS ANALYSIS:**

***Site Access & Circulation***

The applicant has maintained the original overall development design regarding access from Manchester Road to the site and access between lots. The proposed amended plans for Lot C is not anticipated to have an effect on site access or circulation. The property owner is aware that additional signal timing study for the existing traffic signal at Manchester Road may be necessary as future tenants are identified.

***Buffer Areas, Landscaping, & Lighting***

The revised landscape plan provided for Lot C maintains the required buffer along the eastern property line and includes additional trees at the ends of the newly proposed expanded parking area.

***DISCUSSION:***

A Zoning Matters sign was posted on the property on January 10, 2020. The request was introduced at the Planning & Zoning Commission meeting on January 15, 2020. A subcommittee meeting was held on January 24, 2020 (See Exhibit A for a list of attendees). For this specific request, the applicant provided an update to the subcommittee on the MSD approval process. They also explained that while the expanded parking area will replace limited green space, the overall development is providing additional permeable areas throughout (including on Lots A and B) when compared to the current site conditions.

***RECOMMENDATION:***

The Subcommittee recommends that the proposed Amended Preliminary Development Plan and Final Site Plan for Lot C be ***approved*** subject to the following conditions***:***

1. Lot C shall be improved as indicated on the plans referenced in the “Drawings Submitted” portion of this report.
2. All conditions related to Lots A, B, and D from Resolution 17-2019 shall remain in effect.
3. MSD approval is required prior to issuance of permits.
4. A traffic study to determine appropriate signal timing for traffic generation by the entire development will be reviewed as each tenant space is proposed for occupancy to ensure proper signal timing is provided.
5. All easements and additional right-of-way required for the Route 100 project shall be provided. Permanent easements/ROW shall be recorded. TCE or TSCL shall be executed on separate indentures.
6. Proper accessibility for the Fire Department is required as directed by the Kirkwood Fire Department.

Respectfully submitted,

Jim Adkins James Diel

Commissioner Evens made a motion to approve PZ-19-20 for an amendment to the B4 Development Plan and Final Site Plan for EZ Storage at 10461 Manchester Road subject to the conditions contained in the Subcommittee Report. The motion was seconded by Commissioner Diel and unanimously approved by the seven members present

**7. PZ-20-20 SPECIAL USE PERMIT (PHYSICAL FITNESS FACILITY) – BURN**

 **BOOT CAMP, 10461 MANCHESTER ROAD**

 Submitted: 12-4-19 Automatic Recommendation: 4-2-2020

 Petitioner’s Agent, Ted Theodoropoulos

 (Subcommittee – Commissioners O’Donnell, Diel, and Adkins)

City Planner Jonathan Raiche stated that clarification of one of the conditions of approval is required, i.e., outdoor use. In response to receiving the subcommittee report, the applicant indicated to Staff that he would like to request a potential revision regarding outdoor use. In addition, City Planner Raiche stated that either the proposed expansion of the eastern parking lot or a recorded shared-parking agreement with Lot A or Lot B would be required.

Ted Theodoropoulos of Burn Boot Camp stated he does not intend to conduct camps outside or play music; however, some of the members may run or do exercises. In response to Commissioner Eagleton’s question, Mr. Theodoropoulos stated he had no objection to installing a bike rack.

Commissioner Diel read the underlined sections of the Subcommittee Report:

CITY OF KIRKWOOD

**PLANNING AND ZONING COMMISSION**

**SUBCOMMITTEE REPORT**

###### FEBRUARY 5, 2020

***PETITION NUMBER*:** PZ-20-20

***ACTION REQUESTED*:** SPECIAL USE PERMIT – PHYSICAL FITNESS FACILITY

***PROPERTY OWNER*:** EZ STORAGE KIRKWOOD LLC

***APPLICANT*:** TED THEODOROPOULOS

***PROPERTY LOCATION*:** 10461 MANCHESTER ROAD

***ZONING*:** B-4, PLANNED COMMERCIAL DISTRICT

 ***DRAWINGS SUBMITTED:*** PLAN PACKET (6 PAGES) STAMPED “RECEIVED DECEMBER 4, 2019, CITY OF KIRKWOOD PUBLIC SERVICES DEPARTMENT”

***BACKGROUND/DESCRIPTION:***

The applicant is requesting a special use permit to operate a physical fitness facility in the southeastern-most tenant space in the former Shop ‘N Save building. This building is currently being converted to a multi-tenant building with the primary tenant being a self-storage facility under the approvals for a planned commercial development previously granted. The applicant has indicated that he is not seeking approval for any outdoor use associated with the indoor physical fitness facility. The proposed tenant space is approximately 5,500sf. The applicant has indicated that he anticipates a maximum of 5 employees on the maximum shift. When evaluated based on the occupancy load of the proposed space and proposed number of employees, the business would require 25 parking spaces.

As part of a separate application (PZ-19-20), the property owners are requesting approval to expand the existing parking lot to the east of the existing building. This item will be discussed in a separate report; however, this request will be contingent on either: 1) approval of the expansion of the existing parking lot or 2) a recorded shared parking agreement with lot A and/or B to ensure adequate parking.

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

The site is designated as Corridor Commercial Use on the EnVision Kirkwood 2035 Future Land Use Map. Development types discussed in this land use include regional/neighborhood commercial. The proposed development is a mixed-use development that includes various commercial spaces.

The subject property is zoned B-4, Planned Commercial District. As previously mentioned, the physical fitness facility use requires a Special Use Permit.

Surrounding land uses and zoning include the following:

To the north: Single-family residential (Warson Woods & Huntleigh) and a portion of St. Agnes Home retirement center.

To the south: Various commercial developments across Manchester Road zoned B-3.

To the east: St. Agnes Home development including a convent, chapel, assisted living, and child care center zoned B-3 and R-3.

To the west: Single-family homes in the Huntleigh Hills Subdivision zoned R-4.

***DISCUSSION:***

A Zoning Matters sign was posted on the property on January 10, 2020. The request was introduced at the Planning & Zoning Commission meeting on January 15, 2020. A subcommittee meeting was held on January 24, 2020 (See Exhibit B for a list of attendees). For this specific request, the subcommittee discussed the fact that they were supportive of the request and asked that the recommendation reflect the fact that no outdoor use would be permitted in conjunction with the proposed use since the applicant indicated they were not proposing this type of use.

***RECOMMENDATION:***

The Subcommittee recommends that the request for a Special Use Permit to operate a Physical Fitness Facility at the property of 10461 Manchester Road be approved with the following conditions:

1. Said facility shall be restricted to the approximately 5,500sf area indicated on the plans stamped “Received December 4, 2019 City of Kirkwood Public Services Department”.
2. No outdoor use in conjunction with the Physical Fitness Facility shall be permitted.
3. Said approval is contingent on required parking being provided through one of the two following options:
	1. The proposed expansion of the existing eastern parking lot is approved and constructed as approved, or
	2. A recorded shared-parking agreement with Lot A or Lot B is provided along with documentation indicated that all users are accommodated.
4. The applicant shall comply with all standard conditions as listed in Exhibit A.

Respectfully submitted,

Jim Adkins James Diel

Commissioner Diel made a motion to approve PZ-20-20 for a Special Use Permit for a physical fitness facility known as the Burn Boot Camp at 10461 Manchester Road subject to the conditions contained in the Subcommittee Report. The motion was seconded by Commissioner Mallinckrodt.

After discussion regarding the outdoor use restriction, Commissioner Diel made a motion to amend Condition No. 2 of the Subcommittee Report to read as follows: “Outdoor use in conjunction with the Physical Fitness Facility shall be permitted as long as it does not include equipment or music.” The motion was seconded by Commissioner Eagleton and unanimously approved.

The amended Subcommittee Report was unanimously approved by the seven members present (Commissioners O’Donnell and Drewel were absent).

**8. PZ-23-20 FINAL B4 PLAN – GENERAL RETAIL AND SPECIAL USE PERMIT**

 **(RESTAURANT WITH DRIVE-THRU), 10463 MANCHESTER ROAD**

 Submitted: 12-27-19 Automatic Recommendation: 4-25-2020

 Petitioner’s Agent, Stephen Nolan

 *Opportunity for Public Comment*

 (Subcommittee – Commissioners O’Donnell, Diel, and Adkins)

City Planner Jonathan Raiche stated the applicant advised that if outdoor seating for the restaurant is desired, the tenant will either abide by the restrictions for accessory outdoor seating or apply for a special use permit amendment. High-visibility continental-style crossings are recommended to be added between the building and the main parking field to the north. Sidewalks along Manchester Road as part of the Route 100 project are being replaced as part of the MoDOT/City project. The applicant is required to provide all necessary easements for said improvements. The building elevation was reviewed by the Architectural Review Board at their February 3 meeting and approved with minor revisions.

Robert Klahr of Armstrong Teasdale stated the easements with MoDOT have been executed.

Chairman Klippel asked if any Speaker Cards were completed and turned in, and Administrative Assistant Dodel responded there were none for this application.

Commissioner Adkins read the underlined sections of the Subcommittee Report:

CITY OF KIRKWOOD

**PLANNING AND ZONING COMMISSION**

**SUBCOMMITTEE REPORT**

###### FEBRUARY 5, 2020

***PETITION NUMBER*:** PZ-23-20

***ACTION REQUESTED*:** B-4 FINAL SITE PLAN REVIEW AND SPECIAL USE PERMIT (RESTAURANT WITH DRIVE-THRU)

***PROPERTY OWNER*:** EZ STORAGE KIRKWOOD LLC

***APPLICANT*:** EZ STORAGE KIRKWOOD LLC

***APPLICANT’S AGENT:*** JAMIE MANSFIELD,

ARMSTRONG TEASDALE

***PROPERTY LOCATION*:** 10463 MANCHESTER ROAD (LOT A)

***ZONING*:** B-4, PLANNED COMMERCIAL DISTRICT

***DRAWINGS SUBMITTED:*** FINAL DEVELOPMENT PLAN (LOTS A, B, AND C) PREPARED BY THE STERLING CO. STAMPED “RECEIVED JANUARY 13, 2020, CITY OF KIRKWOOD PUBLIC SERVICES DEPARTMENT”

 LANDSCAPE AND IRRIGATION PLANS PREPARED BY LOOMIS ASSOCIATES STAMPED “RECEIVED JANUARY 15, 2020 CITY OF KIRKWOOD PUBLIC SERVICES DEPARTMENT”

 LIGHTING PLAN PREPARED BY AZD ASSOCIATES ARCHITECTS STAMPED “RECEIVED JANUARY 13, 2020 CITY OF KIRKWOOD PUBLIC SERVICES DEPARTMENT”

 ***BACKGROUND/DESCRIPTION:***

The applicant has submitted an application for Final Site Plan approval for a proposed 10,000 sf multi-tenant commercial building on Lot A of the EZ Storage Planned Commercial District. Although a specific tenant is not identified, the owner is also requesting to receive a separate special use permit approval for approximately 1,950 sf of the building to be utilized by a drive-thru restaurant tenant. The Preliminary Development Plan for the entire 4 lot subdivision was approved by Resolution 17-2019 on February 7, 2019. A credit union is a permitted use under the B-4 District and the new development requires review under the Final Site Plan procedure.

The proposed plan substantially conforms to the approved Preliminary Development Plan. The changes included in this plan revolve around the addition of a drive-thru restaurant tenant in the building. The previously-approved development plan indicated a stand-alone drive-thru restaurant on Lot B which has been changed to a credit union. Because that tenant has changed, they are seeking to keep a space in the overall development for a drive-thru restaurant. The multi-tenant building has been reduced in size slightly to accommodate a drive-thru lane around the building which is located outside of the proposed 15’ landscape buffer on private property along Manchester Road.

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

The site is designated as Corridor Commercial Use on the EnVision Kirkwood 2035 Future Land Use Map. Development types discussed in this land use include regional/neighborhood commercial. The proposed uses all fit within these typical development types. The subject property is zoned B-4, Planned Commercial District.

Surrounding land uses and zoning include the following:

To the north: Single-family residential (Warson Woods & Huntleigh) and a portion of St. Agnes Home retirement center.

To the south: Various commercial developments across Manchester Road zoned B-3.

To the east: St. Agnes Home development including a convent, chapel, assisted living, and child care center zoned B-3 and R-3.

To the west: Single-family homes in the Huntleigh Hills Subdivision zoned R-4.

**DEPARTMENTAL/AGENCY COMMENTS:**

Water: No comments.

Engineering: No Comments.

Forester: No Comments.

Electric: Lot A is calling for multiple tenants each with their own electrical service. An electrical distribution plan will be needed to determine the placement and size of a pad-mount transformer to feed these loads. Also, there are multiple three phase circuits running along the western side of this portion of the development. Safe operating clearances must be maintained at all times.

Building & Fire: No Comments.

**SITE ELEMENTS ANALYSIS:**

***Site Access & Circulation***

The applicant has maintained the original overall development design regarding access from Manchester Road to the site and access between lots. As previously mentioned, a drive-thru lane has been included around the building with a proposed menu board for the drive-thru restaurant located near the southeastern corner of the building. Striping for pedestrian crossings was identified and discussed at the introduction meeting for the P&Z Commission and with the subcommittee. A condition has been added to require high-visibility, continental striping at various locations on the lot to provide for safer pedestrian crossings.

***Buffer Areas, Landscaping, & Lighting***

The revised landscape plan provided for Lot B maintains the required buffer along the eastern property line; however, one additional tree is required at the west-end of the southern-most parking row. A condition has been added to the recommendation section of this report reflecting that requirement. The lighting plan provided indicates that it meets the requirements of Section A-1040.

***DISCUSSION:***

A Zoning Matters sign was posted on the property on January 10, 2020. The request was introduced at the Planning & Zoning Commission meeting on January 15, 2020. A subcommittee meeting was held on January 24, 2020 (See Exhibit A for a list of attendees). For this specific request, the following items were discussed:

1. The subcommittee did not have a concern related to indoor hours of operation for this location.
2. The subcommittee was comfortable with the understanding that if a restaurant tenant decides to have outdoor seating, they would either have to apply for an amendment to their special use permit or abide by the restrictions written into the code for accessory outdoor seating. These requirements include many items including, but not limited to, hours of operation being limited to 6am – Midnight.
3. High visibility crosswalks should be added between building A and the main parking field to provide better visibility to pedestrians crossing this main drive especially since it will be used by vehicles for the drive-thru.

***RECOMMENDATIONS:***

The Subcommittee recommends that the proposed Final Site Plan for Lot A be ***approved*** subject to the following conditions***:***

1. Lot A shall be improved as indicated on the plans referenced in the “Drawings Submitted” portion of this report.
2. Internal crosswalks shall be required and provided as high-visibility, continental style crossings at locations indicated on the revised Final Development Plan stamped “Received January 13, 2020 City of Kirkwood Public Services Department”.
3. A revised site plan shall be submitted prior to issuance of permits that includes two additional high-visibility, continental style crossings across the main drive aisle on Lot A between building A and the two western-most parking rows.
4. MSD approval is required prior to issuance of permits.
5. A traffic study to determine appropriate signal timing for traffic generation by the entire development will be reviewed as each tenant space is proposed for occupancy to ensure proper signal timing is provided.
6. All easements and additional right-of-way required for the Route 100 project shall be provided. Permanent easements/ROW shall be recorded. TCE or TSCL shall be executed on separate indentures.
7. Proper accessibility for the Fire Department is required as directed by the Kirkwood Fire Department.

The Subcommittee recommends that the proposed special use permit for a Restaurant with drive-through for the easternmost tenant space on Lot A be ***approved*** subject to the following conditions***:***

1. The restaurant with drive-thru shall be limited to the approximately 1,950 sf tenant space on the east end of the building identified in the Final Site Plan stamped “Received January 13, 2020 City of Kirkwood Public Services Department”.
2. If installed, a menu-board shall be restricted to the east and south sides of the building due to the potential for noise impacts for the adjacent residential property owners to the west.

Respectfully submitted,

Jim Adkins James Diel

Commissioner Diel made a motion to approve PZ-23-20 for the Final B4 Plan for general retail at 10463 Manchester Road subject to the conditions contained in the Subcommittee Report. The motion was seconded by Commissioner Eagleton and unanimously approved by the seven members present (Commissioners O’Donnell and Drewel were absent).

Commissioner Evens made a motion to approve PZ-23-20 for a Special Use Permit for a restaurant with a drive thru at 10463 Manchester Road subject to the conditions contained in the Subcommittee Report. The motion was seconded by Commissioner Diel and unanimously approved by the seven members present (Commissioners O’Donnell and Drewel were absent).

**9. PZ-24-20 FINAL B4 PLAN – FIRST COMMUNITY CREDIT UNION, 10357**

 **MANCHESTER ROAD**

 Submitted: 12-27-19

 Petitioner’s Agent, Stephen Nolan

 *Opportunity for Public Comment*

 (Subcommittee – Commissioners O’Donnell, Diel, and Adkins)

City Planner Jonathan Raiche stated the credit union with a drive thru is a permitted use in the B-4 Zoning District. High-visibility continental style crossings and a bike rack will be installed in the development. The building elevation was reviewed by the Architectural Review Board at their February 3 meeting and approved with minor revisions.

Commissioner Diel read the underlined sections of the Subcommittee Report:

CITY OF KIRKWOOD

**PLANNING AND ZONING COMMISSION**

**SUBCOMMITTEE REPORT**

###### FEBRUARY 5, 2020

***PETITION NUMBER*:** PZ-24-20

***ACTION REQUESTED*:** B-4 FINAL SITE PLAN REVIEW

***PROPERTY OWNER*:** EZ STORAGE KIRKWOOD LLC

***APPLICANT*:** EZ STORAGE KIRKWOOD LLC

***APPLICANT’S AGENT:*** JAMIE MANSFIELD,

ARMSTRONG TEASDALE

***PROPERTY LOCATION*:** 10357 MANCHESTER ROAD (LOT B)

***ZONING*:** B-4, PLANNED COMMERCIAL DISTRICT

 ***DRAWINGS SUBMITTED:*** FINAL DEVELOPMENT PLAN (LOTS A, B, AND C) PREPARED BY THE STERLING CO. STAMPED “RECEIVED JANUARY 13, 2020, CITY OF KIRKWOOD PUBLIC SERVICES DEPARTMENT”

 LANDSCAPE AND IRRIGATION PLANS PREPARED BY LOOMIS ASSOCIATES STAMPED “RECEIVED JANUARY 15, 2020 CITY OF KIRKWOOD PUBLIC SERVICES DEPARTMENT”

 LIGHTING PLAN PREPARED BY AZD ASSOCIATES ARCHITECTS STAMPED “RECEIVED JANUARY 13, 2020 CITY OF KIRKWOOD PUBLIC SERVICES DEPARTMENT”

 ***BACKGROUND/DESCRIPTION:***

The applicant has submitted an application for Final Site Plan approval for a proposed 3,780 sf credit union building on Lot B of the EZ Storage Planned Commercial District. The proposal also includes four full-service teller lanes and one dedicated ATM lane on the north-side of the building. This area of the building is primarily screened from view from Manchester Road. The Preliminary Development Plan for the entire 4 lot subdivision was approved by Resolution 17-2019 on February 7, 2019. A credit union is a permitted use under the B-4 District and the new development requires review under the Final Site Plan procedure.

The proposed plan substantially conforms to the approved Preliminary Development Plan. The changes included in this plan revolve around the fact that the proposed building is shifted northward away from Manchester Road which places slightly more parking in front of the building. The applicant indicated this design change was motivated by convenience for the customers and pedestrian safety by separating the walk-up customer parking area from the proposed drive-thru lanes.

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

The site is designated as Corridor Commercial Use on the EnVision Kirkwood 2035 Future Land Use Map. Development types discussed in this land use include regional/neighborhood commercial. The proposed amended plan does not change the previously-approved uses. The subject property is zoned B-4, Planned Commercial District.

Surrounding land uses and zoning include the following:

To the north: Single-family residential (Warson Woods & Huntleigh) and a portion of St. Agnes Home retirement center.

To the south: Various commercial developments across Manchester Road zoned B-3.

To the east: St. Agnes Home development including a convent, chapel, assisted living, and child care center zoned B-3 and R-3.

To the west: Single-family homes in the Huntleigh Hills Subdivision zoned R-4.

**DEPARTMENTAL/AGENCY COMMENTS:**

Water: No comments.

Engineering: No Comments.

Forester: No Comments.

Electric: Lot B is showing a single tenant structure. An electrical distribution plan will be needed to determine the placement and size of a pad-mount transformer.

Building & Fire: No Comments.

**SITE ELEMENTS ANALYSIS:**

***Site Access & Circulation***

The applicant has maintained the original overall development design regarding access from Manchester Road to the site and access between lots. As previously mentioned, the building has been shifted slightly northward to accommodate the specific tenant (credit union) that has now been identified. The subcommittee asked if the building could be pushed toward Manchester Road; however, the applicant indicated that the shape of the lot is narrower toward Manchester Road and it would cause issues for internal circulation and pedestrian safety. If parking were placed on the north-side of the building, it would either mean that walk-up customers would have to navigate crossing the drive-thru lanes or that the drive-thru lanes would be located along Manchester Road and thus more visible.

***Buffer Areas, Landscaping, & Lighting***

The revised landscape plan provided for Lot B maintains the required buffer along the eastern property line; however, one additional tree is required at the west-end of the southern-most parking row. A condition has been added to the recommendation section of this report reflecting that requirement. The lighting plan provided indicates that it meets the requirements of Section A-1040.

***DISCUSSION:***

A Zoning Matters sign was posted on the property on January 10, 2020. The request was introduced at the Planning & Zoning Commission meeting on January 15, 2020. A subcommittee meeting was held on January 24, 2020 (See Exhibit A for a list of attendees). For this specific request, discussion was limited to the previously-mentioned topic related to the building placement being further northward on the site.

***RECOMMENDATION:***

The Subcommittee recommends that the proposed Final Site Plan for Lot B be ***approved*** subject to the following conditions***:***

1. Lot B shall be improved as indicated on the plans referenced in the “Drawings Submitted” portion of this report.
2. Internal crosswalks shall be required and provided as high-visibility, continental style crossings at locations indicated on the revised Final Development Plan stamped “Received January 13, 2020 City of Kirkwood Public Services Department”.
3. One additional canopy tree shall be provided at the western end of the southern-most parking row. A revised landscape plan shall be submitted incorporating this change prior to approval by City Council.
4. MSD approval is required prior to issuance of permits.
5. A traffic study to determine appropriate signal timing for traffic generation by the entire development will be reviewed as each tenant space is proposed for occupancy to ensure proper signal timing is provided.
6. All easements and additional right-of-way required for the Route 100 project shall be provided. Permanent easements/ROW shall be recorded. TCE or TSCL shall be executed on separate indentures.
7. Proper accessibility for the Fire Department is required as directed by the Kirkwood Fire Department.

Respectfully submitted,

Jim Adkins James Diel

Commissioner Diel made a motion to approve PZ-24-20 for the Final B4 Plan for the First Community Credit Union at 10357 Manchester Road subject to the conditions contained in the Subcommittee Report. The motion was seconded by Commissioner Frick and unanimously approved by the seven members present (Commissioners O’Donnell and Drewel were absent).

**10. PZ-26-20 SITE PLAN REVIEW – 144 WEST ADAMS AVENUE**

 Submitted: 1-27-20 Automatic Recommendation: 5-16-2020

 Petitioner, Adam Hartig

 *Opportunity for Public Comment*

City Planner Jonathan Raiche stated the petitioner is proposing to construct a multi-family building on the 63’x100’ lot in the B-2 Zoning District. An amendment would be required to the City’s Framework Plan which regulates where commercial development is required in the downtown area. This lot on the southeast corner of Clay Avenue and Adams Avenue currently contains a vacant one-story office building most-recently occupied by an optometrist office and the Spanish Club House. The proposed three-story building would contain four garages with access to Clay Avenue on the first floor and two condominium units on each of the second and third floors. Each living unit contains approximately 2,700 square feet. The building would be built almost to the property line on Clay Avenue and would be stepped back from Adams Avenue by a few feet.

In response to Commissioner Diel’s question, Mr. Raiche replied that the City Council amended the Framework Plan to include Adams Avenue in an effort to preserve existing commercial area.

Adam Hartig commented that his uncle owns the property and his grandfather opened the optometrist office. The 70-year old building contains asbestos and is obsolete. He believes the size of the lot would prohibit a commercial or office building with the required off-street parking.

Chairman Klippel appointed himself and Commissioner Eagleton to the subcommittee. The subcommittee scheduled a meeting at the site for Tuesday, February 11 at 8 a.m.

**11. DEVELOPMENT PROJECT UPDATE**

City Planner Raiche stated the public hearing for Lou Fusz’ minor repair facility at 10831 Manchester Road will be held tomorrow night. The public hearing for the Zoning, Subdivision, and Sign Code re-writes has not been scheduled yet. The public hearing for Teleo Coffee will be held on February 20.

There being no further business, motion was made by Commissioner Diel and seconded by Commissioner Eagleton to adjourn at 8:25 p.m.; and the next meeting will be held on February 19, 2020, 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

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