

**CITY OF KIRKWOOD**

**PLANNING AND ZONING COMMISSION**

**Via Zoom Virtual Meeting**

**November 18, 2020**

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

Jim Adkins, Chairman

James Diel, Vice Chairman

David Eagleton, Secretary/Treasurer

Allen Klippel

Jim O’Donnell

Ron Evens

Tom Feiner

Sandy Washington

Mary Lee Salzer-Lutz

Pursuant to notice of meeting duly given, the Planning and Zoning Commission convened on Wednesday, November 18, 2020, at 7:00 p.m. via Zoom Virtual Meeting. City Attorney John Hessel, Planning and Development Services Director Jonathan Raiche, and Administrative Assistant Patti Dodel also attended the meeting.

**1.** Chairman Adkins called the meeting to order at 7:02.

Planning and Development Services Director Jonathan Raiche stated for the record that under Section 610.015 of the Missouri Sunshine Law provides that members of the Planning and Zoning Commission who are not physically in the City Hall can participate and vote on all matters when an emergency exists and the nature of the emergency is stated in the minutes. So, let the minutes reflect that the U.S., and the World, is in a state of emergency due to the Coronavirus. The Missouri Governor and the County Executive directed all citizens to limit the number of attendees for meetings and gatherings to avoid the spread of the Coronavirus. Therefore, members of the Planning and Zoning Commission have elected to participate in this meeting electronically so that we are compliant with such Orders and for the public health and safety of each other and the general public. To make a comment during the public comment portions of the meeting, you will need to use the following methods. If you are accessing the meeting via the Zoom application/program, then you should click the hand icon on the bottom of your screen to “raise your hand”. If you are accessing the meeting solely using a dial-in phone line, you will need to “raise your hand” by dialing \*9. All individuals with raised hands will be called upon and unmuted one at a time. Please begin your comment by providing your name and address for the record. Also, please note, that the chat feature of the Zoom meeting will not be monitored by staff or the Commissioners.

Chairman Adkins informed the audience of the procedure for making comments regarding items on the agenda requiring Site Plan Review approval and

announced that all Commissioners were present.

2. Motion was made by Commissioner O’Donnell and seconded by Commissioner Eagleton to approve the minutes for the November 4, 2020, meeting as written.

Roll Call:

Chairman Adkins “Yes”

Commissioner Klippel “Yes

Commissioner O’Donnell “Yes”

Commissioner Diel “Yes’

Commissioner Eagleton “Yes”

Commissioner Evens “Yes”

Commissioner Feiner “Yes”

Commissioner Salzer-Lutz “Yes”

Commissioner Washington “Yes”

The motion was unanimously approved.

**3. PZ-29-20 SPECIAL USE PERMIT (RESTAURANT W/DRIVE THRU AND OUTDOOR**

**SEATING) AND SITE PLAN REVIEW – STARBUCKS, 300 SOUTH KIRKWOOD RD**

Submitted: 3-11-2020 Automatic Recommendation: 12-5-20

Petitioner’s Agent, Brandon Harp

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

*Opportunity for Public Comment*

Chair Adkins recused himself due to a perceived conflict of interest and Vice Chair Diel assumed chair.

Director of Planning and Development Services Jonathan Raiche stated the petitioner is proposing to construct a restaurant with a drive-thru and outdoor seating on the 0.52 acre site at the southeast corner of Kirkwood Road at Monroe Avenue. The Zoning Code requires 26 parking spaces and 26 spaces are provided. An area at the northwest corner of the site is provided to display public art. Modifications from lot size (one acre required, 0.52 provided), Street Occupation Frontage on Kirkwood Road (90% required, 0% provided) and Monroe Avenue (90% required, 25% provided), Drive-thru queue lane (160 feet required, 115 feet provided), and Parking setback from Monroe Avenue (10 feet required, 4 feet provided) are being requested. Mr. Raiche added that a memo from him dated October 29, 2020, regarding the traffic analysis states the queue capacity from Monroe Avenue would not function smoothly and leaves little margin for error during the peak times which would result in on-site and off-site congestion. Staff recommended the left turn lane for westbound traffic on Monroe Avenue be extended approximately 100 feet to the east of the proposed drive and that the access point on Kirkwood Road be restricted to a right-in/right-out.

Commissioner O’Donnell requested Mr. Raiche summarize the subcommittee meetings with the bulk of discussion and analysis regarding traffic and queuing. In response, Mr. Raiche stated that CBB provided a Traffic Impact Study to document processing time and stacking lengths in the drive-thru at three similar locations (Brentwood Blvd at White Ave, Manchester Road at McKnight Road, and Watson Rd at Lindbergh Blvd). Mr. Raiche indicated that the applicant would provide a more in-depth summary of their analysis.

In response to Commissioner Feiner’s question regarding the right-in/right-out access on Kirkwood Road, Mr. Raiche responded that left turns out of the site create safety concerns due to the need to cross three lanes of northbound traffic to enter the southbound lane.

Commissioner Eagleton added that, according to the Study, drive-thru sales were heaviest from 8 a.m. to 10 a.m. during the week and between 9 a.m. and 11 a.m. on Saturdays.

Brandon Harp, P.E. and Principal with CEDC; Brian Rensing, Transportation Engineer with Crawford Bunte Brammeier; John Fitzgerald, head of site development with Starbucks; and Timothy Tryniecki, attorney with Armstrong Teasdale were present to represent the petitioner.

Mr. Rensing commented that the sales data for the three referenced stores was summarized for a “PreCOVID Period” compared to a “COVID Period”. The total sales numbers are similar in both periods for the Weekday peak hours with the COVID period having more drive-thru sales than PreCOVID. This may be attributed to customers socially distancing and reduction in dining room capacity. The order processing time (time from when a driver stopped at the order board to the point of the pick up window) averages 4 minutes and 40 seconds, with each vehicle moving up approximately every 45 seconds.

Commissioner Washington inquired if there were considerations for pick up of mobile orders. Mr. Harp responded the three parking spaces closest to Kirkwood Road would be designated for MOP (mobile order and pay) orders with an additional two spaces designated during peak hours.

Mr. Fitzgerald stated that the right-in/right-out restriction at the location on Brentwood Boulevard was added after the store had opened with barriers placed in the middle of Brentwood Boulevard.

In response to Commissioner Evens’ question regarding their justification for the five modifications being requested, Mr. Tryniecki responded this is a challenging site and there are inherent issues between drive-throughs and queue lanes with this business bringing life and energy to the neighborhood.

Mr. Fitzgerald stated that he wasn’t sure if the Brentwood location had MOP parking stalls; however, patrons in the queue lane will allow motorists to back out of the parking spaces when there is a conflict.

In response to Commissioner Salzer-Lutz’ inquiry if they considered shifting the queue lane to enter solely from Monroe Avenue and not Kirkwood Road, Mr. Rensing responded that would only allow seven vehicles in queue thereby reducing the overall queuing capacity approximately in half.

In response to Commissioner Eagleton’s question, Mr. Fitzgerald responded it would be difficult to move the order board because it matches the optimal queue length needed for a patron. Mr. Fitzgerald indicated that the menu board placement is determined based upon internal scientific analysis conducted by Starbucks to optimize the efficiency of the drive-through experience.

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

Grant Michlin, 731 Laurel Oak Drive, Frontenac, spoke in favor on behalf of the property owners to the south (JDN and Wasabi Sushi Bar).

Commissioner O’Donnell read the underlined sections of the Subcommittee Report:

CITY OF KIRKWOOD

**PLANNING AND ZONING COMMISSION**

**SUBCOMMITTEE REPORT**

###### NOVEMBER 18, 2020

***PETITION NUMBER*:** PZ-29-20

***ACTION REQUESTED*:** SPECIAL USE PERMIT (RESTAURANT, DRIVE-THROUGH WITH OUTDOOR SEATING) AND SITE PLAN REVIEW – STARBUCKS

***PROPERTY OWNER*:** KATHERINE SCHNEIDER TRUST

***APPLICANT*:** STARBUCKS CORPORATION

***APPLICANT’S AGENT*:** BRANDON HARP, CEDC INC.

***PROPERTY LOCATION*:** 300 SOUTH KIRKWOOD ROAD

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

***DRAWINGS SUBMITTED:*** SITE PLAN (2 SHEETS) PREPARED BY CEDC INC., AND LANDSCAPE PLAN (2 SHEETS) PREPARED BY LANDSCAPE TECHNOLOGIES STAMPED “RECEIVED SEPTEMBER 30, 2020, CITY OF KIRKWOOD PUBLIC SERVICES DEPARTMENT”

LIGHTING PLAN (2 SHEETS) PREPERED BY THE BENCHMARK GROUP STAMPED “RECEIVED SEPTEMBER 28, 2020, CITY OF KIRKWOOD PUBLIC SERVICES DEPARTMENT”

ARCHITECTURAL ELEVATIONS AND RENDERINGS (9 SHEETS) PREPARED BY CR ARCHITECTURE AND DESIGN STAMPED “RECEIVED AUGUST 12, 2020, CITY OF KIRKWOOD PUBLIC SERVICES DEPARTMENT”

TREE STUDY PREPARED BY RANDALL MARTIS DATED MARCH 5, 2020

TRAFFIC IMPACT STUDY PREPARED BY CBB TRANSPORTATION ENGINEERS AND PLANNERS STAMPED “RECEIVED JULY 7, 2020, CITY OF KIRKWOOD PUBLIC SERVICES DEPARTMENT”

TRAFFIC TECHNICAL MEMORANDUM PREPARED BY CBB TRANSPORTATION ENGINEERS AND PLANNERS DATED OCTOBER 14, 2020

CITY STAFF TRAFFIC ANALYSIS MEMO DATED OCTOBER 29, 2020

**DESCRIPTION OF PROJECT:**

The applicant is requesting a Special Use Permit and Site Plan approval for construction of a new restaurant building with drive-through use and outdoor seating. The subject site is approximately 0.52 acres which is less than the 1 acre minimum in the Zoning Code required for drive-through restaurants. This modification to the minimum lot size will be referenced in the Modification Request section of this report. The proposed building is approximately 2,200 gross square feet with an additional outdoor seating area of approximately 345 square feet. The outdoor seating is designed to accommodate approximately 26 seats.

The proposed building is situated near the northwest corner of the site with the proposed drive-through lane located along the eastern, northern, and western sides of the building. The proposed drive-through lane is proposed with a queuing distance of 115’ in lieu of the minimum required 160’ queue lane length and has a minimum proposed setback from the Monroe Avenue right-of-way of 4’ in lieu of the minimum 10’ setback required. Modification requests for these items will be referenced in the Modification Request section of this report.

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

The site is designated as Downtown on the EnVision Kirkwood 2035 Future Land Use Map. Development types discussed in this land use include regional/neighborhood commercial. The proposed use fits under this general land use category.

The subject property is zoned B-2, General Business District (Central Business District). The proposed use, Restaurant with drive-through and outdoor seating, is a special use in this district which is why the applicant has applied for a Special Use Permit.

Surrounding land uses and zoning include the following:

To the north: Across Monroe Avenue, properties are zoned B-2 and are part of the Station Plaza mixed-use development.

To the south: There are various commercial uses zoned B-2.

To the east: There are vacant surface parking lots zoned B-2.

To the west: Across Kirkwood Road, there are various commercial uses zoned B-2.

**DEPARTMENTAL/AGENCY COMMENTS:**

Electric: No comments received.

Water: No comments received.

Engineering: 1. Sidewalks along Kirkwood Road and Monroe Avenue shall be a minimum 6’ wide exposed aggregate.

2. Various comments included in Staff Traffic Memo dated October 29, 2020.

Building/Fire: 1. Locate the 3 closest fire hydrants on the site plan and provide distance to site.

2. Provide fire hydrant flow test date.

3. Provide a detail of the raised medians (the curbing must be low profile and drivable for fire apparatus).

Forester: No comments received.

**SITE ELEMENTS ANALYSIS:**

***Structure***

The proposed building is located approximately 42’ from Kirkwood Road and 19’ from Monroe Avenue at its closest point. The B-2 District has a minimum setback range along street frontages of 0’-20’ within Phase 1 of Downtown as designated by the Downtown Master Plan. These required setbacks correspond to the separate street frontage occupation requirement. Any portion of the proposed structure that is located within the required 0’-20’ setback range can be counted toward the street occupation requirement. Due to its location on an “A-street” within Phase 1 of Downtown, there is a 90% street frontage occupation requirement; however, because the building is set back approximately 42’ from Kirkwood Road, there is 0% street frontage occupation required along Kirkwood Road. The street frontage occupation provided along Monroe Avenue is approximately 25%. Modifications to each of these requirements will be referenced in the Modification Request section of this report.

Because the site is adjacent to other B-2 zoned property to the east and south, there are no required structure setbacks along these property lines.

***Site Access, Parking, & Traffic Management***

The proposed plan includes surface parking along the eastern and southern property lines accessed by a full-access drive on Madison Avenue in the northeast corner and a restricted drive (prohibited left-in) on Kirkwood Road in the southwest corner of the site. The parking lot includes 26 proposed parking spaces, including 2 ADA spaces, which meet the minimum requirement of 26 spaces. The parking lot also provides access to the proposed dumpster enclosure which is located in the southeast corner of the site.

A 5’ wide sidewalk along Monroe Avenue and a 6’ wide sidewalk along Kirkwood Road are proposed; however, City Staff recommends a minimum 6’ wide sidewalk made of exposed aggregate on each of these frontages. The public sidewalk is proposed to connect into the site via an interior sidewalk approximately located in the center of the site along Kirkwood Road which would cross the proposed drive-through lane and travel through the proposed outdoor seating area.

The applicant provided a third-party Traffic Impact Study, at the City’s request, to evaluate the potential impact that the proposal would have on traffic congestion and safety in the surrounding area. A copy of the initial analysis received on July 7, 2020 was provided to the Commission in addition to an updated Technical Memorandum dated October 14, 2020. Each of these analyses indicated that the additional trips generated by the development would have “a minimal impact on the operating conditions at the adjacent intersections and would not warrant any roadway improvements to accommodate the proposed development”. This analysis was based upon an assumed restricted drive on Kirkwood Road that would prohibit a left-in movement for southbound traffic on Kirkwood Road.

The initial study included a queuing analysis to look at the ability for the proposed site to accommodate the anticipated drive-through queue; however, Staff required additional analysis that utilized field observations from three regional locations that were determined to be similar in context to the proposed plan. This further queuing analysis was the subject of the Technical Memorandum dated October 14, 2020. After reviewing both analyses, City Staff drafted a memo which was provided to the Subcommittee and is being provided to the Commission with this report as Exhibit C. Additional information on this topic is provided in the discussion section of the report.

***Landscaping***

As required, the proposed development includes 4 street frontage trees along Kirkwood Road and 6 frontage trees along Monroe Avenue. The required parking lot island trees and dumpster screening trees are also included in the proposed plan. Due to sight-distance concerns, the parking island tree provided near the northeast corner of the site has been revised from a canopy to an understory tree after consultation with the City Forester. In addition to the required trees, the plan indicates various low-lying plantings around the building and the proposed drive on Kirkwood Road.

***Lighting***

A revised lighting plan was provided on September 28, 2020 which addressed Staff’s outstanding comments. The proposed plan includes 5 pole-mounted LED fixtures and 32 building-mounted fixtures designed to meet the requirements of the Zoning Code.

**MODIFICATIONS**

Along with their request, the applicant has requested multiple modifications per Section 220.2 of the Zoning Code. The following is a summary of the various modifications that are needed to accommodate the proposed design:

|  |  |  |  |
| --- | --- | --- | --- |
| **Topic** | **Required** | **Provided** | **Difference** |
| Minimum Lot Size | 1 acre | 0.52 acres | 0.48 acres |
| Street frontage occupation (Kirkwood Rd) | 90% | 0% | 90% |
| Street frontage occupation (Monroe Ave) | 90% | 25% | 65% |
| Drive-thru queuing | 160’ | 115’ | 45’ |
| Parking setback (Monroe Ave) | 10’ | 4’ | 6’ |

In their letter received by the City on July 13, 2020 the applicant states that objectives 3, 5, and 6 are better achieved based upon their design which necessitates the above-mentioned modifications. These objectives relate to consideration of the impact on neighboring residential properties; design for efficient and effective site circulation internally and externally; the encouragement of pedestrian and non-motorized pathways; and providing safe access for all users including pedestrians, cyclists, and individuals with disabilities. In addition to these items, the applicant is also proposing a concrete pad that would be offered to the City for display of public art which is located in the northwest corner of the site.

**DISCUSSION:**

Zoning Matters signs were placed on the property on July 9, 2020. The request was introduced at the Planning & Zoning Commission meeting on July 15, 2020. Virtual subcommittee meetings were held on August 5th and November 6th. A list of attendees of the subcommittee meetings can be seen in Exhibit B. At the subcommittee meetings, the following items were discussed:

1. Staff highlighted concerns related to traffic and specifically queuing and its affect on internal circulation and the potential to back-up onto adjacent public roads. This led to the additional analysis and information provided in October and discussed at the November 6th Subcommittee meeting.
2. Starbucks provided an estimate of an average service time of 35-49 seconds with 54 seconds being the district average.
3. Commissioner O’Donnell raised concerns related to queuing issues at Starbuck’s Brentwood location. The Brentwood site is one of three sites that was included in the additional analysis provided in October.
4. Commissioner Eagleton requested that the applicant pursue a raised crosswalk across the drive-through lane and that adequate bicycle racks would be provided.
5. The Subcommittee recommended that the applicant work diligently with the Architectural Review Board to ensure a contextual design for the building.
6. The November 6th meeting focused on a summary provided by CBB of the additional queuing analysis and observations. The following was summarized:
   1. A maximum queue length of 7-8 cars was observed.
   2. An average queue length of 4-5 vehicles was observed.
7. In response to a question from the Subcommittee, Starbucks responded that there are typically 3 parking spaces designated for mobile orders. The Subcommittee recommended that Starbucks look into whether or not assigning additional parking spaces for mobile orders would alleviate the anticipated peak hour drive-through queue.

After further explanation by the applicant at the November 6, 2020 Subcommittee meeting, Staff noted the following remaining concerns:

1. The proposed site design dictates that a large portion of the on-site parking spaces would be blocked by anticipated peak queuing at the drive-through. This would create conflicts between drive-through customers and walk-in customers which could lead to on-site congestion and increased queuing times as cars in the drive-through would need to coordinate with walk-in customers trying to park.
2. The queuing capacity from the order board toward Monroe Avenue may not be fully available due to the turning movement required and the unclear merging that occurs between cars queuing from Kirkwood Road and Monroe Avenue.
3. The maximum peak queuing scenario would require that at least 1 car would enter from Monroe Avenue and leaves no room for unpredicted behavior by the motorists. Such behavior could very easily result in on-site and/or off-site congestion.

Along with the above concerns, Staff also presented the following recommendations to be incorporated as conditions in the case that the proposed plan would be recommended for approval:

1. The proposed drive on Kirkwood Road shall be restricted to right-in/right-out to avoid the unsafe left-out movement which would require a vehicle to cross 3 lanes of traffic before entering the nearest southbound lane.
2. The existing westbound left-turn lane on Monroe Avenue shall be extended 100’ to the east of the proposed drive in an effort to segregate left-in traffic to the development and left-turn traffic for the intersection.

After presentation of these recommendations, the Subcommittee and applicant both agreed to the two recommendations made by Staff. Ultimately, the Subcommittee is comfortable with the proposal and the depth of traffic-related information provided by the applicant subject to these two recommendations from Staff. The two Staff recommendations listed above are referenced in the Recommendations section of this report.

***RECOMMENDATION:***

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

1. The project shall be constructed and maintained in accordance with the plans referenced in the Drawing Submitted portion of this report, except as noted herein.
2. Based upon the justification submitted per Section 220.2, the following modifications shall be granted:
   1. A minimum lot size of 0.52 acres in lieu of the 1 acre minimum required.
   2. A full waiver of the required 90% street frontage occupation requirement along Kirkwood Road.
   3. A reduction of the required 90% street frontage occupation requirement along Monroe Avenue to the 25% provided.
   4. A reduction of the 160’ queue lane length requirement to the 115’ provided.
   5. A reduction in the 10’ parking lot setback requirement along Monroe Avenue to the 4’ provided.
3. Prior to City Council approval, a revised site plan shall be submitted that includes the following:
   1. A right-in/right-out drive on Kirkwood Road, and
   2. Extending the existing left-turn lane on Monroe Avenue 100’ to the east of the proposed drive on Monroe Avenue.
   3. The public sidewalks along Kirkwood Road and Monroe Avenue shall be a minimum 6’ wide and constructed of exposed aggregate.
   4. A raised crosswalk shall be provided where the internal sidewalk crosses the drive-through lane.
   5. A minimum of two bicycle racks shall be provided in accordance with the requirements of Section A-1000.6.
4. Prior to the issuance of permits, a construction detail shall be provided for the proposed raised median within the entrance along Kirkwood Road for review by the Fire Marshal. The associated raised median shall be constructed in a way that allows proper Fire Department access.
5. Hours of operation for the proposed outdoor seating shall be permitted between the hours of 6am and midnight.
6. The use of outdoor speakers in the outdoor seating area shall be permitted between the hours of 7am and 9pm.
7. All proposed public sidewalks shall be constructed so that they terminate in a manner compliant with ADA/PROWAG.
8. If applicable, proper ground disturbance permits through MDNR shall be obtained prior to issuance of permits from the City.
9. The applicant shall comply with all standard conditions as listed in Exhibit A.

Respectfully submitted,

James Diel David Eagleton Jim O’Donnell

Commissioner Eagleton made a motion, which was seconded by Commissioner O’Donnell , to recommend approval of PZ-29-20 for a request by Starbucks of a Special Use Permit for a Restaurant with a drive-thru and outdoor seating and of a Site Plan Review at 300 South Kirkwood Road subject to the conditions contained in the Subcommittee Report.

Commissioner Evens stated he was struggling with their justification for the modifications being requested. Mr. Raiche added that the concrete pad on the northwest corner would be available for the City to provide space for art, similar to the train station and that the petitioner has referenced Zoning Code Section 220.2 (3), (5), and (6) as their justification. In addition, Mr. Evens believes the proposed use would benefit Kirkwood but will create traffic hazards and congestion.

Commissioner Washington also expressed concern regarding traffic congestion and safety; however, she believes this is a great development that is needed.

Commissioner O’Donnell believes there is a benefit to having Starbucks in downtown Kirkwood and the City would be fortunate to have the store at this location.

Commissioner Eagleton spoke in favor of the project, comparing the queue lane to Taco Bell and Raising Cane’s where the drive-thru lanes merge together and vehicles back out of parking spaces into the queue lane in order to exit the site, the architectural design mimicking the new Performing Arts Center, and accommodating pedestrians.

Commissioner Klippel believes Starbucks is a victim of their own success and will have traffic issues.

Commissioner Salzer-Lutz also believes there will be traffic issues and that Taco Bell and Raising Cane’s do not have the same peak traffic times.

Commissioner Feiner believes this project demonstrates why the Zoning Code requires a minimum site of one acre for a restaurant with a drive-thru. He also believes that the staff’s concerns are legitimate.

In response to Commissioner Diel’s question to City Attorney Hessel, Mr. Hessel advised that he wouldn’t know how the City could address revisions to the site if there is an issue with vehicles backing up onto Kirkwood Road. Mr. Hessel added that the Police Department/Traffic Division might have to address the issue if it were to arise.

Roll call vote was taken on the motion to recommend approval of PZ-29-20 for a request by Starbucks of a Special Use Permit for a Restaurant with a drive-thru and outdoor seating and of a Site Plan Review at 300 South Kirkwood Road subject to the conditions contained in the Subcommittee Report.

Roll Call:

Chairman Adkins Recused

Commissioner Diel “Yes”

Commissioner Eagleton “Yes”

Commissioner Klippel “Yes”

Commissioner O’Donnell “Yes”

Commissioner Evens “No”

Commissioner Feiner “No”

Commissioner Washington “Yes”

Commissioner Salzer-Lutz “No”

Chairman Adkins rejoined the meeting.



**4.** Planning and Development Services Director Raiche stated that on November 19, the City Council is having first reading on the ordinances approving Teleo Coffee and Platinum Tinting and will vote on the resolution for the multi-family project at 134-138 West Madison; on November 5 the Council passed a resolution approving the revised preliminary plan for Kirkwood Flats/The James (PZ-15-20)**;** and the Subcommittee Report should be prepared for the December 2 meeting for the multi-family development at 144 West Adams Avenue (PZ-5-21).

5. Commissioner Klippel suggested the Commission’s tour of the Performing Arts Center be conducted on Tuesday, November 24 at 3:30 p.m. Mr. Raiche stated he would contact the General Manager of the PAC for availability.

There being no further business, motion was made by Commissioner Diel and seconded by Commissioner Evens to adjourn at 8:50 p.m. The next meeting will be held via Zoom on December 2, 2020, at 7 p.m.

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Jim Adkins, Chair

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David Eagleton, Secretary/Treasurer

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