



SPECIAL ANNOUNCEMENT REGARDING PLANNING AND ZONING COMMISSION MEETINGS

Under Section 610.015 of the Missouri Sunshine Law provides that members of the Planning and Zoning Commission who are not physically in the Council Chambers can participate and vote on all matters when an emergency exists and the nature of the emergency is stated in the minutes.

The U.S., and the World, is in a state of emergency due to the Coronavirus--Covid-19. The Missouri Governor and the County Executive directed all citizens to limit meetings and gatherings to a few people 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 follow along with the Planning and Zoning Commission meeting, please see the instructions below. To make a comment during the public comment portion of the meeting, you will need to access via the Zoom application and click the hand icon to "raise your hand". Raised hands will be called on in the order received. Please note, if dialing in from a phone, you will "raise your hand" by dialing *9.

You are invited to a Zoom webinar.

When: March 3, 2021 - 7:00 PM Central Time (US and Canada)

Topic: Planning & Zoning Commission

Please click the link below to join the webinar:

<https://zoom.us/j/93098952643?pwd=eFNwdFFrS1V6cmFTNTd2V0M0U1VNZz09>

Passcode: 793987

Or iPhone one-tap :

US: +16468769923,,93098952643#,,,,,0#,,793987# or
+13017158592,,93098952643#,,,,,0#,,793987#

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Webinar ID: 930 9895 2643

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International numbers available: <https://zoom.us/u/akieh7FV6>

SEE THE FOLLOWING PAGE FOR THE AGENDA

A digital copy of the packet for this meeting may be accessed by clicking on the event for this meeting on the City's website calendar at the following link: <https://www.kirkwoodmo.org/services/events-calendar>.



**Planning & Zoning Commission
Agenda
Wednesday, March 3, 2021, 7:00 p.m.
Via Zoom Virtual Meeting
Posted February 24, 2021**

I. ROLL CALL

II. APPROVAL OF THE MINUTES OF THE FEBRUARY 17, 2021, MEETING

III. UNFINISHED BUSINESS

None.

IV. NEW BUSINESS

None.

V. COMMISSION/STAFF (INTERNAL) ITEMS

- 1. PZ-07-21 FRAMEWORK PLAN RECOMMENDATION FROM PGAV STUDY**
- 2. DEVELOPMENT PROJECT UPDATE**

VI. PLANNING AND ZONING SCHEDULE:

- 1. MARCH 17, 2021 – 7:00 P.M. (VIA ZOOM)**
- 2. APRIL 7 AND 21, 2021 – 7:00 P.M. (VIA ZOOM)**

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

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

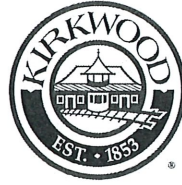
Accommodation: The City of Kirkwood is interested in effective communication for all persons. Persons requiring an accommodation to attend and participate in the meeting should contact the City Clerk at 314-822-5802 at least 48 hours before the meeting. With advance notice of seven calendar days, the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

RECOMMENDATIONS SUBMITTED TO COUNCIL

1. **ZONING, SUBDIVISION, SIGN CODE RE-WRITE**
January 29, 2020: P&Z recommended approval.
February 6: City Council scheduled public hearing for February 27, 2020 at 6 p.m.
February 27: Public hearing held.
February 4, 2021: Bill 10866A passed first reading.
February 18: Bill 10866A passed second reading, Ordinance No. 10702

STATUS OF APPROVALS

1. **PZ-24-18 SPECIAL USE PERMIT & SITE PLAN – BP, 10901 MANCHESTER**
Perf guar/fee, Water/Fire, and ARB prior to 4-5-21.
2. **PZ-08-20 SPECIAL USE PERMIT AND SITE PLAN REVIEW – AUDI KIRKWOOD**
Perf guar/fee, consolidation plat w/easements, MoDOT, MSD, ARB & permit by 9-19-21.
3. **PZ-13-20 SITE PLAN – TOWNES AT GEYER GROVE, 11204-11224 BIG BEND**
ARB approved November 2020.
4. **PZ-23-20 FINAL B4 PLAN – GENERAL RETAIL AND SPECIAL USE PERMIT (RESTAURANT WITH DRIVE-THRU), 10463 MANCHESTER ROAD**
MSD and Water/Fire prior to 4-16-21.
5. **PZ-24-20 FINAL B4 PLAN – FIRST COMMUNITY C.U., 10357 MANCHESTER**
Perf guar/fee, MSD prior to 2-20-21
6. **PZ-27-20 ZONING CODE AMENDMENT, SITE PLAN REVIEW, AND SUBDIVISION (2 LOTS) – COMMERCE BANK, 350 NORTH KIRKWOOD ROAD**
Perf guar/fee, recorded cross-access easement, demo permit, MSD, ARB prior to 10-1-21.
7. **PZ-15-20 MIXED USE/SITE PLAN REVIEW IN B-2–KIRKWOOD FLATS, 426 N KIRKWOOD**
Perf guar/fee and final site plan by 11-5-21.
8. **PZ-2-21 SITE PLAN REVIEW – MULTI FAMILY, 134-138 WEST MADISON AVE**
Perf guar/fee, consolidation plat, revised lighting plan, shared access easement, MSD, Water/Fire, and ARB prior to 11-19-21.
9. **PZ-30-20 SITE PLAN REVIEW – VILLA DI MARIA MONTESSORI SCHOOL, 1280 SIMMONS**
Perf guar/fee, MSD, Water/Fire, ARB prior to 8-31-2022.
10. **PZ-4-21 SPECIAL USE PERMIT (MOTOR VEHICLE ACCESSORY AND RELATED INSTALLATION) – PLATINUM TINTING, 538D LEFFINGWELL AVENUE**
Building permit required by 12-3-2021.
11. **PZ-6-21 SPECIAL USE PERMIT AMENDMENT – PEPPE’S APT. 2, 800 S GEYER**
Building permit required by 1-7-2022.
12. **PZ-5-21 SITE PLAN REVIEW – MULTI-FAMILY, 144 WEST ADAMS AVE**
Permit meeting conditions of approval by 1-21-22.



**CITY OF KIRKWOOD
PLANNING AND ZONING COMMISSION
Via Zoom Virtual Meeting
February 17, 2021**

PRESENT:

Jim Adkins, Chairman
James Diel, Vice Chairman
David Eagleton, Secretary/Treasurer
Allen Klippel
Ron Evens
Tom Feiner
Sandy Washington
Mary Lee Salzer-Lutz

ABSENT:

Jim O'Donnell

Pursuant to notice of meeting duly given, the Planning and Zoning Commission convened on Wednesday, February 17, 2021, at 7:00 p.m. via Zoom Virtual Meeting. Planning and Development Services Director Jonathan Raiche, Planner II Amy Lowry, and Administrative Assistant Patti Dodel also attended the meeting.

1. Chairman Adkins called the meeting to order at 7:00.

Planning and Development Services Director Jonathan Raiche stated for the record that Section 610.015 of the Missouri Sunshine Law provides that members of the Planning and Zoning Commission who are not physically in 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 County Executive has issued various orders directing 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. Since there aren't any items on the agenda requiring Site Plan Review and, at this time, the only two participants in the Zoom webinar are a City Council Member and staff, there will not be any public comments during the meeting. Also, please note, that the chat feature of the Zoom meeting will not be monitored by staff or the Commissioners.

Chairman Adkins announced that Commissioner O'Donnell was absent and his absence was excused.

2. Motion was made by Commissioner Feiner and seconded by Commissioner Eagleton to approve the minutes for the December 2, 2020, meeting as written.

Roll Call:

Chairman Adkins	"Yes"
Commissioner Klippel	"Yes"
Commissioner O'Donnell	Absent
Commissioner Diel	"Yes"
Commissioner Eagleton	"Yes"
Commissioner Evens	"Yes"
Commissioner Feiner	"Yes"
Commissioner Salzer-Lutz	"Yes"
Commissioner Washington	"Yes"

The motion was unanimously approved by the eight members present.

3. **PZ-07-21 FRAMEWORK PLAN RECOMMENDATION FROM PGAV STUDY**

Director of Planning and Development Services Jonathan Raiche stated the City's consultant (DPZ Partners) presented the finalized Downtown Master Plan & Parking Study in March, 2018. In May, 2018, the City Council reviewed and revised the Framework Plan. In April, 2019, the City Council added "Multiple Family Dwellings" as a permitted use in the B-2 District when located on a property not designated as Suggested or Mandatory Retail in the Framework Plan. In May, 2019, additional areas were designated as requiring a commercial component.

In January, 2020, the City retained PGAV Planners to conduct a Downtown Commercial Market Study and review the revised Framework Plan. In January, 2021, the City Council revised the Framework Plan to remove the commercial requirement from two small parcels adjacent to the intersection of Clay Avenue and Adams Avenue in conjunction with a Site Plan Review request for a 3-unit condominium project at 144 West Adams Avenue.

Staff is recommending the Framework Plan portion of the Downtown Master Plan & Parking Study be amended as referenced in the Staff memo dated February 17, 2021 (areas as shown on Exhibit A: east and west sides of the 400 block of North Kirkwood Road, north and south sides of the 100 block of West Washington and half the block of 100 East Washington, the northeast and southeast corners of Clay Avenue at Adams Avenue, and the north and south sides of the 100 block of West Monroe Avenue). In addition, text amendments to the Zoning Code would be required.

Chair Adkins advised staff he did not receive his packet in the mail that contains the documents referenced in this meeting and would prefer to vote at the next meeting. Since none of the Commissioners received their packet, this item will be on the March 3 agenda. Staff will email the packet to all Commissioners.

4. 2020 - 4th QUARTER UPDATE ON ENVISION KIRKWOOD 2035

Director of Planning and Development Services Jonathan Raiche provide the fourth quarter update of the Comprehensive Plan.

Mobility & Infrastructure Goal 2E (Implement Argonne Drive streetscaping improvements to improve appearance and walkability in the downtown area) – the City did not receive a grant for the Argonne project; however, a grant was awarded to the City for improvements at the Train Station.

Housing & Neighborhoods Goal 1A – Architectural review standards are being addressed in the Zoning Code update.

5. Planning and Development Services Director Raiche stated that, on February 4, the City Council approved first reading of the bill adopting the Zoning, Subdivision, and Sign Code updates. Second reading of the bill is scheduled for February 18, and the revised Code would be effective immediately.

Teleo Coffee (PZ-3-21) was approved, and they applied for a permit for a temporary outdoor activity. The restaurant on Manchester Road in front of EZ Storage is proceeding forward. The three-unit condominium building at 144 West Adams Avenue was approved. Starbucks request for a Special Use Permit at 300 South Kirkwood Road was denied. Peppe's Apartment 2 (PZ-6-21) Special Use Permit Amendment was approved. Opus advised the City they will not be pursuing their request for a multi-family building at 300 North Kirkwood Road. Harmony Homes has not submitted an application yet for the property at 600 North Ballas Road, and all Commissioners were advised to provide any information they receive from residents or the applicant to staff.

There being no further business, motion was made by Commissioner Evens and seconded by Commissioner Diel to adjourn at 8:00 p.m. The next meeting will be held via Zoom on March 3, 2021, at 7 p.m.

Jim Adkins, Chair

David Eagleton, Secretary/Treasurer

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

MEMORANDUM

TO: P&Z COMMISSION
FROM: JONATHAN D. RAICHE, PLANNING & DEVELOPMENT SERVICES DIRECTOR *JDR*
SUBJECT: DOWNTOWN MASTER PLAN – FRAMEWORK PLAN REVISIONS
DATE: FEBRUARY 17, 2021
CC: BILL BENSING, PUBLIC SERVICES DIRECTOR
AMY LOWRY, PLANNER II
PATTI DODEL, ENGINEERING ADMIN. ASSISTANT



WHERE COMMUNITY AND SPIRIT MEET[®]

In March of 2018, the City’s consultant (DPZ Partners) presented the finalized Downtown Master Plan and Parking Study. After this presentation, the City Council reviewed the document and held a work session in May of 2018 which resulted in revisions to the Framework Plan included in the larger document. These revisions included the addition of multiple “Suggested Pedestrian Passages” and one additional area of “Open Space”.

In April of 2019, the City Council approved Ordinance 10575, which added “Multiple-family dwellings” as a permitted use in the B-2 District; however, the use was stipulated that it would only be permitted “when located on a property not designated as Suggested or Mandatory Retail in the Downtown Master Plan & Parking Study’s Framework Plan”. In May of 2019, the City Council held a work session to further discuss those streets that were identified as Suggested or Mandatory Commercial. The result of this meeting was the addition of several areas that would require a commercial component.

In January of 2020, the City concluded a Downtown Commercial Market Study which was one of the recommendations from the Downtown Master Plan and Parking Study. Part of the scope of this project was for the new consulting firm, PGAV Planners, to review the revised Framework Plan in the Downtown Master Plan and provide recommendations based upon their expertise and analysis. In January of 2021, the City Council revised the Framework Plan to remove the commercial requirement from two small parcels adjacent to the intersection of Clay Avenue and Adams Avenue in conjunction with a Site Plan Review request for the property at 144 West Adams Avenue. However, this revision was only one of the multiple recommendations from PGAV (see Exhibit A).

Many of these recommendations are based on a distinction between “suggested commercial” and “mandatory commercial” properties that does not currently exist in the Zoning Code. The recommendations would require a development to contain a commercial component only if it were located on a street identified as “mandatory commercial”. At the same time, the recommendations would also expand the streets that are identified as such. Under this structure, streets identified as “suggested commercial” would simply serve as a suggestion rather than a requirement. If the City chooses to implement these additional recommendations, it requires a text amendment to the Zoning Code as drafted in Exhibit B. The Planning & Zoning Commission may choose to assign a subcommittee to discuss the recommendations or may choose to act upon the recommendations from PGAV. If the Commission chooses to act, Staff would recommend the following motion:

“I move to recommend that the Framework Plan portion of the Downtown Master Plan & Parking Study be amended according to the recommendations from PGAV Planners and that the necessary Zoning Code text amendment be adopted to achieve the recommendations as referenced in the Staff memo dated February 17, 2021.”

EXHIBIT A – Downtown Commercial Market Study, Framework Plan Recommendations

FRAMEWORK PLAN

FRAMING DEVELOPMENT

See also A-Grid and B-Grid diagram on page 127

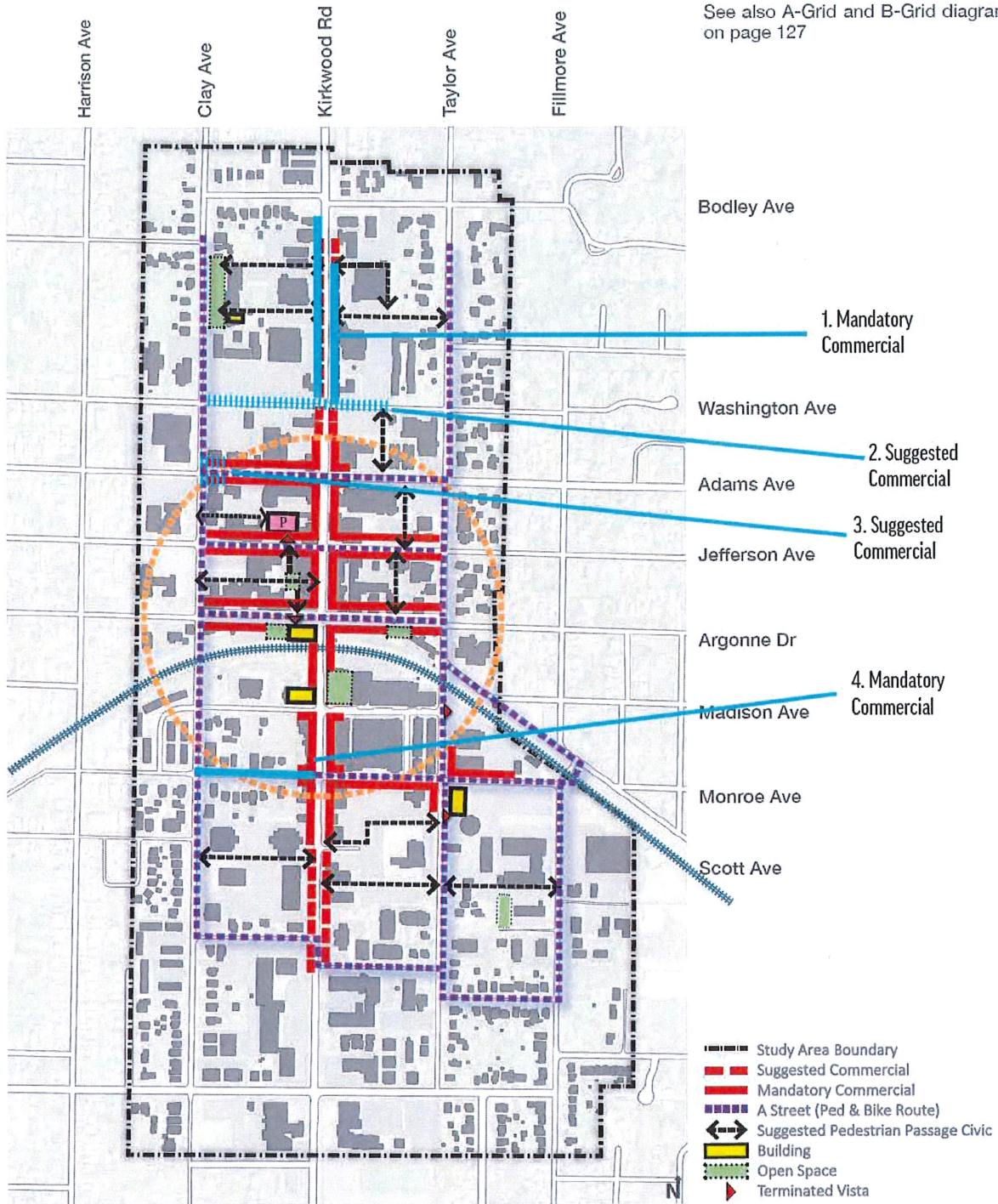


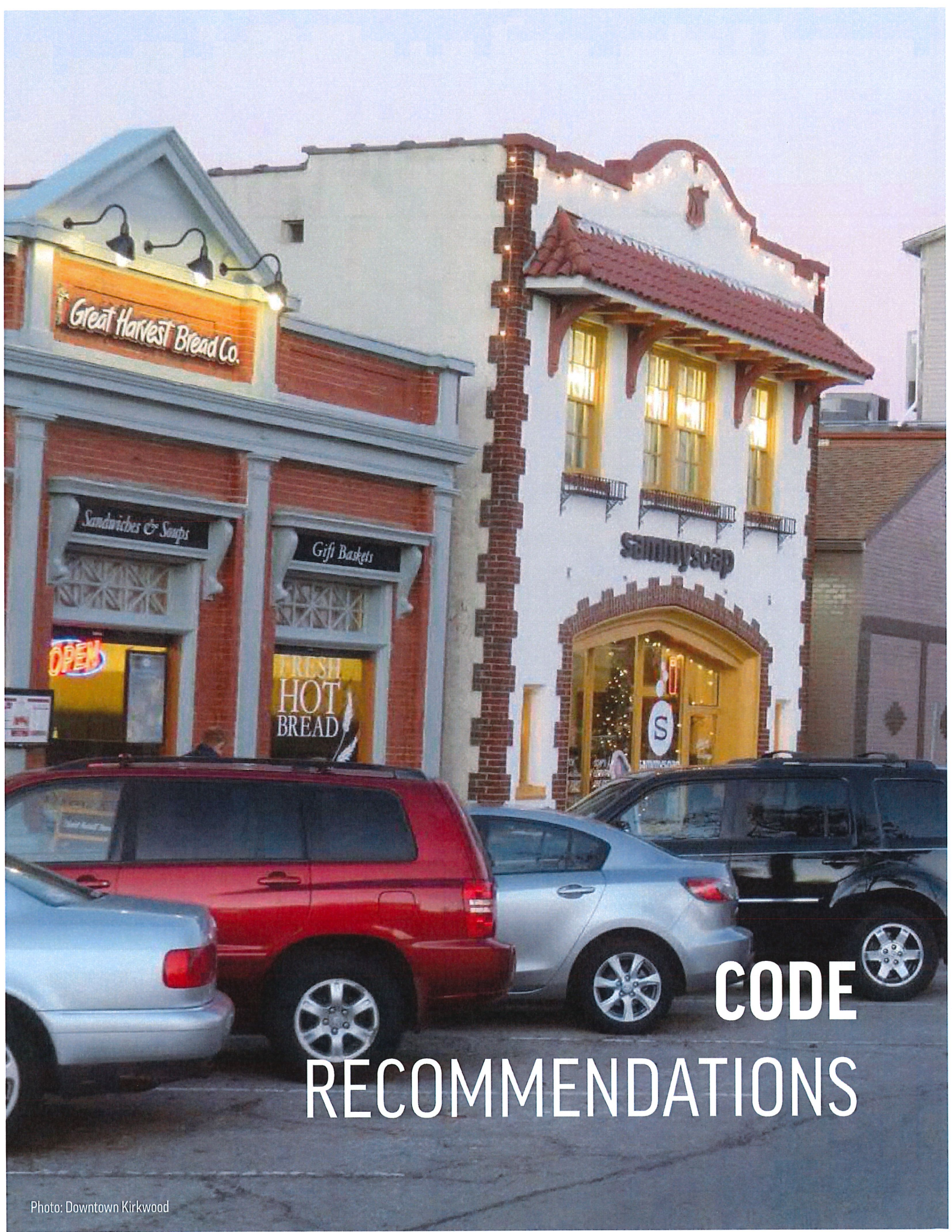
EXHIBIT B – Framework Plan Text Amendment

Section 510.2 (39) of the Current Zoning Code

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

Section 25-36(e)(3) of the Proposed Zoning Code

(3) In the B-2 District, unless otherwise approved as part of a mixed-use development, multi-family dwellings cannot be constructed on properties that are designated as ~~Suggested-or~~ Mandatory Commercial in the Downtown Master Plan ~~Study Area & Parking Study's Framework Plan~~.



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Sandwiches & Soups

Gift Baskets

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S

CODE
RECOMMENDATIONS

Photo: Downtown Kirkwood

The framework plan, last updated in May of 2019, lays out a plan for development of Downtown Kirkwood from a land use and circulation perspective. While a useful tool for considering future development, given the findings of this market analysis, several changes are recommended.

The largest and most comprehensive recommended change includes a category change. Right now, Suggested and Mandatory Commercial is treated the same way, with a commercial component required by the framework plan for both (though it is simply a recommendation that can be amended). As a result of the market study, PGAV recommends changing the categories to Mandatory Commercial, meaning a commercial component is required as part of the use as mandated by the code. In this case, the second category, Suggested Commercial, simply suggests places in Downtown Kirkwood that could support a commercial component as part of a future use, but would not require it. This both simplifies the framework plan and creates several priority commercial areas. Other recommended changes include:

1. Mandatory Commercial on both sides of Kirkwood Road north of Washington Avenue. On the east side, the Mandatory Commercial stretches to the existing suggested pedestrian connection on the north end of the current Alpine Shop. On the west side, the Mandatory Commercial goes from Washington north to 479 N. Kirkwood, just south of Bodley. Right now, the framework plan calls for Suggested Commercial in this stretch. Again, if Kirkwood desires to be a walkable, dense district, a continuous street grid of commercial at grade is ideal and will help to maintain the healthy mix of uses.

(Note: A newly modeled development adjacent to this stretch has also been included later in this report.)

2. Suggested Commercial on Washington Ave. west of Kirkwood Road between Clay Avenue and Kirkwood Road and to the east for a half block off of Kirkwood Road, ending at the pedestrian access point at the western edge of the YMCA parcel. Currently, the adjacent areas are mostly parking with very few buildings. When considering a long-term vision for Downtown Kirkwood, encouraging pedestrian friendly commercial development at grade in these locations will be important. In order to maintain the healthy mix of uses that Downtown Kirkwood currently has, it is important that future development in these key areas include a commercial component.

(Note: Later in this report, PGAV has modeled the Washington Ave and Kirkwood Rd. intersection with several improvements. Should something like this be desired or implemented in Downtown Kirkwood, the street should be changed to Suggested or Mandatory Commercial in anticipation.)

3. Suggested Commercial for the two parcels on Adams Ave directly east of Clay Avenue. The parcels on the north and south side of Adams Avenue at this intersection are small and will be difficult to develop. While a commercial component would still be welcomed, the framework plan should be amended to also allow for small scale residential. Adjacent to the church and school, a lower intensity use is reasonable.
4. Mandatory Commercial on Monroe Ave between Clay Ave and Kirkwood Rd. This is already being used as commercial and should be planned as such for the future.

The City should also prioritize the pedestrian connections in the Downtown area, particularly on the eastern side of Kirkwood Road, near the new performing arts center. While these suggested pedestrian passages are already displayed on the framework plan, it is crucial that the City take steps to formally create these. Currently, pedestrians have to walk through parking lots or green space in many of these areas, with no traditional walkways. Signage, lighting, and paving will help to create safer connections and encourage additional development near the performing arts center.

FRAMEWORK PLAN

FRAMING DEVELOPMENT

See also A-Grid and B-Grid diagram on page 127

