

**CITY OF KIRKWOOD**

**PLANNING AND ZONING COMMISSION**

**Via Zoom Virtual Meeting**

**October 6, 2021**

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

Jim Adkins, Chair Ron Evens

James Diel, Vice Chair Darrell Scott

David Eagleton, Secretary/Treasurer Allen Klippel

Tom Feiner

Sandy Washington

Mary Lee Salzer-Lutz

Pursuant to notice of meeting duly given, the Planning and Zoning Commission convened on Wednesday, October 6, 2021, at 7:00 p.m. via Zoom Virtual Meeting. City Attorney John Hessel, Planning and Development Services Director Jonathan Raiche, Planner II Amy Lowry, and Administrative Assistant Patti Dodel also attended the meeting.

**1.** Chair Adkins called the meeting to order at 7:03 p.m.

Mr. 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 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 are in a state of emergency due to the Coronavirus – COVID-19 and more recently with the increased danger of the delta variant. Therefore, members of the Planning and Zoning Commission have elected to participate in this meeting electronically for the public health and safety of each other and the general public.

Chair Adkins read the ground-rules for public comment regarding petitions requiring Site Plan Review and announced that Commissioners Evens, Scott, and Klippel were absent and their absence was excused.

2. Motion was made by Commissioner Feiner and seconded by Commissioner Eagleton to approve the minutes for the September 15, 2021, meeting as written.

Roll Call:

 Chairman Adkins “Yes

Commissioner Diel “Yes

Commissioner Eagleton “Yes”

Commissioner Evens Absent

 Commissioner Feiner “Yes”

 Commissioner Salzer-Lutz Abstained

 Commissioner Washington “Yes”

 Commissioner Scott Absent

Commissioner Klippel Absent

The motion was approved with 5 in favor and one abstention out of the six members present.

**4. PZ-07-22 SITE PLAN REVIEW & SPECIAL USE PERMIT (OUTDOOR USE)–**

**4 HANDS/DOWN BY THE STATION, 150 W ARGONNE DRIVE**

 Submitted: 8-13-21 Automatic Recommendation: 12-11-21

 Petitioner’s Agent, Drew Lesinski

 (Subcommittee – Commissioners Eagleton, Evens, and Scott)

 *PUBLIC COMMENT OPPORTUNITY*

City Planner II Amy Lowry stated they are proposing to operate a full-service restaurant and tap room. The breezeway to the east of the building that connects to the caboose would be removed to allow for pedestrian access to the outdoor area. A “Use Easement” agreement for the City’s property located between this property and the railroad tracks will allow the applicant to landscape the area and install playground equipment, bike racks, etc. to be used by the general public. A side door on the building will be added to provide accessibility. The Subcommittee met on September 22 at the site and discussed the following:

1. The indoor restaurant will have 60-75 seats
2. Deliveries to the site will be made from the west City right of way along the Clay Avenue bridge.
3. Residential tenant parking on gravel that is being displaced in the rear of the building must be provided elsewhere for the residential tenants.
4. Power lines are proposed to be buried in the yard area.
5. The site will require MSD review for storm water runoff.
6. Lighting should be provided for the bike racks/lockers.
7. The applicant should request its sanitation contract include a provision for the trash and recycling carts to be removed for pickup and replaced within the trash enclosure in a way that does not require the truck to drive across public parking spaces.

The “Use Agreement” with the City (referenced on Page 1 of the report) allows the petitioner to extend the outdoor use onto the City’s property between their property and the railroad tracks. The “Public Use Easement” (Condition of Approval No. 3) refers to the petitioner’s outdoor private property including seating and restrooms being available for use and enjoyment by the general public and not just restaurant patrons. Signs would be installed by the petitioner in the yard area indicating that all outdoor seating areas, restrooms, and amenities are open to the public.

Drew Lesinski, of Savoy Properties, and Cara McKedy, of Eddy Design Group, were present to answer questions.

Chair Adkins asked if anyone from the audience wished to make a comment, and no one responded.

In response to Commissioner Salzer-Lutz’ question regarding liability, City Attorney Hessel advised that the petitioner would be required to have insurance but ultimately the City still bears some liability for their own property.

Ms. Lowry read the Subcommittee Report:

CITY OF KIRKWOOD

**PLANNING AND ZONING COMMISSION**

**SUBCOMMITTEE REPORT**

###### October 6, 2021

***PETITION NUMBER*:** PZ-7-22

***ACTION REQUESTED*:** SPECIAL USE PERMIT (OUTDOOR DINING) AND SITE PLAN REVIEW –

4 HANDS/DOWN BY THE STATION

***PROPERTY OWNER*:** ARGONNE BUILDING LLC

***APPLICANT*:** SAVOY PROPERTIES

***APPLICANT’S AGENT*:** DREW LESINSKI, SAVOY PROPERTIES

***PROPERTY LOCATION*:** 150 WEST ARGONNE DRIVE

***ZONING*:** B-2, CENTRAL BUSINESS DISTRICT

 ***DRAWINGS SUBMITTED:***

 SITE PLAN PACKET (6 SHEETS) PREPARED BY EDDY DESIGN GROUP, DG2 DESIGN LANDSCAPE ARCHITECTURE, AND CASTLE CONTRACTING STAMPED “RECEIVED SEPTEMBER 3, 2021, CITY OF KIRKWOOD PUBLIC SERVICES DEPARTMENT”

 MSD BASE MAP (1 SHEET) PREPARED BY JAMES PARKS, PROFESSIONAL ENGINEER, STAMPED “RECEIVED AUGUST 13, 2021, CITY OF KIRKWOOD PUBLIC SERVICES DEPARTMENT”

 TREE AND LANDSCAPE PACKET (4 SHEETS) PREPARED BY ANNE DEGUIRE, LANDSCAPE ARCHITECT, STAMPED “RECEIVED AUGUST 13, 2021, CITY OF KIRKWOOD PUBLIC SERVICES DEPARTMENT”

 LIGHTING PLAN (1 SHEET) PREPARED BY KYLE ALLYN WILSON, ARCHITECT, STAMPED “RECEIVED SEPTEMBER 3, 2021, CITY OF KIRKWOOD PUBLIC SERVICES DEPARTMENT”

**DESCRIPTION OF PROJECT:**

The applicant is requesting a Special Use Permit (SUP) for Outdoor Dining and Site Plan Review for a full service restaurant and tap room with outdoor improvements, including the outdoor dining, an outdoor bar, coolers, and a public restroom. The applicant is leasing the first floor of the building and the rear of the lot. The two residential tenant spaces are separately leased and intended to remain on the second floor of the building. The applicant has executed a Use Agreement with the City to extend the outdoor use in the rear of the lot onto the City property to the south (west of the City parking lot and north of the Union Pacific rail line). This agreement provides the applicant with the ability to include the City property in its application for the SUP and site plan review. The agreement specifies that the City property shall be available for the use and enjoyment of the public, and the applicant is further offering the entire rear outdoor environment, including private property, for full public accessibility and use. The combined City property and the rear lot are termed herein “the yard area”.

The applicant proposes to remove the breezeway connection from the building to the caboose, repurposing the caboose to provide a food offering as a type of a permanent food truck. The proposed rear yard will be fully accessible to the general public (not just restaurant patrons) and will include an overhead structure between the building and the caboose leading to the rear yard; ADA ramps for accessibility from Argonne Drive and the City parking lot to the building, caboose, and yard area; a bar area with overhead doors that may be closed as a three-season space; benches and seating; two walk-in coolers; a public restroom; a display platform for public art; play spinners; bike racks with lockers; a trash enclosure; and enhanced landscaping and lighting. As part of the Outdoor Dining SUP, outdoor entertainment is also being requested. Additional information about the proposed site plan is included in later sections of this report.

The hours of operation are not yet determined, but are proposed no earlier than 7 a.m. and no later than 1 a.m. The number of employees is expected to be 15 - 30. Outdoor entertainment, both live and recorded associated with the Outdoor Dining SUP, is proposed to be between the hours of 7 a.m. and 10 p.m. Sunday through Thursday and 7 a.m. and 11:30 p.m. Friday and Saturday.

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

The site is located in the area designated as Downtown on the EnVision Kirkwood 2035 Future Land Use Map. Development types discussed in this land use include regional/neighborhood commercial as well as parks and public spaces.

The subject property is zoned B-2, Central Business District. The proposed use, Restaurant, is a permitted use, however, the proposed Outdoor Dining requires a Special Use Permit.

Surrounding land uses and zoning include the following:

This building: Two residential units occupy the second floor of the building; the first floor is a vacant retail space.

To the north: Across Argonne Drive, there are various commercial uses and the City’s fire station zoned B-2.

To the south: The Union Pacific railroad tracks and beyond that a City park, police station and City Hall zoned B-2.

To the east: The small ice cream restaurant, City parking lots and the Train Station, zoned B-2.

To the west: Directly across Clay Avenue there are various commercial uses zoned B-2. Diagonally across Clay Avenue is St. Peter’s Catholic Church zoned R-5, Multi-Family Residential.

**DEPARTMENTAL/AGENCY COMMENTS:**

Electric: The applicant will coordinate with Kirkwood Electric to bury the electrical lines in the yard area

Water: 1. Provide a fire flow test proving the development meets the City’s fire flow requirements.

2. Provide dimensions of water services depicted on sheet C.2.

3. All waterlines to be installed per City of Kirkwood Water Main and Service Line specifications.

Engineering: No comments received.

Building/Fire: 1. For restaurants (A2) over 5000 sq. ft., an occupant load over 100 or fire area above/below the level of exit discharge would require fire sprinklers.

 2. Should fire sprinklers be required, hydraulic calculations and flow testing is required.

 3. The kitchen will require a type 1 exhaust hood and fire suppression system.

4. Interior exits and exit access must meet current standards.

5. Building may require a fire alarm system (dependent on design and use).

Forester: The City property currently maintained by the City will now be landscaped and maintained by applicant. The Forester requests details on the proposed tree wells.

**SITE ELEMENTS ANALYSIS:**

***Structures***

The only addition to the building is an L-shaped walk-in cooler and restroom structure of approximately 272 square feet attached to the southwest corner of the building. The addition will only be accessed from the yard area. The restroom will include 4 stalls. Two additional accessory structures are proposed: an exposed timber pergola structure extending between the building and the caboose to the rear yard area and a covered timber structure with overhead doors which will contain within a second cooler and a bar. The structures comply with the maximum 2.5 floor area ratio, maximum 40 feet in height, and required minimum and maximum setbacks in the B-2 District. West Argonne Drive is a Phase 1 Street and the street frontage occupation, including the building, overhead structure, caboose and caboose deck, is 93.56%, complying with the 90% requirement. Clay Avenue is also a Phase 1 Street and the street frontage occupation with the building addition is 94.29%.

***Site Access, Circulation & Parking***

With the removal of the caboose connection and the proposed accessibility ramps, there is increased building and site access. A change in use of the building from retail to restaurant in the Downtown area is exempt from additional parking, loading, and queuing requirements. Because the addition and other structural improvements to the site will entirely be for use of the public, additional parking is not being required. The applicant will continue to use the City right of way accessed on the west side of the building from Argonne Drive for loading and unloading. Because additional vehicle parking is not being required, bicycle parking is also not required, however, the applicant is providing at three bike racks/lockers for two bikes each on the east side of the yard area. One bike rack is required for every 1500 square feet of restaurant use; the ground floor of the building is 2895 square feet.

The two multi-family residential units on the second floor of the building require a parking rate of 1.5 spaces per unit, for a total of 3 parking spaces. The tenants currently park on the gravel area behind the building. Off-site parking may be utilized, provided it is within 1000 feet from the primary use served, measured along the shortest, legal walking route. Based on analysis provided by the applicant, attached hereto as Exhibit C, the applicant will be able to dedicate three parking spaces for use by the residential tenants at its parking lot adjacent to 201 South Kirkwood Road – which is within 1000 feet of 150 West Argonne Drive.

***Trash/Recycling***

The applicant is providing an aluminum frame trash enclosure on the east side of the yard area. The applicant proposes to contract with a sanitation service that will roll the dumpsters out of the enclosure for waste and recycling collection so that the sanitation truck will not interfere with the existing parking spaces on the City’s lot.

***Landscaping***

For every 100 linear feet of building addition, a minimum of two canopy trees, one understory tree and five type C shrubs shall be provided. The addition extends the western façade by 22 linear feet. The landscape plan provides for nine of the twelve existing trees to remain on-site, the removal of overgrown brush, and the planting of 12 canopy trees, 35 shrubs, and numerous perennials and ground covers. The required three screening trees (one evergreen per side, excluding the opening) for the proposed trash enclosure must still be provided.

***Lighting***

The proposed lighting plan includes pole-mounted lights, wall packs, path lights, and bollards located in the rear yard. The proposed lighting fixtures must be full cut-off, including the proposed flex line ribbon that must be installed under a counter or top of the bar structure to achieve full cut-off of the light from the horizontal plane. The photometric plan indicates that both the maximum lighting trespass and the minimum on-site levels are met, but a summary table needs to be provided to show that the average illumination for pedestrian routes is a minimum 2.0 footcandles at finished grade.

**DISCUSSION:**

A Zoning Matters sign was placed on the property on September 9, 2021. The request was introduced at the Planning & Zoning Commission meeting held via Zoom on September 15, 2021. A subcommittee meeting was conducted on site on September 22, 2021. A list of attendees of the subcommittee meeting may be seen in Exhibit B. At the subcommittee meetings, the following items were discussed:

1. The indoor restaurant will have 60-75 seats; occupancies above 100 customers and employees trigger additional fire safety requirements.
2. Deliveries to the site will be made from the west City right of way.
3. Residential tenant parking on gravel that is being displaced in the rear of the building must be provided elsewhere for the residential tenants or a modification should be requested.
4. Power lines are proposed to be buried in the yard area.
5. The site will require MSD review for storm water runoff.
6. Lighting should be provided for the bike racks/lockers.
7. The applicant should request its sanitation contract include a provision for the trash and recycling carts to be removed for pickup and replaced within the trash enclosure in a way that does not require the truck to drive across public parking spaces.

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 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. Before execution, the applicant shall provide to the City for review a shared parking agreement for the three required residential parking spaces. After execution and before permits are issued, such agreement shall be recorded at the applicant’s expense with the St. Louis County Recorder of Deeds and a recorded copy provided to the City.
3. The applicant shall provide a Public Use Easement for the outdoor use area of the private property. Said easement shall be reviewed by the City prior to recording and prior to issuance of permits. Before occupancy is issued, such agreement shall be recorded at the applicant’s expense with the St. Louis County Recorder of Deeds and a recorded copy provided to the City.
4. Signs shall be installed in the yard area to indicate that all seating areas, restrooms and amenities are open to the public. Said signs shall be visible at the pedestrian entrances from Argonne Drive and the City parking lot.
5. The Outdoor Dining shall comply with all conditions herein and with Section 25-45(o) of the Zoning and Subdivision Code.
6. Outdoor entertainment, both live and recorded, shall be between the hours of 7 a.m. and 10 p.m. Sunday through Thursday and 7 a.m. and 11:30 p.m. Friday and Saturday.
7. The applicant shall require its sanitation contract to include a provision for the trash and recycling carts to be removed for pickup and replaced within the trash enclosure in a way that does not require the truck to drive across public parking spaces.
8. A revised landscape plan that includes the required screening trees for the proposed trash enclosure shall be provided prior to the issuance of permits.
9. A revised lighting plan shall be provided that includes a summary table with the average illumination for pedestrian routes to meet the minimum 2.0 footcandles at finished grade.
10. All lighting fixtures shall be full cut-off or a substitute fixture shall be mandated. The proposed flex line ribbon shall be installed under a counter or top of the bar structure to achieve full cut-off of the light from the horizontal plane.
11. The applicant shall comply with all standard conditions as listed in Exhibit A.

Respectfully submitted,

David Eagleton Ron Evens Darrel Scott

Motion was made by Commissioner Eagleton and seconded by Commissioner Feiner to approve PZ-7-22, a Special Use Permit for outdoor use and Site Plan Review for 4 Hands/Down by the Station at 150 West Argonne Drive subject to the conditions contained in the Subcommittee Report.

Motion was made by Chair Adkins to amend Condition No. 6 of the Subcommittee Report to read as follows: “Outdoor entertainment, both live and recorded, shall be restricted to between the hours of 7 a.m. and 10 p.m. Sunday through Thursday and 7 a.m. to 11:30 p.m. Friday and Saturday.” The motion was seconded by Commissioner Eagleton.

Roll Call:

 Chairman Adkins “Yes

Commissioner Diel “Yes

Commissioner Eagleton “Yes”

Commissioner Evens Absent

 Commissioner Feiner “Yes”

 Commissioner Salzer-Lutz “Yes”

 Commissioner Washington “Yes”

 Commissioner Scott Absent

Commissioner Klippel Absent

Motion was made by Chair Adkins to amend Condition No. 8 of the Subcommittee Report to read as follows: “A revised landscape plan that includes the required screening trees for the proposed trash enclosure shall be provided prior to the issuance of permits.” The motion was seconded by Commissioner Feiner.

Roll Call:

 Chairman Adkins “Yes

Commissioner Diel “Yes

Commissioner Eagleton “Yes”

Commissioner Evens Absent

 Commissioner Feiner “Yes”

 Commissioner Salzer-Lutz “Yes”

 Commissioner Washington “Yes”

 Commissioner Scott Absent

Commissioner Klippel Absent

There being no further discussion, Roll Call vote was taken on the motion made by Commissioner Eagleton and seconded by Commissioner Feiner to approve PZ-7-22, a Special Use Permit for outdoor use and Site Plan Review for 4 Hands/Down by the Station at 150 West Argonne Drive subject to the conditions contained in the Subcommittee Report, as amended.

Roll Call:

 Chairman Adkins “Yes

Commissioner Diel “Yes

Commissioner Eagleton “Yes”

Commissioner Evens Absent

 Commissioner Feiner “Yes”

 Commissioner Salzer-Lutz “Yes”

 Commissioner Washington “Yes”

 Commissioner Scott Absent

Commissioner Klippel Absent

The motion was unanimously approved by the six members present.

**5.** **PZ-08-22 STAFF INITIATED ZONING CODE TEXT AMENDMENT – EDUCATIONAL INSTITUTION PARKING RATES**

 *STAFF REQUESTING VOTE CONSIDERATION*

Director of Planning and Development Services Jonathan Raiche stated the parking rate in the Current Zoning Code (adopted in February 2021) does not differentiate between various levels of schools (elementary, middle, high) despite clear differences in the parking needs. The parking rate requires one space for every four seats in the largest assembly room PLUS 6 spaces per classroom for all Educational Uses (Preschool and K-12). The parking rate in the Former Code had different rates for Elementary, Middle, and High School. Staff is suggesting the following amendment to the Zoning Code:

 Elementary Schools:

 *Former Code* -1 space per employee plus 1 space per classroom

 *Current Code* - 1 space for every 4 seats in the largest auditorium, stadium, or assembly room, whichever is greater + 6 spaces per classroom

 *Proposed Code* - 1 space for every classroom plus 1 space for every employee. Alternatively, a parking study may be submitted for review to establish a supplemental parking rate per Section 25-65(c)

 Middle Schools:

 *Former Code* - 1 space for every 3 seats of auditorium, gym, or stadium at maximum capacity, or 1 space per employee plus 2 spaces per classroom; whichever is greater

 *Current Code* - 1 space for every 4 seats in the largest auditorium, stadium, or assembly room, whichever is greater + 6 spaces per classroom

 *Proposed Code* - 1 space for every 4 seats in the largest auditorium, stadium, assembly room, OR 2 spaces for every classroom PLUS 1 space for every employee; whichever is greater. Alternatively, a parking study may be submitted for review to establish a supplemental parking rate per Section 25-65(c).

 High Schools:

 *Former Code* - 1 space for every 3 seats of auditorium, gym, or stadium at maximum capacity, or 1 space per employee plus 2 spaces per classroom, or 1 space per employee plus 25% of average sophomore class plus 35% of average junior class plus 50% of average senior class; whichever is greater.

 *Current Code* - 1 space for every 4 seats in the largest auditorium, stadium, or assembly room, whichever is greater + 6 spaces per classroom

 *Proposed Code* - 1 space for every 4 seats in the largest auditorium, stadium, assembly room, OR 6 spaces per classroom; whichever is greater. Alternatively, a parking study may be submitted for review to establish a supplemental parking rate per Section 25-65(c).

Commissioner Feiner stated he is comfortable with the method in which the required number of parking spaces is calculated; however, he is concerned that, in accordance with Section 25-65(c), the Public Services Director has the authority to approve fewer spaces specifically for the high school level. He believes the public should have an opportunity to provide input if the parking rate is not met for a high school. As an alternative to Board of Adjustment, the Planning and Zoning Commission could make a recommendation to City Council, or possibly just City Council.

There being no further discussion, motion was made by Commissioner Washington and seconded by Commissioner Diel to approve PZ-8-22, Zoning Code Text Amendments regarding required parking rates for Educational Institutions found in Exhibit 2 of the Staff memo dated September 15, 2021.

**Exhibit 2**

Revise Table 65-1 to remove and replace the current “Parking Space Requirement” for “Educational Institution (Preschool and K-12) with the following:

**Educational Institutions**

1. **Preschool, Kindergarten, and Elementary School –** 1 space for every classroom plus 1 space for every employee. Alternatively, a parking study may be submitted for review to establish a supplemental parking rate per Section 25-65(c).
2. **Middle School –** 1 space for every 4 seats in the largest auditorium, stadium, assembly room, OR 2 spaces for every classroom PLUS 1 space for every employee; whichever is greater. Alternatively, a parking study may be submitted for review to establish a supplemental parking rate per Section 25-65(c).
3. **High School –** 1 space for every 4 seats in the largest auditorium, stadium, assembly room, OR 6 spaces per classroom; whichever is greater. Alternatively, a parking study may be submitted for review to establish a supplemental parking rate per Section 25-65(c).

Commissioner Feiner made a motion, seconded by James Diel, to amend the recommendation in Exhibit 2 by revising the second sentence of the parking requirement for High Schools to read as follows: “Alternatively, a parking study may be submitted for review by the Planning and Zoning Commission and City Council to establish a supplemental parking rate per Section 25-65(c).

Roll Call:

 Chairman Adkins “Yes

Commissioner Diel “Yes

Commissioner Eagleton “Yes”

Commissioner Evens Absent

 Commissioner Feiner “Yes”

 Commissioner Salzer-Lutz “Yes”

 Commissioner Washington “Yes”

 Commissioner Scott Absent

Commissioner Klippel Absent

There being no further discussion, Roll Call vote was taken on the motion made by Commissioner Washington and seconded by Commissioner Diel to approve PZ-8-22, Zoning Code Text Amendments regarding required parking rates for Educational Institutions found in Exhibit 2 of the Staff memo dated September 15, 2021, as amended.

Roll Call:

 Chairman Adkins “Yes

Commissioner Diel “Yes

Commissioner Eagleton “Yes”

Commissioner Evens Absent

 Commissioner Feiner “Yes”

 Commissioner Salzer-Lutz “Yes”

 Commissioner Washington “Yes”

 Commissioner Scott Absent

Commissioner Klippel Absent

**4.** Planning and Development Services Director Jonathan Raiche stated

* Two buildings were demolished at 134 and 138 W Madison Avenue to allow the construction of The Hutton condo building.
* The Architectural Review Board approved The James at 426 N Kirkwood Road.

In response to Chair Adkins’ inquiry regarding the Council’s denial of the rezoning request from R4 to RMM at 250 Commerce Avenue, Mr. Raiche replied the Council is concerned about adding an additional mix of uses into the neighborhood around the proposed site.

In response to Commissioner Feiner’s inquiry regarding the three-unit condominium building at 144 W Adams Avenue, Mr. Raiche replied the storm water detention vaults under the building had to be revised by the applicant and are still under review by Metropolitan Sewer District.

There being no further business, motion was made by Commissioner Eagleton and seconded by Commissioner Feiner to adjourn at 8:09 p.m. Due to lack of business, the October 20, 2021, meeting was cancelled. The next meeting will be held via Zoom on November 3, 2021, 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.