



CITY OF DARDENNE PRAIRIE  
2032 HANLEY ROAD  
DARDENNE PRAIRIE, MO 63368

PLANNING & ZONING COMMISSION  
AGENDA  
JANUARY 12, 2022  
7:00 P.M.

---

**CALL MEETING TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**           Alderman Wandling  
                          Chairman Etzkorn  
                          Commission members:  
                          Bailey  
                          Brockmann  
                          Detweiler  
                          Helms  
                          Rowley  
                          Shea  
                          Stankovich  
                          Wooldridge

**ELECTION OF CHAIRMAN**

**ELECTION OF VICE-CHAIRMAN**

**ELECTION OF SECRETARY**

**OPEN FORUM**

**NEW BUSINESS**

1. Record Plat for the proposed "Salfen Farm" Residential Subdivision from Applicant Luetkenhaus Properties, Inc. and Property Owner KAPB, LLC

**APPROVAL OF MINUTES**

Approval of 12-08-21 Minutes

**COMMISSION COMMUNICATIONS**

**ADJOURNMENT**

**MEMO**

**TO:** Dardenne Prairie Planning and Zoning Commission

**FROM:** James W. Knowles III, City Administrator  
City of Dardenne Prairie

**DATE:** January 6<sup>th</sup>, 2022

**SUBJECT:** Planning and Zoning Commission Meeting Scheduled for January 12, 2022

Items for consideration at this meeting include:

**PUBLIC HEARINGS:**

**None.**

**NEW ITEMS:**

1. **Record Plat for the proposed "Salfen Farm" Residential Subdivision from Applicant Luetkenhaus Properties, Inc. and Property Owner KAPB, LLC.** On December 8<sup>th</sup>, 2021, a Record Plat Application and Application Fee was submitted to the City. Interim City Engineer John Choinka provided a review letter of the application, dated December 8<sup>th</sup>, 2021. On December 16<sup>th</sup>, 2021, the applicant provided a revised plan. A second review and letter from the Interim City Engineer dated December 22<sup>nd</sup> 2021 confirmed that all of the comments from the initial review have been addressed and the Plat should be considered by Planning and Zoning at the January 12<sup>th</sup> meeting.

The Interim City Engineer Review Letters are attached as well as a copy of the Record Plat.

**EXISTING ITEMS:**

1. **None.**

**INFORMATION ONLY:**

1. **None.**

Enclosures

cc: Board of Aldermen  
Kim Clark, City Clerk  
John Young, City Attorney



▶ 16020 Swingley Ridge Road | Suite 205  
Chesterfield, MO 63017  
Main 636.519.0990 + Fax 713.965.0044  
▶ HRGREEN.COM

December 22, 2021

Ms. Jessica Hargrave  
Bax Engineering  
221 Point West Boulevard  
St. Charles, Missouri 63301

Re: Salfen Farm Court  
Record Plat  
Review 2

Dear Mr. Hargrave:

We received the referenced Record Plat, Application and Application Fee in the amount of \$685.00 dated December 8, 2021. We have reviewed the submittal and are recommending the plat to the Planning and Zoning Commission and the Board of Aldermen for consideration and are requesting that this item be placed on the January Planning and Zoning Commission Meeting agenda.

Comments from the 1<sup>st</sup> Review letter dated December 8, 2021 have been addressed. Please submit 23 copies to the city clerk for the Planning and Zoning Commission Meeting and the Board of Aldermen Meeting.

If you have any questions, please contact me at 636.541.6636 or via email at [jchoinka@hrgreen.com](mailto:jchoinka@hrgreen.com).

Sincerely,

HR GREEN, INC.

A handwritten signature in black ink, appearing to read 'John Choinka', written over a light background.

**John Choinka, PE**  
Associate  
Interim City Engineer – City of Dardenne Prairie

CC: James Knowles, III – City Administrator  
Tom Weis – City Engineer  
Terri Voss – Administrative Coordinator



▶ 18020 Swingley Ridge Road | Suite 205  
Chesterfield, MO 63017  
Main 636.519.0990 + Fax 713.965.0044  
▶ HRGREEN.COM

December 8, 2021

Ms. Jessica Hargrave  
Bax Engineering  
221 Point West Boulevard  
St. Charles, Missouri 63301

Re: Saifen Farm Court  
Record Plat  
Review 1

Dear Mr. Hargrave:

We received the referenced Record Plat, Application and Application Fee in the amount of \$685.00 dated December 8, 2021. We have reviewed the submittal and have the following comments for your consideration:

1. Sheet 1 of 2 – Owner's Certificate, Paragraph 2, Line 7 – change "Dardenne Place Drive" to "Saifen Farms Court".
2. Sheet 1 and 2 – Add the surveyors seal and signature.
3. An executed escrow agreement is required prior to placing this on a Planning and Zoning Meeting. If an executed escrow agreement has been signed and approved by the city, please provide an electronic copy. If there is not a current escrow agreement for this development in place, please first provide a cost estimate for review prior to completing and having the escrow agreement signed.

Please submit 2 copies of the revised plans and a letter indicating how the above comments have been addressed. If you have any questions, please contact me at 636.541.6636 or via email at [ichoinka@hrgreen.com](mailto:ichoinka@hrgreen.com).

Sincerely,

HR GREEN, INC.

A handwritten signature in black ink, appearing to read 'John Choinka', written over the printed name.

**John Choinka, PE**  
Associate  
Interim City Engineer – City of Dardenne Prairie

CC: James Knowles, III – City Administrator  
Terri Voss – Administrative Coordinator

# PLANNING & ZONING MINUTES

DECEMBER 8, 2021

The City of Dardenne Prairie Planning & Zoning Commission meeting was called to order at 7:02 p.m. The meeting was held at the Dardenne Prairie City Hall located at 2032 Hanley Road.

The meeting was opened with the Pledge of Allegiance.

Present at roll call were Alderman Wandling, Chairman Etzkorn and Commissioners Bailey, Detweiler, Shea, Stankovich and Wooldridge. Commissioners Brockmann, Helms and Rowley were absent. Also present were City Clerk Kim Clark, City Administrator James Knowles and City Attorney John Young.

**OPEN FORUM** – No one present to speak.

## NEW BUSINESS

1. P.U.D. Request – Final Plan for the proposed “Inverness Phase 3” for the northwestern approximately 48.70 acres of the land commonly known as 1575 Bryan Road and more particularly described in the P.U.D. Request – Area Plan application received by the City on June 8, 2021, on file with the City Clerk from Applicant McKelvey Homes, LLC and Property Owner Cora Bopp Family Limited Partnership.

David Volz of Volz Engineering was in attendance to present the plan.

A motion was made by Alderman Wandling, seconded by Commissioner Wooldridge to recommend approval to the Board of Aldermen with the change of lot coverage from 35 to 50%. Roll call was as follows:

Commissioner Stankovich – Aye	Commissioner Brockmann – Absent
Commissioner Helms – Absent	Alderman Wandling – Aye
Commissioner Detweiler – Aye	Commissioner Shea - Aye
Commissioner Bailey – Aye	Chairman Etzkorn – Aye
Commissioner Wooldridge – Aye	Commissioner Rowley – Absent

2. 2022 Submittal and Meeting Calendar

A motion was made by Commissioner Wooldridge, seconded by Commissioner Shea to approve the 2022 Submittal and Meeting Calendar. Motion passed unanimously.

## APPROVAL OF MINUTES

Approval of 11-10-21 Minutes

Approval of 11-30-21 Special Meeting Minutes

A motion was made by Commissioner Shea, seconded by Commissioner Detweiler to approve the minutes. Motion passed unanimously.

## COMMISSION COMMUNICATIONS

Chairman Etzkorn wished everyone a happy holiday.

## ADJOURNMENT

A motion was made by Commissioner Shea, seconded by Commissioner Stankovich to adjourn the meeting at 7:31 p.m.

Respectfully submitted,

---

Kim Clark, City Clerk