

DARDENNE



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

**PLANNING & ZONING COMMISSION
AGENDA
MARCH 9, 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

OPEN FORUM

PUBLIC HEARINGS

1. Rezoning & P.U.D. Request – Area Plan for the proposed “Morning Meadows” Subdivision for the western approximately 9.86 acres of the land commonly known as 1600 Feise Road and more particularly described in the P.U.D. Request – Area Plan application received by the City on February 9th, 2022, on file with the City Clerk from Applicant Rolwes Company and Morning Star Church.
2. Conditional Use Permit (C.U.P.) Application – Drive Through – For the proposed “Prairie” Development on Lot 2 of “The Prairie” and more particularly described in the Conditional Use Permit Application received by the City on February 15th, 2022, on file with the City Clerk from Applicant ACC Properties.

NEW BUSINESS

1. Rezoning & P.U.D. Request – Area Plan for the proposed “Morning Meadows” Subdivision for the western approximately 9.86 acres of the land commonly known as 1600 Feise Road and more particularly described in the P.U.D. Request – Area Plan application received by the City on February 9th, 2022, on file with the City Clerk from Applicant Rolwes Company and Morning Star Church.

2. Conditional Use Permit (C.U.P.) Application – Drive Through – For the proposed “Prairie” Development on Lot 2 of “The Prairie” and more particularly described in the Conditional Use Permit Application received by the City on February 15th, 2022, on file with the City Clerk from Applicant ACC Properties.
3. Review of the 2020 Comprehensive Plan – John Brancaglione - PGAV

APPROVAL OF MINUTES

Approval of 1-12-22 Minutes

COMMISSION COMMUNICATIONS

ADJOURNMENT

MEMO

TO: Dardenne Prairie Planning and Zoning Commission

FROM: James W. Knowles II, City Administrator

DATE: March 3rd, 2022

SUBJECT: Planning and Zoning Commission Meeting Scheduled for March 9th, 2022

Items for consideration at this meeting include:

PUBLIC HEARINGS:

1. Rezoning & P.U.D. Request – Area Plan for the proposed “Morning Meadows” Subdivision for the western approximately 9.86 acres of the land commonly known as 1600 Feise Road and more particularly described in the P.U.D. Request – Area Plan application received by the City on February 9th, 2022, on file with the City Clerk from Applicant Rolwes Company and Morning Star Church. On February 9th, 2022, the City received a rezoning request and P.U.D. Request – Area Plan from the applicant. The land is currently zoned R-1A and the applicant is requesting zoning to R-1D PUD.

On February 7th, 2022 the PUD Request was reviewed by the City Engineer and returned with comments to the applicant.

On February 18th, 2022, the applicant submitted a revised area plan and responses to the City Engineer's comments (enclosed in your packet).

On February 28th, 2022, the City Engineer reviewed the resubmittal and has determined all of the comments from the review have been addressed and has submitted to the P&Z Commission for your consideration and approval.

The City Engineer comments, and the applicant's response dated February 18th is enclosed in your packet. The a revised plan submitted by the applicant on February 18th which was reviewed and approved by the City Engineer is enclosed in your packet.

2. Conditional Use Permit (C.U.P.) Application – Drive Through – For the proposed “Prairie” Development on Lot 2 of “The Prairie” and more particularly described in the Conditional Use Permit Application received by the City on February 15th, 2022, on file with the City Clerk from Applicant ACC Properties. On February 15th, 2022, the City received a Conditional Use Permit Application – Drive Through from the applicant.

On February 16th, 2022 the CUP Request was reviewed by the City Administrator and returned with comments to the applicant.

On February 18th, 2022, the applicant submitted a revised area plan enclosed in your packet).

On February 18th, 2022, the City Engineer reviewed the resubmittal and has determined all of the comments from the review have been addressed and has submitted to the P&Z Commission for your consideration and approval.

The City Engineer comments, and the applicant's response dated February 18th is enclosed in your packet. The a revised plan submitted by the applicant on February 18th which was reviewed and approved by the City Engineer is enclosed in your packet.

NEW ITEMS:

3. **Rezoning & P.U.D. Request – Area Plan for the proposed “Morning Meadows” Subdivision for the western approximately 9.86 acres of the land commonly known as 1600 Feise Road and more particularly described in the P.U.D. Request – Area Plan application received by the City on February 9th, 2022, on file with the City Clerk from Applicant Rolwes Company and Morning Star Church.** From Public Hearing Item 1 above.
4. **Conditional Use Permit (C.U.P.) Application – Drive Through – For the proposed “Prairie” Development on Lot 2 of “The Prairie” and more particularly described in the Conditional Use Permit Application received by the City on February 15th, 2022, on file with the City Clerk from Applicant ACC Properties.** From Public Hearing Item.

The Commission must also review amended final plan, which is enclosed, and make a recommendation to the Board of Alderman as to whether the Commission believe the change to be a minor or major alteration to the plan under the code. The City Engineer will be forwarding his analysis of the changes.

5. **Review of the 2020 Comprehensive Plan – John Brancaglione - PGAV**

The Commission has been requested to review and possibly update the 2020 Comprehensive Plan. Please see the enclosed letter form Chairman Etzkorn.

EXISTING ITEMS:

None.

INFORMATION ONLY:

1. **None.**

Enclosures

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

Dardenne Prairie Comp Plan Review/Update Memo

Commissioners,

Beginning with our March 9th meeting we will begin a review and possible amendment to the Comprehensive Plan.

Based conversations with the Board of Aldermen, the Mayor, and the P&Z Chair, there are certain properties that we believe need to be reviewed and perhaps have the future land use designation altered. These include but may not be limited to:

1. Some properties in residential use located along Town Square Avenue east and west of Hanley Road (including the 10 acres that the City owns at the southeast quadrant of the intersection of these two roadways).
2. Certain properties along Hanley Road south of Town Square Avenue on the west side of the Hanley Road

To my knowledge there were no other parcels where the land use designations on Figure 13 (Future Land Use Plan) were noted. If there are, we should address those as well.

Over the next few months here are the steps involved in the process of amending the comprehensive plan:

- One or more meetings of the Commission to determine the land use changes/amendments that are appropriate.
- Development of a text amendment to the "Future Land Use Plan" section of the Comp Plan,
- An update of the Future Land Use Map (Plate 13),
- A meeting with the Commission to review proposed amendments and schedule a public hearing,
- A meeting with the Commission to hold a public hearing regarding the plan amendment, and
- A meeting with the Board so that they can adopt a supporting resolution.

Since the Comprehensive Plan is contained in a three-ring binder, only the applicable text pages would be inserted (footnoted that they represent amendments) and the cover would be reprinted noting that it is an amendment.

Changes in the Land Use Plan do not necessarily require amendments to the current zoning designation that may be shown on the zoning map. If there are discrepancies, the text in the Future Land Use plan section of the document should be updated to the note that rezoning for the designated uses may be required. However, the same is true for some other areas, particularly where the land use plan discusses alternate use scenarios. We did not note that in the current opening text of the Comprehensive Plan on page 45; therefore, we may want to put in a sentence that points that out.

Please bring your Comp Plan binder to the March 9th meeting and be prepared to discuss items 1 and 2 above. John B and James Knowles will be at the meeting to present the thinking behind those items.

Sincerely,

Ed Etzkorn

Chairman, Planning and Zoning

PLANNING & ZONING MINUTES

JANUARY 12, 2022

The City of Dardenne Prairie Planning & Zoning Commission meeting was called to order at 7:00 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, Helms and Rowley. Commissioners Brockmann and Wooldridge were absent. Also present were City Clerk Kim Clark, City Administrator James Knowles, City Engineer Tom Weis and City Attorney John Young.

OPEN FORUM – No one present to speak.

ELECTION OF CHAIRMAN

A motion was made by Commissioner Shea, seconded by Commissioner Stankovich to nominate Commissioner Etzkorn as Chairman. With no additional nominations the roll call vote was as follows:

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

ELECTION OF VICE-CHAIRMAN

A motion was made by Commissioner Stankovich to nominate Commissioner Shea as Vice-Chairman. With no additional nominations the roll call vote was as follows:

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

ELECTION OF SECRETARY

A motion was made by Chairman Etzkorn to nominate Commissioner Helms as Secretary. With no additional nominations the roll call vote was as follows:

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

OPEN FORUM – No one present to speak.

NEW BUSINESS

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

PLANNING & ZONING MINUTES

JANUARY 12, 2022

A motion was made by Commissioner Shea, seconded by Commissioner Stankovich to recommend approval to the Board of Aldermen. Roll call was as follows:

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

APPROVAL OF MINUTES

Approval of 12-08-21 Minutes

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

COMMISSION COMMUNICATIONS

Tom Weis was introduced as the new city engineer.

Chairman Etzkorn mentioned his desire to hold a special meeting and invite John Brancaglione to review the Comprehensive Plan.

ADJOURNMENT

A motion was made by Commissioner Shea, seconded by Commissioner Detweiler to adjourn the meeting at 7:09 p.m.

Respectfully submitted,

Kim Clark, City Clerk

DARDENNE



City Engineer
Phone 636.978.6008

City Hall
2032 Hanley Road
Dardenne Prairie, MO 63368
Phone 636.561.1718
Fax 636.625.0077

February 28, 2022

Karl Schoenike, P.E.
Civil & Environmental Consultants, Inc
3000 Little Hills Expwy, Suite 102
St. Charles, Missouri 63301

Re: Rezoning Request and P.U.D. Request – 2nd Review
Morning Meadows
Dardenne Prairie Project No. 972170

Dear Mr. Schoenike:

The resubmitted plans for the rezoning request and the P.U.D. request for the above-referenced site that were received by the City on February 18 , 2022, for consideration by the Dardenne Prairie Planning and Zoning Commission and Board of Aldermen have been reviewed and the attached comments have been addressed.

The subject Rezoning Petition and P.U.D. Request – Area Plan will be considered by the Planning and Zoning Commission at their meeting that is scheduled to begin at 7:00 p.m. on March 9, 2022, and by the Board of Aldermen at their meeting that is scheduled to begin at 7:00 p.m. on March 16, 2022. Both meetings are planned to take place at the City Hall at 2032 Hanley Road. All plans, architectural drawings, renderings or other materials or visual aids either submitted to the Commission and/or Board of Aldermen or presented at their meeting shall become the property of the City and part of the permanent record of any approval.

If you have any questions, please feel free to contact me.

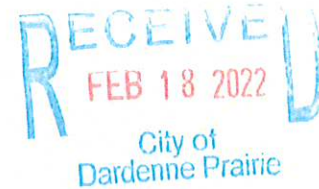
Sincerely,
WEIS DESIGN GROUP, INC.

Thomas Weis, PE
City Engineer

cc: James Knowles III, City Administrator
Kim Clark, City Clerk
Terri Voss, Administrative Coordinator

February 18, 2022

City of Dardenne Prairie
Thomas Weis, PE – City Engineer
2032 Hanley Road
Dardenne Prairie, MO 63368



Dear Mr. Weis:

Subject: Rezoning request and PUD Request
Morning Meadows
City Project# 972170 / CEC Project# 320-238

In regards to the comments dated February 7th, 2022 the following items have been addressed.

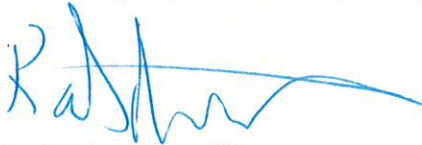
1. Add the above-referenced City project number to the upper right corner of the plan.
Dardenne Prairie Project Number 972170 added to the upper right corner of each sheet.
2. Provide a name for the proposed development. *The development will be called Morning Meadows*
3. Provide Density Calculations per Section 405.25 13c Provide 2 density charts.
Development Note 6 expanded to include the required information from Section 405.25 13c.
4. Show on the P.U.D. Area Plan the names and addresses of the owners of all properties or portions thereof within an area determined by lines drawn parallel to and one hundred eighty-five (185) feet distant from the boundaries of the property to be affected on the drawings in spreadsheet form. *Name and address of all the surrounding property owners added to sheet 2 of the plan set.*
5. Add the school district to the notes. *School district added to Development Note 11.*
6. Add a note on how street lighting will be provided and maintained. *Development Note 22 added with regards to the streetlights.*
7. Revise the plan to indicate the zoning of all adjacent properties. *Zoning added to the surrounding properties.*
8. Please submit a *Preliminary Stormwater Management Plan* in accordance with Chapter 550 of the municipal code. Add a sheet 6 on the index to include this information. Add a note to indicate how and where stormwater runoff from this development will be treated for both quantity and quality. Show the high-water line for the 100, 25, and 2 year storm, and watershed area. Provide calculations for the combined new detention/water quality system from the existing development. *Sheet 6 added to the plans with preliminary storm water calculations. 2 year, 25 year and 100 year high water elevations noted on the plans as requested.*

- a. Any development or area which is to be paved, expanded, redeveloped or otherwise improved shall be required to provide on-site storm water management:
 - i. If two (2) or more developments, including that of the applicant, have provided for a common system. Such a storm water agreement shall be developed and signed by all developments or properties contributing to a common system that clearly defines maintenance responsibilities between all parties. Note as such on the P.U.D. Area Plan. [Development Note 23 added with regards to the storm water maintenance agreements](#)
 - ii. Provide a copy of the proposed maintenance agreement when it becomes available.
9. Please add the ROW information for all adjacent streets on all sheets. [ROW information added for surrounding streets.](#)
10. Identify the flood zone for the subject properties. [Development Note 10 states the flood plain information for the tract.](#)
11. Provide building elevations of proposed structures. [Building elevations have been included in the resubmittal package.](#)
12. On sheet 3 and 4 for the outfall of the proposed new detention the outfall pipe is discharging to a flared end . Please provide a connection to the existing system showing the downstream pipe sizes etc. Provide a general plan showing the extent and nature of the storm water management system planned to serve the site including preliminary calculations indicating the runoff which must be handled by such systems, the methods and criteria which have been utilized in calculating such runoff, and basic information regarding the receiving watercourse into which such system will discharge. [Discharge from the detention basin has been connected to the existing storm sewers with a junction box. The overall drainage for the site has been shown on sheet 6 and the storm sewers shall be designed to adequately handle the storm water runoff from the site.](#)
13. Provide specific information regarding the type and characteristics of soils which will be encountered within the development, and the locations of any sinkholes on the site. [Soils information added to the Notes on sheet 6 per the NRCS.](#)
14. Clarify on the plan and typical pavement detail if the proposed street is to be public or private. [Streets shall be public](#)
15. Add the name of the proposed streets to the P.U.D. Area Plan. [Street names have been added to the plans and submitted to St. Charles County for approval.](#)
16. Provide a stop sign, stop bar, and street name signs near the intersection of the proposed street. A proposed street light near the entrance should be located on the opposite side of the street from the street name signs. [Stop sign, street sign, lights and stop bar added at the intersections.](#)

17. Identify the book and page number of all existing easements. Identify the type of all existing easements and provide the substance of covenants, grants of easements or other restrictions proposed to be imposed upon the use of land, buildings and structures, including proposed easements or grants for public utilities. [Development note 28 added to the plans with respect to easements and utilities.](#)
- 18. Identify all sidewalks as either public or private. [Sidewalks revised to 5' wide and called out as public.](#)
19. Indicate on the plan if mailboxes will be installed at each residence or if a mailbox kiosk will be used and, if so, the location of the proposed kiosk. [Development Note 26 added to the cover sheet and the location of the proposed mailbox kiosk has been added to the plans.](#)
20. Identify all utilities as existing or proposed and as either public or private. [Development Note 27 has been added to the plans, utilities for the site shall be public.](#)

Sincerely,

PICKETT, RAY & SILVER, INC., Part of CIVIL & ENVIRONMENTAL CONSULTANTS, INC.



Karl Schoenike, PE
Project Manager

Enclosures: Plan Sets & Color Elevations

cc: Greg Rolwes

DARDENNE



PRAIRIE
www.DardennePrairie.org

City Engineer
Phone 636.978.6008
Engineer@DardennePrairie.org

City Hall
2032 Hanley Road
Dardenne Prairie, MO 63368
Phone 636.561.1718
Fax 636.625.0077

March 3, 2022

MEMO

Subject: C.U.P. Request and Amended P.U.D Final Plan (2/17/22) for Lot 2– 2nd Review
Comparison with Plan Dated 5/5/21
The Prairie
Dardenne Prairie Project No. 972130

Dear P&Z Board,

As requested, I have performed a review of the previously approved Final Plan with a revision date of 5/5/2, specifically of Lot 2 and the adjacent Lot 3. This plan had the following major characteristics:

- Lot 2 size = 0.82 acres, Lot 3 size = 0.90 acres
- Finished floor elevation 634.5
- Building size 4000 sq.ft.
- 1 Drive thru order / pickup lane 15 ft. wide
- Parking spaces=33, which includes 2 handicap spaces. 18 spaces at Lot 3; all 90 degrees
- 2 walkways entering the site directly from Bryan Rd., 1 from the Northeast near the dumpster

The Amended Final Plan of Lot 2 and the adjacent Lot 3 with a revision date of 2/17/22 has the following major characteristics:

- Lot 2 size = 0.82 acres, Lot 3 size = 0.90 acres
- Finished floor elevation 634.5
- Building size 3000 sq.ft.
- 2 Drive thru pickup only lanes 12 ft. wide each
- Parking spaces=34, which includes 2 handicap spaces. 25 of those spaces are 60-degree angle, 16 spaces at Lot 3
- 2 walkways entering the site directly from Bryan Rd., 1 from the Northeast near the dumpster varies slightly from the original

Respectfully submitted,
WEIS DESIGN GROUP, INC.

Thomas P. Weis, P.E.
City Engineer