

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

PLANNING & ZONING COMMISSION  
AGENDA  
SEPTEMBER 14, 2022  
7:00 P.M.

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**CALL MEETING TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL** Alderman Wandling (Ex officio)  
Chairman Etzkorn  
Commission members:  
Bailey  
Detweiler  
Fry  
Helms  
Rowley  
Shea  
Stankovich  
Wilson  
Wooldridge

**OPEN FORUM**

**NEW BUSINESS**

1. Record Plat – Lot Split – For the property known as 7407 South Outer Rd. 364 and more particularly described in the Plat Submittal Application received by the City on August 15<sup>th</sup>, 2022, on file with the City Clerk from Thoele Winghaven, LLC.
2. Record Plat – Lot Split – For the property known as 7773 Highway N & 7755 Town Square and more particularly described in the Plat Submittal Application received by the City on July 15<sup>th</sup>, 2022, on file with the City Clerk from Condo STL, LLC.

**OLD BUSINESS**

1. Review of the 2020 Comprehensive Plan

2. Proposed amendments to various provisions of Chapter 405 and 410 of the Municipal Code of the City of Dardenne Prairie, Missouri pertaining to the regulation of zoning, land use, signage, parking, architectural standards, procedural requirements and other related matters.

**APPROVAL OF MINUTES**

Approval of 8-10-22 Minutes

**COMMISSION COMMUNICATIONS**

**ADJOURNMENT**

**MEMO**

**TO:** Dardenne Prairie Planning and Zoning Commission  
**FROM:** James W. Knowles III, City Administrator  
**DATE:** September 8<sup>th</sup>, 2022  
**SUBJECT:** Planning and Zoning Commission Meeting Scheduled for September 14<sup>th</sup>, 2022

Items for consideration at this meeting include:

**PUBLIC HEARINGS:**

1. None

**NEW ITEMS:**

1. **Record Plat – Lot Split – For the property known as 7407 South Outer Rd. 364 and more particularly described in the Plat Submittal Application received by the City on August 15<sup>th</sup>, 2022, on file with the City Clerk from Thoele Winghaven, LLC.**  
Applicant is requesting a lot split of the parcel located at 7407 South Outer Rd. 364. The submission was reviewed by the City Engineer and comments were given to the applicant in a letter dated August 24<sup>th</sup>, 2022 (see enclosed). The Applicant made the requisite changes to the submission and resubmitted the plat on September 7<sup>th</sup>, 2022.
2. **Record Plat – Lot Split – For the property known as 7773 Highway N & 7755 Town Square and more particularly described in the Plat Submittal Application received by the City on July 15<sup>th</sup>, 2022, on file with the City Clerk from Condo STL, LLC.**  
Applicant is requesting a lot split of the parcel located at 7755 Town Square, and combining the approximately 2.3 acres to be split from 7755 Town Square with the adjacent lot at 7773 Highway N for a new parcel totaling 9.22 acres. The submission was reviewed by the City Engineer and comments were given to the applicant in a letter dated August 30<sup>th</sup>, 2022 (see enclosed). The Applicant made the requisite changes to the submission and resubmitted the plat on September 8<sup>th</sup>, 2022.

**EXISTING ITEMS:**

**None.**

**INFORMATION ONLY:**

1. **None.**

Enclosures

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



City Engineer  
Phone 636.978.6008  
Fax 636.898.0923  
Engineer@DardennePrairie.org

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

August 24, 2022

Michael Meiners, President  
St. Charles Engineering & Surveying, Inc.  
801 South Fifth Street, Suite 202  
St. Charles, Missouri 63301

Re: Record Plat – Review  
Thoele Winghaven, LLC Commercial Plat  
Dardenne Prairie Project No. 972250

Dear Mr. Meiners:

The record plat for the above-referenced site that was received by the City on August 18, 2022, for consideration by the Dardenne Prairie Planning and Zoning Commission and Board of Aldermen has been reviewed. The plat review fee has been received by the City. From a review of this plat, the following items need to be addressed:

Sheet 1/2

1. Provide the above referenced Dardenne Prairie project number in the upper right hand corner.
2. Provide an electronic copy of the plat that was submitted to the City on August 18, 2022 to my email([tpw@weisdesigngroup.com](mailto:tpw@weisdesigngroup.com)).
3. Item 8- change spelling of Bryan rd.
4. Item 10- Is there an item 10? This could be a place to add the missing Easement description and information for the Hachured Cross access easement for Storm Detention between Lots 1 and 2 shown on sheet 2. Also add the easement book and page to sheet 2.
5. Item 17- Spelling of Public Water supply.
6. Provide Item -20 Provide Easement description for 25 ft wide Utility easement shown on Lot 1 of sheet 2 and add the easement book and page to sheet 2.

Provide the following items for distribution to the Planning and Zoning Commission and Board of Aldermen by September 6, 2022:

- One (1) half-scale copies of the revised plat addressing the comments above,
- Twenty-three (23) full-size **folded** copies of the revised plat addressing the comments above,
- Twenty-three (23) copies 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.
- One (1) electronic copy (pdf format) of all items submitted to the City.

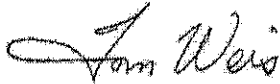
No subdivision plat or replat shall be filed for record or recorded in the office of the Recorder of Deeds for St. Charles County, Missouri, unless and until the approval of the Planning and Zoning Commission, the City Engineer and the Chairman of the Board of Aldermen and are endorsed thereon. No lot shall be sold for such subdivision plat or replat until it has been approved by the above and filed for record in the office of the Recorder of Deeds of St. Charles County, Missouri. No building permit will be issued until the final plat is recorded. Further, no dwelling unit may be occupied until the public or private improvements are completed, unless money is in escrow for the completion of said improvements.

Re: Record Plat 1<sup>st</sup> Review  
Thoele Winghaven LLC  
Dardenne Prairie Project No. 972250

The subject record plat will be considered by the Planning and Zoning Commission at their meeting that is scheduled to begin at 7:00 p.m. on September 14, 2022, and by the Board of Aldermen at their meeting that is scheduled to begin 7:00 p.m. on September 21, 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 DEISIGN GROUP, INC.

A handwritten signature in black ink that reads "Tom Weis". The signature is written in a cursive style with a large, stylized initial "T".

Thomas P. Weis, P.E.  
City Engineer

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

**ST. CHARLES ENGINEERING AND SURVEYING, INC.**

Consulting Engineers and Land Surveyors

801 South Fifth Street, Suite 202

St. Charles, MO 63301

PHONE: (636) 947-0607

FAX: (636) 947-2448

September 6, 2022

Thomas P. Weis, P.E.  
Weis Design Group, Inc.  
City Engineer

Re: Record Plat – Review  
Thoele Winghaven, LLC Commercial Plat  
Dardenne Prairie Project No. 972250  
SCES Project No. 11-0264

Dear Mr. Weis:

In response to your comment letter dated August 24, 2022, I make the following comments.

1. We have added the Dardenne Prairie Project Number in the upper right-hand corner of both sheets.
2. We sent an electronic copy of the plat to you via your email address.
3. The spelling of Bryan Road has been corrected.
4. The reason you do not see an 'Item 10.' is because the item numbers refer to the title policy for Schedule "B-II" Exceptions. This item was not of a survey nature and is listed as 'Item 1-5, 10 and 20-22. Not of a survey nature'. The Access easement shown on both Lot 1 and Lot 2 are being created with this plat so there will not be a book and page noted.
5. The spelling of the word Water has been corrected.
6. The 25 ft wide easement shown on Lot 1 has been removed since the existing utilities in that location are serving Lot 1 only and Lot 2 will not need the easement since utilities are available in front of Lot 2.

The indentures have been prepared; however, the attorneys for the purchaser and seller are currently working out some details in the indentures. We will submit the indentures as soon as we have the details have been ironed out.

If you have any questions or further comments you can reach me at 636-947-0607, extension 342 or [mmeiners@stcharleseng.com](mailto:mmeiners@stcharleseng.com).

Sincerely,



Michael N. Meiners, PE  
President



City Engineer  
Phone 636.978.8008  
Fax 636.898.0923  
Engineer@DardennePrairie.org

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

August 30, 2022

ALTEA, LLC  
Consulting Land Surveyors  
3906 South Old Highway 94, Suite 600  
St. Charles, MO 63304

Re: Boundary adjustment Record Plat – Review  
24 Condo StL (Towne Square Condo  
Dardenne Prairie Project No. 972220

Dear Mr. Joshua Dull:

The boundary adjustment plat for the above-referenced site that was received by the City for consideration by the Dardenne Prairie Planning and Zoning Commission and Board of Aldermen has been reviewed. The plat review fee has been received by the City. From a review of this plat, the following items need to be addressed:

Sheets 1/2

1. Provide the above referenced Dardenne Prairie project number in the upper right hand corner of sheets.
2. Provide an electronic copy of the plat that was submitted to the City to my email([tpw@weisdesigngroup.com](mailto:tpw@weisdesigngroup.com)).
3. Provide signature places for the planning and zoning commissioner, city clerk, city engineer and mayor.
4. Provide resolution of the sanitary sewer system.

Provide the following items for distribution to the Planning and Zoning Commission and Board of Aldermen by September 6, 2022:

- One (1) half-scale copies of the revised plat addressing the comments above,
- Twenty-three (23) full-size **folded** copies of the revised plat addressing the comments above,
- Twenty-three (23) copies 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.
- One (1) electronic copy (pdf format) of all items submitted to the City.

No subdivision plat or replat shall be filed for record or recorded in the office of the Recorder of Deeds for St. Charles County, Missouri, unless and until the approval of the Planning and Zoning Commission, the City Engineer and the Chairman of the Board of Aldermen and are endorsed thereon. No lot shall be sold for such subdivision plat or replat until it has been approved by the above and filed for record in the office of the Recorder of Deeds of St. Charles County, Missouri. No building permit will be issued until the final plat is recorded. Further, no dwelling unit may be occupied until the public or private improvements are completed, unless money is in escrow for the completion of said improvements.

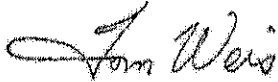
The subject record plat will be considered by the Planning and Zoning Commission at their meeting that is scheduled to begin at 7:00 p.m. on September 14, 2022, and by the Board of Aldermen at their meeting that is scheduled to begin 7:00 p.m. on September 21, 2022. Both meetings are planned to take place at the City

Re: Record Plat 1<sup>st</sup> Review  
24 Condo STL LLC  
Dardenne Prairie Project No. 972240

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 DEISIGN GROUP, INC.

A handwritten signature in cursive script that reads "Tom Weis".

Thomas P. Weis, P.E.  
City Engineer

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



## PLANNING & ZONING MINUTES

**AUGUST 10, 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, Fry, Helms, Rowley, Stankovich, Wilson and Wooldridge. Commissioner Shea was absent. Also present were City Clerk Kim Clark, City Administrator James Knowles, and City Attorney John Young.

A motion was made by Commissioner Rowley, Seconded by Commissioner Wooldridge to hold a closed session pursuant to RSMo 610.021 section (1) Litigation and Privileged Communications. Motion passed unanimously.

### **CLOSED SESSION**

Return to regular agenda at 7:15 pm.

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

### **PUBLIC HEARINGS**

1. Conditional Use Permit (C.U.P.) Application – Wireless Facilities Structure – For the property known as “Barathaven #2” Lots 2 and 3 and more particularly described in the Conditional Use Permit Application received by the City on June 7<sup>th</sup>, 2022, on file with the City Clerk from Applicant STC Towers, LLC

Mark Brady, Steve Ward & Auggie Ward were in attendance to present the proposal.

A motion was made by Commissioner Wooldridge, seconded by Commissioner Detweiler to close the public hearing. Motion passed unanimously.

2. Rezoning & P.U.D. Request – Area Plan for the proposed “Condos at Town Center” Mixed-use Development on the approximately 6.66 acres of the land commonly known as 7773 & 7755 Highway N and more particularly described in the P.U.D. Request – Area Plan application received by the City on July 5<sup>th</sup>, 2022, on file with the City Clerk from Applicant Azack Construction.

Mike Meiners of St. Charles Engineering was in attendance to present the proposal.

The following individuals spoke on the proposal:

John Leger  
Todd Eggers  
Ajay Jhamb  
Justin Ungerboeck

A motion was made by Commissioner Bailey, seconded by Commissioner Helms to close the public hearing. Motion passed unanimously.

3. Proposed amendments to various provisions of Chapter 405 and 410 of the Municipal Code of the City of Dardenne Prairie, Missouri pertaining to the regulation of zoning, land use, signage, parking, architectural standards, procedural requirements and other related matters.

City Attorney John Young was in attendance to present the proposed amendments.

A motion was made by Commissioner Rowley, seconded by Commissioner Wooldridge to close the public hearing. Motion passed unanimously.

**NEW BUSINESS**

1. Conditional Use Permit (C.U.P.) Application – Wireless Facilities Structure – For the property known as “Barathaven #2” Lots 2 and 3 and more particularly described in the Conditional Use Permit Application received by the City on June 7<sup>th</sup>, 2022, on file with the City Clerk from Applicant STC Towers, LLC

A motion was made by Commissioner Wooldridge, seconded by Commissioner Detweiler to recommend approval to the Board of Aldermen with the condition the barbed wire shown on plan be removed, landscaping as submitted tonight, and the approval of the variance from the Board of Adjustment. A motion was made by Chairman Wooldridge to amend the motion to include paving the drive from the property line to the tower site. The amendment to the motion failed for the lack of a second. Roll call on the original motion was as follows:

|                            |                               |
|----------------------------|-------------------------------|
| Chairman Etzkorn – Aye     | Commissioner Bailey – Aye     |
| Commissioner Wilson – Aye  | Commissioner Stankovich – Aye |
| Commissioner Fry – Aye     | Commissioner Wooldridge – Aye |
| Commissioner Rowley – Aye  | Commissioner Helms – Aye      |
| Commissioner Shea - Absent | Commissioner Detweiler – Aye  |

2. Rezoning & P.U.D. Request – Area Plan for the proposed “Condos at Town Center” Mixed-use Development on the approximately 6.66 acres of the land commonly known as 7773 & 7755 Highway N and more particularly described in the P.U.D. Request – Area Plan application received by the City on July 5<sup>th</sup>, 2022, on file with the City Clerk from Applicant Azack Construction.

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

|                               |                               |
|-------------------------------|-------------------------------|
| Commissioner Stankovich – Aye | Commissioner Wilson – Aye     |
| Commissioner Helms – Aye      | Commissioner Fry – Aye        |
| Commissioner Rowley – Nay     | Commissioner Detweiler – Nay  |
| Commissioner Shea – Absent    | Commissioner Bailey – Aye     |
| Chairman Etzkorn – Aye        | Commissioner Wooldridge – Nay |

**OLD BUSINESS**

1. Review of the 2020 Comprehensive Plan

## **PLANNING & ZONING MINUTES**

**AUGUST 10, 2022**

A motion was made by Commissioner Bailey, seconded by Commissioner Detweiler to postpone the comprehensive plan. Motion passed unanimously.

3. Proposed amendments to various provisions of Chapter 405 and 410 of the Municipal Code of the City of Dardenne Prairie, Missouri pertaining to the regulation of zoning, land use, signage, parking, architectural standards, procedural requirements and other related matters.

A motion was made by Commissioner Rowley, seconded by Commissioner Stankovich to postpone the proposed amendments. Motion passed unanimously.

### **APPROVAL OF MINUTES**

Approval of 5-11-22 Minutes

A motion was made by Chairman Etzkorn, seconded by Commissioner Bailey to approve the 5-11-22 minutes. Motion passed unanimously.

### **COMMISSION COMMUNICATIONS**

City Administrator James Knowles requested clarification on moving forward with the comprehensive plan. There was a lengthy discussion with John Brancaglione regarding the proposed changes.

### **ADJOURNMENT**

A motion was made by Commissioner Wooldridge, seconded by Commissioner Bailey to adjourn the meeting at 9:35 p.m.

Respectfully submitted,

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Kim Clark, City Clerk