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**MINUTES OF THE  
PLANNING AND ZONING COMMISSION MEETING  
300 PARK DR ♦ BALLWIN MO 63011  
DECEMBER 3, 2018**

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The meeting was called to order by Chairman Weaver at 7:00 p.m. Members in attendance were:

PRESENT

Chairman Mark Weaver  
Commissioner Tracy Bolte  
Commissioner Olivia Pieknik  
Commissioner Chad Silker  
Commissioner Vern Young

Alderman Michael Finley  
Mayor Tim Pogue

Assistant City Administrator Andy Hixson  
City Attorney Robert E. Jones

ABSENT

Secretary Lisa Zimmerman  
Commissioner Mike Utt

### Approval of Minutes

A motion was made by Alderman Finley and seconded by Mayor Pogue to amend the minutes of the July 2, 2018 meeting of the Planning & Zoning Commission as follows: Change "Alderman Ray Kerlagon" to "Alderman Michael Finley" in the Present column, and change all comments attributed to Commissioner Silker to be attributed to Alderman Finley. The motion received unanimous approval from the Commission members present. Mayor Pogue made a motion to accept the minutes as amended. Commissioner Young seconded the motion, which received unanimous approval from the Commission members present.

### Capital Improvement Plan Budget

Ms. Denise Keller, Finance Officer for the City of Ballwin, presented the 2019 Capital Improvement Plan (CIP) Budget to the Planning & Zoning Commission for review per Section 89.380 of the Revised MO Statutes, which states that all improvements to land, infrastructure and public facilities are to be reviewed by this commission before being approved by the Board of Aldermen.

Our CIP only includes true capital projects. These are defined as land and building acquisition, major land and building improvements with a cost of \$250,000 or more, and systems reconstruction or replacement with a cost of \$250,000 or more. We also include all major street, culvert and bridge reconstruction projects that are partially offset by federal grants.

Any design or planning work for capital projects is also included in the CIP. For the current year that includes the expenses for the comprehensive plan and the parks master plan. Because of their long term focus and their potential impact on future capital expenditures, both of these plans are expected to be completed and presented to the Board of Aldermen early in 2019.

The new City Hall building is projected to be 90% completed by the end of 2018. The remaining expense to be incurred in 2019 is \$4,176 for architect services and \$294,000 for construction. Each year since 2014 the City has been committing 50% of its operating surplus in fund balance towards this project. A final residual transfer of \$298,176 will be made from the operating fund balance to the capital fund in 2019 to pay for the remaining construction cost.

Ballwin has been modernizing and replacing its vehicles and equipment over the past few years. Prolonging the life of these new pieces is a priority for the City, which began last year with the construction of the covered parking structure on the police lot. Next year the City is budgeting \$250,000 to replace the golf maintenance building. The current structure is not large enough to house all of the golf course equipment and mowers, several pieces of which are new. The new building will be climate controlled and of sufficient size for both storage and maintenance work.

2019 marks the first year of the Holloway Road resurfacing project, for which the City will receive 80% federal reimbursement. Engineering is scheduled in this year at a cost of \$88,460. Easement acquisition will occur in 2020 followed by construction in 2021, which will cost \$1,156,040 before reimbursement but just \$231,208 after.

Funding for design work for two different projects are included in next year's budget. The first is for the police building. Originally built as a City Hall, this facility has been expanded and remodeled many different times but still has much inefficiency. Renovation of this building is anticipated to be carried out in phases, with a needs assessment and preliminary design expected to cost \$25,000. The second project is the redesign of the Public Works yard. This space is shared with the Parks maintenance department and houses the salt dome, a fleet of more than 37 trucks, asphalt equipment, message boards, leaf vacuums, a concrete silo and more. This yard is congested and as operations have changed over time has become very inefficient. \$25,000 is budgeted to design a layout that meets the current needs of the operation and provides protection from the elements for vehicles when not in use.

The last expense in the budget is \$81,000 for TIF municipal revenues. The City is obligated to contribute funds annually towards the repayment of the TIF bonds which financed the Old Town Plaza development. The amount of the payment is tied to the amount of TIF sales taxes received, is divided between the operating and capital budgets and cannot exceed \$250,000 in total in a year. The final maturity of the TIF bonds is in 2022, so the last year for TIF municipal revenue payments will be in 2023.

All expenses combined for 2019 total \$767,636. In years 2020 through 2023 of the CIP there are park renovation projects listed each year. After acceptance of the parks master plan, these projects may change depending on the priorities of the community.

The proposed 2019 Capital Improvement Plan includes an allocation of \$375,000 in revenue from our ½ cent Capital Improvement and Park Sales Taxes, as well as \$25,000 allocated from the ½ cent Public Safety tax passed last year. Total revenues and transfers of fund balance are \$768,944. The fund will end 2019 with a small fund balance of \$15,824.

Chairman Weaver asked about ending future years with a deficit. Ms. Keller explained that those totals will change when the City receives projected sales tax revenues. Mr. Weaver asked if sales tax revenues change from year to year. Ms. Keller said it fluctuates with the economy, but overall sales tax is projected to be flat compared to 2018.

A motion was made by Commissioner Silker to approve the Capital Improvement Plan Budget as presented. Commissioner Young seconded the motion, which received unanimous approval from the Commission members present.

## **SUE 18-01 – Special Use Exception**

### ***Restaurant and alcoholic beverage sales by the drink for consumption on the premises***

*Moonlight Bistro dba Yiro Gyro*

*Petitioner: Mr. Fadi Shakir, 15581 Manchester Rd, Ballwin MO 63011*

Mr. Shakir addressed the Commission, requesting approval for the special use exception. He described his plan for the restaurant, stating that the changes would occur after the liquor license is granted.

Alderman Finley confirmed with Assistant City Administrator Hixson that all the necessary paperwork has been completed. Mr. Hixson said that business license, background check, liquor license application, and Special Use Exception petition have all been submitted.

Alderman Finley asked about the hours of operation. Mr. Shakir said the hours will be 11:00 am – 11:00 pm. Chairman Weaver asked how late City allows liquor to be served. City Attorney Jones stated that liquor can be served until 1:30 am.

Alderman Finley asked Mr. Shakir if there is a plan in place to train employees not to serve minors or intoxicated customers. Mr. Shakir said the employees will be trained, but does not have a plan in place at this point. Alderman Finley encouraged Mr. Shakir to have a plan to present to the Board of Aldermen when this petition comes before them.

Alderman Finley asked Mr. Shakir if he is a qualified voter and tax-paying citizen in the state of Missouri. Mr. Shakir stated that he is.

Chairman Weaver opened the public hearing and asked if anyone wished to speak in favor of Petition SUE 18-01. No one came forward, and Chairman Weaver asked if anyone wished to speak in opposition to the petition. No one came forward and Chairman Weaver closed the public hearing.

Mayor Pogue made a motion to recommend approval of SUE 18-01 to the Board of Aldermen. Commissioner Bolte seconded the motion, which received unanimous approval from the Commission members present.

Assistant City Administrator Hixson noted that this petition will be on the agenda for the December 10 meeting of the Board of Aldermen.

## **Other Business**

Assistant City Administrator Hixson stated that there will not be a meeting in January, but there will be one in February.

Commissioner Young asked if the Ramsey Road project is on target for completion. Assistant City Administrator Hixson said that it is, and it should be completed in March 2019.

## **Adjournment**

Commissioner Pieknik made a motion to adjourn the meeting. Mayor Pogue seconded the motion, which received unanimous approval from the Commission members present. The meeting was adjourned at 7:25 p.m.

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Mark Weaver, Chairman  
Planning & Zoning Commission