



**MINUTES OF THE
PLANNING AND ZONING COMMISSION MEETING
1 GOVERNMENT CTR ♦ BALLWIN MO 63011
NOVEMBER 2, 2020**

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

PRESENT

Chairman Mark Weaver
Commissioner Gary Carr
Commissioner Grant Alexander
Commissioner Tracy Bolte
Commissioner Olivia Pieknik
Commissioner Chad Silker
Commissioner Victoria Winfrey
Secretary Lisa Zimmerman
Alderman Kevin Roach
Mayor Tim Pogue

ABSENT

Planning Technician Shawn Edghill
City Attorney Robert E. Jones

Approval of Minutes

A motion was made by Commissioner Bolte to accept the minutes of the August 3, 2020 meeting as submitted. Commissioner Alexander seconded the motion, which received unanimous approval from the Commission members present.

SUE 20-07 – Special Use Exception (Site Development Plan)

Dunkin Donuts/Baskin Robbins, 14924 Manchester Road
Petitioner: Mr. Ben Stegmann, 16100 Swingley Ridge Rd, #210, Chesterfield MO 63017

SUE 20-08 – Special Use Exception (Site Development Plan, Front Yard Parking, Car Wash)

Tommy’s Express Car Wash, 14918 Manchester Road
Petitioner: Mr. Bill Dowling, 5 Bridle Ln, Frontenac MO 63031

Mr. Patrick Bennett, civil engineer and principal of Civil & Environmental Consultants, addressed the Commission, requesting approval for the proposed developments. He introduced Mr. Bill Dowling, franchisee of Tommy’s Express Car Wash; Ben Stegmann with Cypress Real Estate, property owner of the parcels; and Julie Nolfo, traffic consultant with Lochmueller Group.

Mr. Bennett described the site and proposed developments. The intent is for the Tommy’s Express Car Wash development to take the lead and prepare the site for the Dunkin Donuts/Baskin Robbins development. There will be one access point from Manchester Road, which is right-in/right-out. The other access point to the development is from Ballpark Dr., at the southeast corner of the development. There will be 16 total parking spaces, three traditional and 13 for vacuuming. There will be 16 queueing spaces prior to the pay station for the car wash, and then another 6-7 between the pay station and the car wash bay. There have also been provisions for pedestrian movement within the development. The proposed Dunkin Donuts/Baskin Robbins site has 19 parking spaces and an approximate queueing length of 8 cars.

Ms. Julie Nolfo, traffic operations engineer with Lochmueller Group, said that the two existing full access points to the site will be consolidated into one right-in/right-out, which has approval from MoDOT. The traffic study was conducted focusing on two current time periods, weekday afternoon and Saturday mid-day. Historical data from 2016 was also used, reflecting pre-Covid traffic patterns, as well as full use of Olde Towne Plaza and the Ballwin Athletic Association fields. Mayor Pogue asked if the studies accounted for cross-connectivity to the properties to the west. Ms. Nolfo said they did not.

Mr. Bill Dowling, of Dowling Enterprises, addressed the Commission regarding the proposed Tommy's Express Car Wash. He stated that his company is family-owned and will participate in the daily operations of the business. Mr. Dowling said the environmentally friendly car wash reclaim system uses approximately 22 gallons, and none of the water goes into the storm system. Mr. Dowling said with their efficient system, they can wash up to 200 cars/hour, which will prevent long queues. Mayor Pogue asked how many employees would be on site. Mr. Dowling said there would be 15-20 total employees, 5-6 during peak times.

Mr. Ben Stegmann with Cypress Real Estate addressed the Commission regarding the proposed "post-Covid" Dunkin Donuts/Baskin Robbins development. Mr. Stegmann stated that the rear building will remain and the façade will be upgraded. He said the needs of the BAA will be addressed as well. With regards to cross-access, the neighbors to the west do not want cross access as they feel it will interfere with their loading dock, but the biggest issue is topography. Mayor Pogue said that a cross access easement to the west has already been granted. Mr. Stegmann said that the grade is too steep to create a working cross access without creating a lot of problems.

City Attorney Jones asked if all three parcels currently lots of record. Mr. Stegmann said the front two are, but he is not sure about the rear building. Mr. Bennett explained the breakdown of the parcels.

Secretary Zimmerman asked about signage for the area of the crosswalk where pedestrians will have to walk in front of cars exiting the drive-thru. Mr. Stegmann said there will be signage to watch for pedestrians. Secretary Zimmerman asked if there will be a rear entrance. Mr. Stegmann said there will most likely be one for employees and trash removal, but not for customers.

Mayor Pogue said that he has major concerns with traffic flow, parking, and the location of the vacuums along the main entrance. Ms. Nolfo said that while there is a lot happening, Dunkin Donuts is not like a typical fast food restaurant with constant traffic. Mr. Dowling said he will look into relocating the two vacuum spaces closest to Manchester. Mayor Pogue said even with moving or eliminating the two vacuum spaces closest to Manchester does not relieve the congestion of the site. Chairman Weaver asked how much use the vacuums get. Mr. Dowling said they are used periodically.

Commissioner Alexander asked if the drive-thru lane could be moved and accessed from Manchester. Mr. Stegmann and Ms. Nolfo said that would cause a problem if for some reason the line got backed up, as it would block Manchester Rd.

Mayor Pogue asked about product delivery. Mr. Bennett said that deliveries would be made via a box truck, not a semi. Chairman Weaver said that Dunkin Donuts should have control over when the deliveries would take place; Mr. Bennett agreed.

Commissioner Bolte asked how debris is filtered out in the recycled water for the car wash. Mr. Dowling said that in the reclaim system the water goes through several filters before entering the reservoir that is used for undercarriage and tire cleaning. A septic company comes periodically during off hours to remove the sediment.

Secretary Zimmerman asked where employees will park. Mr. Bennett said there is ample parking at the south end of the parcel. Alderman Roach asked about landscaping setbacks. City Attorney Jones said it shows the landscaping setbacks on the submitted plans.

Mayor Pogue asked if the Dunkin Donuts/Baskin Robbins is proposing outdoor seating. Mr. Stegmann said there will not be outdoor seating.

Commissioner Bolte asked about the power pole that is currently where the Manchester Road access will be located. He is concerned it will impede sight lines. Mr. Barrett said that the pole will be relocated in cooperation with Ameren Missouri. If necessary, the electric will be run underground. Ms. Nolfo said that MoDOT will not approve a plan that has sight distance limitations.

Secretary Zimmerman asked about clearance for emergency vehicles. City Attorney Jones said he doesn't see any issues.

Chairman Weaver opened the public hearing and asked if anyone wished to speak in favor of Petition SUE 20-07. No one came forward. Chairman Weaver asked if anyone wished to speak in opposition to the petition. No one came forward and Chairman Weaver closed the public hearing.

Chairman Weaver opened the public hearing and asked if anyone wished to speak in favor of Petition SUE 20-08. No one came forward. Chairman Weaver asked if anyone wished to speak in opposition to the petition. No one came forward, and Chairman Weaver closed the public hearing.

Commissioner Bolte expressed his concerns about traffic congestion within the proposed development.

Chairman Weaver made a motion to recommend approval of Petition SUE 20-07 to the Board of Aldermen, with the provision that the petitioner grant a cross-access easement to the west of the property, and the petitioner resubdivide the lots as necessary. Secretary Zimmerman seconded the motion, and a voice vote was taken with the following result: Aye – Weaver, Zimmerman, Carr, Alexander, Silker, Winfrey, Pieknik, Pogue, Roach; Nay – Bolte. The motion passed, 9-1.

Chairman Weaver made a motion to recommend approval of Petition SUE 20-08 to the Board of Aldermen, with the provision that the petitioner resubdivide the lots as necessary. Secretary Zimmerman seconded the motion, and a voice vote was taken with the following result: Aye – Weaver, Zimmerman, Carr, Alexander, Silker, Winfrey, Pieknik, Pogue, Roach; Nay – Bolte. The motion passed, 9-1.

SUE 20-09 – Special Use Exception (ATM)

Chase ATM, 14660 Manchester Road

Petitioner: Mr. John Brannin, 3753 Suffolk Dr, Tallahassee FL 32309

Ms. Micki Wehmeier of Aligned Studio Architects, addressed the Commission, requesting approval for the proposed ATM site. Chase is proposing to use the existing location, which is on the west side of Maple Ln, across from the former Steak n' Shake. The current concrete platform will be demolished. The drive lane next to the ATM will be wider and safer, and a new light standard will be installed. The SUE that was in place for the previous bank's ATM has expired, necessitating this petition.

Commissioner Bolte asked if the proposed ATM and island is smaller. Ms. Wehmeier said that it is four feet wide; the previous one was six feet wide. Secretary Zimmerman asked how long construction would take. Ms. Wehmeier said that it is prefab, so it will go quickly.

Commissioner Carr asked if there were any problems with the previous ATM. City Attorney Jones said that it was removed a long time ago, but he is not aware of any concerns. Alderman Roach said that the site has good visibility and lighting.

Chairman Weaver opened the public hearing and asked if anyone wished to speak in favor of Petition SUE 20-09. No one came forward. 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 Petition SUE 20-09 to the Board of Aldermen. Secretary Zimmerman seconded the motion, which received unanimous approval from the Commission members present.

SUE 20-10 – Special Use Exception (Amended Site Development Plan)

Panera Bread, 14646 Manchester Road

Petitioner: Mr. Rashad Palmer, 3630 S Geyer Rd, St Louis MO 63127

Mr. Dan Cook of Panera addressed the Commission, requesting approval for the revised site plan. The building has been rotated clockwise to now face Manchester Road. This will provide easier ingress/egress from Manchester Road, especially from the drive-thru. The building has been moved back from Manchester to provide a larger patio seating area. A second drive-thru lane will be added for rapid pickup orders.

Secretary Zimmerman asked if there will be designated curbside pickup parking spaces. Mr. Cook said that is unknown at this time, but rapid pickup parking spaces will be maintained for customers who want to come inside to pick up orders. Secretary Zimmerman asked how many seats will be available on the patio. Mr. Cook said that there will be approximately 20-30.

Mayor Pogue asked about live music. Mr. Cook said there will be no live music; just what is piped in to the restaurant.

Secretary Zimmerman asked if there has been a traffic study. Mr. Cook said he didn't believe so. Commissioner Bolte said that he has concerns about the western access point creating a traffic problem on Maple Ln. Mr. Cook asked if the Commission would be amenable to making it an egress/right out only. Commissioner Bolte said if that change were made he would be more inclined to recommend approval.

Secretary Zimmerman asked if deliveries will take place in the smaller parking area. Mr. Cook said yes. Secretary Zimmerman asked about employee parking. Mr. Cook said that there would be about 15 employees at peak times. Secretary Zimmerman asked if there will be directional signage for the drive-thru. Mr. Cook said yes. Secretary Zimmerman asked if the drive-thru queue overflow would end up in the former Hobby Lobby parking lot. Mr. Cook said it would be in the drive lane between the parking lots.

Chairman Weaver opened the public hearing and asked if anyone wished to speak in favor of Petition SUE 20-09.

Mr. Mike Schmidt, 217 Solley Dr, came forward and thanked them for addressing the lighting issue. He has concerns regarding the noise from the drive-thru and delivery hours.

Chairman Weaver asked if anyone wished to speak in opposition to the petition.

An unidentified representative came forward on behalf of Jim Alabach/Manchester Rd Associates. He stated there were numerous issues. He read from an easement restriction agreement dated 1999.

Commissioner Alexander asked if it is within the Commission's purview to review the agreement referenced by Mr. Alabach's representative. City Attorney Jones said that it is a contractual matter between the property owners. The Commission should base their decision on the petition before them.

No one else came forward, and Chairman Weaver closed the public hearing.

Mayor Pogue made a motion to recommend approval of Petition SUE 20-10 to the Board of Aldermen. Alderman Roach seconded the motion, which received unanimous approval from the Commission members present.

Other Business

The only item on the agenda for the December meeting is the Capital Improvement Plan Budget.

Commissioner Bolte announced he would be moving from the area sometime after the first of the year and that it has been his pleasure to serve on the Planning and Zoning Commission.

Adjournment

Chairman Weaver made a motion to adjourn the meeting. Secretary Zimmerman seconded the motion, which received unanimous approval from the Commission members present. The meeting was adjourned at 9:05 p.m.

J. Mark Weaver, Chairman
Planning & Zoning Commission

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**MINUTES OF THE
PLANNING AND ZONING COMMISSION MEETING
1 GOVERNMENT CTR ♦ BALLWIN MO 63011
DECEMBER 4, 2020**

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

PRESENT

Chairman Mark Weaver
Commissioner Grant Alexander
Commissioner Olivia Pieknik
Commissioner Chad Silker
Commissioner Victoria Winfrey
Secretary Lisa Zimmerman
Alderman Kevin Roach
Mayor Tim Pogue

Planning Technician Shawn Edghill
City Administrator Eric Sterman
City Attorney Robert E. Jones

ABSENT

Commissioner Tracy Bolte
Commissioner Gary Carr

Approval of Minutes

The minutes from the November 2, 2020 meeting were not available at the time of this meeting. They will be reviewed at the January 4, 2021 meeting.

Capital Improvement Plan Budget

Finance Officer Denise Keller presented the 2020 Capital Improvement Plan Budget (CIP) 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.

Preliminary design work and site selection for the new police station occurred earlier this year. In March the County-wide shelter in place order was issued in response to the pandemic. In April the decision was made to place further design work on hold for the remainder of the year due to the unknown impact the pandemic would have on the City's finances. Only projects with outside funding sources such as grants or federal reimbursements were permitted to proceed.

Sales tax receipts did not decline as badly as was anticipated though, and the City was able to reduce costs on par with the amount of the revenue decrease. Therefore, work on the police building will again begin early in 2021, with \$900,000 budgeted for architect services. Construction is budgeted in 2022. Debt will be issued for this project which is anticipated to cost approximately \$12 million in total.

The completion of Phase 2 of the redevelopment of Ferris Park is expected in the spring in 2021. Construction began in October 2020 to add a new visitor parking lot, drive and walkways as well as a loop trail and fitness station. Cost is anticipated at \$186,500 with a Municipal Parks grant of \$525,000 offsetting expenses in both 2020 and 2021. The City's share is 25%. This project was originally designed in 2012 with Phase 1 completed in 2014.

In 2019 a Parks Master plan was adopted as a ten year guide and strategic plan for enhancing park and recreation amenities for the community. Because of the complexities involved with the Government Center, Public Works yard and Police Station all being located within Vlasis Park it was recommended that a detailed plan specifically for this park be developed. The budget includes \$50,000 for a Park Master plan for Vlasis Park. This plan will provide a comprehensive approach to developing the park including the Public Works yard expansion, disposition of the old Police station, playground, pond maintenance and improvements, and trail connectivity to adjacent neighborhoods.

Design work of \$15,000 is planned for a new playground and comfort station in Holloway Park as well as other enhancements as recommended in the Parks Master plan. Construction is anticipated in 2022 at a cost of \$500,000, provided that an offsetting grant is received.

Redevelopment of Vlasis Park is tentatively planned for 2023 incorporating recommendations from its Park plan. The most urgent need is replacement of the playground. Any construction associated with the redesign of the Public Works yard is tentatively planned for 2023 and 2024 at a combined cost of \$250,000. With the police department being relocated there should be ample space to provide Public Works, Parks Maintenance, and Building Systems with what they need.

The last Parks project is planned for 2024: improvements to the lake at New Ballwin Park. Cost is estimated at \$500,000 and a grant from the Municipal Parks Commission will be applied for to offset the expense.

Chairman Weaver asked if "offset" means fully or partially paid for. Ms. Keller said that it is almost always partial. Mr. Chris Conway, Parks Director, said the minimum offset for grants is 5%.

Ms. Keller continued her presentation. The resurfacing of Holloway Road will occur in 2021 to address deteriorated pavement, curbs and gutters. Total expense is budgeted at \$1,156,040. With federal reimbursement of 80% of the project expenses, the net cost to the city is \$231,208.

A second federal project, the resurfacing of New Ballwin Road from Manchester Road to Twigwood Drive, will occur in 2022. This project encompasses pavement resurfacing, curb repair, ADA ramp replacements and upgrades to the intersection pedestrian signal. It also includes 25 new streetlights which will be the property of the city. Our net cost for construction will be \$163,216.

The last expense in the budget is \$50,685 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 2021 total \$2,358,225. In addition to the grants we have already mentioned, an allocation of \$654,000 of sales taxes will be made to the Capital Fund. Because of the project carryovers, the Capital Fund will begin the year with fund balance of \$646,606 and is expected to end the year with just under \$5,000 of fund balance.

Mayor Pogue clarified that the Capital Improvement Plan Budget generally does not carry over funds from year to year. Ms. Keller said that is correct; however, sometimes projects do not get completed as planned, and then there is carry-over.

Alderman Roach made a motion to approve the Capital Improvement Plan Budget. Secretary Zimmerman seconded the motion, which received unanimous approval from the Commission members present.

Other Business

Mayor Pogue said that he has consulted with the Ward 4 aldermen, and they have given a recommendation for a replacement for Commissioner Bolte.

Adjournment

Mayor Pogue made a motion to adjourn the meeting. Commissioner Pieknik seconded the motion, which received unanimous approval from the Commission members present. The meeting was adjourned at 7:16 p.m.

J. Mark Weaver, Chairman
Planning & Zoning Commission