



**MINUTES  
PLANNING & ZONING COMMISSION  
ST. PETERS JUSTICE CENTER, 1020 GRAND TETON DR, ST PETERS, MO 63376  
MEETING OF MAY 7, 2014  
6:30 P.M.**

**CALL TO ORDER:**

Chairman Keith McNames called the meeting to order at approximately 6:30 p.m.

**INVOCATION:**

A moment of silent prayer was observed.

**PLEDGE OF ALLEGIANCE:**

All in attendance said the Pledge of Allegiance.

**ATTENDANCE:**

Those in attendance were: Chairman Keith McNames; Michael Utter; Larry Sachse; Bill Rupp; Gary Westhoff; Janet Shetterly; Bill Yoffie; Steven Bailey; Pat Kelley; Marilyn Shaikewitz; Alderman Patrick Barclay; Julie Powers, Director of Planning, Community and Economic Development; Roger Stewart, Building Commissioner; Ken Braunfeld, Planning Coordinator; and Melissa Vollmer, Recording Secretary. Chris Winslow and Liane Sargent, City Engineer, were absent.

**MINUTES:**

A motion was made by Mr. Westhoff and seconded by Ms. Shetterly to approve the minutes of the April 2, 2014 Planning and Zoning Commission meeting as presented. The motion carried unanimously.

**COMMUNICATIONS AND REPORTS OF OFFICERS:**

Chairman Keith McNames explained procedures for this evening's meeting. Ms. Powers noted that items 3.a. and 3.b on the agenda requiring Board of Alderman action would be on the May 22nd Board of Alderman meeting and item 3.c. would be on the May 8<sup>th</sup> Board of Alderman Meeting. Ms. Powers also explained that a joint work session is being planned for later this summer; however, two items will be targeted separately and be brought to the Commission and Board of Aldermen for action. These two items will be signs and communication towers. Mr. Rupp invited everyone to attend the Memorial Day ceremony at City Hall on May 26<sup>th</sup> at 10:00 a.m. Chairman McNames welcomed Michael Utter as the newest member of the Commission.

**NEW BUSINESS**

**1. Home Occupations:**

- a. Simon Accounting & Tax Service (accounting & tax service): Frances Simon, 3 Fishers Hill Drive.

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Ms. Frances Simon presented this to the Commission for approval. Chairman McNames asked anyone wishing to speak on this application to please come forward. Mr. Carl Duffner, 1 Fishers Hill Drive, spoke in opposition to this petition citing issues with parking and traffic in the cul-de-sac. Mr. Duffner also wrote a letter of opposition that was given to the Commission. Ms. Simon addressed the issues raised by Mr. Duffner. Mr. Westhoff made a motion and Mr. Yoffie seconded to approve this application with the following contingency:

1. All customers shall park in the driveway.

The motion carried unanimously

b. Who Need a Truck! (delivery services): Beverly Banks, 1716 Coupru Court.

Ms. Beverly Banks presented this to the Commission for approval. Mr. Rupp made a motion and Ms. Shetterly seconded to approve this application with the following contingencies:

1. Vehicle limited to a standard car or pick-up truck.
2. No delivery items shall be stored inside/outside the home or visible when the truck is parked at the residence.

The motion carried unanimously.

c. Carr Notables, LLC (note card/photography sales): Linda Sue Carr, 4 Thistle Court.

Ms. Linda Carr presented this to the Commission for approval. Mr. Yoffie made a motion and Mr. Bailey seconded to approve this application with no contingencies. The motion carried unanimously.

d. Lombardozi Construction (construction): Andrew Lombardozi, 701 Brickingham Drive.

Mr. Andrew Lombardozi presented this to the Commission for approval. Mr. Yoffie made a motion and Mr. Kelley seconded to approve this application with the following contingencies:

1. No outside storage of materials or equipment shall be permitted.
2. No construction materials shall be delivered to the home.
3. All equipment stored on or in the business vehicle shall be screened from public view with an appropriate cover.
4. All employees must meet at customer locations; no employees shall meet at the home.

The motion carried unanimously.

e. Carlos Carpets (carpet installation): Michele Wade, 5 Mayfield Road.

Ms. Michele Wade presented this to the Commission for approval. Mr. Yoffie made a motion and Mr. Westhoff seconded to approve this application with the following contingencies:

1. No outside storage of materials or equipment shall be permitted.
2. No flooring materials shall be delivered to the home.
3. All equipment stored on or in the business vehicle shall be screened from public view with an appropriate cover.
4. All employees must meet at customer locations; no employees shall meet at the home.

The motion carried unanimously.

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f. Rouge Events & Design (event & design consulting): Katie Hackmann, 8 Ridgewoods Court.

Ms. Katie Hackmann presented this to the Commission for approval. Mr. Westhoff made a motion and Ms. Shetterly seconded to approve this application with the following contingency:

1. All clients shall park in the driveway.

The motion carried unanimously.

g. Solution Flooring, LLC (flooring installation): Martin Aguilar-Perez, 15 Julie Lane.

Mr. Martin Aguilar-Perez presented this to the Commission for approval. The Commission voted to approve this application with the following contingencies:

1. No outside storage of materials or equipment shall be permitted.
2. No flooring materials shall be delivered to the home.
3. All equipment stored on or in the business vehicle shall be screened from public view with an appropriate cover.
4. All employees must meet at customer locations; no employees shall meet at the home.

The motion carried unanimously.

h. Delish Nutrish (sauces and foods): Diana Beckham, 1068 Shallowbrook Drive.

Ms. Diana Beckham presented this to the Commission for approval. Mr. Westhoff made a motion and Ms. Shetterly seconded to approve this application with the following contingencies:

1. All customers shall park in the driveway.
2. Comply with the Health Department regulations.

The motion carried unanimously.

i. Attention to Detail (cleaning service): Tammy Bullock, 7 Ox Bow Road.

Ms. Tammy Bullock presented this to the Commission for approval. Mr. Yoffie made a motion and Mr. Westhoff seconded to approve this application with the following contingencies:

1. No outside storage of materials or equipment shall be permitted.
2. All equipment stored on or in the business vehicle shall be screened from public view with an appropriate cover.

The motion carried unanimously.

**2. Other:**

a. Baalman's Produce: North side of Main Street, east side of Second Street – Co-op parking lot (use approval – temporary produce stand).

Ms. Julie Powers presented this to the Commission for approval, as the applicant was unable to attend. Ms. Powers noted that the applicant is proposing a temporary, ongoing farmer's market that would operate between July and October at the Farmer's Co-op in Old Town. The market will include approximately 2-3 folding tables and 1-2 tents. The site has successfully operated during the summer season at this location since 2006. Mr. Westhoff made a motion and Mr. Rupp seconded to approve this item with the following contingency:

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1. Coordinate with the Planning Department regarding the location of the tent, parking, and any other structures related to the market.

The motion carried unanimously.

- b. North American Midway Entertainment: East side of Mid Rivers Mall Drive, south of Veterans Memorial Parkway – Mid Rivers Mall (use approval – temporary carnival).

Ms. Laura Polster, Mid Rivers Mall, presented this to the Commission for approval. Ms. Polster explained that North American Midway Entertainment is proposing a carnival at Mid Rivers Mall. The event, including set up and take down, would be held from May 19, 2014 through May 27, 2014 in the parking area between Sears and J.C. Penney, near Best Buy. Ms. Polster noted that this carnival has been held many times in the past with success. Mr. Westhoff made a motion and Mr. Rupp seconded to approve this temporary use. The motion carried unanimously.

**3. Public Hearings:**

- a. Petition 14-04 – Carie Ketterer: A request for a special use permit in the C-2 Community Commercial District to operate a therapeutic massage facility on a 1.08 +/- acre tract. The subject site is located on the west side of Kisker Road, north side of North St. Peters Parkway – Lot B of Triad South Industrial Park Plat Two as recorded in Book 37 Page 184 at the St. Charles County Recorder of Deeds Office, more commonly known as 1555 Kisker Road.

Ms. Carie Ketterer presented this to the Commission for approval. Ms. Ketterer explained that she is proposing a therapeutic massage establishment within an existing office/retail building at 1555 Kisker Road. The business will be located within one of the office suites in the existing multi-tenant building. Ms. Ketterer noted that she would comply with all state and City licenses related to therapeutic massage. Chairman McNames opened the public hearing at 7:12 p.m. and asked anyone present that wished to comment on this petition to please come forward. Seeing no one, Chairman McNames closed the public hearing at 7:12 p.m. Mr. Westhoff made a motion and Mr. Yoffie seconded to adopt staff's Findings of Fact as the Commission's Findings of Fact. The motion carried unanimously. Mr. Rupp made a motion and Ms Shetterly seconded to recommend approval of this Petition to the Board of Aldermen subject to the Special Use Permit. The motion carried unanimously.

- b. Intent to establish zoning for newly annexed properties: Alonzo property, south of Ridge Drive, west of Peach Street – 4003 Ridge Drive.

Ms. Julie Powers presented this to the Commission for approval. Ms. Powers explained that this property is located in the Hi Point Subdivision and that staff is recommending R-1 Single Family Residential Zoning. Mr. Westhoff made a motion and Ms. Shetterly seconded to recommend approval to the Board of Aldermen. The motion carried unanimously.

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c. Update to Title IV Land Use (Chapter 405) of the St. Peters Municipal Code.

Ms. Julie Powers presented this to the Commission for approval. Ms Powers explained that the subject amendment will address the code regulations related to institutional uses. Currently, the code allows monument style signs for churches only. Recently inquires have been made regarding signs for other institutional uses in the C-1 District which does not allow a standard sign. Ms. Powers noted that other institutional uses – libraries, schools, fire and ambulance districts – often include large buildings and/or campuses which warrant adequate signage; however, they can be located in residential areas or neighborhood commercial areas which would not allow an adequate sign to identify the use. Chairman McNames opened the public hearing at 7:15 p.m. and asked anyone present that wished to comment on this petition to please come forward. Seeing no one, Chairman McNames closed the public hearing at 7:15 p.m. Mr. Westhoff made a motion and Mr. Kelley seconded to recommend approval to the Board of Aldermen. The motion carried unanimously.

It was brought to the attention of Chairman McNames that a public hearing was not held for item 3.b. Chairman McNames opened the public hearing for item 3.B. Intent to establish zoning for newly annexed properties: Alonzo property, south of Ridge Drive, west of Peach Street – 4003 Ridge Drive, at 7:17 p.m. and asked anyone present that wished to comment on this petition to please come forward. Seeing no one, Chairman McNames closed the public hearing at 7:17p.m.

A motion was made by Mr. Bailey and seconded by Ms. Shetterly to adjourn the meeting. The motion carried unanimously and the meeting was adjourned at 7:18 p.m.

Respectfully submitted:

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Melissa M. Vollmer, Recording Secretary

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Chairman Keith McNames  
Planning and Zoning Commission