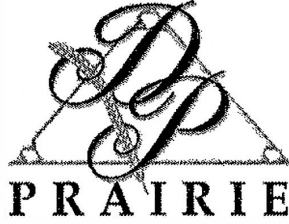


DARDENNE



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

PLANNING AND ZONING COMMISSION AGENDA  
JUNE 12, 2024  
7:00 p.m.

---

CALL MEETING TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL Alderman Detweiler  
Chairman Etzkorn  
Commission members:  
Bailey  
Fry  
Musler  
Northcutt  
Ogle  
Pollard  
Stankovich  
Wooldridge

PUBLIC COMMENT

PUBLIC HEARING

1. **PUD Request: Villas at Dardenne Prairie Phase II** – Application to rezone 2.88 acres of land currently zoned “R-1A” Single Family Residential District to “R-1D” Single Family Residential “PUD” Planned Unit Development located on the northeast corner of Hanley and Feise Road and more particularly described in the PUD Request received by the City on April 17, 2024, on file with the City Clerk from Applicant.
2. **PUD Request- Villas at Dardenne Prairie Phase III** – Application to rezone 4.02 acres of land currently zoned “R-1A” Single Family Residential District to “R-1D” Single Family Residential “PUD” Planned Unit Development located on the southwest corner of Feise and Hanley Road and more particularly described in the PUD Request on file with the City Clerk from Applicant. The proposed Area Plan contains 14 single-family detached villas and 0.4 acres of common ground.

## NEW BUSINESS

1. **PUD Request- Villas at Dardenne Prairie Phase III** – Application to rezone 4.02 acres of land currently zoned “R-1A” Single Family Residential District to “R-1D” Single Family Residential “PUD” Planned Unit Development located on the southwest corner of Feise and Hanley Road and more particularly described in the PUD Request on file with the City Clerk from Applicant. The proposed Area Plan contains 14 single-family detached villas and 0.4 acres of common ground.

## OLD BUSINESS

1. **PUD Request: Villas at Dardenne Prairie Phase II** – Application to rezone 2.88 acres of land currently zoned “R-1A” Single Family Residential District to “R-1D” Single Family Residential “PUD” Planned Unit Development located on the northeast corner of Hanley and Feise Road and more particularly described in the PUD Request received by the City on April 17, 2024, on file with the City Clerk from Applicant.

## APPROVAL OF MINUTES

1. Approval of 05-08-24 Minutes

## COMMISSION COMMUNICATIONS

## ADJOURNMENT

## MEMO

**TO:** Dardenne Prairie Planning and Zoning Commission  
**FROM:** Todd Streiler, Planning & Development Manager  
**DATE:** June 5, 2024  
**SUBJECT:** Planning and Zoning Commission Meeting Scheduled for June 12, 2024

Items for consideration at this meeting include:

### PUBLIC HEARINGS:

1. **PUD Request- Villas at Dardenne Prairie Phase II** – Application to rezone 2.88 acres of land currently zoned “R-1A” Single Family Residential District to “R-1D” Single Family Residential “PUD” Planned Unit Development located on the northeast corner of Feise and Hanley Road and more particularly described in the PUD Request received by the City on April 17, 2024, on file with the City Clerk from Applicant. The proposed Area Plan contains 9 single-family detached villas and 0.69 acres of common ground.

City Staff met with the development team on April 12, 2024, for a pre-application meeting. On April 17, 2024, a P.U.D. Request Area Plan Application, Area Plan, Architectural Elevations, Landscape Plan, Grading Plan, Stormwater Management Plan and Indentures were submitted. The items were reviewed by the City Planning & Development Manager and City Engineer and Comment Letters were issued, which are enclosed.

On April 30, 2024, the City Planning & Development Manager discussed the review comments with Jeff Simmons & Carrie Marcum from BAX Engineering. A memo responding to the comments contained in the 4/25/24 Memo and a revised Area Plan was submitted on May 1, 2024. The revised Area Plan and supporting documents addressed all of Staff’s applicable comments contained in the April 25, 2024, Comment Letter. The project meets the requirements of the City’s Zoning Code and Subdivision Regulations and is consistent with the City’s 2020 Comprehensive Plan.

2. **PUD Request- Villas at Dardenne Prairie Phase III** – Application to rezone 4.02 acres of land currently zoned “R-1A” Single Family Residential District to “R-1D” Single Family Residential “PUD” Planned Unit Development located on the southwest corner of Feise and Hanley Road and more particularly described in the PUD Request on file with the City Clerk from Applicant. The proposed Area Plan contains 14 single-family detached villas and 0.4 acres of common ground.

City Staff met with the development team on May 15, 2024, for a pre-application meeting. On May 23, 2024, a P.U.D. Request Area Plan Application, Area Plan, Landscape Plan, Grading Plan, Stormwater Management Plan were submitted and reviewed by the City Planning & Development Manager. A Comment Letters was issued on May 31<sup>st</sup> 2024, which is enclosed.

On June 4, 2024, a memo responding to the comments contained in the May 31<sup>st</sup>, 2024 Letter and a revised Area Plan was submitted and reviewed by Staff. The revised Area Plan and supporting documents addressed all of Staff’s applicable comments. The project meets the requirements of the City’s Zoning Code and Subdivision Regulations and is consistent with the City’s 2020 Comprehensive Plan.

### NEW BUSINESS:

1. **PUD Request- Villas at Dardenne Prairie Phase II** – Application to rezone 2.88 acres of land currently zoned “R-1A” Single Family Residential District to “R-1D” Single Family Residential “PUD” Planned Unit Development located on the northeast corner of Feise and Hanley Road and more particularly described in the PUD Request received by the City on April 17, 2024, on file with the City Clerk from Applicant. The proposed Area Plan contains 9 single-family detached villas and 0.69 acres of common ground.

From Above Public Hearing.

2. **PUD Request- Villas at Dardenne Prairie Phase III** – Application to rezone 4.02 acres of land currently zoned “R-1A” Single Family Residential District to “R-1D” Single Family Residential “PUD” Planned Unit Development located on the southwest corner of Feise and Hanley Road and more particularly described in the PUD Request on file with the City Clerk from Applicant. The proposed Area Plan contains 14 single-family detached villas and 0.4 acres of common ground.

From Above Public Hearing.

**OLD BUSINESS: None**

**EXISTING ITEMS: None.**

**INFORMATION ONLY: None.**

Enclosures

cc: Mayor John Gotway  
Kim Clark, City Clerk  
John Young, City Attorney

DARDENNE



PRAIRIE

www.DardennePrairie.org

Planning & Development Manager

Phone 636.755.5314

Fax:636.898.0923

Tstreiler@DardennePrairie.org

City Hall

2032 Hanley Road

Dardenne Prairie, MO 63368

Phone 636.561.1718

Fax 636.625.0077

April 25, 2024

Jeff Simmons, P.E.  
Bax Engineering Co.  
221 Point West Blvd.  
St. Charles, Missouri 63301

Subject: R-1D, PUD Area Plan, Landscape Plan & Elevations- Villa's at Dardenne Phase II  
Dardenne Prairie Project No. 24-1000

Dear Mr. Simmons

The proposed Final Plan, Landscape Plan, Architectural Elevations, Application, and fees in the amount of \$1,632.50 were received by the City on April 17, 2024. Staff has reviewed the application for completeness and compliance with the applicable regulations and forward the following comments to be addressed and resubmitted to the City.

1. Provide the Dardenne Prairie Project number (24-1000) on the top left corner of Sheet 1.
2. Show the location of the entrance monument sign, if provided, and elevations and dimensions of the sign in accordance with Article X.
3. Place the mailbox cluster and entrance monument, if provided, within an easement or other means to ensure the shared ownership, maintenance and replacement of the sign is the responsibility of the trustees/HOA.
4. Provide landscaping within the "Common Ground A" to bring the site into compliance with Section 515.100 A.1.b, which requires *"all lots having forty percent (40%) or less open space must have a minimum of twenty percent (20%) of that open space landscaped with trees, shrubs, living ground cover or plant material other than grass or turf.....Landscape plans for areas zoned P.U.D. may have more stringent requirements."*
5. Provide a streetlight near the mailbox cluster and show the location of all proposed streetlights on the Area Plan.
6. Please show and label all utilities and show all easements encompassing them.
7. Section 515.100 A.3., requires a street tree for each 40' of frontage. There are several lots where the linear frontage measurements result in fractions. Any fraction over half should be rounded up and require another tree. Please update the Developer Note #14 on Sheet 1 as follows.
  - Lot 17 .... 2 3 Trees.
  - Lot 18 .... 2 3 Trees.
  - Lot 19 .... 2 3 Trees.
  - Lot 24.... 8 9 Trees.
8. Update the Landscape Plan to include 6 trees on Lot 16 and 9 trees on Lot 24 and add a note on the plan stating that all street trees shall be planted outside the right of way as directed by the City.

Subject: Villa's at Dardenne Place Phase II Area Plan - 1<sup>st</sup> Review  
Dardenne Prairie Project No. 24-1000

9. Be advised, according to Section 410.220A.1., "Excessive depth in relation to width shall be avoided. (A proportion of one (1) to one (1) or two (2) to one (1) will normally be considered appropriate, unless topography is such that other lot dimensions allow for proper development.)". The depth of Lot 24 is over two (2) times the width. **The burden is on the applicant to address this deviation and provide the requested deviation on the Area Plan.**
10. Be advised, according to Section 410.240 C.4, "Sidewalks. Sidewalks shall be installed on both sides of all major streets, collector streets, minor, dead-end and cul-de-sac streets. Sidewalks shall have a minimum width of five (5) feet in residential areas. In commercial and industrial areas sidewalks may be required as deemed appropriate by the Planning Commission. The City by these requirements does not accept dedication of sidewalks"; A sidewalk is only provided along the north side of the street adjacent to Lot 24. **The burden is on the applicant to address this deviation and provide the requested deviation on the Area Plan.**
11. Be advised, according to Section 410 Exhibit A, *the minimum right of way width for minor/cul-de-sac streets is 50'*, the right-of-way width on the Area Plan is only 40'. **The burden is on the applicant to address this deviation and provide the requested deviation on the Area Plan.**
12. Be advised, according to Section 410 Exhibit A, *the minimum lot width for lots less than 1 acres is 70-100'*. The proposed Area Plan has lots with as narrow as 54'. **The burden is on the applicant to address this deviation and provide the requested deviation on the Area Plan.**
13. **Be advised, the City Engineer is reviewing the Area Plan and will have comments forthcoming.**

Once the above items are addressed, the Area Plan may be considered by the Planning and Zoning Commission at their May 8, 2024, and by the Board of Aldermen at their May 15, and June 5, 2024, meeting. The meetings are planned to take place at the City Hall at 2032 Hanley Road and start at 7pm. The site plan and any 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.

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

Respectfully,



Todd Streiler, AICP, LEED AP  
Planning & Development Manager

cc: John Gotway, Mayor  
James Knowles, City Administrator  
Tom Weiss, City Engineer  
Kim Clark, City Clerk



ENGINEERING  
PLANNING  
SURVEYING

April 30, 2024

City of Dardenne Prairie  
Attn: Todd Streiler  
2032 Hanley Road  
Dardenne Prairie, MO 63368

RE: Villas at Dardenne Place Phase 2  
Dardenne Prairie Project #24-1000  
Bax Project No. 20-18164A

**Enclosed please find our comment response letter per comments dated April 25, 2024.**

1. Added Dardenne Prairie Project number to Sheet 1.
2. Entrance monument location provided. Detailed plan to be submitted with construction plans and sign will be in accordance with Article X.
3. The Mail Kiosk and entrance monument has been added to a new common ground area.
4. Open space landscaping has been added to note 14.
5. Two Street lights were added to plan. Mail kiosk was moved and light added near entrance.
6. Labeled.
7. Revised Note.
8. Trees remain in right of way per city code.
9. Common ground added behind Lot 24. No deviation requested.
10. We are requesting a deviation to match Phase 1 of this development.
11. Code is contradictory. Street width matches Phase 1 of this development.
12. We are requesting a deviation to match Phase 1 of this development.
13. Noted.

Sincerely,

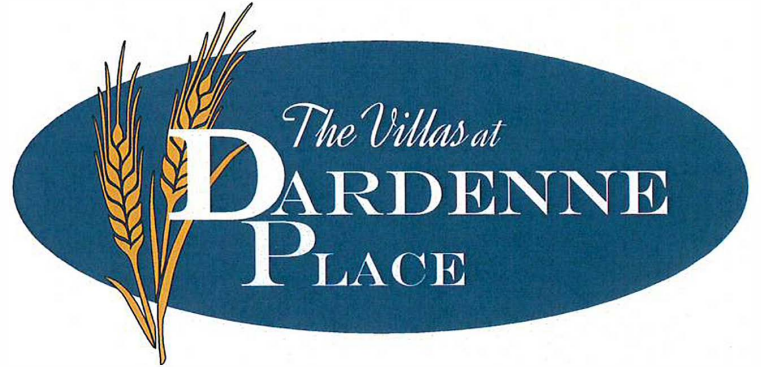
Jeffrey B. Simmons, PE  
Director of Residential Design

BAX ENGINEERING CO.  
221 Point West Blvd.  
St. Charles, MO 63301  
(636) 928-5552 Fax: (636) 928-1718  
[www.baxengineering.com](http://www.baxengineering.com)

# Elevations



elevation #1



elevation #2



elevation #4



elevation #3



elevation #5



elevation #3A



elevation #6



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PRAIRIE

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Phone 636.561.1718

Fax 636.625.0077

May 31, 2024

Jeff Simmons, P.E.  
Bax Engineering Co.  
221 Point West Blvd.  
St. Charles, Missouri 63301

Subject: R-1D, PUD Area Plan, Landscape Plan, Grading Plan & Stormwater Management  
Plan- Villa's at Dardenne Phase III: **Dardenne Prairie Project No. 24-1010**

Dear Jeffery,

The proposed Final Plan, Landscape Plan, Architectural Elevations, Application, and fees in the amount of \$1,670.75 were received by the City on May 23, 2024. Staff has reviewed the application for completeness and compliance with the applicable regulations and forward the following comments to be addressed and resubmitted to the City.

1. Provide the Dardenne Prairie Project number **(24-1010)** on the top left corner of Sheet 1.
2. Provide confirmation the public hearing notice letters were sent to the owners of all properties at least three hundred (300) feet distant from the boundaries of the subject tract in accordance with Sections 405.250.A(8), 405.470.A(6) and 405.865.A(6) of the City Code. Such notices shall be postmarked at least fifteen (15) days prior to the date of the hearing.
3. Show the location of the entrance monument sign, if provided, and elevations and dimensions of the sign in accordance with Article X.
4. Be advised, according to Section 410.220A.1., "*Excessive depth in relation to width shall be avoided. (A proportion of one (1) to one (1) or two (2) to one (1) will normally be considered appropriate, unless topography is such that other lot dimensions allow for proper development.)*". The depth of Lot 3 is over two (2) times the width. **The burden is on the applicant to address this deviation.**

Once the above items are addressed, the Area Plan may be considered by the Planning and Zoning Commission at their June 12, 2024, and by the Board of Aldermen at their June 18, 2024, meeting. The meetings are planned to take place at the City Hall at 2032 Hanley Road and start at 7pm. The Area Plan and any 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.

Subject: Villa's at Dardenne Place Phase III Area Plan - 1<sup>st</sup> Review  
Dardenne Prairie Project No. 24-1010

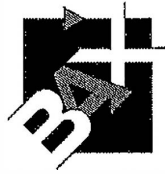
If you have any questions, please feel free to contact me.

Respectfully,

A handwritten signature in black ink that reads "Todd Streiler". The signature is written in a cursive, slightly slanted style.

Todd Streiler, AICP, LEED AP  
Planning & Development Manager

cc: John Gotway, Mayor  
James Knowles, City Administrator  
Kim Clark, City Clerk



ENGINEERING  
PLANNING  
SURVEYING

June 4, 2024

City of Dardenne Prairie  
Attn: Todd Streiler  
2032 Hanley Road  
Dardenne Prairie, MO 63368

RE: Villas at Dardenne Place Phase 3  
Dardenne Prairie Project #24-1010  
Bax Project No. 03-12502H

**Enclosed please find our comment response letter per comments dated May 31, 2024.**

1. Added Dardenne Prairie Project number to all sheets.
2. Notices were mailed out on May 20, 2024.
3. Entrance Monument sign is shown at the South side of the Entrance onto Hanley Road.
4. Duly noted.

Sincerely,

Jeffrey B. Simmons, PE  
Director of Residential Design

BAX ENGINEERING CO.  
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## PLANNING & ZONING MINUTES

MAY 8, 2024

The City of Dardenne Prairie Planning & Zoning Commission meeting was called to order at 7:10 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 Detweiler, Chairman Etkorn, Commissioners Bailey, Northcutt, Pollard, Musler, Ogle, Stankovich and Wooldridge. Commissioner Fry was absent. Also present were City Clerk Kim Clark, City Administrator James Knowles, City Engineer Tom Weis, City Planning & Development Manager Todd Streiler and City Attorney Drew Weber.

PUBLIC COMMENT – No one present to speak.

### PUBLIC HEARING

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

1. **PUD Request: Villas at Dardenne Prairie Phase II** – Application to rezone 2.88 acres of land currently zoned “R-1A” Single Family Residential District to “R-1D” Single Family Residential “PUD” Planned Unit Development located on the northeast corner of Hanley and Feise Road and more particularly described in the PUD Request received by the City on April 17, 2024, on file with the City Clerk from Applicant.

A motion was made by Commissioner Musler, seconded by Commissioner Ogle to continue the public hearing to 06-12-24. Motion passed unanimously.

### NEW BUSINESS

1. **PUD Request: Villas at Dardenne Prairie Phase II** – Application to rezone 2.88 acres of land currently zoned “R-1A” Single Family Residential District to “R-1D” Single Family Residential “PUD” Planned Unit Development located on the northeast corner of Hanley and Feise Road and more particularly described in the PUD Request received by the City on April 17, 2024, on file with the City Clerk from Applicant.

A motion was made by Commissioner Musler, seconded by Commissioner Bailey to table the PUD request to 06-12-24. Motion passed unanimously.

### OLD BUSINESS

1. **Record Plat - Condos at Town Center**: St. Charles Engineering Company has submitted a Record Plat for 6.66 acres containing three (3) lots consisting of two (2) 24-unit four-story residential condominium buildings and a 4,561 SF commercial building located north of Town Square Drive, east of Kinetic Park. The subdivision is

## PLANNING & ZONING MINUTES

MAY 8, 2024

zoned "C-2-P.U.D." and more particularly described in the Record Plat received by the City on February 22, 2024, and on file with the City Clerk.

A motion was made by Commissioner Wooldridge, seconded by Commissioner Musler to recommend approval of the Record Plat for Condos at Town Center to the Board of Aldermen. Motion passed unanimously.

### ELECTION OF SECRETARY

Chairman Etkorn nominated Pam Pollard for Secretary.

A motion was made by Commissioner Wooldridge, seconded by Commissioner Northcutt to close the nominations. Motion passed unanimously.

A motion was made by Commissioner Musler, seconded by Commissioner Bailey to approve Pam Pollard as Secretary. Motion passed unanimously.

### APPROVAL OF MINUTES

1. Approval of 04-10-24 Minutes
2. Approval of 04-10-24 Work Session Minutes

A motion was made by Commissioner Ogle, seconded by Commissioner Bailey to approve the 04-10-24 Minutes and 04-10-24 Work Session Minutes. Motion passed unanimously.

### COMMISSION COMMUNICATIONS

Commissioner Ogle congratulated Alderman Detweiler.

### ADJOURNMENT

Without objection, the meeting was adjourned at 7:47 p.m.

Respectfully submitted,

---

Kim Clark, City Clerk