

DARDENNE



PRAIRIE

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

**PLANNING AND ZONING COMMISSION AGENDA
SEPTEMBER 13, 2023
7:00 p.m.**

CALL MEETING TO ORDER

PLEDGE OF ALLEGIANCE

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

PUBLIC COMMENT

NEW BUSINESS

1. PUD Request - Final Plan - for the proposed "Town Square Apartments Phase II" Mixed-use Development on the approximately 6.07 acres of the land commonly known as Technology Dr (Loc. #T161800002) and more particularly described in the P.U.D. Request – Final Plan application received by the City on July 31st, 2023 on file with the City Clerk from Applicant Grimes Consulting.
2. Bylaws Amendment

OLD BUSINESS

1. Conditional Use Permit Request – Massage Establishment (Health and Wellness Provider) on the approximately .35 acres of the land commonly known as 2676 Technology Dr and more particularly described in the Conditional Use application received by the City on May 30th 2023, on file with the City Clerk from Applicant BarbaraAnnSpa, LLC.

APPROVAL OF MINUTES

Approval of 08-09-23 Minutes

COMMISSION COMMUNICATIONS

ADJOURNMENT

MEMO

TO: Dardenne Prairie Planning and Zoning Commission
FROM: James W. Knowles III, City Administrator
DATE: September 7th, 2023
SUBJECT: Planning and Zoning Commission Meeting Scheduled for September 13th, 2023

Items for consideration at this meeting include:

Public Hearings:

1. None

New Items:

1. PUD Request - Final Plan - for the proposed "Town Square Apartments Phase II" Mixed-use Development on the approximately 6.07 acres of the land commonly known as Technology Dr (Loc. #T161800002) and more particularly described in the P.U.D. Request – Final Plan application received by the City on July 31st, 2023 on file with the City Clerk from Applicant Grimes Consulting.

On May 4th, 2023 the PUD & Rezoning Request – Area Plan was received by the city from applicant Grimes Consulting.

On June 14th, 2023 the PUD & Rezoning Request – Area Plan was recommended for approval by the Planning and Zoning Commission. On June 21st, 2023 the PUD & Rezoning Request – Area Plan was approved by the Board of Alderman.

On July 31st, 2023, the city received a PUD Request – Final Plan Application from applicant Grimes Consulting. The Application is enclosed.

The City Engineer reviewed the application and issued a review letter on August 11th, 2023, which is enclosed. The applicant made further revisions and resubmitted the plan on August 22nd, 2023, per the city's comments. The review response is enclosed.

The City Engineer reviewed the resubmitted plan and issued a second review letter on August 30th, 2023, which is enclosed.

2. **Planning and Zoning Bylaws Amendment – A request was made at the August Planning and Zoning meeting to have an amendment to the P&Z bylaws prepared for adoption that would provide for P&Z Worksessions to be held at 6:00p.m. on the same night of the regular meetings. The City attorney has prepared the revision, which is enclosed.**

EXISTING ITEMS:

1. Conditional Use Permit Request – Massage Establishment (Health and Wellness Provider) on the approximately .35 acres of the land commonly known as 2676 Technology Dr and more particularly described in the Conditional Use application

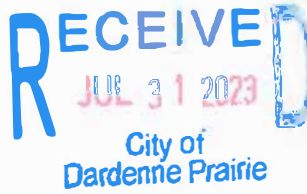
received by the City on May 30th 2023, on file with the City Clerk from Applicant BarbaraAnnSpa, LLC.

The Applicant has withdrawn their request.

INFORMATION ONLY: None.

Enclosures

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



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

P.U.D. REQUEST – FINAL PLAN
CITY OF DARDENNE PRAIRIE, MISSOURI

www.DardennePrairie.org

APPLICANT:

Grimes Consulting

Company Name
Lenny Meers, Vice President

Printed Name, Title
12300 Old Tesson Ferry Rd

Street Address
St. Louis, MO 63128

City/State/Zip Code
314-849-6100

Telephone
lennym@grimesconsulting.com

Facsimile

Email Address

STREET ADDRESS OF PROPERTY: Technology Drive (Loc. #T161800002)

OWNER (attach additional):
Moline Management LLC

Printed Name
Charlie Moline

Printed Name
205 West Walnut Street Suite 200

Street Address
Springfield, MO 65806

City/State/Zip Code
907-321-4689

Telephone
cmoline@molinemgt.com

Email Address

Contract Purchaser/Developer:
Same as Owner

Company Name
Same as Owner

Printed Name, Title
Same as Owner

Street Address
Same as Owner

City/State/Zip Code
Same as Owner

Telephone
Same as Owner

Facsimile

Email Address

LEGAL DESCRIPTION OF PROPERTY (other than address) (See attached)

EXISTING ZONING: UD - Uptown District

PROPOSED USE: Multi-Family Apartments **NO. UNITS:** 154

PROJECT AREA: 6.07 acres **PROPERTY AREA:** 6.07 Acres

FINAL PLAN REVIEW FEE SUBMITTED: _____

P.U.D. REQUEST - FINAL PLAN

1. The submitted final plan shall be prepared on sheet(s) not to exceed twenty-four (24) inches by thirty-six (36) inches and meet the requirements of Article IV "PUD Planned Unit Development"
2. A landscape plan on sheet(s) not to exceed twenty-four (24) inches by thirty-six (36) inches and meeting the requirements of Article IX "Landscaping and Screening" shall be included as part of the final plan submitted.
3. The final plan shall conform to the approved area plan, except that minor variations in layout may be permitted at the discretion of the City and without amendment of the approved area plan.

Please Note:

- Prior to approval of a Building Permit, a Construction Site Plan must be reviewed and approved by the City Engineer. In addition, the appropriate Fire Protection District will need to review and approve the development.
- Any signage to be placed on the subject property requires a separate Sign Permit or Master Sign Plan.
- Any business occupying the site requires approval of a Business License.
- 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.

[√] CHECKLIST TO COMPLETE THIS APPLICATION



Two (2) folded copies of the plan are provided.
Additional copies for distribution to Planning and Zoning Commission and Board of Aldermen members will be requested upon review by the City Engineer.



Electronic and paper copy of legal description of the property are provided. Electronic files may be sent via email to the City Engineer (engineer@dardenneprairie.org).



The applicant is required to appear before the Planning and Zoning Commission and Board of Aldermen.

*****Before signing this application, make sure all items above are completed*****


Applicant's Signature

5/3/2023
Date


Owner's Signature
(additional below)

5/4/23
Date

NOTE: By affixing signatures to this application form, the Applicant and Owner hereby verify that: they have reviewed the applicable zoning regulations; they are familiar with the specific requirements relative to this application; and they take full responsibility for this application. The above signatures further indicate that the information provided on this form and on any additional data attached hereto is true, complete, and accurate.



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

City Engineer
Phone 636.978.6008
Fax 636.898.0923
Engineer@DardennePrairie.org

August 11, 2023

Lenny Meers, P.E.
Grimes Consulting, Inc.
12300 Old Tesson Ferry Rd.
St. Louis, MO 63128

Re: Amended P.U.D. Final Plan – 1st Review
Dardenne Prairie Towne Square Apartments
Dardenne Prairie Project No. 972290

Dear Mr. Meers:

The above-referenced plan that was received on August 3, 2023, for consideration by the Dardenne Prairie Planning and Zoning Commission and Board of Aldermen has been reviewed. Before we can present to the planning and zoning commission, the following comments need to be addressed:

SDP1

1. Please remove from the cover sheet the redundant detention summary along with other items and provide a real cover sheet labeled as Final Plan including a Table of contents (Drawing List) as necessary.
2. Add fencing around the pool area.
3. Label Garages and show the typical size.
4. Label Retail space.

SDP2

1. A detention pond is shown, please explain the outfall system; is this existing to be used in place? Show sizes of outfall pipes etc,
2. Provide notice of approval of the plan from Duckett Creek Sanitary District (verify proper sanitary district on utility information), St. Charles County Public Water Service District No. 2, and Wentzville Fire Protection District once received.
3. Label storm sewer system, pipe sizes and flow direction.
4. Provide clarity on the lift station, sanitary sewer/force main (direction of flow, connections, discharge point from the property etc.) Who will maintain it?
5. Provide information on the water quality product (Downstream Defender). Provide approvals from other agencies as an accepted product.
6. Will the Ingress Egress easement be abandoned (book 6319, Page 1737)?

Re: P.U.D. Final Plan – 1st Review
Dardenne Prairie Apartments
Dardenne Prairie Project No. 972290

SDP3

1. Is the note for the retaining wall regarding the historic school building related to this project?

L1

1. Please remove Towne Square Drive reference.
2. Provide 4-5 more trees along Technology Drive at Highway 364 outside of and adjacent to the entrance sight triangles.

Lighting Plan

1. Provide more light at the entrance to Technology Drive with potential double fixture.

Provide a letter of disposition indicating how the above comments were addressed.

One (1) half-scale, electronic files, and thirteen (13) full-size folded copies of the revised Final Plans and the referenced attached information from the previous comment letter addressing the comments above for distribution to Planning and Zoning Commission and Board of Aldermen.

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

Sincerely,

Tom Weis

Thomas P. Weis, P.E.
City Engineer

cc: James Knowles III, City Administrator
Kim Clark, City Clerk
Terri Voss, Building Administrator

August 22, 2023

Re: Amended PUD Final Plan
Dardenne Prairie Towne Square Apartments
Dardenne Prairie Project No. 972290

Please see narrative below for changes made to the Final Plans for the Dardenne Prairie Apartments project per the review comments.

1. Please remove from the cover sheet the redundant detention summary along with other items and provide a real cover sheet as a Final Plan including a table of contents (drawing list) as necessary.
Revised as requested. Cover sheet added as requested.
2. Add fencing around the pool area.
Added as requested.
3. Label garages and show the typical size.
Garages are now labeled, and typical size is shown.
4. Label retail space.
Retail space is now labeled as requested.
5. A detention pond is shown, please explain the outfall system; is this existing to be used in place? Show sizes of outfall pipes etc.
The existing outfall structure is to be modified as needed with the detention improvements. Pipe sizes are now shown.
6. Provide notice of approval of the plan from Duckett Creet Sanitary District, St. Charles County Public Water Service District No. 2, and Wentzville Fire Protection District once received.
Forthcoming.
7. Label storm sewer system, pipe sizes, and flow direction.
Labeled as requested.
8. Provide clarity on the lift station, sanitary sewer/force main (direction of flow, connection, discharge point from property, etc.) Who will maintain it?
See revised call outs and flow arrows. The sanitary will gravity drain to the lift station to where it will be put through a force main to a downstream manhole and then gravity drain to the existing sanitary system on the east side of the site.

9. Provide information on the water quality product (downstream defender). Provide approvals from other agencies as an accepted product.
See attached.
10. Will the Ingress Egress Easement be abandoned? (book 6319, page 1737)
Yes, see added call outs.
11. Is the note for the retaining wall regarding the historic school building related to this project.
No, the note has been removed.
12. Please remove Towne Square Drive reference.
Removed as requested.
13. Provide 4-5 more trees along Technology Drive at Highway 364 outside of and adjacent to the entrance sight triangles.
Added as requested.
14. Provide more light at the entrance to Technology Drive with potential double fixture.
Added as requested.

If you need any further information, feel free to call at 314.849.6100.

Sincerely,

Grimes Consulting, Inc.

Jay Brockmeyer



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

City Engineer
Phone 636.978.6008
Fax 636.898.0923
Engineer@DardennePrairie.org

August 30, 2023

Lenny Meers, P.E.
Grimes Consulting, Inc.
12300 Old Tesson Ferry Rd.
St. Louis, MO 63128

Re: Amended P.U.D. Final Plan – 2nd Review
Dardenne Prairie Towne Square Apartments
Dardenne Prairie Project No. 972290

Dear Mr. Meers:

The above-referenced plan and response letter that was received on August 22, 2023, for consideration by the Dardenne Prairie Planning and Zoning Commission and Board of Aldermen has been reviewed. The following comments in red need to be discussed or addressed:

1. Provide notice of approval of the plan from Duckett Creek Sanitary District (verify proper sanitary district on utility information), St. Charles County Public Water Service District No. 2, and Wentzville Fire Protection District once received. **Approvals?**
2. Provide information on the water quality product (Downstream Defender). Provide approvals from other agencies as an accepted product. **The MSD information on this product suggests use of this product for less than 5 acres, your site has 6 acres, please explain.**

Lighting Plan

1. Provide more light at the entrance to Technology Drive with potential double fixture. **It did not appear to me that the footcandles increased at this entrance ,please clarify.**

Provide a letter of disposition indicating how the above comments were addressed or explained but a new drawing set may not be needed, however, Individual sheets may be needed.

Re: P.U.D. Final Plan – 2nd Review
Dardenne Prairie Apartments
Dardenne Prairie Project No. 972290

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

Sincerely,

Tom Weis

Thomas P. Weis, P.E.
City Engineer

cc: James Knowles III, City Administrator
Kim Clark, City Clerk
Terri Voss, Building Administrator

BY-LAWS
OF THE
DARDENNE PRAIRIE PLANNING AND ZONING COMMISSION

ARTICLE I

The objectives and purposes of the Planning and Zoning Commission of the City of Dardenne Prairie, Missouri are those set forth in Chapter 89.010 to 89.480 of the Missouri Revised Statutes, ~~1959 (Laws 1963)~~ and amendments and supplements thereto, and those powers and duties delegated to the Planning and Zoning Commission by the Dardenne Prairie Board of Aldermen pursuant to Sections 400.005 to 400.110 of the Municipal Code of the City of Dardenne Prairie, Missouri, and amendments and supplements thereto, in accordance with the State enabling legislation.

ARTICLE II

Organization of Commission

Section 1. The Commission shall consist of not more than ~~fifteen~~ (15) nor less than seven (7) citizen voting members, including the Mayor, if the Mayor chooses to be a member; a member of the Board of Alderman selected by the Board, if the Board chooses to have a member serve on the Commission; and not more than fifteen (15) nor less than five (5) citizens appointed by the Mayor and approved by the Board of Aldermen.

Section 2. The City Administrator, City Engineer, Building Inspector, or similar officials shall serve in an ex-officio capacity and shall not be entitled to a vote on Commission matters.

Section 3. Any vacancy in a membership shall be filled for the unexpired term by appointment as provided in Section 1 above.

Section 4. The terms of the appointed members shall be for four years with the terms of the members first appointed varied, so that succeeding terms will be staggered.

Section 5. After public hearing, the Board of Aldermen may remove any citizen member for cause stated in writing and after public hearing.

Section 6. Citizen members shall serve without compensation.

ARTICLE III

Officers and their Duties

Section 1. The officers of the Commission shall be elected by the Commission members and shall consist of a Chairman, a Vice-Chairman, and a Secretary, from amongst the citizen members

of the Commission. Each officer shall be appointed for one year terms with eligibility for re-election.

Section 2. The Chairman of the Commission shall have the following powers and duties.

- (a) To preside at all meetings and hearings of the Commission;
- (b) To appoint all members of committees of the Commission;
- (c) To have general charge of the activities of the Planning Commission and to generally oversee the conduct of the affairs of the Commission;
- (d) To call ~~special meetings~~ Special Meetings (defined in Article V of these Bylaws) of the Commission;
- (e) To carry out other duties normally conferred by parliamentary usage on such officer; ~~and~~
- (f) Engage in other activities as directed by the Commission; and
- (g) To cancel Work Sessions (defined in Article V of these Bylaws) if the Chairman determines a Work Session is not required for any given month.

Section 3. The Vice-Chairman shall act for the Chairman in his absence, and shall have the duties as expressed in the above section in the absence of the Chairman.

Section 4. The Secretary shall perform such duties and have such powers as may be assigned to the Secretary by law, the Commission or these By-Laws.

Section 5. The officers of the Commission shall perform such other duties as may from time to time be prescribed by the Commission.

ARTICLE IV

Election of Officers

Section 1. All officers shall be elected by the Commission.

Section 2. Nomination of officers shall be made from the floor at the annual organizational meeting which shall be held ~~onduring~~ the ~~first meeting in December~~ Regular Meeting. Elections shall follow immediately thereafter. Terms shall begin the first meeting in January of each year.

Section 3. A candidate receiving a majority vote of the entire membership of the Commission shall be declared elected and shall serve for one year or until his successor has been duly elected and qualified.

Section 4. Any officer elected by the members of the Commission may be removed at any time without cause by the affirmative vote of the majority of the entire membership of the Commission. Any vacancy occurring in any office shall be filled for the unexpired term thereof by the members in the same manner as provided for elections.

ARTICLE V

Meetings

Section 1. Regular meetings will be held on the ~~first~~second Wednesday of each month at City Hall. ~~Notwithstanding the foregoing, beginning January 1, 2008, regular meetings of, located at 2032 Hanley Road, Dardenne Prairie, Missouri, at 7:00 p.m. ("Regular Meeting"). Beginning in October, 2023, the Commission will be held~~shall hold work sessions at City Hall on the second Wednesday of each month ~~at City Hall~~ prior to the Regular Meeting ("Work Session") for the purposes of preparing for the Regular Meeting. The Work Session shall commence at 6:00 p.m. Nothing in this Section shall prohibit the Commission from commencing a Work Session before or after 6:00 p.m. on the date of the Work Session if the posted agenda for the Work Session establishes a different starting time for the Work Session.

Section 2. Five (5) members of the membership of the Commission shall constitute a quorum, and the number of votes necessary to transact business shall be a majority of those members in attendance. Each member is entitled to one (1) vote. A record of the vote shall be kept as part of the minutes.

Section 3. Special meetings may be called by the Chairman. It shall be the duty of the Chairman to call such a meeting when requested to do so by a majority of the entire members of the Commission. ~~("Special Meeting").~~ The notice of ~~such a meeting~~ Special Meeting shall specify the purpose of such ~~a~~ meeting and no other business may be considered except by majority consent of the entire membership of the Commission. The Chairman shall notify all members of the Commission no less than 24 hours in advance of said ~~special meeting~~ Special Meeting, and such notice shall comply with the provisions of Chapter 610, RSMo. Notice may be ~~made~~ given by letter sent via United States Mail, in-person, phone or e-mail. The requirements of notice may be waived by the members of the Commission, and the attendance of a member at a ~~special meeting~~ Special Meeting shall be deemed a waiver of the notice requirements.

~~Section 4. — All meetings~~ Section 4. All Work Sessions, Regular Meetings, and Special Meetings shall be open to the general public.

Section 5. A record of the Commission's proceedings at all ~~regular and special meetings~~ Work Sessions, Regular Meetings, and Special Meetings shall be kept, and such records shall be public records.

Section 6. The Commission shall conduct meetings in accordance with HENRY M. ROBERT III, ET.AL., ROBERT'S RULES OF ORDER NEWLY REVISED, (10th ed., Perseus Publishing 2000), or any subsequent addition thereof.

ARTICLE VI

Order of Business

The order of business at ~~regular meetings~~Regular Meetings and Special Meetings shall be:

- a. Call to Order
- b. Pledge of Allegiance
- c. Attendance
- d. Approval of minutes from previous meeting~~-(s)~~.
- e. Communications and reports of Officers.
- f. Old business
- g. New Business
- h. Adjournment

The order of business at Work Sessions shall be:

- a. Call to Order
- b. Pledge of Allegiance
- c. Attendance
- d. Items for Discussion and Consideration
- e. Communications and Reports of Officers and City Staff
- a.f. Adjournment

ARTICLE VII

Committees

The Chairman may, with the consent of the Commission, establish a Committee. The Chairman may appoint members of the Commission to serve on the Committee. Non-Commission members may be appointed to the Committee by the Chairman with approval by the Commission

ARTICLE VIII

Operating Funds

The Commission's expenditures of municipal funds or use of municipal resources shall not exceed the amounts annually appropriated by the Board of Aldermen.

ARTICLE IX

Code of Ethics

Section 1. In addition to the requirements of Chapter 135 of the Municipal Code of the City of Dardenne Prairie, Missouri, action by any member of the Commission with respect to any matter which is or may be the subject of an official act or action(s) of the Commission shall be determined to be a conflict of interest under the following provisions:

(a) Soliciting, accepting or granting a present of future gift, favor, service, employment, or thing of value from a person or business involved in any action before the Commission;

(b) Having an interest in any business entity or person representing, advising or appearing on behalf of, whether paid or unpaid, any person involved in any action before the Commission; and

(c) Having encouraged or made communication, outside the standard conduct of their duties as a member of the Commission, with a person or business involved in any action before the Commission prior to action being taken by the Commission.

Section 2. The City Engineer shall be exempt from the requirements of Section 1 (c).

Section 3. In the event that any member of the Commission shall have a conflict of interest, the individual shall be disqualified to act in any capacity in said matter, and shall inform the Commission Chairman of the conflict of interest prior to involvement in said matter by the individual.

ARTICLE X

Hearings

Section 1. In addition to those required by law, the Commission may at its discretion hold public hearings when it decides that such hearings will be in the public interest.

Section 2. Notice of such hearings shall be published in a newspaper having general circulation in the municipality at least fifteen (15) days prior to the time of the hearing. The hearing may be adjourned from time to time.

Section 3. The case before the Commission shall be presented in summary by the Petitioner and City Staff. Parties interested shall have the privilege of the floor.

Section 4. A record shall be kept of those speaking before the Commission. Such information shall include the speakers name, address and telephone number.

ARTICLE XI

Amendments

These By-Laws may be amended by a two-thirds vote of the entire membership of the Planning and Zoning Commission.

Passed and approved by the Planning and Zoning Commission this _____ day of _____, 2023.

Chairman

ATTEST:

Secretary

BY-LAWS
OF THE
DARDENNE PRAIRIE PLANNING AND ZONING COMMISSION

ARTICLE I

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Section 2. The City Administrator, City Engineer, Building Inspector, or similar officials shall serve in an ex-officio capacity and shall not be entitled to a vote on Commission matters.

Section 3. Any vacancy in a membership shall be filled for the unexpired term by appointment as provided in Section 1 above.

Section 4. The terms of the appointed members shall be for four years with the terms of the members first appointed varied, so that succeeding terms will be staggered.

Section 5. After public hearing, the Board of Aldermen may remove any citizen member for cause stated in writing and after public hearing.

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ARTICLE III

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of the Commission. Each officer shall be appointed for one year terms with eligibility for re-election.

Section 2. The Chairman of the Commission shall have the following powers and duties.

- (a) To preside at all meetings and hearings of the Commission;
- (b) To appoint all members of committees of the Commission;
- (c) To have general charge of the activities of the Planning Commission and to generally oversee the conduct of the affairs of the Commission;
- (d) To call Special Meetings (defined in Article V of these Bylaws) of the Commission;
- (e) To carry out other duties normally conferred by parliamentary usage on such officer;
- (f) Engage in other activities as directed by the Commission; and
- (g) To cancel Work Sessions (defined in Article V of these Bylaws) if the Chairman determines a Work Session is not required for any given month.

Section 3. The Vice-Chairman shall act for the Chairman in his absence, and shall have the duties as expressed in the above section in the absence of the Chairman.

Section 4. The Secretary shall perform such duties and have such powers as may be assigned to the Secretary by law, the Commission or these By-Laws.

Section 5. The officers of the Commission shall perform such other duties as may from time to time be prescribed by the Commission.

ARTICLE IV

Election of Officers

Section 1. All officers shall be elected by the Commission.

Section 2. Nomination of officers shall be made from the floor at the annual organizational meeting which shall be held during the December Regular Meeting. Elections shall follow immediately thereafter. Terms shall begin the first meeting in January of each year.

Section 3. A candidate receiving a majority vote of the entire membership of the Commission shall be declared elected and shall serve for one year or until his successor has been duly elected and qualified.

Section 4. Any officer elected by the members of the Commission may be removed at any time without cause by the affirmative vote of the majority of the entire membership of the Commission. Any vacancy occurring in any office shall be filled for the unexpired term thereof by the members in the same manner as provided for elections.

ARTICLE V

Meetings

Section 1. Regular meetings will be held on the second Wednesday of each month at City Hall, located at 2032 Hanley Road, Dardenne Prairie, Missouri, at 7:00 p.m. (“Regular Meeting”). Beginning in October, 2023, the Commission shall hold work sessions at City Hall on the second Wednesday of each month prior to the Regular Meeting (“Work Session”) for the purposes of preparing for the Regular Meeting. The Work Session shall commence at 6:00 p.m. Nothing in this Section shall prohibit the Commission from commencing a Work Session before or after 6:00 p.m. on the date of the Work Session if the posted agenda for the Work Session establishes a different starting time for the Work Session.

Section 2. Five (5) members of the membership of the Commission shall constitute a quorum, and the number of votes necessary to transact business shall be a majority of those members in attendance. Each member is entitled to one (1) vote. A record of the vote shall be kept as part of the minutes.

Section 3. Special meetings may be called by the Chairman. It shall be the duty of the Chairman to call such a meeting when requested to do so by a majority of the entire members of the Commission (“Special Meeting”). The notice of a Special Meeting shall specify the purpose of such meeting and no other business may be considered except by majority consent of the entire membership of the Commission. The Chairman shall notify all members of the Commission no less than 24 hours in advance of said Special Meeting, and such notice shall comply with the provisions of Chapter 610, RSMo. Notice may be given by letter sent via United States Mail, in-person, phone or e-mail. The requirements of notice may be waived by the members of the Commission, and the attendance of a member at a Special Meeting shall be deemed a waiver of the notice requirements.

Section 4. All Work Sessions, Regular Meetings, and Special Meetings shall be open to the general public.

Section 5. A record of the Commission’s proceedings at all Work Sessions, Regular Meetings, and Special Meetings shall be kept, and such records shall be public records.

Section 6. The Commission shall conduct meetings in accordance with HENRY M. ROBERT III, ET.AL., ROBERT’S RULES OF ORDER NEWLY REVISED, (10th ed., Perseus Publishing 2000), or any subsequent addition thereof.

ARTICLE VI

Order of Business

The order of business at Regular Meetings and Special Meetings shall be:

- a. Call to Order
- b. Pledge of Allegiance
- c. Attendance
- d. Approval of minutes from previous meeting(s).
- e. Communications and reports of Officers.
- f. Old business
- g. New Business
- h. Adjournment

The order of business at Work Sessions shall be:

- a. Call to Order
- b. Pledge of Allegiance
- c. Attendance
- d. Items for Discussion and Consideration
- e. Communications and Reports of Officers and City Staff
- f. Adjournment

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ARTICLE IX

Code of Ethics

Section 1. In addition to the requirements of Chapter 135 of the Municipal Code of the City of Dardenne Prairie, Missouri, action by any member of the Commission with respect to any matter which is or may be the subject of an official act or action(s) of the Commission shall be determined to be a conflict of interest under the following provisions:

(a) Soliciting, accepting or granting a present of future gift, favor, service, employment, or thing of value from a person or business involved in any action before the Commission;

(b) Having an interest in any business entity or person representing, advising or appearing on behalf of, whether paid or unpaid, any person involved in any action before the Commission; and

(c) Having encouraged or made communication, outside the standard conduct of their duties as a member of the Commission, with a person or business involved in any action before the Commission prior to action being taken by the Commission.

Section 2. The City Engineer shall be exempt from the requirements of Section 1 (c).

Section 3. In the event that any member of the Commission shall have a conflict of interest, the individual shall be disqualified to act in any capacity in said matter, and shall inform the Commission Chairman of the conflict of interest prior to involvement in said matter by the individual.

ARTICLE X

Hearings

Section 1. In addition to those required by law, the Commission may at its discretion hold public hearings when it decides that such hearings will be in the public interest.

Section 2. Notice of such hearings shall be published in a newspaper having general circulation in the municipality at least fifteen (15) days prior to the time of the hearing. The hearing may be adjourned from time to time.

Section 3. The case before the Commission shall be presented in summary by the Petitioner and City Staff. Parties interested shall have the privilege of the floor.

Section 4. A record shall be kept of those speaking before the Commission. Such information shall include the speakers name, address and telephone number.

ARTICLE XI

Amendments

These By-Laws may be amended by a two-thirds vote of the entire membership of the Planning and Zoning Commission.

Passed and approved by the Planning and Zoning Commission this _____ day of _____
2023.

Chairman

ATTEST:

Secretary

PLANNING & ZONING MINUTES

AUGUST 9, 2023

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, Commissioners Bailey, Detweiler, Fry, Musler, Rowley, Shea, Stankovich and Wooldridge. Also present were City Clerk Kim Clark, City Engineer Tom Weis and City Attorney Drew Weber.

ELECTION OF SECRETARY

A motion was made by Chairman Etzkorn, seconded by Commissioner Wooldridge to nominate Carla Detweiler as secretary.

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

The nomination to elect Carla Detweiler as secretary was approved unanimously.

PUBLIC COMMENT – No one present to speak.

PUBLIC HEARING

1. Conditional Use Permit Request – Massage Establishment (Health and Wellness Provider) on the approximately .35 acres of the land commonly known as 2676 Technology Dr and more particularly described in the Conditional Use application received by the City on May 30th 2023, on file with the City Clerk from Applicant BarbaraAnnSpa, LLC.

John Dickey was in attendance to present the request.

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

2. P.U.D. & Rezoning Request – Area Plan for the proposed “Morning Meadows” R-M PUD Multi-Family Residential Development on the approximately 10.69 acres of the land commonly known as 1600 Feise Rd and more particularly described in the P.U.D. & Rezoning Request – Area Plan application received by the City on July 5th, 2023, and Amended on July 19th, 2023 on file with the City Clerk from Applicant Rowles Development, LLC.

The Rowles Development Team of Adam Baer, Bob Koch, Doug Tieman, Shawn White and Bristina Voolkel were in attendance to present the request.

The following individuals were in attendance to speak on the public hearing:

Mary Gossett
Jack Hemminghaus
Carolyn Risher
Meggie Biesenthal
Chris Kettenbach
Krishana Casey

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

NEW BUSINESS

1. Conditional Use Permit Request – Massage Establishment (Health and Wellness Provider) on the approximately .35 acres of the land commonly known as 2676 Technology Dr and more particularly described in the Conditional Use application received by the City on May 30th 2023, on file with the City Clerk from Applicant BarbaraAnnSpa, LLC.

A motion was made by Commissioner Detweiler, seconded by Commissioner Wooldridge to table the request until the next meeting. Roll call was as follows:

Chairman Etzkorn – Aye	Commissioner Bailey – Aye
Commissioner Stankovich – Aye	Commissioner Fry – Aye
Commissioner Wooldridge – Aye	Commissioner Rowley – Nay
Commissioner Musler - Aye	Commissioner Detweiler – Aye
Commissioner Shea - Aye	

2. P.U.D. & Rezoning Request – Area Plan for the proposed “Morning Meadows” R-M PUD Multi-Family Residential Development on the approximately 10.69 acres of the land commonly known as 1600 Feise Rd and more particularly described in the P.U.D. & Rezoning Request – Area Plan application received by the City on July 5th, 2023, and Amended on July 19th, 2023 on file with the City Clerk from Applicant Rowles Development, LLC.

A motion was made by Commissioner Musler, seconded by Commissioner Shea to recommend approval with the condition the proposed lift station be publicly maintained by Public Water Supply District #2. Roll call was as follows:

Commissioner Stankovich – Aye	Commissioner Fry – Abstain
Commissioner Rowley – Nay	Commissioner Detweiler – Nay
Commissioner Shea – Nay	Commissioner Bailey – Abstain
Commissioner Musler – Aye	Chairman Etzkorn – Aye
Commissioner Wooldridge – Nay	

A motion was made by Commissioner Wooldridge, seconded by Commissioner Rowley to recommend denying the request. Roll call was as follows:

Commissioner Rowley – Aye	Commissioner Wooldridge – Aye
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PLANNING & ZONING MINUTES

AUGUST 9, 2023

Commissioner Fry – Abstain
Commissioner Stankovich – Nay
Commissioner Bailey – Abstain
Commissioner Shea – Aye

Commissioner Detweiler – Aye
Chairman Etzkorn – Nay
Commissioner Musler – Nay

3. Discussion on the need for workshops

A motion was made by Commissioner Detweiler, seconded by Commissioner Wooldridge to direct legal to move forward with drafting amended bylaws to provide for a work session at 6:00 each month. Motion passed unanimously.

4. Discussion of Planning & Zoning representative on the Town Square Vision Steering Committee

Chairman Etzkorn informed the Commission that Mike Wooldridge will be the Planning & Zoning representative on the Town Square Vision Steering Committee.

APPROVAL OF MINUTES

Approval of 05-10-23 Minutes

Approval of 06-14-23 Minutes

Approval of 07-12-23 Minutes

A motion was made by Commissioner Shea, seconded by Commissioner Stankovich to approve the 05-10-23, 06-14-23 and 07-12-23 minutes. Motion passed unanimously.

COMMISSION COMMUNICATIONS

Chairman Etzkorn requested prayers for his sister who passed away earlier in the day.

ADJOURNMENT

A motion was made by Commissioner Shea, seconded by Commissioner Rowley to adjourn the meeting at 9:05 p.m.

Respectfully submitted,

Kim Clark, City Clerk