

DARDENNE



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

**PLANNING AND ZONING COMMISSION AGENDA
WORK SESSION
March 13, 2024
6:00 p.m.**

CALL MEETING TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL Alderman Wandling
Chairman Etzkorn

Commission members:

Bailey
Detweiler
Fry

Musler
Northcutt
Ogle
Pollard
Stankovich
Wooldridge

ITEMS FOR DISCUSSION

1. **CUP & Site Plan Request –Mers/Missouri Goodwill:** 21 Design Group has submitted a Site Plan CUP application to allow “warehouse” as a permitted use for 1.11 acres located between 1120 and 1150 Feise Road on land zoned “C2” General Commercial and commonly known as “Dardenne Prairie Plaza” and more particularly described in the CUP Application received on February 28, 2024, on file with the City Clerk from Applicant.
2. **PUD Final Plan, Landscape Plan & Architectural Elevations- Cedarstone:** Volz Incorporated has submitted a PUD Rinal Plan for 18.24 acres containing 44 single-family lots 5.3 acres of open space located on the west side of Post Road across from Post Meadows Drive. The subdivision is zoned “R-1D”-“P.U.D.” and more particularly described in the Revised Final Plan received on March 5, 2024 and on file with the City Clerk.
3. **Record Plat- Condos at Town Center:** St. Charles Engineering Company has submitted a Record Plat for 6.66 acres containing 48 residential condos and a one-story 4,561 SF commercial building containing 6, 932 SF commercial condos located north of Town Square Drive, west of Kinetic Park. The subdivision is 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.
4. **Record Plat-Prairie Encore:** Engenuity has submitted a Record Plat for 15.14 acres containing 7 lots, 1 multi-family lot containing 190 apartments and 6 commercial lots located on the northwest corner of Bryan and Feise. The subdivision is zoned “C-2”-“P.U.D.” and more particularly described in the Record Plat received by the City on March 3, 2024 and on file with the City Clerk.
5. **Discussion Item** – Request from Board of Alderman – Request for Commission input regarding a proposal to add additional conditional uses into the C-3 Commercial Retail Zoning District, specifically to include “Office uses”, including, but not limited to, insurance sales”.

ADJOURNMENT



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

PLANNING AND ZONING COMMISSION AGENDA
March 13, 2024
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
Stankovich
Wooldridge

PUBLIC COMMENT

PUBLIC HEARING

1. **CUP & Site Plan Request –Mers/Missouri Goodwill:** 21 Design Group has submitted a Site Plan CUP application to allow “warehouse” as a permitted use for 1.11 acres located between 1120 and 1150 Feise Road on land zoned “C2” General Commercial and commonly known as “Dardenne Prairie Plaza” and more particularly described in the CUP Application received on February 28, 2024, on file with the City Clerk from Applicant.

NEW BUSINESS

1. **CUP & Site Plan Request –Mers/Missouri Goodwill:** 21 Design Group has submitted a Site Plan CUP application to allow “warehouse” as a permitted use for 1.11 acres located between 1120 and 1150 Feise Road on land zoned “C2” General Commercial and commonly known as “Dardenne Prairie Plaza” and more particularly described in the CUP Application received on February 28, 2024, on file with the City Clerk from Applicant.

MEMO

TO: Dardenne Prairie Planning and Zoning Commission
FROM: Todd Streiler, Planning & Development Manager
DATE: March 07, 2024
SUBJECT: Planning and Zoning Commission Meeting Scheduled for March 13, 2024

Items for consideration at this meeting include:

PUBLIC HEARINGS:

1. **CUP & Site Plan Request –Mers/Missouri Goodwill:** 21 Design Group has submitted a Site Plan CUP application to allow “warehouse” as a permitted use for 1.11 acres located between 1120 and 1150 Feise Road on land zoned “C2” General Commercial and commonly known as “Dardenne Prairie Plaza” and more particularly described in the CUP Application received on February 28, 2024, on file with the City Clerk from Applicant.

On February 2, 2024, a Concept/Site Plan was submitted for Staff review followed by an Official CUP Application and Site Plan Application which was submitted on February 20, 2024. The items were reviewed by the City Planning & Development Manager and a Comment Letter dated February 22, 2024, was issued, which is enclosed.

On February 28, 2024, a revised CUP Application, Architectural Elevations and Site Plan was submitted by the Architect, David Dial. 21 Design Group, the Engineer of Record, submitted a revised Site Plan, Grading Plan and Landscape Plan on March 6, 2024, which is enclosed. The application and supporting documents addressed all of Staff’s applicable comments contained in the February 22, 2024, Comment Letter; the project meets the requirements of the City’s Zoning Code and is consistent with the City’s 2020 Comprehensive Plan.

NEW ITEMS:

1. **CUP & Site Plan Request –Mers/Missouri Goodwill:** 21 Design Group has submitted a Site Plan CUP application to allow “warehouse” as a permitted use for 1.11 acres located between 1120 and 1150 Feise Road on land zoned “C2” General Commercial and commonly known as “Dardenne Prairie Plaza” and more particularly described in the CUP Application received on February 28, 2024, on file with the City Clerk from Applicant.

From Above Public Hearing.

2. **PUD Final Plan, Landscape Plan & Architectural Elevations- Cedarstone**– Volz Incorporated has submitted a PUD Final Plan for 18.24 acres containing 44 single-family lots 5.3 acres of open space located on the west side of Post Road across from Post Meadows Drive. The subdivision is zoned “R-1D”-“P.U.D.” and more particularly described in the Record Plat received by the City on 2/28/24 and on file with the City Clerk.

On August 16, 2023, the Rezoning and Area Plan for Cedarstone was approved via Ordinance #2266.

On February 5, 2024, a Final Site Plan and application was submitted. The items were reviewed by the City Engineer and a Comment Letter dated February 16, 2024, was issued, which is enclosed. On February 22, 2024, a revised Final Site Plan, Landscape Plan and Architectural Elevations were submitted. The items were reviewed by the City’s Planning & Development

Manager and a Comment Letter dated February 28, 2024, was issued, which is enclosed.

On March 5, 2024, a revised Final Plan was submitted showing the revised mailbox cluster and monument sign location. The revisions satisfy Staff's comments contained in the February 28, 2024, memo. The project meets the requirements of the City's Zoning Code and is consistent with the approved Area Plan and the City's 2020 Comprehensive Plan.

- 3. Record Plat- Condos at Town Center:** St. Charles Engineering Company has submitted a Record Plat for 6.66 acres containing 48 residential condos and a one-story 4,561 SF commercial building containing 6, 932 SF commercial condos located north of Town Square Drive, west of Kinetic Park. The subdivision is 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.

On August 17, 2022, the 6.66 acres track to be known as the Condos at Town Square was rezoned from "N-D" New Development District to "C-2" General Commercial with a PUD via Ordinance #2200 which included approval of the Area Plan.

On October 19, 2022, the Final Plan was approved via Ordinance #2216 with the condition that fiber cement siding is installed on the exterior of all buildings on the property.

On January 8, 2023, a Record Plant application and supporting documents were submitted. The items were reviewed by the City's Planning & Development Manager and a Comment Letter dated January 30, 2024, was issued, which is enclosed.

On January 8, 2023, a Record Plant application and supporting documents were submitted. The items were reviewed by the City's Planning & Development Manager and a Comment Letter dated January 30, 2024, was issued, which is enclosed.

On March 1, 2024, a revised record plat and supporting documentation was submitted addressing the items contained in City's memo dated January 30, 2024, see enclosed Response Letter from Tom Jamboretz, St. Charles Engineering dated March 1, 2024. The plat meets the requirements of the City's Subdivision Regulations and is consistent with the approved Area Plan and Final Plan.

- 4. Record Plat-Prairie Encore:** Engenuity has submitted a Record Plat for 15.14 acres containing 7 lots, 1 multi-family lot containing 190 apartments and 6 commercial lots located on the northwest corner of Bryan and Feise. The subdivision is zoned "C-2"- "P.U.D." and more particularly described in the Record Plat received by the City on March 3, 2024 and on file with the City Clerk.

On March 15th, 2023, the PUD & Rezoning Request – Area Plan was approved by the Board of Alderman via ordinance 2238.

On July 6th, 2023. the PUD & Rezoning Request- The Final Plan was approved by the Board of Aldermen via Ordinance # 2260.

On December 20st, 2023, Ordinance #2279 was passed approving an Amended Planned Unit Development (PUD) Area Plan for "Prairie Encore."

On January 3, 2024, Ordinance #2284 was passed approving an amended Planned Unit Development (PUD) Final Plan for "Prairie Encore."

On February 14, 2024, the Planning Commission reviewed the 2nd Amened Final Plan and provided favorable recommendation to the Board. On February 21, 2024 the Board approved the 2nd Amended Final Plan for the "Prairie Encore" via Ordinance # 2288.

On January 11, 2024, a Record Plat application and supporting documents was submitted. The items were reviewed by the City's Planning & Development Manager and a Comment Letter dated February 12, 2024, was issued, which is enclosed.

On March 4, 2024, a revised record plat and supporting documentation was submitted addressing the items contained in the City's memo dated January 30, 2024, see enclosed Response Letter from Sean Ackley, Engenuity, dated March 5, 2023. The plat meets the requirements of the City's Subdivision Regulations and is consistent with the approved Area Plan and Final Plan.

5. **Discussion Item** – *Request from Board of Alderman* – Request for Commission's input regarding a request to add additional conditional uses into the "C-3" Commercial Retail Zoning District, specifically to include "*Office uses, including, but not limited to, insurance sales*".

EXISTING ITEMS: None.

INFORMATION ONLY: None.

Enclosures

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

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5. **Discussion Item – Request from Board of Alderman – Request for Commission input regarding a proposal to add additional conditional uses into the C-3 Commercial Retail Zoning District, specifically to include “Office uses”, including, but not limited to, insurance sales”.**

APPROVAL OF MINUTES

1. Approval of 2-14-24 Minutes
2. Approval of 2-14-24 Work Session Minutes

COMMISSION COMMUNICATIONS

ADJOURNMENT

PUBLIC NOTICE

The City of Dardenne Prairie, Missouri, will conduct a Public Hearing regarding a CUP application before the Planning and Zoning Commission on Wednesday, March 13, 2024, at 7:00 p.m., or as soon thereafter as same may be heard, at the City of Dardenne Prairie City Hall located at 2032 Hanley Road in Dardenne Prairie, Missouri, and then be heard by the Board of Aldermen on Wednesday, March 20th, 2024, at 7:00 p.m., or as soon thereafter as same may be heard, at the City of Dardenne Prairie City Hall located at 2032 Hanley Road in Dardenne Prairie, Missouri, concerning the following:

CUP Request

Name of Applicant:	Jason Ryback, VP Mers/Missouri Goodwill
Name of Owner:	GSR Ventures, LLC
Address of Property:	Between 1120 & 1150 Feise Road Dardenne Prairie, MO 63368
Present Zoning Classification:	C-2 General Commercial
Proposed Zoning Classification:	C-2 General Commercial CUP
Proposed Use:	Warehouse
Property Legal Description:	Lot 4 of Dardenne Prairie Plaza, a Subdivision in the County of St. Charles, Missouri.

APPLICATION FOR SITE PLAN APPROVAL / CHECKLIST

1. The submitted site plan shall meet the requirements of Article XIII "Site Plan Review."
2. A landscape plan that meets the requirements of Article IX "Landscaping and Screening" shall be included as part of the site plan submitted.
3. The submitted site plan shall show the proposed design and layout of streets, driveways, sidewalks and other vehicular and pedestrian circulation features within and adjacent to the site; also the location, size and number of parking spaces in the off-street parking areas and the identification of service lands, service parking and loading zones in conformance with the requirements set forth in Article XI "Off-Street Parking and Loading Regulations."

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.

Any business occupying the site requires approval of a Business License.

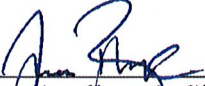
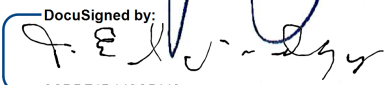
All plans, architectural drawings, renderings or other materials or visual aids either submitted to the Commission and/or Board of Aldermen or presented at their meeting shall become the property of the City and part of the permanent record of any approval.

CHECKLIST TO COMPLETE THIS APPLICATION

Two (2) folded copies of the site 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.

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

	2-27-24
Applicant's Signature	Date
	Feb 27, 2024
Owner's Signature (additional below)	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.



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

February 22, 2024

Benjamin Kuenzel, PE, Principal
21 DESIGN GROUP
1351 Jefferson Street, Suite 301
Washington, MO 63090
Mobile: 636-432-2144

Subject: Goodwill-CUP Application & Site Plan
Dardenne Prairie Project No. 972260

Dear Mr. Kuenzel:

The proposed Site Plan, CUP Application, and fees in the amount of \$1,520.00 were received by the City on February 20, 2024. Staff has reviewed the application for completeness and compliance with the applicable regulations and submit the following comments and recommendations.

1. Add the Dardenne Prairie project number, noted above, to the upper right-hand corner of the site plan.
2. As required by Section 405.470 A.2, include a location map on the site plan.
3. As required by Section 405.470 A.5., provide the zoning district on the site plan ("C-2" General Commercial District, Conditional Use Permit (CUP) and the proposed uses ("Warehouse, Fast-Food Restaurant- drive through").
4. As required by Section 405.770 A.8., provide a landscape plan that meets the requirements of Article IX Landscaping and Screening and the following.
 - a) Be advised, according to Section 515.100 Restrictions on Land Clearing A.1.b., all lots having 40% or less open space must have a minimum of 20% of that open space landscaped with trees, shrubs, living ground cover, or plant material other than grass or turf.
 - b) Be advised, street trees shall be planted along all streets at a maximum spacing of 60' in accordance with Section 515,100 A.2.
5. As required by Section 405.770 A.10., provide the location, height and intensity of all exterior lighting on the site plan.
6. As required by Section 405.770 A.10., provide the location and detail of the screening proposed for all trash collection areas.
7. As required by Section 405.770 A.13-15., provide a preliminary stormwater management plan and erosion/silt control plan pursuant to the requirements of Chapter 550 of this Code.
8. Show the 10' side and 15' rear setback on the site plan.

Subject: Goodwill CUP Site Plan
1st Review
Dardenne Prairie Project No. 972340

9. Revise the Parking Data as follows:

- Warehouse: 1 stall per employee, plus 1 stall for each vehicle, plus 2 guest stalls = *TBD
**Please provide the total number of employees and number of vehicles used by Goodwill so we can determine the total number of stalls required.*
- Restaurant-fast food: (1,770 sf): 1 per 50 sf. = 35.4 (36) required stalls

10. Please relocate the accessible stalls nearest to the main entrance of the warehouse and the restaurant in accordance with Section 405.640 A.3.

11. Provide architectural elevations showing the proposed height, design and exterior building material description and colors.

12. Provide submittal and revision dates to all drawings as needed.

13. Provide a letter indicating how the above comments were addressed. Include the Dardenne Prairie project number above in all correspondence and submitted documents. Be advised, additional comments will be forthcoming from the City Engineer.

Once the above items have been satisfactorily addressed, please submit the following items for distribution to the Planning and Zoning Commission and Board of Aldermen:

- One (1) 11x17 copy and fifteen (15) full-size **folded** copies of the site plan, elevations and landscape plan revised to address the comments above.
- One (1) electronic copy (pdf format) of all items submitted to the City.

The CUP application and site plan may be considered by the Planning and Zoning Commission at their March 13, 2024, and by the Board of Aldermen at their March 20, and April 3, 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

March 6, 2024

Todd Streiler
Planning and Development Manager
City of Dardenne Prairie
2032 Hanley Road
Dardenne Prairie, MO 63368

This letter is in response to the city comments dated February 22, 2024, from Todd Streiler.

1. Add the Dardenne Prairie project number, noted above, to the upper right-hand corner of the site plan.
Added Project number to the site plan.
2. As required by Section 405.470 A.2, include a location map on the site plan.
Added location map to the site plan.
3. As required by Section 405.470 A.5., provide the zoning district on the site plan ("C-2" General Commercial District, Conditional Use Permit (CUP) and the proposed uses ("Warehouse, Fast-Food Restaurant- drive through").
Added the zoning to the site plan.
4. As required by Section 405.770 A.8., provide a landscape plan that meets the requirements of Article IX Landscaping and Screening and the following.
 - a) Be advised, according to Section 515.100 Restrictions on Land Clearing A.1.b., all lots having 40% or less open space must have a minimum of 20% of that open space landscaped with trees, shrubs, living ground cover, or plant material other than grass or turf.
Landscape plan is included with this letter.
 - b) Be advised, street trees shall be planted along all streets at a maximum spacing of 60' in accordance with Section 515,100 A.2.
Landscape plan is included with this letter. We would like to discuss this requirement due to restrictions within the development.
5. As required by Section 405.770 A.10., provide the location, height and intensity of all exterior lighting on the site plan.
Lighting plan is being finalized and will be provide prior to the meeting.
6. As required by Section 405.770 A.10., provide the location and detail of the screening proposed for all trash collection areas.
Outdoor trash area has been removed from this plan.

7. As required by Section 405.770 A.13-15., provide a preliminary stormwater management plan and erosion/silt control plan pursuant to the requirements of Chapter 550 of this Code.

This plan is under development at this time. The owner will diligently work with the City to address all their concerns for this property.

8. Show the 10' side and 15' rear setback on the site plan.

Site Plan has been updated.

9. Revise the Parking Data as follows:

- Warehouse: 1 stall per employee, plus 1 stall for each vehicle, plus 2 guest stalls = *TBD

**Please provide the total number of employees and number of vehicles used by Goodwill so we can determine the total number of stalls required.*

- Restaurant-fast food: (1,770 sf): 1 per 50 sf. = 35.4 (36) required stalls

The restaurant has been removed from the plan and parking has been updated per the warehouse requirements. This facility will have 2 employees.

10. Please relocate the accessible stalls nearest to the main entrance of the warehouse and the restaurant in accordance with Section 405.640 A.3.

Site Plan has been updated. The interior of the building will only be accessible to the employees. Therefore, no pedestrians will have access to the interior.

11. Provide architectural elevations showing the proposed height, design and exterior building material description and colors.

Architectural renderings are being updated based on the latest site plan revision removing the restaurant. This additional information is being added and will be provided later today.

12. Provide submittal and revision dates to all drawings as needed.

Revision dates have been added to the plans.

Thank you,



Benjamin Kuenzel, PE, Principal



RECEIVED
FEB 02 2024
City of
Dardenne Prairie

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:

Cedarstone Development LLC
Company Name
Skip Stone
Printed Name, Title
10328 Lake Bluff Dr.
Street Address
St. Louis, Mo. 63123
City/State/Zip Code
314.667.9400
Telephone
sstone@bydrovich Facsimile
Email Address

STREET ADDRESS OF PROPERTY: 2450 Technology Dr.

OWNER (attach additional):
Same as applicant
Printed Name
Printed Name
Street Address
City/State/Zip Code
Telephone Facsimile
Email Address

Contract Purchaser/Developer:
N/A
Company Name
Printed Name, Title
Street Address
City/State/Zip Code
Telephone Facsimile
Email Address

LEGAL DESCRIPTION OF PROPERTY (other than address) A Tract of land being part of the Northwest Quarter of the southeast Quarter of said section 11, Township 46 North-Range 2 East, St. Charles County, Missouri

EXISTING ZONING: R-1D Planned Unit Development

PROPOSED USE: Single Family Homes NO. UNITS: 44 Lots

PROJECT AREA: 18.24 ac PROPERTY AREA: _____

FINAL PLAN REVIEW FEE SUBMITTED: \$ 1204.00

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@dardenneprairic.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

	11/9/24
_____ Applicant's Signature Construction Development, LLC Authorized Agent	_____ Date
	11/9/24
_____ Owner's Signature (additional below) Construction Development, LLC Authorized Agent	_____ 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 Engineer
Phone 636.978.6008
Fax 636.898.0923
Engineer@DardennePrairie.org

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

February 16, 2024

Jeff Atkins, Director of Planning
Volz Incorporated
10849 Indian Head Industrial Blvd.
St. Louis, Missouri 63132

Subject: Rezoning Request and
P.U.D. Request - Final Plan – 1st Review
Cedarstone
Dardenne Prairie Project No. 972280

Dear Mr. Atkins:

The revised subject Final Plans (Residential Tracts) that were received by the City on February 5, 2024, for consideration by the Dardenne Prairie Planning and Zoning Commission and Board of Aldermen have been reviewed. From this review, the following **respective** items need to be addressed:

Sheet 1

1. Add Landscape Plans to the sheet table of contents and to the set.
2. Under the notes, items 8 and 18 appear to conflict with each other, please clarify.

Sheet 3 and 4

3. On Sheet #3 (Site Plan), a semi-circular, dashed arc is shown along the southern property line of the site. Please label this arc (easement perhaps?).

➤ Revised, label added to show easement. Volz

Provide further explanation on the purpose of this existing easement and its impact on the “Retail” lot in the proposed development. Will this easement need to be vacated to allow for the development of the Retail lot? WDG further commented.

4. The stormwater flow from the existing 12” CMP beneath the existing entrance immediately south of the project on the west side of Post Rd. should be collected and routed approximately 95 feet northwardly to the existing 30” CMP. Correct as necessary.
5. Provide a traffic study sealed by a licensed professional engineer in the State of Missouri to determine development impacts related to streets, traffic, and circulation to include:
 - a. Traffic Impact Analysis to assess the near-term and long-term effects of the proposed development on the existing streets in accordance with the Missouri Department of Transportation traffic impact study guidelines.
 - b. Traffic Circulation Analysis to determine how the proposed development's traffic relates to existing traffic on adjacent roadways.

Subject: Rezoning Request
P.U.D. Request - Area Plan – 2nd Review
Cedarstone
Dardenne Prairie Project No. 972280

- c. Show/identify on the plan all the proposed traffic improvement measures identified in the traffic study that will be incorporated into the development.

➤ Revised, traffic study will not be provided as one should have been recorded for Post Rd improvements proposed by the City of Dardenne Prairie. Proposed site has little to no impact on the overall congestion of Post Rd and Technology Rd. Volz

The City did not do a traffic study in order to submit the Post Rd. Grant. Further discussion may be required. WDG commented.

6. Provide a landscape plan in conformance with Article IX of the Municipal Code.
 - a. Provide calculations on the landscape plan to indicate that there shall be one (1) tree planted in front of each lot that has seventy-nine (79) feet or less road frontage. Lots having eighty (80) feet or more road frontage shall have one (1) tree planted for every forty (40) feet of frontage.
 - b. On a corner lot in any district no planting, berm, fence, sign, or wall shall be placed in such a manner as to impede vision and must be outside of the area of the sight triangle as defined in Section 405.400(F) of the City Code.
7. Provide Building Elevations.

Provide per Item #14 of the checklist in Section 405.250 and Item #10 of 405.290.

Provide thirteen (13) *folded* copies of the proposed P.U.D. Final Plan and information requested addressing the items above for distribution to the Planning and Zoning Commission and Board of Aldermen. Additionally, please provide a letter of disposition that addresses each review comment listed herein.

The subject Rezoning Petition and P.U.D. Request – Final Plan will be considered by the Planning and Zoning Commission at an upcoming meeting, and by the Board of Aldermen at their meeting at the Dardenne Prairie City Hall. 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.

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
Planning and Zoning Commission
Board of Aldermen
Kim Clark, City Clerk
Terri Voss, Administrative Coordinator
Todd Streiler, Planning Director



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

February 28, 2024

Mr. Timothy J. Meyer, P.E.
Volz, Incorporated
10849 Indian Head Industrial Blvd.
St. Louis, Missouri 63132

Subject: PUD Final Plan, Landscape Plan & Elevations- Cedarstone
Dardenne Prairie Project No. 972280

Dear Mr. Meyer:

The proposed Final Plan, Landscape Plan, Architectural Elevations, Application, and fees in the amount of \$1,284.00 were received by the City on February 22, 2024. Staff has reviewed the application for completeness and compliance with the applicable regulations and consistency with the approved Area Plan/Ordinance #2266 dated 8/16/2023 and forward the following comments and recommendations.

1. Provide areas to park and a streetlight at the mailbox cluster. The proposed 13' lane width does not provide adequate room for the mailman or residents to park and access the mailboxes without blocking the lane. Additionally, the proposed location requires each user to turn around at the end of Cedarstone Court, causing unnecessary traffic and safety concerns. Please consider reconfiguring and relocating the mailbox cluster to a safer location.
2. The entrance monument sign is located within the site distance triangle, please relocate the monument sign in accordance with Section 405.580 A.
3. Place the monument sign within an easement to ensure the shared ownership, maintenance and replacement of the sign is the responsibility of the trustees/HOA.
4. Provide an elevation showing the design, height, dimensioned signage area and proposed building materials for the monument sign in accordance with Section 405.580 A.1.

Once the above items have been satisfactorily addressed, please submit the following items for distribution to the Planning and Zoning Commission and Board of Aldermen:

- One (1) 11x17 copy and fifteen (15) full-size **folded** copies of the site plan, elevations and landscape plan revised to address the comments above.
- One (1) electronic copy (pdf format) of all items submitted to the City.

The final site plan may be considered by the Planning and Zoning Commission at their March 13, 2024, and by the Board of Aldermen at their March 20, and April 3, 2024, meeting. The meetings are planned

Subject: Cedarstone Final Site Plan - 1st Review
Dardenne Prairie Project No. 972280

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.

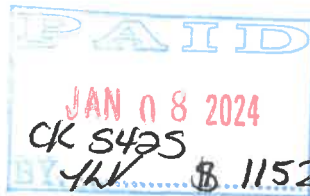
If you have any questions, please feel free to contact me.

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



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

Rec 24-2623

PLAT SUBMITTAL INFORMATION

CITY OF DARDENNE PRAIRIE, MISSOURI

www.DardennePrairie.org

Designer or Surveyor:

Azack Construction Company LLC

Company Name

Kumar S Vadivelu, ESP/PM

Printed Name, Title

106 Log Hill Lane

Street Address

Ballwin, Missouri 63011

City/State/Zip Code

314-520-6844

Telephone

kv.azackconstruction@yahoo.com

Facsimile

Email Address

OWNER (attach additional):

Contract Purchaser/Developer:

24 Condo STL, LLC

Azack Construction Company LLC

Printed Name

Balaji Seethapathi

Company Name

Kumar S Vadivelu, ESP/PM

Printed Name

366 Lauren Landing

Printed Name, Title

106 Log Hill Lane

Street Address

Ballwin, Missouri 63021

Street Address

Ballwin, Missouri 63011

City/State/Zip Code

218-202-0116

City/State/Zip Code

314-520-6844

Telephone

Facsimile

Balajiseethapathi@gmail.com

Telephone

Facsimile

kv.azackconstruction@yahoo.com

Email Address

Email Address

PARCEL ADDRESS: Harmony Meadows Court

PARCEL ID Number(s): 4-0033-D289-00-000A.0000000

EXISTING ZONING: PUD Planned Unit Development

LAND USE TYPE (Residential / Commercial / Industrial / Mixed): Planned Development Mixed Use

TYPE OF PLAT: Record Plat

NO. UNITS: 48 Residential and 5 Commercial

(Preliminary / Final / Lot Split / Consolidation / Re-Subdivision / Record Plat/ Display House)

PLAT REVIEW FEE SUBMITTED: \$1152.50

Please Note:

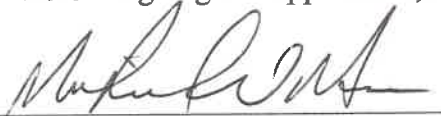
- No subdivision plat or replat shall be filed for record or recorded in the office of the Recorder of Deeds for St. Charles County, Missouri, unless and until the approval of the City Clerk is endorsed thereon. No lot shall be sold for such subdivision plat or replat until it has been approved by the above and approved by the City Engineer and filed for record in the office of the Recorder of Deeds of St. Charles County, Missouri.
 - Approval of a Display House Plat is the procedure necessary for the construction of a display house prior to the recording of the record subdivision plat.
All permanent structures shall be located on an approved subdivided lot by means of a record plat within one (1) year of the display house plat approval or such longer period as may be permitted by the City Engineer. If the record plat is not approved and recorded at the St. Charles County Recorder of Deeds office within the one (1) year period referred to above, the then owner shall remove or cause to be removed all structures from the property. Failure of the then owner to remove all structures from the property with ten (10) days of the end of the one (1) year period referred to above shall constitute a violation of the Municipal Code.
 - After the improvement plans have been approved and all inspection fees paid, but before approval of the record subdivision plat, the developer shall guarantee the completion of improvements required by the approved improvement plans ("required improvements") and guarantee maintenance of such improvements as required by the Municipal Code.
-


CHECKLIST TO COMPLETE THIS APPLICATION

Two (2) folded copies of the plat are provided.
Additional copies will be requested upon review by the City Engineer.

The plat review fee is provided with this application.

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

 _____ 11/2/24 _____
Designer or Surveyor's Signature Date

 _____ 01/08/2024 _____
Owner's Signature Date
(additional below)

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



Quick Receipts

Receipt No.: 24-2625

received from

Azack Construction Company LLC
Azack Construction Company LLC
11607 Francetta Lane
Saint Louis, MO 63138

Receipt No.: 24-2625
Receipt Date: 01/08/2024
Receipt Time: 3:51 PM
Payment Method: Check
Payment Note: 5425 Azack-Plat Submittal Info

Transactions

Category	Product	Units	Unit \$	Amount
Misc Development/Engineer	Misc. Development/Engineer	1	\$ 1,152.50	\$ 1,152.50

Amount Paid \$ 1,152.50

received by

Terri Voss

Account Summary

347 \$ 1,152.50

Category Summary

Misc Development/Engineer \$ 1,152.50



January 30, 2024

Kumar S. Vandivelu
Azack Construction Company, LLC
kv.azackconstruction@yahoo.com

Thomas M. Jamboretz, C/O Michael Meiners
St. Charles Engineering
MMeiners@stcharleseng.com

Subject: 972220 Proposed "Condos @ Town Center" Subdivision Record Plat – 1st Review

Dear Mr. Jamboretz:

The above-referenced record plat was received by the City on January 8, 2024 for consideration by the Dardenne Prairie Planning and Zoning Commission and Board of Aldermen. The plat review fee of \$1,152.50 has been received by the City. The record plat was reviewed for compliance with the approved plans and the City's plat requirements; the following items need to be addressed.

1. Include a location map and key map on first (1st) page if more than one (1) sheet.
Location map added, Sheet 1.
2. Provide the zoning district of the proposed subdivision ("*C-2*" *General Commercial District, Planned Unit Development (P.U.D.)*) in the General Note Items.
See General Note 9, Sheet 1.
3. Add a note to the record plat to indicate the proposed use ("*single-family residential condominiums*") in the General Note Items.
General Note 10, Sheet 1, indicates residential and commercial condominiums.
4. Provide notice of approval from St. Charles County Department of Emergency Communications for the proposed subdivision name ("*The Condos @ Town Center*") and the names of the proposed streets ("*Harmony Meadows Court*" and "*Harmony Meadows Court*").
Copies of the subdivision name, street name, and addressing is attached to this submittal.
5. Revise the name of the street south of the subdivision to be "Town Square Avenue".
Revised as shown on Sheets 2 and 5.
6. Add the following City Certification script:

THIS IS TO CERTIFY THAT THE PLAT OF " _____ SUBDIVISION" AS SHOWN HEREON HAS BEEN APPROVED BY THE CITY OF DARDENNE PRAIRIE, MISSOURI THIS _____ DAY OF _____ 20 _____ .

CITY CLERK (PRINT)

CITY ENGINEER (PRINT)

(SIGNATURE)

(SIGNATURE)

MAYOR (PRINT)

PLANNING & ZONING CHAIRMAN (PRINT)

(SIGNATURE)

(SIGNATURE)

Re: 972220 Proposed "Condos at Town Center" Subdivision Record Plat – 1st Review

Revised and added, Sheet 1.

7. Under the Owner's Certification in the third (3rd) paragraph add "Prairie" after the City of Dardenne.

Revised, Sheet 1.

8. Please show the boundaries and legal descriptions/numbers for each condo.

Buildings are tied to the Boundaries/Lot lines on Sheet 2. Subsequently, the unit locations are identified on Sheets 3, 4, and 5 with Building location, unit number, dimensions and elevations within each respective building.

9. Please show all existing and proposed easements and a description of their purposes.

All easements identified on Sheet 2.

10. Provide a copy of the trust indentures, restrictions, and covenants for the subdivision.

- a. Will there be separate property owners' associations (POA) for the condos and commercial areas? If so, will there be a master association? If so, what easements will be required for access and maintenance/improvement of commonly owned property such as storm sewers, lighting, pavement, and the detention/bioretention basin located on Lots 1 and 3?

Our client provided the indentures to the City for review.

- b. There is no script for any entrance monument easement(s) granted to the POA (construction/maintenance/repair/improvement). While this is not necessary, it may be desired.

The common elements of the site are owned by the condominium unit owners and a monument would be constructed by the unit owners who have rights to construct a monument within the common elements without need of an easement.

11. Be advised, in accordance with Section 410.130, before approval of the record plat, the developer shall guarantee the completion and maintenance of any public (city) improvements required by the approved improvement plans in the form of an escrow. Please provide a copy of the escrow agreement if one was required in conjunction with the approval of the Improvement Plans.

We anticipate that our client will provide if required.

12. Provide a letter indicating how the above comments were addressed. Include the Dardenne Prairie project number above in all correspondence and submitted documents.

Submitted hereon. Thomas Jamboretz PLS 2314, on February 22, 2024.

Once the above items have been satisfactorily addressed by the City, please submit the following items for distribution to the Planning and Zoning Commission and Board of Aldermen:

- One (1) half-scale copy and twenty-three (23) full-size **folded** copies of the record plat revised to address the comments above.
- Twenty-three (23) copies of the covenants, grants of easements or other restrictions proposed to be imposed upon the use of land, buildings, and proposed easements for public utilities.
- One (1) electronic copy (pdf format) of all items submitted to the City.

The record plat may be considered by the Planning and Zoning Commission at their March 13, 2024,

Re: 972220 Proposed "Condos at Town Center" Subdivision Record Plat – 1st Review

and by the Board of Aldermen at their March 20 2024 meeting. The meetings are planned to take place at the City Hall at 2032 Hanley Road and start at 7pm. The plat 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.

Sincerely,

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

Todd Streiler, AICP, LEED AP
Planning & Development Manager

cc: John Gotway, Mayor
James Knowles, City Administrator
Tom Weiss, City Engineer
Kim Clark, City Clerk
Planning and Zoning Commission
Board of Aldermen

ST. CHARLES ENGINEERING AND SURVEYING, INC.

Consulting Engineers and Land Surveyors
801 South Fifth Street, Suite 202
St. Charles, MO 63301
PHONE: (636) 947-0607
FAX: (636) 947-2448

March 6, 2024

Mr. Todd Streiler, AICP, LEED AP

*Ref: 972220 Proposed "Condos at Town Center" Subdivision Record Plat – 2nd Review
Response to 2nd Review from document dated February 28, 2024*

Kumar S. Vandivelu
Azack Construction Company, LLC
kv.azackconstruction@yahoo.com

Thomas M. Jamboretz, C/O Michael Meiners
St. Charles Engineering
TJamboretz@stcharleseng.com

Subject: 972220 Proposed "Condos at Town Center" Subdivision Record Plat – 2nd Review

Dear Mr. Jamboretz:

The above-referenced record plat was received by the City on February 22, 2024, and reviewed for compliance with the City's Comment Letter dated January 30, 2024. Please address the following comments.

1. Please use a heavier line weight to show the limits of each condo plat on Sheets 3 & 4.

The building units colors have been changed so as to be more visible.

2. Each residential building has 24 units, however the unit numbering does not add up. Please explain why Units 119, 120, 129 and 130 are missing in Lot 1 Sheet 3 and why Units 119, 220, 229 and 230 are missing on Lot 2 Sheet 4. Also, why do the commercial condo numbers skip by 6...300, 306, 312?

The unit addresses and numbering scheme reflects the documents SCES received on 03-07-2023 ("Address Plan" and "Condos at Town Center-Addressing List"), as attached. We did notice and addressed a possible error with the address sequence in building one which had units 116, 126, & 136 repeated which SCES interpreted to mean 117, 127, and 137 respectively.

The Commercial units are numbered according to documents SCES received as noted above.

3. Be advised, in accordance with Section 410.130, before approval of the record plat, the developer shall guarantee the completion and maintenance of any public (city) improvements required by the approved improvement plans in the form of an escrow. Please provide a copy of the escrow agreement if one was required in conjunction with the approval of the Improvement Plans. *This will be addressed at the Board Meeting.*
4. Provide a letter indicating how the above comments were addressed. Include the Dardenne Prairie project number above in all correspondence and submitted documents.

*Please confirm that SCES has addressed the City's comments.
Upon confirmation, SCES will remove the "PRELIMINARY" and;*

Once the above items have been satisfactorily addressed by the City, please submit the following items for distribution to the Planning and Zoning Commission and Board of Aldermen:

- One (1) half-scale copy and twenty-three (23) full-size **folded** copies of the record plat revised to address the comments above.
- Twenty-three (23) copies of the covenants, grants of easements or other restrictions proposed to be imposed upon the use of land, buildings, and proposed easements for public utilities.
- One (1) electronic copy (pdf format) of all items submitted to the City.

Thank you for your time.

Sincerely,



*Thomas M. Jamboretz, PLS
St. Charles Engineering and Surveying, Inc.*

DARDENNE



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

February 12, 2024

Sean Ackley, PE

Engenuity

Email seana@theengenuity.com

Subject: 972260 Proposed "Prairie Encore Record Plat – 1st Review

Dear Mr. Ackley,

The above-referenced record plat was received by the City on January 11, 2024, for consideration by the Dardenne Prairie Planning and Zoning Commission and Board of Aldermen. The record plat was reviewed for compliance with the Area Plan approved via Ordinance 2238 dated 12/10/23, the Final Plan approved via Ordinance 2284 approved on January 17, 2024, and the City's plat requirements. Please address the following items:

1. Provide signed copies of the Amended P.U.D. Area Plan in accordance with Section 405.260(F), which states " ...*The applicant and the owner(s) of record shall sign a statement that the approved Area Plan shall be binding upon the applicant and the owner(s) of record and upon their heirs, successors and assigns. The Area Plan shall not be officially approved, nor may the applicant submit a Final Plan for the lot or any part thereof until said statement has been signed as required herein. The foregoing approval and signing shall constitute official approval of the PUD designation for the subject tract.*"
2. Provide copies of the 2nd Amended P.U.D. Final Plan, after its approved. Be advised, *according to Section 405.370, "once a developer has received Final Plan approval, it shall be the developer's responsibility to maintain the following at their sales office.*
 - a. A description of the developer's/subdivision trustees' responsibilities for common ground within the subdivision.
 - b. A copy of the approved Final Plan indicating the nature of all adjacent zonings as of date of approval;
 - c. A copy of all indentures, restrictions, and covenants; and
 - d. The developers shall be required to post notice at the sales office that these items are available for review".
3. On Sheet 1, add the Dardenne Prairie project number, noted above, to the upper right-hand corner.
4. Change the zoning district to "*Planned Unit Development (P.U.D.), Multiple-Family Residential District (R-M) & General Commercial District (C-2)*" under the Development Notes, item #4.
5. Change the total number of lots in this development from "8" to "7" under Development Notes, #5.

Re: 972260 Proposed "Prairie Encore" Record Plat – 1st Review

6. Indicate the zoning for each lot under each labeled lot number.
7. Change "*Cara Drive*" in the 2nd paragraph in the Owner's Certificate to "Cora Marie Drive".
8. Change "...*future owners of Lots 1 Thru 8*" to "...future owners of Lots 1 thru 7"; in the Owners Certificate (3rd paragraph); there are only seven (7) lots in the subdivision.
9. Change "*Lots 1, 6 & 7*" to "Lots 1, 5 and 6" in the Owners Certificate (4th paragraph) regarding shared parking; no future development is proposed on Lot 7.
10. Revise the designation of utilities in the Owners Certificate (5th paragraph) to the following:
 - a. "Ameren Missouri" should be "Cuivre River Electric Cooperative."
 - b. "Laclede Gas" should be "Spire MO East."
 - c. "CenturyLink." Should be "Century Tel."
11. Provide notice of approval of the names of the proposed streets ("Cora Marie Drive" and "Mia Rose Way". "Street A" will also have to be named and approved by the St. Charles County.
12. Provide trust indentures, restrictions, and covenants for the subdivision in accordance with Section 410.130 which states; "*In the event a subdivision is to have privately maintained streets, evidence of the methods for controlling and maintaining each private facility shall be submitted with the final plat. Such restrictions must be approved by the Planning and Zoning Commission and the Board of Aldermen before they may be recorded.*"
 - a. Will there be separate property owners' associations (POA) for the apartments and commercial areas? If so, will there be a master association? If so, what easements will be required for access and maintenance/improvement of commonly owned property such as storm sewers, lighting, pavement, and the detention/bioretenion basin located on Lot 1?
 - b. There is no script for any entrance monument easement(s) granted to the POA (construction/maintenance/repair/improvement). The monument signage locations are shown, but not labeled or easements provided.
13. Provide a copy of the letter(s) of credit guaranteeing all public improvements.
14. Provide a letter indicating how the above comments were addressed. Include the Dardenne Prairie project number in all correspondence and submitted documents.

Once the above items have been satisfactorily addressed by the City, please submit the following items for distribution to the Planning and Zoning Commission and Board of Aldermen:

- One (1) half-scale copy and fifteen (15) full-size **folded** copies of the record plat revised to address the comments above.
- Fifteen (15) copies of the covenants, grants of easements or other restrictions proposed to be imposed upon the use of land, buildings, and proposed easements for public utilities.
- One (1) electronic copy (pdf format) of all items submitted to the City.

The record plat may be considered by the Planning and Zoning Commission at their March 13, 2024,

Re: 972260 Proposed "Prairie Encore" Record Plat – 1st Review

and by the Board of Aldermen at their March 20 2024 meeting. The meetings are planned to take place at the City Hall at 2032 Hanley Road and start at 7pm. The plat 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.

Sincerely,

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

Todd Streiler, AICP, LEED AP
Planning & Development Manager

cc: John Gotway, Mayor
James Knowles, City Administrator
Kim Clark, City Clerk
Planning and Zoning Commission
Board of Aldermen

March 5, 2024
Engenuity Project# 22-0113
Dardenne Prairie Project #972260

City of Dardenne Prairie
2032 Hanley Road
Dardenne Prairie, MO 63368

RE: The Prairie Encore

See below for comments and responses to the comment letter dated February 12, 2024.

Please provide the following items:

1. Provide signed copies of the Amended P.U.D. Area Plan in accordance with Section 405.260(F), which states “ *...The applicant and the owner(s) of record shall sign a statement that the approved Area Plan shall be binding upon the applicant and the owner(s) of record and upon their heirs, successors and assigns. The Area Plan shall not be officially approved, nor may the applicant submit a Final Plan for the lot or any part thereof until said statement has been signed as required herein. The foregoing approval and signing shall constitute official approval of the PUD designation for the subject tract.*”

Response 1: The applicant and owners to sign the required statement.

2. Provide copies of the 2nd Amended P.U.D. Final Plan, after its approved. Be advised, *according to Section 405.370, “once a developer has received Final Plan approval, it shall be the developer's responsibility to maintain the following at their sales office.*

- a. A description of the developer's/subdivision trustees' responsibilities for common ground within the subdivision.
- b. A copy of the approved Final Plan indicating the nature of all adjacent zonings as of date of approval;
- c. A copy of all indentures, restrictions, and covenants; and
- d. The developers shall be required to post notice at the sales office that these items are available for review”.

Response 2: The city will be provided with copies of the 2nd Amended P.U.D. Final Plan. The developer will maintain items a thru d at their sales office.

3. On Sheet 1, add the Dardenne Prairie project number, noted above, to the upper right-hand corner.

Response 3: The Dardenne Prairie project number has been added to the upper right-hand corner of sheet 1.

4. Change the zoning district to “Planned Unit Development (P.U.D.), Multiple-Family Residential District (R-M) & General Commercial District (C-2)” under the Development Notes, item #4.

Response 4: The zoning district has been changed to “Planned Unit Development (P.U.D.), Multiple-Family Residential District (R-M) & General Commercial District (C-2)” under the Development Notes, item #4.

5. Change the total number of lots in this development from “8” to “7” under Development Notes, #5.

Response 5: The number of lots has been changed to “7”.

6. Indicate the zoning for each lot under each labeled lot number.

Response 6: The zoning has been added under each lot number on sheet 3.

7. Change “Cara Drive” in the 2nd paragraph in the Owner’s Certificate to “Cora Marie Drive”.

Response 7: The street name has been corrected in the 2nd paragraph of the owner’s certificate.

8. Change “...future owners of Lots 1 Thru 8” to “..future owners of Lots 1 thru 7”; in the Owners Certificate (3rd paragraph); there are only seven (7) lots in the subdivision.

Response 8: This sentence has been corrected in the 3rd paragraph of the Owner’s Certificate.

9. Change “Lots 1, 6 & 7” to “Lots 1, 5 and 6” in the Owners Certificate (4th paragraph) regarding shared parking; no future development is proposed on Lot 7.

Response 9: This sentence has been corrected in the 4th paragraph of the Owner’s Certificate.

10. Revise the designation of utilities in the Owners Certificate (5th paragraph) to the following:

- a. “Ameren Missouri” should be “Cuivre River Electric Cooperative.”
- b. “Laclede Gas” should be “Spire MO East.”
- c. “CenturyLink.” Should be “Century Tel.”

Response 10: The electric provider has been changed to “Cuivre River Electric Cooperative”. The gas provider has been changed to “Spire MO East”. The telephone provider has been changed to Century Tel.

11. Provide notice of approval of the names of the proposed streets (“Cora Marie Drive” and “Mia Rose Way”. “Street A” will also have to be named and approved by the St. Charles County.

Response 11: Approval of the street names to be provided with the resubmittal.

12. Provide trust indentures, restrictions, and covenants for the subdivision in accordance with Section

410.130 which states; “In the event a subdivision is to have privately maintained streets, evidence of the methods for controlling and maintaining each private facility shall be submitted with the final plat. Such restrictions must be approved by the Planning and Zoning Commission and the Board of Aldermen before they may be recorded.”

- a. Will there be separate property owners’ associations (POA) for the apartments and commercial areas? If so, will there be a master association? If so, what easements will be required for access and maintenance/improvement of commonly owned property such as storm sewers, lighting, pavement, and the detention/bioretention basin located on Lot 1?
- b. There is no script for any entrance monument easement(s) granted to the POA (construction/maintenance/repair/improvement). The monument signage locations are shown, but not labeled or easements provided.

Response 12: The Declaration of Covenants, Conditions, Easements and Restrictions for the Prairie Encore to be provided with the resubmittal.

13. Provide a copy of the letter(s) of credit guaranteeing all public improvements.

Response 13: The letter(s) of credit guaranteeing all public improvements is forthcoming.

14. Provide a letter indicating how the above comments were addressed. Include the Dardenne Prairie project number in all correspondence and submitted documents.

Response 14: A comment letter indicating how the comments were addressed to be provided with the resubmittal.

Please feel free to contact me with any questions or concerns you may have.



Sincerely,

Sean M. Ackley, P.E.

Civil Sr. Project Manager

Engenuity

seana@theengenuity.com

PLANNING & ZONING WORK SESSION MINUTES FEBRUARY 14, 2024

The City of Dardenne Prairie Planning & Zoning Commission work session was called to order at 6:00 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 Etkorn, Commissioners Detweiler, Musler, Ogle, Stankovich and Wooldridge. Commissioner Fry arrived during the closed session. Commissioners Bailey, Northcutt and Pollard were absent. Also present were City Clerk Kim Clark, City Engineer Tom Weis, City Administrator James Knowles, City Planning & Development Manager Todd Streiler and City Attorney's John Young and Drew Weber.

ITEMS FOR DISCUSSION

1. 2nd Amended P.U.D. Final Plan Request – 2nd Amended Final Plan for the approved “Prairie Encore” Mixed-use Development on approximately 17.25 acres of the land commonly known as 15765 Bryan Road and more particularly described in the 2nd Amended P.U.D Final Plan received by the City on 2/6/24 and on file with the City Clerk from Engenuity, LLC.
2. Record Plat- Willow Grove: Rolwes Company has submitted a Record Plat for 9.16 acres containing 21 single-family lots and 0.9 acres of common ground located on the east side of Hanley Road across from Pleasant Meadows Drive. The subdivision is zoned “R1-D”-“P.U.D.” and more particularly described in the Record Plat received by the City on 1/30/24, on file with the City Clerk from Civil & Environmental Consultants, Inc.
3. P&Z Training- Led by John Young, City Attorney

A motion was made by Commissioner Wooldridge, Seconded by Commissioner Detweiler to hold a closed session pursuant to RSMo 610.021 section (1) Litigation and Privileged Communications. Roll call was as follows:

Chairman Etkorn – Aye
Commissioner Detweiler – Aye
Commissioner Musler – Aye
Commissioner Ogle – Aye
Commissioner Wooldridge – Aye
Commissioner Stankovich– Aye

CLOSED SESSION

RETURN TO REGULAR MEETING AGENDA

ADJOURNMENT

PLANNING & ZONING WORK SESSION MINUTES FEBRUARY 14, 2024

A motion was made by Commissioner Wooldridge, seconded by Commissioner Detweiler to adjourn the meeting at approximately 7:05. Motion passed unanimously.

Respectfully submitted,

Kim Clark, City Clerk

The City of Dardenne Prairie Planning & Zoning Commission meeting was called to order at 7:05 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 Detweiler, Fry, Musler, Ogle, Stankovich and Wooldridge. Commissioners Bailey, Northcutt and Pollard were absent. Also present were City Clerk Kim Clark, City Administrator James Knowles, City Engineer Tom Weis, City Planning & Development Manager Todd Striler and City Attorney John Young and Drew Weber.

PUBLIC COMMENT – No one present to speak.

NEW BUSINESS

1. **2nd Amended P.U.D. Final Plan Request** – 2nd Amended Final Plan for the approved “Prairie Encore” Mixed-use Development on approximately 17.25 acres of the land commonly known as 1575 Bryan Road and more particularly described in the 2nd Amended P.U.D. Final Plan received by the City on 2/6/24 and on file with the City Clerk from Engenuity, LLC.

A motion was made by Commissioner Wooldridge, seconded by Commissioner Musler to recommend approval of the 2nd amended PUD Final Plan with sheets dated 2/8/24, large site plan dated 1/24/24 and landscape plan that is dated 2/13/24. Motion passed unanimously.

2. **Record Plat- Willow Grove:** Rolwes Company has submitted a Record Plat for 9.16 acres containing 21 single-family lots and 0.9 acres of common ground located on the east side of Hanley Road across from Pleasant Meadows Drive. The subdivision is zoned “R1-D”-“P.U.D.” and more particularly described in the Record Plat received by the City on 1/30/24, on file with the City Clerk from Civil & Environmental Consultants, Inc.

A motion was made by Commissioner Wooldridge, seconded by Commissioner Detweiler to recommend approval of the Record Plat for Willow Grove dated 10-20-23 and the indentures be changed to read from St. Charles County to the City. Motion passed unanimously.

APPROVAL OF MINUTES

1. Approval of 01-10-24 Minutes

A motion was made by Commissioner Detweiler, seconded by Commissioner Ogle to approve the 01-10-24 Minutes. Motion passed unanimously.

2. Approval of 01-10-24 Work Session Minutes

A motion was made by Commissioner Detweiler, seconded by Commissioner Ogle to approve the 01-10-24 Work Session Minutes. Motion passed unanimously.

COMMISSION COMMUNICATIONS

Chairman Etzkorn requested the training session be scheduled on a night where a meeting is scheduled but nothing on the work session.

ADJOURNMENT

A motion was made by Commissioner Wooldridge, seconded by Commissioner Stankovich to adjourn the meeting at 7:16 p.m. Motion passed unanimously.

Respectfully submitted,

Kim Clark, City Clerk