

## MINUTES OF REGULAR MEETING

### ST. CHARLES COUNTY PLANNING AND ZONING COMMISSION

**DATE:** AUGUST 17, 2022

**TIME:** 7:00 PM

**PLACE:** COUNTY EXECUTIVE BUILDING  
300 N. THIRD ST.  
THIRD FLOOR COUNCIL CHAMBERS  
ST CHARLES, MO 63301

---

---

**MEMBERS PRESENT:** Jennifer Bahr, Tracy Boehmer, Kevin Cleary, Roger Ellis, Craig Frahm and Kyle Shell

**MEMBERS ABSENT:** Chad Cornwell and Terry Hollander

**STAFF PRESENT:** Robert Myers, Director of Planning & Zoning; Bryan Wise, Associate County Counselor; and Mariza Almstedt, Recording Secretary

---

---

### CALL TO ORDER

Chairman Ellis called the meeting to order at 7:00 PM. Following the Pledge of Allegiance, Chairman Ellis welcomed the audience; explained the procedures for speakers; and explained the functions of the Planning and Zoning Division, the Planning and Zoning Commission and the County Council.

Chairman Ellis introduced the following documents into the record: The Unified Development Ordinance of St. Charles County (UDO), including zoning maps; and the 2030 Master Plan for St. Charles County, which includes the 2030 Future Land Use Plan Map.

Chairman Ellis noted that a quorum was present and entertained a motion to open the meeting. Commissioner Boehmer made such motion, and Commissioner Frahm seconded the motion. The motion passed by unanimous voice vote.

Chairman Ellis provided instructions for those wishing to speak at the meeting.

---

---

### CHANGES TO THE AGENDA

There were no changes to the agenda.

---

---

## PUBLIC HEARINGS

NONE

---

---

## PLATS

### I. PRELIMINARY PLAT FOR BRADFORD SQUARE - 4500 CENTRAL SCHOOL ROAD

Application No: PRE22-08  
Property Owners: 501 Partnership, Kenneth C. Hawkins Revocable Living Trust, Ronald S. Bauers, and Ruth Ann Bauers  
Engineer: Bax Engineering Company  
Proposed Lots: 2  
Parcel Size: 3.415 acres  
Location: On the south side of Central School Road, Approximately 650 feet west of North Saint Peters Parkway, adjoining the City of St. Peters  
County Council District: 3  
Account No.: 534420A000 and 534600A000

Robert Myers, Director of Planning and Zoning, provided a verbal report for Application No. PRE22-08. Mr. Myers stated that this plat is a commercial plat, which is slightly different than residential plat. This development will consist of two lots with common ground in the lower southwest corner, which has a detention basin. The common ground would be owned by the property owner's association which would manage both the common ground and the detention basin.

There being no questions for County staff, Chairman Ellis asked the applicant to come forward.

The applicant's engineer, John Wurm with Bax Engineering Company, (221 Point West Blvd, St. Charles, MO 63301) was sworn in. Mr. Wurm stated that there is nothing new being proposed for this site, but approval of this plat would permit the existing individual buildings to be sold.

Commissioner Boehmer asked Mr. Wurm if the proposal is to simply to divide what is currently there.

Mr. Wurm answered in the affirmative and added that they are just dividing it up in order to be able to separate the buildings in case they would ever need to be sold off individually.

Chairman Ellis asked if the Commission had any further questions for the applicant's engineer.

Commissioner Cleary asked if the lot located at the rear of the property is landlocked and if it were to be sold, what would be the access rights be.

Mr. Wurm responded that there is an access easement between Lot A and Lot 1, though it has not

yet been recorded. There will also be an access easement to provide access to Lot 2.

There being no further questions for the applicant's engineer, Chairman Ellis asked if anyone from the audience wished to comment on Application PRE22-08.

Del Smith, (4538 Central School Rd. St. Charles, MO 63304) was sworn in. Mr. Smith stated that he lives next door to this plat and currently experiences water issues due to the creek. He stated that the creek that runs through there is out of hand and needs to be addressed as it floods his properties. He added that the detention basin also needs to be checked to see if it is working. Mr. Smith stated that the neighbor seated next to him in the audience shares the same concern.

Chairman Ellis asked if anyone else from the audience wished to comment on Application No. PRE22-08. There being no further speakers, he asked the applicant to come back to the podium.

Chairman Ellis the Commission if they had any further questions for the applicant.

There being none, Chairman Ellis brought the application back to the Commission for discussion.

Commissioner Bahr asked if the purpose of the preliminary plat is just to separate it and change nothing else.

Mr. Wurm answered in the affirmative and that is what he was told for planning purposes in case they need to sell off a building.

Commissioner Bahr asked if they wanted to develop it more in the future, would they be required to go through the platting process again.

Mr. Wurm answered in the affirmative and added that they would be required to go through the engineering and platting process and would be required to meet all County ordinance requirements.

Commissioner Frahm asked where the retention basin is located on this property.

Chairman Ellis responded that it is located on the southwest corner of the property and is labeled on the plat as "Common Ground A".

Commissioner Frahm asked if it is supposed to catch water or not.

Mr. Wurm responded that it appears to be designed to retain water, but he does not know how old the basin is.

Commissioner Frahm asked staff if detention basins are inspected by the County on as-needed basis.

Robert Myers responded that there is an inspection process when someone subdivides a property. He stated that he is sure that the Development Review Division's inspectors have been out there as part of the subdivision plat review process. He added that if the basin appears not to be functioning, then the property owners would be notified to repair it.

Chairman Ellis asked since this will be considered a new subdivision, would the County's new water quality control standards apply now that it is being split into two parcels.

Mr. Myers responded that he thinks those standards were already applied when this parcel was originally developed. They would also be required to leave a certain amount of green space or provide water quality improvements.

Commissioner Shell asked if this will be required to be done before they further develop the property rather than when the property is platted.

Robert Myers answered in the affirmative. He stated that the Planning & Zoning staff member that has visited this site indicates that there are existing natural grasses occupying about two acres, or about 90% of the proposed second lot. Mr. Myers stated that it sounds like the property is currently able to absorb runoff and will still need to once it is developed.

Commissioner Cleary asked if the rear lot that backs to the new St. Peter's Parkway will have access rights from there to the property.

Mr. Wurm asked Mr. Cleary if he was referring to St. Peter's Parkway or Missouri 364.

Commissioner Frahm clarified that he believed Commissioner Cleary was referring to the outer road that is located there.

Mr. Worm responded that he does not know the answer to that question, but it appears that there is an access road but not an entrance located there.

Robert Myers stated that a temporary fireworks stand was placed on the back of this property several years ago and they accessed that across the same driveway. The Commission recommended approval of the access for that fireworks stand from that driveway, but they were required to do some engineering calculations due to a pipe that would be there long after the fireworks stand was gone.

Commissioner Cleary asked if they develop the rear lot in the future, would they be able to access that lot from the outer road.

Robert Myers responded that he believes that they could, but he doesn't want to speak on behalf of the County Highway Department.

There being no further discussion from the Commissioners, Chairman Ellis entertained a motion to recommend approval of Application No. PRE22-08.

Commissioner Bahr made a motion to recommend approval, and Commissioner Boehmer seconded the motion.

The vote on the motion was as follows:

Roger Ellis	Yes	Tracy Boehmer	Yes	Craig Frahm	Yes
Kevin Cleary	Yes	Kyle Shell	Yes	Jennifer Bahr	Yes

Application No. PRE22-08 was **Approved**.

---

---

**TABLED AND/OR CONTINUED ITEMS**

**NONE**

---

---

**APPROVAL OF THE MINUTES FROM THE JULY 20, 2022, REGULAR MEETING**

Chairman Ellis asked for a motion to approve the minutes from the July 20, 2022, regular meeting. Commissioner Bahr made such motion, and the motion was seconded by Commissioner Frahm. The minutes were approved by unanimous voice acclamation.

---

---

**OTHER BUSINESS**

**I. PLANNING & ZONING DIVISION UPDATES**

Robert Myers announced that Rick Meister will be the new Building and Code Enforcement Division Director as of Monday, August 22<sup>nd</sup>. He stated that during his tenure as the Interim Building and Code Enforcement division Director, he worked with the inspectors and staff from that division to determine the extent of the July flood damage that occurred within the County. Within one week, a visual assessment of 2,300 properties that was completed, and this was followed up by visual surveys and the gathering of reports regarding people who had contacted the County about their flooded homes. Letters were then sent to those homeowners providing them with what their next steps should be. Shortly thereafter, a FEMA Disaster Recovery center opened in Hazelwood to provide one-on-one assistance to people directly affected by the July 25-28 flooding and severe storms. A Small Business Administration (SBA) representative at the FEMA center stated that a homeowner's association qualifies as a small business if it's incorporated. FEMA and/or the SBA may be contacted for more information.

---

---

**ADJOURNMENT OF MEETING**

Commissioner Boehmer made a motion to adjourn the meeting. The motion was seconded by Commissioner Frahm and was approved by unanimous acclamation. The meeting adjourned at 7:22 p.m.

---

---

Respectfully submitted by:

  
\_\_\_\_\_  
Roger Ellis, Chairman

  
\_\_\_\_\_  
Tracy Boehmer, Secretary