

CITY OF FRONTENAC



MINUTES OF THE CITY OF FRONTENAC
PLANNING AND ZONING COMMISSION
REGULAR MEETING
VIA AUDIO & VIDEO-CONFERENCING
TUESDAY, JULY 28, 2020, 6:00 PM

A. **CALL TO ORDER:** The regular meeting of the Planning and Zoning Commission was called to order at 6:00 p.m. by Mr. Kin Watkins, Chairperson.

B. **ROLL CALL:** The members present were:

Bob Bauer
Chris Hyams
Chris Kehr

Elizabeth Hartwig
Kim Jackman Tompras
Aldersperson Tom O'Brien

Building Commissioner & Zoning Administrator, John Morgan; City Administrator, Jaysen Christensen; City Clerk, Leesa Ross; and City Attorney, Edward Sluys were also in attendance.

Mayor Kate Hatfield, Aldersperson Kemper and Aldersperson Griesedieck were also in attendance.

C. **APPROVAL OF AGENDA:**

Chairperson Watkins asked for a motion to approve tonight's meeting agenda.

Motion to approve the agenda was made by Aldersperson O'Brien and was seconded by Ms. Hartwig. All commission members voted "Aye"; the motion passed unanimously.

D. **APPROVAL OF MINUTES:**

Chairperson Watkins asked for a motion to approve the minutes of June 23, 2020, meeting minutes.

Mr. Kehr had corrections on page two, paragraph five and page four, paragraph two.

Motion to approve the amended minutes of June 23, 2020, Planning & Zoning Commission meeting minutes was made by Mr. Kehr and seconded by Aldersperson O'Brien, all commission members voted "Aye"; motion passed unanimously.

E. **PUBLIC FORUM (PRESENTATION OF REMARKS AND/OR PETITIONS)**

Ms. Elizabeth Hartwig of 14 Bridle Lane read a statement, which is attached to the minutes. Her concern is about a resident on Bridle who has a pool with no fence. She is concerned for neighborhood children, pets and the resident's three small children. Mr. Morgan stated he has spoken with the City's Prosecuting Attorney, Keith Cheung, and he stated he will be issuing a summons to the resident and pulling the escrow bond to put up a temporary fence. Additional discussion occurred.

F. **CHAIRMAN’S COMMENTS:**

Chairperson Watkins made no comments.

G. **COMMENTS BY COMMISSION MEMBERS:**

No commission members made comments at this time.

H. **ZONING ADMINISTRATOR’S REPORT:**

Mr. Morgan had no report at this time. He said residential construction is ongoing, but most of the commercial construction is on hold.

I. **UNFINISHED BUSINESS:**

1. **PZ052620-01: 2007-2051 South Lindbergh – Request to amend Planned Development Ordinance 2018-1871 to allow for a monitored security camera system instead of on-site security. (Zoned PDC)**

Mr. Morgan stated he spoke to Chief Guttman who has concerns with the cameras, and requested a live on-site monitoring system, with immediate access to the footage, if needed. Mr. Burke was unavailable. Chairman Watkins stated we need clarification, if the system will be acceptable to the police department. Ms. Tompras stated there were concerns of inadequate lighting for security, and that there are no indications this has been addressed. Mr. Morgan stated a lighting photometrics. was submitted. He said there is one item they need to finish, which is plantings on the south side of the building.

MOTION: Alderman O’Brien made a motion Ms. Hartwig seconded the motion to continue this to the August 23, 2020 meeting. All Commission members present voted “Aye”. Motion passed by a vote of 7-0.

Mr. Morgan stated Mr. Burke sent an email requesting this item be withdrawn at this time.

2. **PZ062320-01**: Review a staff proposed amendment to the zoning regulations regarding Medical Marijuana Facilities and other related activities.

Mr. Sluys said he appreciated Mr. Kehr’s comments and accepted them all and stated a red-lined version of the draft was sent out. He said the highlighted portions are in the city’s purview, such as the limitations and number of dispensaries. Mr. Sluys stated this would go through the Planning & Zoning Commission and the Board of Alderpersons and would have to comply with minimum lot requirements. Mr. Sluys stated the regulations are subject to distance requirements, and a minimum seven-acre lot. Mr. Kehr stated we must allow the various activities which are allowed under state law, and said we can regulate what has been proposed in Frontenac.

MOTION: Mr. Kehr made a motion and Mr. Hyams seconded the motion to approve the proposed amendment to the zoning regulations regarding medical marijuana facilities and other related activities. All Commission members present voted “Aye”. Motion passed by a vote of 7-0.

I. NEW BUSINESS:

1. **PZ072820-01: Request approval of a revision for the R-3 Development Plan for 1412 South Spoeede Road (formerly 1396-1440 South Spoeede Road) for the development of the St. Louis County Administrative Offices. (Zoned R-3)**

The petitioners for the St. Louis County Library were architect, Mr. David Hirschbuehler of Bates Forum; Mr. Matt McBride, Attorney, and Mr. George Stock of Stock & Associates, Engineer. Mr. Watkins asked questions regarding the parking reduction and overall square footage; Mr. Hirschbuehler stated there are 186 parking spaces, with an additional 13 on the south side of the property. He said the vast majority of the building are offices. Ms. Hartwig asked about the square footage of the building. Mr. Hirschbuehler stated the first floor is 40,177 square feet and the second floor is 35,219 square feet, for a gross of 75,396 square feet. The building was reduced by 3,632 square feet. There will be approximately 160 employees. The building has no public use. Also, the genealogy and public access spaces were removed from the building.

Aldersperson O'Brien asked what happens if the library loses funding and the building has to be sold, can it be used as an office building. Mr. Sluys stated no, approving this building as a library, will not change the zoning.

The landscape plan was discussed by Mr. Hirschbuehler and the pictures depicted what the area would look like in 7-10 years. He stated the landscaping was enhanced. He said there were concerns of the landscaping screening the building from Spoeede Road. The Architectural Review Board asked for specifics on the types of trees, their caliber, and the number of each trees which will be placed, which will be presented at Thursday's meeting.

Ms. Tompras asked Mr. Morgan if the drawings met the city's submittal requirements. Mr. Morgan stated yes. He said full architectural drawings were submitted with the building permit to the city. Mr. Morgan stated regarding the landscaping requirements, the city's ordinances do not have specific landscaping requirements, but it is a case by case basis. He said the issues were screening. There was discussion regarding the rain garden.

Mr. Hirschbuehler went over each page of the submittal with the commission members

Mayor Hatfield asked about the manufacturer's warranty on the generator. Mr. McBride said that will be part of the bid specifications and process.

Ms. Hartwig asked about the screening for the bookmobiles, vans and trucks. Mr. Hirschbuehler described the screening between the Arbors and the service yard, with the types of trees, which will be used. He also said there will be a total of 199 parking spaces. A photometrics plan of the all sides of the building was shown. Additional renderings were shown of the area near the generator and the landscaping retaining wall.

Aldersperson Griesedieck asked what the hours of operations were for the bookmobile distribution area. Mr. McBride said the range will be between 7:00 a.m. to 6:00 p.m. Aldersperson Griesedieck said he has concerns of the trucks moving in and out, with the back up alarms going on and off. His concern is the impact to the neighbors. There was discussion about these hours. Mr. Sluys explained the process of the approval at the Planning & Zoning Commission level, and the referral to the Board of Alderspersons. He said the Planning & Zoning Commission can consider the

request and make recommendations, to what will be appropriate. The Board of Alderperson's will have the final decision . Mr. Sluys stated there is a settlement agreement that must be considered.

There was discussion among the committee as to the hours of operations. Mr. Hirschbuehler explained the operations of the bookmobiles and trucks. He said the bookmobiles leave out between 7:00 and 8:00 a.m. to head toward schools, and they come back between 1:00 p.m. and 3:00 p.m. He said in the afternoon the book mobiles are stocked for the next day. He also stated there is not constant traffic coming in and out. Ms. Hartwig stated she is concerned about the beeping noise as they will have multiple box vans beeping. She also asked what the purpose of the box trucks are. Mr. Hirschbuehler said they take deliveries from the administrative building to the various branches. The library has specific trucks to go to specific branches.

There were additional slides of the exterior of the building. Mr. McBride said pursuant to the library district and the settlement agreement, they feel they have met the obligations of the city and he hopes they approve the design.

MOTION: A motion was made by Mr. Kehr to approve the revision for the R-3 Development Plan for 1412 South Spoede Road (formerly 1396-1440 South Spoede Road) for the development of the St. Louis County Administrative Offices, (Zoned R-1). **MOTION FAILS** for a lack of a second.

MOTION: A motion was made by Mr. Kehr to approve the revision for the R-3 Development Plan for 1412 South Spoede Road (formerly 1396-1440 South Spoede Road) for the development of the St. Louis County Administrative Offices, (Zoned R-1) subject to operations for the distribution center set Monday through Friday, 7:00 a.m. to 6:00 p.m. and limited operations on the weekend. **MOTION FAILS** for lack of a second.

Alderperson O'Brien stated they need to firm up the hours. He said the landscaping has been enhanced. However, this is an office building with a warehouse component, located in a residential neighborhood on two residential streets.

Ms. Hartwig stated she has concerns of the building and the need for the building in the future due to the pandemic. She stated things have changed. She said schools are not in session, will there be a need for bookmobiles. She said tabling this is a great idea, to see what happens with the current events. Chairman Watkins said the design with the pandemic scenario, the building may be three to four times the size it needs to be.

Mr. Sluys said the commission's job is to review the plans and make suggestions. He said it would could go to BOA with no recommendation. There is a settlement agreement, whether they grant approval by the Planning & Zoning, whether they table or deny the request.

MOTION: A motion was made by Alderperson O'Brien and seconded by Mr. Kehr to table this discussion to clarify the exact hours of operations for the warehouse component Monday through Friday and on Saturday. All Commission members present voted "Aye". The motion passed by a vote of 7-0.

Alderperson O'Brien asked at the next meeting could Ms. Sorth and a board meeting are present to address issues that may come up.

2. **PZ072820-02: Request and make a recommendation for a proposed moratorium on boundary adjustments in the R-2, Residence District.**

Mr. Sluys stated questions regarding boundary adjustments for non-conforming lots, in the R-2 zoning district has come up. Currently these can be approved administratively. Lots can be consolidated, as long as it is in conformity. In West End Park there are a series of non-conforming lots. They can currently be combined into two lots, and are approved as an administrative matter, which is currently allowed in the code. Currently there are none pending, and they are proposing passing a six-month moratorium. During this time, the city will not process any boundary adjustments that are not in complete conformity. This will give the city time to review the ordinances and possibly make a recommendation to amend this ordinance. This is reviewed by the Planning & Zoning Commission, and then will be forwarded to the Board of Alderpersons. Once the proposed changes are established, it will be returned to the Planning & Zoning Commission for review.

There was additional discussion about moratoriums and Mr. Sluys stated if legislation is passed before the six months ends, the moratorium will automatically end. Alderperson O'Brien stated the city has utilized moratoriums in the past. .

MOTION: A motion was made by Alderperson O'Brien and seconded by Mr. Hyams to pass the request and make a recommendation for a proposed moratorium on boundary adjustments in the R-2, Residence District. All Commission members present voted "Aye". The motion passed by a vote of 7-0.

K. **ANNOUNCEMENT OF NEXT MEETING:**

Tuesday, August 25, 2020 at 6:00 p.m.

L. **ADJOURNMENT:**

MOTION: A motion was made by Alderperson O'Brien and a second was made by Mr. Hyams to adjourn the meeting. All Commission members voted "Aye". The motion passed unanimously, 7-0.

The meeting adjourned at 8:03 p.m.