

CITY OF FLORISSANT



**Planning and Zoning Commission  
Unofficial Planning & Zoning Minutes**

December 5, 2022

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CITY OF FLORISSANT



The Planning and Zoning Commission of the City of Florissant in the Council Chamber at 955 rue St. Francois on Monday, December 5, 2022 at 7:00 p.m. with Chairman Olds presiding.

**Roll Call**

On Roll Call the following members were present: Allen Minks, Steve Olds, Robert Nelke, John Martine, Dan Sullivan, Lou Jearls, and Lee Baranowski. Also present was Phil Lum, Building Commissioner, and Savanna Burton, Deputy City Clerk. A quorum being present the Planning and Zoning Commission was in session for the transaction of business.

**Approval of Minutes**

Mr. Olds moved to approve Meeting Minutes of November 7, 2022, seconded by Sullivan. Motion carried.

**Announcements**

Steve Olds noted the passing of former City Council member and Planning and Zoning Commissioner Tim Lee and requested a moment of silence in his remembrance.

**New Business**

**Item 1            650 N New Florissant Rd (Crest Bowl)**

**PZ120522-1    Approved – Ward 6**

Request approval of an amendment to the Site Development Plan for the installation of a new light pole located in a 'B-2' Central Business District.

Phil Lum stated the petitioner would like to replace the light poles along N New Florissant and within the parking lot as well as add one new light pole along N New Florissant. He noted all 'B-2' Central Business District businesses require approval from the Planning and Zoning Commission. He did note the height of the light poles are the same, but did not receive a lumen rating for the LED lights. Alec Shenberg, employee, noted the lights on the property are timer lights and turn off at approximately 12:30am - 1:00am. Mr. Lum stated the inspectors can drive-by the business after the installation to verify the off-site glare from the LED lights.

Chairman Olds made a motion for approval of an amendment to the Site Development Plan for the installation of a new light pole and replacement of existing, located at 650 N New Florissant Rd in a 'B-2' Central Business District, per the attached plans. Approval is subject to the regulations of the 'B-2' Central Business District, and the following additional requirements:

Construction shall start within 30 days of the issuance of building permits for the project and shall be installed in accordance of the approved construction plan within 180 days of start of construction.

The motion was seconded by Nelke. On roll call the Commission voted: Minks yes, Olds yes, Martine yes, Sullivan yes, Jearls yes, and Baranowski yes. Motion passed.

**Item 2            2470 N Highway 67 (Krissy's)**

**PZ120522-2    Approved – Ward 9**

Request recommended approval of Special Use Permit for the operation of a Snack Shop, located in the 'B-3' Extensive Business District.

Phil Lum noted the business is requesting a Special Use for a sit-down, carry-out, drive-thru restaurant in the old Simply Thai location. He stated the walls are a special concrete block which looks like rock face and is painted white. The parking lot has 19 parking spaces and limited landscape with no signage shown at this time. Mr. Lum noted the staff report shows a limit permitted use recommended for the location size and the masonry code does not comply for the pre-existing building. He stated the outdoor seating area is protected by a planter rather than bollards. Kristal Smith, owner, stated the business is primary homemade food and desserts with products also sold in packages. Her current location in Bellefontaine since 2018 and she is wanting to move into a larger location in Florissant. Mr. Olds noted a sign permit would be needed for a wall sign, but she would not need to appear in front of the Planning and Zoning Commission again as long as it is under 40 ft. Lou Jearls made a motion to add "3. Outside trash container within/adjacent to the outdoor seating area", seconded by Olds. Motion carried.

Chairman Olds made a motion recommend approval for a Special Use Permit to allow for a sit down, carry-out and drive through restaurant, subject to the conditions set forth below with these conditions being part of the record.

1. The uses permitted shall be limited to a sit down, carry-out and drive through restaurant.
2. Plans shall be consistent with plan dated 11/10/22 by Levine and Associates.
3. Outside trash container within/adjacent to the outdoor seating area.

The motion was seconded by Martine. On roll call the Commission voted: Minks yes, Olds yes, Martine yes, Sullivan yes, Jearls yes, and Baranowski yes. Motion passed.

**Item 3            3180 N Highway 67 (Goodwill Excel Center)**

**PZ120522-3    Approved – Ward 9**

Request recommended approval to Amend a ‘B-5’ Ord. No. 6266 (as amended by ord. nos. 6380, 8064, 8224, and 8790) for the operation of an Educational Development Center, located in a ‘B-5’ Planned Commercial District.

Phil Lum stated the location is formerly the Lowe’s location with classrooms, offices, and restrooms requested for the business. He stated the request is to add “Educational Development Center” as a permitted use for this specific location and would be abandoned once the petitioner ceases operations. He noted the sign is over 100 sq. ft. however the Cross Keys Shopping Center has permitted signs which are 9% or less than the building frontage. The suggestion is to hold the same standard for the Goodwill Excel Center with its location far off the road. Steve Olds noted the current requested sign is about 9.5% of the building frontage. Todd Spitzer, Bamboo Equity Partners, noted the site plan allows for Cube Smart to use their proposed self-loading area and the sign proposed is based on the total building frontage for the business. Mr. Spitzer stated there is plenty of parking and the self-storage business does not have an issue with the proposed business. Mark Aarons, MERS Goodwill, stated the sign does not appear as large when looking at the business from Lindbergh. Mr. Aarons stated the company will have two morning classes, two afternoon, and two evening all with hours from 8am to 8pm Monday through Thursday and individual tutoring sessions on Fridays. He noted the age range is from 21 and up since Missouri does not allow anyone over the age of 21 years old to attend high school. Lee Baranowski stated the Planning and Zoning Commission has had issues with businesses taking advantage of signage approval in the past and wants to make sure it won’t change once the permit is approved.

Chairman Olds made a motion for recommended approval to amend a ‘B-5’ located at 3180 N Highway 67, Ord 6266 (as amended by ords. nos. 6380, 8064, 8224, 8216 and 8790) to add to the list of permitted Uses, an “Educational Development Center” for “The Excel Center”.by adding to Ord. No. 6266, Section 2, paragraph 1. Permitted Uses, the following subparagraph b.:

- a.        “Automotive Service Garage and Tire Service” for “Pit Crew Tire & Auto Service”.
- b.        “Educational Development Center” for Goodwill’s “The Excel Center”; This Use shall be abandoned once the petitioner ceases operations.

The addition of this Use shall be as depicted on attached plans by Oak Line Studio and signage by Warren sign co.

The motion was seconded by Martine. On roll call the Commission voted: Minks yes, Olds yes, Martine yes, Sullivan yes, Jearls yes, and Baranowski yes. Motion passed.

**Item 4            182/240 Howdershell (Aldi)**

**PZ120522-4    Approved – Ward 9**

Request recommended approval of a re-zoning to 'B-5' to allow for a new "Grocery Store" (Aldi) currently located in a 'B-5' Planned Commercial District and the 'B-3' Extensive Business District.

Phil Lum stated the masonry block proposed on Aldi is not compliant with the masonry code, but is similar to other non-compliant masonry the Planning and Zoning has previously approved. He stated the business has 97 parking spaces and landscaping which meets code requirements. Mr. Lum noted the wall signs are less than 100 sq. ft and trash is screened from the right-of-way and residential area. Construction time has been approved for one year from the beginning of construction. Brandon Harp, CEDC, stated the business will apply for consolidation approval later with rezoning to a 'B-5' for the new Aldi approval. He noted all screening, landscaping, and parking requirements were checked for compliance. Mr. Harp noted the business is working on easement rights and will be removing the current building and a portion of the current pavement on the property. He stated a single door loading dock will be in place while the store receives on delivery daily from the O'Fallon Distribution Center. Mr. Harp noted the wall signs are 9 ft by 7 ft with the pole sign being 25ft to the top of the face. He noted an underground and above ground retention area would be installed to help with water flow. All non-painted cement block would be maintenance free materials. Mr. Harp mentioned the building would be 15ft off the building line and 30 or more ft away from the Dairy Queen located next door.

Chairman Olds made a motion for recommended approval of a rezoning to 'B-5' located at 182/240 Howdershell in an existing 'B-5' Planned Commercial District and 'B-3' Extensive Business District to allow for the construction of a new grocery store with the following as part of the record:

**1. PERMITTED USES**

The use permitted in this 'B-5' Planned Commercial District shall be limited to a those Uses permitted in the 'B-3' District without a Special Use Permit which includes a Grocery Store.

**2. FLOOR AREA, HEIGHT AND BUILDING REQUIREMENTS**

The building shall be limited to existing building with a square footage of approximately 21,000 square feet. The main building shall remain as depicted on the recorded Site Development Plan presented and Aldi plans:

- SGA Design Group: elevations, site sections and exterior schedules 11/7/22

- Site Development Plan- CEDC C1, C2 and C3 dated 11/21/22
- Landscape plans L-1 and L-2 dated 12/2/22 by Landscape Technologies
- Photometric by Cree Lighting dated 11/21/22
- SGA Design Group Concept Floor Plan CFP-1 dated 7/11/22.

### 3. PERFORMANCE STANDARDS

Uses within this 'B-5' Planned Commercial District identified herein shall conform to the most restrictive performance standards as set forth in section 405.135 of the Florissant Zoning Code.

### 5. FINAL SITE DEVELOPMENT PLAN GENERAL CRITERIA

The above Final Site Development Plan shall include the following:

- a. Location and size, including height of building, landscaping and general use of the building.
- b. Gross square footage of building.
- c. Existing and proposed roadways, drives, and sidewalks on and adjacent to the property in question.
- d. Location and size of parking areas and internal drives.
- e. Building and parking setbacks.
- f. Curb cut locations.
- g. Existing proposed contours at intervals of not more than two (2) feet.
- h. Preliminary storm water and sanitary sewer facilities.
- i. Identification of all applicable cross-access and cross-parking agreements.

### 6. FINAL SITE DEVELOPMENT PLAN CRITERIA

The above Final Site Development Plan shall adhere to the following specific design criteria:

#### a. Structure Setbacks.

- (1) No building, excluding retaining walls and light standards shall be located within forty (40) feet of the right-of-way of North Highway 67.
- (2) The setbacks shall be as approved by the Planning and Zoning Commission.

#### b. Parking, Loading and Internal Drives Setbacks.

- (1) Parking, loading spaces, internal drives and roadways shall be located in accordance with the Site Development Plan attached.
- (2) All of the setbacks depicted on the Preliminary Development Plan are approved but may be modified with the approval of the Planning and Zoning Commission.

#### c. Minimum Parking/Loading Space Requirements.

- (1) Parking regulations shall be as required by 405.225 of the Florissant Zoning Code, except as otherwise varied herein. There shall be 97 parking spaces. Parking spaces shall comply with the Florissant parking requirements.

#### d. Road Improvements, Access and Sidewalks.

- (1) The Director of Public Works and St. Louis County Department of Highways shall approve any new work in the right-of-way. The property owner shall comply with all requirements for roadway improvements as specified by the Director of Public Works in approving new work.

#### e. Lighting Requirements.

Lighting of the property shall comply with the following standards and requirements:

- (1) All site lighting shall be directed downward and inward to reduce glare onto the adjacent properties and roads.

(2) Lighting shall perform consistently with photometric plan presented.

f. Sign Requirements.

(1) All signage shall comply with the City of Florissant sign ordinance.

(2) ALDI wall signs shall be as shown on Aldi elevations.

(3) Freestanding sign location shall be as shown on CEDC C-3 dated 11/21/22.

g. Landscaping and Fencing.

(1) Landscaping shall be in accordance with the Site Development Plan attached, except as amended herein.

(2) Any modifications to the landscaping plan shall be reviewed and approved by the Planning and Zoning Commission.

h. Storm Water.

Storm Water designs and drainage facilities shall comply with the following standards and requirements:

(1) Written approval of any required below ground storm water detention by the Metropolitan St. Louis Sewer District shall be filed with the Department of Public Works.

(2) The Director of Public Works shall have reviewed storm water plans to assure that storm water flow will have no adverse affect the neighboring properties or roads.

i. Miscellaneous Design Criteria.

(1) All applicable parking, circulation, sidewalks, and all other site design features shall comply with the Florissant City Code.

(2) The minimum yard requirements shall be as shown on the Site Development Plan attached.

(3) All dumpsters shall be contained within a trash enclosure constructed of material to match the building with gates that are solid metal, metal reinforced vinyl or metal picket type with a maximum spacing of the pickets of 2 inches.

(5) All storm water and drainage facilities shall be constructed, and all landscaping shall be installed, prior to occupancy of the building, unless remitted by the Director of Public Works due to weather related factors.

(6) All mechanical equipment shall be roof mounted and screened from view by the building parapet walls. All electrical equipment shall be properly screened with landscaping as required by section 405.245 of the Florissant Municipal Code.

(7) Unless and except to the extent otherwise specifically provided herein, the Final Site Development Plan shall comply and be in accordance with all other ordinances of the City of Florissant.

**7. AMENDMENTS TO THE SITE AND EXTERIOR BUILDING PLANS:**

Any changes to the approved plans attached hereto must be reviewed by the Building Commissioner. The Building Commissioner must make a determination as to the extent of the changes per the following procedure:

1. The property owner or designate representative shall submit in writing a request for an amendment to the approved plans. The building commissioner shall review the plans for consistency with the purpose and content of the proposal as originally or previously advertised for public hearing and shall make an advisory determination.

2. If the building commissioner determines that the requested amendment is not consistent in purpose and content with the nature of the purpose as originally proposed or previously advertised for the public hearing, then an amendment to the special use permit shall be required and a review and recommendation by the planning and zoning commission shall be required and a new public hearing shall be required before the City

Council.

3. If the building commissioner determines that the proposed revisions are consistent with the purpose and content with the nature of the public hearing then a determination of non-necessity of a public hearing shall be made.
4. Determination of minor changes: If the building commissioner determines that an amendment to the special use permit is not required and that the changes to the plans are minor in nature the Building Commissioner may approve said changes.
5. Determination of major changes: If the Building Commissioner determines that an amendment to the 'B-5' is not required but the changes are major in nature, then the owner shall submit an application for review and approval by the Planning and Zoning commission.

## 12. VERIFICATION PRIOR TO OCCUPANCY PERMIT

Submit Final Development Plan for approval prior to recording per City Code Section 405.135.

## 13. GENERAL DEVELOPMENT CONDITIONS.

- a. Unless, and except to the extent, otherwise specifically provided herein, development shall be effected only in accordance with all ordinances of the City of Florissant.
- b. The Department of Public Works shall enforce the conditions of this ordinance in accordance with the Final Site Development Plan approved by the Planning & Zoning Commission and all other ordinances of the City of Florissant.

## 7. PROJECT COMPLETION.

Any new Construction shall start within 90 days of the issuance of building permits, and the development shall be completed in accordance of the final development plan within 365 days from start of construction.

The motion was seconded by Martine. On roll call the Commission voted: Minks yes, Olds yes, Martine yes, Sullivan yes, Jearls yes, and Baranowski yes. Motion passed.

### Item 5            3200 N Highway 67 (Alltru Credit Union)

#### PZ120522-5    Approved – Ward 9

Request approval of a Preliminary Subdivision Plat located in the 'B-3' Extensive Business District.

Phil Lum noted the Alltru was waiting on approval from Missouri Sewer District before the city can approve the Final Subdivision Plat. Clay Vance, engineer, stated the business would be subdividing at  $\frac{3}{4}$  of an acre for the proposed credit union on the property which was previously divided for the tire store location. He noted the storm water management would be determined once MSD completed their review.

Chairman Olds made a motion approve the preliminary plat as presented, per the Preliminary Plat drawing attached and recommend that the Final Plat be presented for review and recommendations by the Planning & Zoning Commission.

The motion was seconded by Martine. On roll call the Commission voted: Minks yes, Olds yes, Martine yes, Sullivan yes, Jearls yes, and Baranowski yes. Motion passed.

**Item 6            3200 N Highway 67 (Alltru Credit Union)**

**PZ120522-6    Approved – Ward 9**

Request recommended approval of a re-zoning to ‘B-5’ to allow for a new “bank” (credit union) currently located in the ‘B-3’ Extensive Business District.

Phil Lum stated the requested credit union has 15 parking spaces with all parking along the front of the building and a long distance from the highway. He noted the included ground sign is 6 ft by 10 ft and the building does not comply with the masonry ordinance showing efis and simulated stone. Kevin Kelroy, Lamachia Group, noted the ground sign will not sit in front of the parking lot curb and proposed to change the efis to hardy board paneling to carry the requested warranty of 25 years.

Chairman Olds made a motion to remove St. Louis County Department of Transportation from line 155-156 of the suggested motion. Seconded by Minks, motion carried.

Chairman Olds made a motion for recommended approval of a ‘B-5’ located at 3200 N Highway 67, Lot B with submission packet entitled Alltru Credit Union Planning and Zoning Commission report dated 10/14/2022 as part of the motion with the stipulation that a Final Plat be approved prior to building permit issuance:

**1. PERMITTED USES**

The use permitted in this ‘B-5’ Planned Commercial District shall be limited to a those Uses permitted in the ‘B-3’ District without a Special Use Permit which includes a Bank (Credit Union).

**2. FLOOR AREA, HEIGHT AND BUILDING REQUIREMENTS**

The building shall be limited to existing building with a square footage of approximately 2400 square feet. The main building shall remain as depicted on the recorded Site Development Plan presented and consistent with the Alltru Credit Union Packet, attached.

**3. PERFORMANCE STANDARDS**

Uses within this ‘B-5’ Planned Commercial District identified herein shall conform to the most restrictive performance standards as set forth in section 405.135 of the Florissant Zoning Code.

**5. FINAL SITE DEVELOPMENT PLAN GENERAL CRITERIA**

The above Final Site Development Plan shall include the following:

- a. Location and size, including height of building, landscaping and general use of the building.
- b. Gross square footage of building.
- c. Existing and proposed roadways, drives, and sidewalks on and adjacent to the property in question.
- d. Location and size of parking areas and internal drives.
- e. Building and parking setbacks.
- f. Curb cut locations.
- g. Existing proposed contours at intervals of not more than two (2) feet.
- h. Preliminary storm water and sanitary sewer facilities.
- i. Identification of all applicable cross-access and cross-parking agreements.

#### 6. FINAL SITE DEVELOPMENT PLAN CRITERIA

The above Final Site Development Plan shall adhere to the following specific design criteria:

##### a. Structure Setbacks.

- (1) No building, excluding retaining walls and light standards shall be located within forty (40) feet of the right-of-way of North Highway 67.
- (2) The setbacks shall be as approved by the Planning and Zoning Commission.

##### b. Parking, Loading and Internal Drives Setbacks.

- (1) Parking, loading spaces, internal drives and roadways shall be located in accordance with the Site Development Plan attached.
- (2) All of the setbacks depicted on the Preliminary Development Plan are approved but may be modified with the approval of the Planning and Zoning Commission.

##### c. Minimum Parking/Loading Space Requirements.

- (1) Parking regulations shall be as required by 405.225 of the Florissant Zoning Code, except as otherwise varied herein. There shall be a total of 15 parking spaces.

##### d. Road Improvements, Access and Sidewalks.

- (1) The Director of Public Works and the Missouri Department of Transportation (MODOT) shall approve any new work in the North Highway 67 right-of-way. The property owner shall comply with all requirements for roadway improvements as specified by the Director of Public Works and MODOT in approving new work.

##### e. Lighting Requirements.

Lighting of the property shall comply with the following standards and requirements:

- (3) All site lighting shall be directed downward and inward to reduce glare onto the adjacent properties and roads.
- (4) Lighting shall perform consistently with photometric plan presented.

##### f. Sign Requirements.

- (4) All signage shall comply with the City of Florissant sign ordinance.
- (5) wall signs shall be as shown on elevations.
- (6) Ground sign location shall be as shown on Site Signage Plan.

##### g. Landscaping and Fencing.

- (1) Landscaping shall be in accordance with the Site Development Plan attached, except as amended herein.
- (2) Any modifications to the landscaping plan shall be reviewed and approved by the Planning and Zoning Commission.

##### h. Storm Water.

Storm Water designs and drainage facilities shall comply with the following standards and requirements:

- 397 (1) Written approval of any required below ground storm water detention by the  
398 Metropolitan St. Louis Sewer District shall be filed with the Department of Public  
399 Works.  
400 (2) The Director of Public Works shall have reviewed storm water plans to assure that  
401 storm water flow will have no adverse affect the neighboring properties or roads.  
402 i. Miscellaneous Design Criteria.  
403 (1) All applicable parking, circulation, sidewalks, and all other site design features shall  
404 comply with the Florissant City Code.  
405 (2) The minimum yard requirements shall be as shown on the Site Development Plan  
406 attached.  
407 (3) All dumpsters shall be contained within a trash enclosure constructed of material to  
408 match the building with gates that are solid metal, metal reinforced vinyl or metal  
409 picket type with a maximum spacing of the pickets of 2 inches.  
410 (5) All storm water and drainage facilities shall be constructed, and all landscaping shall  
411 be installed, prior to occupancy of the building, unless remitted by the Director of  
412 Public Works due to weather related factors.  
413 (6) All mechanical equipment shall be roof mounted and screened from view by the  
414 building parapet walls. All electrical equipment shall be properly screened with  
415 landscaping as required by section 405.245 of the Florissant Municipal Code.  
416 (7) Unless and except to the extent otherwise specifically provided herein, the Final Site  
417 Development Plan shall comply and be in accordance with all other ordinances of  
418 the City of Florissant.  
419

#### 420 7. AMENDMENTS TO THE SITE AND EXTERIOR BUILDING PLANS:

421 Any changes to the approved plans attached hereto must be reviewed by the Building  
422 Commissioner. The Building Commissioner must make a determination as to the extent of the  
423 changes per the following procedure:

- 424 6. The property owner or designate representative shall submit in writing a request for an  
425 amendment to the approved plans. The building commissioner shall review the plans  
426 for consistency with the purpose and content of the proposal as originally or previously  
427 advertised for public hearing and shall make an advisory determination.  
428 7. If the building commissioner determines that the requested amendment is not consistent  
429 in purpose and content with the nature of the purpose as originally proposed or  
430 previously advertised for the public hearing, then an amendment to the special use  
431 permit shall be required and a review and recommendation by the planning and zoning  
432 commission shall be required and a new public hearing shall be required before the City  
433 Council.  
434 8. If the building commissioner determines that the proposed revisions are consistent with  
435 the purpose and content with the nature of the public hearing then a determination of  
436 non-necessity of a public hearing shall be made.  
437 9. Determination of minor changes: If the building commissioner determines that an  
438 amendment to the special use permit is not required and that the changes to the plans are  
439 minor in nature the Building Commissioner may approve said changes.  
440 10. Determination of major changes: If the Building Commissioner determines that an  
441 amendment to the 'B-5' is not required but the changes are major in nature, then the  
442 owner shall submit an application for review and approval by the Planning and Zoning  
443 commission.  
444 11. Efis shown on elevations to be removed and replaced with hardy board.  
445

12. **VERIFICATION PRIOR TO OCCUPANCY PERMIT**

Submit Final Development Plan for approval prior to recording per City Code Section 405.135.

13. **GENERAL DEVELOPMENT CONDITIONS.**

- a. Unless, and except to the extent, otherwise specifically provided herein, development shall be effected only in accordance with all ordinances of the City of Florissant.
- b. The Department of Public Works shall enforce the conditions of this ordinance in accordance with the Final Site Development Plan approved by the Planning & Zoning Commission and all other ordinances of the City of Florissant.

7. **PROJECT COMPLETION.**

Any new Construction shall start within 90 days of the issuance of building permits, and the development shall be completed in accordance of the final development plan within 365 days from start of construction.

The motion was seconded by Jearls. On roll call the Commission voted: Minks yes, Olds yes, Martine yes, Sullivan yes, Jearls yes, and Baranowski no. Motion passed.

**Adjournment**

Chairman Olds stated the next meeting will be held on Tuesday, January 3, 2023 at 7:00 p.m. Mr. Martine moved to adjourn the meeting, seconded by Jearls. Motion carried. Meeting adjourned at 10:01 p.m.

*Savanna B Burton*

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Savanna B Burton, Deputy City Clerk, MRCC