



**CITY OF KIRKWOOD  
PLANNING AND ZONING COMMISSION  
JUNE 17, 2015**

**PRESENT:**

Greg Frick, Chair  
Allen Klippel, Secretary/Treasurer  
Gil Kleinknecht  
Cindy Coronado  
Dan Stauder  
Jim O'Donnell

**ABSENT:**

Wanda Drewel, Vice Chair  
Madt Mallinckrodt  
Commission Lacking the Appointment of  
One Member

Pursuant to notice of meeting duly given, the Planning and Zoning Commission convened on Wednesday, June 17, 2015, at Kirkwood City Hall, 139 South Kirkwood Road. Council Member Tim Griffin, City Attorney John Hessel, Public Services Director Bill Bensing, City Planner Ryan Spencer, and Administrative Assistant Patti Dodel also attended the meeting.

1. Chairman Greg Frick called the meeting to order at 7:00 p.m. Chairman Frick noted that Ms. Drewel and Mr. Mallinckrodt were absent and their absence was excused, and the Commission is lacking the appointment of one member.
2. Motion was made by Mr. Stauder and seconded by Ms. Coronado to approve the minutes as written for the June 3, 2015, meeting. The motion was unanimously approved by the members present (Ms. Drewel and Mr. Mallinckrodt were absent).
3. Chairman Frick asked the petitioners if they wanted action taken tonight on their applications since five of the six members in attendance must vote in the affirmative in order for their application to pass. Mr. Francois stated he would prefer the Subcommittee Report for his application (PZ-01-16) be continued to the next meeting.
4. **PZ-01-16 COMMUNITY UNIT PLAN TYPE A, 6-LOT SUBDIVISION PRELIMINARY PLAT, AND REZONE R-3 TO R-4 – PONCA TRAILS, 36-52 PONCA TRAIL AND 100 CATAWBA TRAIL**  
Submitted: 4-17-15 Automatic Recommendation: 7-16-15 Revised: 6-5-15  
Petitioner, Clayton Francois  
(Subcommittee: Mr. Klippel (chair), Ms. Drewel, and Mr. Stauder)

Earlier in the meeting, Mr. Francois stated he would prefer that action be taken on the Subcommittee Report at the next meeting when more members may be present.

**5. PZ-26-15 AMEND SPECIAL USE PERMIT AND SITE PLAN REVIEW – WINFIELD’S GATHERING PLACE, 10312 MANCHESTER**

Submitted: 3-13-15 Automatic Recommendation: 7-11-15

Petitioner, Mark Winfield

(Subcommittee - Ms. Coronado (chair), Mr. Mallinckrodt, and Mr. Frick)

Motion was made by Mr. Kleinknecht and seconded by Mr. O’Donnell to approve the request for an amendment to the Special Use Permit for a restaurant and a site plan review for additional outdoor seating area for Winfield’s Gathering Place at 10312 Manchester Road. Mr. Winfield stated he had received a copy of the report recommending denial and that the existing 29 outdoor seats have already been eliminated. The net increase of outdoor seating area is 27 seats, not 56. Based on the square footage of the proposed outdoor seating area, ten parking spaces would be required if the seating area was indoors. Since three spaces are being eliminated with the additional outdoor seating area, it was suggested that Winfield’s should provide a shared parking agreement for 13 parking spaces. After discussion, Mr. Kleinknecht withdrew his motion and Mr. O’Donnell withdrew his second. Motion was made by Mr. Frick, seconded by Ms. Coronado, and unanimously approved to continue to July 1.

**6. PZ-02-16 SITE PLAN REVIEW – VILLA DI MARIA, 1280 SIMMONS**

Submitted: 5-1-15 Automatic Recommendation: 8-29-15

Petitioner’s Agent, Philip Durham

(Subcommittee: Ms. Coronado (chair), Mr. O’Donnell, and Mr. Kleinknecht)

Motion was made by Mr. O’Donnell and seconded by Mr. Stauder to approve the request for a site plan review at Villa Di Maria Montessori School at 1280 Simmons Avenue. Ms. Coronado read the subcommittee report:

**CITY OF KIRKWOOD  
PLANNING AND ZONING COMMISSION  
SUBCOMMITTEE REPORT  
June 17, 2015**

- PETITION NUMBER:** PZ-02-16
- ACTION REQUESTED:** SITE PLAN REVIEW (PHASE ONE CAMPUS DEVELOPMENT)
- PETITIONER:** VILLA DI MARIA MONTESSORI,  
LAURA CERETTI-MICHELMAN
- PETITIONER’S AGENT:** PHILIP DURHAM, STUDIO DURHAM ARCHITECTS
- PROPERTY LOCATION:** 1280 SIMMONS AVENUE
- ZONING:** R-4 SINGLE-FAMILY DISTRICT

***DRAWINGS SUBMITTED:*** SITE DEVELOPMENT PLAN SET SUBMITTED BY FRONTENAC ENGINEERING, STAMPED "RECEIVED MAY 22, 2014, CITY OF KIRKWOOD PUBLIC SERVICES"

LANDSCAPE/IRRIGATION PLAN SET SUBMITTED BY FRONTENAC ENGINEERING, STAMPED "RECEIVED MAY 22, 2014, CITY OF KIRKWOOD PUBLIC SERVICES"

TREE STUDY SUBMITTED BY MOYNIHAN & ASSOCIATES, STAMPED "RECEIVED MAY 22, 2014, CITY OF KIRKWOOD PUBLIC SERVICES"

LIGHTING PLAN SUBMITTED BY STUDIO DURHAM, STAMPED "RECEIVED MAY 22, 2014, CITY OF KIRKWOOD PUBLIC SERVICES"

BUILDING SCHEMATICS/ELEVATIONS SUBMITTED BY STUDIO DURHAM, STAMPED "RECEIVED May 1, 2015, CITY OF KIRKWOOD PUBLIC SERVICES"

***DESCRIPTION OF PROJECT:***

Villa di Maria is a non-profit, private Montessori School founded in 1967. The school offers two levels of education for children ages 3 to 6+ and children 6 to 12. The school hosts a day camp (Camp Pegnita) in the summer for children 5 to 15.

The petitioner is requesting site plan review approval to construct a new elementary classroom building, open air pavilion with storage structure and a pool house. This will be Phase One of a complete redevelopment of the 6.2 acre campus. As part of Phase One the majority of the infrastructure and utility work will be completed for the redevelopment of the site as a whole. At the completion of Phase One the school will have six classrooms, employ 18 individuals and educate approximately 150-180 students per year. The hours of operation will be between 7:45AM and 4:45PM.

***SITE ELEMENTS ANALYSIS:***

***PARKING***

The total number of parking spaces required for Phase One is 24 parking spaces, including 1 accessible space. The total number parking spaces being provided as part of Phase One is 26 parking spaces, including one accessible space.

***ARCHITECTURE***

The proposed one-story elementary school building will be approximately 17 feet in height and 7,885 square feet in area. The exterior materials are primarily a combination of structural brick and standing seam metal.

***LANDSCAPING***

The proposed Phase One landscaping plan shows perimeter landscaping along the northern (City of Huntleigh) and eastern sides of the property. Per the submitted tree study 68 individual trees are calculated to remain after the completion of Phase One. In terms of new landscaping there are a total of 111 shrubs of 7 different varieties, 35 canopy trees, 9 understory trees. In addition to the trees and shrubs two bio-retention basins will be created. One will be located in the northwest corner of the property behind the proposed elementary school building and the other on the southeastern corner of the property in front of the proposed parking area. The bio-retention areas will be landscaped with a mix of River Oats, Little Bluestem and Palm Sedge.

The submitted site plan shows a total of 216,493 square feet of perimeter/interior green space provided or 80% of the total property. The eastern lawn area will be supplied by in-ground irrigation and new trees will have water bags until point of establishment.

***COMPREHENSIVE PLAN:***

This site is designated for Institutional Use by the Vision 2015 Comprehensive Plan. The proposed development is considered an Institutional Use and is consistent with the policies presented by the Plan.

***LAND USE AND ZONING:***

The subject property is currently zoned R-4 Single-Family District and is developed with a private school. Surrounding land uses and zoning include the following:

To the south: Across Evans Avenue are residential homes zoned R-4 Single-Family District.

To the north: Huntleigh City Limits (Residential).

To the east: Directly abutting the site are residential homes zoned R-4 Single-Family District.

To the west: Across Simmons Avenue are residential homes zoned R-4 Single-Family District.

***DEPARTMENTAL/AGENCY COMMENTS:***

Electric: It is the recommendation of the Kirkwood Electric Department that the primary utility line be extended via the Folger/Evans Easement to serve the Villa di Maria expansion project. This path has the least obvious obstacles and is the shortest route to the point where the primary services would go underground. This will most likely result in the

replacement of one utility pole and the setting of two additional utility poles.

Engineering: Construction traffic shall be limited to one route as chosen by the City. The owner/developer shall be responsible to repair extensive damage created by construction traffic. The owner/developer will be responsible for proper temporary construction signage to designate the route.

Fire: No Comments

Water: An 8" diameter water main will be installed along Folger Avenue to address fire flow to the school campus. Cost participation will be worked out between the owner and the City.

No outside agencies applicable.

***DISCUSSION:***

The petitioner presented the plan at the June 3, 2015, Planning and Zoning Commission meeting; discussion was held and a subcommittee was appointed. The subcommittee met on site June 11, 2015, with the petitioner. See Exhibit B for a list of people in attendance. Notice of the meeting had been properly posted.

General discussion concerned the phasing of the development and construction traffic. The applicant mentioned that she had delivered letters to residents on surrounding streets and that an informational meeting with the neighborhood will be held in July.

***RECOMMENDATION:***

The Subcommittee recommends that this petition be **approved** with the following conditions:

1. The project shall be constructed and maintained in accordance with the site development plans stamped "Received May 22, 2015, City of Kirkwood Public Services", except as noted herein.
2. A performance guarantee in an amount approved by the Public Services Director shall be submitted to the City of Kirkwood prior to the issuance of any building permits.
3. An administrative fee in the amount of 10% of the first \$10,000 of performance guarantee plus 2% exceeding \$10,000 shall be submitted before acceptance of the performance guarantee by the City. The fee supports site inspection and project administration costs.
4. The temporary structure shall be completely removed prior to the issuance of a certificate of occupancy for the first new, permanent school building.

5. The water system shall meet the requirements of the Kirkwood Fire and Water Departments. The Fire Department shall approve the water flow for the project. If satisfactory water flow is not available from the existing water system in accordance with City policy, the petitioner shall install the necessary mains and accessories.
6. A sanitary sewer plan shall be approved by MSD prior to issuance of a building permit.
7. Storm water management plans shall be submitted to Metropolitan Sewer District (MSD) and City for review and approval prior to issuance of a grading, foundation, or building permit. Storm water greater than one c.f.s. shall not be directed across the public sidewalk or driveway entrances. Storm water detention is at the discretion of MSD and Planning and Zoning Commission.
8. A dedicated construction traffic route shall be determined by the City of Kirkwood prior to the issuance of a building permit.
9. A grading permit shall be obtained from the Public Services Department in accordance with the Kirkwood Code of Ordinances prior to any grading on the site. The grading permit shall include a grading plan in accordance with the Code of Ordinances.
10. All paving for off-street parking areas shall consist of a minimum 1-1/2 inch thick asphaltic concrete surface course on a 6 inch thick compacted crushed stone base. The temporary parking lot shall be constructed as directed by the City Engineer.
11. A consolidation plat approved by the City and recorded in the St. Louis County Office of the Recorder of Deeds shall be filed in the Public Services Director's office prior to the issuance of a building permit.
12. All existing easements on the site that conflict with the proposed construction shall be vacated prior to the issuance of a foundation letter or building permit.
13. A ten-foot wide utility easement shall be granted to the City for public utilities along the perimeter of the property as shown on the subdivision plat submitted May 22, 2015.
14. During excavation and construction activities, the lot, or a specific portion thereof designated by the Building Commissioner, shall be fully enclosed by a 6-foot high chain link fence to prevent the entry of unauthorized persons. The gate for the fence shall be locked during non-working hours. All construction parking shall be on-site in an area designated by the Building Commissioner.
15. Architectural Review Board review and approval of exterior architecture is required prior to issuance of a building permit.

16. The petitioner shall comply with all standard conditions as listed in Exhibit A.

Respectfully submitted,

Cindy Coronado

Gil Kleinknecht

Jim O'Donnell

The motion to approve the application was unanimously approved by the members present (Ms. Drewel and Mr. Mallinckrodt were absent).

Motion was made by Mr. O'Donnell and seconded by Ms. Coronado to approve the Subcommittee Report. Motion was made by Mr. Stauder and seconded by Mr. Frick to amend Condition No. 14 of the Subcommittee Report by replacing "designated" in both locations with "approved". The motion was unanimously approved by the members present. Motion was made by Mr. Kleinknecht and seconded by Mr. Stauder to amend Condition No. 12 of the Subcommittee Report to read: "All existing easements on the site that conflict with the proposed construction shall be vacated prior to the issuance of a foundation letter or building permit with the exception of the M.S.D. sewer easement. Petitioner shall provide a letter from M.S.D. prior to the issuance of a foundation letter or building permit indicating that the sewer easement will be vacated upon construction approval of a new sewer." The motion was unanimously approved by the members present. The subcommittee report, as amended, was unanimously approved by the members present.

**7. COMPREHENSIVE PLAN – ENVISION 2035**

Mr. Klippel reported that residents have been completing the goals survey online. The next open house will be held on September 22 at the Kirkwood Community Center.

**8. PZ-22-15 AMEND ZONING CODE, SECTION 220 - SITE PLAN REVIEW**

and

**9. PZ-18-15 AMEND ZONING CODE - INNOVATIVE DEVELOPMENT**

With the absence of two Commission members and one vacancy, this item will be continued to the next meeting. City Planner Ryan Spencer asked for questions or comments from the Commission, and no one responded.

There being no further business, the meeting adjourned at 8:12 p.m. The next meeting is scheduled for July 1, 2015, at 7 p.m.

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Greg Frick, Chairman

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Allen Klippel, Secretary/Treasurer

Upon request, these minutes can be made available within three working days in an alternate format, such as CD, by calling 314-822-5822. Minutes can also be downloaded from the City's website at [www.kirkwoodmo.org](http://www.kirkwoodmo.org), then click on City Clerk, Boards and Commissions, Planning & Zoning Commission.