



# City of Ellisville

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## PLANNING AND ZONING COMMISSION REGULAR MEETING MINUTES

Meeting Date: August 8, 2018

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**PLANNING AND ZONING COMMISSION MEETING SUMMARY**

1. **CALL TO ORDER:** Chairman Boggs called the meeting to order at 7:00 p.m.
2. **PLEDGE OF ALLEGIANCE:** Commissioner Compton led the Pledge of Allegiance.

3. **ROLL CALL**

**Present**

Nancy Bengtson  
Jim Burtelow  
Sandie McGrath  
Suzanne Gundlach  
Al Tamulaitis  
Rob Compton  
Curtis Boggs  
Shari Newby  
Cindy Parnell, Assistant City Attorney

**Absent**

John Ellebrecht

A quorum was present for the meeting.

Also present were City Planner Hood, Councilmembers McGrath and Reel.

4. **APPROVAL OF AGENDA**

A motion was made by Commissioner McGrath to approve the Agenda, as written, and was seconded by Commissioner Gundlach. The votes were as follows:

**Aye**

Nancy Bengtson  
Jim Burtelow  
Sandie McGrath  
Suzanne Gundlach  
Al Tamulaitis  
Rob Compton  
Curtis Boggs  
Shari Newby

**Nay**

**Abstain**

**Absent**

John Ellebrecht

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**5. APPROVAL OF MINUTES**

A motion was made by Commissioner Compton to approve the July 11, 2018, Regular Meeting Minutes, as written, and was seconded by Commissioner McGrath . Hearing no questions or discussions, the votes were as follows:

<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Nancy Bengtson		Curtis Boggs	John Ellebrecht
Jim Burtelow		Shari Newby	
Sandie McGrath			
Suzanne Gundlach			
Al Tamulaitis			
Rob Compton			

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**6. ELECTION OF OFFICERS – SECRETARY POSITION**

A motion was made by Commissioner McGrath to nominate Commissioner Compton for Planning and Zoning Secretary, and was seconded by Commissioner Gundlach. The votes were as follows:

<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Nancy Bengtson		Rob Compton	John Ellebrecht
Jim Burtelow			
Sandie McGrath			
Suzanne Gundlach			
Al Tamulaitis			
Curtis Boggs			
Shari Newby			

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**7. PETITION(S) FOR RECOMMENDATION**

**Petition #18-08-01: Petition of Joe Beuckman to amend and existing conditional use permit to allow a small addition to the Beuckman Ford Dealership located at 15675 Manchester Road within the C-3 Commercial Zoning District.**

Planner Hood stated the applicant is requesting a conditional use permit to enclose a small 550-square-foot addition, and renovate the entire façade. The addition will be approximately 125 feet from the front property line, and in compliance with the code. This addition is to add a small write-up area for the service department, and will not require any sitework to be done.

The applicant stated no work would be done to the existing light poles, and may be possible to upgrade them when needed. They also stated their lot is well lit, and did not want to incur an unneeded financial burden at this time.

The applicant also stated they are very concerned about cross-access traffic through their site with the foot traffic they have of people looking at cars, etc. Stated it could be dangerous for adults and children.

The applicant stated there are two Ameren lights at the back of their dealership. They will have shields put around them to redirect the light. Ameren has supplied those lights since 1984.

Discussions ensued among the Commissioners.

Commissioner Compton moved to waive the public hearing and forward a favorable recommendation to the City Council, subject to the following condition(s):

1. That the applicant complies with all fire district and utility requirements; and
2. That all new lighting complies with the current lighting regulations, Section 400.350; and
3. That the applicant installs bike racks, or secures a waiver from the City Council; and
4. That the applicant provides a right-of-way dedication or easement along Ranchmoor Trail. The dedication/easement suggested is 75' long (north to south) and 10' wide (east to west). The dedication or easement may be used in the future to provide a dedicated right-hand turn lane along Ranchmoor Trail, onto Manchester Road; and
5. That the applicant secures ARB approval for the façade changes; and
6. That the applicant brings all property maintenance violations into compliance prior to issuance of occupancy permit for the addition.

The motion was seconded by Commissioner Gundlach. The votes were as follows:

<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Nancy Bengtson		Shari Newby	John Ellebrecht
Jim Burtelow			
Sandie McGrath			
Suzanne Gundlach			
Al Tamulaitis			
Rob Compton			
Curtis Boggs			

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**Petition #18-08-02: Petition of Royal Gate, Inc. for issuance of a conditional use permit to allow the operation of a facility with motor vehicle sales, automobile repair, and automobile service at the locations known and numbered as 15970 and 15978 Manchester Road, within the "C-3" Commercial Zoning District.**

*Petition for CUP was postponed by the Applicant.*

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## 8. PUBLIC HEARING(S)

**Petition #18-08-03: The Planning and Zoning Commission will discuss and consider City-initiated petitions for Text Amendments to Title IV, Land Use, of the Municipal Code of the City of Ellisville, pertaining to environmental impact statements and environmental reports.**

Chairman Boggs opened the public hearing.

Assistant City Attorney Parnell read the exhibit list. Chairman Boggs swore in Planner Hood.

Planner Hood stated this petition is to streamline and combine duplicate regulations pertaining to environmental assessments, studies and reports. The shift in regulations will be enforced the same, but the burden will be on the applicant, not the City. The City will still have the ability to require an environmental study.

No public comments.

Chairman Boggs closed the public hearing.

Discussions ensued among the Commissioners.

Commissioner Compton moved to forward a favorable recommendation to the City Council, subject to the following condition(s):

1. That Chapter 415 and 400.160 are repealed, and replaced with Exhibit A.

The motion was seconded by Commissioner Gundlach. The votes were as follows:

<u><b>Aye</b></u>	<u><b>Nay</b></u>	<u><b>Abstain</b></u>	<u><b>Absent</b></u>
Nancy Bengtson			John Ellebrecht
Jim Burtelow			
Sandie McGrath			
Suzanne Gundlach			
Al Tamulaitis			
Rob Compton			
Curtis Boggs			
Shari Newby			

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## PETITION NO. 18-08-03 – EXHIBIT A

### Section 400.160 Environmental Impact Statements and Environmental Reports.

- A. Environmental Impact Statements. By filing an application for any of the following, an applicant affirmatively agrees to a statement that the proposed zoning, development, project, activity or use will not adversely impact the environment:
1. Zone changes; and
  2. Planned developments; and
  3. Conditional use permits; and
  4. Plats, including subdivisions and condominiums; and
  5. Grading permits; and
  6. Building permits; and
  7. Demolition permits; and
  8. Excavation permits; and
  9. Fill permits; and
  10. Tree removal permits.

If an applicant believes that the proposed, zoning, development, project, activity or use will have an adverse impact on the environment, the applicant must so state on the application.

- B. Environmental Impact Report. An Environmental Impact Report may be required upon the request of the City Planner, City Engineer, City Manager, a majority vote of the Planning and Zoning Commission, or a majority vote of the City Council for the Applications listed above in Subsection A. A partial or comprehensive environmental impact analysis, including a report summarizing said analysis may be required. The report should include the following, as applicable:
1. The probable effect of a proposed project or activity on the quality of the air, water or soil in and near the area of the proposed project or activity;
  2. Any adverse environmental effects that cannot be avoided if the proposal is implemented;
  3. Mitigation measures proposed to minimize the impact;
  4. Alternatives to the proposed action;
  5. Any irreversible environmental changes which would be involved in the proposed action should it be implemented;
  6. The growth-inducing impact of the proposed action; and
  7. The boundaries of the area which may be significantly affected by the proposed action.

**9. RESOLUTION HONORING COMMISSIONER LIZ SCHMIDT FOR HER SERVICE AS A PLANNING AND ZONING COMMISSIONER**

A motion was made by Commissioner Gundlach to approve the Resolution honoring Liz Schmidt for her service as a Zoning Commissioner, and was seconded by Commissioner McGrath. The votes were as follows:

<b><u>Aye</u></b>	<b><u>Nay</u></b>	<b><u>Abstain</u></b>	<b><u>Absent</u></b>
Nancy Bengtson Jim Burtelow Sandie McGrath Suzanne Gundlach Al Tamulaitis Rob Compton Curtis Boggs Shari Newby			John Ellebrecht

MOTION PASSED.

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**10. ADJOURNMENT**

Chairman Boggs adjourned the meeting at 7:48 pm.

Respectfully Submitted,



Angie Shoemate