



OCTOBER 26, 2016

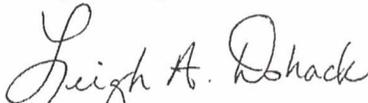
Posted 11:00 a.m., Thursday, October 20, 2016

7:00 P.M. CITY OF ELLISVILLE – PLANNING AND ZONING COMMISSION

- I. Call to Order – Chairman Hoffman
- II. Pledge of Allegiance
- III. Roll Call
- IV. Approval of Agenda
- V. Approval of Minutes – September 14, 2016 [Pages 3-6](#)
- VI. Petitions for Approval
 - 1) Petition of Dan Stegmann and Ben Stegmann, representing Cypress Equity, LLC for a conditional use permit to allow for a retail/commercial use in excess of 50,000 square feet in size, structure(s) over 30 feet in height, drive-through facilities (for restaurant use), liquor sales and the sale of firearms and related merchandise at a location known and numbered as 15950 Manchester Road, within the C-3 Commercial Zoning District. [Pages 7-26 and drawing](#)

Action on Petition #16-10-01
- VII. Adjournment

Respectfully submitted,


LEIGH A. DOHACK
City Clerk

The City of Ellisville is working to comply with the American With Disabilities Act mandates. Individuals who require an accommodation to attend a meeting should contact City Hall, 636-227-9660 (V/TDD) at least 48 hours in advance.

City Hall, #1 Weis Avenue, Ellisville, MO 63011

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City of Ellisville

PLANNING AND ZONING COMMISSION REGULAR MEETING MINUTES

Meeting Date: September 14, 2016

TABLE OF CONTENTS

1. Approval of Agenda
2. Approval of Minutes: August 10, 2016
3. Petitions for Approval
 - A. Petition #16-09-01: Petition of Ellington Homes by McBride, LLC, requesting approval of a Boundary Adjustment Plat and Lot Split Plat associated with the properties located at 1366 and 1378 Macklin Drive and zoned R-1 Single Family Residential Zoning District.
4. Appointment of Planning and Zoning Commission Secretary
5. Resolution honoring Commissioner Linda Reel for her service as a Planning and Zoning Commissioner
6. Adjournment

DRAFT

PLANNING AND ZONING COMMISSION MEETING SUMMARY

Chairman Hoffman called the meeting to order at 7:00 p.m. Commissioner Ellebrecht led the Pledge of Allegiance. Other Commissioners present were: Boggs, Chismarich, Gundlach, Sanborn, and McGrath. Commissioner Sticksel arrived at 7:06 p.m. A quorum was present for the meeting.

Also present were City Planner Hood, Assistant City Attorney Parnell, and Council Member McGrath.

1. APPROVAL OF AGENDA

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

<u>Vote Call</u>	<u>Aye</u>	<u>Abstain</u>	<u>Nay</u>	<u>Absent</u>
Curtis Boggs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stephen Chismarich	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carl Hoffman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
John Ellebrecht	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nanci Sticksel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Suzanne Gundlach	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Greg Sanborn	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sandie McGrath	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VACANT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. APPROVAL OF MINUTES

A motion was made by Commissioner Sanborn to approve the August 10, 2016, Regular Meeting Minutes, as written, and was seconded by Commissioner Ellebrecht. Hearing no questions or discussions, the votes were as follows:

<u>Vote Call</u>	<u>Aye</u>	<u>Abstain</u>	<u>Nay</u>	<u>Absent</u>
Curtis Boggs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stephen Chismarich	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carl Hoffman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
John Ellebrecht	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nanci Sticksel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Suzanne Gundlach	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Greg Sanborn	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sandie McGrath	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VACANT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. APPOINTMENT OF PLANNING AND ZONING COMMISSION SECRETARY

A motion was made by Commissioner Boggs to nominate Commissioner McGrath to serve as Planning and Zoning Commission Secretary, and was seconded by Commissioner Ellebrecht. Hearing no questions or discussions, the votes were as follows:

<u>Vote Call</u>	<u>Aye</u>	<u>Abstain</u>	<u>Nay</u>	<u>Absent</u>
Curtis Boggs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stephen Chismarich	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carl Hoffman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
John Ellebrecht	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nanci Sticksel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Suzanne Gundlach	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Greg Sanborn	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sandie McGrath	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VACANT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. PETITION(S) FOR APPROVAL

Petition #16-09-01: Petition of Ellington Homes by McBride, LLC, requesting approval of a Boundary Adjustment Plat and Lot Split Plat associated with the properties located at 1366 and 1378 Macklin Drive and zoned R-1 Single Family Residential Zoning District.

Planner Hood stated the applicant is proposing to subdivide the property located at 1366 Macklin Drive into two lots. Since this lot is not wide enough to meet the current codes, the applicant has arranged to purchase 14 linear feet of the adjoining lot located at 1378 Macklin Drive, thus complying with all area requirements to split the lot. The applicant is also proposing a boundary adjustment plat and a lot split plat to assist with approval via an ordinance.

Commissioner Boggs moved to approve and forward a favorable recommendation to the City Council, and was seconded by Commissioner Sanborn. The votes were as follows:

<u>Vote Call</u>	<u>Aye</u>	<u>Abstain</u>	<u>Nay</u>	<u>Absent</u>
Curtis Boggs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stephen Chismarich	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carl Hoffman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
John Ellebrecht	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nanci Sticksel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Suzanne Gundlach	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Greg Sanborn	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sandie McGrath	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VACANT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. **RESOLUTION**

Resolution honoring Commissioner Linda Reel for her service as a Planning and Zoning Commissioner.

6. **ADJOURNMENT**

Chairman Hoffman adjourned the meeting at 7:15 p.m.

Respectfully Submitted,

Angie Shoemate

DRAFT



City of Ellisville

Memo

To: Chairman Hoffman and Members of the Planning and Zoning Commission

From: Ada Hood, City Planner *AH*

Meeting

Date: October 26, 2016

Re: Petition of Dan Stegmann and Ben Stegmann, representing Cypress Equity, LLC for a conditional use permit to allow for a retail/commercial use in excess of 50,000 square feet in size, structure(s) over 30 feet in height, drive-through facilities (for restaurant use), liquor sales and the sale of firearms and related merchandise at a location numbered 15950 Manchester Road within the C-3 Commercial Zoning District.

SUMMARY

The applicant is requesting consideration and approval of a new retail/commercial development at 15950 Manchester Road. The proposed development may include a multi-tenant center, an out-building or a single tenant building. All described uses (multi-tenant center, an out-building or a single tenant building) are permitted by right in the C-3 Commercial Zoning District.

The applicant is requesting consideration and approval of a conditional use permit to allow any of the aforementioned uses (multi-tenant center, an out-building or a single tenant building) to be in excess of 50,000 square feet in size, over 30 feet in height, with drive-through facilities, liquor sales and the sale of firearms and related merchandise.

A conceptual site plan was distributed to city staff, MoDOT, the City's third party traffic consultant, and the local fire protection district. The City's third party traffic consultant has prepared a scope of work and will have a draft report available at the meeting for the Commission's consideration. MoDOT offered preliminary comments and requested a scoping meeting between the applicant, MoDOT, city staff and the traffic consultant to discuss potential traffic impacts and solutions.

The applicant has requested the Planning and Zoning Commission and the City Council consider approval without a finalized site plan. Please recall, there is no required approval process for site plans. The applicant has indicated the plan will comply with the following:

1. Required setbacks (20' minimum front yard setback within the Town Center)
2. All parking requirements.
3. All landscape requirements. Applicant will secure approval from the City's third party

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landscape architect.

4. All stormwater requirements (City and MSD).
5. All buffering and fencing requirements, including but not limited to required buffers when abutting residential.
6. The applicant will comply with all feasible recommendations, made by the city's third party traffic consultant and will secure all necessary MoDOT approvals.
7. The applicant will secure all necessary Metrowest Fire Protection District approvals.

Conditional Use

The subject property is zoned C-3 Commercial and retail/commercial uses are permitted by right. However, retail/commercial uses in excess of 50,000 square feet in size, structure(s) over 30 feet in height, drive-through facilities (for restaurant use), liquor sales and the sale of firearms and related merchandise are all conditionally permitted in the C-3 Zoning District. Please recall, conditionally permitted uses are deemed permitted but have been identified as featuring specific aspects which may result in negative impacts to adjoining uses, traffic, environment, etc. It is the intention of the conditional use permit process to identify the negative impacts and mitigate such impacts.

The Zoning Code establishes the following criteria for conditional uses:

1. It shall be the responsibility of the applicant to clearly establish that the following criteria are met:
 - a. The use will not have any negative effect upon traffic conditions.
 - (1) In the event that the proposed commercial use or building is a motor vehicle oriented business as defined by Section 400.430(A)(2), traffic impact consideration screening procedures as set forth in Section 400.430(A)(4) shall be considered by the Council in determining whether there is a negative effect upon traffic conditions, in addition to any other evidence adduced pursuant to the permit procedure.
 - b. The use will not substantially increase fire hazards.
 - c. The use will not adversely affect the character of the neighborhood.
 - d. The use will not adversely affect the general welfare of the community.
 - e. The use will not overtax the sewage or public utilities.
 - f. The use will not adversely affect or overtax Police or other City services.
 - g. The use will be the highest and best use of the location applied for.
 - h. The use will not adversely affect the financial condition of the City including any adverse impact upon utilities, property and sales tax.
 - i. The use will not have a substantial negative impact on the environment.
 - j. The proposed use is compatible with surrounding uses and with the surrounding neighborhood.

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- k. The comparative size, floor area and mass of the proposed use and/or proposed structure are appropriate and reasonable in relation to adjacent structures and buildings on surrounding properties and in the surrounding neighborhood.
- l. The proposed use will not adversely affect the neighborhood in terms of water runoff, noise transfer or heat generation due to significant amount of hard surfaced areas for buildings, sidewalk, drives, parking and service areas.
- m. The frequency and duration of various indoor and outdoor activities and special events associated with the proposed use will not have a deleterious impact on the surrounding area.
- n. The proposed use is likely to remain in existence for a reasonable length of time and not become vacant or unused and whether such use involves the presence of unusual, single-purpose structures or components of a temporary nature.
- o. The proposed use complies with the standards of good planning practices.
- p. Where a proposed use has the potential for adverse impacts, sufficient measures have been or will be taken by the applicant that would negate, to an acceptable level, such potentially adverse impacts, as determined by the City Council.
- q. The use will comply with all other applicable provisions of this Chapter including performance standards as set forth in Section 400.170.

Tenant in excess of Fifty-Thousand (50,000) Square Feet in Size

The applicant is requesting approval for a tenant/use in excess of 50,000 square feet in size. As the applicant has not finalized the site plan, the City may wish to limit the maximum size of any single tenant to 75,000 square feet. If the applicant finds a tenant needing in excess of 75,000 square feet, the applicant may petition the City Council for additional square footage. According to the traffic consultant (in a study prepared for the Dierberg's expansion), increased square footage does not directly correlate with increased traffic. For example, a larger retail store may not significantly increase the number of customers that go to that store, but instead, the same number of customers may spend more money each time they go to the store.

The applicant will have to provide adequate parking for the size of the building(s) constructed.

Structure Over Thirty (30) Feet in Height

The proposed building(s) may be in excess of 30 feet in height. Again, staff suggests limiting the maximum height up to 40 feet. Visibility is important for any retail use. Recall, the property slopes slightly down towards the back (south). Additionally, the AT&T store and new Neighbor's Credit Union will limit visibility of the proposed development.

The Ellisville Square Shopping Center, located directly across Manchester Road, features height in excess of 30 feet. The most recent CUP amendment for the Ellisville Square shopping center was approved to allow future height to match the existing height (approximately 40 feet).

Drive-Through Facility

The City recently approved changes to the zoning code allowing drive through facilities as permitted uses in the C-3 Commercial Zoning District, unless the drive through facility is

associated with a restaurant use. Drive through facilities associated with restaurant uses require approval of a conditional use permit. The applicant is requesting approval of a drive through facility associated with a restaurant use. The restaurant use will be incorporated as part of the overall development and will not have direct access onto Manchester Road or Kiefer Creek Road. The proposed project fronts a high hazard segment of Manchester Road. The applicant will comply with the city's third party traffic consultant's recommendations to reduce/mitigate negative impacts associated with the drive-through facility.

Liquor Sales

Section 600.030 of the Municipal Code pertains to liquor licenses and requires that liquor sales shall occur in association with the sale of other non-alcoholic goods having a value according to invoices of at least one thousand dollars (\$1,000.00). Additionally, a liquor license shall not be granted within one hundred (100) feet of any school, church or other building regularly used as a place of religious worship. The proposed use will include the sale of a variety of goods well in excess of \$1,000. Additionally, the building is located in excess of the 100 feet from any school, church or place of worship.

Traffic and Parking

The City's Third Party Traffic Consultant will have a draft report for the Commission's review at the meeting. The applicant has agreed to comply with the city's third party traffic consultant's recommendations to reduce/mitigate negative impacts associated with the drive-through facility.

Landscape Plan

Applicant will secure approval from the City's third party landscape architect.

RECOMMENDATION

Staff recommends the Planning and Zoning Commission considers the following conditions as part of a favorable recommendation:

1. No single-tenant use shall exceed 75, 000 square feet in size, unless specifically approved by the City Council; and
2. The applicant agrees to meet the parking requirements; and
3. The applicant agrees to implement all feasible recommendations made by the city's third party traffic consultant to reduce/mitigate negative impacts; and
4. The applicant submits a final site plan, in substantial conformance with the conceptual site plan; and
5. The final site plan shall be subject to approval by the City Engineer; and
6. The City Engineer shall have the authority approve minor amendments to the site plan, as may be deemed necessary to comply with applicable codes and good site design practices; and
7. The applicant agrees to comply with all landscape and buffer requirements; and
8. The applicant submits a landscape plan subject to approval by the City's Third Party Landscape Architect; and
9. The applicant agrees to install a 6-foot sound wall adjacent to all loading areas which abut residential uses; and
10. Loading and unloading of merchandise deliveries should be limited to between the hours of 7AM and 11PM, whenever the loading area abuts a residential use; and
11. Building height shall not exceed 40' maximum; and

October 19, 2016

12. All site lighting be limited to a maximum height of 20 feet, except those light poles adjacent to and illuminating pedestrian walkways, which should have a maximum height of 15 feet;
and
13. The applicant shall secure ARB approval.



RECEIVED

OCT - 4 2016

City of Ellisville

Mrs. Ada Hood
City Planner
City of Ellisville
1 Weis Avenue
Ellisville, MO 63011

October 4, 2016

Dear Mrs. Hood:

It is our pleasure to submit to you our application for a mixed-use or single tenant retail development on the former Moore Auto Dealership property located at 15950 Manchester Road in Ellisville, MO. As you know, this property has sat vacant for quite some time, but is strategically located at the intersection of Clarkson/Keifer Creek Road and Manchester Road in the heart of downtown Ellisville. We believe there is great potential for this property to be revitalized into a high quality single tenant or mixed use retail development, but, in light of the history of this property, this potential can only be realized by working collaboratively and proactively with the City in order to obtain the necessary approvals. By taking this approach, we believe will be able to instill confidence in and attract nationally recognized retail and/or restaurant users. We believe our experience in retail development, our long history with the City of Ellisville, and our ability to be patient in attracting the right user(s) for this site uniquely positions us to successfully complete this project.

Our desire is to purchase and entitle this property in order to build a combination of retail and/or restaurant uses. The property is currently zoned C3 commercial, so no rezoning request is being made as these uses are currently permitted under the current ordinance. We are, however, requesting a conditional use permits be granted for this site to allow for building height over 30 feet, building square footage in excess of 50,000 square feet, liquor sales, gun sales, and drive thru restaurant uses. While it is possible that some or all of these conditional uses may not ultimately be required, by obtaining these approvals now, this site will be attractive to a broad array of high quality, national retail and/or restaurant users who will have the confidence to know that, despite the history of this property, their use is welcomed by the City of Ellisville.

Access to the site would be by way of an existing cross access agreement granted by QuikTrip to this parcel to the signalized light on Keifer Creek Road on the East, and directly to Manchester Road on the South. Stormwater runoff will be mitigated by on site water quality treatment areas, and detention will take place in a designated, already existing off-site shared detention area on the Southern end of the QuikTrip parcel. All parking for this property will be on site and meet the required parking ratios, and all buildings, loading areas, and trash enclosures will be properly landscaped and screened to minimize the impact on the neighboring property owners. In addition, lighting study will be submitted to ensure that there is no light pollution on neighboring property owners.

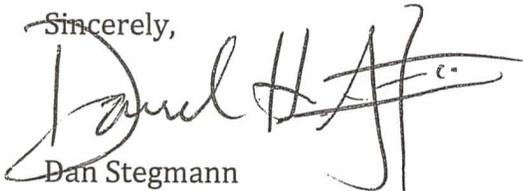
Said simply, our goal is to create a comprehensive, high quality development that enjoys a natural flow from Keifer Creek to Manchester Road and between the established 'outparcels' (AT&T, Credit Union, and QuikTrip) so that this larger area has the appearance and consistency as if it were developed simultaneously by a single party.

If this request for the aforementioned conditional use permits is granted, our desire would be for staff to administratively approve the site plan (provided it meets the applicable standards and achieves the objectives set forth herein), at which time we will submit the specific landscape and architectural plans to the Architectural Review Board for approval once our specific user(s) have been determined.

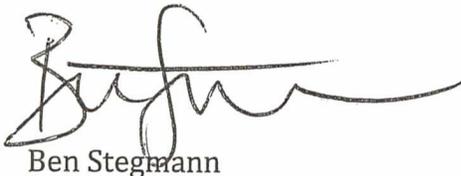
I would like to reiterate our appreciation for your help thus far, and affirm our desire to work collaboratively with the City staff and elected officials in order to revitalize this stretch of Manchester Road in order to provide a lasting economic and aesthetic benefit to residents of the City of Ellisville for years to come.

Please do not hesitate to contact us with any questions you might have.

Sincerely,



Dan Stegmann



Ben Stegmann

Work Order #25 for Traffic Engineering Services

DATE: October 10, 2016

TO: Ms. Ada Hood

FROM: Shawn White, P.E., PTOE

SUBJECT: Work Order #25 – Proposed Manchester Road Retail
Ellisville, Missouri
CBB Job No. 099-16-25

Project Understanding

In accordance with our contract dated December 21, 2011, I am submitting the following work order to clarify the issues to be addressed, the scope of work and associated fee. This work order is subject to the terms and conditions of the original contract.

Project Name: Manchester Road Retail Assessment
Location: Manchester Road opposite Henry Avenue

The primary purpose of this assessment would be to review the proposed development access and make recommendations as to the best location for access onto Manchester Road. This assessment would also provide the City with trip generation characteristics of the proposed development, as well as anticipated operating conditions at the driveways serving the site. A traffic study was recently completed for the approved QuikTrip just to the east of the proposed site that evaluated the traffic conditions at the intersection of Manchester Road and Clarkson Road. Consequently, since the intersection is basically built to maximum capacity, a detailed analysis of the Manchester Road/Clarkson Road intersection would not be completed.

Manchester Road is under the jurisdiction of the Missouri Department of Transportation (MoDOT), while Keifer Creek Road is under the jurisdiction of St. Louis County Department of Transportation (County). As you know, agency approvals will be required to obtain permits and to facilitate any changes in access to the public roads. Both MoDOT and the County may require additional studies beyond those included in this assessment.



In order to prepare the traffic assessment, we propose the following scope of work:

1. Obtain from the City a copy of the latest site plan, as well as any data from the owner pertaining to the operating characteristics.
2. Perform observations and spot traffic counts on Manchester Road at Henry Avenue and at the Ellisville Square shopping center during the weekday Midday and PM peak hours. These locations would be observed to determine the existing operations and potential conflicts that may be present within the two-way left-turn lane on Manchester Road between these two drives and the proposed site drive.
3. Based on data from the *ITE Trip Generation Manual*, as well as the owner, estimate the number of trips that the proposed development would generate during the weekday Midday and PM peak hours.
4. Assign the trips into and out of the site based on the access configuration, existing traffic patterns and anticipated operating characteristics. These forecasts would reflect how much traffic would be added to the adjoining roadways and form the basis of the analysis.
5. Perform capacity analyses of the site driveway on Manchester Road and on Keifer Creek Road to determine existing and forecasted operations. Existing traffic count data from prior studies in the area would be utilized, no new traffic counts would be collected with the exception of the spot counts noted in Task 2. *The intersection of Manchester Road and Clarkson Road would not be included in the analysis, as the intersection has been studied previously and is essentially built to the maximum conditions barring widening Manchester Road to six lanes, which would not be a requirement of this development.*
6. Review the access to the site off Manchester Road, specifically focused on the anticipated queues at the drives and any impact these queues may have (i.e., entering queues potential impact on the existing two-way left-turn lane on Manchester Road and exiting queues potential impact on internal circulation within the proposed development).
7. Review the City's Great Streets Initiative plan to identify required off-site improvements within the frontage of the site and the proposed plan's access for compliance.
8. Review the parking required for the proposed development.
9. Prepare a brief, letter report summarizing our findings and conclusions.
10. Attend a total of two meetings/presentations to discuss our findings with the staff, Planning Commission and/or City Council. All additional meeting time would be billed at our hourly rates including travel costs (windshield time and direct costs).



Fees

We would perform this work on a lump sum basis for a fee of **\$6,200.00**.

Acceptance

If the proposed scope of services and fees described above meet your approval, please sign and return this work order as CBB's notice-to-proceed.

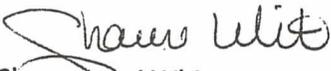
ACCEPTING FOR THE CITY OF ELLISVILLE, MISSOURI:


Signature

10-13-16
Date

Should there be any questions or comments regarding this proposed scope of work, please contact Shawn White in our St. Louis office at swhite@cbbtraffic.com or by phone at 314-449-9572.

Sincerely,


Shawn White, P.E., PTOE
Senior Traffic Engineer

From: JOHN "JAY JAY" BRADEN [mailto:John.Braden@modot.mo.gov]
Sent: Tuesday, October 11, 2016 10:02 AM
To: Ada Hood <ahood@ellisville.mo.us>
Cc: Federico Lagos <Federico.Lagos@modot.mo.gov>; KAREN D YEOMANS <Karen.Yeomans@modot.mo.gov>
Subject: 10-11-16 - 15950 Manchester Rd- MoDOT comments
Importance: High

After review of the plan sheet for the subjected property MoDOT has the following comment(s);

- All work in MoDOT right of way will require a permit issued from this office.
- Show the location of existing entrances on the opposite side of the roadway to assure proper alignment and position of your proposed entrance.
- The proposed entrance is too close to the existing entrance to the west and one of these entrances will need to be removed.
- MoDOT will require cross access to all future out lots adjacent to this property as no new access points will be allowed.
- Provide us with typical sections showing the pavement details for the new entrance.
- Provide us with a copy of the deed, to confirm the usual rights of access or any access limitations.
- Provide us with a hydraulic analysis to support your proposed drainage system.
- Provide us with MSD approval of the drainage.
- A separate permit will be required for the water tap and needs to be applied for through the plumber.
- MoDOT will not allow pavement cuts for utility connections. Utility connections on right of way will require separate permits.
- Provide us with a simulation of the projected traffic progression.
- Provide us with a cost estimate for the improvements within the MoDOT right of way.
- This redevelopment will require a traffic impact study, the development will need to contact me to set up a scoping meeting.

If you have any questions please feel free to contact me via email at john.braden@modot.mo.gov .



City of Ellisville

One Weis Avenue
Ellisville, MO 63011
(636) 227-9660 FAX: (636) 227-9486

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OCT - 4 2016

City of Ellisville

APPLICATION COVER SHEET

(please type or print)

ALL APPLICABLE SECTIONS OF APPLICATION MUST BE COMPLETE AND CONSISTENT WITH SUBMITTED MATERIALS

Property Address: 15950 Manchester Road, Ellisville, MO 63011 (Manchester & Clarkson Road)

Project Description: Retail Shopping Center and Outparcel Development

PART A: PARTIES IN INTEREST

The full legal name of each party listed below (partnership, corporation, etc.) is required for review of the application(s). Having different individuals represent an Applicant at different meetings during the review process may result in unnecessary confusion and delay. Consequently, in the interest of promoting clarity, consistency, and expediency, the City requests all Applicants, at the time of filing their Application, to identify a primary or principal **APPLICANT** (either attorney or non-attorney; corporations should see Notice below) who can be expected to attend each of the meetings during the Petition review process.

Notice to Applicants

In matters which qualify as contested cases under Section 536.010(2) R.S.Mo. corporations may not be represented by non-attorneys when the Council sits as an administrative tribunal. Non-attorney representation in such matters may constitute the practice of law under Section 484.010 R.S.Mo. All Applicants are cautioned to consult with an attorney prior to undertaking non-attorney representation.

Name and Title of **APPLICANT**: Cypress Equity, LLC (Owner Under Contract)

Address: 16100 Swingley Ridge Road, Suite 210, Chesterfield, MO 63017

Phone Number: 636-227-0111 Email ben@cypress-stl.com

Name of Business Owner(s) - if different than above: Dan & Ben Stegmann

Address: _____

Phone Number: _____ Email _____

Name of Property Owner(s) - if different than above: Linabe, LLC (Current Owner)

Address: 5625 Veteran's Memorial Parkway, St. Peters, MO 63376

Phone Number: _____ Email _____

Name of Architect, Landscape Architect, Planner or Engineer: Cole and Associates (Civil Engineer)

Address: 401 S. 18th Street, Suite 200, St. Louis, MO 63103

Phone Number: 314-984-9887 Email treynolds@colestl.com

PART B: SITE DESCRIPTION

Legal Address of Property: _____ Locator No.: 23T440534

Lot No.: 28 Block No.: B.F. Hutchinson Current Zoning: C3 Commercial

Current Use of Site: _____ 1 _____

Proposed Use of Site: Retail Shopping Center

PART C: APPLICATIONS FILED (List the applications you will submit (i.e. Conditional Use Permit, Site Plan, etc.). A Letter addressed to the City must be submitted. The letter should completely describe who, what, why, where and when.

Conditional Use Permit for Height in excess of 30 ft., Building Square

Footage in Excess of 50,000 SF, Restaurant Drive Thru, Liquor Sales, & Gun Sales.

PART D: AUTHORIZATION (FULL LEGAL NAME IS REQUIRED)

Signature of Applicant (Required): [Signature] Date: _____

Title/Interest in Property: OWNER OF THE CONTRACT

Signature of Property Owner (Required): _____ Date: _____

Title/Interest in Property: _____



City of Ellisville

One Weis Avenue
Ellisville, MO 63011
(636) 227-9660 FAX: (636) 227-9486

RECEIVED

OCT - 4 2016

City of Ellisville

APPLICATION FOR CONDITIONAL USE PERMIT

pd. \$450
C# 1099
\$350 cup
\$150 site plan
\$50 publication

(please type or print)

ALL APPLICABLE SECTIONS OF APPLICATION MUST BE COMPLETE.
APPLICATION MUST BE CONSISTENT WITH SUBMITTED MATERIALS.
THIRTY-ONE (31) SETS OF SIGNED & SEALED DRAWINGS PLANS MUST BE FOLDED TO
APPROXIMATELY 8 1/2 x 11 or 8 1/2 x 14 IN SIZE. A \$350.00 APPLICATION FEE AND \$50.00
PUBLIC HEARING DEPOSIT MUST ACCOMPANY THIS APPLICATION

Property Address: 15950 Manchester Road, Ellisville, MO 63011

Applicant: Cypress Equity, LLC

PART A: BUILDING CONSTRUCTION

Estimated Cost of Construction : _____ No. of Stories : 1

Total Square Footage of Site: 261,639 SF Total Square Footage of Building(s): 52,000 SF Estimated

Ratio of Total Square Footage of Building(s) to Total Square Footage of Site: 19.9%

Building(s) Height(s): 20-35 FT Number of Floors: 1

Total Number of Available Parking Spaces: 208 Estimated (4:1,000 ratio)

Number of Parking Spaces as Required by the Zoning Ordinance: (3.3 - 4.2: 1,000 ratio)

Describe the Reason for Requesting a Conditional Use Permit: Building height in excess of 30 ft., Building Square Footage in excess of 50,000 SF, Restaurant Drive Thru, Liquor Sales, Gun Sales

Briefly describe the disposal of Trash, Delivery and Loading for Operation (Location and Hours): All trash will be stored in proper containers enclosed in masonry enclosures as required by the city ordinance. The building will contain a loading dock, and all activities will be done during standard business hours.

Architectural review is required for any exterior renovation or facade changes. If any of these items are part of the project, complete an Architectural Review Board Application.

PART B: AMENDING AN EXISTING CONDITIONAL USE PERMIT

Please describe the proposed amendment: N/A

Please describe why the proposed amendment is necessary: N/A

PART C: MULTI-TENANT/MIXED USE

Total Square Footage of: Retail: 52,000 Residential: _____ Office: _____ Other: _____

How Many Dwelling Units Will Result From The Project: 0 Square Footage Per Unit: _____

Number of Floors Retail: 1 Residential: 0 Office: 0 Other: 0

Total Number of Parking Spaces: Retail _____ Residential: _____ Office: _____ Other: _____

Provide a tabulation of the total square footage of the site and what percentage and amount of square footage will be reserved for off-street parking, open spaces, parks, etc.

<u>Intended Use:</u>	<u>Square Footage</u>	<u>Percentage</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

PART D-1: RESTAURANTS

Briefly describe the type and character of the operation: Quick Service Restaurant

Hours of Operation: TBD

Will a liquor license be requested? Yes ___ No X If yes, which type: _____

Square Footage of Proposed Use: 1,800-2,500 SF estimated No. of seats: TBD

Number of Parking Spaces: TBD No. Employees: TBD Valet Parking? Yes ___ No X

Location of Parking Facilities: On Site Parking

If restaurant is to offer deliveries, please describe this operation: TBD

Does the restaurant intend to participate in a recycling program? Yes X No _____

PART D-2: OUTDOOR DINING/SEATING

Please provide a copy of survey showing building line, property line, right-of-way line, proposed seating plan and landscaping.

Seating only? Or full service? TBD Square Footage of Patio: _____

Same Menu (Yes/No): _____ Same Hours (Yes/No): _____

No. Tables: _____ No. Seats: _____ No. Umbrellas: _____ Logo on Umbrellas: _____

Description of Furniture: _____

Description and proposed location of Pedestrian Barrier: _____

Description of Landscaping: _____

Description of Lighting: _____

PART E-1: TELECOMMUNICATION INSTALLATIONS

Location of Antenna(s): TBD Type of Antenna(s): _____

No. of Antenna(s) : _____ Dimension(s): _____

Location of cabinets(s): _____ Type of cabinets(s):: _____

No. of cabinets(s) : _____ Dimension(s): _____

Location of wiring/cable: _____ Type of wiring/cable: _____

Lineal Feet : _____ How will wiring/cable be screened: _____

Location of screening/ _____ Type of screening(s) _____

Enclosures: _____ enclosures: _____

Dimension(s): _____ Color/Description: _____

Will any illumination be used : _____ By what method : _____

PART E-2: LEASE AND MAINTENANCE

Fully executed lease: No How long is lease for: _____ Any Easements: _____ Describe: _____
Yes / No Yes / No

Who will provide any maintenance: _____ Describe: _____

PART F: ENVIRONMENTAL STATEMENT

Will the proposed request adversely impact the environment?: No (Yes or No)

Has a Phase I Assessment or Phase II Environmental Report/Study been prepared in association with this request?
No (Yes or No) If yes, please submit a copy of the report/study with this application.

By filing this application you acknowledge and are aware that the City may require a partial or comprehensive environmental assessment, impact analysis, or report, in conformity with Chapter 415, Environmental Report of the Land Use Regulations, at any time during the application or approval process.

PART G: CRITERIA

It shall be the responsibility of the applicant to clearly establish that the following criteria are met: (Respond Yes or No). Please be sure to respond to all questions (a-r).

- No a. Will the use have any negative effect upon traffic conditions.
(1) In the event that the proposed commercial use or building is a motor vehicle oriented business as defined by Section 400.430(A)(2), traffic impact consideration screening procedures as set forth in Section 400.430(A)(4) shall be considered by the Council in determining whether there is a negative effect upon traffic conditions, in addition to any other evidence adduced pursuant to the permit procedure.
(2) In the event that the proposed use or building is a multi-family development as defined by Section 400.430 (B)(2), traffic impact consideration screening procedures as set forth in Section 400.430(B)(4) shall be considered by the Council in determining whether there is a negative effect upon traffic conditions, in addition to any other evidence adduced pursuant to the permit procedure.
- No b. Will the use substantially increase fire hazards?
- No c. Will the use adversely affect the character of the neighborhood?
- No d. Will the use adversely affect the general welfare of the community?
- No e. Will the use overtax the sewage or public utilities?
- No f. Will the use adversely affect or overtax Police or other City services?
- Yes g. Will the use be the highest and best use of the location applied for?
- No h. Will the use adversely affect the financial condition of the City including any adverse impact upon utilities, property and sales tax?
- No i. Will the use have a substantial negative impact on the environment?
- Yes j. Is the proposed use compatible with surrounding uses and with the surrounding neighborhood?
- Yes k. Is the comparative size, floor area and mass of the proposed use and/or proposed structure appropriate and reasonable in relation to adjacent structures and buildings on surrounding properties and in the surrounding neighborhood?
- No l. Will the use adversely affect the neighborhood in terms of water runoff, noise transfer or heat generation due to significant amount of hard surfaced areas for buildings, sidewalk, drives, parking and service areas?
- No m. Will the frequency and duration of various indoor and outdoor activities and special events associated with the proposed use have a deleterious impact on the surrounding area?
- Yes n. Will the use be likely to remain in existence for a reasonable length of time and not become vacant or unused?
- No o. Does the use involve the presence of unusual, single-purpose structures or components of a temporary nature?
- Yes p. Does the proposed use comply with the standards of good planning practices?
- Yes q. Have sufficient measures been taken or will be taken by the applicant that would negate, to an acceptable level, potentially adverse impacts, as determined by the City Council?
- Yes r. Will the use comply with all other applicable provisions of Chapter 400, including performance standards as set forth in Section 400.170?

PART H: CHECKLIST

_____ Five full size copies of plans must be submitted initially for staff review. Additional plan sets (31 copies) will be required later to forward to the Planning and Zoning Commission and/or City Council.



City of Ellisville

One Weis Avenue
Ellisville, MO 63011
(636) 227-9660 FAX: (636) 227-9486

APPLICATION FOR SITE PLAN REVIEW

(please type or print)

ALL APPLICABLE SECTIONS OF APPLICATION MUST BE COMPLETE.
APPLICATION MUST BE CONSISTENT WITH SUBMITTED MATERIALS.
PLANS MUST BE FOLDED TO APPROXIMATELY 8 1/2 x 11 or 8 1/2 x 14 IN SIZE. A \$50.00
APPLICATION FEE MUST ACCOMPANY THIS APPLICATION

Property Address: 15950 MANCHESTER ROAD
Applicant: CYPRESS EQUITY, LLC

PART A: SITE DEVELOPMENT

Briefly describe the intended project and use: LARGE FORMAT RETAIL

Is the intended use: Permitted Conditionally Permitted: Part of a Planned Development:

Total Square Footage of Site: 261,639 Total Square Footage of Building(s): 51,000 SF

Ratio of Total Square Footage of Building(s) to Total Square Footage of Site: 19.5%

Building Lot Coverage: 19.5% Total Impervious Lot Coverage: TBD

Setbacks: Required: Provided:

Buffer Landscape: Required: Provided:

Parking Lot Landscape: Required: Provided:

Fence: Required: Location: REAR Type/Material: WOOD Height: 6'

Wall (Screen/Sound): Required: Location: N/A Type/Material: _____ Height: _____

Public Art or Benefit Provided: TBD Describe: _____

Briefly describe the disposal of Trash, Delivery and Loading for Operation (Location and Hours):

LOADED VIA FRONT LOADING TRASH TRUCK. DUMPSTER TO SIT IN MASONRY ENCLOSURE. TRASH REMOVAL FROM 9 AM - 5 PM.
Architectural review is required for any exterior renovation or facade changes. If any of these items are part of the project, complete an Architectural Review Board Application.

PART B: PERFORMANCE STANDARDS

Revised: July 25, 2014

All land, buildings and uses must comply with the following performance standards. Other project or use specific factors may be regulated to protect the public health, welfare and safety as well as to protect the character of the neighborhood.

Vibration. Will the use be so operated that the maximum ground vibration generated is not perceptible without instruments at any point on the lot line of the lot on which the use is located, excluding vehicular traffic unrelated to the subject use? YES

Noise. Will the use be so operated that the maximum volume of sound or noise generated does not exceed seventy (70) decibels at any point on the lot line of the lot on which the use is located? YES

Odor. Will the use be so operated that no offensive or objectionable odor is perceptible at any point on the lot line of the lot on which the use is located? YES

Smoke. Will the use be so operated that no smoke from any source shall be emitted of a greater density than the density described as No. 1 on the Ringelmann Chart as published by the United States Bureau of Mines? YES

Toxic gases. Will the use be so operated that there is no emission of toxic, noxious or corrosive fumes or gases? Emission of dirt, dust, fly ash and other forms of particulate matter. Emission of dirt, dust, fly ash and other forms of particulate matter shall not exceed eighty-five hundredths (85/100) pounds per one thousand (1,000) pounds of gases of which amount not to exceed five-tenths (5/10) pounds per one thousand (1,000) pounds of gases shall be of such size as to be retained on a three hundred twenty-five (325) mesh U.S. Standard Sieve. In the case of emission of fly ash or dust from a stationary furnace or combustion, device these standards shall apply to a condition of fifty (50) percent excess air on the stack at full load, which standards shall be varied in proportion to the deviation of the percentage of excess air from fifty (50) percent. Will the project comply with this standard? YES

Air pollution. Every form of objectionable odors, smoke, toxic gases, particulate matter such as dirt, dust, fly ash, must be restricted to specific low levels of emissions as set forth in Ord. No. 3347 of St. Louis County Code titled; Air Pollution Control Code, Chapter 612, as amended from time to time. Will the project/use comply with this standard? YES

Radiation. Every amount of radioactive emissions must be restricted to that considered safe by the Federal Radiation Board Standards, as amended from time to time. Will the use/project comply with this standard? YES

Operations, heat and glare. Every operation producing intense glare or heat must be enclosed so that they are imperceptible at any lot line without instruments. Will the project/use comply with this standard? YES

Additional Standards applicable to all new restaurants and fast food restaurants, and upon change of ownership of existing restaurants and fast food restaurants, with the exception of Bar B Que Restaurants as defined in Section 30-18: (Ord. #2288, Sect. 2, 11-18-99)

Grease extraction efficiency: Exhaust system shall have grease extraction efficiency of at least 90% as tested by an approved agency. Will the use/project comply with this standard? YES

Maintenance: Equipment shall be maintained at intervals as recommended by the manufacturer and property maintenance performed in accordance with manufacturer's instructions. Will the use/project comply with this standard? YES

Cleaning: Hoods, grease removal devices, fans, ducts and other appurtenances shall be cleaned to bare metal at frequent intervals prior to surfaces becoming heavily contaminated with grease or oily sludge. Will the use/project comply with this

standard? YES

PART C: STORM WATER QUALITY PROTECTION STANDARDS:

All development and redevelopment must comply with storm water quality protection standards. To the maximum extent feasible, the development plan should preserve and/or protect existing natural resource areas that facilitate pollutant removal and reduce runoff.

1. Can land disturbance be minimized? YES
2. Can additional greenspace be preserved? NO
3. Can proposed development be located in already developed areas? YES
4. Can stormwater be captured and infiltrated into the ground? YES
5. Can stormwater be captured and reused for irrigation or décor? NO
6. Could permeable surface materials be used to promote infiltration and limit runoff? LIMITED AREAS, YES
7. Can land disturbance be restricted to less sensitive areas? NO
8. Is the development located outside the 100 year flood plain? YES
9. Is the development located outside the stream bank setback buffer? YES
10. Does the development warrant engineering channel protection controls (because of size or stream bank erosion problems)? NO
11. Does the development plan avoid sensitive areas? YES
12. Does the site development plan utilize stormwater credits? TBD
13. Does the site development plan show structural BMPs? What is the acreage of drainage to the BMP? Will the BMP be above or below ground? TBD, MOST LIKELY
14. Who will be responsible for maintaining storm water controls? Are the structural BMP shown on the plan appropriate for the entity or person responsible for maintenance? JOINT AGREEMENT BY ALL USERS
15. Is over 1 acre of impervious area being added? NO
16. Is the development tributary to any existing basins that need to be upgraded? TBD, NOT BELIEVED TO BE

PART D: ENVIRONMENTAL STATEMENT

Will the proposed request will not adversely impact the environment?: WILL NOT

Has a Phase I Assessment or Phase II Environmental Report/Study been prepared in association with this request? NO (Yes or No) If yes, please submit a copy of the report/study with this application.

By filing this application you acknowledge and are aware that the City may require a partial or comprehensive environmental assessment, impact analysis, or report, in conformity with Chapter 415, Environmental Report of the Land Use Regulations, at any time during the application or approval process.

PART E: CHECKLIST

- ___ Existing and proposed (1) Site Plan, (2) Landscaping Plan and (3) Natural Resources Plan. Scale may be 1"= 20'-0".
- ___ Five full size copies of plans must be submitted initially for staff review. Additional plan sets will be required later to forward to the Planning and Zoning Commission and/or City Council.
- ___ Boundary Map showing all boundaries, existing setbacks and other physical features.
- ___ Location map showing north arrow.

Revised: July 25, 2014

