



Department of Planning and Development

6801 Delmar Boulevard, University City, Missouri 63130, Phone: (314) 505-8500, Fax: (314) 862-3168

MEETING MINUTES
PLAN COMMISSION

Location: Heman Park Community Center and via Zoom
Wednesday, August 28th, 2024 at 6:30pm

The Plan Commission held its regular session on Wednesday, August 28th, 2024 at the Heman Park Community Center (975 Pennsylvania Ave) and via Videoconference (Zoom). The meeting commenced at 6:33 pm and adjourned at 8:30 pm.

Call to Order – (6:33 pm)

1. Roll Call

Present

Margaret Holly (Chair)

Al Fleischer Jr.

Mark Harvey

Patricia McQueen

Ellen Hartz

Jeff Hales (Council Liaison)

Charles Gascon

Excused

Tori Gonzalez

Staff Present

Mary Kennedy, Planner

Noah Chapin, Planner

John Wagner, Director of Planning &
Development

John Mulligan, City Attorney

2. Approval of Minutes – No corrections to minutes from July 24th, minutes were approved as presented.

3. Public Comments - None

4. Old Business - None

5. New Business

a. CUP-24-03

Applicant: Michael S. Stevenson of Royal Banks of Missouri

Request: Conditional Use Permit to allow for drive-through facilities for a bank

Location: 8550 Olive Boulevard

PUBLIC HEARING AND VOTE REQUIRED

Ms. Kennedy introduced the CUP application, explaining that banks are a permitted use in this zoning district and the permit is only required due to the presence of a drive through service on the site. The application complies with all requirements and recommendations for the site, including the comprehensive plan and Olive Boulevard Design Guidelines.

The applicant showed their site plans, elevations, landscape plan, and lighting plan, all of which meet the zoning code requirements.

Motion to approve CUP made by Commissioner McQueen. Measure approved unanimously 6-0.



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b. **TXT-24-03 (sign code amendments)**

Applicant: City of University City

Request: Approval of a zoning text amendment regarding code section §400.2320(A), §400.780(D), §400.030(A) and creating a new section §400.2345

VOTE REQUIRED

Ms. Kennedy introduced the two sections of this request: 1) creating new, larger categories of signage allowance based on linear street frontage, as well as replacing the paragraph with a table that is much easier to read, 2) creating a comprehensive sign plan that can be applied for by most development types to increase flexibility for applicants.

Ms. Kennedy also explained that the RFP for the zoning code update was about to be released and that the sign code would likely be one focus of the full zoning update, so this amendment is a sort of short-term fix. It was, however, extensively researched and staff is confident that it could be carried forward into the new code.

The second section of this amendment would expand the scope of the existing Comprehensive Sign Plan to allow applications from more zoning districts than just planned development zones.

Motion by Commissioner Fleischer to recommend approval of the text amendment to council. Motion amended by Commissioner Gascon to only recommend approval of item 1, the table and amendment signage categories, and to table the discussion of the comprehensive sign plan.

Motion approved unanimously.

c. **TXT-24-05 (New coffee shop parking requirements)**

Applicant: City of University City

Request: Approval of a zoning text amendment regarding code section §400.2140, off street parking requirements, and §400.030, definitions

VOTE REQUIRED

This text amendment is intended to address the parking requirements for smaller specialty food service, specifically coffee shops. Specifically, the amendment would create a new definition of a "Coffee Shop" and create a new parking requirement for those coffee shops that is lower than the existing restaurant parking requirement.

Commissioner Gascon sought clarification on the difference between a drive-through coffee shop and a drive-through restaurant, and why they would need different parking requirements. Discussion about average visit duration, average coffee shop size, stacking and parking needs, etc., ensued. Some examples of existing coffee shops in town were discussed, including some with problematic parking situations and how to avoid that happening again in the future. Another question was raised as to whether the parking requirement should be based on the fare sold by a restaurant (coffee, in this case), or the form of the restaurant (e.g. drive-through only, in store, table service, carry out, etc.).



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Motion by Commissioner Fleischer to table the item approved unanimously. Staff will consider the discussion and bring a revised amendment forward at a later date.

6. Other Business

a. Creation of an Architectural Review Board

Staff previously presented options for the creation of an Architectural Review Board (ARB) to the City Council and was directed to begin creating recommendations for the ARB to be its own, standalone board. The Plan Commission expressed some concern about the need to further refine the scope of the ARB, possible pushback from the community, interactions with private subdivision boards, and the applicability of the ARB to commercial developments.

7. Reports

- a. **Third Ward Housing Task Force:** The consultants are close to circulating their final draft.
- b. **Staff:** RFP for zoning code update is coming out soon, and staff will be working with the consultants from the comprehensive plan to nominate the plan for an APA award.

8. Adjournment – The meeting was adjourned at 8:30 pm.