

**CITY OF TWIN OAKS  
PLANNING AND ZONING COMMISSION MEETING  
BOARD CHAMBERS, TWIN OAKS CITY HALL  
1381 BIG BEND ROAD  
TUESDAY, APRIL 26, 2022 6:30 P.M.**

**Tentative Agenda**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF THE AGENDA
5. APPROVAL OF THE CONSENT AGENDA
  - a. January 25, 2022 Minutes
6. NEW BUSINESS
  - a. Consideration of amendments to Chapter 410, Sign Regulations, of the Twin Oaks Code of Ordinances.
  - b. Discussion of zoning regulations pertaining to off-street parking.
  - c. Discussion of zoning regulations pertaining to rear yard setbacks.
7. MISCELLANEOUS
8. ADJOURNMENT

Frank Johnson  
City Clerk/Administrator

POSTED: April 25, 2022, 10 a.m.

**Please note:** Any person requiring physical or verbal accommodations should contact the city office 12 hours prior to meeting at 636-225-7873. Copies of public records for this agenda are available on the City's website or at City Hall for public inspection before and at the time of the meeting.

**MEETING MINUTES OF THE  
PLANNING & ZONING COMMISSION  
TWIN OAKS, MISSOURI  
TUESDAY, JANUARY 25, 2022**

The Planning and Zoning Meeting was called to order at 6:30 p.m.

Members:	Frank Venturella, Chairman	X	Joe Krewson	X
	Roger Loesche	X	Craig Cwiklowski	X
	Jeff Graves	X	Lisa Eisenhauer, Alderman	X
	Ray Slama	X	Shazia Brown	X
	Russ Fortune, Mayor	X		

Also, in attendance was Frank Johnson, City Clerk/Administrator; Paul Rost, City Attorney; Hilary Murray, Westlake Ace Hardware; Steve Earl, Chiodini Architects; and Michael Chiodini, Chiodini Architects. Craig Knight, Door Realty Group, and Kevin Woods, Inland Group, attended remotely via Zoom.

**APPROVAL OF THE AGENDA**

Commissioner Graves moved, seconded by Commissioner Loesche, to approve the Agenda. Motion passed with the unanimous consent of the Commission.

**APPROVAL OF THE CONSENT AGENDA**

Commissioner Slama moved to approve the Consent Agenda consisting of the meeting minutes from November 23, 2021. Commissioner Graves seconded the motion and on voice vote, the motion was announced passed.

**NEW BUSINESS**

**Consideration of Ace Hardware’s preliminary development plan application and conditional use permit for 1100 Meramec Station Road.**

Steve Earl, Chiodini Architects, provided the commission an overview of the proposed preliminary development plan for a Westlake Ace Hardware at 1100 Meramec Station Road and noted that there were a couple of specific items they wanted to address. Mr. Chiodini shared with the commission a sight line study that shows the rooftop HVAC units would not be visible from the street level due to the parapet on the building. Mr. Chiodini stated that he would provide a copy of the study to be included with the preliminary development plan application.

Hilary Murray, Westlake Ace Hardware, spoke next and thanked the commission for their time and consideration. Ms. Murray stated that Westlake was excited to be in Twin Oaks and that they are targeting mid-2023 for the store opening. She explained that the outdoor storage Westlake is requesting is a critical part of their business. The seasonal garden center would be in operation from mid-March to mid-June. She distributed pictures with examples of a seasonal garden center and palletized goods storage to the Commission. In response to a question from the Commission, she stated that there would be a smaller display in the fall and around Christmas.

Commissioner Loesche expressed concern about how the parking lost to the outdoor storage would impact the buildings other tenants and potential traffic issues. He also asked for clarification on what spaces are dedicated to each of the tenants (Ace Hardware, Aldi, and the third potential tenant). Discussion ensued. Michael Chiodini, Chiodini Architects, stated that they believed the quick nature of customer visits to hardware and grocery stores would lessen the potential for any issues. He also added that he believed the City's parking requirements to be excessive. Commissioner Loesche stated that the parking calculations were carefully considered by the City and reasonable. Commission Cwiklowski asked the applicant if there was any additional data or studies on how many cars might flow through the parking lot on a given day. Ms. Murray stated that they did not have a traffic study, but they could produce customer counts from their other stores.

Discussion ensued about the number of parking spaces that the city's ordinance requires and the number that are provided in the preliminary development plan. It was clarified that the plan used a retail floor space calculation instead of a gross building floor space calculation as required. Using the latter measurement, the total square footage of the building is approximately 50,000 square feet and 250 parking spaces would be need for all three tenants. The applicant's plan shows a total of 193 spaces.

Commissioner Loesche again expressed concern about the loss of parking due to the outdoor storage, in particular that they would be recommended an approval without knowing what kind of business the third tenant might be. Chairman Venturella stated that this is not atypical from what the City has done in the past and cited the example of the vacant space approved with the Dunkin Donuts. Mr. Chiodini reiterated the importance of the outdoor storage component to Westlake and stated their lease of the building is contingent upon the outdoor storage being approved.

Commissioner Cwiklowski asked the applicant if it would be possible to stack some of the palletized goods in order to save spaces. Ms. Murray responded that they typically try to avoid that for reasons of employee safety. Commissioner Slama asked if the propane tank that is shown on the plan could be removed to free up six parking spaces. Ms. Murray responded that Westlake feels it's important to provide the tank fill for their customers.

The Commission next discussed the Westlake Ace Hardware wall sign shown on the preliminary development plan and signage submittal. City Clerk/Administrator Frank Johnson stated that the proposed sign exceeds the maximum size allowed by the City. Tiffaney Campbell, BFA, clarified the sign is 505 square feet as a single rectangle or 315 square feet if you measure each word individually. In either case, it would exceed the 150 square feet maximum that the City allows. More discussion ensued.

Chairman Venturella asked for a summary of the items from the preliminary development plan that are not in compliance with the City's zoning ordinance. Ms. Campbell stated that main outstanding items were the parking requirements, the height of the lights above the wall sign, the size of the wall sign, the landscaping plan, and \_\_\_\_\_. Commissioner Loesche stated that the main issue for him was the parking and asked the Commission and the applicant how they could move forward.

Ms. Murray reiterated that the seasonal storage is critical for their business, but stated that she was fairly confident Westlake could reduce the size of the year-round palletized goods storage. Mayor Fortune asked if they could recover approximately half of the spaces currently shown to be occupied by the palletized goods. Commissioner Slama stated that this would be equal to approximately 16 spaces. The idea of using those spaces as employee parking was discussed. Mayor Fortune motioned that the recovery of 16 parking spaces be included as a condition for any approval of the preliminary development plan, Commissioner Slama seconded, and the motion passed by a voice vote of nine yes, zero no.

Alderman Eisenhower stated that the height of the lights did not seem like it would cause any issues. The lights are on the front of the building and not near the edges of the property. Chairman Venturella motioned to approve the height of the lights as requested. Alderman Eisenhower seconded, and the motion passed by a voice vote of nine yes, zero no.

In terms of the landscaping plan, Alderman Eisenhower stated that the seasonal garden center would have flowers and other plants that would help beautify the park lot. The commission agreed that the preliminary development plan's reference to maintaining the existing landscape was sufficient and no additional landscaping plan was needed.

Chairman Venturella stated that the proposed wall sign is bigger than allowed. Discussion ensued about the exact dimensions of the sign and what was allowed by the City. It was clarified that the lettering of the proposed sign is 315 square feet and approximately 8.4 percent of the front building elevation. The City zoning ordinance limits sign to 5 percent of the front building elevation and a max size of 150 square feet. Commissioner Cwiklowski asked the applicant if they chose the size of the sign because of the distance from Meramec Station Road. Ms. Murray stated that they raised the height of the building façade to match that of Aldi and then overlaid a sign that seemed reasonable. Further discussion ensued. Ms. Murray that stated they would be willing to reduce the sign to be no more than 7 percent of the front building elevation.

Chairman Venturella motioned that the Commission recommend approval of the preliminary development plan to the Board of Aldermen with the following conditions:

1. The site plan is revised to provide an additional 16 parking spaces for the proposed Westlake Ace Hardware.
2. The size of the proposed Westlake Ace Hardware wall sign is reduced to no more than 7 percent (251 square feet) of the front building elevation of the tenant space for the Westlake Ace Hardware.

Commissioner Cwiklowski seconded, and the motion passed by a voice vote of nine yes, zero no. City Attorney Paul Rost noted that at the time the Aldi development was approved, approximately half of the parking lot in the development was resurfaced. He requested that the Commission add a third condition for their recommendation of approval: that the remainder of the parking lot is repaved and resurfaced to meet City standards. Alderman Eisenhower so motioned, Commissioner Graves seconded, and the motion passed by a voice vote of nine yes, zero no.

Craig Knight, Inland Realty, thanked the commission for their recommendation and stated that as owners of the property, they are in full of support of the plan as laid out by Westlake.

**MISCELLANEOUS BUSINESS**

There was no miscellaneous business.

**ADJOURNMENT**

Commissioner Graves moved, seconded by Alderman Eisenhower, to adjourn the meeting. Upon voice vote, the motion was announced passed. The meeting adjourned at 8:23 p.m.

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Frank Venturella, Chairman  
Planning & Zoning Commission

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Date of Approval

ATTEST:

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Frank Johnson, City Clerk/Administrator

**Section 410.120 Sign Permits Required.**

A. A. Sign Permit Required. ~~Unless otherwise provided in these regulations,~~ it shall be unlawful for any person, partnership, corporation, agent, or employee thereof to erect, repair, paint, replace, alter, relocate, or otherwise change, other than normal maintenance, within the City any sign as defined in this Chapter without first obtaining zoning approval and a sign permit from the City Clerk. Notwithstanding the above to the contrary, ~~N~~o sign permit is needed for:-

1. ~~I~~tems not meeting the definition of a sign; and,
2. Temporary signs on lots with single-family attached or detached uses; and,
3. Flags on lots with single-family attached or detached uses (flagpoles may still require a building permit pursuant to Section 500.150(B)(6)); and,
4. Temporary window signs in the commercial district for non-residential uses.

B. Application. Before any permit is granted for the erection of a sign, an application for sign permit including four (4) sets of final plans and specifications shall be filed with the City Clerk showing the location of the proposed sign and the dimensions of the sign area and supporting structure, materials and required details of construction. The permit application must be accompanied by the payment of the permit fee established by the City.

C. Permit Expiration. If the work authorized under a sign permit is not completed within six (6) months after such permit was authorized, it shall become null and void.

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**Memo to:** Planning and Zoning Commission  
**From:** Frank Johnson, City Clerk/Administrator  
**Subject:** Off-Street Parking Regulations  
**Date:** April 22, 2022

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**BACKGROUND**

The current parking regulations contain a possible inconsistency in the way parking of trailers and recreational vehicles are treated.

- Section 400.390(A)(3)(c)(3) of the zoning regulations states that “recreational vehicles, off-road, vehicles, trailers ... shall not be parked or stored in any portion of a front yard” for any period of time. This applies only to off-street parking.
- Section 365.080 of the traffic code states that “no person shall park any vehicle, including a recreational vehicle ... on any roadway for a period of time longer than 72 hours.”

In effect, this means that residents cannot park their trailer or recreational vehicle in their driveway, but they can park it in the street in front of their house for up to three days. This would seem to obviate the intent of the zoning regulation in preventing trailers or recreational vehicles from being parked in front of residences.

**RECOMMENDATION**

Staff is recommending the Planning and Zoning Commission consider if it is necessary to adopt the 72-hour provision in the off-street parking regulations with the purpose of creating more consistent treatment of recreational vehicles and trailers within the City.

**Memo to:** Planning and Zoning Commission  
**From:** Frank Johnson, City Clerk/Administrator  
**Subject:** Residential Lot Setbacks  
**Date:** April 22, 2022

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### **BACKGROUND**

As part of a prior review of the City's zoning regulations, the Planning and Zoning Commission previously discussed the issue of setback requirements at a meeting on July 23, 2019, and how this impact various residential lots within Twin Oaks. As part of that meeting, BFA prepared an exhibit showing the buildable space per the setback requirements on each residential lot in Twin Oaks. That exhibit has been included in your packets for the April 26, 2022, meeting.

The exhibit shows that there are many lots within the City where some level of encroachment on the building setbacks is occurring. The problem is particularly acute on lots on Golden Oak Court and Woodland Oaks Drive, where there are some lots with little or no space that a building can actually occupy. An analysis of the 2019 BFA exhibit along with more recent GIS data from St. Louis County, while not exact in measurements, finds that:

- There are at least 47 residential properties in Twin Oaks with some kind of encroachment occurring. Of these, 36 could be classified as minor to moderate and 11 as severe.
- Side setback encroachments are most common, with 37 potential issues identified. There are 24 potential front setback encroachments and 13 rear setback encroachments.
- There are two lots—2 Golden Oak and 3 Golden Oak—where there is no legal space for a house to be built, per the current setback rules.

Given that the vast majority of lots in Twin Oaks already have structures in place and qualify as legal, pre-existing non-conforming lots, many of these encroachments do not pose an active issue. However, there is potential for future problems on two fronts:

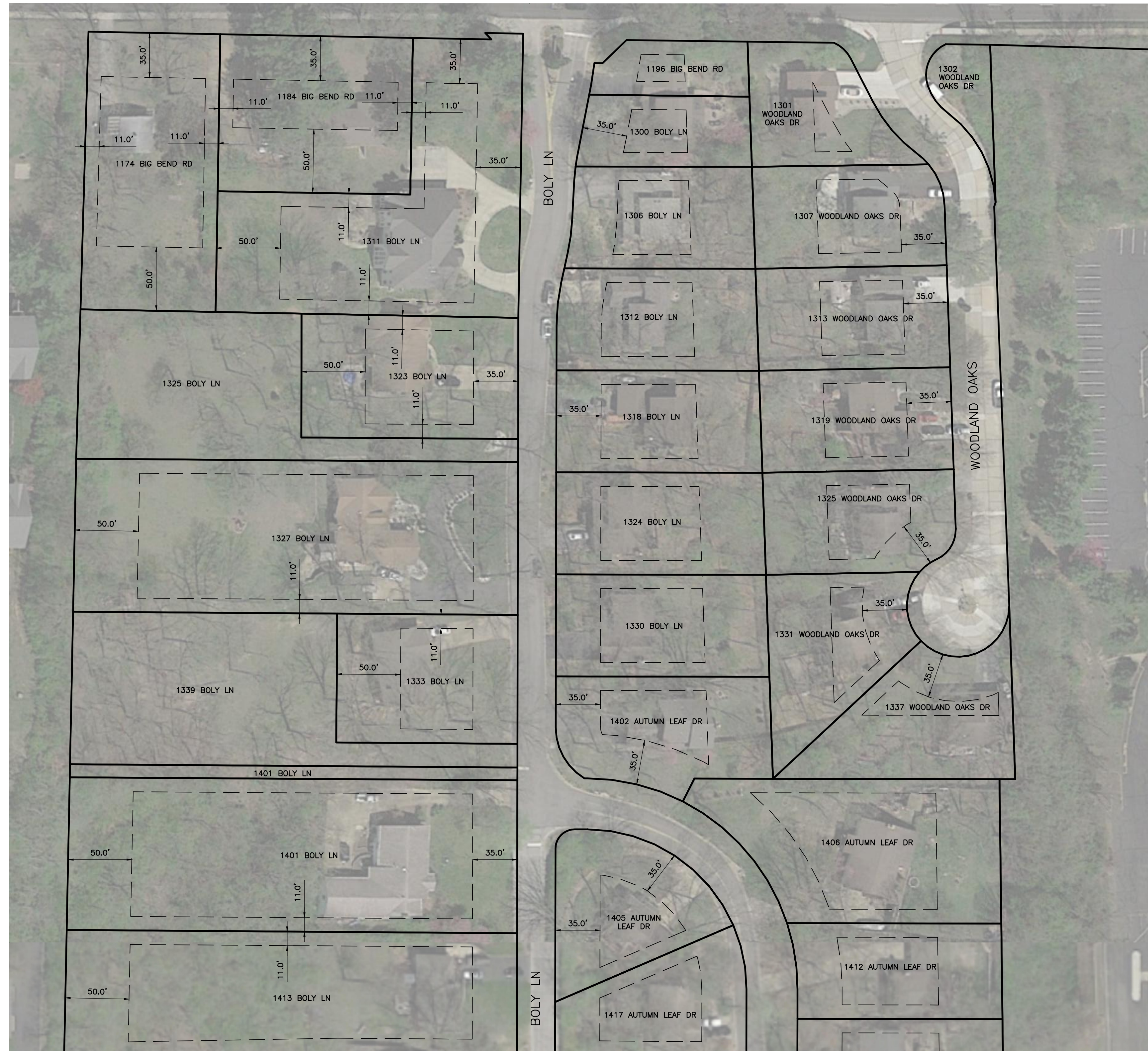
1. A homeowner who makes "any change, extension or alteration" of the footprint of an existing structure loses the grandfathered status of the property and must comply with the setback requirements or request a variance.
2. Decks attached to a residence are considered part of the primary structure and as such are subject to the setback requirements. Any expansion of an existing deck or the addition of even a small deck to the rear of a house may require a variance in some cases.

### **RECOMMENDATION**

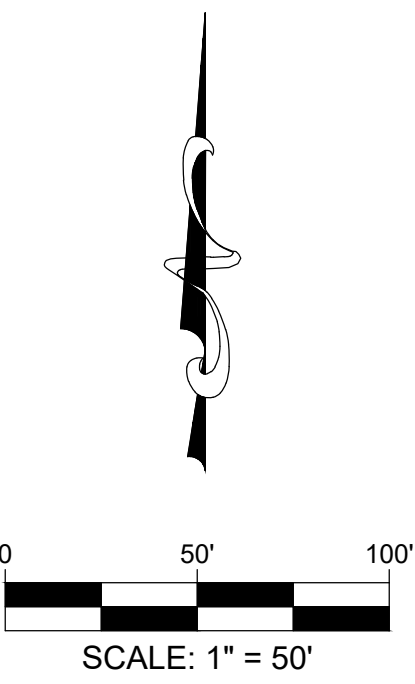
Staff is requesting the Planning and Zoning Commission consider whether the variance process is sufficient for addressing these issues without creating an undue burden on property owners, or if the City should explore potential revisions to the setback requirements code that could lessen the need for variances and the number of legal non-conforming properties in the city.



# YARD EXHIBIT 1 OF 5

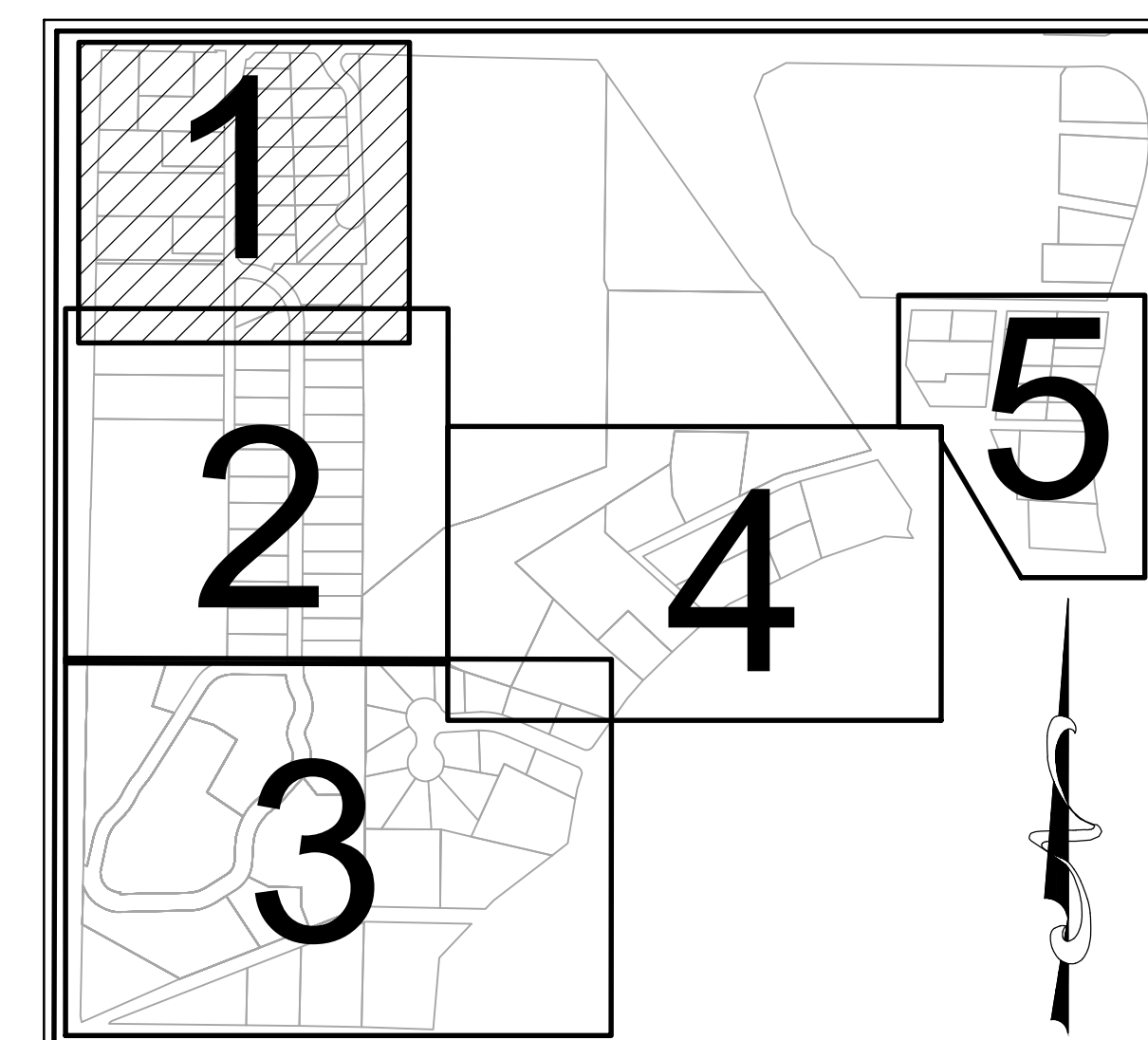


GOOGLE EARTH AERIAL  
DATED 04-02-16



TELEPHONE: (636) 239-4751  
BFA  
Engineering-Surveying  
WASHINGTON, MISSOURI 63090  
103 ELM STREET  
bfaeng.com

Current Code Yard Requirements are:  
Front: 35 feet  
Side: 11 feet  
Rear: 50 feet  
No Subdivision Plat lines are shown.



AREA MAP - 1"=500'

Yard Exhibit for Single Family Detached  
Dwelling District  
City of Twin Oaks  
St. Louis County Missouri, 63021

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7-08-19  
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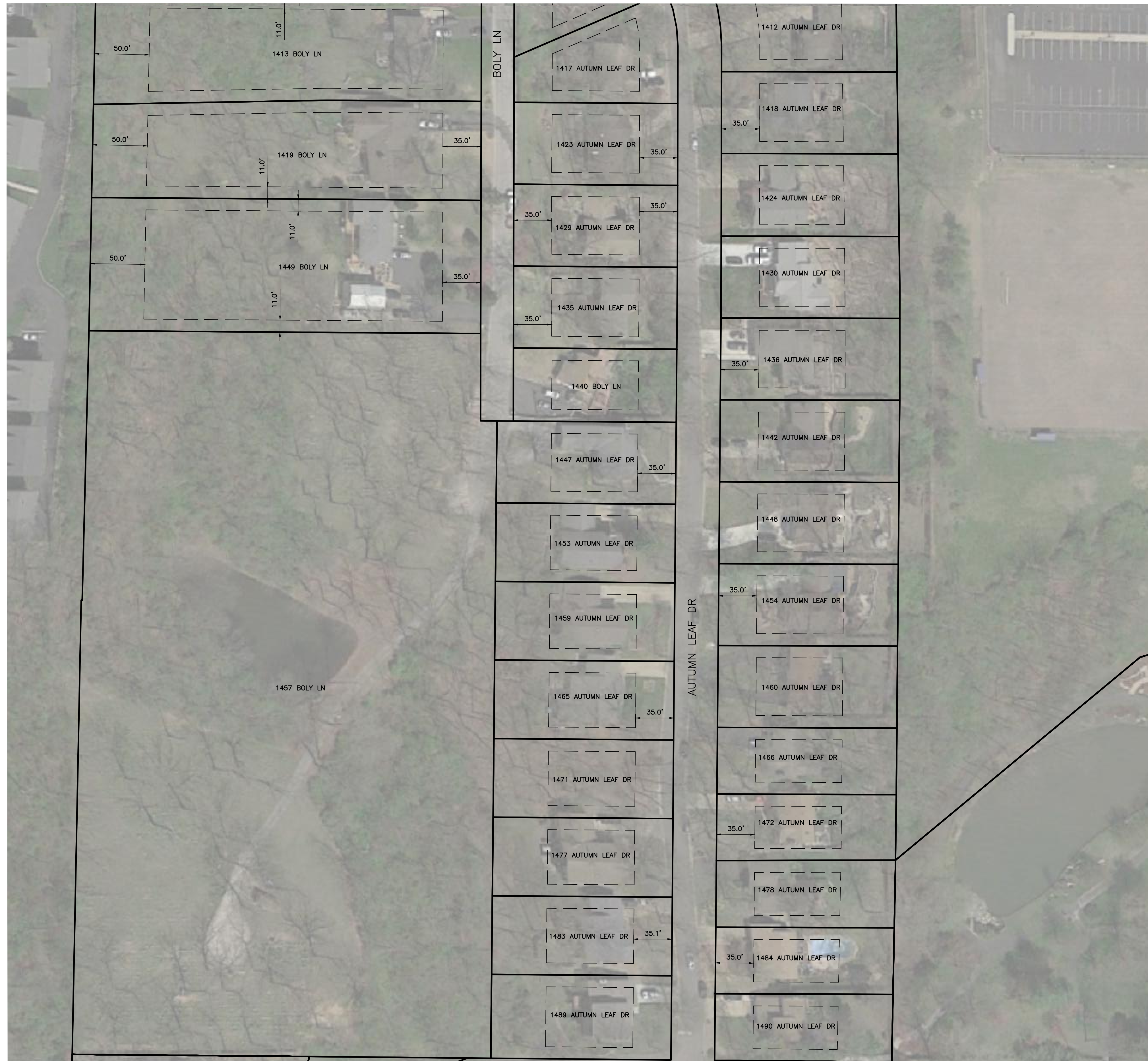
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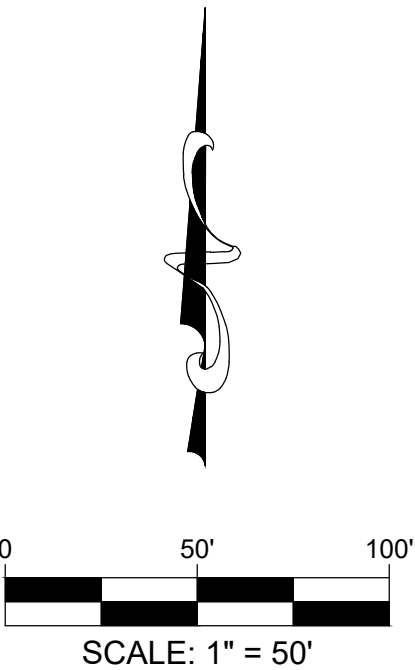
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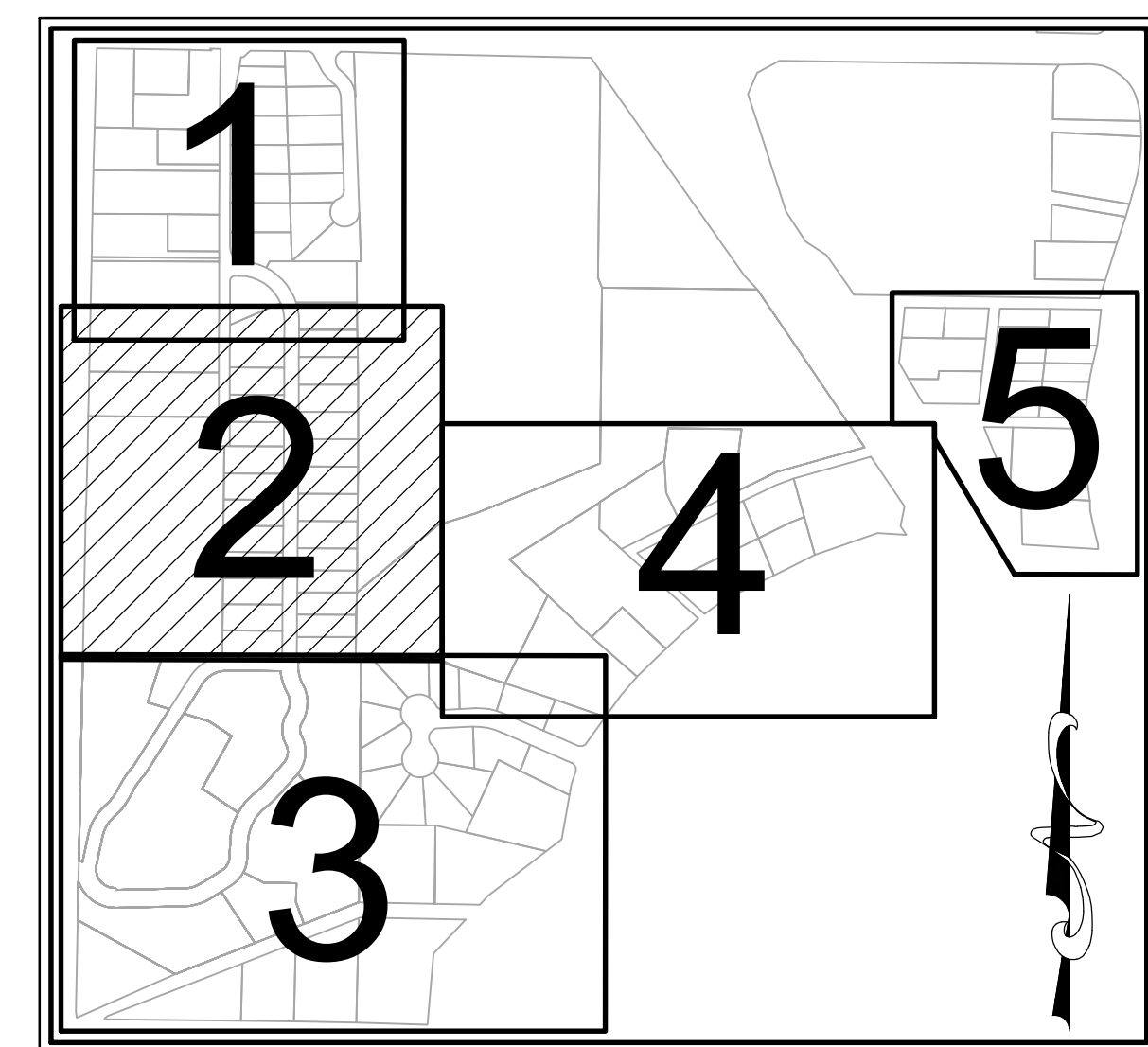


# YARD EXHIBIT 2 OF 5



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**BFA**  
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 bfaeng.com

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 St. Louis County Missouri, 63021**

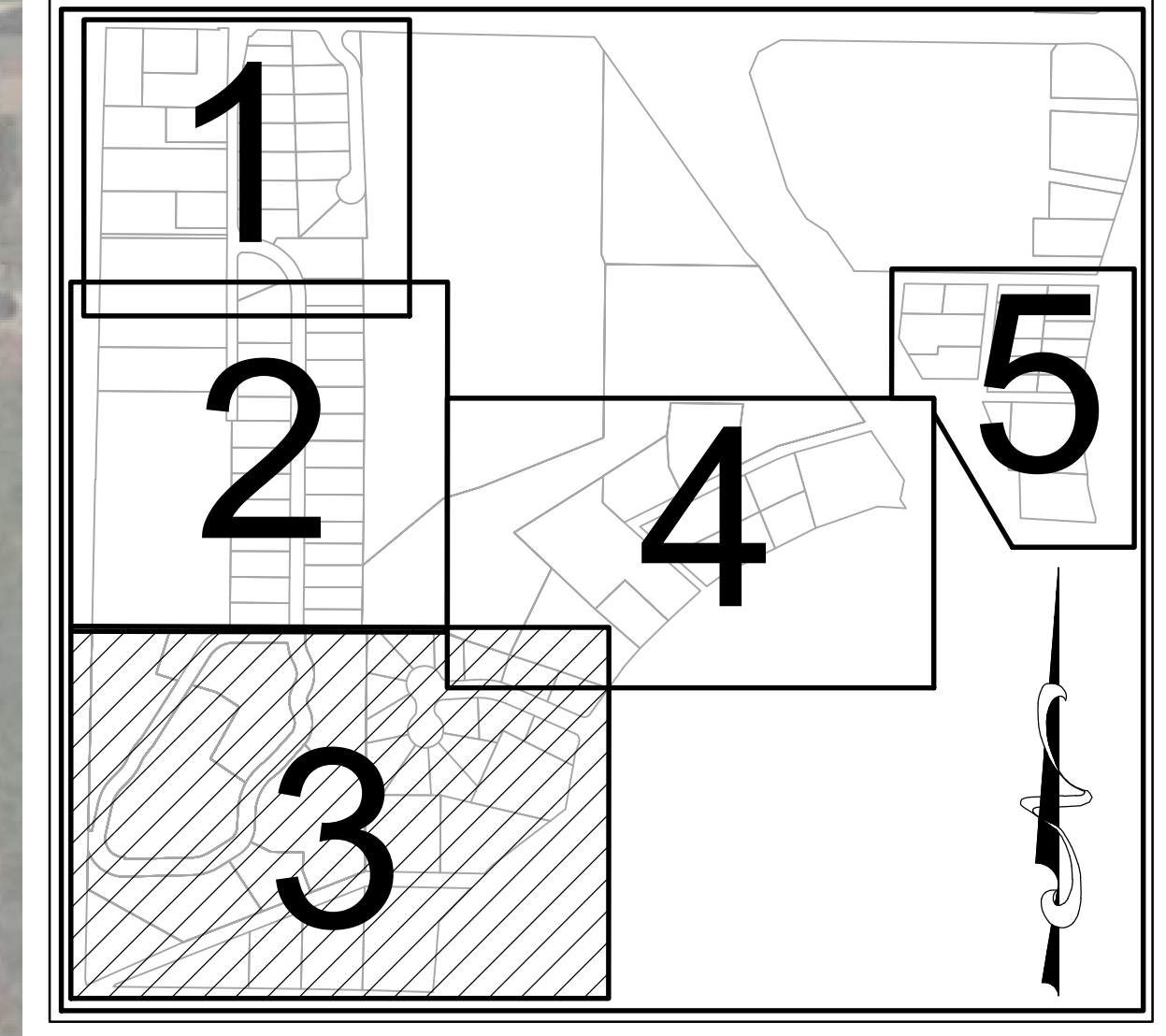
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# YARD EXHIBIT 3 OF 5

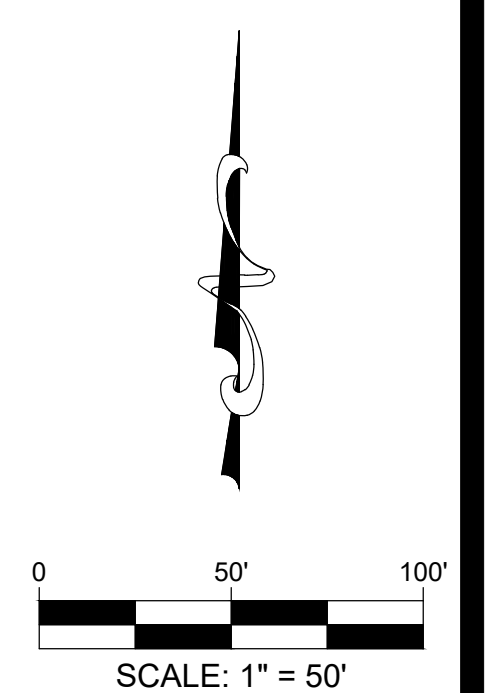
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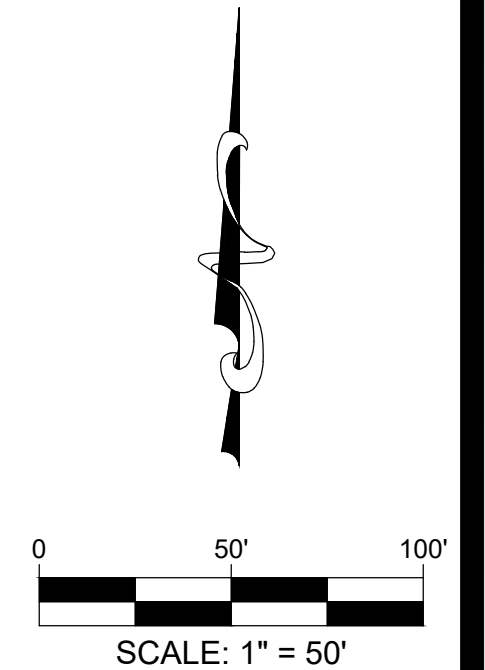
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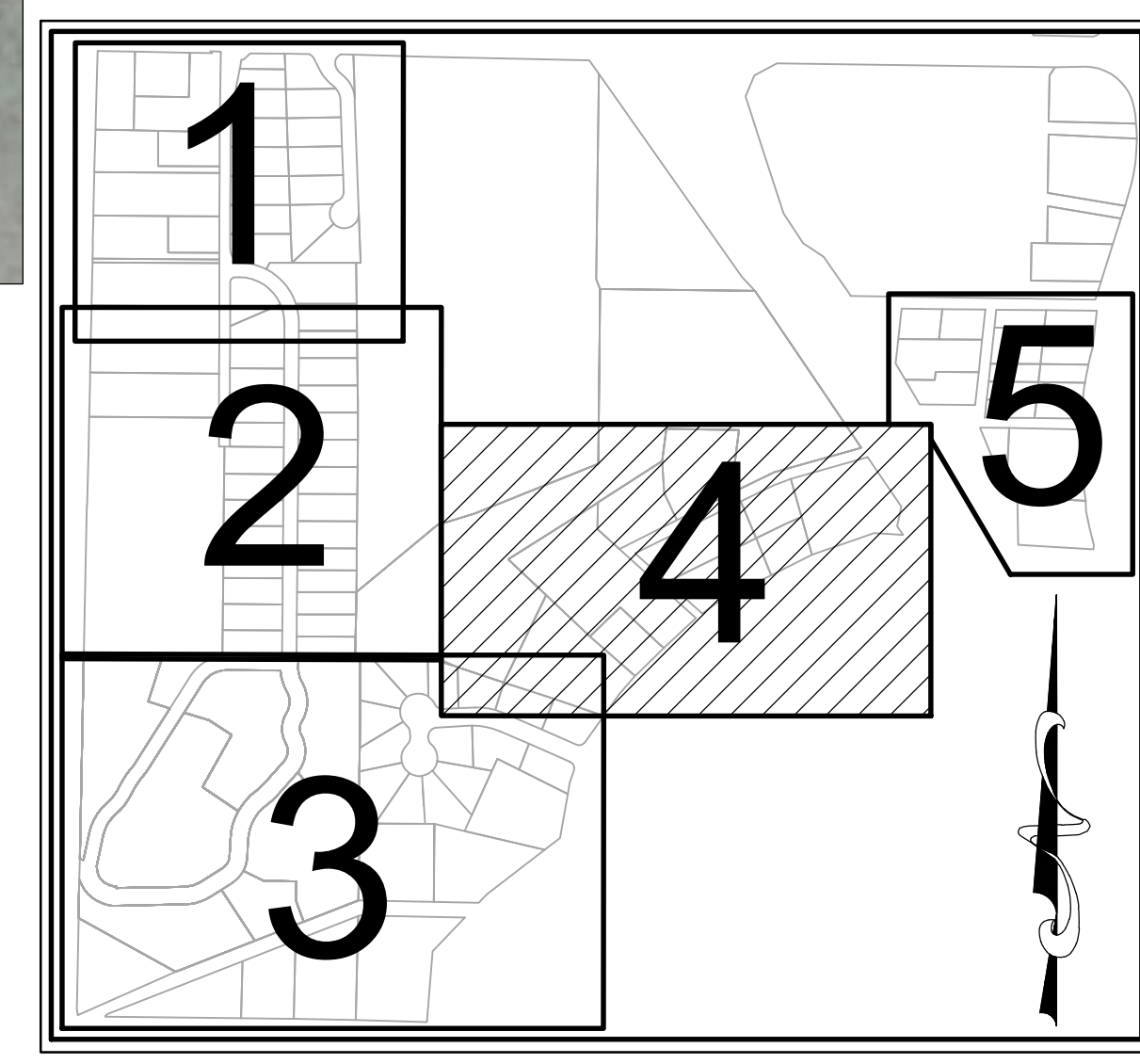


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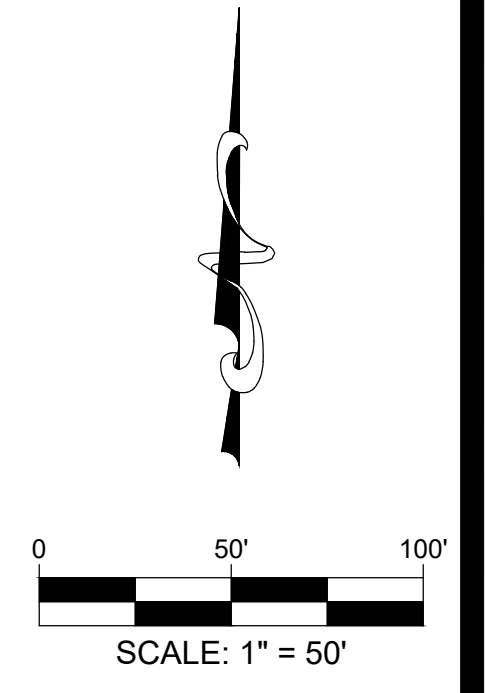
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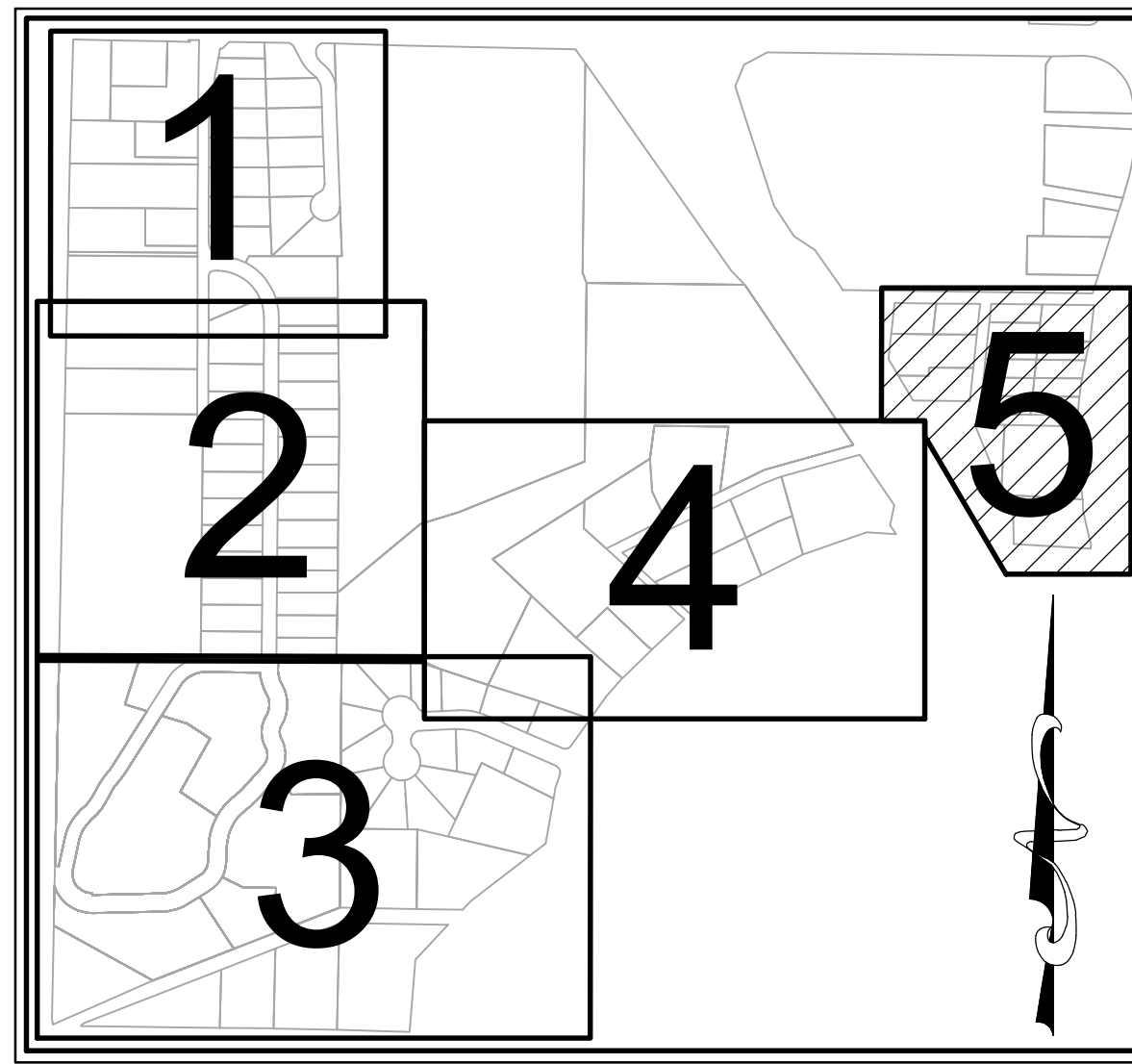
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# YARD EXHIBIT 5 OF 5



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