



PLANNING AND ZONING COMMISSION

AGENDA FOR REGULAR MEETING

November 10, 2025

PLANNING AND ZONING COMMISSION:

Shawn Luesse, Chair

Julie Bartch, Vice-Chair

Missy Palitzsch, Secretary

Dan Borgmeyer, Mayor

Michael Galba, City Council Liaison

John Morgan

Chris DeGuentz

Tyson King

Adriana Perrone

Keith Liston

Commission Members:

A regular meeting of the St. Charles Planning and Zoning Commission will be held on **Monday, November 10, 2025**, beginning at 6:00 p.m. on the fourth floor of City Hall Chambers, 200 North Second Street, St. Charles, Missouri.

1. Call to order and the roll.
2. The Pledge of Allegiance.
3. Approve the minutes of the October 20, 2025 Planning and Zoning Commission meeting.

CONSENT AGENDA

4. Case No. SUB-2025-03. (Tempest Properties) A Preliminary Plat application to subdivide the existing undeveloped parcel located at 3601 Huster Road into two (2) lots. The property is zoned I-1/WHP Light Industrial District and is located within the Wellhead Protection District. The subject property is approximately 42 acres and is located in Ward 7. *This item was **TABLED** until the November 10, 2025 Planning and Zoning Commission meeting.*

PUBLIC HEARING: Conditional Use

5. Case No. CU-2025-24. (Do Shaggy's Burgers – Matthew Cartwright) An application for Conditional Use Permit per §400.220(C)(1)(a) for Liquor Sales associated with a permitted Restaurant use within the "C-2" General Business District located at 1981 Zumbahl Road. The subject property is located in Ward 6.

PUBLIC HEARING: Conditional Use

6. Case No. CU-2025-23. (David & Kathryn Gillette) An application for Conditional Use Permit per §400.210(C)(1)(d) for Liquor Sales associated with a permitted Restaurant use within the C-1/LMPD Neighborhood Business District within the Landmark Preservation District located at 321 Boone's Lick Road. The subject property is located in Ward 2.

SITE PLAN

7. Case No. SP-2025-10. (Bax Engineering) A Site Plan application for a new office & workshop with outdoor storage located at 2040 Exchange Drive. The property is zoned -1 Light Industrial District and is located in Ward 4.

PUBLIC HEARING: Rezoning

8. Case No. Z-2025-14. (T.R. Hughes Homes) An application to rezone an 8.50 acre tract of land located on the western side of Harry S Truman Blvd and approximately 465 feet north of Ehlmann Road, from I-1 Light Industrial District "R-3A" Multiple Family Residential District. The subject property is located in Ward 6.

PUBLIC HEARING: Rezoning

9. Case No. Z-2025-15. (T.R. Hughes Homes) An application to rezone an 8.50 acre tract of land located on the western side of Harry S Truman Blvd and approximately 465 feet north of Ehlmann Road, from “R-3A” Multiple Family Residential District to “PD-R” Planned Development – Residential. The subject property is located in Ward 6.

PUBLIC HEARING: Rezoning

10. Case No. Z-2025-16. (Bax Engineering) An application to rezone a 0.53 acre (more or less) tract of land located at 207 Reservoir Avenue from “R-1E/EHP” Single-Family Residential District within the Extended Historic Preservation District to “HCD/EHP” Historic Commercial District within the Extended Historic Preservation District for the proposed expansion of an existing Winery, Meeting Facility, and Liquor Sales use. The property is located in Ward 2.

PUBLIC HEARING: Conditional Use

11. Case No. CU-2025-25. (Wine Garden LLC – John Donnelly) An application to expand an existing Conditional Use Permit per §400.200(C)(1)(b) for a Meeting Facility, §400.200(C)(1)(d) for a Winery and §400.200(C)(1)(i) for Liquor Sales for the expansion of these uses within the proposed “HCD/EHP” Historic Commercial District within the Extended Historic Preservation District located at 207 Reservoir Avenue. The expansion will bring the total adjusted site to 3.18 acres (more or less) and is located in Ward 2.

PUBLIC HEARING: Annexation & Establishment of Zoning

12. Case No. Z-2025-11. (WOCO Partners, LLC) An application to annex and establish the zoning for 1.57 acres of an overall 6.57 acre tract of land located at the southeast corner of Muegge Road and S. Old Highway 94, from St. Charles County “R1E” Single Family Residence to the City of St. Charles “C-2” General Business District. The subject property will be located in Ward 5 upon annexation. ***This application was TABLED at the October 20, 2025 Planning & Zoning Commission meeting. The applicant has requested this item be TABLED again to the December 8, 2025 Planning & Zoning Commission meeting.***

PUBLIC HEARING: Annexation & Establishment of Zoning

13. Case No. Z-2025-12. (WOCO Partners, LLC) An application to annex and establish the zoning for 5.0 acres of an overall 6.57 acre tract of land generally located at the southeast corner of Muegge Road and S. Old Highway 94, from St. Charles County “R1E” Single Family Residence to the City of St. Charles “R-3A” Multiple Family Residential District. The subject property will be located in Ward 5 upon annexation. ***This application was TABLED at the October 20, 2025 Planning & Zoning Commission meeting. The applicant has requested this item be TABLED again to the December 8, 2025 Planning & Zoning Commission meeting.***

PUBLIC HEARING: Rezoning

14. Case No. Z-2025-13. (WOCO Partners, LLC) An application to rezone a 5.0 acre tract of land generally located at the southeast corner of Muegge Road and S. Old Highway 94, from “R-3A” Multiple Family Residential District to “PD-R” Planned Development - Residential. The subject property will be located in Ward 5 upon annexation. ***This application has been withdrawn by the applicant.***

Adjourn

The City of St. Charles offers all interested citizens the opportunity to attend public meetings. If you wish to attend this public meeting and require an accommodation due to a disability, please contact the Office of the City Clerk to coordinate an accommodation at least two (2) business days in advance of the scheduled meeting at 636-949-3282 or 636-949-3289 (TTY - for the hearing impaired). The City of St. Charles, Missouri fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information or to obtain a Title VI Complaint Form, please call the City Clerk’s Office at 636-949-3282 or visit City Hall located at 200 North Second Street, St. Charles, Missouri, 63301.

INCLEMENT WEATHER: In case of inclement weather, please call 636-949-3222 after 4:00 p.m. on the day of the meeting to be informed of the status of the meeting.

Posted on 11/5/2025 at 4:30 PM LB

PLANNING AND ZONING COMMISSION - MINUTES

October 20, 2025

City Hall – Council Chambers
200 N Second Street, 4th Floor
St. Charles, MO 63301

MEMBERS PRESENT:

Missy Palitzsch, Secretary
Mayor Dan Borgmeyer
Michael Galba, City Council Liaison
Chris DeGuentz
Tyson King

MEMBERS ABSENT

Shawn Luesse, Chairperson
Julie Bartch, Vice-Chair
Keith Liston
John Morgan
Adriana Perrone

STAFF PRESENT:

John Boyer, Assist. Director of C.D./Planning Manager
Lara Berry, Planner
Madelyn Brown, Planner

A regular meeting of the St. Charles Planning and Zoning Commission was held on **Monday, October 20, 2025**, beginning at 6:00 p.m. on the fourth floor of City Hall Chambers, 200 North Second Street, St. Charles, Missouri.

The meeting was called to order by Secretary, Missy Palitzsch, at 6:02 p.m. Staff took roll. Those in attendance are noted above.

1. Call to order and the roll.
2. The Pledge of Allegiance.
3. Approve the minutes of the September 15, 2025 Planning and Zoning Commission meeting.

Mayor Borgmeyer made a motion to approve the minutes. Councilmember Galba seconded the motion. All were in favor. The minutes were approved.

CONSENT AGENDA

4. **Case No. SUB-2025-03.** (Tempest Properties) A Preliminary Plat application to subdivide the existing undeveloped parcel located at 3601 Huster Road into two (2) lots. The property is zoned I-1/WHP Light Industrial District and is located within the Wellhead Protection District. The subject property is approximately 42 acres and is located in Ward 7. ***The applicant requested this item to be TABLED to the November 10, 2025 Commission meeting.***

Commissioner DeGuentz made a motion to table the application to the November 10, 2025 meeting. Councilmember Galba seconded the motion. All were in favor.

PUBLIC HEARING: Annexation & Establishment of Zoning

5. **Case No. Z-2025-10.** (Keith A. Van Gennip) An application to annex and establish the zoning for 0.35 acres (more or less) located at 1020 Meadow Lane, from St. Charles County “R1E” Single Family Residence to the City of St. Charles “R-1E” Single Family Residential District. The subject property is located on the east side of Meadow Lane and south of Veterans Memorial Parkway. The subject property will be located in Ward 6 upon annexation.

Planner Brown provided the Commission with an overview of the Annexation and Establishment of Zoning requests. The applicant addressed the Commission. The public hearing for the application opened with no speakers from the public. Councilmember Galba made a motion to close the public hearing. Commissioner DeGuentz seconded the motion. All were in favor and the public hearing closed.

Councilmember Galba motioned to forward the Annexation to the City Council, as submitted. Commissioner DeGuentz seconded the motion. The Annexation application will be forwarded to the City Council with a favorable recommendation (5 In Favor, 0 Opposed) at their November 4, 2025 meeting.

Commissioner DeGuentz motioned to forward the Establishment of Zoning to the City Council, as submitted. Councilmember Galba seconded the motion. The Establishment of Zoning application will be forwarded to the City Council with a favorable recommendation (5 In Favor, 0 Opposed) at their November 4, 2025 meeting.

PUBLIC HEARING: Conditional Use

6. Case No. CU-2024-18. (Clement Management Services LLC) An application to amend a previously approved Conditional Use Permit per §400.220(C)(1)(c) for the expansion of temporary motor vehicle storage within “C-2” General Business District for an approximate 3.49 acre tract of land located at 201 Arco Drive. The subject property is located in Ward 6.

Planner Brown provided the Commission with an overview of the Conditional Use Permit and Site Plan (Item #7) requests. The applicant addressed the Commission. The public hearing for the application opened with two (2) speakers from the public. The speakers’ general comments were in regards to the landscaping/screening. Councilmember Galba made a motion to close the public hearing. Commissioner DeGuentz seconded the motion. All were in favor and the public hearing closed. Councilmember Galba motioned to forward the Conditional Use application, with the following conditions:

1. **This Conditional Use shall replace the previous approval, and the previous Conditional Use shall become null and void.**
2. **This conditional use permit for a Temporary Motor Vehicle Storage use is issued to the property/business owner (Clement Pre-Owned) only for the property at 201 Arco Drive and is not transferable to another tenant or location.**
3. **Storage of the vehicles shall be located within a paved and striped parking space as designated on the submitted site plan. Parking outside of the striped spaces is prohibited.**
4. **All vehicles on site within the designated parking spaces must be in operable condition. Parking of derelict vehicles is prohibited unless within the screened storage area and not to exceed thirty (30) days.**
5. **Non-compliance with any building code, property maintenance codes, fire codes, or conditions of this approval is grounds for revocation of the conditional use approval.**

Commissioner DeGuentz seconded the motion. The Conditional Use application will be forwarded to the City Council with a favorable recommendation (5 In Favor, 0 Opposed) at their November 4, 2025 meeting.

SITE PLAN

7. Case No. SP-2025-07. (Clement Management Services LLC) A Site Plan application for an amendment to the previously approved lot configuration located at 201 Arco Drive. The property is zoned C-2 General Business District and is located in Ward 6.

Councilmember Galba made a motion to approve the Site Plan, subject to the following condition:

1. **Site Plan shall be null and void if the amended Conditional Use (CU-2024-18) is not approved by the City Council.**

Commissioner DeGuentz seconded the motion. All were in favor.

SITE PLAN

8. Case No. SP-2025-08. (ARCO Construction - St. Louis) A Site Plan application for a new multi-family residential development generally located north and south of Arena Pkwy, east of the intersection with Hwy 364. The property is zoned PD-MU Planned Development Mixed-Use and is located in Ward 4.

Planner Berry provided the Commission with an overview of the Site Plan request. The applicant addressed the Commission. Councilmember Galba made a motion to approve the Site Plan, subject to the following conditions:

1. Final review of the proposed lighting and photometric plan will be reviewed for compliance upon the submittal of a building permit.
2. Upon the submittal of a building permit, staff will verify the landscaping will screen the height of the equipment.

Mayor Borgmeyer seconded the motion. All were in favor.

PUBLIC HEARING: Annexation & Establishment of Zoning

9. Case No. Z-2025-11. (WOCO Partners, LLC) An application to annex and establish the zoning for 1.57 acres of an overall 6.57 acre tract of land located at the southeast corner of Muegge Road and S. Old Highway 94, from St. Charles County "R1E" Single Family Residence to the City of St. Charles "C-2" General Business District. The subject property will be located in Ward 5 upon annexation. ***The Applicant requested this item be TABLED until the November 10, 2025 Planning and Zoning Commission meeting.***

PUBLIC HEARING: Annexation & Establishment of Zoning

10. Case No. Z-2025-12. (WOCO Partners, LLC) An application to annex and establish the zoning for 5.0 acres of an overall 6.57 acre tract of land generally located at the southeast corner of Muegge Road and S. Old Highway 94, from St. Charles County "R1E" Single Family Residence to the City of St. Charles "R-3A" Multiple Family Residential District. The subject property will be located in Ward 5 upon annexation. ***The Applicant requested this item be TABLED until the November 10, 2025 Planning and Zoning Commission meeting.***

PUBLIC HEARING: Rezoning

11. Case No. Z-2025-13. (WOCO Partners, LLC) An application to rezone a 5.0 acre tract of land generally located at the southeast corner of Muegge Road and S. Old Highway 94, from "R-3A" Multiple Family Residential District to "PD-R" Planned Development - Residential. The subject property will be located in Ward 5 upon annexation. ***The Applicant requested this item be TABLED until the November 10, 2025 Planning and Zoning Commission meeting.***

Councilmember Galba made a motion to TABLE items 9, 10, and 11 to the November 10, 2025 Commission meeting. Mayor Borgmeyer seconded the motion. All were in favor.

ADMINISTRATIVE ITEMS:

12. Comprehensive Plan - Draft

Assistant Director Boyer provided the Commission with an overview of the Comprehensive Plan Draft Document. He discussed some of the items the Commission should pay particular attention to and gave a deadline of November 3rd to provide feedback to staff.

13. Approve the 2026 Meeting Schedule

Commissioner DeGuentz made a motion to approved the 2026 Meeting Schedule. Commissioner King seconded the motion. All were in favor.

Adjournment

The next regular meeting of the Planning and Zoning Commission is scheduled for **November 10, 2025.**

Mayor Borgmeyer made a motion to adjourn the meeting. Commissioner King seconded the motion. All were in favor. The meeting adjourned at 6:32 p.m.

SECRETARY

DATE



AGENDA ITEMS #4

**STAFF REPORT
PRELIMINARY PLAT
CASE NO. SUB-2025-03
HUSTER INDUSTRIAL CENTER**

**OCTOBER 20, 2025
BY LARA BERRY**

APPLICANT/OWNER: Tom Glosier
Tempest Properties
3032 Sawyer Boulevard
St. Charles, Missouri 63301

ADDRESS/LOCATION: 3601 Huster Road
Ward 7

ACREAGE: 42.175 Acres

PROPOSED ZONING: I-2/WHP Heavy Industrial District and within the Wellhead Protection District

REQUEST: Subdivide into two (2) lots.

REQUEST

The applicant is requesting approval of a Preliminary Plat to subdivide the existing undeveloped parcel located at 3601 Huster Road into two (2) lots: Lot 1 (12.62 acres) and Lot 2 (29.54 acres). The property is zoned I-2/WHP Heavy Industrial District and is located within the Wellhead Protection District. The purpose of this request is to facilitate the future sale of a portion of the property (proposed Lot 2). No end users or specific development proposals have been identified at this time by the applicant nor is required for lot subdivision. The only active permits associated with the site are a previously approved Grading/Fill Permit and Floodplain Development Permit for site preparation activities (fill). This request does **not** include any rezoning, conditional use, or site plan applications.

ANALYSIS

The Planning & Zoning Commission typically reviews Preliminary Plats that include proposed road access, building placements, and other site development details. These elements are generally provided when a plat is submitted in conjunction with a specific development proposal. In this case, as previously noted, no development is proposed at this time; the intent of this plat is solely to subdivide the property to allow for the potential future sale of one of the lots. In order to subdivide this lot, a Preliminary Plat is first required prior to the review of a Final Plat which is eventually recorded to officially subdivide the lot.

As proposed, each lot will function independently and will need its own access to Huster Road,

separate sewer and water connections, and independent stormwater management controls. When a future use or user is identified, the developer of that parcel will be required to submit all necessary applications (e.g., site plan, improvement plans, etc.), as applicable, for separate review and consideration by the City.

The I-2 Heavy Industrial District requires a minimum lot size of one (1) acre, and both proposed lots exceed this standard. Given the absence of a development proposal, the focus of this review is limited to verifying that the proposed lot configuration meets the design standards of the district. Because the property lies within the Wellhead Protection Overlay District, a condition has been included to ensure compliance with the applicable provisions of the Wellhead Protection ordinance also providing clear communication via the plat to any future owner. No development is proposed at this time, and any future construction or use of the site will require separate review and approval by the City.

Approval of a Preliminary Plat does not authorize construction or development activity. Rather, it serves as a conceptual plan illustrating the feasibility of the proposed lot configuration and its compliance with applicable zoning and subdivision standards. As proposed, the preliminary plat is compliant with all applicable City Codes.

STAFF RECOMMENDATION

After review of the request against the City's Zoning Ordinance, Subdivision Ordinance, the Wellhead Protection District Ordinance, Comprehensive Plan, and area development patterns, staff believes the requested subdivision is appropriate and is compatible with the land use patterns and zoning of the surrounding area. The Department of Community Development recommends that the Preliminary Plat request be forwarded to the City Council with a **favorable** recommendation with the following conditions:

- 1) This Preliminary Plat does not authorize construction or development. All future improvements must comply with the City's Zoning Ordinance, Subdivision Ordinance, and other applicable regulations at the time of submission.
- 2) All future development on either lot shall comply with the Wellhead Protection District requirements and any associated environmental regulations.

Recommended Motion:

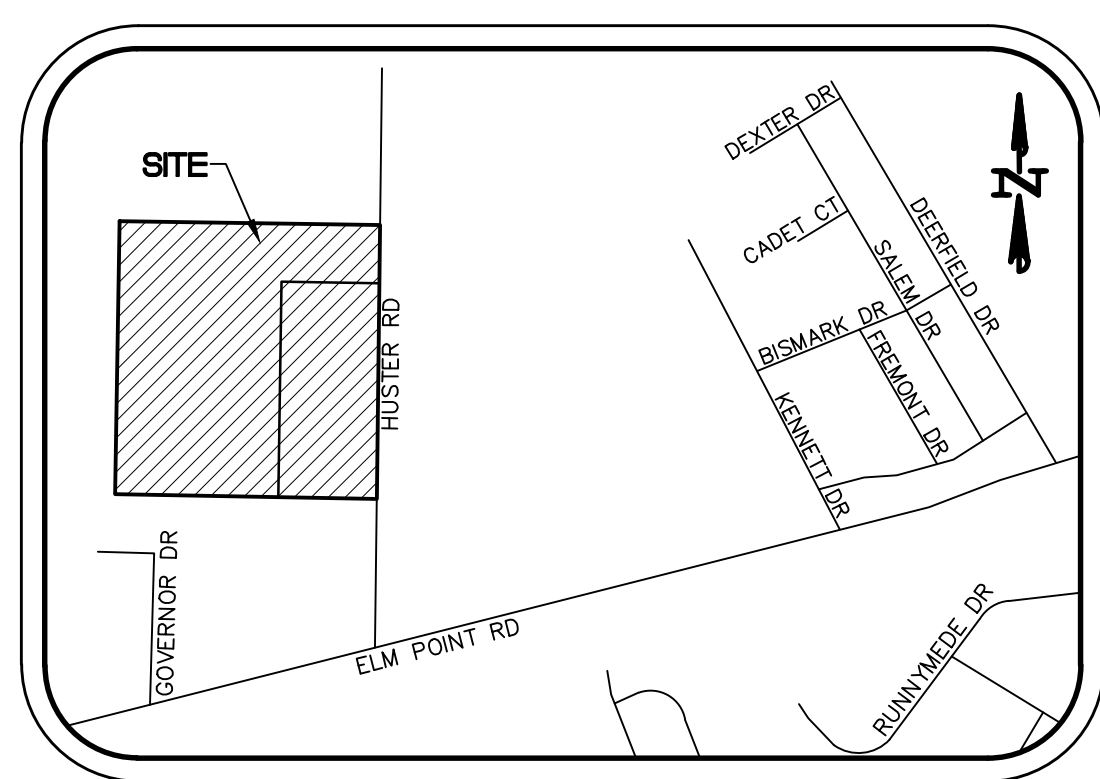
Motion to forward a recommendation of approval to the City Council for application SUB-2025-03, as conditioned.



Figure 1: Aerial Photo of the Subject Property

A PRELIMINARY PLAT FOR HUSTER INDUSTRIAL CENTER

A TRACT OF LAND BEING
PART OF U.S. SURVEY 205
TOWNSHIP 47 NORTH, RANGE 4 EAST
OF THE FIFTH PRINCIPAL MERIDIAN
CITY OF ST. CHARLES
ST. CHARLES COUNTY, MISSOURI



LOCATION MAP
NOT TO SCALE

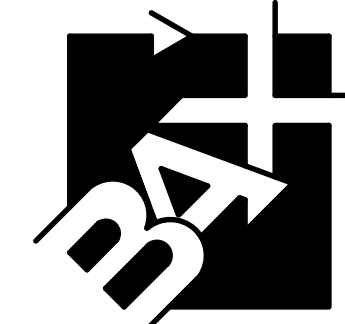
LAND DESCRIPTION:

A TRACT OF LAND BEING ALL OF THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF FRACTIONAL SECTION 23, TOWNSHIP 47 NORTH, RANGE 4 EAST, CITY OF ST. CHARLES, ST. CHARLES COUNTY, MISSOURI AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT A FOUND STONE WITH CROSS MARKING THE NORTHWEST CORNER OF THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF FRACTIONAL SECTION 23, TOWNSHIP 47 NORTH, RANGE 4 EAST; THENCE ALONG THE NORTH LINE OF SAID SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF FRACTIONAL SECTION 23, SOUTH 88 DEGREES 59 MINUTES 55 SECONDS EAST 1,311.45 FEET TO THE EAST LINE OF SAID FRACTIONAL SECTION 23, SAID POINT ALSO BEING ON THE WEST RIGHT-OF-WAY LINE OF HUSTER ROAD (40 FEET WIDE); THENCE ALONG SAID WEST RIGHT-OF-WAY LINE, SOUTH 00 DEGREES 51 MINUTES 10 SECONDS WEST 1400.63 FEET TO A POINT IN THE EAST-WEST CENTERLINE OF SAID FRACTIONAL SECTION 23; THENCE ALONG SAID EAST-WEST CENTERLINE OF FRACTIONAL SECTION 23, NORTH 88 DEGREES 43 MINUTES 20 SECONDS WEST 1,317.86 FEET TO THE WEST LINE OF SAID SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF FRACTIONAL SECTION 23; THENCE ALONG SAID WEST LINE OF THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF FRACTIONAL SECTION 23, NORTH 01 DEGREES 06 MINUTES 53 SECONDS EAST 1,394.28 FEET TO THE POINT OF BEGINNING AND CONTAINING 42.175 ACRES

A PRELIMINARY PLAT FOR
HUSTER INDUSTRIAL CENTER
#3601 HUSTER ROAD
CITY OF ST. CHARLES, ST. CHARLES COUNTY, MO 63301

PREPARED FOR:
TEMPEST PROPERTIES
3032 SAWYER BOULEVARD
ST. CHARLES, MO 63301
314-267-0534



**ENGINEERING
PLANNING
SURVEYING**

221 Point West Blvd.
St. Charles, MO 63301
636-928-5552
FAX 928-1718

Bax Engineering Company, Inc.
Missouri State Certificate of Authority
Engineering #000655
Missouri State Certificate of Authority
Surveying #000144

REVISIONS

DATE	CITY COMMENTS
10/09/25	CITY COMMENTS
10/15/25	CITY COMMENTS

DISCLAIMER OF RESPONSIBILITY
I hereby disclaim any responsibility for all other drawings, specifications, estimates, reports or other documents or instruments relating to or intended to be used for any part or parts of the architectural or engineering project or survey other than those authenticated by my seal.



Jeffrey B. Simmons
Civil Engineer
2007030831

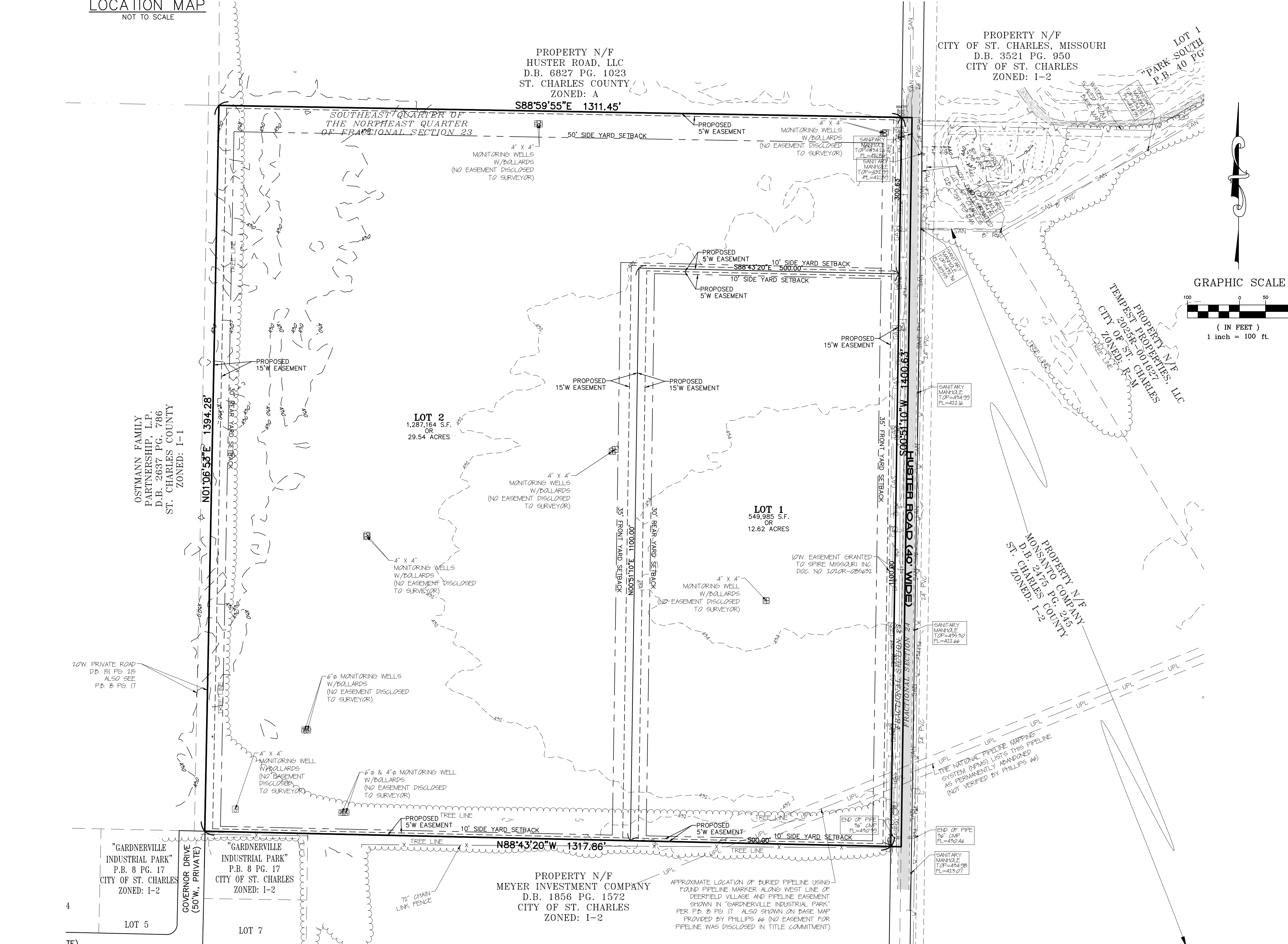
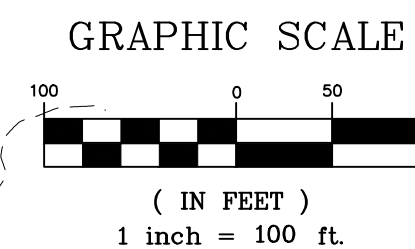
09/15/2025
DATE
23-19043A
PROJECT NUMBER
19043APRE.DWG
FILE NAME
CLM
DRAWN
JBS
DESIGNED
JBS
CHECKED

PRELIMINARY
PLAT

1 of 1

DEVELOPMENT NOTES:

- TOTAL GROSS AREA OF TRACT: 42.175 ACRES
- EXISTING ZONING: "I-2" HEAVY INDUSTRIAL WITH "WPD" WELLHEAD PROTECTION DISTRICT OVERLAY (CITY OF ST. CHARLES)
- PROPOSED LOTS: 2 LOTS
- OWNER/DEVELOPER OF PROPERTY: TEMPEST PROPERTIES, 3032 SAWYER BOULEVARD, ST. CHARLES, MO 63301
- THIS PROPERTY IS SERVED BY THE FOLLOWING UTILITY COMPANIES:
AMEREN UE ELECTRIC 636-925-3206
SPIRE GAS COMPANY 800-887-4173
CITY OF ST. CHARLES WATER 888-715-0162
CITY OF ST. CHARLES SANITARY 888-715-0162
AT&T TELEPHONE 636-255-2108
CITY OF ST. CHARLES FIRE PROTECTION 636-949-3387
ORCHARD FARM SCHOOL DISTRICT 636-925-5400
- ZONING SETBACK REQUIREMENTS:
FRONT YARD: 35', EXCEPT 50' ACROSS STREET FROM RESIDENTIAL
SIDE YARD: 0', EXCEPT 10' ADJOINING COMMERCIAL & 50' ADJOINING RESIDENTIAL
REAR YARD: 0', EXCEPT 30' ADJOINING COMMERCIAL & 50' ADJOINING RESIDENTIAL
MINIMUM LOT WIDTH: 150'
MINIMUM LOT DEPTH = 200'
MINIMUM LOT AREA = 1 ACRE
- ACCORDING TO THE FLOOD INSURANCE RATE MAP OF ST. CHARLES COUNTY, MISSOURI AND INCORPORATED AREAS (COMMUNITY - PANEL NUMBER 29183C0260H, DATED MARCH 9, 2021), THIS TRACT LIES WITHIN ZONE "AE" (AREAS DETERMINED TO BE WITH BASE FLOOD ELEVATION (BFE) OR DEPTH).
- UNDERGROUND UTILITIES HAVE BEEN PLOTTED FROM AVAILABLE INFORMATION AND THEREFORE LOCATIONS SHALL BE CONSIDERED APPROXIMATE ONLY. THE VERIFICATIONS OF THE LOCATION OF ALL UNDERGROUND UTILITIES, EITHER SHOWN OR NOT SHOWN ON THESE PLANS, SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR AND SHALL BE LOCATED PRIOR TO ANY GRADING OR CONSTRUCTION IMPROVEMENTS.
- ALL PROPOSED UTILITIES SHALL BE LOCATED UNDERGROUND.
- EASEMENTS WILL BE PROVIDED ON RECORD PLAT.
- BOUNDARY AND TOPOGRAPHIC SURVEY AS COMPILED BY BAX ENGINEERING IN NOVEMBER, 2023.
- MINIMUM LOT AREA PROPOSED = 549,985 S.F. OR 12.62 ACRES
- LOTS WILL BE SERVED BY CITY OF ST. CHARLES WATER DISTRICT.
- LOTS WILL BE SERVED BY CITY OF ST. CHARLES SEWER DISTRICT.
- SUBJECT PROPERTY SHALL COMPLY WITH ALL CONDITIONS AND REQUIREMENTS OF CITY CODE SECTION 400.320 "WHP" WELLHEAD PROTECTION DISTRICT.
- TREE PRESERVATION:
EX. TREES = 3.23 ACRES
TREES TO BE REMOVED = 0 ACRES
TREES TO REMAIN = 3.23 ACRES





September 17, 2025

Jessica Hargrave
Bax Engineering Co., Inc.
221 Point West Blvd.
St. Charles, MO 63301

Dear Jessica Hargrave:

The St. Charles County Planning and Zoning Division has approved the subdivision name of **Huster Industrial Center**, located at Parcel Account Number: 946980A000, in the City of St. Charles of St. Charles County, MO.

This approval is applicable only to the approval of the subdivision name and does not eliminate the need to obtain plat approval from the governing jurisdiction.

If you have any questions, please advise.

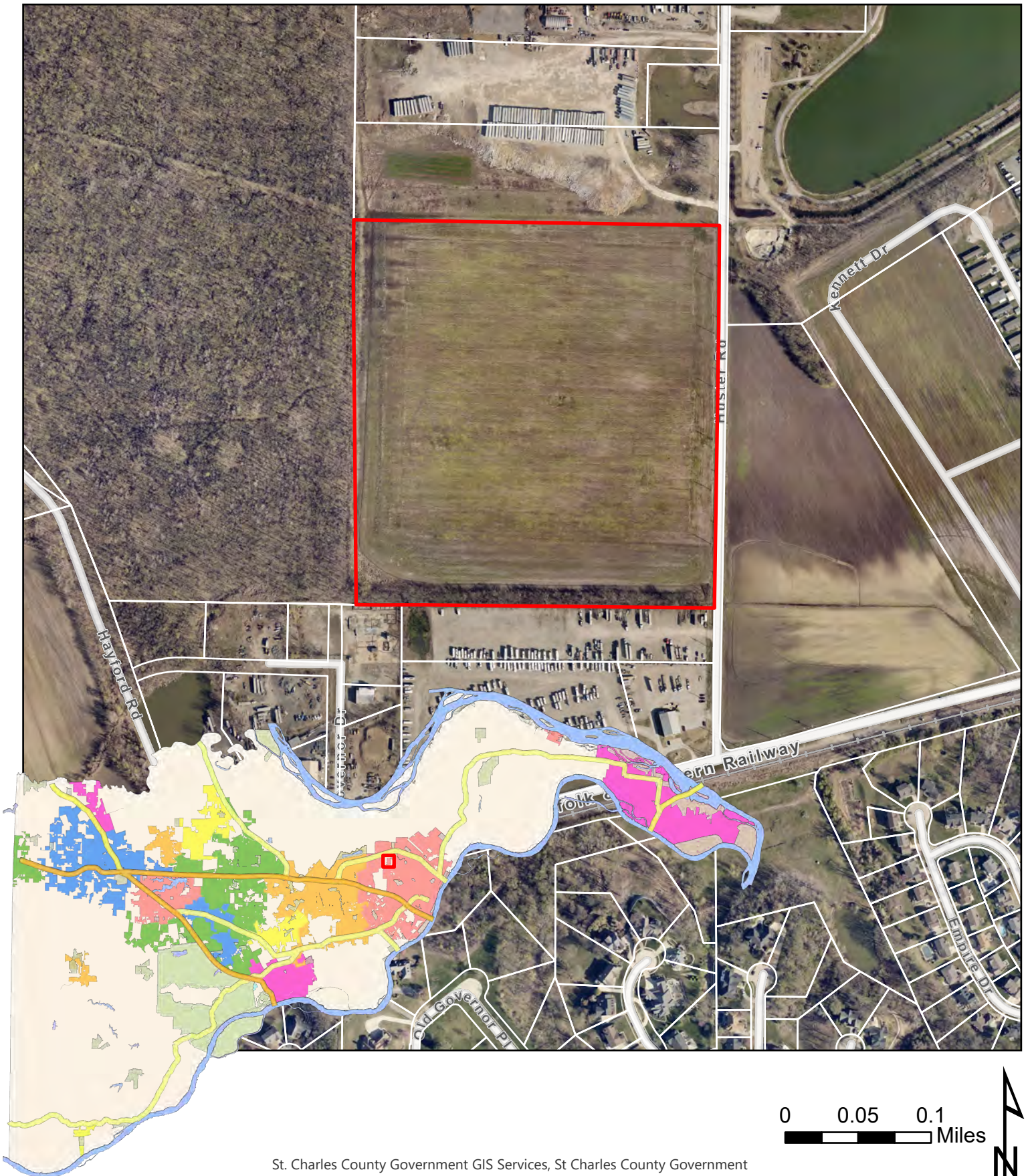
Sincerely,

A handwritten signature in blue ink that reads "Robert A. Myers".

Robert Myers, AICP
Director, Planning and Zoning

cc: sccec_addressing@sccmo.org

Parcel Location Map





AGENDA ITEM #5
STAFF REPORT
CONDITIONAL USE NO. CU-2025-24
LIQUOR SALES

1981 ZUMBEHL ROAD

NOVEMBER 10, 2025
BY LARA BERRY

APPLICANT: Matthew Cartwright
Do Shaggy's Restaurant
101 Britain Way
St. Charles, Missouri 63304

OWNER: Caplaco Fourteen Inc. & Dierbergs Zumbahl Inc.
11850 Studt Avenue
St. Louis, MO 63141

ADDRESS/LOCATION: 1981 Zumbahl Road
Ward 6

ACREAGE/SIZE: 2,500 sq. ft. (Interior Tenant Space)
25.47 acres (Parcel Lot Size)

CURRENT ZONING: C-2 General Business District

PROPOSED USE: Liquor sales associated with a permitted existing restaurant use

SUMMARY/ANALYSIS

This request is for liquor sales specifically associated with a permitted existing restaurant use at 1981 Zumbahl Road. The subject property is located within a multi-tenant strip center within a C-2 General Business District, in the Bogey Hills (Dierbergs) Plaza, near intersection of Zumbahl Road and Highway 70. The existing business, Do Shaggy's Burgers, is permitted by right at this location; however, liquor sales associated with the restaurant is a conditional use. The Conditional Use is specific to the liquor sales only and is not applicable to the other uses.

Do Shaggy's opened in October 2025 in this approximately 2,500 square-foot space. According to the business plans submitted by the applicant (included with this report), this establishment specializes in smashburgers, but also serves chicken sandwiches, salads and sides. The restaurant serves lunch and dinner, seven days a week, generally from 11:00 AM to 9:00 PM (10:00 PM on the weekends).



Figure 1: Parking lot view of the subject business.

Consistency with Chapter 600 (Alcoholic Beverages)

Section 600.280 of the City Code outlines limitations on granting a liquor license. Specifically subsection (C) states the following:

“No liquor license or restaurant liquor license shall be granted to any person for any premises if the property line of the premises sought to be licensed is less than three hundred (300) feet from the property line of any property used as a hospital, school or church, from the property line of any property in a residential zoning district, any residential land use in the "HCD" zoning district, or in the O-I zoning district, unless the applicant for the license shall first obtain the consent of the City Council. Such consent shall not be granted until at least ten (10) days' written notice has been provided to all owners of property within three hundred (300) feet of the proposed licensed premises.”

The subject property is directly adjacent to a multi-family residential property, The Glen at Bogey Hills. Because of this adjacency, the notification provisions of Section 600.280(C) are applicable. However, since a Conditional Use Permit is associated with a public hearing, and all property owners within 300 feet of the subject property are notified 15 days prior to the hearing, this notification process constitutes compliance with the above-mentioned code section. Therefore, the requirements of Chapter 600 related to notification of surrounding property owners are satisfied through the City’s Conditional Use Permit process.

Consistency with Comprehensive Plan

The St. Charles Comprehensive Plan adopted in 2002, and updated in 2012, recommends that land use decisions be based on a project’s location and compatibility with surrounding development. The Comprehensive Plan identifies 15 activity centers in the city, locations characterized by elevated levels of development, density and activity. The activity centers are the most prominent, visible and intensely developed locations in the city. The plan recommends that development should gradually decrease in density as distance from an activity center increases. The activity centers should be surrounded by land uses that gradually decrease in levels of activity, traffic, and density. Proposed new uses should be judged based upon their distance from the nearest activity center, their compatibility with what surrounds it, and whether the level of development they will generate contributes to a gradual decline in density or acts counter to that goal. This property is located nearest to Activity Center #5 (I-70/Zumbahl/West Clay). The proposed liquor sales at this

location associated with permitted restaurant use can be compatible with its commercial surroundings along the Zumbahl Road corridor.

Consistency with Conditional Use standards

Section 400.980 of the City Code outlines standards of review for the conditional use application. The standards are as follows:

- a) How the proposed conditional use (the use in general) is in harmony with the purposes, goals, objectives, policies and standards of the Comprehensive Plan, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the city.
- b) Whether the proposed conditional use (in its proposed location) is in harmony with the purposes, goals, objectives, policies and standards of the Comprehensive Plan, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the city.

Regarding a) and b), Conditional Uses are not allowed by-right as they can be problematic if not located and/or conditioned properly. In this case, the proposal is located on Zumbahl Road, adjacent to Activity Center #5. This intensity pattern is consistent with the goals of the Comprehensive Plan, and the proposed use at this location could operate in conformance with the density, intensity, and activity guidelines provided above.

- c) Whether the proposed conditional use, in its proposed location and as depicted on the required site plan, results in a substantial or undue adverse impact on the adjacent property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare, either as they now exist or as they may in the future be developed as a result of the implementation of the provisions and policies of the Zoning Ordinance, Comprehensive Plan, or any other plan, program, or ordinance adopted or under consideration pursuant to official notice by the city.

Based upon a review of the proposed land uses, if conditioned properly and operated in compliance with the Zoning Ordinance, the proposal should not have an adverse impact on the character of the neighborhood, public safety, and general welfare of the city.

- d) Whether the proposed conditional use maintains the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property as directed by the Comprehensive Plan.

Staff believes the restaurant with liquor sales, if conditioned appropriately, can be compatible within its residential and commercial surroundings and should not produce negative effects on neighboring properties or the neighborhood. Staff believes this use can operate in a manner that is consistent with the area, as conditioned.

- e) Whether the proposed conditional use is located in an area that will be adequately served by, and will not impose an undue burden on, any of the improvements, facilities, utilities or services provided by public agencies serving the subject property.

Staff believes the proposed conditional use in this location will not have an undue burden on public services as this proposal has been reviewed by Community Development, Finance, and Fire Departments with no outstanding comments.

- f) Whether the public benefits of the proposed conditional use outweigh the potential adverse impacts of the proposed conditional use as identified above, after taking into consideration any proposal by the petitioner and any requirements recommended by the petitioner and/or City Staff to ameliorate such impacts.

After review of the proposal and the above standards for evaluating Conditional Uses, staff believes the proposed use, if conditioned properly, would prevent any potential adverse impacts, and the public benefits would outweigh any potential adverse impacts.

As mentioned previously within this report, the City Code allows the Planning and Zoning Commission to recommend conditions of approval to protect surrounding properties, as well as to give consideration with respect to location in the recommendations. The proposed liquor sales associated with an existing restaurant use comply with the above standards.

STAFF RECOMMENDATION

This conditional use can operate in conformance with City requirements, is compatible with surrounding land uses and complies with the Comprehensive Plan of the City of St. Charles. Staff recommends approval of the proposed conditional use for liquor sales associated with a permitted use, subject to the following conditions:

1. This conditional use permit for liquor sales associated with a restaurant use shall be issued to the applicant (Matthew Cartwright) with Do Shaggy's Burgers restaurant only for an approximately 2,500 square-foot interior tenant space located at 1981 Zumbahl Road and is not transferable to another location and/or tenant/business.
2. Any change to the submitted proposal, including but not limited to additional dining area, outdoor patio expansion, or live music, may require additional approvals from the City.
3. Approval of this Conditional Use is not approval of a liquor license. A liquor license shall be approved by the City Council prior to any liquor sales.
4. Liquor sales shall not occur independently of the primary business use and shall only be accessory to the operation of the restaurant use.
5. Non-compliance with any building codes, property maintenance codes, fire codes, noise control ordinances, or conditions of this approval is grounds for revocation of the conditional use approval.
6. Violations of Chapter 600 (Liquor/Alcoholic Beverages) may be grounds for revocation of this Conditional Use.

Recommended Motion:

Motion to forward the Conditional Use Permit application CU-2025-24 to the City Council with a favorable recommendation, subject to the conditions recommended by staff.



Figure 2: Aerial Photo of the Subject Site and Tenant Space.



All Burgers made with 100% Angus Beef Smashburgers on Toasted Italian Brioche Buns
MAKE IT A COMBO! BEEF TALLOW FRIES & DRINK (+\$4.59) OR UPGRADE SIDE (+\$1.49)

SIGNATURE BURGERS

All Signature Burgers Come as Double 1/4 lb

Shaggy OG \$12.49

American Cheese, Grilled Onions, Pickles, Shaggy Sauce

Flippin' Frisco \$11.50

American, Swiss, Frisco Sauce, on Sourdough Bread

Shroom & Swiss \$12.29

Swiss Cheese, Grilled Mushrooms, Mayo

Spicy A/F \$12.50

Carolina Reaper and Pepper Jack Cheese, Grilled Jalapenos, Lettuce, Tomato, Mayo

Break-N-Egg \$12.65

American Cheese, Fried Egg, Lettuce, Tomato, Mayo

SHAGGY SIDES

Beef Tallow Fries \$3.49

Add Cheese \$1.50

Beer Battered Onion Rings \$4.65

Homemade Chili \$4.65

Add Shredded Cheese and Onion \$1

House Salad \$4.65

Lettuce, Cheese, Tomato, Onion, Croutons, Dressing (Ranch, Thousand Island, Italian, or Honey Mustard)

Caesar Salad \$4.65

Lettuce, Croutons, Parm, Caesar Dressing

CHICKEN & SANDWICHES

Cheese Steak Mafia \$13

Grilled Steak or Chicken, Grilled Bell Peppers and Onions, Provolone Cheese, and Mayo on 7" Garlic Sub

The FRYD Chicken \$12

Marinated Hand-Breaded Chicken Breast, Lettuce, Tomato, Pickle, Mayo. (Regular, Buffalo, or BBQ)

Chick Pig Ranch \$12.50

Grilled Chicken, Bacon, Provolone Cheese, Lettuce, Tomato, and Ranch on 7' Garlic Hoagie

Chicken Flip Deluxe \$13.50

Grilled Chicken, Bacon, Swiss, Lettuce, Tomato, Avocado, and Mayo

4 Piece Chicken Strips W/Fries \$12.50

With Fries and Shaggy Sauce

LITTLE SHAGGY'S FUN BOX

Cheeseburger Box \$7

Single, American Cheese, Ketchup, Pickle, With Side and Drink

2 Piece Chicken Strips \$8

With Side and Drink

Grilled Cheese \$5

With Side and Drink

BUILD YOUR OWN BURGER (Extra Charges May Apply)

1. Single (\$7.50)	2. Cheese (\$1)	3. Toppings	Toppings (\$)
Double (\$9.50)	American	(Free)	Grilled Mushrooms (\$1)
Triple (\$11.50)	Swiss	Lettuce	Grilled Onions (\$1)
Turkey (\$7.50)	Cheddar	Tomato	Grilled Jalapeños (\$1)
Impossible (\$12.50)	Provolone	Onion	Grilled Peppers (\$1)
+ \$3 for each	Pepper Jack	Pickle	Fried Egg (\$2ea.)
additional patty	Blue Cheese	Condiments	Avocado (\$1ea.)
			Bacon (\$2 for 2 strips)

Put What YOU Want On Your Burger

DRINKS & SHAKES

Fountain Soda \$3

Hand-Scooped Shakes \$6.99

Vanilla

Chocolate

Strawberry

Cookies-N-Cream

Topped with Whipped Cream & Cherry


* CONSUMING RAW OR UNDERCOOKED MEATS, POULTRY, SEAFOOD, SHELLFISH, OR EGGS MAY INCREASE YOUR RISK OF FOODBORNE ILLNESS, ESPECIALLY IF YOU HAVE CERTAIN MEDICAL CONDITIONS.



(636) 410-8166


DOSHAGGYS@GMAIL.COM

1981 ZUMBEHL RD. SAINT CHARLES, MO 63303

 **Tiktok @do.shaggys.smash**

 **Instagram@DO SHAGGYS**

 **Twitter/X @Do.Shaggys**

 **Facebook @do.shaggys**

Monday11am-9pm

Tuesday.....11am-9pm

Wednesday11am-9pm

Thursday.....11am-9pm

Friday.....11am-10pm

Saturday.....11am-10pm

Sunday.....11am-9pm

SIGN UP FOR DOSHAGGYS REWARDS

ONLINE ORDERING - DOSHAGGYS.COM

DO SHAGGYS ALCHOHOL MENU

Draft Beer x4- Selection TBD

Selected Bottle Beers

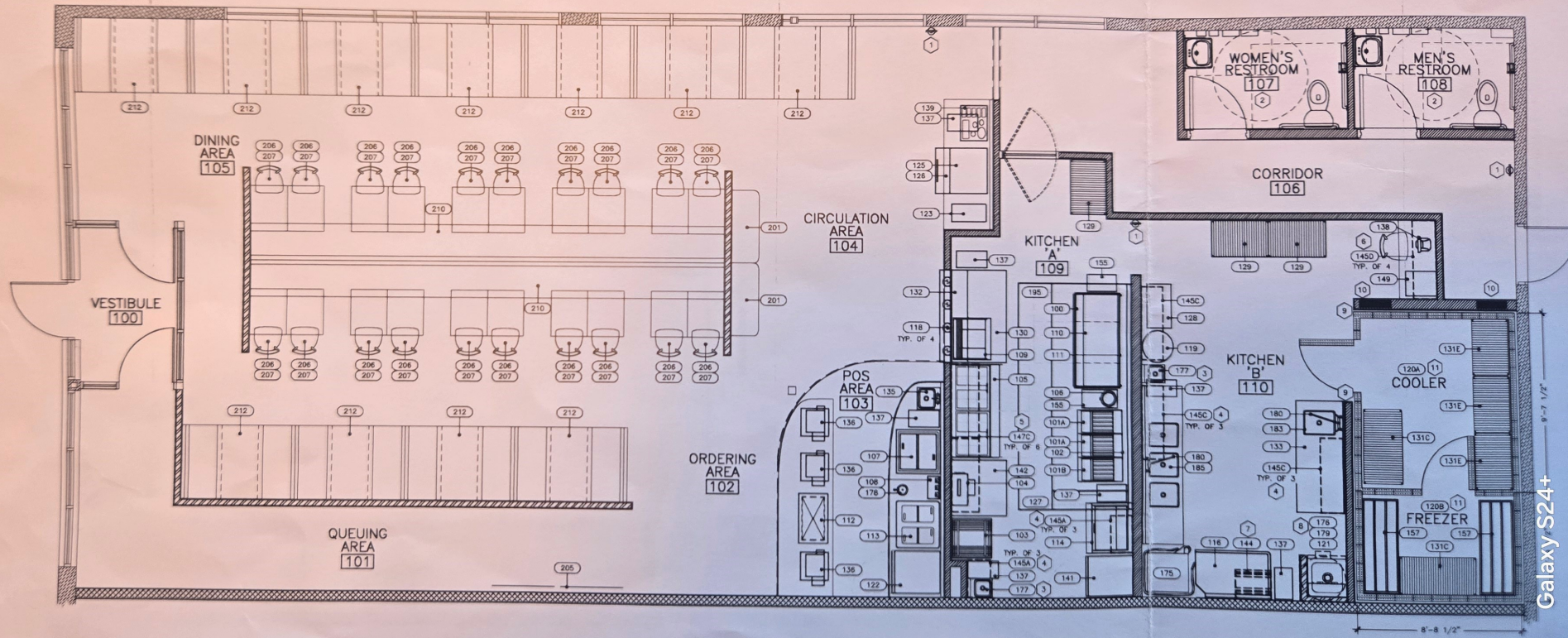
Boozy Milkshakes

BOOZY Berry- Strawberry milkshake with Whipped cream Vodka, Fresh Strawberries, Whip cream and cherry

Cocoa Loco- Chocolate shake infused with Baileys and Chocolate Liquor, topped with whipped cream and cherry

Dirty Root Beer- Root beer flavored milkshake with vanilla ice cream, Rum Chata and Barqs Root beer

White Russian- Milkshake infused with Vodka and Kahlua topped with whipped cream and cherry



Galaxy S24+



AGENDA ITEM #6

**STAFF REPORT
CONDITIONAL USE NO. CU-2025-23
LIQUOR SALES
321 BOONES LICK ROAD**

**NOVEMBER 10, 2025
BY MADELYN P. BROWN**

APPLICANT: David & Kathryn Gillette
17 New Haven Court
Weldon Spring, MO 63304

OWNER: Peter Buncher
112 Park Charles Blvd N
St. Charles, MO 63376

ADDRESS/LOCATION: 321 Boones Lick Road
Ward 2

LOT SIZE: Approx. 0.26 acres (overall)

CURRENT ZONING: C-1/LMPD Neighborhood Business District within the
Landmark Preservation District

PROPOSED USE: Liquor Sales associated with a permitted restaurant/bakery
use

SUMMARY/ANALYSIS

This request is for liquor sales specifically associated with a new restaurant/bakery (Old Trading Post) located at 321 Boones Lick Road. The property is zoned C-1/LMPD Neighborhood Business District within the Landmark Preservation District. City Ordinance requires approval of a Conditional Use Permit within this zoning district for establishments that apply for a Liquor License. This request is specific to the liquor sales only and is not applicable to the other uses permitted by right within the referenced zoning district.

The building is currently occupied by Driftwood Music. Driftwood is to move to the rear of the building space while Old Trading Post will occupy the front portion of the building. Parking has been reviewed, and the number of parking spaces on site will make parking compliant for both businesses. Prior to occupancy, the applicant will be required to obtain building permits to convert the tenant space for a restaurant/bakery use. A condition has been added to this approval to ensure all applicable building permits are issued and completed prior to operation.

Liquor sales for Old Trading Post will consist of alcoholic beverages for a restaurant use. The applicant has provided a menu with this application which will be sold in conjunction with the

proposed alcohol sales. Food items include crepes, breakfast rolls, and other pastries. Per the applicant, the alcoholic beverages will include beer, wine, and mimosas. The proposed hours of operation are Tuesday through Saturday 7:00 a.m. to 2:00 p.m. and Sundays 8:00 a.m. to 12:00 p.m. The applicant has provided a copy of the menus and photos of the property with this application, and these are included with this report.

Consistency with Comprehensive Plan

The St. Charles Comprehensive Plan adopted in 2002, and updated in 2012, recommends that land use decisions be based on a project's location and compatibility with surrounding development. The Comprehensive Plan identifies 15 activity centers in the city, locations characterized by elevated levels of development, density and activity. The activity centers are the most prominent, visible and intensely developed locations in the city. The plan recommends that development should gradually decrease in density as distance from an activity center increases. The activity centers should be surrounded by land uses that gradually decrease in levels of activity, traffic and density. Proposed new uses should be judged based upon its distance from the nearest activity center, its compatibility with what surrounds it, and whether the level of development it will generate contributes to a gradual decline in density or acts counter to that goal. This property is located in-between Activity Centers #6 (Historic Downtown) and #7 (Interstate 70-First Street Interchange). The proposed liquor license at this location associated with a permitted use can be compatible with its commercial/residential surroundings along Boones Lick Road.

Consistency with Conditional Use standards

Section 400.980 of the City Code outlines standards of review for the conditional use application. The standards are as follows:

- a) How the proposed conditional use (the use in general) is in harmony with the purposes, goals, objectives, policies and standards of the Comprehensive Plan, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the city.
- b) Whether the proposed conditional use (in its proposed location) is in harmony with the purposes, goals, objectives, policies and standards of the Comprehensive Plan, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the city.

Regarding a) and b), Conditional Uses are not allowed by-right as they can be problematic if not located and/or conditioned properly. In this case, the proposal is located at 321 Boones Lick Road, in-between the Activity Centers #6 and #7. This intensity pattern is consistent with the goals of the Comprehensive Plan, and the proposed use at this location could operate in conformance with the density, intensity, and activity guidelines provided above.

- c) Whether the proposed conditional use, in its proposed location and as depicted on the required site plan, results in a substantial or undue adverse impact on the adjacent property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare, either as they now exist or as they may in the future be developed as a result of the implementation of the provisions and policies of the Zoning

Ordinance, Comprehensive Plan, or any other plan, program, or ordinance adopted or under consideration pursuant to official notice by the city.

Based upon a review of the proposed land uses, if conditioned properly and operated in compliance with the Zoning Ordinance, the proposal should not have an adverse impact on the character of the neighborhood, public safety and general welfare of the city.

- d) Whether the proposed conditional use maintains the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property as directed by the Comprehensive Plan.

Staff believes the restaurant/bakery with liquor sales use as proposed can be compatible within its commercial/residential surroundings and should not produce negative effects to adjacent properties or the neighborhood. Staff believes this use will operate in a manner that is consistent with the area.

- e) Whether the proposed conditional use is located in an area that will be adequately served by, and will not impose an undue burden on, any of the improvements, facilities, utilities or services provided by public agencies serving the subject property.

Staff believes the proposed conditional use in this location will not have an undue burden on public services as this proposal has been reviewed by Community Development, Finance, and Fire Departments with no outstanding comments.

- f) Whether the public benefits of the proposed conditional use outweigh the potential adverse impacts of the proposed conditional use as identified above, after taking into consideration any proposal by the petitioner and any requirements recommended by the petitioner and/or City Staff to ameliorate such impacts.

After review of the proposal, and the above standards for evaluating Conditional Uses, staff believes the proposed uses if conditioned properly would prevent any potential adverse impacts and the public benefits would outweigh any potential adverse impacts.

Furthermore, the City Code allows the Planning and Zoning Commission to recommend conditions of approval to protect surrounding properties, as well as to give consideration with respect to location in the recommendations. The proposed use complies with the above standards.

Consistency with Chapter 600 (Alcoholic Beverages)

Section 600.280 of the City Code outlines limitations on granting a liquor license. Specifically subsection (C) states the following:

“No liquor license or restaurant liquor license shall be granted to any person for any premises if the property line of the premises sought to be licensed is less than three hundred (300) feet from the property line of any property used as a hospital, school or church, from the property line of any property in a residential zoning district, any residential land use in the "HCD" zoning district, or in the O-I zoning district, unless the applicant for the license shall first obtain the consent of the City Council. Such consent shall not be granted until at least ten (10) days' written notice has been provided to all owners of property within three hundred (300) feet of the proposed licensed premises.”

The subject property is directly adjacent to a residential property at 1020 Boones Lick Road and 1115 Hall Street. Because of this adjacency, the notification provisions of Section 600.280(C) are applicable. However, since a Conditional Use Permit is associated with a public hearing, and all property owners within 300 feet of the subject property are notified 15 days prior to the hearing, this notification process constitutes compliance with the above-mentioned code section. Therefore, the requirements of Chapter 600 related to notification of surrounding property owners are satisfied through the City's Conditional Use Permit process.

STAFF RECOMMENDATION

This conditional use can operate in conformance with City requirements, is compatible with surrounding land uses and complies with the Comprehensive Plan of the City of St. Charles. Staff recommends **approval** of the proposed conditional use for a liquor sales associated with a permitted restaurant/bakery use subject to the following conditions:

1. This conditional use permit for a liquor sales associated with a restaurant use is issued to the applicant (David & Kathryn Gillette) and business (Old Trading Post) only for the property located at 321 Boones Lick Road and is not transferable to another location and/or tenant/business.
2. Approval of this Conditional Use is not approval of a liquor license. A liquor license shall be approved by the City Council prior to any liquor sales.
3. Liquor sales shall not occur independent of the primary business use and shall only be accessory to the submitted coffee restaurant/bakery use.
4. Non-compliance with any building codes, property maintenance codes, fire codes, noise control codes, ordinances concerning disturbances or conditions of this approval is grounds for revocation of the conditional use approval.
5. Violations of Chapter 600 dealing with Liquor/Alcoholic Beverages may be grounds for revocation of this Conditional Use.

Recommended Motion:

Motion to forward the Conditional Use Permit application for a Liquor Sales associated with a permitted restaurant use at 321 Boones Lick Road to the City Council with a favorable recommendation, subject to the conditions recommended by staff.



Figure 1: Aerial photo of the subject site.



Figure 2: Street view of the subject site.

Madelyn P. Brown

From: Dave Gillette <dave.c.gillette@gmail.com>
Sent: Tuesday, October 21, 2025 4:25 PM
To: Madelyn P. Brown
Subject: Re: 321 Boones Lick Rd CUP
Attachments: OTP Menu.png

CAUTION: This email originated from outside of the City of Saint Charles. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon, Madelyn. And thank you for reaching out to me.

I pulled some excerpts from our written business plan and pasted them here; hopefully this provides you with the information you are looking for. Please feel free to let me know if you have any questions or concern of anything missing-

Description

Old Trading Post Bakery-Cafe (also referred to as **OTP Bakery, OTP** or **the company** for the sake of brevity in this document) is an artisan bakery & cafe concept offering a succinct menu of pastries, peasant rolls, cookies, crepes, coffees, and alcoholic beverages. The business is to be located at 321 Boone's Lick Road in idyllic St. Charles to complement the thriving community and businesses that already exist there. OTP Bakery desires to support and preserve the character of the historic district and to become an anchoring place in a building built circa 1852 and served as a trading post during that time. The community will enjoy the timeless aromas of freshly baked pastries and will be drawn to come back for a taste of the old town. OTP will also offer a variety of bulk candy and home goods alluding to the bygone era of the bartering station. The aesthetic of the bakery will draw on the warm and charming historic features of St. Charles. Driftwood Music, the OTP's tenant in common, will complement the bakery well, providing an opportunity for customers to view the live action of a full service guitar manufacturer and repair shop and to possibly enjoy a guitar performance from time to time.

Staffing

Old Trading Post is 100 percent owned and managed by Dave and Katie Gillette and plans to employ 1 full time baker and 2 part-time staff members. Initially, only one full-time staff member will be brought in until sales are steady enough to justify more hiring. Dave will contribute to the baking workload and be the head trainer and operational leader. As a rule of thumb, all OTP Bakery's offerings are to be handmade fresh daily from scratch. The operation is designed both for customers on the run or for anyone who would like to stay for a visit. Either way, customers will enter into a clean, comfortable establishment and choose from a simple menu of popular items. Efficiency, high quality products, and friendly demeanor are key to the success of this business.

Day to day operations will be handled by Dave Gillette in his capacity of General Manager. Dave has ample experience in managing such an operation including working as a restaurant assistant manager before purchasing his own bakery, The Dive Bakery-Cafe, in Helena, Montana. Dave owned and operated The Dive profitably for six years and expanded into a second location before selling in 2013. Responsibilities for Dave, who is FoodSafe certified, include but are not limited to customer service, baking operations, human resources, inventory management, building and equipment management

(repairs and upkeep), advertising & marketing, and bookkeeping. Katie works as Assistant Dean at the Augustine Institute in Florissant, Missouri. She has knowledge in operations, marketing, fiscal responsibility, and personnel management that she will bring to bear in a support role at the business as she is able.

Hours of Operation

The shop will be open Tuesday through Saturday 7:00 am to 2:00 pm and Sundays 8:00 am to 12:00pm. Store hours may be subject to slight change according to demand.

Products

With the goals of freshness and food waste mitigation in mind, management will control inventory closely, bringing in its fresh (and less processed) ingredients weekly (or perhaps more frequently when necessary). The company will benefit by the made to order nature in serving fresh crepes while experiencing almost no food waste. Daily baked goods to be produced will include banana-nut bread, chocolate chip cookies, and white and honey wheat peasant rolls (to be toasted with cream cheese or butter). Each day OTP Bakery will also make available a rotating menu of specialty peasant rolls (ie. onion-herb, garlic-parmesan, cheddar chive, etc.); specialty cookies (ie. double chocolate, peanut butter, ginger snap, etc.); and pastries (ie. sweet croissants, mixed berry scones, cinnamon & caramel rolls). Beverages to be sold at Old Trading Post Bakery include hot coffee, iced coffee, and bottled teas and sodas. Seasonal varieties of draught beer is to be sold by the glass (or by the bottle/can). Wine / mimosas shall also be sold by the glass. No hard liquor is to be sold at Old Trading Post. Paying homage to the history of the location, creative naming / branding may be introduced (Boone's Lick cookie, etc). Aside from food products, OTP will have a line of retail home goods available for purchase as well. Retail offerings include gift items like engraved kitchen cutting boards, wooden spoons & forks, gift boxes, Old Trading Post logo t-shirts, sweatshirts & hats.

Please see the menu attachment below. Thanks again!

Kind regards,

Dave Gillette

MENU

SAVORY CREPES

- | | | |
|----------|--|------------|
| 1 | Tomato, Basil & Mozzarella | \$7 |
| 2 | Ham & Swiss | 8 |
| 3 | Sausage, Cream Cheese, Cheddar & Green Onion | 9 |

SWEET CREPES

- | | | |
|----------|-----------------|----------|
| 4 | Triple Berry | 8 |
| 5 | Nutella Banana | 7 |
| 6 | Honey & Almonds | 7 |

RUSTIC ROLLS

- | | |
|-------------------------|----------|
| White | 2 |
| Honey Wheat | 2 |
| Special Roll of the Day | 3 |
| Sausage & Cheddar | 4 |

*Toasted with cream cheese and tomato Add **\$2**

*Make it a breakfast sandwich - add scrambled eggs; bacon, sausage or ham; and cheese. Add **\$5**

PASTRY OF THE DAY

T Berry & Cream Cheese Croissants / **W** Scones / **Th** Cinnamon & Caramel Rolls / **F** Muffins / **S** Quick Bread / **S** Baker's Choice (See bakery case for pricing.)

OTP COOKIES **\$3 ea / \$15 per half dozen**

BEVERAGES

Coffee **\$3** / Cold Brew Coffee **4** / Tea **3** / Hot Chocolate **3**

321 Boones Lick Road, St. Charles MO 63301

● (720) 363-2555

e. dave.c.gillette@gmail.com

OLD
TRADING
POST
BAKERY-CAFE

Ask us about our catering menu!



AGENDA ITEM #7

STAFF REPORT

SP-2025-10

**2040 EXCHANGE DRIVE
SITE DEVELOPMENT – NEW STRUCTURE**

**NOVEMBER 10, 2025
BY LARA BERRY**

APPLICANT: Bax Engineering
Cliff Heitmann
221 Point West Blvd.
St. Charles, Missouri 63301

OWNER: Gerald L Hoffman & Beverly A Hoffman Revoc. Trust
2731 McClay Road
St. Charles, Missouri 63303

ADDRESS/LOCATION: 2040 Exchange Drive
Ward 4

LOT SIZE: 0.74 acres (32,242.07 Square Feet)

EXISTING ZONING: I-1 Light Industrial District

PROPOSED USE: Office & Workshop with Outdoor Storage

REQUEST

The applicant has submitted a Site Plan application for the development of a vacant lot at 2040 Exchange Drive, proposing the construction of a 2,800 square foot commercial building with an approximately 3,200 square foot accessory outdoor storage area. The intended user, River Pools, plans to utilize the building for office space, a conference room, and a workshop area where new pool liners will be customized before installation. The site plan also includes a parking lot and an outdoor storage area enclosed with a sight-proof fence. According to the applicant, new pool liners up to sixteen (16) feet in width and forty (40) feet in length will be stored within the screened outdoor area.

Also according to the applicant, no large equipment will be stored on site; however, occasionally there will be a crane to lift the pools from the truck to the storage area. The crane will be temporarily located in the striped area, next to the screened storage.

SITE PLAN ANALYSIS

Building Materials/Elevations

The proposed building is oriented with its primary entrance facing south toward the parking lot, away from street frontage. The applicant submitted elevations displaying the materials of the buildings which are included in this packet. As submitted, the structure does not meet the 100% masonry requirement of the Architectural Design Standards. The majority of the exterior consists of steel siding, with natural stone veneer proposed only on the building elevations with street frontage. Along the western elevation (Exchange Drive), the stone treatment extends up to ten (10) feet in height, while the northern elevation (Lee Ann Court) includes only a three (3) foot stone wainscot.



Figure 1: Building Elevations

The Purpose Statement of the Architectural Design Standards (Section 400.965) states:

“The purpose of these architectural and design standards is to ensure the highest quality and most aesthetically pleasing development in all areas of the City. Redevelopment and new development in the City reflects on the image of St. Charles and it is crucial that new structures and rehabilitation or additions to old structures adhere to a higher standard to reflect positively on the City's progressive attitude toward its future. These standards are not intended to restrict imagination or variety, but rather to assist in focusing on a design which results in an architectural style that creates a signature appearance that is distinctly St. Charles.”

Per City Code, other non-masonry exterior finish materials can be considered as accent materials and shall be limited to a maximum area of twenty-five percent (25%) of all exterior wall surfaces excluding windows and doors.

Beyond the accent material exception above, the Code provides additional exceptions to the masonry standard based on the Building Code use group, the structure's square footage, and the degree to which the design is cohesive with surrounding development. The minimum building size eligible for such an exception is 7,500 square feet (see Table 1 on Page 4). While there are structures nearby that incorporate similar metal siding with face brick or stone along street frontages, staff notes that those buildings generally exceed 6,000 square feet in size. Buildings within this development area that are comparable in size to the proposed structure (2,000–3,000 square feet) are more compliant (if not fully compliant) with the masonry requirement, including the approximately 10,000 square foot office building directly across the street at 100 Lee Ann Court.



100 Lee Ann Court



2041 Exchange Drive



2031 Collier Corporate Parkway



2061 & 2071 Exchange Drive

Figures 2-5: Surrounding buildings of comparable size.



2050 Exchange Drive (8,400 SF)



2060 Exchange Drive (6,720 SF)

Figures 6-7: Surrounding buildings over 6,500 SF.



Figures 8-9: Surrounding buildings over 10,000 SF.

Although the proposed building does not meet the 100% masonry standard, staff encourages further discussion by the Commission regarding the proposed materials and their proportional use. The Commission has authority to grant exceptions to the standards when good cause is demonstrated. **However, based on the elevations submitted, staff recommends that the horizontal siding proposed on the eastern and southern elevations be replaced with the natural stone veneer to increase overall compliance with the masonry standard. Staff further recommends increasing the height of the stone wainscot by approximately one (1) additional foot to provide a more cohesive exterior treatment.**

Staff’s recommendation of additional masonry is consistent with similar projects the Planning & Zoning Commission has recently considered for new construction; therefore, staff has provided a recommended condition of approval to address the inclusion of additional masonry veneer.

Building Code Use Group	Covered Structure Footprint Area In Square Feet	Height And/Or Stories
Assembly "A-1," "A-2," "A-3," "A-4"	11,500	50 feet and/or 2 stories
Business "B"	18,000	50 feet and/or 3 stories
Educational "E"	18,500	50 feet and/or 1 story
Factory Group "F"	14,000	50 feet and/or 2 stories
High Hazard Group "H"	7,500	50 feet and/or 1 story
Institution "I-1"	10,500	50 feet and/or 3 stories
Institution "I-2"	9,500	50 feet and/or 1 story
Institution "I-3"	7,500	50 feet and/or 2 stories
Institution "I-4"	18,500	50 feet and/or 1 story
Mercantile "M"	14,000	50 feet and/or 3 stories
Residential "R-1," "R-2," "R-4"	12,000	50 feet and/or 3 stories
Storage Group "S"	14,000	50 feet and/or 3 stories
Utility and Miscellaneous Group "U"	9,000	50 feet and/or 2 stories

Table 1: Masonry exception schedule.

Site Access & Parking

As a part of the submitted site plan, two (2) new access points are proposed, located on the western side of the lot off Exchange Drive as the main entrance, and on the north side of the lot off Lee Ann Court. Staff notes that upon review of City plat records, Lee Ann Court was determined to be a private street. Parking complies with the minimum Code standard for the proposed use (7 parking spaces required with 7 provided), including one (1) accessible space.

Buffers, Landscaping & Setbacks

Per the I-1 Light Industrial District Design Standards, the following setbacks and buffers also apply to this property:

- 1) No part of any building, accessory structure or sign shall be located closer than one hundred (100) feet to any residential district boundary.
- 2) The rear yard setback is zero (0) feet, except fifty (50) feet adjoining residential district.
- 3) Where an "I-1" zoning district directly adjoins a residential zoning district or is located across a public street or alley from a residential zoning district, a landscaped greenbelt at least fifty (50) feet in width shall be provided and maintained along the appropriate property line by the users of the "I-1" property. The open area shall be planted with trees and shrubs.

On the southern tip of this semi pie-shaped lot, the property adjoins a residential zoning district. Compliant with the requirements above, the site plan depicts a one hundred (100) foot buffer that is heavily vegetated with an existing treeline and no proposed structures.

As previously mentioned in this report, Lee Ann Court is a private drive with the northern property line of the subject site located down the centerline of that street. Because of this, the required front yard is essentially reduced from 35 feet to 20.5 feet. While the property line is in the center of the street, there is still room for the required plantings. The planting schedule shown on the Landscaping Plan is compliant with the number of plantings and the landscaping will be provided with underground irrigation.

Lighting

Lighting details have not been provided with this submittal, which is not uncommon at this stage since the fixtures proposed at the Site Plan stage are sometimes not available prior to construction documents. Upon submittal of a building permit, staff will review and verify the proposed lighting (via cut sheets and a photometric plan) is compliant with City Code. Staff has provided a recommended condition of approval to address the site lighting.

Screening

In addition to the landscaping buffer previously discussed in this report, the applicant is proposing screening for the outdoor storage area, dumpster, and grade-level mechanical equipment. The proposed screening of the storage area and the trash dumpster will be a six (6) foot vinyl privacy fence. While the Architectural Standards require refuse and waste removal storage areas shall be screened with minimum six (6) foot high masonry walls with gates, the Code also allows the City to consider alternative materials if the primary building on the property has a ground floor area less than ten thousand (10,000) square feet. Given the proposed location of the dumpster enclosure, towards the rear of the property, staff is supportive of the proposed vinyl fencing material.

Staff notes the air-conditioning unit may be visible from Lee Ann Ct. and will require screening. As proposed, the site plan depicts shrubs to provide screening of the unit; however, staff will verify compliance with mechanical screening requirements upon building permit submittal since the size of the mechanical equipment is unknown at this stage.

STAFF RECOMMENDATION

After reviewing the Site Plan, the City’s Zoning Ordinance, and surrounding development patterns, staff finds the proposal consistent with the design objectives of the Code. The Department of Community Development recommends approval of the Site Plan, subject to the following conditions:

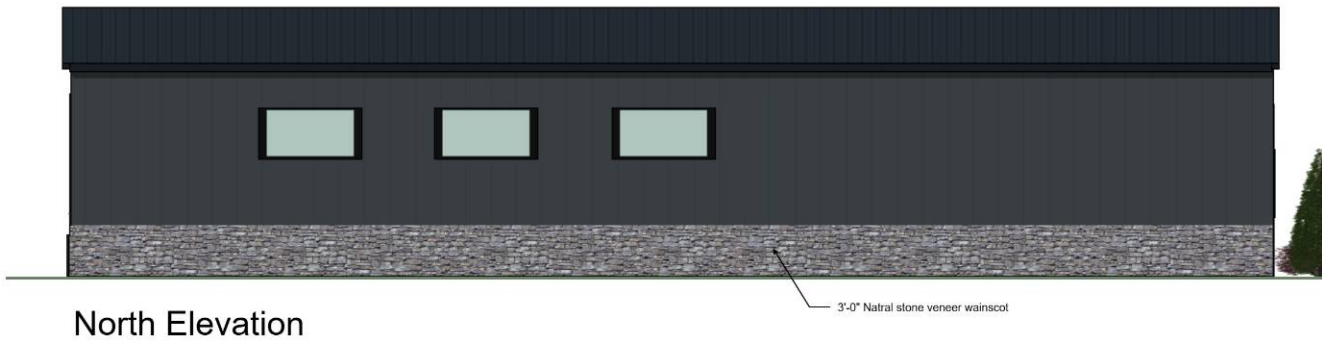
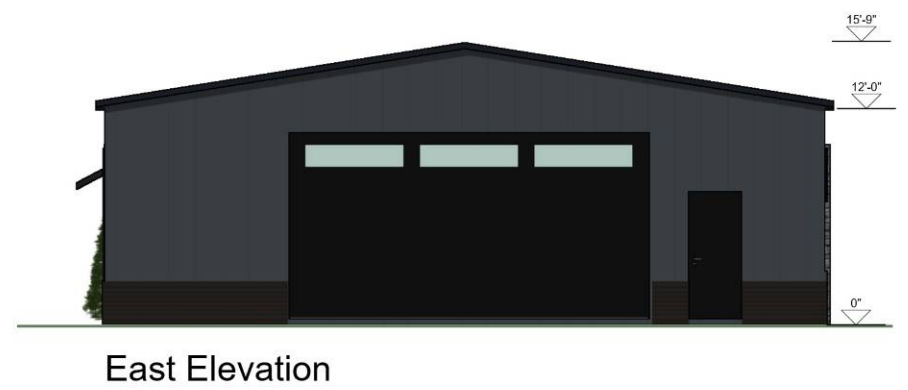
1. Replace the proposed horizontal siding on the eastern and southern elevations with the natural stone veneer and increasing the height of the stone wainscot by approximately one (1) additional foot.
2. Final review of the proposed lighting and photometric plan will be reviewed for compliance upon the submittal of a building permit.
3. Upon the submittal of a building permit, staff will verify that the landscaping will screen the height of the equipment.

Recommended Motion:

1. *Motion to approve a Site Plan for SP-2025-10, subject to the conditions recommended by staff.*



Figure 8: Aerial photo of the proposed parcel for improvements.

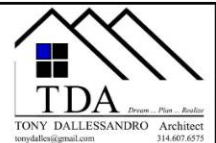


River Pools

Lee Ann Court

Saint Charles MO 63303

30 Oct 2025



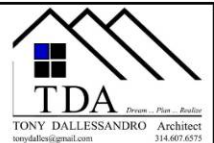


River Pools

Lee Ann Court

Saint Charles MO 63303

30 Oct 2025



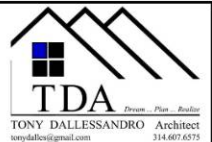


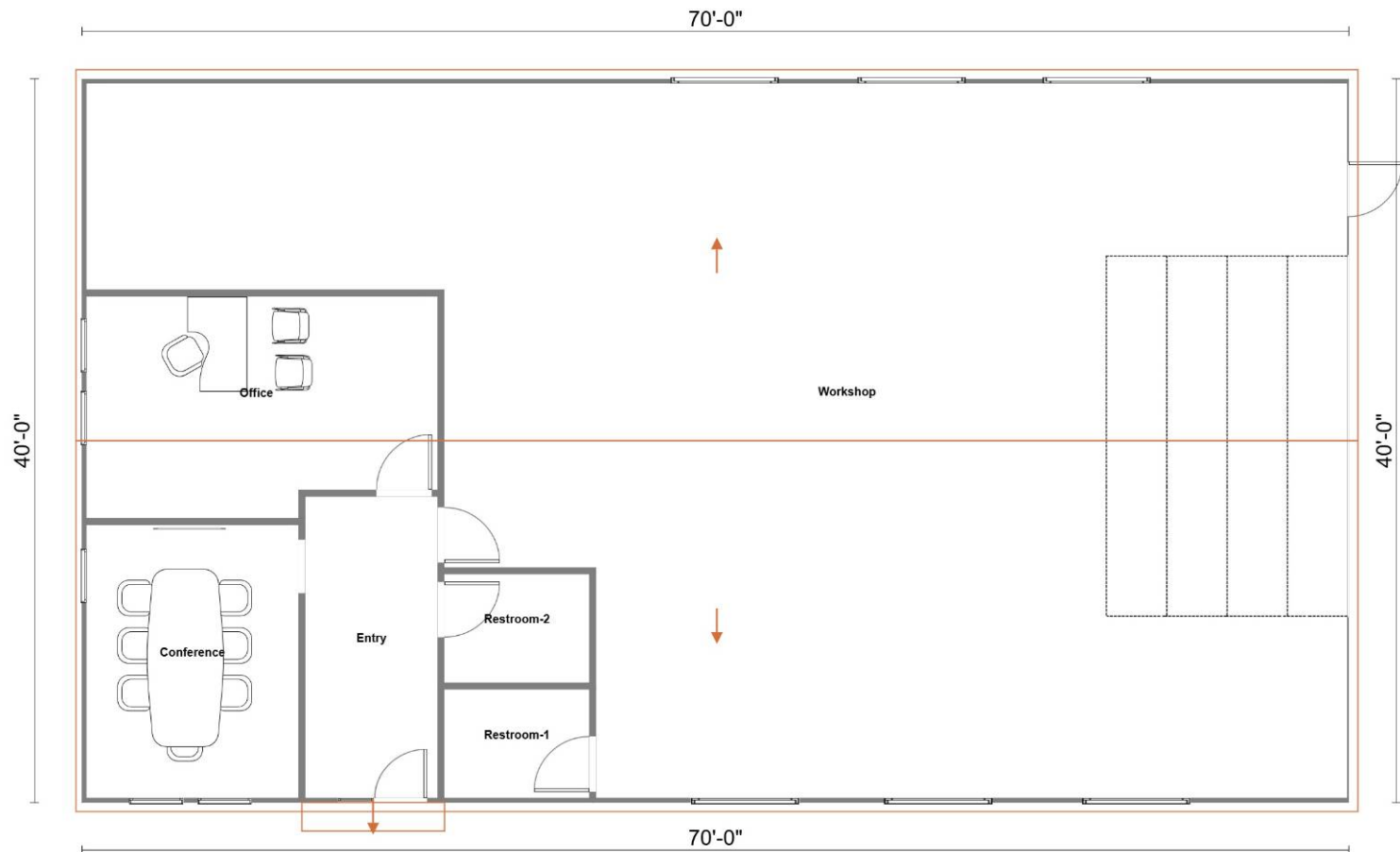
River Pools

Lee Ann Court

Saint Charles MO 63303

30 Oct 2025





Floor Plan



River Pools

Lee Ann Court

Saint Charles MO 63303

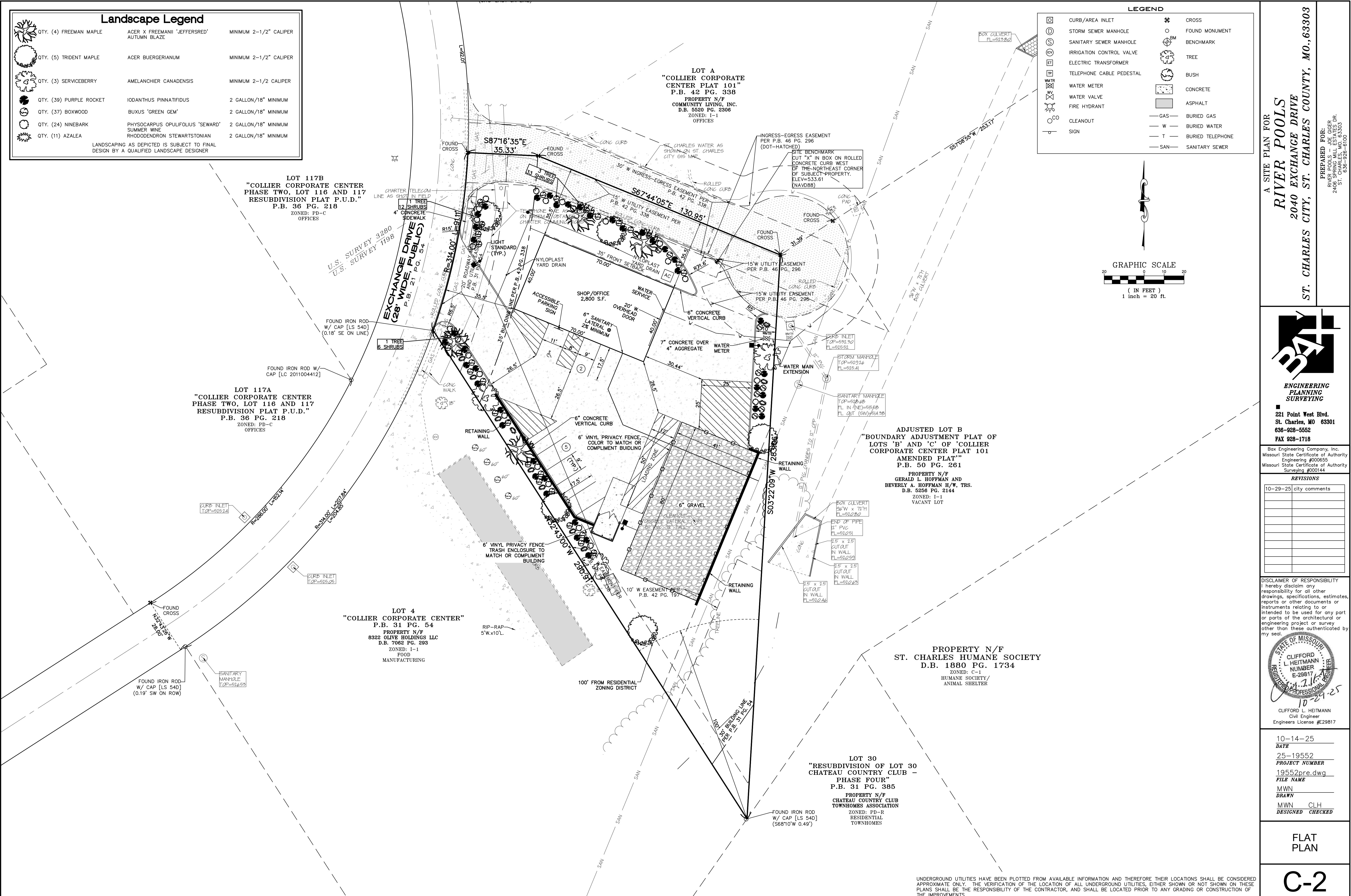
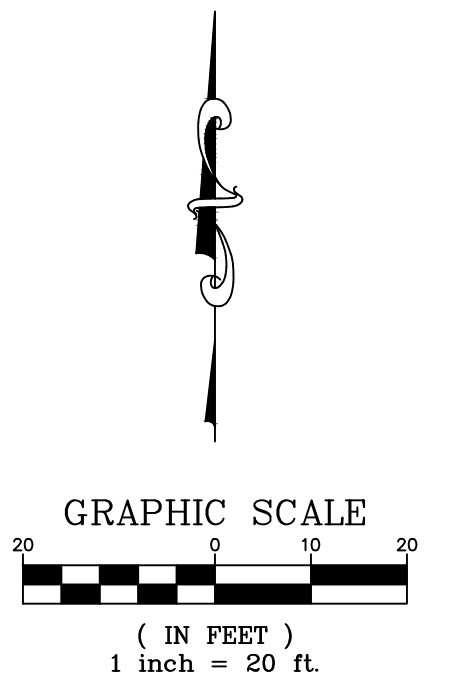
30 Oct 2025



Landscape Legend		
	QTY. (4) FREEMAN MAPLE	ACER X FREEMANII 'JEFFERSRED' AUTUMN BLAZE
	QTY. (5) TRIDENT MAPLE	ACER BUERGERIANUM
	QTY. (3) SERVICEBERRY	AMELANCHIER CANADENSIS
	QTY. (39) PURPLE ROCKET	IODANTHUS PINNATIFIDUS
	QTY. (37) BOXWOOD	BUXUS 'GREEN GEM'
	QTY. (24) NINEBARK	PHYSCARPUS OPULIFOLIUS 'SEWARD' SUMMER WINE
	QTY. (11) AZALEA	RHODODENDRON STEWARTSONIAN
		MINIMUM 2-1/2" CALIPER
		MINIMUM 2-1/2" CALIPER
		MINIMUM 2-1/2" CALIPER
		2 GALLON/18" MINIMUM
		2 GALLON/18" MINIMUM
		2 GALLON/18" MINIMUM
		2 GALLON/18" MINIMUM
		2 GALLON/18" MINIMUM

LANDSCAPING AS DEPICTED IS SUBJECT TO FINAL DESIGN BY A QUALIFIED LANDSCAPE DESIGNER

LEGEND	
	CURB/AREA INLET
	STORM SEWER MANHOLE
	SANITARY SEWER MANHOLE
	IRRIGATION CONTROL VALVE
	ELECTRIC TRANSFORMER
	TELEPHONE CABLE PEDESTAL
	WATER METER
	WATER VALVE
	FIRE HYDRANT
	CLEANOUT
	SIGN
	CROSS
	FOUND MONUMENT
	BENCHMARK
	TREE
	BUSH
	CONCRETE
	ASPHALT
	GAS
	BURIED WATER
	BURIED TELEPHONE
	SANITARY SEWER



A SITE PLAN FOR
RIVER POOLS
2040 EXCHANGE DRIVE
ST. CHARLES CITY, ST. CHARLES COUNTY, MO., 63303

PREPARED FOR:
RIVER POOLS - JOE OGER
2401 ST. CHARLES, MO. 63303
636-926-6100

**ENGINEERING
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221 Point West Blvd.
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FAX 928-1718

Box Engineering Company, Inc.
Missouri State Certificate of Authority
Engineering #000655
Missouri State Certificate of Authority
Surveying #000144

REVISIONS
10-29-25 city comments

DISCLAIMER OF RESPONSIBILITY
I hereby disclaim any responsibility for all other drawings, specifications, estimates, reports or other documents or instruments relating to or intended to be used for any part or parts of the architectural or engineering project or survey other than those authenticated by my seal.

CLIFFORD L. HEITMANN
Civil Engineer
Engineers License #E29817

10-14-25
DATE

25-19552
PROJECT NUMBER

19552pre.dwg
FILE NAME

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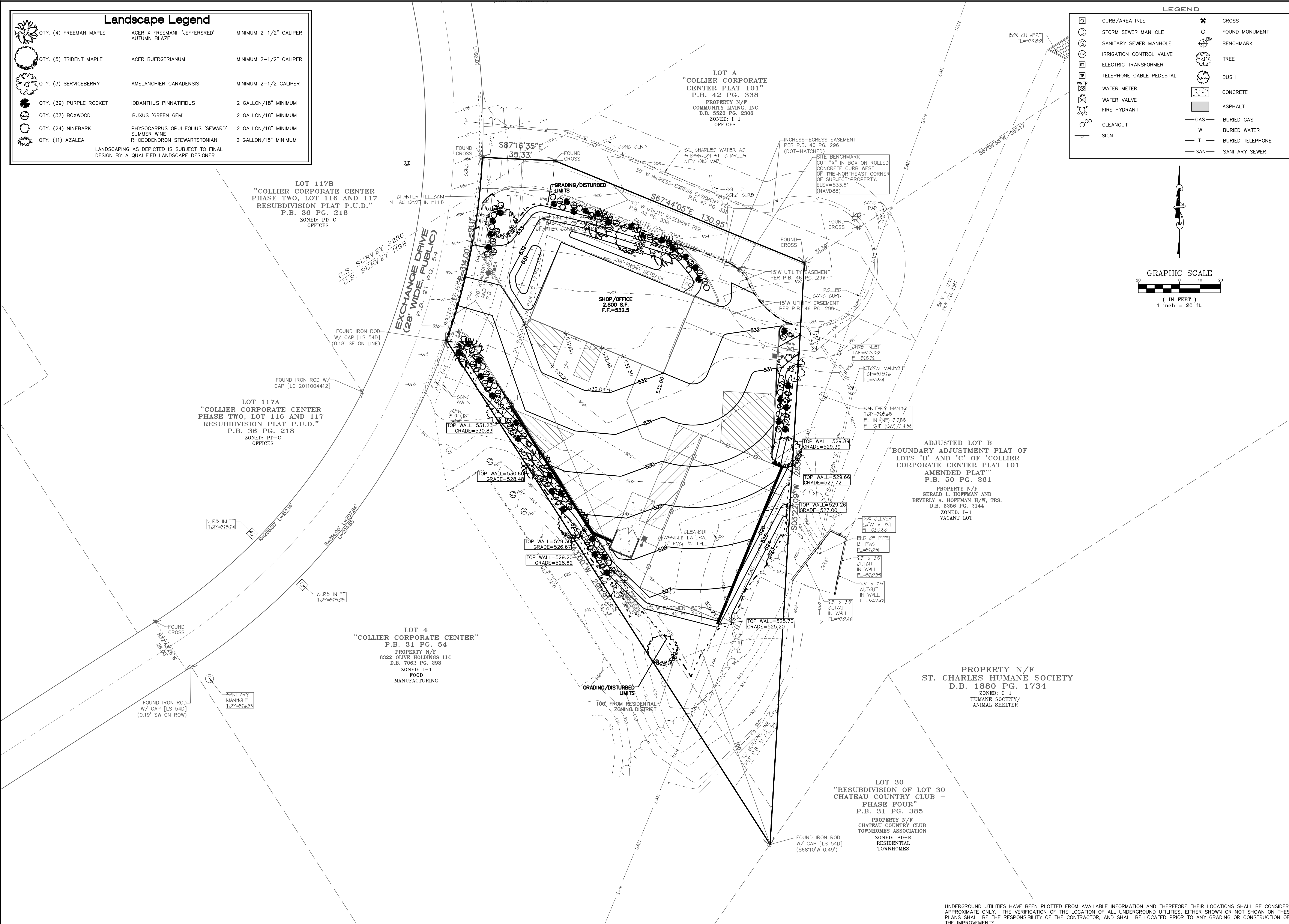
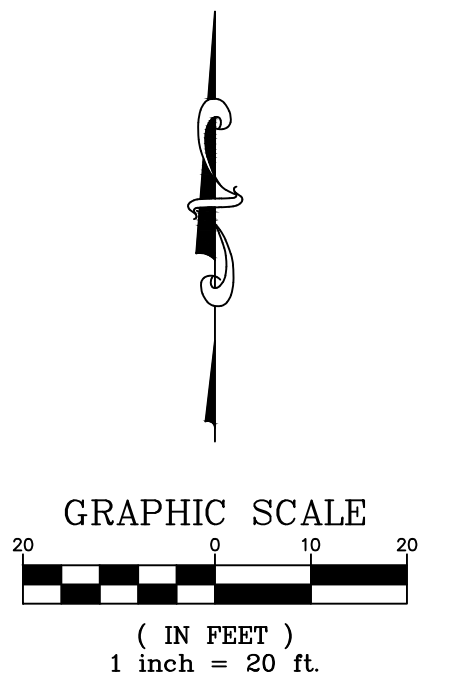
FLAT
PLAN

C-2

UNDERGROUND UTILITIES HAVE BEEN PLOTTED FROM AVAILABLE INFORMATION AND THEREFORE THEIR LOCATIONS SHALL BE CONSIDERED APPROXIMATE ONLY. THE VERIFICATION OF THE LOCATION OF ALL UNDERGROUND UTILITIES, EITHER SHOWN OR NOT SHOWN ON THESE PLANS SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR, AND SHALL BE LOCATED PRIOR TO ANY GRADING OR CONSTRUCTION OF THE IMPROVEMENTS.

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LANDSCAPING AS DEPICTED IS SUBJECT TO FINAL DESIGN BY A QUALIFIED LANDSCAPE DESIGNER		

LEGEND			
	CURB/AREA INLET		CROSS
	STORM SEWER MANHOLE		FOUND MONUMENT
	SANITARY SEWER MANHOLE		BENCHMARK
	IRRIGATION CONTROL VALVE		TREE
	ELECTRIC TRANSFORMER		BUSH
	TELEPHONE CABLE PEDESTAL		CONCRETE
	WATER METER		ASPHALT
	WATER VALVE		GAS BURIED GAS
	FIRE HYDRANT		W BURIED WATER
	CLEANOUT		T BURIED TELEPHONE
	SIGN		SAN SANITARY SEWER



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10-29-25 city comments

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CLIFFORD L. HEITMANN
 Civil Engineer
 Engineers License #E29817

10-14-25
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25-19552
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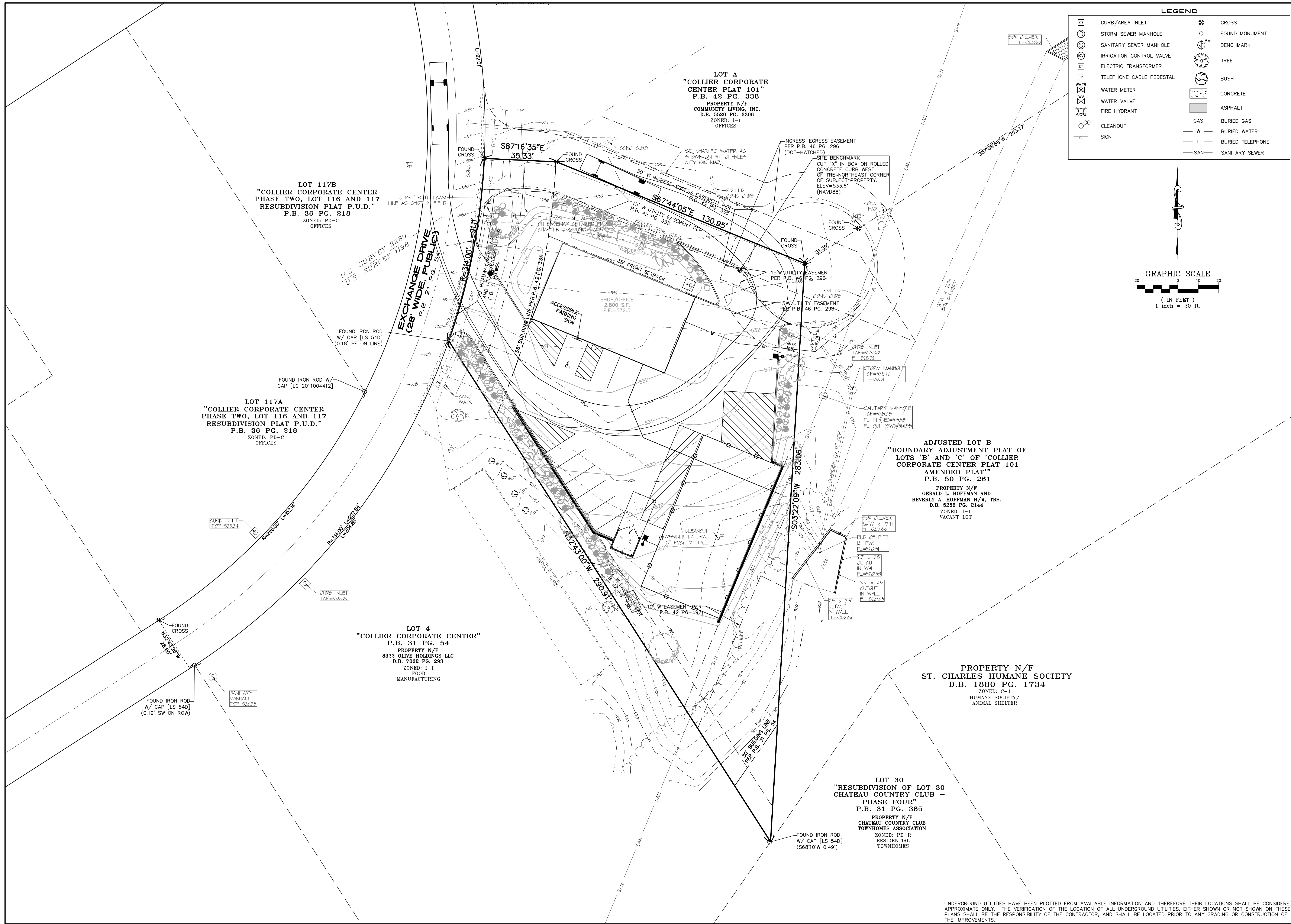
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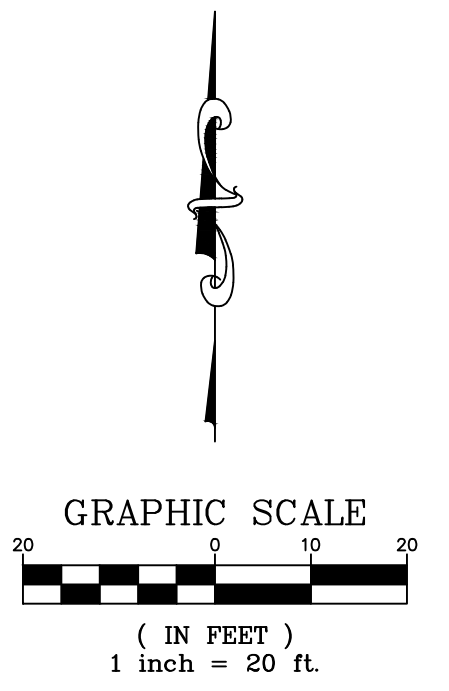
C-3

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LEGEND

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	SANITARY SEWER MANHOLE		BENCHMARK
	IRRIGATION CONTROL VALVE		TREE
	ELECTRIC TRANSFORMER		BUSH
	TELEPHONE CABLE PEDESTAL		CONCRETE
	WATER METER		ASPHALT
	WATER VALVE		BURIED GAS
	FIRE HYDRANT		BURIED WATER
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	SIGN		SANITARY SEWER



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19552pre.dwg
 FILE NAME

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 DRAWN

MWN CLH
 DESIGNED CHECKED

FIRE TRUCK
 CIRCULATION

C-4

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AGENDA ITEM #8 & 9

**STAFF REPORT
REZONING CASE NO. Z-2025-14 & Z-2025-15
TRUMAN MEADOWS
NEW PLANNED DEVELOPMENT**

**NOVEMBER 11, 2025
BY MADELYN P. BROWN**

APPLICANT/OWNER: T.R. Hughes Homes
239 Fox Hill Road
St. Charles, MO 63301

ADDRESS/LOCATION: Located on the western side of Harry S Truman Blvd and approximately 465 feet north of Ehlmann Road (Parcel ID # 6-0015-0291-00-0008.1000000)
Ward 6

ACREAGE: 8.5 Acres

EXISTING ZONING: I-1 Light Industrial District

REQUESTED ZONING: 1st: R-3A Multiple-Family Residential District (Z-2025-14)
2nd: PD-R Planned Development-Residential District (Z-2025-15)

SURROUNDING ZONING:

<u>Direction</u>	<u>Zoning</u>	<u>Use</u>
North	I-1 Light Industrial District	Industrial
South	O-I Office Institution District	Multiple-Family Residential
East	I-1 Light Industrial District	Industrial
West	R-1E Single-Family Residential District	Single-Family Dwellings

REQUEST

The applicant has submitted two (2) applications for a new residential development within the City of St. Charles. The first application (Z-2025-14) is a request to rezone approximately 8.5 acres from I-1 Light Industrial District to R-3A Multiple-Family Residential District. This rezoning request is intended to establish the underlying zoning for a new residential development. The second application (Z-2025-15) is a request to rezone the same 8.5 acres from the R-3A Multiple-

Family Residential District to the PD-R Planned Development – Residential District with the intent of developing 44 townhome dwelling units. This report will analyze the appropriateness of both applications.

ANALYSIS OF REZONING TO R-3A (Z-2025-14)

The existing I-1 Light Industrial District uses allow for commercial/industrial uses of higher intensity; however, does not permit residential development. While the property is adjacent to industrial uses to the east (Eisen Panel Group, 3300 Panel Way) and north (Trinity Products, 3251 Harry S. Truman Blvd), the properties directly south and west are residential. Per the area zoning map below, residential zoning/uses is located within the yellow highlighted areas and is adjacent to the industrial zoning/uses in grey. The Trinity Products site at 3251 Harry S. Truman Blvd is separated from the subject property by the Norfolk Southern Railroad. Additionally, Harry S. Truman Blvd serves as a buffer between the subject property and 3300 Panel Way, whereas the nearby residential properties are located immediately adjacent to the site. Area residents have expressed concerns that additional industrial use(s) could be developed at this location under the current zoning. The proposed rezoning to a residential district would address these concerns and per staff is in the best interest of the surrounding neighborhoods and the overall area. Based on these conditions, a less intense, residential zoning and use is more favorable for this site as opposed to the existing industrial zoning.

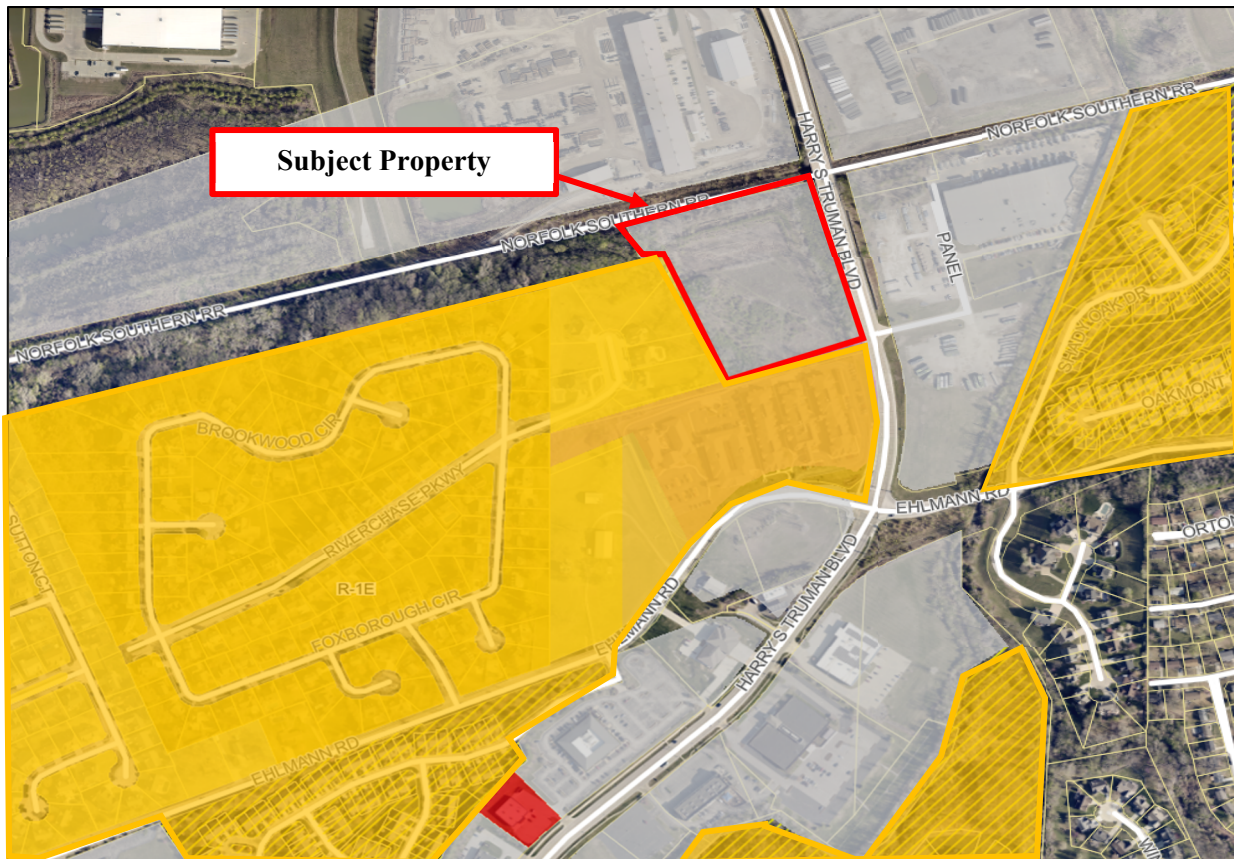


Figure 1: Area zoning map.

The City’s Comprehensive Plan identifies fifteen (15) activity centers that evaluate proposed new land uses on the basis of their proximity to an activity center, rather than on a site-specific map. This land use philosophy bases land use decisions on the level of activity and density the proposed use can be expected to generate, its distance from the activity center, and its appropriateness to the proposed location. The subject property is located in-between Activity Center #4 (Cave Springs) and Activity Center #15 (370 Corridor- West). The Harry S Truman corridor, which bridges the gap between the two activity centers, decreases in intensity from the north to the south. Higher intensity industrial and commercial uses are present north of the Norfolk Southern Railroad, while less intense, mixed-use commercial and residential are present to the south. Further discussion regarding the Comprehensive Plan is provided later in this report in reference to Z-2025-15.

The Department of Community Development considers this rezoning request to be in general conformance with the Updated 2012 Comprehensive Plan and consistent with existing area land uses around the subject property and staff would be supportive of this rezoning to R-3A Multi-Family Residential District.

ANALYSIS OF THE PRELIMINARY DEVELOPMENT PLAN (Z-2025-15)

Overview

The Applicant is proposing to rezone the subject property from R-3A (Z-2025-14) to PD-R Planned Development-Residential for a new, 44 unit single-family townhome development (Truman Meadows). Associated with this request, a Preliminary Development Plan has been submitted for review. The proposal depicts the establishment of residential lots for each townhome unit, common open space, walkways, landscape buffer, storm water detention areas and interior streets.

Land Uses

Per the PD standards, uses within the R-1C, R-1D, R-1E, R-2 and R-3A are permitted associated with a PD-R Planned Development-Residential request; however, only attached single-family residences in both six (6) - and eight (8)-unit attached configurations are proposed. If approved as submitted, no other uses would be permitted without an amendment to the request. Table 1, below, following page details the typical R-3A Multi-Family Residential District standards in comparison to those requested for this PD-R Planned Development.

	R-3A District Standards	Requested PD-R
Permitted Uses	R-1, R-2, All Multi-Family Uses	Townhomes
Density	18 Units per acre	5.17 Units per acre (44 Units in total)
Front Yard Setback	25 ft	20 ft
Side Yard Setback	7 ft	0 ft
Rear Yard Setback	25 ft	12 ft
Min. Distance Between Buildings	30 ft	N/A

Max. Lot Coverage	40%	60%
Min. Lot Area	10,000 sq. ft.	1,600 sq. ft.
Min. Lot Width	75 ft	20 ft
Min. Street Frontage	25 ft	20 ft
Min. Lot Depth	125 ft	80 ft
Max. Building Height	3 stories or 45 ft	N/A

Figure 1: R-3A standards vs proposed PD standards.

The R-3A District standards view a multi-family development as one under single ownership on one large parcel, such as a typical apartment complex, or a condominium-style development where units are subdivided synonymously with the unit footprint but all ground/land is part of a common ownership entity like a Home Owner’s Association (HOA). This district does not provide for the product type where the units (in this case townhomes) are not part of one large parcel but are rather subdivided into individual lots. A Planned Development can achieve this style of development, such as the townhomes in the Oakleigh Park Addition at the southeast corner of the intersection of McClay Road and Hackman Road which were approved in 2022 and were also developed by in a similar style to those proposed as part of this application.

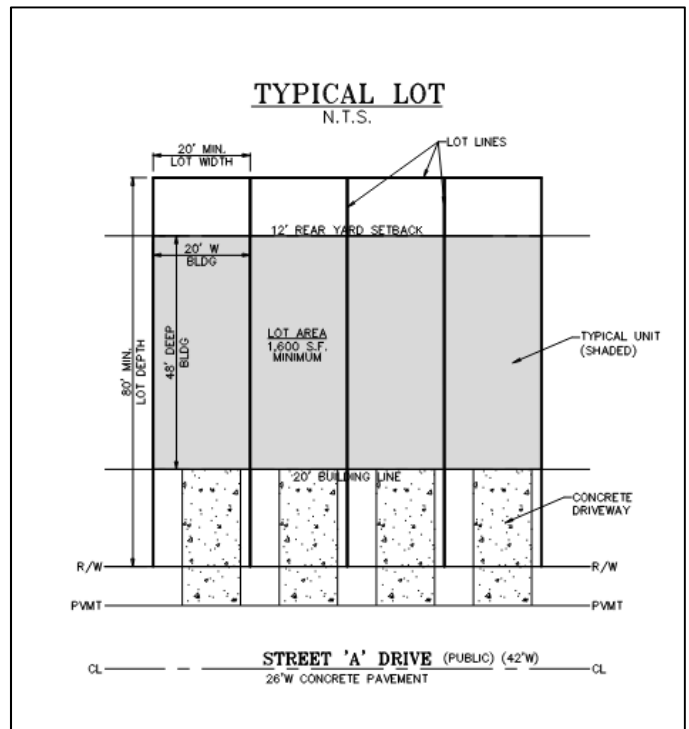


Figure 2: Typical lot detail.

Density

The PD-R zoning district regulations establish maximum densities per acre and the number of dwelling units based on the underlying district which is the proposed R-3A district. Based on the R-3A maximum density (18 units per acre), a total of 150 residential units could be permitted as part of this development. The submitted Preliminary Development Plan proposes a total of 44 units, with an overall density of 5.17 units per acre. While the proposed density is much lower than what is permitted within the R-3A district, the R-1 and R-2 districts would not permit a townhome-style development of this nature. As mentioned above, the proposed density is typical of this style of development and would be compatible as a transition from the nearby residential uses to the higher intensity commercial/industrial uses.

Architectural

The applicant has submitted elevation/façade examples for this development. Building materials include vertical and horizontal siding and architectural shingle roofs. Each unit will also have a one car garage located at the front of the dwelling along the access drive. Samples of the proposed elevations are illustrated in Figure 3, on page 5.

While not required by code for single-family residential development (attached or detached), Staff would recommend some masonry be incorporated as a primary material or the street facing facade. The addition of masonry would assist in the proposed development meeting the purpose statement of PD to provide “promote a more desirable community environment”. Similar to the Oakleigh Park Addition (referenced above), which incorporates masonry as a primary building material, the inclusion of masonry elements would ensure architectural consistency with comparable developments within the City. If the Planning and Zoning Commission agrees, a condition has been proposed to by staff to reflect this recommendation. If the Commission does not believe masonry is appropriate, this condition may be removed.



Figure 3: Elevations of the proposed structures.

Access/Transportation

A 26-foot wide private drive (Truman Circle) is proposed to access the townhome driveways, leading to the one-car garages and main entrances. The primary, and only entrance to subdivision is from the east side of the subject property, from Harry S. Truman Boulevard. The Fire Marshal has reviewed this plan and approves the proposed access. The City’s Engineering Department has also determined that a traffic study is not required or warranted. Additionally, the sight distance at the proposed access point has been reviewed and found to be compliant with City standards, as the Engineering Department has approved the design as proposed.

Buffering

This development proposal indicates that the residential density will be greater than the adjacent existing residential density to the west. Additionally, commercial uses/zoning is located to the north and east. In accordance with the PD-R Planned Development – Residential District standards, a 30 foot landscaped buffer is required along the perimeter of the development adjacent to the less dense residential area and commercial uses/zoning. The plan depicts the required buffer along the western, eastern and northern property boundary within common ground. This buffer is intended to mitigate the effect of the proposed residential development on the existing/established development. Additionally, the buffer will also help mitigate the effect of the nearby, existing commercial/industrial uses on future residents of the proposed development.

COMPLIANCE WITH THE COMPREHENSIVE PLAN

The St. Charles Comprehensive Plan adopted in 2002 and updated in 2012 recommends that land use decisions be based on a project's location and compatibility with surrounding development. This revision to the Comprehensive Plan was approved by the City Council, and was written under the direction of residents, elected officials, and city staff. The Comprehensive Plan identifies 15 activity centers in the city, locations characterized by elevated levels of development, density and activity. The activity centers are the most prominent, visible and intensely developed locations in the city. The plan recommends that development should gradually decrease in density as distance from an activity center increases. The activity centers should be surrounded by land uses that gradually decrease in levels of activity, traffic and density. Proposed new development should be judged based upon its distance from the nearest activity center, its compatibility with what surrounds it, and whether the level of development it will generate contributes to a gradual decline in density or acts counter to that goal.

As previously discussed within the analysis of application Z-2025-14, this property is located in-between Activity Center #4 (Cave Springs) and Activity Center #15 (370 Corridor- West). The proposed development is in line with the surrounding development patterns and density shift south of the Norfolk Southern Rail Road. The Department of Community Development considers these rezoning requests to be in general conformance with the Updated 2012 Comprehensive Plan and consistent with area land uses.

STAFF RECOMMENDATION

After review of the two requests (including the proposed preliminary development plan), the City's Zoning Ordinance, Comprehensive Plan and area development patterns, staff believes the rezoning requests and preliminary development plan are appropriate and are consistent with the zoning of the surrounding area. The Department of Community Development recommends that these rezoning requests be forwarded to the City Council with a favorable recommendation, with the following conditions for Z-2025-15 (PD-R request):

1. The applicant shall work with City Staff to add masonry to the primary elevations of the proposed structures in a manner which is consistent with the PD purpose statement and other similar developments within the City.

Recommended Motion (Two Separate Motions):

1. Motion to forward a recommendation of approval to the City Council for the rezoning request Z-2025-14, as submitted by the applicant.
2. Motion to forward a recommendation of approval to the City Council for the rezoning request Z-2025-15, which also includes a new Preliminary Development Plan Truman Meadows, subject to the condition recommended by staff.

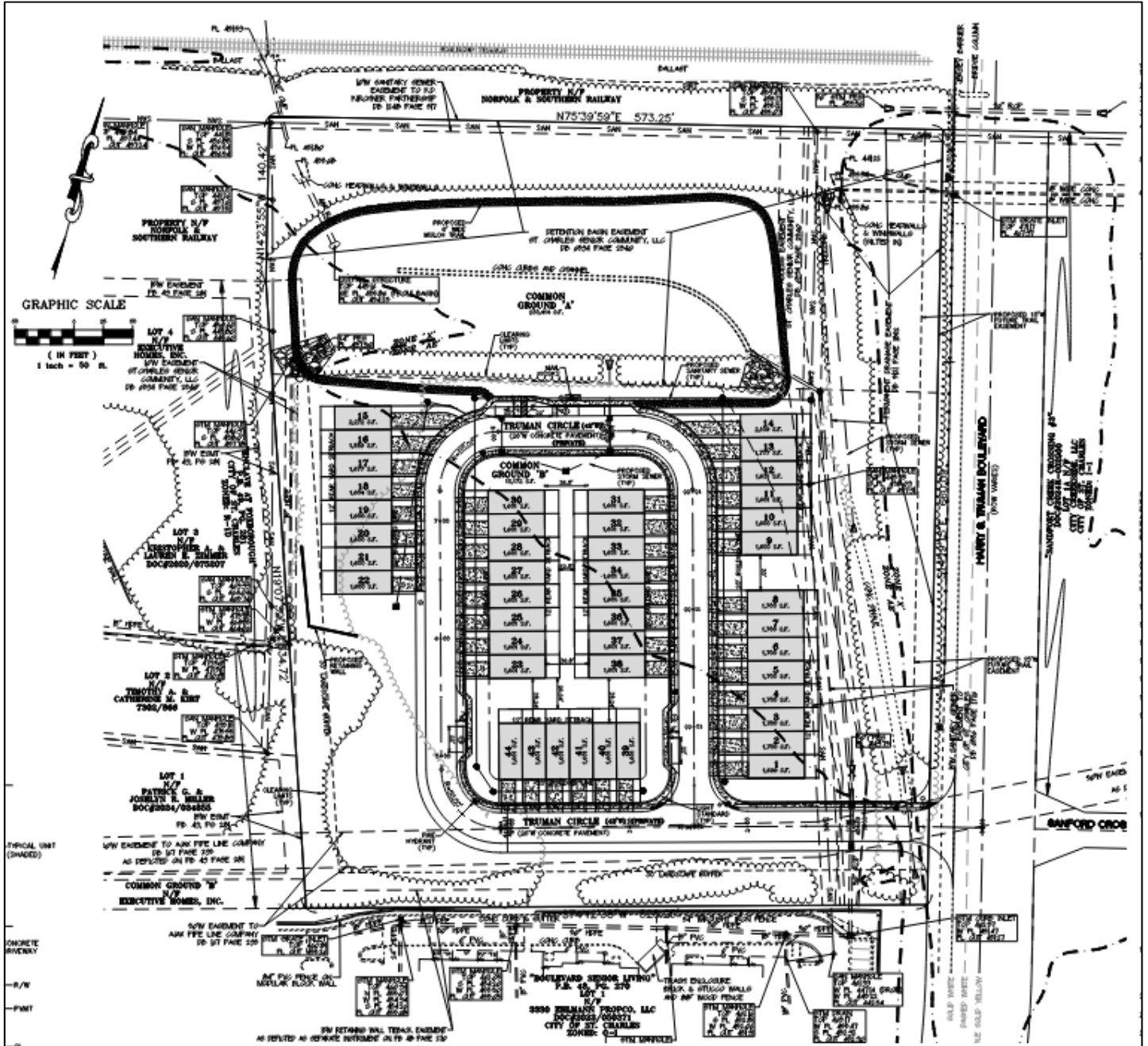
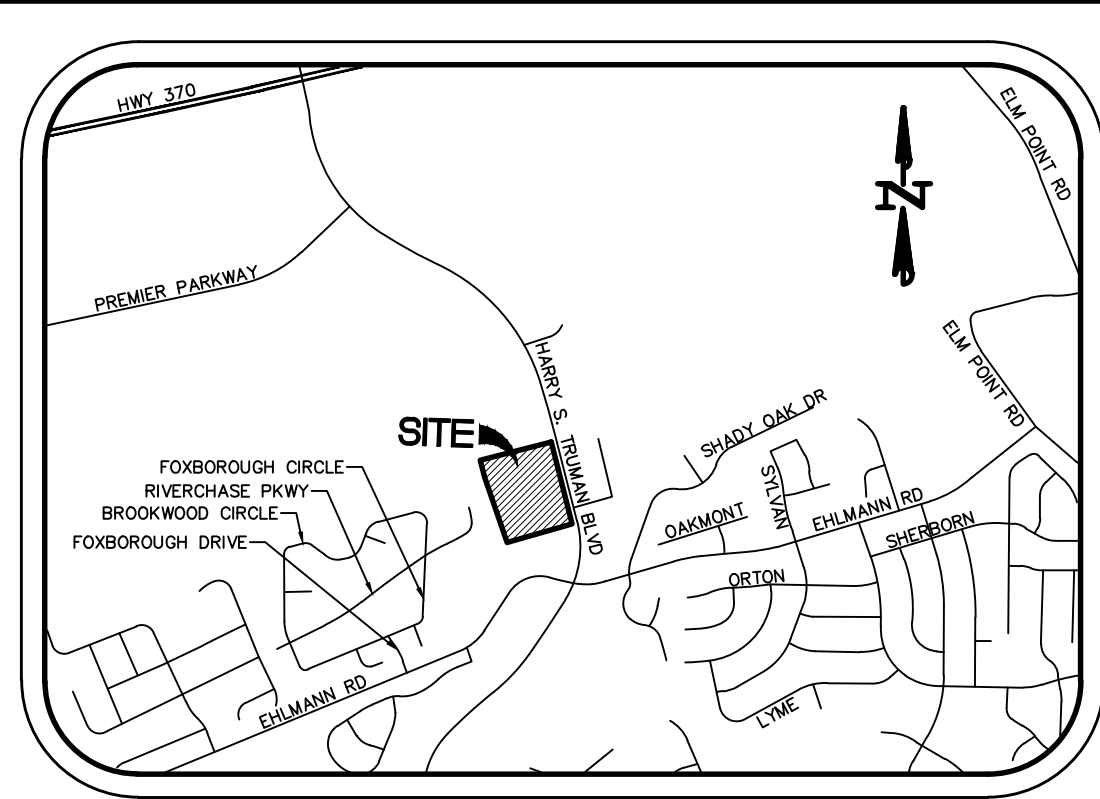


Figure 5: Submitted Site Plan.



Figure 6: Aerial view of subject property.



LOCATION MAP
NOT TO SCALE

A PRELIMINARY DEVELOPMENT PLAN FOR TRUMAN MEADOWS

A TRACT OF LAND BEING
PART OF U.S. SURVEY 291
TOWNSHIP 47 NORTH, RANGE 4 EAST
OF THE FIFTH PRINCIPAL MERIDIAN
CITY OF ST. CHARLES
ST. CHARLES COUNTY, MISSOURI

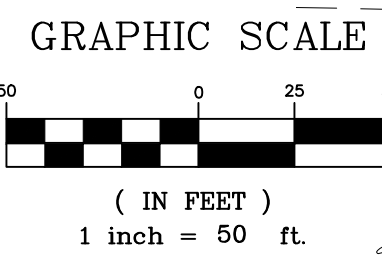
SHEET INDEX:

- 1 COVER SHEET/SITE PLAN
- 2 GRADING PLAN
- 3 LANDSCAPE/LOT DETAIL PLAN

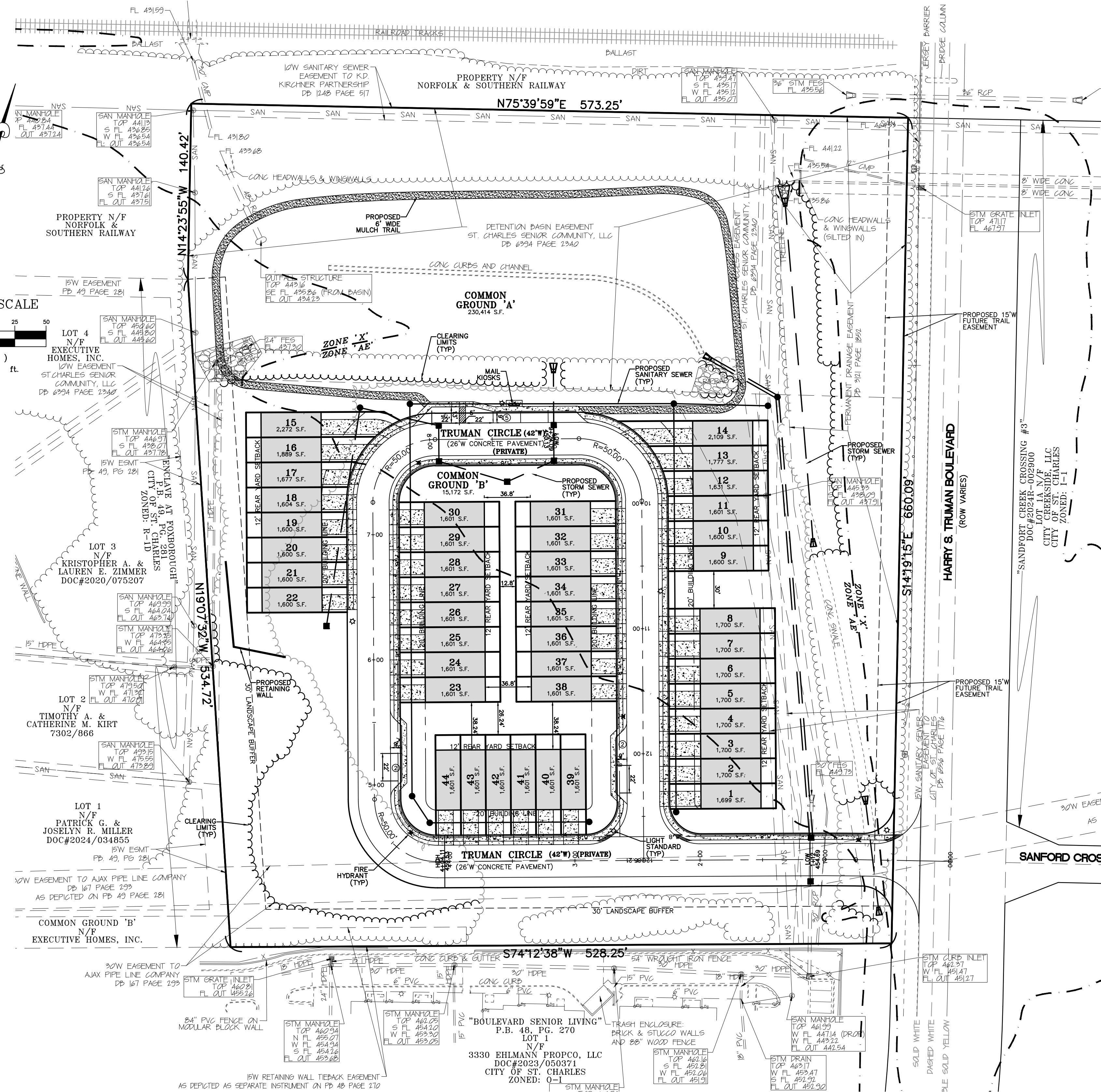
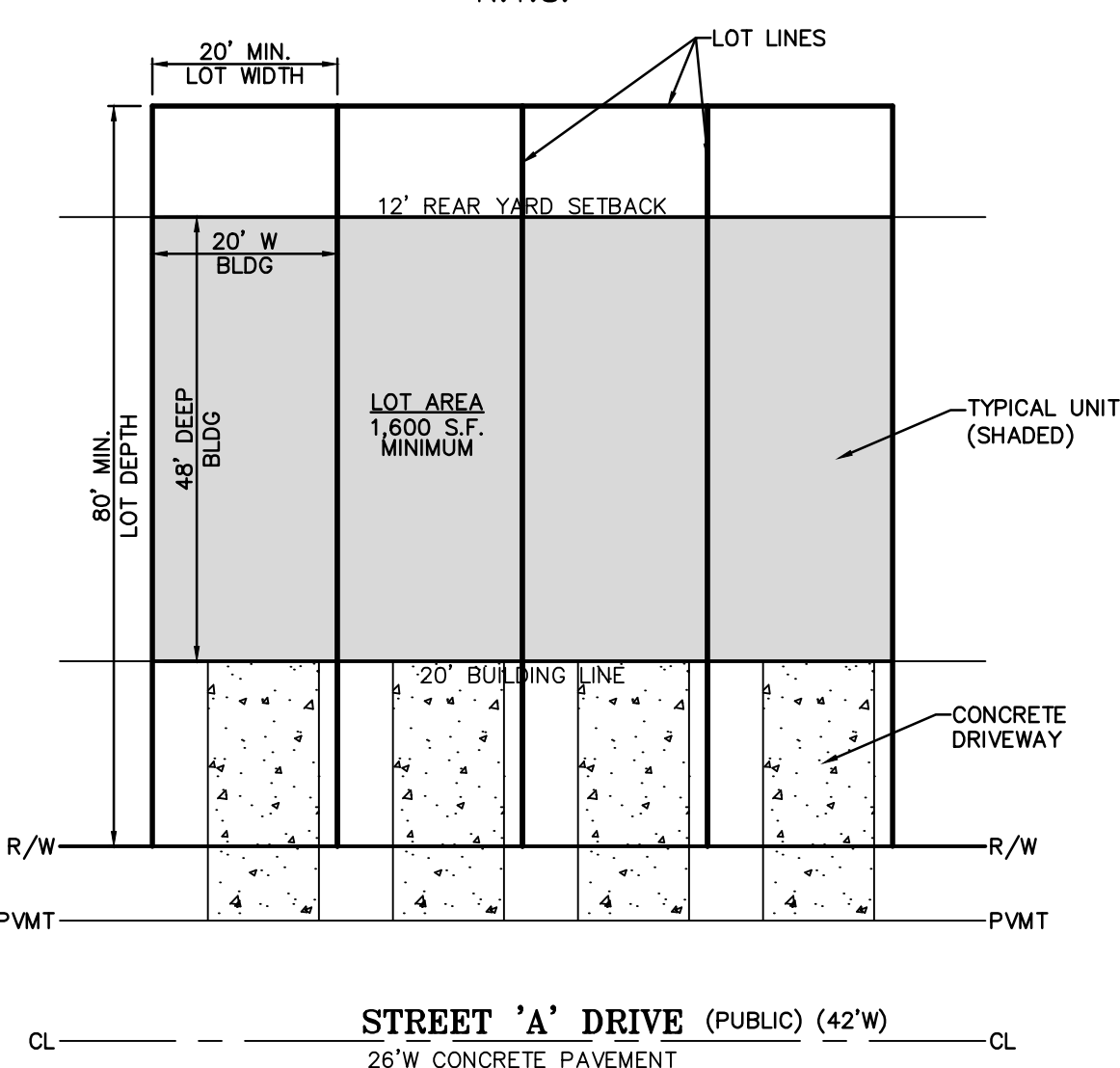
LAND DESCRIPTION:

A TRACT OF LAND BEING PART OF U.S. SURVEY 291, TOWNSHIP 47 NORTH, RANGE 4 EAST, CITY OF ST. CHARLES, ST. CHARLES COUNTY, MISSOURI AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON THE WEST RIGHT-OF-WAY LINE OF HARRY S. TRUMAN BOULEVARD (WIDTH VARIES); SAID POINT BEING THE SOUTHEAST CORNER OF THE TRACT HEREIN DESCRIBED AND THE NORTHEAST CORNER OF LOT 1 OF 'BOULEVARD SENIOR LIVING', A SUBDIVISION ACCORDING TO THE PLAT RECORDED IN PLAT BOOK 48, PAGE 270 OF THE ST. CHARLES COUNTY, MISSOURI RECORDS; THENCE LEAVING SAID WEST RIGHT-OF-WAY LINE AND WITH THE NORTH LINE OF AFORESAID LOT 1, SOUTH 74 DEGREES 12 MINUTES 38 SECONDS WEST 528.25 FEET TO A POINT; SAID POINT BEING THE SOUTHEAST CORNER OF 'ENCLAVE AT FOXBOROUGH', A SUBDIVISION ACCORDING TO THE PLAT RECORDED IN PLAT BOOK 49, PAGE 291 OF THE ST. CHARLES COUNTY, MISSOURI RECORDS; THENCE WITH THE EAST LINE OF SAID PLAT, NORTH 19 DEGREES 07 MINUTES 32 SECONDS WEST 534.72 FEET TO A POINT BEING THE NORTHEAST CORNER OF SAID PLAT; SAID POINT ALSO BEING ON TRACT OF LAND CONVEYED TO NORFOLK & SOUTHERN RAILWAY, AS SHOWN ON WABASH RAILWAY RIGHT-OF-WAY AND TRACK MAP, SHEET 12, DATED JUNE 30, 1919; THENCE WITH SAID RAILWAY PROPERTY LINES, NORTH 14 DEGREES 23 MINUTES 55 SECONDS WEST 140.42 FEET TO A POINT; THENCE NORTH 75 DEGREES 39 MINUTES 59 SECONDS EAST 573.25 FEET TO A POINT ON THE AFORESAID WEST RIGHT-OF-WAY LINE OF HARRY S. TRUMAN BOULEVARD; THENCE WITH THE WEST RIGHT-OF-WAY LINE, SOUTH 14 DEGREES 19 MINUTES 15 SECONDS EAST 660.09 FEET TO THE POINT OF BEGINNING, CONTAINING 8.50 ACRES



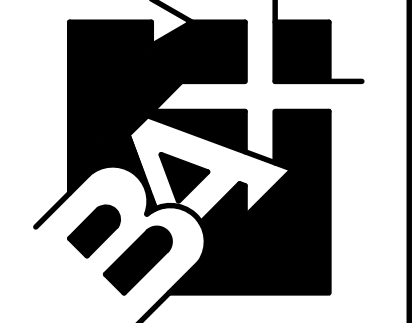
TYPICAL LOT N.T.S.



DEVELOPMENT NOTES:

- TOTAL GROSS AREA OF TRACT: 8.50 ACRES
- EXISTING ZONING: I-1 - LIGHT INDUSTRIAL DISTRICT
- PROPOSED ZONING: PD-R (W/R-3A UNDERLYING ZONING)
- PROPOSED UNITS: 44 UNITS
- CURRENT OWNER: CHARLESTOWNE CROSSING, LLC 239 FOX HILL ROAD ST. CHARLES, MO 63301
- DEVELOPER: CHARLESTOWNE CROSSING, LLC 239 FOX HILL ROAD ST. CHARLES, MO 63301
- THIS PROPERTY IS SERVED BY THE FOLLOWING UTILITY COMPANIES: AMEREN UE ELECTRIC (636-325-3206), SPIRE GAS COMPANY (800-887-4173), CITY OF ST CHARLES WATER (888-715-0162), CITY OF ST CHARLES SANITARY (888-715-0162), AT&T TELEPHONE (636-255-2108), CITY OF ST CHARLES FIRE PROTECTION (636-348-338), ST. CHARLES SCHOOL DISTRICT (636-443-4000)
- R-3A ZONING SETBACK REQUIREMENTS: FRONT YARD: 25', SIDE YARD: 7', REAR YARD: 25', MINIMUM DISTANCE (HORIZ) BETWEEN BLDGS = 30', MINIMUM LOT WIDTH = 75', MINIMUM STREET FRONTAGE = 25', MINIMUM LOT AREA = 10,000 S.F., MINIMUM LOT DEPTH = 125', MAXIMUM BUILDING HEIGHT = 3 STORIES OR 45', MAXIMUM LOT COVERAGE = 40%, DENSITY = NOT TO EXCEED 18 UNITS/ACRES, BUFFER YARD = 30'(AGAINST LARGER RESIDENTIAL), POND HIGHWATER SETBACK = 30'
- REQUESTED DEVIATIONS: FRONT YARD = 20', SIDE YARD = 0', REAR YARD = 12', MINIMUM LOT WIDTH = 20', MINIMUM LOT AREA = 1600 S.F., MINIMUM LOT DEPTH = 80', MAXIMUM LOT COVERAGE = 60%, MINIMUM STREET FRONTAGE = 20'
- ACCORDING TO THE FLOOD INSURANCE RATE MAP OF ST. CHARLES COUNTY, MISSOURI AND INCORPORATED AREAS (COMMUNITY - PANEL NUMBER 29183C0266G, DATED JANUARY 20, 2016, THIS TRACT LIES PARTIALLY WITHIN ZONE 'X' (OTHER AREAS) DEFINED AS AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN, AND PARTIALLY WITHIN ZONE 'AE' DEFINED AS SPECIAL FLOOD HAZARD AREAS SUBJECT TO INUNDATION BY THE 1% ANNUAL CHANCE FLOOD, WITH BASE FLOOD ELEVATIONS DETERMINED.
- UNDERGROUND UTILITIES HAVE BEEN PLOTTED FROM AVAILABLE INFORMATION AND THEREFORE LOCATIONS SHALL BE CONSIDERED APPROXIMATE ONLY. THE VERIFICATIONS OF THE LOCATION OF ALL UNDERGROUND UTILITIES, EITHER SHOWN OR NOT SHOWN ON THESE PLANS, SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR AND SHALL BE LOCATED PRIOR TO ANY GRADING OR CONSTRUCTION IMPROVEMENTS.
- ALL PROPOSED UTILITIES SHALL BE LOCATED UNDERGROUND.
- EASEMENTS WILL BE PROVIDED ON RECORD PLAT.
- MINIMUM LOT AREA PROPOSED = 1,600 S.F. OR 0.036 ACRES
- AVERAGE LOT AREA = 1,659 S.F. OR 0.038 ACRES
- COMMON GROUND AREA = 245,586 S.F. OR 5.63 ACRES
- NET ACREAGE: 8.50 ACRES - 1.18 ACRES (ROW AREA) = 7.32 ACRES
- DENSITY CALCS: RESIDENTIAL DENSITY SHALL NOT EXCEED 18 UNITS/ACRE 44 UNITS / 8.50 ACRES = 5.17 UNITS/ACRE
- COMMON OPEN SPACE REQUIREMENT: 15% OF THE GROSS AREA OR BE EQUIVALENT TO 1 ACRE FOR EACH 100 PERSONS, WHICHEVER IS GREATER 8.50 ACRES X 15% = 1.275 ACRES 44 LOTS X 2.5 PERSONS = 110/100 = 1.1 ACRES 1.275 ACRES REQUIRED; 5.63 ACRES PROVIDED
- LANDSCAPE BUFFER REQUIREMENTS: WEST PROPERTY LINE: 1 TREE PER 30 LINEAL FEET OF FRONTAGE ALONG THE ADJACENT RESIDENTIAL DISTRICT. (SHRUBS ALSO REQUIRED) 534.72' / 30 L.F. = 17.8 ~ 18 TREES REQUIRED 21 SHRUBS PROVIDED, PLUS 15 TREES PROVIDED (ALSO EX. TREES TO BE RETAINED ALONG BUFFER)
- SOUTH PROPERTY LINE: 1 TREE PER 30 LINEAL FEET OF FRONTAGE ALONG THE ADJACENT COMMERCIAL/INDUSTRIAL DISTRICT. (SHRUBS ALSO REQUIRED) 528.25' / 30 L.F. = 17.6 ~ 18 TREES REQUIRED 20 SHRUBS PROVIDED, PLUS 9 TREES PROVIDED (ALSO EX. TREES TO BE RETAINED ALONG BUFFER)
- TREE PRESERVATION: EX TREES = 3.12 ACRES TREES REMOVED = 1.14 ACRES (36%) TREES TO REMAIN = 1.98 ACRES
- UNITS/LOTS WILL BE SERVED BY CITY OF ST. CHARLES WATER.
- UNITS/LOTS WILL BE SERVED BY CITY OF ST. CHARLES SEWER.
- EXISTING DETENTION PROVIDED.

A PRELIMINARY DEVELOPMENT PLAN FOR
TRUMAN MEADOWS
EHLMANN ROAD
CITY OF ST. CHARLES, ST. CHARLES COUNTY, MO 63301



**ENGINEERING
PLANNING
SURVEYING**
221 Point West Blvd.
St. Charles, MO 63301
636-928-5552
FAX 928-1718

Box Engineering Company, Inc.
Missouri State Certificate of Authority
Engineer #000655
Missouri State Certificate of Authority
Surveying #000144

REVISIONS

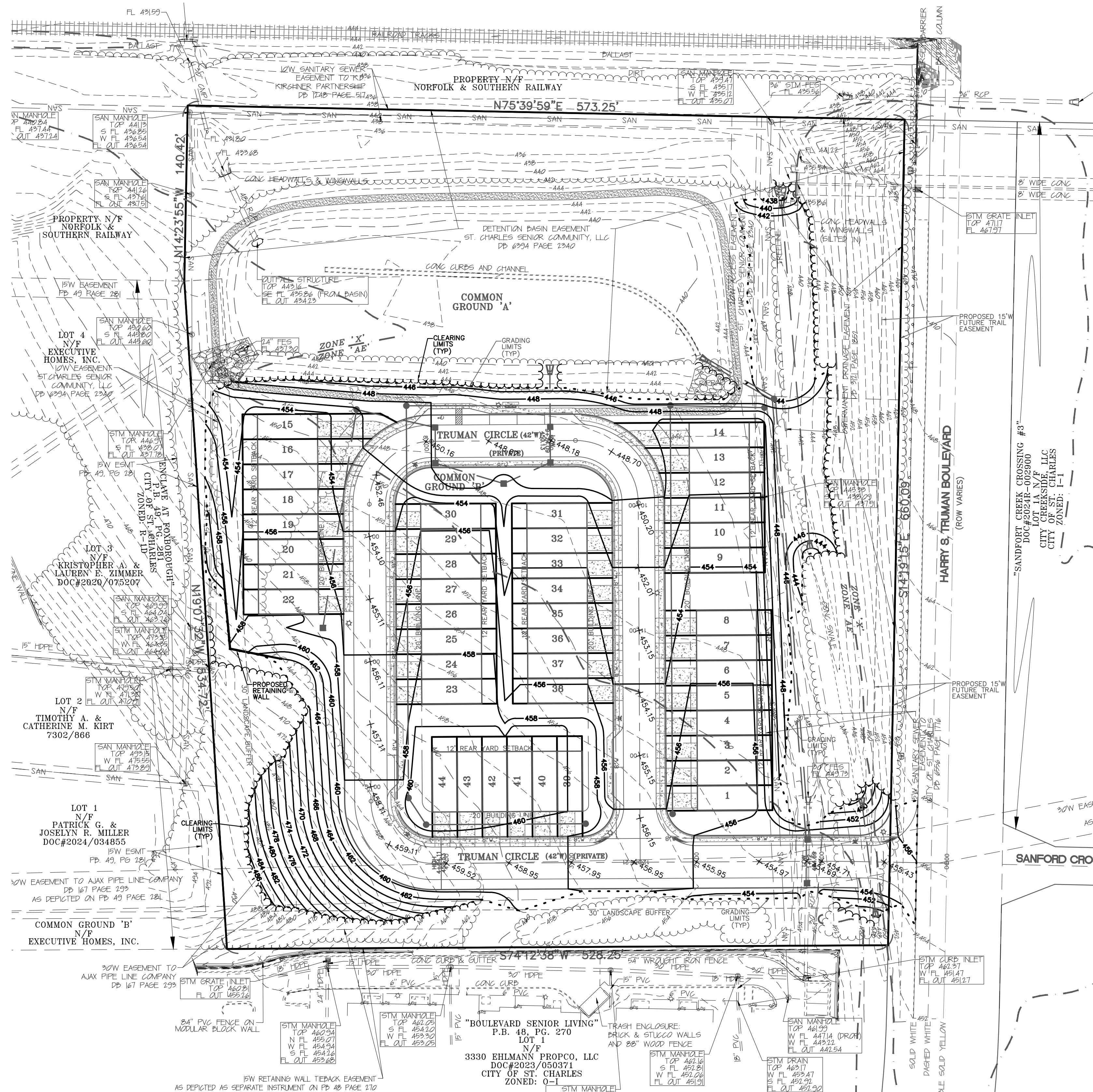
10/28/25	CITY COMMENTS

DISCLAIMER OF RESPONSIBILITY
I hereby disclaim any responsibility for all other drawings, specifications, estimates, reports or other documents or instruments relating to or intended to be used for any part or parts of the architectural or engineering project or survey other than those authenticated by my seal.

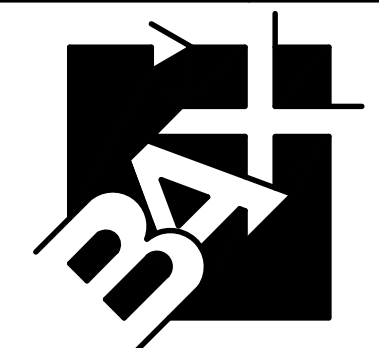


10/08/2025
DATE
02-11906FC
PROJECT NUMBER
11906FCpre.dwg
FILE NAME
CLM
DRAWN
JBS
DESIGNED CHECKED

COVER SHEET/
SITE PLAN



A PRELIMINARY DEVELOPMENT PLAN FOR
TRUMAN MEADOWS
 EHLMANN ROAD
 CITY OF ST. CHARLES, ST. CHARLES COUNTY, MO 63301



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REVISIONS	
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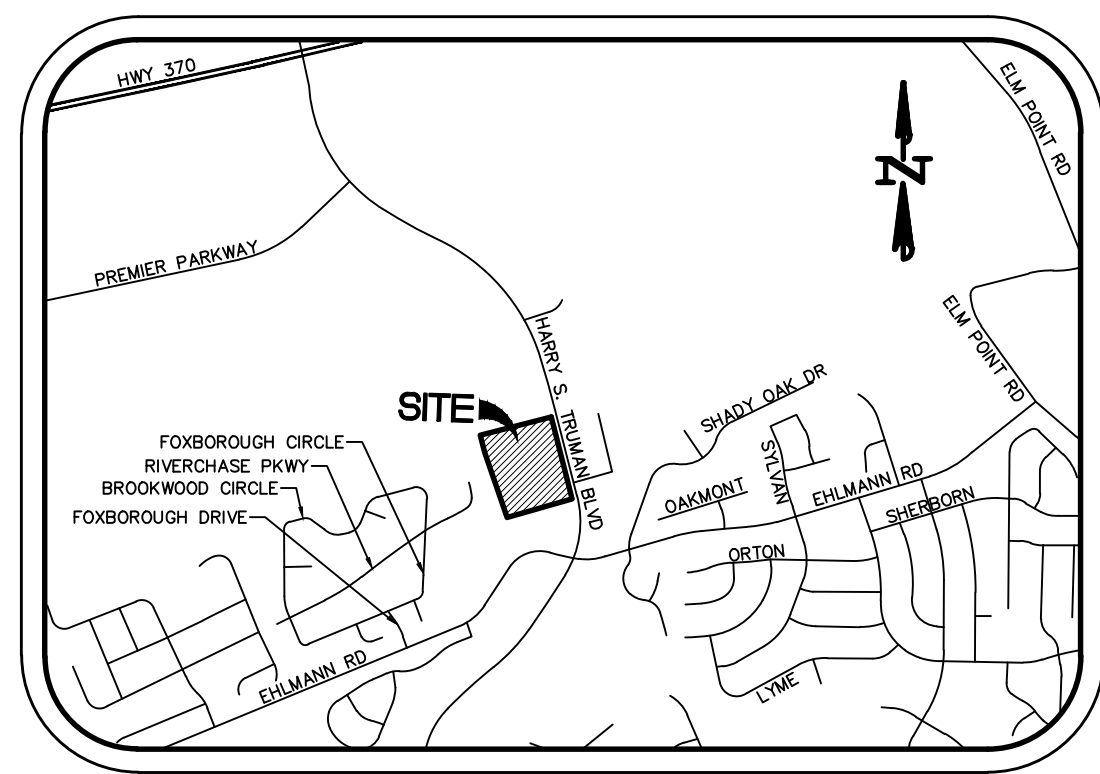
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Jeffrey B. Simmons
 Civil Engineer
 2007030831

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 CLM
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GRADING
 PLAN

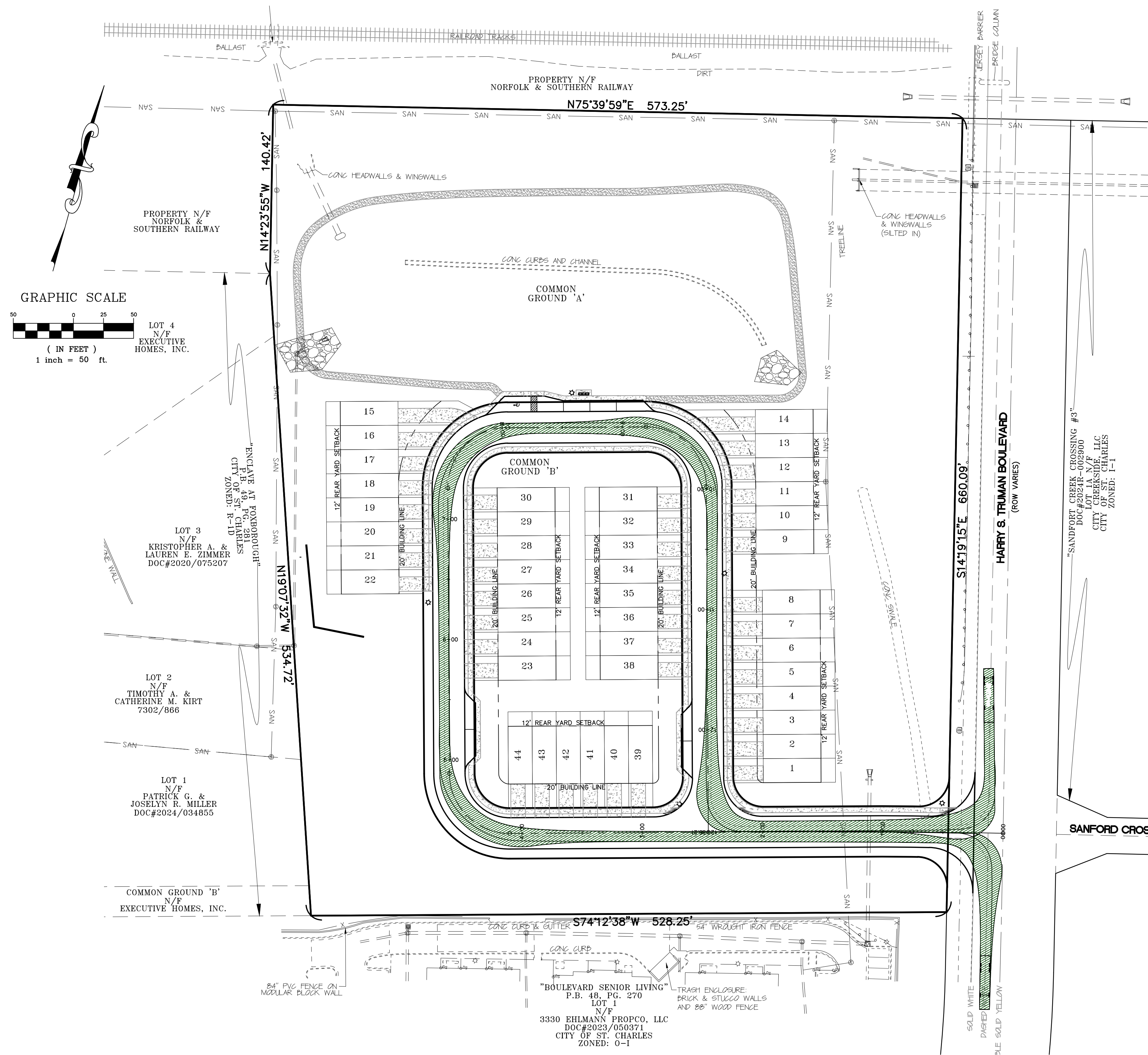


LOCATION MAP
NOT TO SCALE

A FIRE APPARATUS MOBILITY EXHIBIT FOR TRUMAN MEADOWS

A TRACT OF LAND BEING
PART OF U.S. SURVEY 291
TOWNSHIP 47 NORTH, RANGE 4 EAST
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ST. CHARLES COUNTY, MISSOURI

2024 SCD Fire Truck	44.687ft
Overall Length	5.333ft
Overall Width	10.450ft
Overall Body Height	0.920ft
Min Body Ground Clearance	8.333ft
Truck Width	4.00ft
Lock-to-lock time	4.00s
Max Wheel Angle	47.00°



A FIRE APPARATUS MOBILITY EXHIBIT FOR
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Engineering #000655
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Surveying #000144

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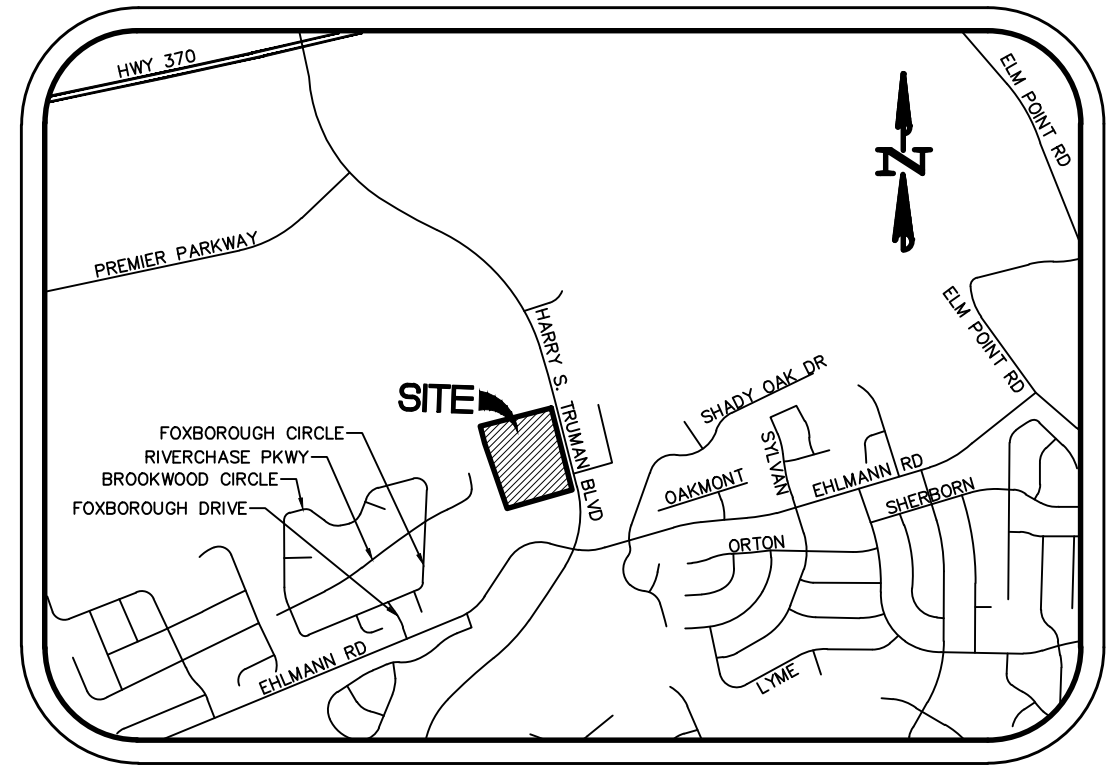
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11906FCpre.dwg
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CLM
DRAWN

JBS JBS
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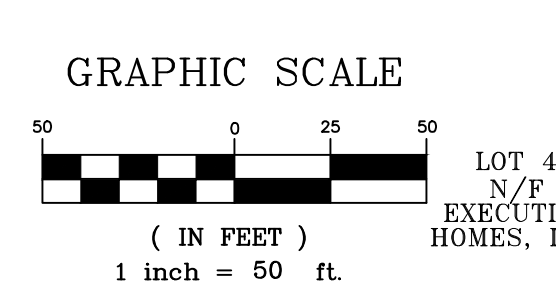
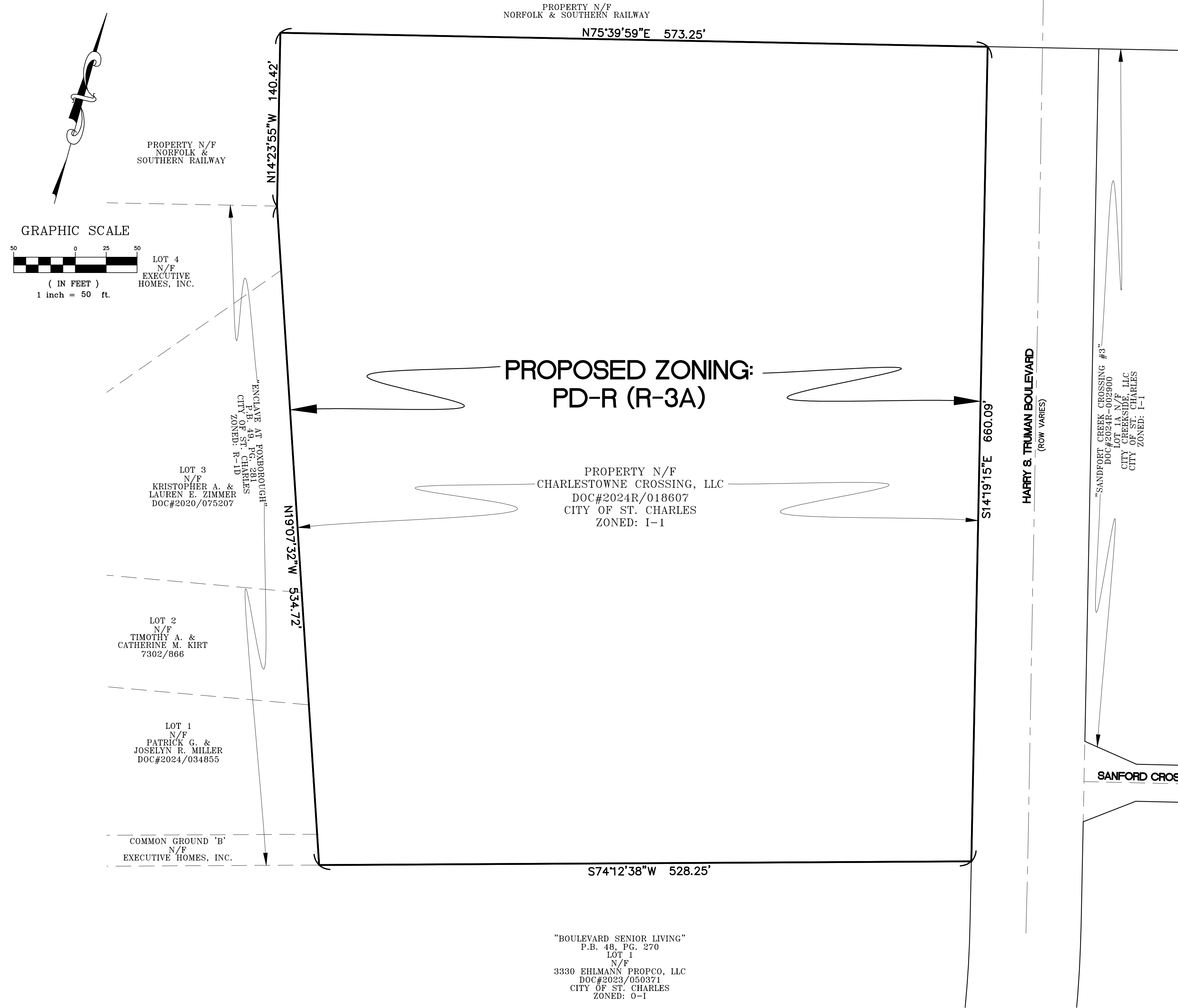
FIRE APPARATUS MOBILITY EXHIBIT



LOCATION MAP
NOT TO SCALE

A REZONING EXHIBIT FOR TRUMAN MEADOWS

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A REZONING EXHIBIT FOR
TRUMAN MEADOWS
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NO.	DATE	DESCRIPTION

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DRAWN
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JBS
CHECKED

REZONING EXHIBIT
(R-3A TO PD-R)



ENGINEERING
PLANNING
SURVEYING

LAND DESCRIPTION

8.50 ACRES

AUGUST 6, 2025

BAX PROJECT NO. 02-11906FC

CLM

A tract of land being part of U.S. Survey 291, Township 47 North, Range 4 East, City of St. Charles, St. Charles County, Missouri and being more particularly described as follows:

Beginning at a point on the West right-of-way line of Harry S. Truman Boulevard (width varies); said point being the Southeast corner of the tract herein described and the Northeast corner of Lot 1 of "Boulevard Senior Living", a subdivision according to the plat recorded in Plat Book 48, Page 270 of the St. Charles County, Missouri records; thence leaving said West right-of-way line and with the North line of aforesaid Lot 1, South 74 degrees 12 minutes 38 seconds West 528.25 feet to a point; said point being the Southeast corner of "Enclave at Foxborough", a subdivision according to the plat recorded in Plat Book 49, Page 281 of the St. Charles County, Missouri records; thence with the East line of said plat, North 19 degrees 07 minutes 32 seconds West 534.72 feet to a point being the Northeast corner of said Plat; said point also being on tract of land conveyed to Norfolk & Southern Railway, as shown on Wabash Railway right-of-way and track map, Sheet 12, dated June 30, 1919; thence with said Railway property lines, North 14 degrees 23 minutes 55 seconds West 140.42 feet to a point, thence North 75 degrees 39 minutes 59 seconds East 573.25 feet to a point on the aforesaid West right-of-way line of Harry S. Truman Boulevard; thence with the West right-of-way line, South 14 degrees 19 minutes 15 seconds East 660.09 feet to the Point of Beginning, containing 8.50 acres.

BAX ENGINEERING CO.
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St. Charles, MO 63301
(636) 928-5552 Fax: (636) 928-1718
www.baxengineering.com







AGENDA ITEMS #10 & 11

**STAFF REPORT
REZONING NO. Z-2025-16
CONDITIONAL USE NO. CU-2025-25**

207 RESERVOIR AVENUE

**NOVEMBER 10, 2025
BY LARA BERRY**

APPLICANT/OWNER: Wine Garden, LLC
John Donnelly, Mike Caples & Ryan Smith
1980 Graystone Drive
St. Charles, Missouri 63303

APPLICANT/ENGINEER: Bax Engineering
Bryan Fortner
221 Point West Blvd.
St. Charles, Missouri 63301

ADDRESS/LOCATION: 207 Reservoir Avenue
Ward 2

PROPOSED ACREAGE: 2.65 acres

CURRENT ZONING: R-1E/EHP Single-Family Residential District within the
Extended Historic Preservation District

PROPOSED ZONING: HCD/EHP Historic Commercial District within the
Extended Historic Preservation District

LAND USE: Expansion of Existing Meeting Facility, Winery and Liquor
Sales

REQUEST

The City has received two (2) requests from the Wine Garden, LLC related to the property at 207 Reservoir Avenue:

1. A request to rezone 207 Reservoir Avenue from “R-1E” Single-Family Residential District to “HCD” Historic Commercial District. The property will remain in the “EHP” Extended Historic Preservation District.
2. An amendment to the existing Conditional Use Permit (CUP) to expand the approved meeting facility, winery, and liquor sales area to include this portion of the site.

Project History/Timeline

- April 2023: A Conditional Use Permit (CU-2023-32) was approved for The Wine Garden located at 1219 S. Main Street to operate a Meeting Facility, Winery, and to allow for Liquor Sales associated with those uses.
- December 2023: The City approved a Rezoning (Z-2023-16) of a portion of 207 Reservoir Ave. to meet required setbacks and amended the Conditional Use and create additional on-site parking, accessory to uses.
- 2024-2025: Construction continued on the primary building and terraces and the business remains closed during renovation.
- Fall 2025: Staff identifies unapproved paving and site work on 207 Reservoir Avenue and a Stop Work Order is issued; owner halted work immediately.
- November 10, 2025 (Current): Owner requested a rezoning and CUP amendment to align the expansion with their previous approvals.
- November 17, 2025 (Projected): Landmarks Board consideration of the updated Site Plan, including design and corrections to the previously installed improvements.

REZONING ANALYSIS

207 Reservoir Avenue is currently zoned “R-1E/EHP” Single-Family Residential within the Extended Historic Preservation District. The applicant requests rezoning to “HCD/EHP” Historic Commercial District within the Extended Historic Preservation District, consistent with the existing use on the adjoining parcel associated with The Wine Garden. The rezoning would allow the subject property to be formally incorporated into the site and reviewed under the HCD zoning standards applicable to the broader project area.

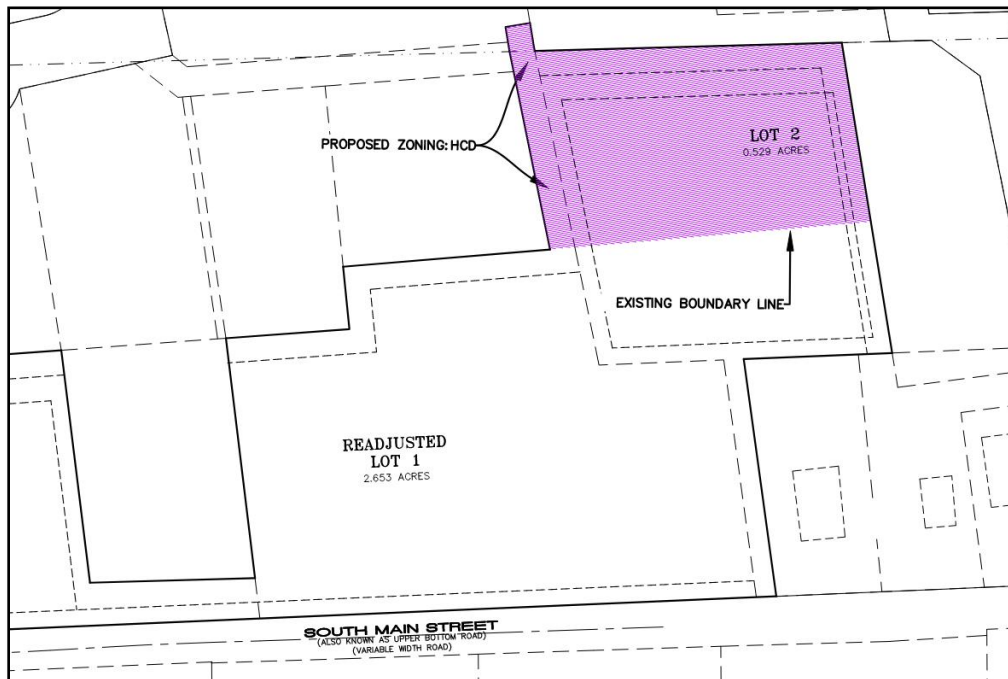


Figure 2: Illustration of the proposed rezoning.

The proposed rezoning will not introduce new buildings at this time; rather, it legalizes the extended boundary of the operational area while preserving the remaining portion of the site as open space. The current proposal retains the entire area west of the retaining wall as undeveloped open space functioning as a buffer between the commercial use and the adjacent residential properties to the west. This area exceeds the minimum required fifteen (15) foot greenbelt buffer established by City Code (by approximately 75 feet) and will include landscaping and screening elements consistent with Code and Landmarks guidelines.

While this application and the proposed Site Plan (currently under review for the November 17, 2025 Landmarks Board meeting) **does not** include any additional buildings, the applicant is still considering this for a future Phase 3. **However, any further requests regarding the expansion for Phase 3 (the planned buffer area associated with this proposal) would require additional review by the Landmarks Board and potentially the Planning and Zoning Commission/City Council.**

Along the inner side (the commercial property side) of the greenbelt, except when the greenbelt adjoins a public street, there shall be provided either continuous visual screening from landscaping or a sight-proof fence. As depicted in Figure 3 below, there is an existing privacy fence along the property line, installed by the adjacent properties. The applicant is proposing additional plantings for this hillside to provide additional screening.



Figure 3: Existing conditions of the subject property.

As noted, the remaining area west of the retaining wall will serve as a buffer in lieu of the previously contemplated Phase 2 structure. Any future desire to develop this remaining land would require its own review by both the Landmarks Board and the Planning & Zoning Commission/City Council.

Staff believes the rezoning is appropriate given the established commercial use pattern of the corridor, the extensive buffering from residential properties, and the integration of this parcel into the previously approved project scope.

CONDITIONAL USE ANALYSIS

City Code requires a Conditional Use Permit for meeting facilities, wineries, and any use requiring a liquor license. The applicant's original Conditional Use was approved in 2023 but applied only to the footprint and use area under consideration, at that time. Because the project's limits have expanded, the approval is sought to be amended to ensure that the use remains consistent with all conditions originally established.

The requested amendment does not propose additional buildings and does not alter the operational characteristics of the approved uses. Instead, the extension of the use area simply reflects the inclusion of additional land into the functional site after the applicant expanded improvements beyond the prior approvals. The business plan remains materially consistent with the approved operational limits, hours, and performance standards.

Based on the materials submitted and the site context, Staff finds the expansion of the Conditional Use to be compatible with the surrounding area and consistent with the intent of the 2023 approval.

Consistency with Comprehensive Plan

The St. Charles Comprehensive Plan adopted in 2002, and updated in 2012, recommends that land use decisions be based on a project's location and compatibility with surrounding development. The Comprehensive Plan identifies 15 activity centers in the city, locations characterized by elevated levels of development, density and activity. The activity centers are the most prominent, visible and intensely developed locations in the city. The plan recommends that development should gradually decrease in density as distance from an activity center increases. The activity centers should be surrounded by land uses that gradually decrease in levels of activity, traffic and density. Proposed new uses should be judged based upon its distance from the nearest activity center, its compatibility with what surrounds it, and whether the level of development it will generate contributes to a gradual decline in density or acts counter to that goal.

This property is located within Activity Center #6 (Historic Downtown). The proposed Rezoning and Conditional Use maintain the planned land-use relationships within the activity center and ensure compatibility through the preservation of a generous buffer to protect the residential properties to the west. Staff finds the proposal consistent with the Comprehensive Plan policies regarding compatible transitions between commercial activity and residential areas and compatible with its broader surroundings and neighboring uses along the Main Street corridor.

Consistency with Conditional Use standards

Section 400.980 of the City Code outlines standards of review for the conditional use application. The standards are as follows:

- a) How the proposed conditional use (the use in general) is in harmony with the purposes, goals, objectives, policies and standards of the Comprehensive Plan, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the city.
- b) Whether the proposed conditional use (in its proposed location) is in harmony with the purposes, goals, objectives, policies and standards of the Comprehensive Plan, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the city.

Regarding a) and b), Conditional Uses are not allowed by-right as they can be problematic

if not located and/or conditioned properly. The current Ordinance states that a Meeting Facility, Winery or any use which requires a Liquor License can be acceptable with conditions. Staff believes the proposal as submitted for these uses and with limited times of day is in line with the spirit and intent of the ordinance

- c) Whether the proposed conditional use, in its proposed location and as depicted on the required site plan, results in a substantial or undue adverse impact on the adjacent property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare, either as they now exist or as they may in the future be developed as a result of the implementation of the provisions and policies of the Zoning Ordinance, Comprehensive Plan, or any other plan, program, or ordinance adopted or under consideration pursuant to official notice by the city.

Based upon a review of the proposal, this business, if conditioned and operated properly should not have an adverse impact on the character of the neighborhood, public safety and general welfare of the city.

- d) Whether the proposed conditional use maintains the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property as directed by the Comprehensive Plan.

Staff believes a meeting facility and with liquor sales with limited hours can be compatible within its commercial and residential surroundings and should not produce negative effects to neighboring properties or the neighborhood. Staff believes this use if conditioned properly can operate in a manner that is consistent with the area.

- e) Whether the proposed conditional use is located in an area that will be adequately served by, and will not impose an undue burden on, any of the improvements, facilities, utilities or services provided by public agencies serving the subject property.

Staff believes this property and use can be adequately served by facilities, utilities, and service. Based on the information provided above and if conditioned appropriately, staff does not believe there is information indicating this use would be a burden on services.

- f) Whether the public benefits of the proposed conditional use outweigh the potential adverse impacts of the proposed conditional use as identified above, after taking into consideration any proposal by the petitioner and any requirements recommended by the petitioner and/or City Staff to ameliorate such impacts.

After review of the proposal as submitted, and the above standards for evaluating Conditional Uses, staff believes the proposed use and conditions proposed would prevent any potential adverse impacts on the adjacent residential properties due to the extensive buffer area and limited hours of operation. The public benefits (renovation of a historic commercial space, tourism activity, and investment in the Main Street corridor) outweigh any potential impacts when conditioned appropriately.

Furthermore, the City Code allows the Planning and Zoning Commission to recommend conditions of approval to protect surrounding properties, as well as to give consideration with respect to location in the recommendations. The proposed use complies with the above standards.

STAFF RECOMMENDATION

Since this report provides analysis and recommendation on the Rezoning and Conditional Uses, two (2) separate recommendations and motions have been provided:

Rezoning (Z-2025-16)

After review of the rezoning requests, the City's Zoning Ordinance, Comprehensive Plan (located within Activity Center #6), and the surrounding development patterns, staff believes the requested rezoning is appropriate and is compatible with the location. The Department of Community Development recommends that the rezoning request be forwarded to the City Council with a **favorable** recommendation.

Conditional Use Permit (CU-2025-25)

Staff believes this expansion of the previously approved conditional use can operate in conformance with City requirements, is compatible with surrounding land uses, complies with the Comprehensive Plan of the City of St. Charles, and remains consistent with the intent of the 2023 approval.

Staff recommends **approval** of the proposed expansion of the conditional use for a liquor sales associated with a meeting facility and winery, subject to the following conditions:

1. By approving this Conditional Use Permit, the previous approval (CU-2023-32) becomes null and void, unless that zoning request (Z-2025-16) is not approved, then the previous Conditional Use shall remain in affect
2. This Conditional Use Permit is contingent upon the approval of rezoning request Z-2025-16. If Z-2025-16 is not approved, this Conditional Use Shall become null and void.
3. The applicant shall complete a Boundary Adjustment Plat for the consolidation of 207 Reservoir Avenue and 1219 S. Main Street.
4. This Conditional Use Permit for liquor sales associated with a winery and meeting facility is issued to the applicants (John Donnelly, Mike Caples & Ryan Smith) and business (Wine Garden LLC) only subject property as described in the submittal and is not transferable to another location and/or applicant/tenant/business.
5. Approval of this Conditional Use Permit is not approval of a liquor license.
6. Liquor sales shall not occur independently of the primary business uses and shall only be accessory to the operation of the winery and meeting facility.
7. The hours of operation are Monday – Tuesday for private parties only and Wednesday – Sunday from 11:00am – 11:00pm for public use and all other events.
8. This use is limited to the description provided by the applicant (attached) and the description found in the staff report. Any change to the submitted proposal, including but not limited to live music, expansion of the outdoor space, reduction in kitchen/food service hours, reduction in menu, etc. may require additional City review and approval.
9. This establishment shall maintain the occupancy limitation as established by the Fire Marshal.
10. Non-compliance with other building codes, property maintenance codes, fire codes, liquor license codes, or conditions of this approval is grounds for revocation of the conditional

use approval.

Recommended Motions:

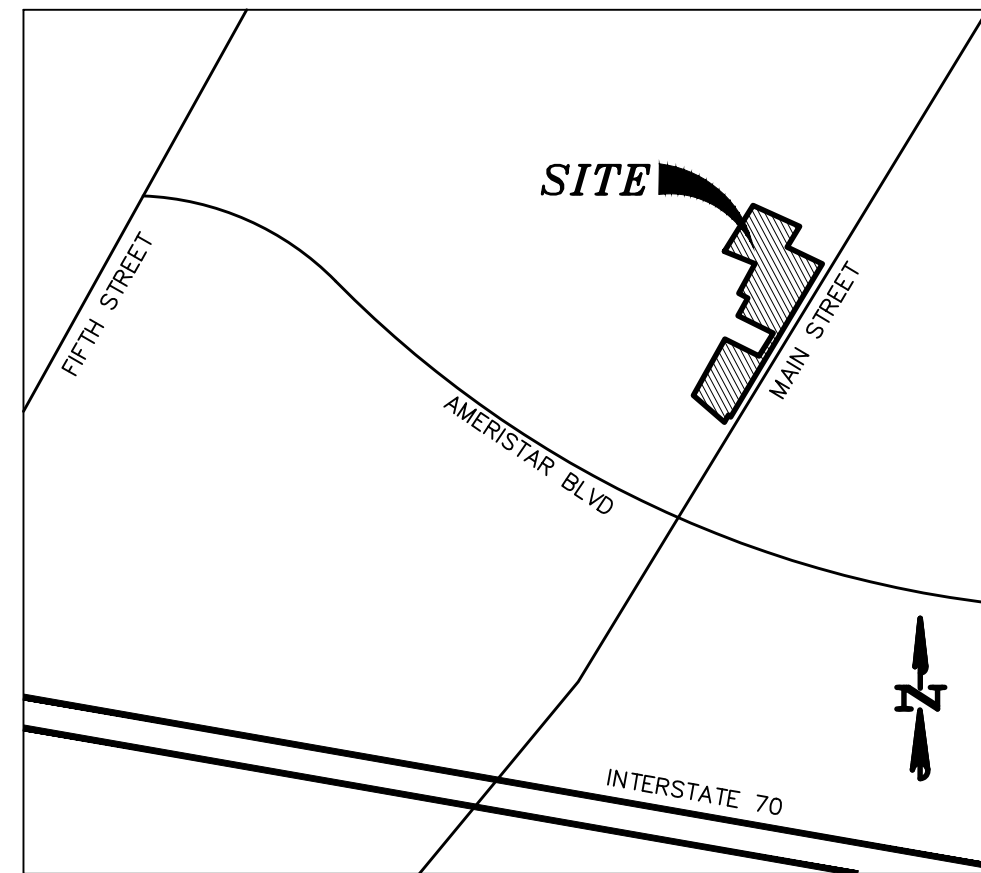
1. Motion to forward the rezoning request Z-2025-16 to the City Council with a favorable recommendation.
2. Motion to forward the amended Conditional Use Permit application CU-2025-25 to the City Council with a favorable recommendation, subject to the conditions recommended by staff.



Figure 4: Aerial Photo of the Subject Sites.

A REZONING PLAT FOR THE WINE GARDEN

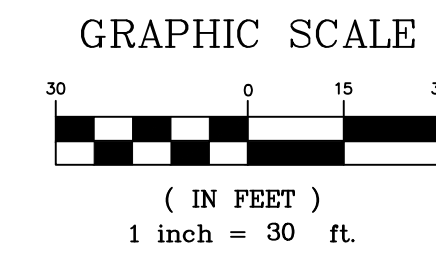
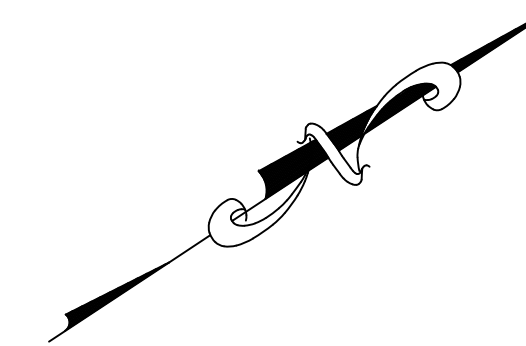
PART OF "BOUNDARY ADJUSTMENT OF LOT 5 OF HALLS SUBDIVISION AND
LOT 1 OF BLOCK 1 OF EVANS SURVEY
CITY OF ST. CHARLES
ST. CHARLES COUNTY, MISSOURI



Locator Map

Development Notes:

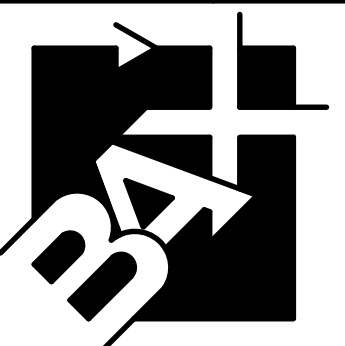
- AREA OF TRACT: 3.18 ACRES
- THIS PROPERTY IS CURRENTLY LISTED UNDER THE FOLLOWING PARCEL LOCATOR NUMBER IN THE ST. CHARLES COUNTY ASSESSORS OFFICE: 6-014A-C768-00-0001.0000000
- EXISTING ZONING: "HCD" HISTORIC COMMERCIAL DISTRICT (CITY OF ST. CHARLES)
- PROPOSED USE: WINERY
- THE REQUIRED HEIGHT AND BUILDING SETBACKS ARE AS FOLLOWS:
MINIMUM FRONT YARD: 10 FEET
MINIMUM SIDE YARD: 0 FEET, OR 10 FEET IF ADJACENT TO RESIDENTIAL
MINIMUM REAR YARD: 30 FEET
BUILDING HEIGHT: 35 FEET
- PROPERTY OWNER: WINE GARDEN LLC
1795 CLARKSON RD STE 240
CHESTERFIELD, MO 63017
- A BOUNDARY ADJUSTMENT PLAT WILL BE PROVIDED.



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YOU DIG!
1-800-DIG-RITE

REZONING PLAT FOR
THE WINE GARDEN
1219 SOUTH MAIN ST
ST. CHARLES, ST. CHARLES COUNTY, MO, 63301

PREPARED FOR:
WINE GARDEN LLC, 240
CLARKSON RD, CHESTERFIELD, MO 63017
636-928-6755



**ENGINEERING
PLANNING
SURVEYING**

221 Point West Blvd.
St. Charles, MO 63301
636-928-5552
FAX 928-1718

Box Engineering Company, Inc.
Missouri State Certificate of Authority
Engineering #000655
Missouri State Certificate of Authority
Surveying #000144

REVISIONS

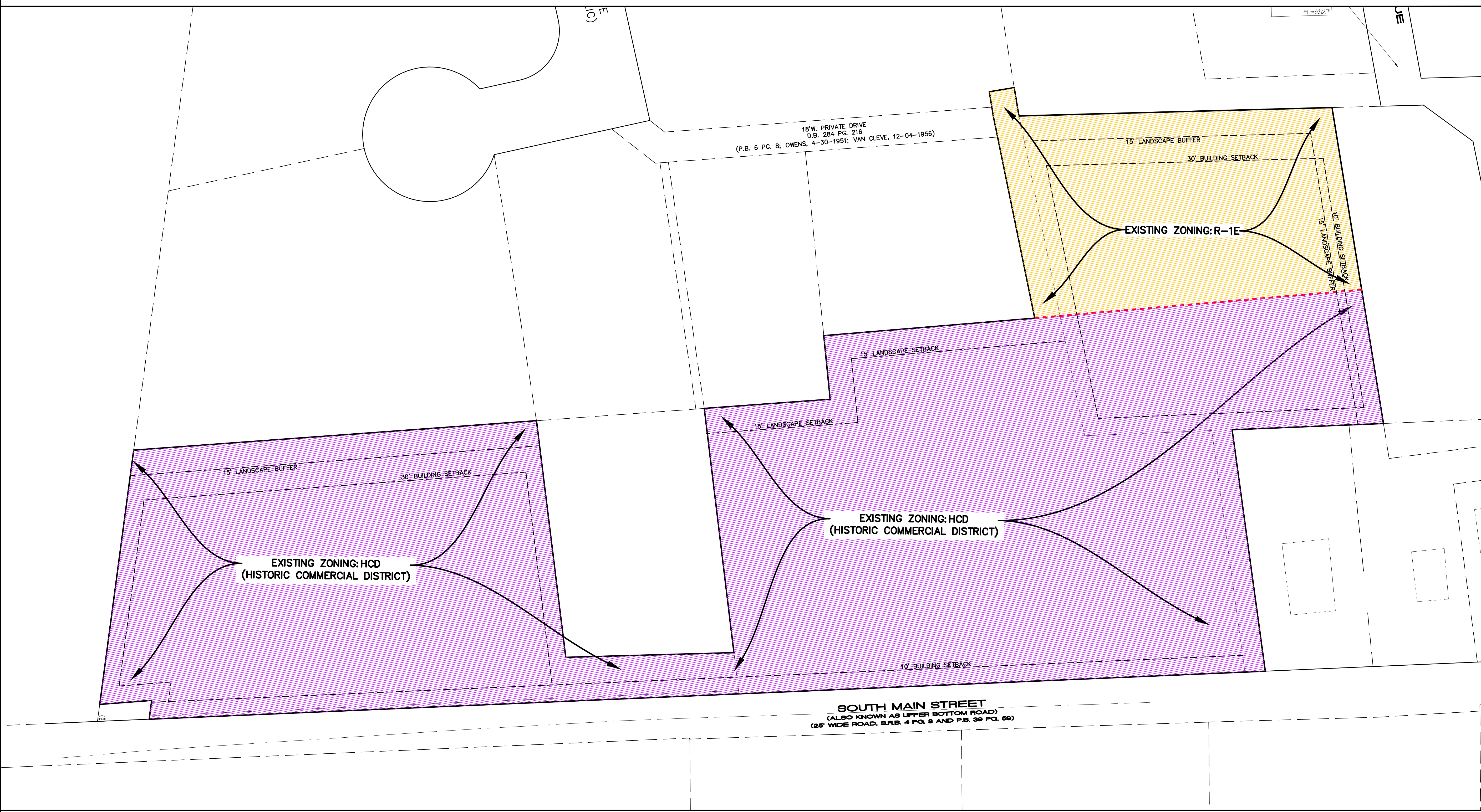
NO.	DATE	DESCRIPTION

DISCLAIMER OF RESPONSIBILITY
I hereby disclaim any
responsibility for all other
drawings, specifications, estimates,
reports or other documents or
instruments relating to or
intended to be used for any part
or parts of the architectural or
engineering project or survey
other than those authenticated by
my seal.

Clifford L. Heitmann
Civil Engineer
E29817

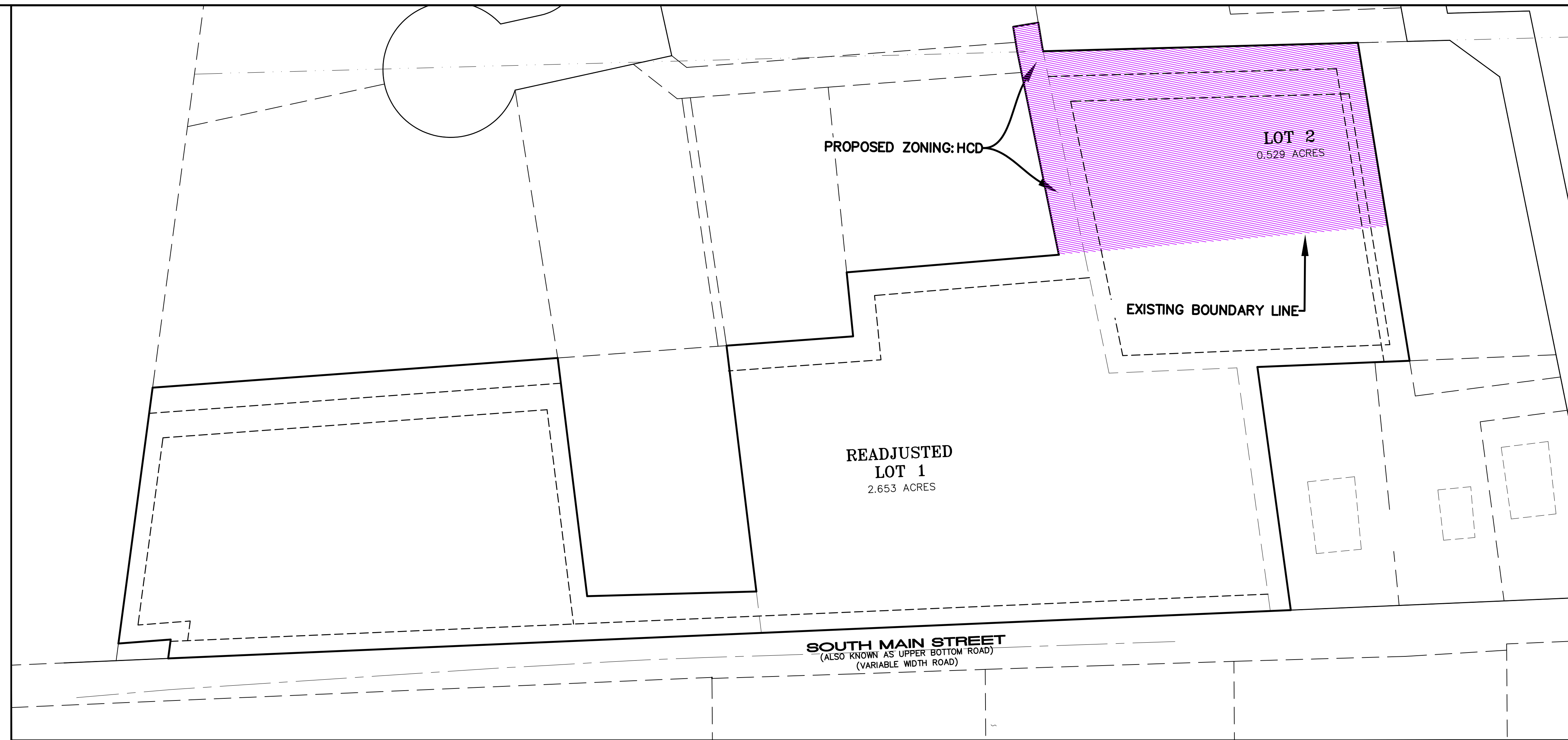
10-13-25
DATE
17-17234C
PROJECT NUMBER
17234Cpre_AmendedSite.dwg
FILE NAME
BWF
DRAWN
BWF CLH
DESIGNED CHECKED

SITE
PLAN

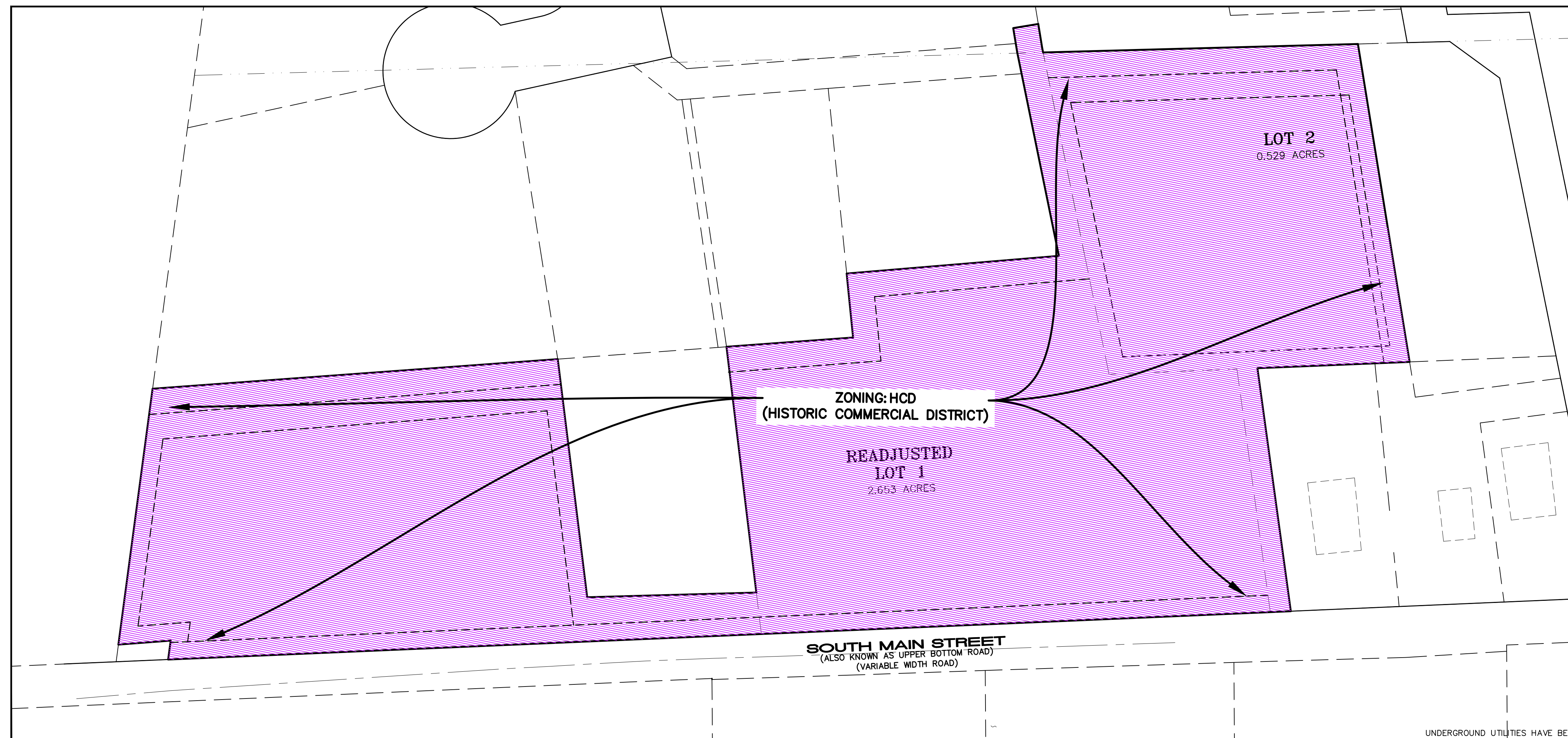


EXISTING ZONING

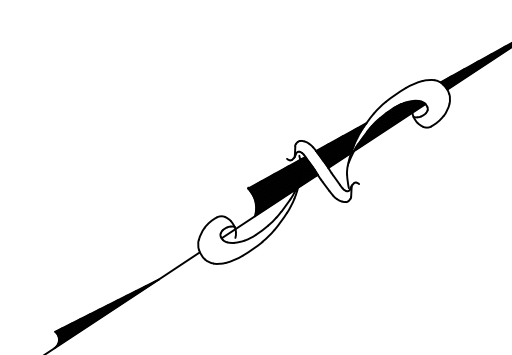
UNDERGROUND UTILITIES HAVE BEEN PLOTTED FROM AVAILABLE INFORMATION AND THEREFORE THEIR LOCATIONS SHALL BE CONSIDERED APPROXIMATE ONLY. THE VERIFICATION OF THE LOCATION OF ALL UNDERGROUND UTILITIES, EITHER SHOWN OR NOT SHOWN ON THESE PLANS SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR, AND SHALL BE LOCATED PRIOR TO ANY GRADING OR CONSTRUCTION OF THE IMPROVEMENTS.



PROPOSED ZONING CHANGE



PROPOSED ZONING



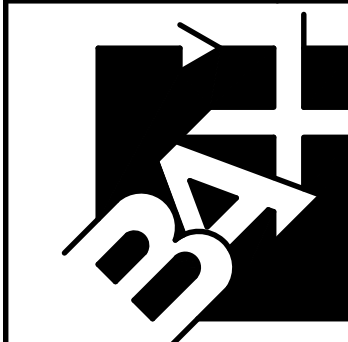
GRAPHIC SCALE



(IN FEET)
1 inch = 40 ft.

REZONING PLAN FOR
THE WINE GARDEN
1219 SOUTH MAIN ST
ST. CHARLES, ST. CHARLES COUNTY, MO, 63301

PREPARED FOR:
THE WINE GARDEN LLC, 240
CHESTERFIELD, MO 63017
636-328-6755



**ENGINEERING
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Bae Engineering Company, Inc.
Missouri State Certificate of Authority
Engineering #000655
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Surveying #000144

REVISIONS

NO.	DATE	DESCRIPTION

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my seal.

Clifford L. Heitmann
Civil Engineer
E29817

10-13-25

DATE

17-17234C

PROJECT NUMBER

17234Cpre_AmendedSite.dwg

FILE NAME

BWF

DRAWN

BWF CLH

DESIGNED CHECKED



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YOU DIG!
1-800-DIG-RITE

SITE
PLAN

UNDERGROUND UTILITIES HAVE BEEN PLOTTED FROM AVAILABLE INFORMATION AND THEREFORE THEIR LOCATIONS SHALL BE CONSIDERED APPROXIMATE ONLY. THE RESPONSIBILITY OF THE LOCATION OF ALL UNDERGROUND UTILITIES, EITHER SHOWN OR NOT SHOWN ON THESE PLANS SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR, AND SHALL BE LOCATED PRIOR TO ANY GRADING OR CONSTRUCTION OF THE IMPROVEMENTS.



Food Menu

The Wine Garden is converting the north tough shed into a food serving building. It will have a refrigerator to store and prepare the food to sell. If the tough shed is not available, the food will be stored in the refrigerator inside the barn and sold.

We are going to offer pre-package sandwiches, salads, parfaits, fruit/veggie cups, and cheese trays through Sysco Food Services (see attached photos of food).

Food service days and hours- Wednesday to Sunday 11:00 am to 11:00 pm

Grab & Go Menu

Subs & Sliders

Italian Garlic French White Hogie- \$10.50

Roast Beef & Cheddar- \$10.50

Slider Turkey & Gouda- \$10.50

Wraps & Pin Wheels

Bacon Chicken Caesar Wrap- \$9.50

Italian- \$9.50

Over Roasted Turkey- \$9.50

Fruit Cups

Grape Red- \$7.50

Grape/Apple- \$7.50

Three Way Cantaloupe/Grapes/Apples- \$8.50

Toss Up Salad Bowls

Cob Round with Chicken & Bacon- \$10.50

Chef Round with Chicken & Ham- \$10.50

Caesar Round with Chicken- \$10.50

Parfaits

Pineapple/Mango- \$8.50

Strawberry- \$8.50

Strawberry Blend- \$8.50

Mini Meals

Picnic in the Park- \$10.50

Butcher Board Mini- \$10.50

Sweet & Salty Bistro- \$10.50

Veggie Snack Trays

Veg Snack Tray with Sugar Snap- \$7.50

Veg Snack Tray with Broccoli- \$7.50

Veg Snack Tray with Celery- \$7.50



GRAB & GO
GOODNESS

SUBS & SLIDERS



112307
Italian Garlic French
White Hogie 4cnt



121651
Roast Beef & Cheddar
Pretzel Roll 4cnt



112304
Slider Turkey & Gouda 4cnt



NOT PICTURED:

- 121944 - Maple Turkey on Multigrain 4cnt**
- 102740 - Ham Pretzel Sandwich 6cnt**
- 124530 - Ham & Cheese Croissant 4cnt**
- 124531 - Turkey & Cheese Croissant 4cnt**

WRAPS & PIN WHEELS



119174
Bacon Chicken Caesar
Wrap 4cnt



121995
Pinwheels Italian
CURRENTLY N/A



121996
Pinwheels Oven Roasted
Turkey 4cnt



NOT PICTURED:
121976 – Ceaser Chicken Wrap 4cnt

NOT PICTURED:
103921 – Pinwheels Oven Roasted Turkey 6cnt

FRUIT CUPS



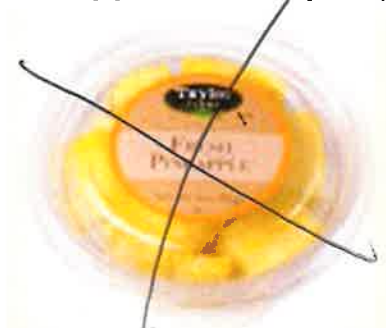
109732

Grape Red Fruit Cup 12/4oz



109799

Pineapple Fruit Cup 12/4oz



100470

Cantaloupe Fruit Cup 12/4oz



109691

Grape/Apple Fruit Cup 12/4oz



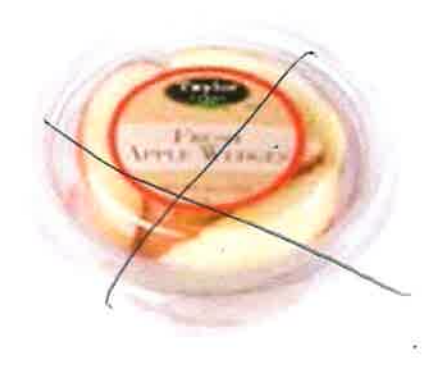
100468

3-Way Fruit Cup 12/4oz
(Cant, Hon, Grape)



100469

Apple Wedge Fruit Cup 12/4oz



PARFAITS



103452
Blueberry Parfait 6cnt



117862
Pineapple/Mango Parfait 6cnt



103455
Strawberry Parfait 6cnt



123525
Strawberry Parfait
(Blended-slurry) 6cnt



NOT PICTURED: 103350 Apple Parfait 6cnt

MINI MEALS



120404

Picnic in the Park Mini
Snack Tray 4cnt



120394

Butcher Board Mini
Snack Tray 4cnt



120405

Protein Plus Mini
Snack Tray 4cnt



120409

Sweet & Salty Bistro
Mini Snack Tray 4cnt



VEGGIE SNACK TRAYS



103427
Veg Snack Tray with
Sugar Snap 12cnt



103425
Veg Snack Tray with
Broccoli Snack Tray 12cnt



103426
Veg Snack Tray with
Celery Snack Tray 12cnt



TOSS UP SALAD BOWLS



122476

Cobb Round with Chicken
& Bacon 6cnt



122475

Chef Round with Chicken
& Ham 6cnt



103382

Caesar Round with
Chicken 6cnt



123980

Pasta American Round
with Chicken 6cnt





Memorandum

To: Planning and Zoning Commission

From: Madelyn P. Brown, Planner

Meeting Date: November 10, 2025

Subject: Z-2024-11, Z-2025-12: Request to Table

These applications were **TABLED** at the October 20, 2025 Planning & Zoning Commission meeting. The applicant has requested this item be TABLED again to the December 8, 2025 Planning & Zoning Commission meeting.



Memorandum

To: Planning and Zoning Commission

From: Madelyn P. Brown, Planner

Meeting Date: November 10, 2025

Subject: Z-2024-13: Request to Withdraw

This application has been WITHDRAWN by the applicant.