



BOARD OF ADJUSTMENT AGENDA
February 2, 2026

BOARD OF ADJUSTMENT:

Richard Alferman, Chair	Don Garrison Jr., Alternate
Latonya Grotegeers, Vice-Chair	Bob Kneemiller, Alternate
Maureen Rogers-Bouxsein, Secretary	
Marita Malone	
Keith Whittimore	

In accordance with Chapter 400 (Zoning Code) of the Code of Ordinances of the City of St. Charles, Missouri, notice is hereby given that the Board of Adjustment will conduct a public hearing on **Monday, February 2, 2026** at 6:00 p.m. on the fourth floor of City Hall in the City Council Chambers, 200 North Second Street in St. Charles, Missouri for the purpose of giving interested parties and citizens an opportunity to be heard on the following matters:

Call to Order and Call the Roll

The Pledge of Allegiance

Approve the Minutes from the January 5, 2026 Meeting

1. Case No. BOA-2026-01. Address: 3801 Harry S Truman (Gwen Keen – Quik Trip Corporation). A request to increase the maximum height of a freestanding pole sign from thirty (30) feet to fifty (50) feet as regulated in Section 400.1470(A)(5)(c) of the City of St. Charles Code of Ordinances. The property is zoned C-3 Highway Business District (Ward 6).
2. Officer Elections

Adjournment

The next meeting of the Board of Adjustment is scheduled for Monday, March 2, 2026 on the fourth floor of City Hall in the City Council Chambers, 200 N. Second Street, St. Charles, MO 63301.

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.

All decisions and official actions of the Board of Adjustment are considered filed in the office of the Board upon the adjournment of the meeting in accordance to Section 89.080 RSMo.

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 01/28/2026 @ 9:00 am by MPB

CITY OF ST CHARLES

STATE OF MISSOURI

BOARD OF ADJUSTMENT MEETING

January 5, 2026

THE HONORABLE RICHARD ALFERMAN, CHAIRMAN PRESIDING

TIME: 6:00 p.m.

MINUTES

By Madelyn P. Brown

City of St. Charles, Missouri

200 N Second Street

St. Charles, Missouri 63301

(636) 949-3222

PROCEEDINGS

(WHEREUPON, at 6:00 p.m. o'clock, Monday January 5, 2026, at the Saint Charles City Hall Building, 200 North Second Street, Fourth Floor, Saint Charles, Missouri, and the following proceedings were held, to-wit: with the following persons being present.)

Richard Alferman, Chairman

Maureen Rogers-Bouxsein

Marita Malone

Keith Whittemore

Don Garrison

John Boyer, Assistant Direct of Community Development

Madelyn P. Brown, City Planner

Lara Berry, City Planner

AGENDA ITEM #1 – CRAFORD, MURPHY, & TILLY

CASE NO. BOA-2025-11. ADDRESS: 959 Portwest Drive

MOTION WAS MADE BY MARITA MALONE: I move to approve a request to increase the maximum height for a proposed commercial/industrial fence from eight (8) feet to ten (10) feet as regulated in Section 400.550(A)(3)(a) of the St. Charles Code of Ordinances.

MOTION WAS SECONDED BY MAUREEN ROGERS-BOUXSEIN

ROLL-CALL VOTE 5 IN FAVOR 0 AGAINST: APPROVED.

AGENDA ITEM #2 – BAX ENGINEERING

CASE NO. BOA-2025-13. ADDRESS: 1753 S. River Road

MOTION WAS MADE BY MARITA MALONE: I move to approve a request to decrease the front yard setback along S. River Road from thirty-five (35) feet to ten (10) feet to allow for parking as regulated in §400.240(D)(9)(a) of the City of St. Charles Code of Ordinances.

MOTION WAS SECONDED BY KEITH WHITTEMORE

ROLL-CALL VOTE 5 IN FAVOR 0 AGAINST: APPROVED.

AGENDA ITEM #3 – WOCO PARTNERS LLC

CASE NO. BOA-2025-12. ADDRESS: 2250 S. Old Hwy 94

MOTION WAS MADE BY MAUREEN ROGERS-BOUXSEIN: I move to approve Three requests: 1.) A request to decrease the minimum lot width from seventy-five (75) feet to twenty-six (26) feet as regulated in section 400.170(E)(2)(a) the St. Charles Code of Ordinances; 2.) A request to decrease the minimum lot depth for the proposed Lots 31-34 from one hundred twenty-five (125) feet to ninety-eight point seven (98.7) feet as regulated in Section 400.170(E)(3) of the St. Charles Code of Ordinances; and 3.) A request to decrease the minimum side yard setback from seven (7) feet to zero (0) feet as regulated in Section 400.170(E)(5)(b) of the St. Charles Code of Ordinances.

MOTION WAS SECONDED BY MARITA MALONE

ROLL-CALL VOTE 5 IN FAVOR 0 AGAINST: APPROVED.

Meeting adjourned at 6:49 p.m.



AGENDA ITEM #1

**STAFF REPORT
BOA-2026-01
3801 HARRY S. TRUMAN BLVD**

**FEBRUARY 2, 2026
BY MADELYN P. BROWN**

GENERAL INFORMATION

Applicant: Gwen Keen
Quik Trip Corporation
13500 Riverport Drive
Maryland Heights, Missouri 63043

Owner: Gemini Terrasky LLC
14567 N Outer 40 Road, Suite 475
Chesterfield, MO 63017

Location: 3801 Harry S. Truman Boulevard
Ward 6

Request: A request to increase the maximum height of a freestanding pole sign from thirty (30) feet to fifty (50) feet as regulated in Section 400.1470(A)(5)(c) of the City of St. Charles Code of Ordinances.

Zoning: C-3 Highway Business District

***Adjacent Zoning
& Land Use:***

<u>Direction</u>	<u>Zoning</u>	<u>Land Use</u>
North	C-3	Commercial
South	Hwy I-70	R.O.W.
East	C-3	Commercial
West	I-1	Cemetery

REQUEST

The subject property is located at 3801 Harry S. Truman Boulevard. The property is approximately 1.79 acres and is zoned C-3 Highway Business District. The site is the future location of a QuikTrip Gas Station. The applicant is seeking a variance to increase the maximum height of a freestanding pole sign from thirty (30) feet to fifty (50) feet, specifically for the gas price signage at the corner of Harry S. Truman Boulevard and West Clay Street.

BACKGROUND

3801 Harry S Truman Boulevard Background:

At the December 8, 2025 Planning and Zoning Commission meeting, the subject property received site plan approval a new automobile service station with a 6,445 square foot convenience store and seven (7) fuel pumps. While specific signage was not a part of the site plan approval, the subject variance request and proposed sign design is associated with the new QuikTrip location.

City of St. Charles Sign Code Background:

On July 1, 2025, the City of St. Charles adopted an ordinance implementing a new sign code under Chapter 400. The sign code update accomplished a comprehensive re-write of the City's Sign Regulations, which allows additional flexibility and allowances for signage. One of the primary goals of the new standards is to reduce the number of variance requests concerning signage. Included in this update is the permitting of larger commercial/industrial ground monument signs and wall signage; however, it was determined that the maximum height of pole signs should be left unchanged. The final adoption of the code involved review and input from City staff, sign consultants, Key City Stakeholders, the Planning and Zoning Commission, and City Council.

ANALYSIS

Criteria for Granting a Variance:

A variance is intended to provide relief to property owners who, due to their unique circumstances, would face practical difficulties or unnecessary hardship from the strict application of the zoning ordinance. However, while a variance can provide relief to a property owner and still protect the zoning ordinance from invalidation, variances are typically granted because of conditions or circumstances existing that are peculiar to the property or lot of record and not the result of the actions of the applicant.

Pursuant to §400.1080, the power to hear and decide variance cases regarding the requirements of Chapter 400 (Zoning Code) lies with the Board of Adjustment. The Board's decision is considered a quasi-judicial act; thus, the board shall consider the evidence submitted by staff, as well as the evidence presented by the applicant and make a finding with regard to the request for a variance. The decision of the Board is subject to appeal to the Circuit Court of St. Charles County.

In addition to the criteria established §400.1090(E & F), G of the same section provides additional policies that should be considered before a ruling on a variance. Therein, it establishes that:

1. Financial disadvantages to the property owner shall not constitute conclusive proof of unnecessary hardships within the purpose of zoning;
2. The Board does not possess the power to grant a zoning variance permitting the use of land or buildings that is not included as a use in the district involved;
3. In granting a variance, the Board may attach thereto any conditions and safeguards it deems necessary or desirable in furthering the purposes of the chapter; and
4. The Board shall study the effects of such proposed buildings or use upon the character of the neighborhood, traffic conditions, public utilities and other matters pertaining to the general welfare.

According to §400.1090 (F), the following factors are relevant to determining whether strict application of the regulation would result in practical difficulties or unnecessary hardship:

- (1) **Size of the variance.** *The relationship of the requested variance to the requirements of the applicable zoning regulations, i.e. a five foot variance is substantial if the required setback is seven feet; it is not as substantial if the required setback is 100 feet.*

The request to increase the minimum height of a freestanding pole sign from thirty (30) feet to fifty (50) feet is an approximate 40% increase. This request would be considered **substantial** because it is greater than 25%.

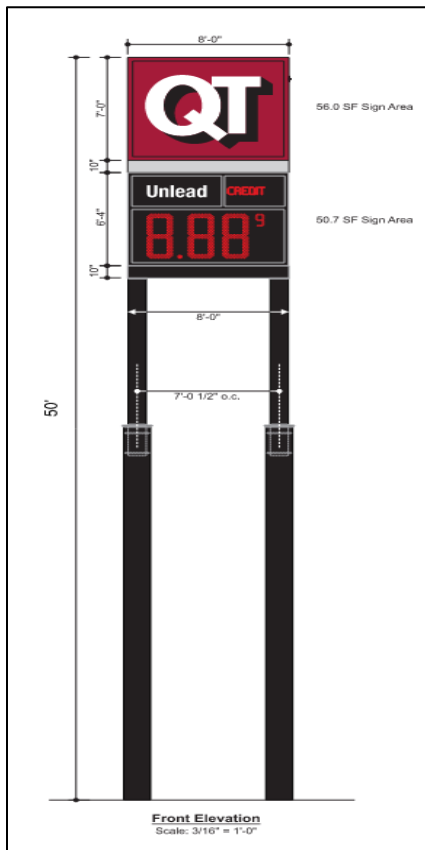
- (2) **Effect on government services.** *The effect of the requested variance on population, density and available government facilities such as water, fire and police protection, and sanitary services.*

No negative effects on government services have been documented via staff review.

- (3) **Effect on neighbors or neighborhood.** *The effect of the requested variance on adjoining properties or on the character of the neighborhood generally.*

Overall, the approval of the variances should **not** have a negative impact on the adjacent properties. There are nearby properties with freestanding pole signs of similar heights. However, these properties are either located in a different municipality or are non-conforming signs approved prior to current sign code. Therefore, these signs should not set the standard, as approval of this variance request may set a precedent for other nearby properties to make similar variance requests for increased signage.

- (4) **Alternatives to a variance.** *The existence of a feasible alternative to the applicant's proposal or other means of alleviating the hardship.*



An alternative to the increased signage height would be to install a pole sign which is compliant with code. According to the applicant's statement (attached), the site's proximity to Highway 70 and the grades do not allow for an alternative to the variance. Upon review of the approved site plan, staff has determined that the proposed pole sign location sits at an elevation that, while limited, would provide visibility from Highway 70 while maintaining a compliant height of 30 feet.

Additionally, based on the road frontage available at this site, an alternative exists to increase the overall area of the sign face. The proposed sign face is 106.7 square feet in size (see Figure 1); however, the City of Saint Charles Sign Code permits up to 150 square feet based on the road frontage on site. Because of the frontage along West Clay Street and Harry S. Truman Boulevard, the site is permitted the maximum sign face area of 150 square feet.

Based on these factors, Staff has identified that alternative to the request would be to increase the sign face area as opposed to increasing the sign height.

Figure 1: Proposed signage.

- (5) ***Justice. The granting of a variance is a just action. The cause of the difficulty or the hardship should be unique to the land rather than to the applicant and should be related to the topography, configuration of the lot, or other characteristics of the land. The applicant or economic conditions should not be the cause of the difficulty.***

As discussed within the background section (above) the sign code has recently undergone an update to address unnecessary restrictions which result in an influx of variance requests through the Board of Adjustment. While the overall area of monument and wall signage was increased through the text amendment, the vertical height of pole signs remained unchanged. This consistency in allowed height demonstrates that the review from the involved parties did not identify a need for amendment. The intent of restricting the vertical height is to preserve the scale of freestanding pole signs without creating a visual nuisance.

The justice of granting a variance should be based on a practical difficulty or hardship related to the property. The applicant's statement references the constraints of the topography and location of the site. However, many properties along this corridor sit at elevations lower than the highway. Because these conditions are common to multiple sites in the area, this does not constitute a unique condition of the land. Additionally, it is important to note that pole signs are an additional allowance for sites with highway frontage and not an entitlement for non-highway frontage lots. That being said, a request for increase signage for additional visibility is a preference of the applicant and would not be considered an unavoidable hardship.

Furthermore, the applicant's statement references several other pole signs along Highway 70 which are 50 feet or higher. As stated above in the effect on neighbors or neighborhood section, staff has evaluated the nearby signage and determined that the signage is either located on properties within other municipalities or are non-conforming with current code. While nearby properties have signage of similar height, the non-conformities are intended not to serve as a precedent, but to be eliminated over time and made compliant with code. The restricted pole sign height is to set a standard for signage within the boundaries of the City of St. Charles and not align with other municipalities with different standards.

Based on these factors, Staff believes the approval of this request would not be considered a just action.

STAFF RECOMMENDATION

After review of the request and all pertinent information, the Department of Community Development recommends that the request be ***DENIED***.

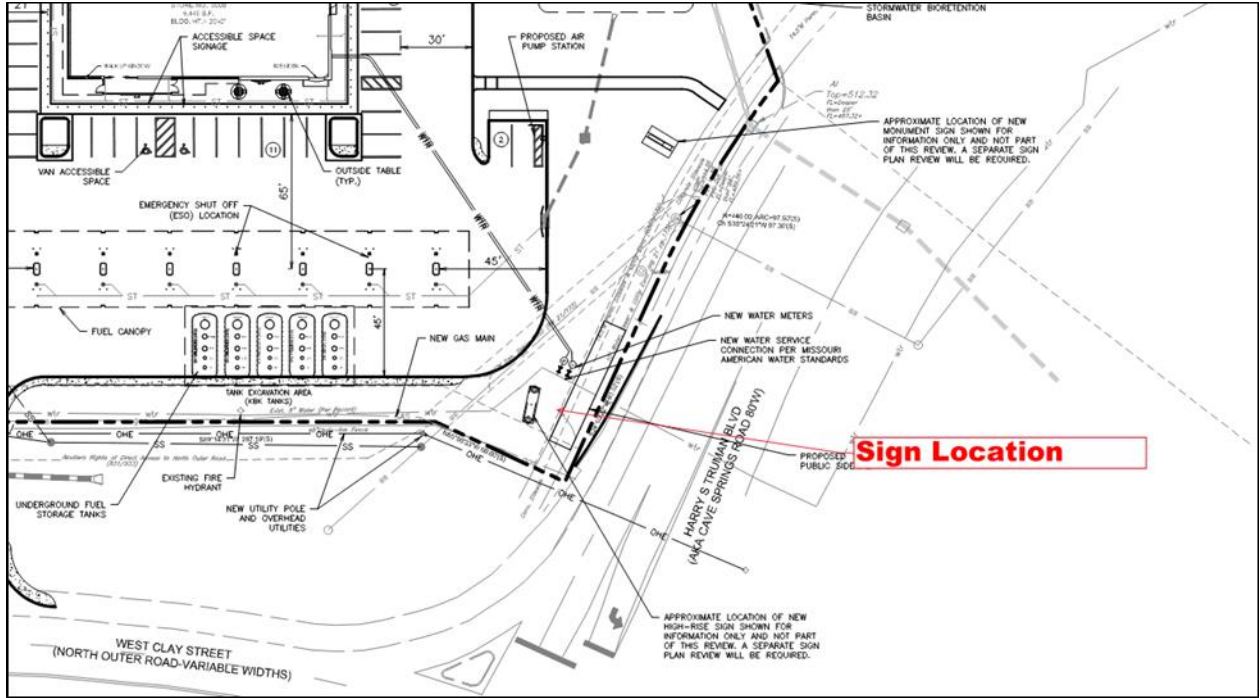


Figure 2: Proposed sign location.



Figure 3: Street view of subject property.



Figure 4: Aerial Photo of Subject Property.

The following are the criteria that the Board of Adjustment must consider when hearing an appeal to the zoning ordinance. Please address the following criteria in relation to your request:

1. Size of the Variance. The relationship of the requested variance to the requirements of the applicable zoning regulations, i.e. a five-foot variance is substantial if the required setback is seven feet, it is not as substantial if the required setback is 100 feet.

The issue is visibility as this site sets lower than Interstate 70 and the limitation of the height will prevent the sign being clearly seen. the sign elevation shows all of the dimension of the requested sign.

2. Effect on Government Services. The effect of the requested variance on population, density and available government facilities such as water, fire and police protection, and sanitary services.

The granting of this variance will have no effect of any government services.

3. Effect on the Neighbors or Neighborhood. The effect of the requested variance on adjoining properties or on the character of the neighborhood generally.

The granting of this variance will have no effect on the neighbors or neighborhood.

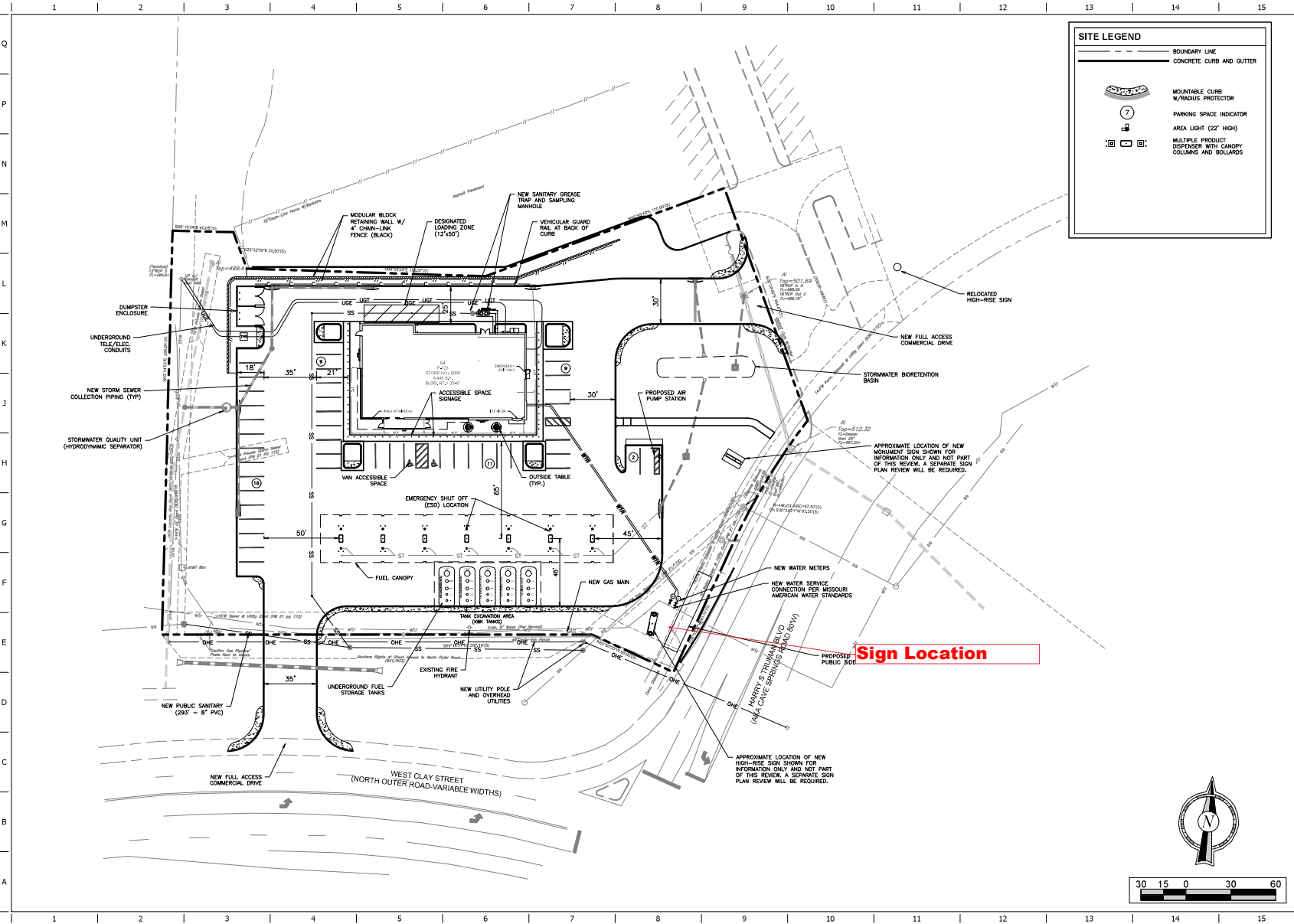
Several signs along Interstate 70 are the requested hieght or higher.

4. Alternatives to a variance. The existence of a feasible alternative to the applicant=s proposal or other means of alleviating the hardship.

There are no alternatives as the site location is restricting with its proximately to Interstate 70 and the grades.

5. Justice. The granting of the variance is a just action. The cause of the difficulty - the hardship should be unique to the land rather than to the applicant and should be related to the topography, configuration of the lot, or other characteristics of the land. The applicant or economic conditions should not be the cause of the difficulty:

This site has a visibiity issue due to its proximately to Interstate 70 and the grades.



PROJECT NO. 0238533

CIVIL DESIGN, INC.
 WIRE | ERE
 520 Oakland Ave.
 St. Louis, MO 63110
 (314) 864-5000
 Missouri State Certificate of Authority #200200082

QuikTrip No. 0616
 3801 HARRY S. TRUMAN BLVD.
 ST. CHARLES, MISSOURI

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 PROTOTYPE: M-23 (08/14/2013)
 DIVISION:
 VERSION: 001
 DESIGNED BY:
 DRAWN BY:
 REVIEWED BY:

REV. DATE	DESCRIPTION	ORIGINAL ISSUE DATE:

SHEET TITLE:
 SITE (PRELIM)
 SHEET NUMBER:
 SP3

