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BOARD OF ADJUSTMENT AGENDA  
June 1, 2026

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BOARD OF ADJUSTMENT:

Richard Alferman, Chair  
Latonya Grotegeers, Vice-Chair  
Marita Malone, Secretary  
Keith Whittemore

Don Garrison Jr., Alternate  
Bob Kneemiller, Alternate

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, June 1, 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 May 4, 2026 Meeting*

1. Case No. BOA-2026-09. Address: Lynnbrook Drive & S. Old Highway 94 (Mike Burkhart – VE Design Management). A request to reduce the required parking per dwelling unit for a proposed multi-family development from two (2) spaces to one point seven (1.7) spaces as regulated in Section 400.670 of the St. Charles Code of Ordinances. The subject property is an overall 11.72-acre (more or less) tract of land located on the north and south side of Lynnbrook Drive at the intersection of S. Old Highway 94. The property is zoned C-2 General Business District and is requesting to be zoned R-3A Multiple-Family Residential District (Ward 4).
2. Case No. BOA-2026-10. Addresses: Lot 5 and 6 of the Elm Point Industrial Park Plat 3 Adjusted Lot 23 Subdivision (PCLS Enterprises LLC – Joe Sweeney) Two (2) requests for a proposed office and warehouse with outdoor storage: 1) to decrease the minimum distance from a building within a Light Industrial District to a Residential District boundary from one hundred (100) feet to fifty (50) feet as regulated in Section 400.240(D)(5)(a); and 2) to decrease the minimum landscaped greenbelt where an "I-1" zoning district directly adjoins a residential zoning district from fifty (50) feet to ten (10) feet as regulated in Section 400.240(D)(10)(b) of the City of St. Charles Code of Ordinances. The property is zoned I-1 Light Industrial District (Ward 8).

3. Case No. BOA-2026-11. Address: 3060 Little Hills Expressway (Pyros Signs – Joe Phillips). Two (2) requests for a proposed pole sign: 1) to increase the maximum height 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; and 2) to increase the maximum sign area from 150 square feet to 484.50 square feet as regulated in Section 400.1470(A)(1). The property is zoned Planned Development - Industrial District (Ward 1).
  
4. Case No. BOA-2026-12. Address: 601 N. Kingshighway Street (S.J. Hollander Architect – Steve Hollander). Eight (8) requests for a proposed expansion of an existing, non-conforming Service (printing/publishing) establishment: 1) to reduce the minimum lot size from 7,500 square feet to 6,199 square feet as regulated in Section 400.210(D)(1); 2) to reduce the required front yard setback from 25 feet to zero feet as regulated in Section 400.210(D)(5)(a); 3) to reduce the required side yard setback when abutting a residential zoning district from 15 feet to zero feet as regulated in Section 400.210(D)(5)(b); 4) to reduce the required rear yard setback from 25 feet to zero feet as regulated in Section 400.210(D)(5)(c); 5) to increase the maximum floor area per establishment from 3,000 square feet to 6,950 square feet as regulated in Section 400.210(D)(6); 6) to reduce the required landscaping greenbelt along a residential zoning district from 15 feet to zero feet as regulated in Section 400.210(D)(9)(b); 7) to reduce the number of required plantings within a landscaping greenbelt from 7 trees to zero trees as regulated in Section 400.210(D)(9)(b); and 8) to reduce the number of required parking spaces from 6 spaces to zero spaces as regulated in Section 400.670 of the City of St. Charles Code of Ordinances. The property is zoned R-1E/EHP Single-Family Residential District and is requesting to be zoned C-1/EHP Neighborhood Business District and within the Extended Historic Preservation District (Ward 1).

### Adjournment

The next meeting of the Board of Adjustment is scheduled for Monday, July 6, 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 05/28/2026 @ 8:15 am by LB**

CITY OF ST CHARLES

STATE OF MISSOURI

BOARD OF ADJUSTMENT MEETING

May 4, 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, May 4, 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

Latonya Grotegeers, Vice-Chair

Marita Malone, Secretary

Maureen Rogers-Bouxsein

Keith Whittemore

Lara Berry, City Planner

Madelyn P. Brown, City Planner

APPROVAL OF THE April 6, 2026 MINUTES

MOTION WAS MADE BY LATONYA GROTEGEERS: I move we approve the minutes from the previous meeting.

MOTION WAS SECONDED BY LAUREEN ROGERS-BOUXSEIN.

VOICE VOTE: 5 IN FAVOR, 0 OPPOSED. MOTION PASSED.

AGENDA ITEM #1 – GWEN KEEN – QUIKTRIP CORPORATION

CASE NO. BOA-2026-01. ADDRESS: 3801 Harry S Truman Boulevard. 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). ***This application was TABLED at the April 6, 2026 Board of Adjustment meeting.***

MOTION WAS MADE BY MARITA MALONE: I move to add the condition that the variance be applicable only to the sign presented in association with the request.

MOTION SECONDED BY LATONYA GROTEGEERS.

ROLL-CALL VOTE: 5 IN FAVOR, 0 OPPOSED. MOTION PASSED.

LATONYA GROTEGEERS: I move that we approve Case No. BOA-2026-01, subject to the added condition.

MOTION WAS SECONDED BY MARITA MALONE.

ROLL-CALL VOTE: 5 IN FAVOR, 0 OPPOSED. MOTION PASSED.

***AYE:*** *Alferman, Grotegeers, Malone, Rogers-Bouxsein, Whittemore; NO: None; ABSTAIN: None.*

AGENDA ITEM #2 – MICKI BEUCKE – LITTLE HILLS ARCHITECTURE

CASE NO. BOA-2026-08. ADDRESS: 305 Morgan Street. A request to increase the maximum height of the primary structure from thirty-five (35) feet to forty-five (45) feet to reconstruct a “crow’s nest” above the existing roof, as regulated in Section 400.150(E)(7) of the City of St. Charles Code of Ordinances. The property is zoned R-1E/FPD/EHP R-1E Single-Family Residential District within the Frenchtown Preservation District and within Extended Historic Preservation District (Ward 1).

PUBLIC SPEAKERS: none

MOTION WAS MADE BY LATONYA GROTEGEERS: I move that we approve Case No. BOA-2026-08, as submitted.

MOTION WAS SECONDED BY MARITA MALONE.

ROLL-CALL VOTE: 5 IN FAVOR, 0 OPPOSED. MOTION PASSED.

**AYE:** *Alferman, Grotegeers, Malone, Rogers-Bouxsein, Whittemore*; **NO:** *None*; **ABSTAIN:** *None*.

MOTION WAS MADE BY KEITH WHITTEMORE: I move we adjourn.

MOTION WAS SECONDED BY MAUREEN ROGERS-BOUXSEIN.

VOICE VOTE: 5 IN FAVOR, 0 OPPOSED. MOTION PASSED.

Meeting adjourned at 6:40 p.m.

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SECRETARY

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DATE



**AGENDA ITEM #1**

**STAFF REPORT  
BOARD OF ADJUSTMENT**

**CASE NO. BOA-2026-09  
LYNNBROOK DRIVE & S. OLD HIGHWAY 94**

**JUNE 1, 2026  
BY LARA BERRY**

**GENERAL INFORMATION**

- Owner:** Manning Realty, LLC  
6 Bellerive Country Club Grounds  
St. Louis, Missouri 63141
- Applicant:** Michael Burkhardt – VE Design Management  
430 E. Walnut Street, Suite 125  
Springfield, Missouri 65806
- Location:** An overall 11.72-acre (more or less) tract of land located on the north and south side of Lynnbrook Drive at the intersection of S. Old Highway 94. Ward 4
- Request:** A request to reduce the required parking per dwelling unit for a proposed 210 unit multi-family development from two (2) spaces to one point seven (1.7) spaces as regulated in Section 400.670 of the St. Charles Code of Ordinances.
- Current Zoning:** C-2 General Business District
- Proposed Zoning:** R-3A Multiple-Family Residential District

**Adjacent Zoning  
& Land Use:**

<u>Direction</u>	<u>Zoning</u>	<u>Land Use</u>
North	R-3A & PD-R	Single-Family Residential
South	Right-of-Way	Highway 94 South
East	C-3	Self-Storage Units
West	County R1-E	Daycare

**BACKGROUND**

The subject property is an overall 11.72-acre undeveloped lot on the northwest side of S. Old Highway 94 at the intersection of Lynnbrook Drive that is currently zoned C-2 General Business District. The applicant is seeking a variance from the City Code for total required parking spaces for a proposed 210-unit apartment complex from 2.0 spaces (420 required) to 1.7 spaces (357 proposed) per dwelling unit. Should this request be granted, the applicant will move forward with a rezoning request (Z-2026-13) from C-2 General Business District to R-3A Multiple-Family Residential District along with a Site Plan (SP-2026-07).

### **PARKING STUDY ANALYSIS**

Upon staff's request, the applicant provided a parking study for the subject site to provide a more detailed and technical evaluation of parking demand associated with the proposed 210-unit apartment complex. The applicant has also submitted a written explanation of the request to reduce the minimum required number of parking spaces, which is attached to this report.

The submitted parking study, provided as justification for this request, was prepared by CBB, an Engineering firm who specializes in traffic impact, parking analysis, and other transportation studies. The report evaluates whether the proposed apartment development requires the 420 parking spaces required by current City Zoning Code or if a reduced parking supply would still adequately serve the development. The study estimates actual parking demand using nationally recognized parking methodologies.

The parking analysis is based on the Institute of Transportation Engineers (ITE) Parking Generation Manual, a nationally used resource that provides data and guidance for estimating traffic and parking demand associated with various land uses. The manual is widely referenced in urban planning, transportation engineering, and land development to evaluate parking demand and peak usage characteristics. In addition to parking ratios, the ITE Manual considers peak demand periods and usage patterns through a more regularly updated and nationally recognized data source than the City's adopted parking schedule.

The current Code (Section 400.680.A) allows for the ITE Trip Generation Manual to be consulted if a use is not specifically listed in the Parking Schedule. While City Code provides a use group for dwelling units, **the applicant contends that the ITE Manual provides a more current methodology for evaluating parking demand associated with the proposed multi-family land use and supports a reduced parking requirement for the development.**

While staff recognizes that the ITE Manual provides a more contemporary, site-specific methodology for estimating parking demand for multi-family developments, the City's adopted parking standards remain controlling unless modified through an approved variance issued by the Board of Adjustment.

According to the submitted analysis, which evaluates anticipated demand based on the proposed mix of one-, two-, and three-bedroom units, the proposed parking supply of 357 spaces exceeds the study's recommended parking demand of approximately 318 spaces, including a 5% surplus applied to projected peak demand periods.

### **REQUEST ANALYSIS**

#### ***Applicable Regulations:***

The applicant is requesting a variance from the City's Zoning ordinance, as follows:

- §400.670 – Parking Schedule: Dwelling Units = Two(2) Spaces Required Per Unit

#### ***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.***

Varying the minimum number of required parking spaces from 2.0 spaces to 1.7 spaces per dwelling unit should **not** be considered substantial, as the request represents approximately a 15% reduction in required parking. Historically, staff has generally viewed requests exceeding approximately 25% as substantial in nature.

**(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 adverse impacts on essential services are anticipated. Staff notes that the proposed parking design continues to support secondary emergency access and maintains sufficient internal circulation for emergency vehicle access and fire apparatus maneuverability.

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

The intent of the City's parking requirements is to ensure that adequate on-site parking is

provided to prevent overflow onto neighboring properties, maintaining a balanced use of available infrastructure, and minimizing potential impacts on surrounding areas.

Although the proposal includes a reduction from the standard parking requirement, the applicant has submitted a parking demand analysis utilizing nationally recognized methodologies to evaluate anticipated parking demand based on the proposed unit mix of 100 one-bedroom units, 80 two-bedroom units, and 30 three-bedroom units. The study estimates peak parking demand of approximately 302 spaces at the 85th percentile during peak demand periods. Applying a 5% parking surplus, consistent with the study's methodology for residential developments, results in a recommended parking supply of approximately 318 spaces to accommodate recurring peak demand, visitors, circulation, and temporary fluctuations in parking activity.

The proposed site plan includes 357 parking spaces, exceeding the study's recommended parking supply by approximately 39 spaces. The proposed parking configuration also maintains secondary emergency access and adequate fire apparatus mobility throughout the site.

While staff does not anticipate adverse spillover parking impacts onto adjoining properties or nearby streets, staff recognizes that occasional overflow parking may occur. In such instances, Lynnbrook Drive includes an approximately 50-foot public right-of-way, which provides the ability to accommodate on-street parking where permitted. Furthermore, the surrounding neighborhood contains existing on-street parking conditions, and staff does not anticipate occasional on-street parking associated with the proposed development would materially differ from the established character or function of the surrounding area.

As such, staff does not anticipate the requested parking reduction will adversely affect adjoining properties or the general character of the neighborhood.

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

The applicant has indicated that a feasible alternative to the requested variance would be strict adherence to the City's parking requirement of 2.0 spaces per dwelling unit, resulting in a total of 420 parking spaces. However, the applicant contends that providing the full parking requirement would result in an oversupply of parking relative to projected demand identified in the submitted parking study, necessitate additional impervious surface, and reduce planned landscaping and aesthetic elements incorporated into the overall site design.

Staff acknowledges that strict compliance with the parking requirement represents the most direct alternative to the requested variance. However, based on the submitted parking analysis, staff finds strict adherence to the Code may result in parking substantially exceeding projected peak demand for the proposed unit mix and could reduce opportunities for landscaping and overall site design quality. Staff also notes that off-site parking represents an alternative permitted by the Zoning Code; however, at this time, staff is unaware of any feasible or available properties within the required 500-foot distance capable of accommodating off-site parking for the development.

Staff further notes that the City has approved comparable residential and mixed-use developments with modified parking arrangements through the Planned Development process where site-specific conditions and development characteristics supported the requested deviations. However, those developments typically required broader flexibility from the Zoning Code beyond parking considerations, making the Planned Development process more appropriate than a standalone variance request.

Accordingly, while alternatives to the requested variance technically exist, staff finds that no readily feasible alternative has been identified that would reasonably address the projected parking demand while maintaining the overall site design and functionality of the development.

- (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.***

Staff finds that granting the requested variance represents a just action based upon the unique physical characteristics of the subject property rather than conditions personal to the applicant or solely economic in nature. The subject site is affected by an existing public roadway that bisects the overall acreage, resulting in one larger development area and one smaller irregular remnant parcel. This site configuration creates practical constraints in site layout, parking distribution, circulation, and open space design that are not typical of a conventionally configured development parcel.

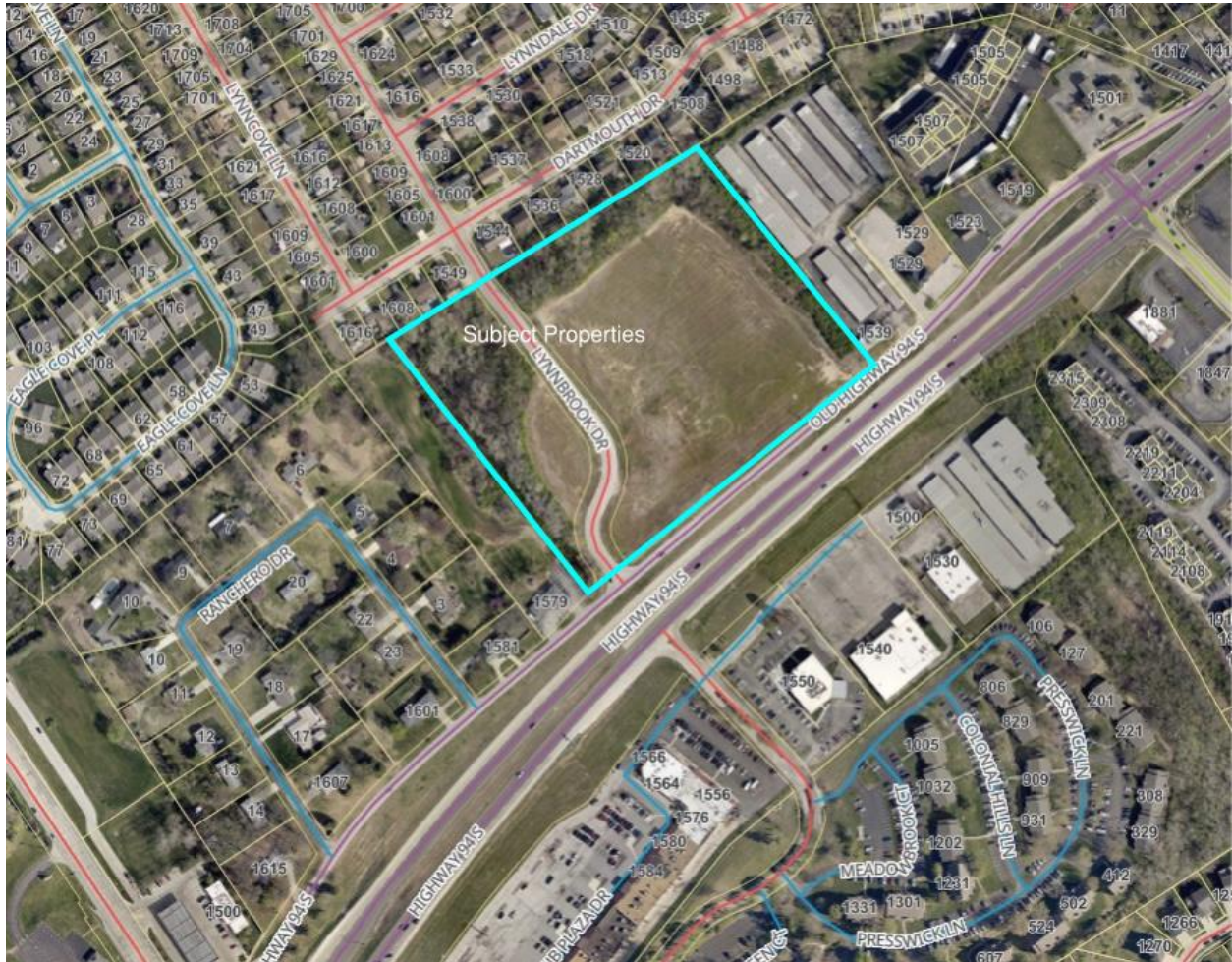
While there may be opportunities to accommodate a limited number of additional parking spaces on the site, staff finds that strict adherence to the required parking standard of 420 spaces would likely require modifications to the site layout that could compromise site functionality, emergency circulation, landscaping, and open space. The proposed parking layout has been designed to maintain secondary emergency access and adequate fire apparatus maneuverability throughout the development. Furthermore, the submitted parking analysis indicates that parking in excess of the proposed supply would substantially exceed projected demand for the proposed unit mix and would likely require additional impervious surface at the expense of site landscaping, open space, and overall site quality. Staff further notes that the proposed 357 parking spaces exceed the parking study's recommended supply by approximately 39 spaces, providing additional flexibility above projected peak demand.

Staff further notes that developments approved through the Planned Development process often involve a balancing of flexibility from strict code standards in exchange for enhanced site design elements, landscaping, amenities, or other community benefits. Although the applicant is not seeking a Planned Development and may not require the broader flexibility typically associated with that process, the proposed development nevertheless incorporates enhanced landscaping, site amenities, and design elements that provide comparable planning benefits in conjunction with the requested parking reduction.

Accordingly, staff finds the request is not solely driven by economic considerations of the applicant, but rather represents a reasonable balance between demonstrated parking demand, emergency access, site functionality, landscaping, and neighborhood compatibility.

**STAFF RECOMMENDATION**

After review of the request and all pertinent information, the Department of Community Development finds the request to be supported by the submitted evidence and the applicable variance criteria and recommends that the request be **APPROVED**, as submitted.



**Figure 1: Aerial Photo of the Subject Property.**



**Figure 2: View of the Subject Property from S. Old Highway 94.**



**Figure 3: View of the Subject Property from Lynnbrook Drive and approximately Dartmouth Drive.**

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.

**This represents a minor variance of 0.3 parking spaces per dwelling unit. When compared to the required 2.0 spaces/DU, the requested variance is not substantial. The reduction is minimal and has been determined based on a detailed parking study that accounts for reduced vehicle ownership rates in this specific demographic and location, particularly given that our development comprises approximately 50% 1-bedroom units. We believe this small deviation from the blanket requirement is reasonable and will not negatively impact the development or the surrounding community.**

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 minor parking variance (0.3 spaces/DU reduction) does not change the permitted population or density of the development. As such, there is no anticipated adverse effect on government services, including water, fire/police protection, or sanitary services. The demand on these facilities remains consistent with the approved R-3A density.**

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 minor parking variance will not adversely affect adjoining properties or the neighborhood's character. Utilizing the 1.7 spaces/DU ratio allows for increased site landscaping, which will provide a better visual effect and aesthetic benefit to the neighborhood.**

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

**The feasible alternative to our proposal would be to strictly adhere to the 2.0 spaces/DU requirement. However, this would result in an oversupply of parking based on our detailed study, leading to the creation of unneeded parking spaces. Furthermore, it would necessitate a reduction in planned site landscaping, thereby diminishing the visual effect and aesthetic quality of the development for the neighborhood. Therefore, we believe there is no reasonable alternative that alleviates the 'hardship'—the disproportionate parking requirement—while maintaining the quality of the project and its benefit to the community.**

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:

**The granting of this variance is a just action. While the hardship is not strictly related to physical topography, it is unique to the configuration of the lot's proposed development—specifically, the unit mix (approximately 50% 1-bedroom units) and the corresponding, empirically demonstrated parking demand as detailed in our study.**

**The difficulty arises because the current zoning requirement, which is intended for broad application, results in a disproportionate and over-demanding standard when applied to the unique characteristics of this specific project. The cause is not the applicant's economic condition but a circumstantial hardship related to the development plan for this parcel. Granting the variance would allow for a parking standard (1.7 spaces/DU) that is demonstrably appropriate and in the best interest of the subject property and the community, thereby fulfilling the intent of the ordinance.**

**One (1) copy** of the following shall be submitted when filing for an appeal to the Board of Adjustment. Digital submittal of application preferred via [BOA@stcharlescymmo.gov](mailto:BOA@stcharlescymmo.gov). Directions for digital submittal are attached.

1. A complete application. Please answer every question as completely as possible. **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**
2. A complete site plan of the property and all structures located on the property. Including but not limited to:
  - a. The actual shape and dimension of the lot.
  - b. Any existing or proposed building, accessory building, and their locations upon the lot.
  - c. Any existing or proposed parking spaces, driveway entrances and exits, street, alleys, creeks, etc.
  - d. The existing and intended use of each building or part of a building.
  - e. Photos of existing structures.
  - f. Any other information with regard to the lot and neighboring lots as may be necessary.

\* Depending on the specifics of the case, the applicant (s) may be required to submit further information deemed necessary.
3. Signature by the legal owner or an attached affidavit by the legal owner authorizing the Board of Adjustment action.

I (We), the undersigned, file this petition for a Board of Adjustment action and authorize the Department of Community Development to post the above described property with a notice describing the action applied for and the date of the public hearing on such action, I (We) also understand that property owners within three hundred (300) feet of the petitioned property will be notified by letter of the requested action by the Department of Community Development.

Applicants wishing to have a transcript of their hearing must contact the Department of Community Development and request the transcript within 20 days following the appeal. The applicant will be responsible for paying for the expense of the transcript. Transcripts will not be available beyond the 30 days following the date of the appeal.

The above statements and the statements contained in all of the attached exhibits transmitted herewith are true, to the best of my knowledge.

Signature of the applicant: \_\_\_\_\_ Date: 3/9/2026

*Margaret Manning*

Signature of the property owner: [Margaret Manning \(Mar 9, 2026 15:49:52 EDT\)](#) Date: 03/09/2026

**NOTE: APPLICANTS ARE REQUIRED TO ATTEND THE PUBLIC HEARINGS.**

**Application Fees:**

**Commercial and New Construction Residential for 1<sup>st</sup> variance request: \$300.00**

**Existing duplex unit or existing single-family home: \$100.00**

**Additional request on the same property: \$50.00**

**Decision Appeals: Same as applicable variance rate**

February 13, 2026

Mr. Vic Alston  
Revival STL  
[vic@revivalstl.com](mailto:vic@revivalstl.com)

RE: Parking Reduction Study  
Proposed Apartments – Old Highway 94 and Lynnbrook Drive  
St Charles, Missouri  
CBB Job Number 026-2026

Dear Vic:

As requested, CBB has prepared the following parking reduction study to address the expected parking needs associated with the proposed apartments at Old Highway 94 and Lynnbrook Drive in St Charles, Missouri.

The purpose of this parking study was to estimate the peak parking demand for the proposed development throughout the day assuming the build-out and full occupancy of the site. The parking study will recommend an appropriate number of parking spaces (supply) needed to adequately serve the proposed development. The recommended parking supply was compared to the number of spaces proposed on the current site plan to identify any deficit or surplus.

### **Basic Parking Terminology and Concepts**

When describing parking characteristics, it is important to understand the terminology. This section defines common parking terms to clarify certain parking topics. The **parking ratio** is the number of parking spaces provided per unit of land use (i.e. per residential unit). The **parking demand** is the number of parking spaces being occupied by vehicles at a specific land use for a specific moment in time, typically addressing a peak time period. **Parking Supply** is the total number of marked spaces provided or available to serve the site.

Parking facilities are generally perceived to be full by users and illegal parking and cross-parking increases when more than 85-95% of the parking spaces supplied are full. It is generally appropriate to supply 5-10% more parking than the peak parking demand depending on the land use. The cushion (or surplus) reduces the need to circulate and search the entire area for the last few available parking spaces, reduces user frustration, provides for recurring peak operating load fluctuations, visitors, mis-parked vehicles, snow cover, vehicle maneuvering, and vacancies created by reserving spaces for specific users. The supply cushion also provides for unusual peaks in activity on the site.



## Standard Parking Requirements per City Zoning Ordinance

Article IV Off-Street Parking and Loading of the City's Zoning Code<sup>1</sup> provides minimum off-street parking requirements for a variety of different land uses. The applicable rate for the proposed use is summarized as follows:

### Dwelling Units (210 Dwelling Units Proposed)

The dwelling units rate would apply for the proposed multi-family residential development, which requires two parking spaces per dwelling unit (2.0). This would result in a requirement of 420 spaces for the 210 proposed residential units.

## Estimated Parking Demand Based on Available Reference Materials

Parking data from the Institute of Transportation Engineers (ITE) and the Urban Land Institute (ULI) was investigated in more detail.

### ITE Parking Method

In order to quantify the anticipated parking needs for the proposed apartments, the Institute of Transportation Engineers *Parking Generation* Manual (6<sup>th</sup> Edition) was utilized. This manual provides peak parking demand rates for various land uses based on empirical nationwide studies. The ITE Land Use 217 – Multifamily Housing with one bedroom Low-Rise (in a general suburban area, not close to rail transit) was utilized for the 100 one-bedroom residential units, and ITE Land Use 220 – Multifamily Housing with two or more bedrooms Low-Rise (in a general urban/suburban area, not close to rail transit) was used for the 80 two bedroom and the 30 three bedrooms.

ITE provides an average (50<sup>th</sup> percentile) peak weekday (Monday – Friday) parking demand rate of 0.93 spaces per unit for the one-bedroom apartments and 1.27 spaces per unit for the two or more-bedroom apartments, while the 85<sup>th</sup> Percentile weekday peak parking demand increases the rate to 1.27 spaces per one bedroom apartment unit and 1.59 spaces per two or more-bedroom apartment unit.

ITE provides an average (50<sup>th</sup> percentile) peak Saturday parking demand rate of 1.18 spaces per unit for the two or more-bedrooms which increases to 1.44 spaces per two or more-bedroom apartment unit with the 85<sup>th</sup> Percentile Saturday peak parking demand. It should be noted that peak hourly parking data for multifamily housing with 1 bedroom low-rise is not provided on Saturday, so the change in parking ratio between the weekday and Saturday for the two-bedroom units was used to project the Saturday peak demand for the one bedroom units.

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<sup>1</sup> <https://ecode360.com/27716634#27716634>



The Saturday peak parking demand for the one bedroom units is estimated to be 0.86 spaces per unit for the average demand and 1.15 spaces per unit for the 85<sup>th</sup> percentile demand. ITE also provides data regarding parking demands by time of day as a percentage of peak parking for the weekday and Saturday. It should be noted that hourly parking data for multifamily housing with one bedroom low-rise is not provided, so the hourly data for the related multifamily housing with two or more-bedroom low-rise land use (ITE Land Use 220) was utilized for the temporal distribution. The peak parking demand estimates for the proposed apartments at Old Highway 94 and Lynnbrook Drive are summarized in **Table 1** for weekday estimates and **Table 2** for Saturday estimates.

**Table 1: Weekday Parking Demand - ITE's Parking Generation Manual (6<sup>th</sup> Edition)**

Hour Beginning	Land Use 217 – Multifamily Housing 1 Bedroom (Low Rise)			Land Use 220 – Multifamily Housing 2+ Bedroom (Low Rise)			Total
	% of Peak Period	Avg. ITE Peak Demand (0.86/unit)	85 <sup>th</sup> %-tile ITE Peak Demand (1.15/unit)	% of Peak Period	Avg. ITE Peak Demand (1.18/unit)	85 <sup>th</sup> %-tile ITE Peak Demand (1.44/unit)	Avg. to 85 <sup>th</sup> %-tile Peak Demand
12:00	97%	91	124	97%	136	170	227 to 294
4:00 AM							
<b>5:00 AM</b>	<b>100%</b>	<b>93</b>	<b>127</b>	<b>100%</b>	<b>140</b>	<b>175</b>	<b>233 to 302</b>
6:00 AM	96%	90	122	96%	135	168	225 to 290
7:00 AM	85%	80	108	85%	119	149	199 to 257
8:00 AM	67%	63	86	67%	94	118	157 to 204
9:00 AM	54%	51	69	54%	76	95	127 to 164
10:00 AM	48%	45	61	48%	68	84	113 to 145
11:00 AM	45%	42	58	45%	63	79	105 to 137
12:00 PM	45%	42	58	45%	63	79	105 to 137
1:00 PM	42%	40	54	42%	59	74	99 to 128
2:00 PM	42%	40	54	42%	59	74	99 to 128
3:00 PM	47%	44	60	47%	66	83	110 to 143
4:00 PM	49%	46	63	49%	69	86	115 to 149
5:00 PM	56%	53	72	56%	79	98	132 to 170
6:00 PM	64%	60	82	64%	90	112	150 to 194
7:00 PM	72%	67	92	72%	101	126	168 to 218
8:00 PM	77%	72	98	77%	108	135	180 to 233
9:00 PM	85%	80	108	85%	119	149	199 to 257
10:00 PM	92%	86	117	92%	129	161	215 to 278
11:00 PM	95%	89	121	95%	133	167	222 to 288

 = Peak Parking Demand



**Table 2: Saturday Parking Demand - ITE's Parking Generation Manual (6<sup>th</sup> Edition)**

Hour Beginning	Land Use 217 – Multifamily Housing 1 Bedroom (Low Rise)			Land Use 220 – Multifamily Housing 2+ Bedroom (Low Rise)			Total
	% of Peak Period	Avg. ITE Peak Demand (0.93/unit)	85 <sup>th</sup> %-tile ITE Peak Demand (1.27/unit)	% of Peak Period	Avg. ITE Peak Demand (1.27/unit)	85 <sup>th</sup> %-tile ITE Peak Demand (1.59/unit)	Avg. to 85 <sup>th</sup> %-tile Peak Demand
12:00	92%	80	106	92%	120	146	200 to 252
4:00 AM							
<b>5:00 AM</b>	<b>100%</b>	<b>87</b>	<b>116</b>	<b>100%</b>	<b>130</b>	<b>159</b>	<b>217 to 275</b>
6:00 AM	99%	86	114	99%	129	157	215 to 271
7:00 AM	97%	84	112	97%	126	154	210 to 266
8:00 AM	92%	80	106	92%	120	146	200 to 252
9:00 AM	83%	72	96	83%	108	132	180 to 228
10:00 AM	79%	69	91	79%	103	126	172 to 217
11:00 AM	71%	62	82	71%	93	113	155 to 195
12:00 PM	68%	59	79	68%	89	108	148 to 187
1:00 PM	65%	57	75	65%	85	103	142 to 178
2:00 PM	62%	54	72	62%	81	99	135 to 171
3:00 PM	66%	58	76	66%	86	105	144 to 181
4:00 PM	66%	58	76	66%	86	105	144 to 181
5:00 PM	67%	58	78	67%	87	107	145 to 185
6:00 PM	70%	61	81	70%	91	111	152 to 192
7:00 PM	78%	68	90	78%	102	124	170 to 214
8:00 PM	77%	67	89	77%	100	122	167 to 211
9:00 PM	80%	70	93	80%	104	127	174 to 220
10:00 PM	82%	71	95	82%	107	130	178 to 225
11:00 PM	88%	77	102	88%	115	140	192 to 242

**Peak Parking Demand**

Based on the ITE data, the site is expected to reach a peak overnight parking demand at 5:00 AM for both weekday and Saturday with 233 to 302 parking spaces occupied (average to 85<sup>th</sup> percentile demand range) for the weekday and slightly lower demand for Saturday with 217 and 275 parking spaces occupied.

**ULI Parking Method**

The Urban Land Institute (ULI) Shared Parking Manual is another commonly used source for estimating parking demands of different land uses which also provides hourly and seasonal fluctuations in parking demand for several different land uses based on numerous parking studies across the United States.



ULI has elected to adopt the 85<sup>th</sup> percentile peak hour observations in developing their recommended parking supply ratios. ULI indicates that the 85<sup>th</sup> percentile will provide an adequate supply cushion in most locations, but actual demand could be more or less based on a variety of regional/local factors.

For weekdays, ULI recommends a base parking supply ratio of 0.9 spaces per one-bedroom unit, 1.65 spaces per two-bedroom unit, 2.5 per three-bedroom unit and 0.10 space per unit for visitors. For the weekends, ULI recommends the same parking supply ratio for the units except it suggests 0.15 space per unit for visitors. **Table 3** displays the ULI recommended peak parking supply by hour in the peak month (January) for the weekday, and **Table 4** displays the peak parking supply by hour for the weekend. Based on the ULI data, a peak parking supply of 308 spaces would be recommended at 12:00 a.m. for the Weekday peak, and 313 space would be recommended at 12:00 a.m. for the weekend peak.

**Table 3: Weekday Parking Supply – ULI Shared Parking Method**

Hour Beginning	One Bedrooms	Two Bedrooms	Three+ Bedrooms	Visitors	Total
	ULI 85 <sup>th</sup> %-tile Supply (0.9/unit)	ULI 85 <sup>th</sup> %-tile Supply (1.65/unit)	ULI 85 <sup>th</sup> %-tile Supply (2.50/unit)	ULI 85 <sup>th</sup> %-tile Supply (0.1/unit)	Total ULI 85 <sup>th</sup> %-tile Supply
6:00 AM	86	125	71	0	282
7:00 AM	72	106	60	2	240
8:00 AM	61	89	51	4	205
9:00 AM	50	73	41	4	168
10:00 AM	45	66	38	4	153
11:00 AM	41	59	34	4	138
12:00 PM	36	53	30	4	123
1:00 PM	36	53	30	4	123
2:00 PM	36	53	30	4	123
3:00 PM	36	53	30	4	123
4:00 PM	41	59	34	4	138
5:00 PM	45	66	38	8	157
6:00 PM	54	79	45	13	191
7:00 PM	63	92	53	21	229
8:00 PM	72	106	60	21	259
9:00 PM	77	112	64	21	273
10:00 PM	86	125	71	21	303
11:00 PM	87	128	73	17	305
12:00 AM	90	132	75	11	308

\*\* 1:00 AM – 5:00 AM No Data Available

= Peak Parking



**Table 4: Weekend Parking Supply – ULI Shared Parking Method**

Hour Beginning	One Bedrooms	Two Bedrooms	Three+ Bedrooms	Visitors	Total
	ULI 85 <sup>th</sup> %-tile Supply (0.9/unit)	ULI 85 <sup>th</sup> %-tile Supply (1.65/unit)	ULI 85 <sup>th</sup> %-tile Supply (2.50/unit)	ULI 85 <sup>th</sup> %-tile Supply (0.15/unit)	Total ULI 85 <sup>th</sup> %-tile Supply
6:00 AM	90	132	75	0	297
7:00 AM	86	125	71	6	289
8:00 AM	79	116	66	6	268
9:00 AM	72	106	60	6	244
10:00 AM	68	99	56	6	229
11:00 AM	63	92	53	6	214
12:00 PM	61	90	51	6	208
1:00 PM	59	86	49	6	199
2:00 PM	59	86	49	6	199
3:00 PM	61	90	51	6	208
4:00 PM	64	94	53	6	217
5:00 PM	67	98	56	13	233
6:00 PM	69	102	58	19	248
7:00 PM	72	106	60	32	270
8:00 PM	75	110	62	32	279
9:00 PM	77	114	65	32	287
10:00 PM	80	117	67	32	296
11:00 PM	83	121	69	26	299
12:00 AM	90	132	75	16	313

\*\* 1:00 AM – 5:00 AM No Data Available

= Peak Parking

### Peak Parking Comparison of Various Results

**Table 5** compares the City of St. Charles Parking code to the calculated peak parking demand based on ITE’s and ULI’s recommended parking supply. As previously mentioned, the recommended site parking supply provided should be 5-10 percent higher than demand to provide for circulation and peaks in parking activity. Lower surplus is needed for residential uses due to their lower turnover frequency. A 5% supply cushion was applied to the 85<sup>th</sup> Percentile parking demand estimates from ITE, and the ULI recommended parking supply was utilized as-is since their methodology includes the supply cushion. Table 5 summarizes the estimated parking supply based on the different methods.



**Table 5: Peak Parking Comparison – Proposed Apartment Development**

<i>Method</i>	<i>Estimated Parking Demand</i>	<i>Estimated Parking Supply</i>		
		<i>Utility Rate</i>	<i>Surplus Spaces</i>	<i>Total Supply</i>
City Code	---	---	---	420
ITE Weekday (85 <sup>th</sup> Percentile)	302	95%	16	318
ITE Weekend (85 <sup>th</sup> Percentile)	275	95%	15	290
ULI Weekday (85 <sup>th</sup> Percentile)	--	---	---	308
ULI Weekend (85 <sup>th</sup> Percentile)	--	---	---	313

### **Parking Requirements in Other Communities**

While the City of St. Charles code and St. Charles County code both still require 2.0 parking spaces per multi-family dwelling unit, some other jurisdictions has updated their codes with reduced requirements noting that too much parking which goes unused is undesirable from sustainability and aesthetic perspectives.

- Neighboring St. Louis County and many of its municipalities have reduced their requirement to 1.5 parking spaces per multi-family dwelling unit over the past several years. This development in St. Louis County would require 315 parking spaces.
- The adjacent City of St. Peters has a requirement of 1.5 parking spaces per one-bedroom unit and 2.0 spaces per multi-bedroom unit. This development in St. Peters would require 370 parking spaces, or a blended rate of 1.76 stalls per unit.

### **Parking Summary**

Considering the reference materials (St. Charles current City Code, ITE, and ULI), CBB estimates that the proposed apartment development at Old Highway 94 and Lynnbrook Drive should provide a minimum of 318 spaces to accommodate the proposed development. A “comfortable number” of parking spaces to be supplied should be around 318 spaces to serve the development, or **1.51 parking spaces per dwelling unit.**

The current site plan shows a total of 350 parking spaces supply as part of the development, which relates to a parking supply of **1.67 parking spaces per unit**. As a result, the proposed 350 parking spaces are expected to be more than sufficient to park the proposed apartments development.



In summary, the proposed site will not require the 420 off-street parking spaces typically calculated using the City's Standard Zoning Code. Based on CBB's application of various projection methods, it appears that the proposed 350 spaces (or slightly fewer) will be more than sufficient to serve the site.

We trust that this report adequately addresses the parking needs associated with the proposed apartment development at Old Highway 94 and Lynnbrook Drive. Please contact me in our St. Louis office at (314) 308-6547 or via email at [Lcannon@cbbtraffic.com](mailto:Lcannon@cbbtraffic.com) should you have any questions or comments concerning this material.

Sincerely,

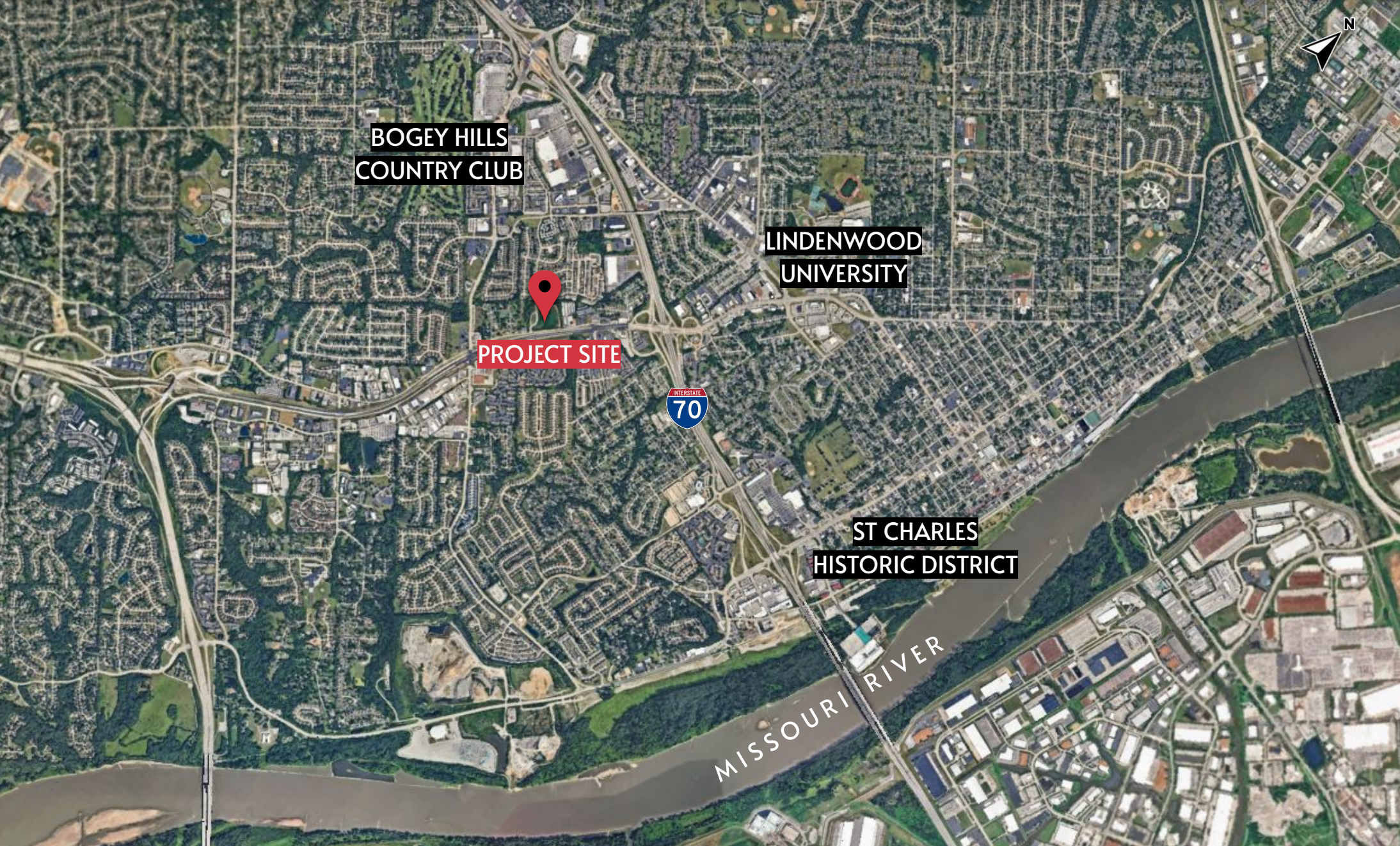
A handwritten signature in black ink that reads "Lee Cannon".

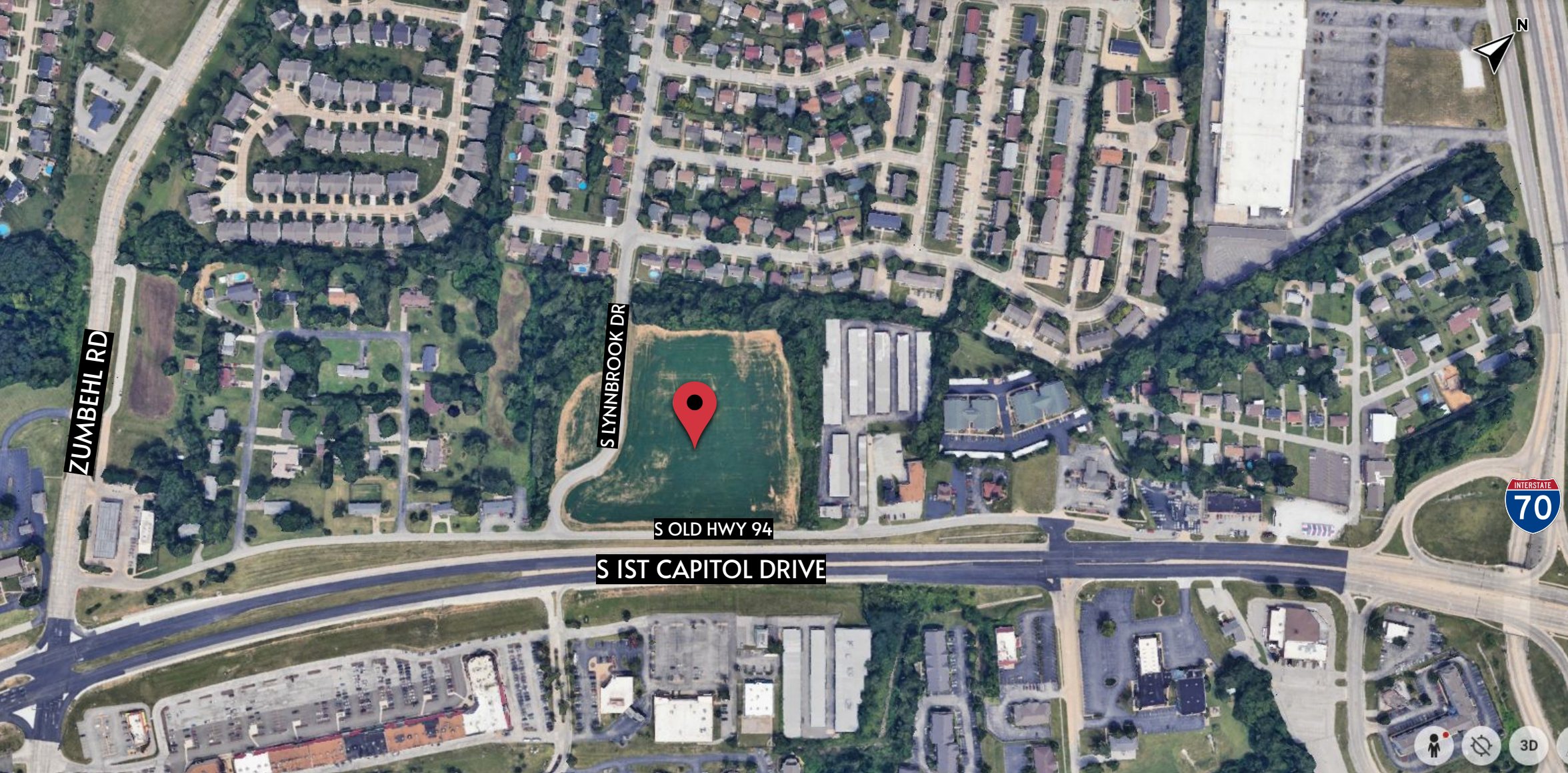
Lee Cannon, P.E., P.T.O.E.  
Principal - Traffic Engineer

# New Multi-Family Development

S Lynbrook Drive  
St. Charles, MO









- A - AMENITY BUILDING
- B - POOL COURTYARD
- C - CIRCLE DRIVE

- AMENITIES
- 1 BEDROOM UNITS
- 2 BEDROOM UNITS
- 3 BEDROOM UNITS

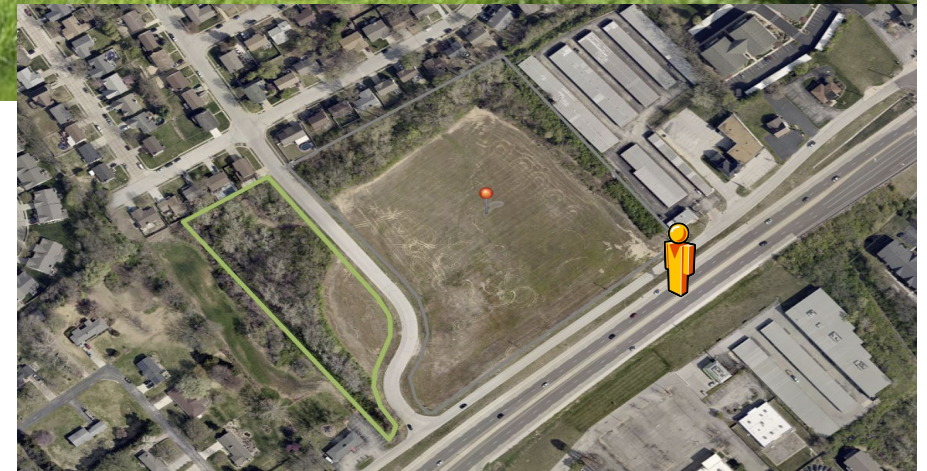
We are requesting a minor parking variance, reducing the required ratio from 2.0 to 1.7 spaces per dwelling unit. This 0.3-space reduction is supported by a detailed parking study that accounts for our development's unique unit mix, specifically having approximately 50% 1-bedroom units, which demonstrates a lower vehicle ownership rate.

Granting this variance is a just action that aligns the parking requirement with the project's actual need. It will have no adverse effect on government services or the neighborhood, but will instead allow for increased site landscaping, enhancing the visual effect and aesthetic quality of the development for the entire community.

<b>CONCEPT 1.1</b>			
<b><u>(8) 3 STORY GARDEN APARTMENTS</u></b>			
	UNITS	MIX	
1 BEDROOM	84	40.0%	
2 BEDROOM	90	42.9%	
3 BEDROOM	36	17.1%	
TOTALS	210		
AMENITY			9,200
TOTAL BUILDING AREA (APARTMENTS)			255,342
PARKING RATIO	1.70		
TOTAL SURFACE PARKING	357		

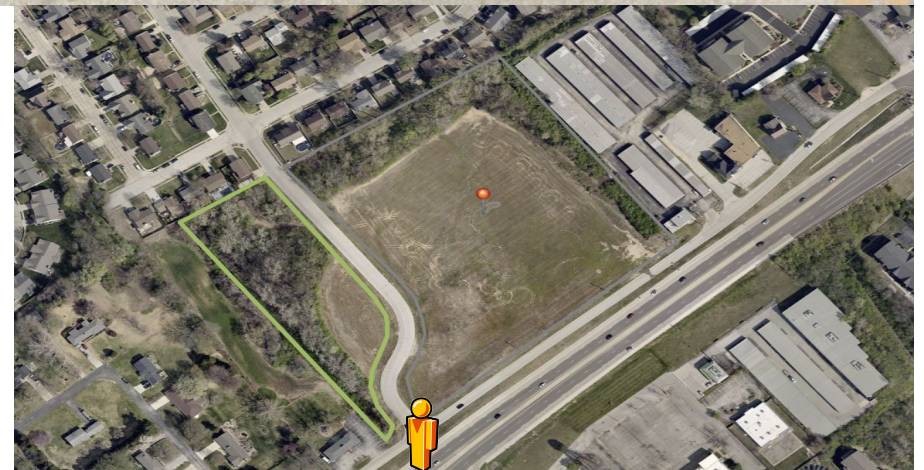
# Existing Conditions

## S Old Highway 94



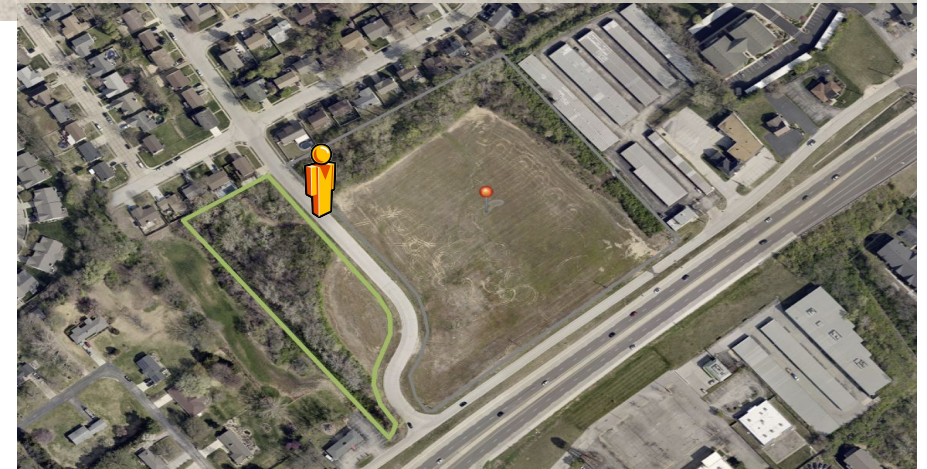
# Existing Conditions

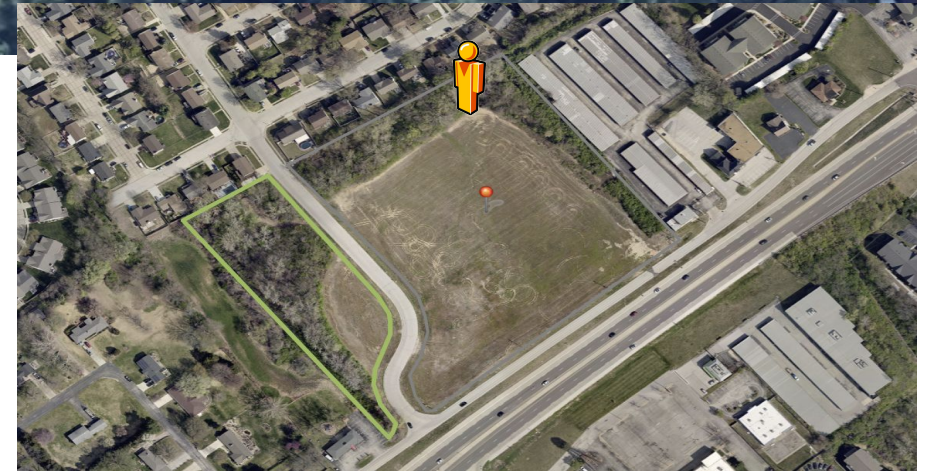
## S Old Highway 94



# Existing Conditions

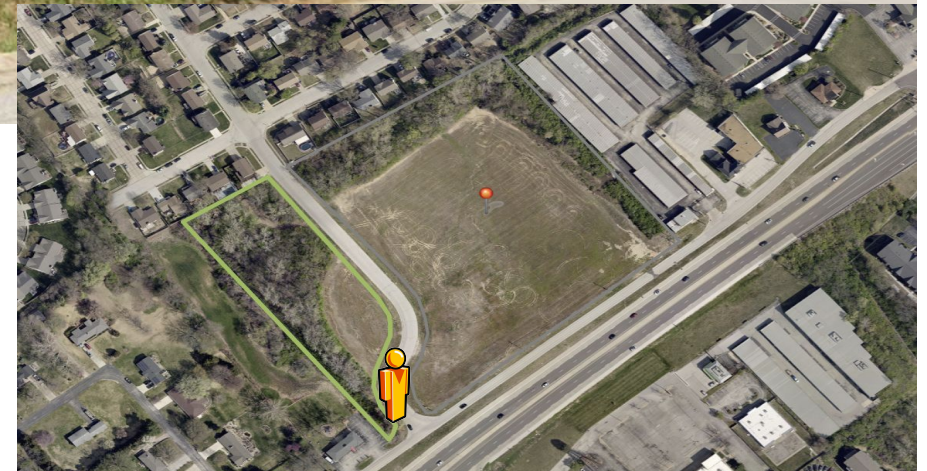
S Lynnbrook Dr





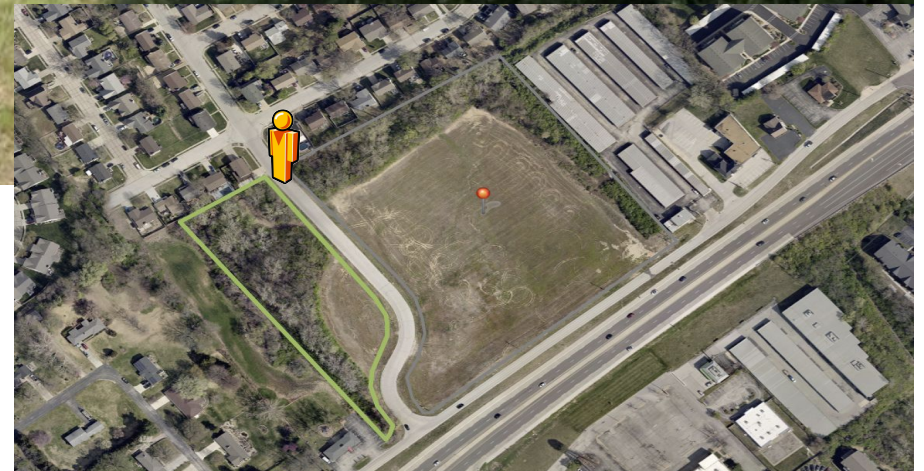
# Existing Conditions

## S Old Highway 94



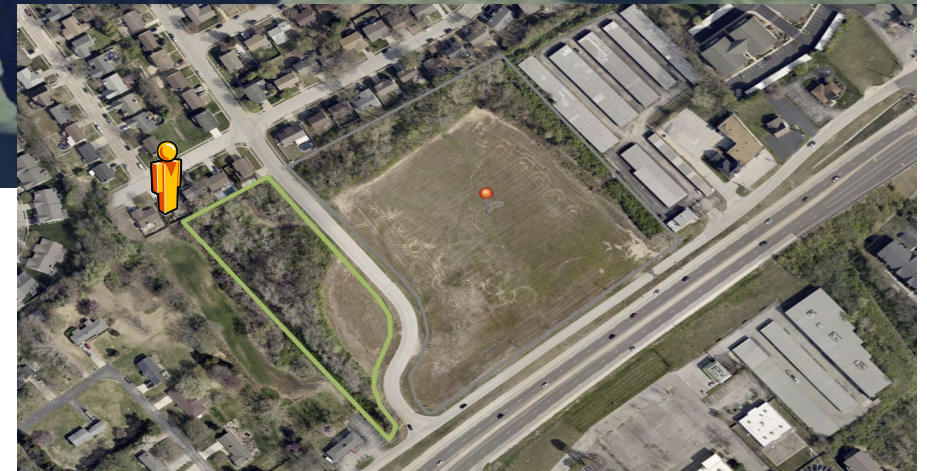
# Existing Conditions

## S Old Highway 94



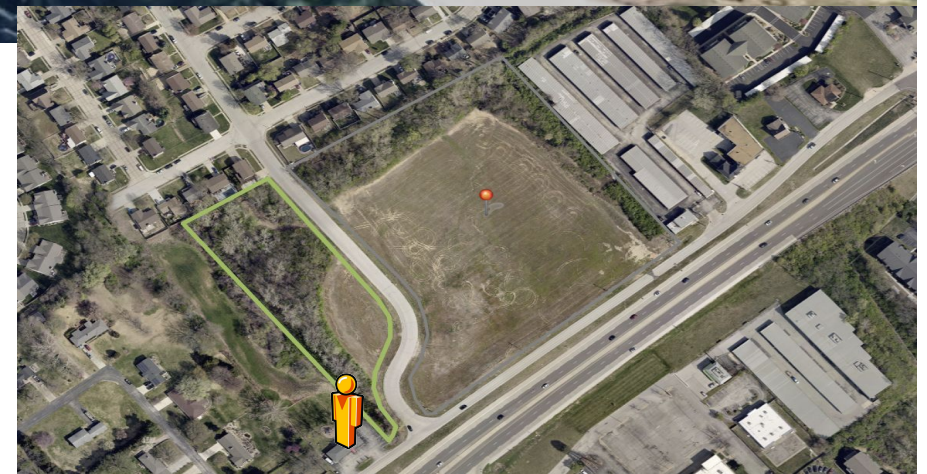
# Existing Conditions

## S Old Highway 94



# Existing Conditions

## S Old Highway 94



Topic	R-3A Requirement	Notes / Watch-Outs
Density	Max 18.0 dwelling units per acre (eCode360)	Primary unit cap. Confirm whether acreage is calculated as gross vs. net (ROW, easements, or tract exclusions) during entitlement and survey.
Building Height	Max 3 stories or 45 ft (eCode360)	Verify height measurement rules for sloped sites, roof forms, or stepped massing.
Front Setback	25 ft (eCode360)	Measured from building line to property line. Corner lots or multiple frontages may trigger additional requirements.
Side Setback	7 ft (eCode360)	Check fire separation and building code constraints if designing close to the minimum.
Rear Setback	25 ft (eCode360)	Confirm rear lot line location vs. easements, buffers, or utility corridors.
Building Separation (same lot)	Min 30 ft between buildings (eCode360)	Major site-planning driver for multiple buildings or townhome rows.
Maximum Lot Coverage	40% (eCode360)	Includes principal structures and accessory buildings.
Minimum Lot Area	10,000 SF (eCode360)	Minimum parcel size standard, separate from the density cap.
Minimum Lot Dimensions	75 ft width at building line / 25 ft street frontage / 125 ft depth (eCode360)	Critical for lot splits, assemblages, or irregular parcel shapes.
Parking Ratio	2 spaces per dwelling unit (eCode360)	City parking table: "Dwelling units – 2 per unit." Senior housing has separate standards.



### Parcel Details Summary

#### Parcel Identification

- Property Address: S OLD HWY 94, ST CHARLES, MO 63303
- Parcel ID (APN): 3-0003-3280-00-0011.2000000
- Account Number: 443040A000
- Owner: Manning Realty LLC
- Mailing Address: 6 Bellerive Country Club Grounds, St. Louis, MO 63141

#### Site Information

- Size: 2.85 Acres (~124,146 sq. ft.)
- Zoning Designation: C-2 (General Business District)
- Current Tax Class: Vacant Agricultural (A)
- Topography: Relatively level terrain (Lat: 38.7728, Long: -90.5218)
- Municipality: City of St. Charles (Ward 4 - Council Member Mary West)



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# ALTA/NSPS LAND TITLE SURVEY

## SOUTH OLD HIGHWAY 94

A TRACT OF LAND BEING PART OF LOT 21, BLOCK 2 OF EVAN'S SURVEY OF THE COMMONS OF ST. CHARLES

TOWNSHIP 46 NORTH, RANGE 4 EAST

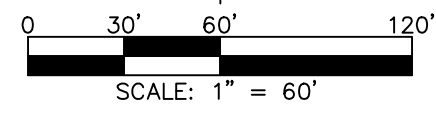
CITY OF ST. CHARLES, ST. CHARLES COUNTY, MISSOURI

PARCEL OWNER INFORMATION				
REF. LETTER	OWNER	ADDRESS	DOC. NO. & PAGE	PARCEL NO.
(A)	PAUL VAN METER & ANN VAN METER LIVING TRUST	1612 DARTMOUTH DRIVE	02024-034232	3-0003-5639-00-0179
(B)	BROOKS, JAMES F. III	1608 DARTMOUTH DRIVE	02024-041231	3-0003-5639-00-0180
(C)	THOMPSON, DENISE M.	1604 DARTMOUTH DRIVE	03729-000210	3-0003-5206-00-0181
(D)	DECKARD, BLAKE	1549 DARTMOUTH DRIVE	02023-048603	3-0003-5206-00-0182
(E)	HANSEN, PAMELA J. & HANSEN, GREGORY S.	1544 DARTMOUTH DRIVE	04880-000322	3-0003-5206-00-0001
(F)	SELBY, RICHARD W.	1540 DARTMOUTH DRIVE	02990-000311	3-0003-5206-00-0002
(G)	LONG, WILLIAM STANLEY ALLEN	1536 DARTMOUTH DRIVE	05742-001805	3-0003-5206-00-0003
(H)	SCOTT B. BURKETT REVOCABLE TRUST	1532 DARTMOUTH DRIVE	02024-047407	3-0003-5206-00-0004
(I)	ALICIA MAABA DACANAY LIVING TRUST	1528 DARTMOUTH DRIVE	02020-102562	3-0003-5206-00-0005
(J)	VALENZUELA ORTIZ, JORGE MANUEL	1524 DARTMOUTH DRIVE	07348-000986	3-0003-5206-00-0006
(K)	MOUND, ALAN C. & MOUND, DEBORAH L.	1520 DARTMOUTH DRIVE	01266-002019	3-0003-5206-00-0007
(L)	JONES, ROBERT E. & JONES, BRIANNA L.	1516 DARTMOUTH DRIVE	02020-086171	3-0003-5206-00-0008
(M)	MWAI, ROBERT & KIBAKI, MONICAH	1512 DARTMOUTH DRIVE	02860-000994	3-0003-5920-00-0009

LEGEND OF SYMBOLS	
OBJECT/CONDITION REPRESENTED BY SYMBOL	EXISTING SYMBOL
UTILITY POLE	⊕
UTILITY POLE WITH GUY WIRE	⊕—
TREE	⊙
ELECTRIC LINE (OVERHEAD)	—OE—
ELECTRIC LINE (UNDERGROUND)	—T—
TELEPHONE LINE (UNDERGROUND)	—W—
WATER LINE	—G—
GAS LINE	—F—
FIBER OPTIC CABLE (UNDERGROUND)	—G—
MANHOLE WITH STORM SEWER	⊕
INLET WITH STORM SEWER	⊕
MANHOLE WITH SANITARY SEWER	⊕
INLET NUMBER	⊕
MANHOLE NUMBER	⊕
LIGHT	⊕
FIRE HYDRANT	⊕
GAS VALVE	⊕
GAS METER	⊕
WATER VALVE	⊕
WATER METER	⊕
CONTOUR	446
SPOT ELEVATION	646.45
SPOT ELEVATION AT TOP OF CURB	TC 646.45
SPOT ELEVATION AT FLOWLINE OF GUTTER	FG 646.45
SPOT ELEVATION AT TOP OF WALL	TW 646.45
SPOT ELEVATION AT BOTTOM OF WALL	BW 646.45
SPOT ELEVATION AT TOP OF BANK	TB 646.45
SPOT ELEVATION AT BOTTOM OF BANK	BB 646.45
STREET SIGN	△

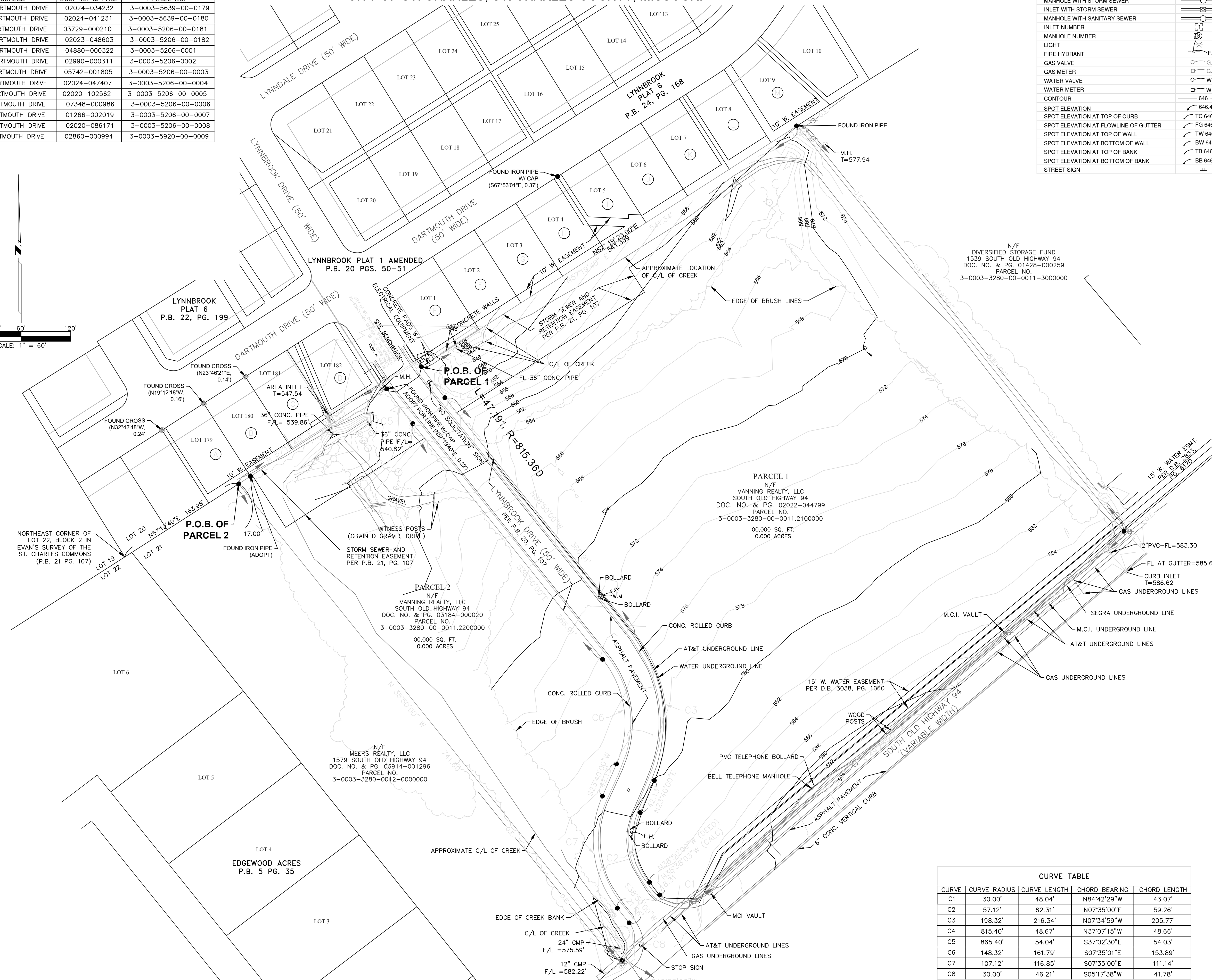
### SITE BENCHMARK

CITY OF ST. CHARLES STORM STRUCTURE  
F5-STMC1-041; CENTER OF THE MANHOLE OF  
THE CURB INLET.  
ELEV. = 549.28



### ABBREVIATIONS INDEX

AI	AREA INLET
ASPH	ASPHALT
ATG	ADJUST TO GRADE
BL	BASILINE
B/L	BUILDING LINE
BLD	BOTTOM OF LOADING DOCK ELEVATION
BLDG	BUILDING
BM	BENCHMARK
BOT	BOTTOM
BOS	BOTTOM OF SLOPE ELEVATION
BW	BOTTOM OF WALL AT EXISTING GRADE
BWFG	BOTTOM OF WALL AT FINISHED GRADE
CI	CURB INLET
CL	CENTERLINE
CMP	CORRUGATED METAL PIPE
CO	CLEAN OUT
CONC	CONCRETE
CP	CONCRETE PIPE
CPS	COTTON PICKER SPINDLE
DB	DEED BOOK
DCI	DOUBLE CURB INLET
DIP	DUCTILE IRON PIPE
DS	DOWNSPOUT
E	EAST
ELEV	ELEVATION
EP	EDGE OF PAVEMENT
ES	EDGE OF SHOULDER
ESMT	EASEMENT
EXIST	EXISTING
FES	FLARED END SECTION
FF	FINISH FLOOR ELEVATION
FG	FLOWLINE OF GUTTER ELEVATION
FIP	FOUND IRON PIPE
FL	FLOW LINE ELEVATION
FND	FOUND
FP	FENCE POST
GI	GRATE INLET
HC	HANDICAPPED
INV	INVERT
L	LENGTH
LOC	LOCATOR NUMBER
MAX	MAXIMUM
MH	MANHOLE
MIN	MINIMUM
MON	MONUMENT
MSD	METROPOLITAN ST. LOUIS SEWER DISTRICT
N	NORTH
N/F	NOW OR FORMERLY
NE	NORTHEAST
NW	NORTHWEST
OA	OLD AXLE
OIP	OLD IRON PIPE
OIR	OLD IRON ROD
OS	OLD STONE
PB	PLAT BOOK
PERM	PERMANENT
PAGE	PAGE
PGS	PAGES
PL	PROPERTY LINE
PVC	POLYVINYL CHLORIDE
PVMT	PAVEMENT
R	RADIUS
RAIR	REMOVE AND REPLACE
RCP	REINFORCED CONCRETE PIPE
REC	RECORD
ROW	RIGHT OF WAY
RR	RAILROAD
R/W	RIGHT OF WAY
S	SOUTH
SE	SOUTHEAST
SIP	SET IRON PIPE
SF	SQUARE FEET
SURV	SURVEY
SV	SEWER VENT
SW	SOUTHWEST
TBR	TO BE REMOVED
TBR&R	TO BE REMOVED & RELOCATED
TC	TOP OF CURB ELEVATION
TF	TOP OF FOUNDATION ELEVATION
TLD	TOP OF LOADING DOCK ELEVATION
TPED	TELEPHONE PEDESTAL
TR	TOP OF RAIL ELEVATION
TS	TOP OF SLOPE ELEVATION
TW	TOP OF WALL ELEVATION
TYP	TYPICAL
UIP	USE IN PLACE
VCP	VITRIFIED CLAY PIPE
VERT	VERTICAL
W	WEST



CURVE TABLE				
CURVE	CURVE RADIUS	CURVE LENGTH	CHORD BEARING	CHORD LENGTH
C1	30.00'	48.04'	N84°42'29"W	43.07'
C2	57.12'	62.31'	N07°35'00"E	59.26'
C3	198.32'	216.34'	N07°34'59"W	205.77'
C4	815.40'	48.67'	N37°07'15"W	48.66'
C5	865.40'	54.04'	S37°02'30"E	54.03'
C6	148.32'	161.79'	S07°35'01"E	153.89'
C7	107.12'	116.85'	S07°35'00"E	111.14'
C8	30.00'	46.21'	S05°17'38"W	41.78'

**ENGINEERING/SURVEYING - AUTHENTICATION**

BEFORE YOU DIG, DRILL OR BURN, call 1-800-344-7483 (TOLL FREE) MISSOURI ONE CALL SYSTEM, INC.

THE RESPONSIBILITY FOR PROFESSIONAL ENGINEERING/SURVEYING LIABILITY ON THIS PROJECT IS HEREBY LIMITED TO THE SET OF PLANS AUTHENTICATED BY THE SEAL, SIGNATURE AND DATE HERE UNDER.

THE PROJECT AND SPECIFICALLY EXCLUDES REVISIONS AFTER THIS DATE UNLESS RE-AUTHENTICATED.

2-17-2026

**THOMAS R. PROST**  
REGISTERED PROFESSIONAL LAND SURVEYOR  
PLS # 15-222

DATE: 2-17-2026  
PROJECT NUMBER: 225-111

ALTA/NSPS AND TOPOGRAPHIC SURVEY SHEET 2 OF 2

**ALTA/NSPS LAND TITLE SURVEY**  
**SOUTH OLD HIGHWAY 94**  
A TRACT OF LAND BEING PART OF LOT 21, BLOCK 2 OF EVAN'S SURVEY OF THE COMMONS OF ST. CHARLES TOWNSHIP 46 NORTH, RANGE 4 EAST CITY OF ST. CHARLES, ST. CHARLES COUNTY, MISSOURI

**PREPARED FOR:** VICTOR ALSTON  
**CREATED BY:** LUX LIVING LLC  
1 NORTH TAYLOR AVENUE  
ST. LOUIS, MISSOURI 63108-2105  
MOBILE: (816) 851-4955  
EMAIL: vic@revivalstl.com

**POEHLMAN & PROST, INC.**  
Land Surveying and Civil Engineering  
P.O. Box 1518  
46 C Worthington Access Drive  
Maryland Heights, Missouri 63043  
(314) 997-5777 Phone  
(314) 997-0407 Fax  
E-Mail: pmertz@poehlman-prost.com

CERTIFICATE OF AUTHORITY  
CIVIL ENGINEERING # 000922  
LAND SURVEYING # 000199



**AGENDA ITEM #2**

**STAFF REPORT  
BOA-2026-10**

**LOT 5 & 6 OF THE ELM POINT INDUSTRIAL  
PARK PLAT 3 ADJUSTED LOT 23 SUBDIVISION**

**JUNE 1, 2026  
BY MADELYN P. BROWN**

---

**GENERAL INFORMATION**

***Applicant/Owner:*** PCLS Enterprises LLC  
1 Twin Silos Court  
St. Charles, Missouri 63301

***Location:*** Lot 5 & 6 of the Elm Point Industrial Park Plat 3 Adjusted Lot 23  
Subdivision  
Ward 8

***Request:*** Two Requests: 1) to decrease the minimum distance from a building within a Light Industrial District to a Residential District boundary from one hundred (100) feet to fifty (50) feet as regulated in Section 400.240(D)(5)(a); and 2) to decrease the minimum landscaped greenbelt where an "I-1" zoning district directly adjoins a residential zoning district from fifty (50) feet to ten (10) feet as regulated in Section 400.240(D)(10)(b) of the City of St. Charles Code of Ordinances.

***Zoning:*** I-1 Light Industrial District

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

<u>Direction</u>	<u>Zoning</u>	<u>Land Use</u>
North	I-1	Storage/Warehouse
South	R-M	Mobile Home Park
East	N/A	R.O.W.
West	I-1	Office

**REQUEST**

The subject property is located at Lot 5 and 6 of the Elm Point Industrial Park Plat 3 Adjusted Lot 23 Subdivision. The property is approximately 2.63 acres and is zoned I-1 Light Industrial District. The site is the proposed future location of an office and warehouse with an associated outdoor storage use. The applicant is seeking two variances in association with the site. The first request is to decrease the minimum distance from a building to a Residential District boundary from one hundred (100) feet to fifty (50) feet. The second request is to decrease the minimum landscaped greenbelt where an "I-1" zoning district directly adjoins a residential zoning district from fifty (50)

feet to ten (10) feet.

***Residential District Boundary Background:***

Per Code, in an Industrial District, no part of any building, accessory structure or sign shall be located closer than one hundred (100) feet to any residential district boundary; however, within the same Design Standards side and rear yard setbacks are zero feet except when adjoining a residential district there is a fifty (50) foot setback. Since these two standards are conflicting, the Code states that when there are conflicting provisions, the more stringent requirement shall be imposed. Therefore, the applicant's request to decrease the residential district boundary has been submitted to decrease this more stringent setback to least restrictive setback. The request would decrease this requirement from 100 feet to 50 feet, as depicted in the attached Site Plan for the proposed development.

**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 decrease the minimum distance from a building to a Residential District boundary from one hundred (100) feet to fifty (50) feet is a 50% decrease. This request would be considered substantial because it is greater than 25%.
- The request to decrease the minimum landscaped greenbelt where an "I-1" zoning district directly adjoins a residential zoning district from fifty (50) feet to ten (10) feet is an 80% 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.***

Upon review of the variance requests, it has been determined that each request would have a different impact on the neighboring properties and the surrounding area. The request to decrease the minimum distance from a building to a residential district boundary from one hundred (100) feet to fifty (50) feet should not have a substantial impact on adjacent properties, provided the required fifty (50) foot landscaped greenbelt is maintained in accordance with Code requirements. The required greenbelt is intended to serve as a buffer between industrial and residentially zoned properties by providing screening/separation that reduces the impacts of the industrial use. If the required buffer is maintained, the reduced building setback can be accommodated without significantly impacting the character of the surrounding neighborhood.

However, the request to decrease the required landscaped greenbelt from fifty (50) feet to ten (10) feet may negatively impact the adjacent residentially zoned property and the surrounding neighborhood. The proposed reduction would not provide substantial buffering, which is intended to separate industrial development from residential areas. The reduced greenbelt would not provide adequate landscaping, screening, and visual mitigation, which is necessary to offset the impacts associated with the reduced building setback request.

***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 both requests would be to reconfigure the site to meet the required code standards. As stated above, the minimum distance from a building to a residential district boundary is a conflicting standard within the Design Standards. Therefore, the request to decrease the setback from one hundred (100) feet to fifty (50) feet is reasonable, as the proposed setback would be consistent with the less stringent setback requirement. Additionally, if the required fifty (50) foot landscaped greenbelt would remain in place, sufficient septation and buffering would be provided between the industrial and residential zoning districts.

However, there are feasible alternatives to the request to reduce the landscaped greenbelt from fifty (50) feet to ten (10) feet. The applicant could redesign or reconfigure the site layout, building placement, parking arrangement, or outdoor storage areas in a manner that preserves the full required greenbelt. Maintaining the required buffer area is important to uphold the intent of the Code and to minimize impacts on the adjacent residentially zoned property. There is not a sufficient hardship that would justify such a substantial reduction to the required landscaped greenbelt.

- (4) 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.***

Without approval of the variance to decrease the minimum distance from a building to a Residential District boundary, the more stringent setback requirement would significantly limit the developable area of the site. The subject property is constrained by its overall configuration and size, which creates challenges in designing and constructing the proposed office, warehouse, and outdoor storage. Additionally, as stated above, this required distance conflicts with what is required within the design standards. The applicant is requesting the required distance of the design standards be applied.

A reduction in the setback from one hundred (100) feet to fifty (50) feet may still meet the spirit and intent of the Code, provided the required fifty (50) foot landscaped greenbelt is maintained in its entirety. The landscaped greenbelt serves as the essential buffering intended to separate industrial development from residentially zoned property and mitigate negative impacts.

However, reducing the required, landscaped greenbelt from fifty (50) feet to ten (10) feet is not a just action. The required greenbelt is specifically intended to provide adequate separation, landscaping, and screening between industrial and residential zoning districts. Approval of the requested, substantial reduction would significantly reduce the effectiveness of the buffer and not meet the intent of the regulations established to protect adjacent residential properties from the impacts of industrial development. Support for the reduced building setback can only be justified if the full landscaped greenbelt is preserved to maintain adequate screening.

**Based on these factors, Staff believes the approval of the request to decrease the Residential District boundary would be considered a just action, while the request to decrease the greenbelt would not be considered a just action.**

### **STAFF RECOMMENDATION**

After review of the request and all pertinent information, the Department of Community Development provides two recommendations for each request:

1. Staff recommends that the request decrease the minimum distance from a building within a Light Industrial District to a Residential District boundary from one hundred (100) feet to fifty (50) feet be **APPROVED**.

- Staff recommends that the request to decrease the minimum landscaped greenbelt from fifty (50) feet to ten (10) feet be **DENIED**.

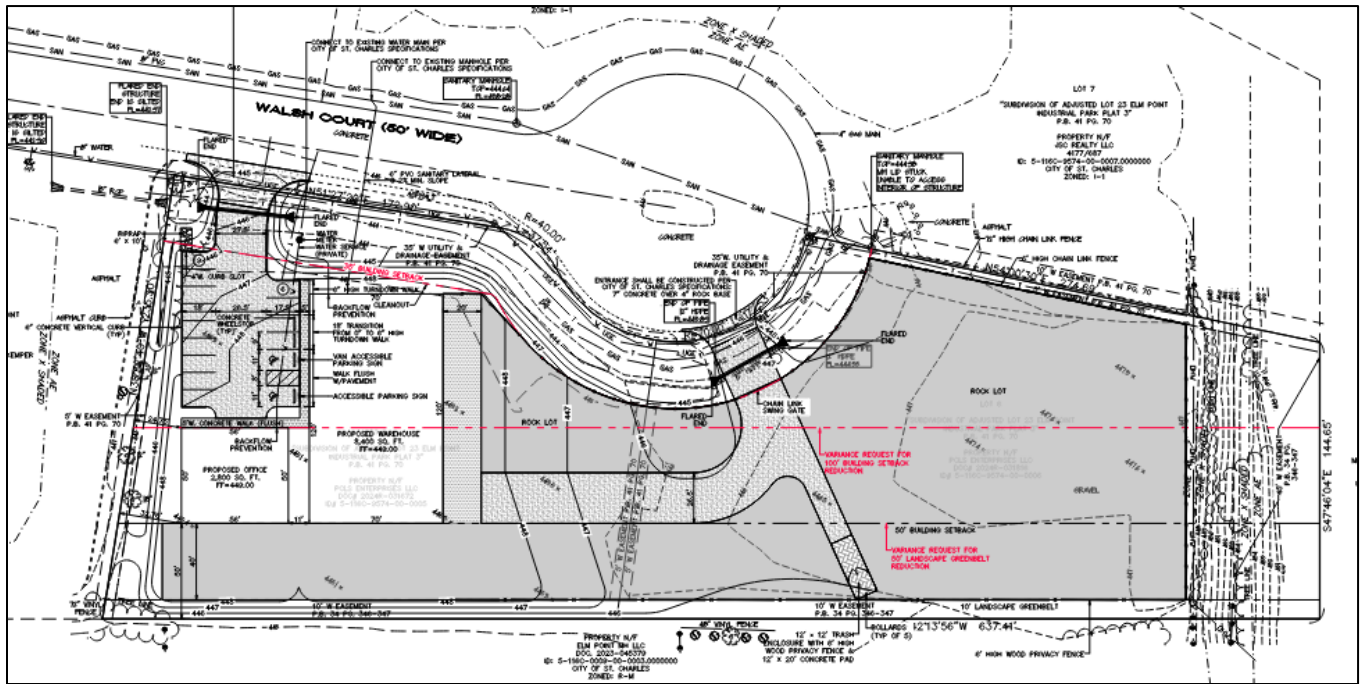


Figure 1: Proposed site plan.



Figure 2: Street view of subject property.



Figure 3: 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 Light Industrial District requires a 100-foot building setback from an adjacent residential district. Reducing the 100-foot building setback from the adjacent residential district to a 50-foot building setback is requested.

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 impact on population density and available government facilities is expected with the approval of this request.

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 adjacent lot to the southwest of this site has a 50-foot building setback from the adjacent residential district. The existing mobile homes south and southeast of the site are 43 to 60 feet from the common property line. The variance, if granted, will not have a negative impact on the adjacent residential neighborhood.

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

The configuration of the lots prevent any feasible alternative.

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:

The configuration of the lots from the R/W line at the cul-de-sac to the rear yard is 145 feet; a 35-foot front yard and a 100-foot rear yard allows a remainder of 10 feet. 72% of the total lot area would be restricted from buildings. The remaining building area results in 28% of the total lot area.



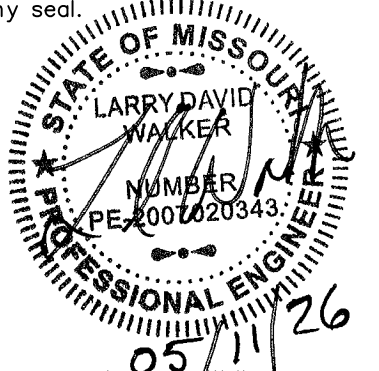
**ENGINEERING  
 PLANNING  
 SURVEYING**

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 #001444

REVISIONS

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.

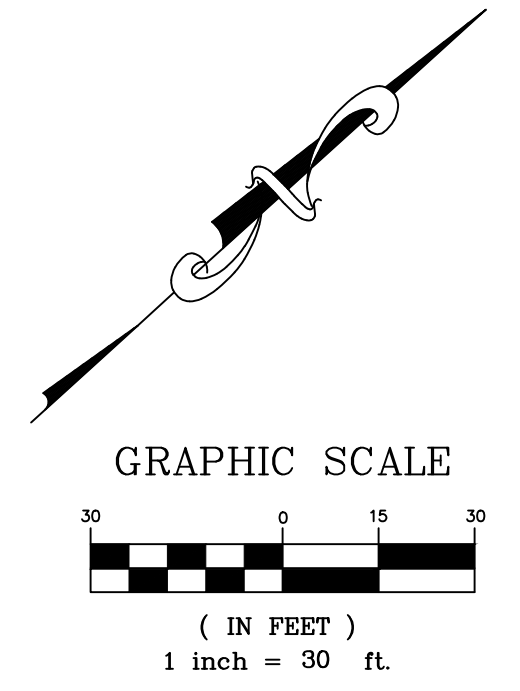
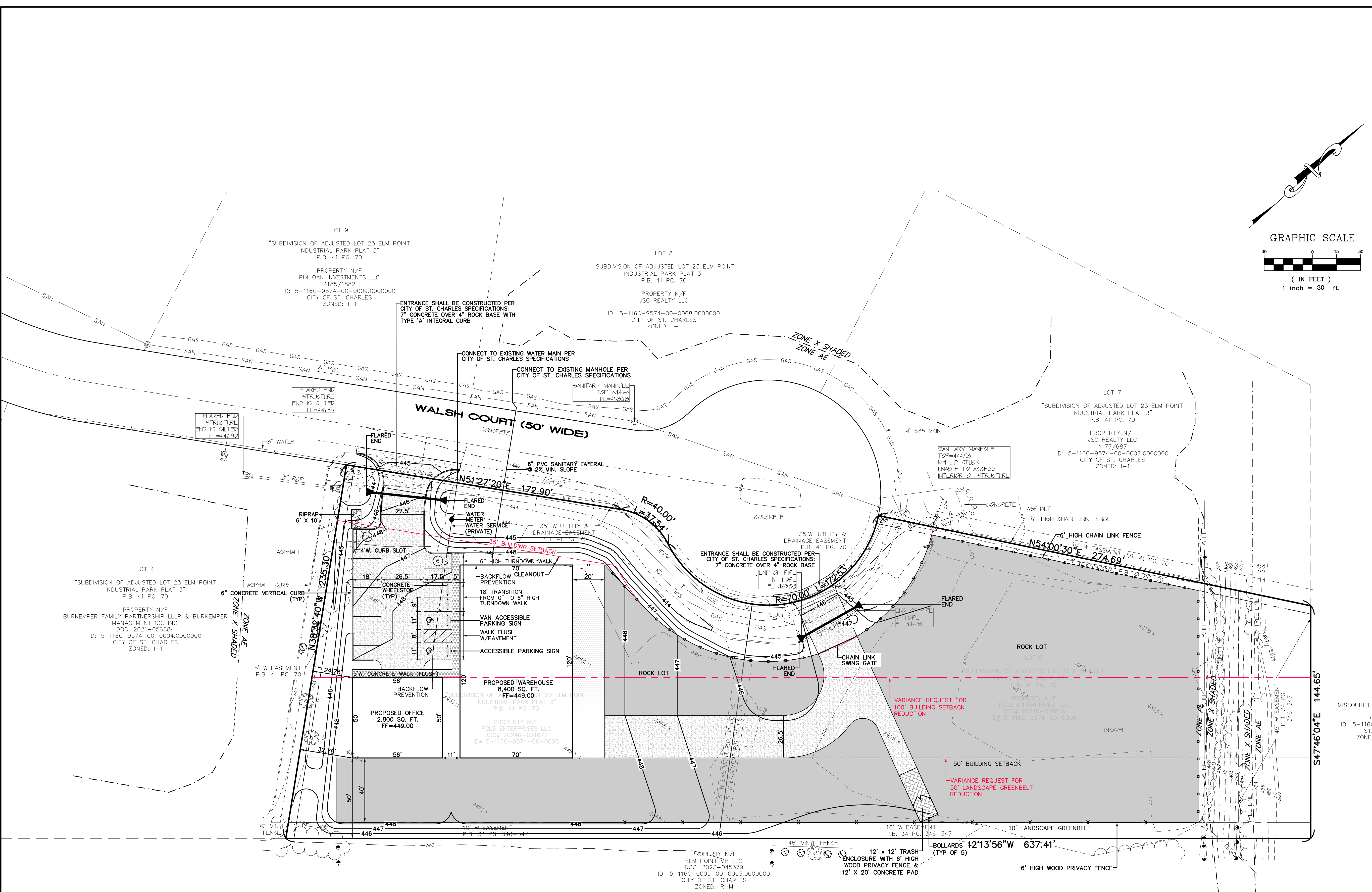







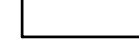
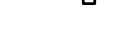

Larry D. Walker  
 Civil Engineer  
 Engineers License No. 2007020343

05-11-26  
 DATE  
 25-19668  
 PROJECT NUMBER  
 19668 PRE.DWG  
 FILE NAME  
 AJW  
 DRAWN  
 RKC LDW  
 DESIGNED CHECKED

SITE PLAN

C-2



- LEGEND:
-  4" CONCRETE OVER 4" ROCK
  -  6" CONCRETE OVER 4" ROCK
  -  7" CONCRETE OVER 4" ROCK
  -  8" CONCRETE OVER 4" ROCK
  -  3" ASPHALT OVER 8" ROCK
  -  8" GRAVEL - GRAVEL STORAGE AREA
  -  6' HIGH CHAIN LINK FENCE
  -  6' HIGH WOOD PRIVACY FENCE

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.



CALL BEFORE  
 YOU DIG!  
 1-800-DIG-RITE



**AGENDA ITEM #3**

**STAFF REPORT  
BOA-2026-11  
3060 LITTLE HILLS EXPY**

**JUNE 1, 2026  
BY MADELYN P. BROWN**

---

**GENERAL INFORMATION**

***Applicant:*** Piros Signs, Inc  
1818 Old State Road M  
Barnhart, Missouri 63012

***Owner:*** Compass Health  
111 Mexico Court  
St. Peters, MO 63376

***Location:*** 3060 Little Hills Expressway  
Ward 1

***Request:*** Two Requests: 1) to increase the maximum height 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; and 2) to increase the maximum sign area from 150 square feet to 484.50 square feet as regulated in Section 400.1470(A)(1).

***Zoning:*** PD-I Planned Development Industrial

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

<u>Direction</u>	<u>Zoning</u>	<u>Land Use</u>
North	PD-I	Vacant
South	Hwy 370	R.O.W.
East	PD-I	Vacant
West	R-1E	Common Ground

**REQUEST**

The subject property is located at 3060 Little Hills Expressway. The property is approximately 2.86 acres and is zoned PD-I Planned Development Industrial. The site is the future location of a Compass Health. The applicant is seeking two variances for a freestanding pole sign. The first request is to increase the maximum height from thirty (30) feet to fifty (50). The second request is to increase the maximum sign area from 150 square feet to 484.50 square feet.

### **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 decrease the minimum lot width from increase the maximum height from thirty (30) feet to fifty (50) is a 40% decrease. This request would be considered substantial because it is greater than 25%.
- The request to increase the maximum sign area from 150 square feet to 484.50 square feet is an approximately 69% 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 may have a negative impact on adjacent properties. There are no nearby properties within the immediate surrounding area with freestanding pole signs of similar height or size. While pole signs of these proportions are not uncommon along other highway frontages, they are not present in the immediate area. Signs of similar proportions are typically reserved for billboards, which are more heavily regulated. Because surrounding properties do not contain freestanding signs of similar scale, the proposed signage may create a negative visual impact on the corridor. Additionally, approval of this variance request may set a precedent for other nearby properties to submit 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.**



Figure 1: Proposed sign.

An alternative to the increased signage height and area would be to install a pole sign which is compliant with code. According to the applicant's statement (attached), there is not an alternative to the variance which would allow visibility to the highway. Upon review of the approved site plan, staff has determined that visibility of the subject property from Highway 370 is somewhat limited. However, the intent of permitting pole signage within the Sign Code is to provide businesses adjacent to the highway the opportunity for enhanced visibility, rather than to guarantee unobstructed visibility from the highway. Furthermore, during the most recent Sign Code update, staff was directed specifically to limit the overall height and visual impact of pole signage in order to reduce visual clutter along the corridors.

Based on these factors, Staff has identified that alternative to the request would be to install a compliant sign.

**(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 and face area of pole signs remained unchanged. This consistency in allowed height and area demonstrates that the review from the involved parties did not identify a need for amendment. The intent of restricting the vertical height and face area 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 created by the property's distance from the highway, as well as the existing landscaping that separates the highway from the lot. However, many properties along this corridor have similar conditions of existing landscaping and distance. Because these conditions are common to multiple sites in the area, this does not constitute a unique condition of the land. That being said, a request for increased signage for additional visibility is a preference of the applicant and would not be considered an unavoidable hardship.

Additionally, the requested variance would permit a sign significantly larger than what is otherwise allowed under the City's sign regulations. The scale of the proposed sign is more comparable to nearby billboard signage than to permitted freestanding pole signs along the corridor. Approval of a sign of this size may undermine the intent of the recently updated sign code, which the intention is to maintain a consistent scale and character of signage while limiting visual clutter along the highway corridor. Because surrounding properties do not contain similarly scaled pole signs, the proposed sign may create a visual nuisance and establish a precedent that is inconsistent with the overall character and design intended for the area.

**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***.

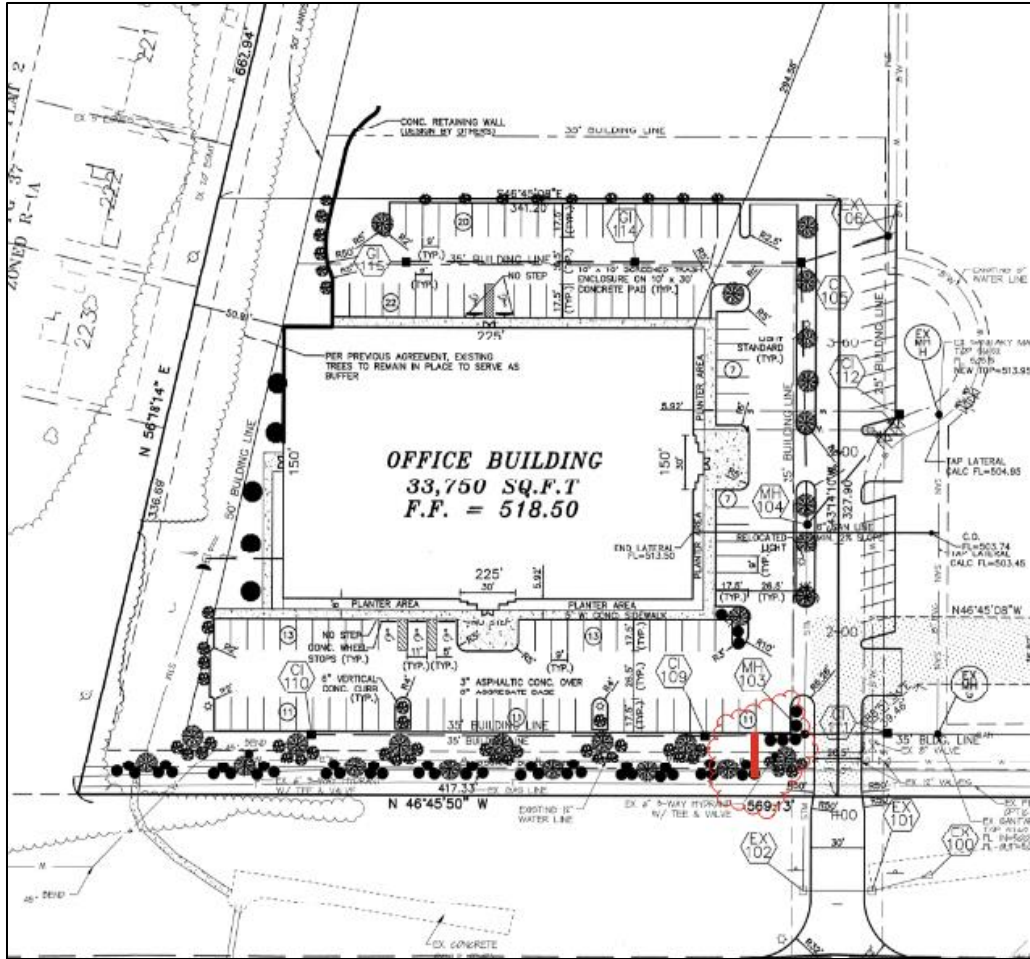


Figure 2: Proposed sign location.



Figure 3: Street view of subject property.

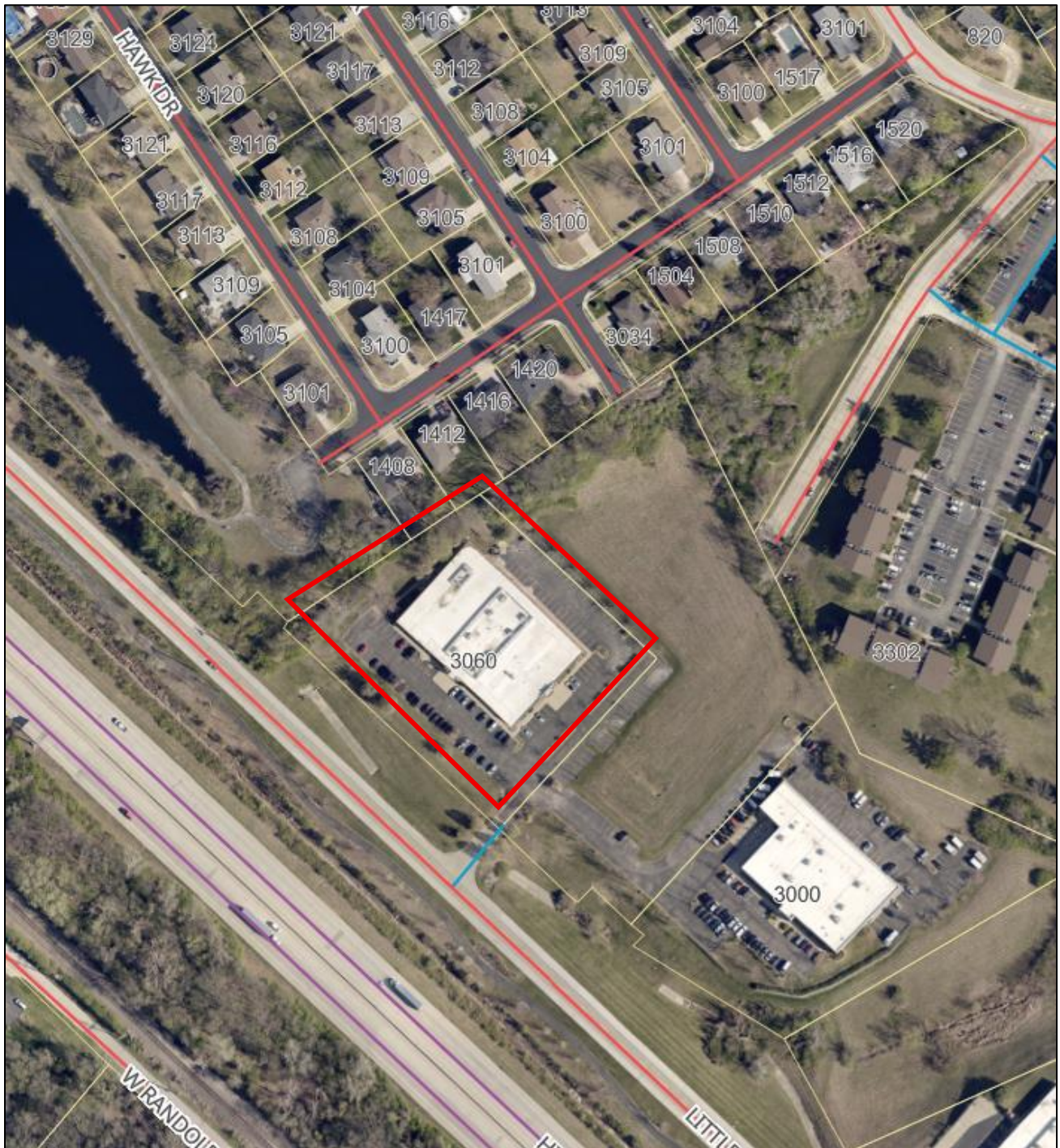


Figure 4: Aerial Photo of Subject Property.

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.

Code allows for 150 square feet at 30' OAH for freestanding signs along  
Highway 370. Our sign is proposed at 484.50 square feet and 50' in height due  
to the distance from the highway as well as trees that are in the right of way.

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 detrimental effect.

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

No detrimental effect.on neighboring properties. Nearest residential property is  
apprx. 500' to the Northwest and tucked behind the building.

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

We've explored many options to get visibility from the highway, and this  
was the only option that worked.

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:






The lot sits approx. 300' from the center line of the highway. There is a large  
landscaped right of way area that will block a sign that meets the Code requiriements. This  
is a public service building and the visibility to the passing traffic is greatly needed.

**Pole Sign - 50' OAH**

SCALE: 1/8" = 1'-0"

FABRICATE AND INSTALL (1) D/F POLE SIGN.

- ALUMINUM CONSTRUCTION CABINETS
- LED ILLUMINATED
- CABINET PAINTED COOL GRAY 10
- CLADDING / POLE PAINTED COOL GRAY 10
- FLEX FACES W/ TRANSLUCENT VINYL
- TOP CABINET SQUARE FOOTAGE: 318.75
- BOTTOM CABINET SQUARE FOOTAGE: 165.75
- TOTAL SQUARE FOOTAGE: 484.5
- POWER WILL BE BROUGHT TO SIGN SITE - DETAILS T.B.D.
- ALL FINAL DETAILS TBD

-  Map Brushed Aluminum
-  Pantone Cool Gray 10C  
C0 M0 Y0 K74
-  C7 M17 Y64 K0
-  C7 M68 Y98 K0
-  C47 M13 Y84 K0
-  C100 M78 Y16 K3

Overlapped colors determined in printing process.

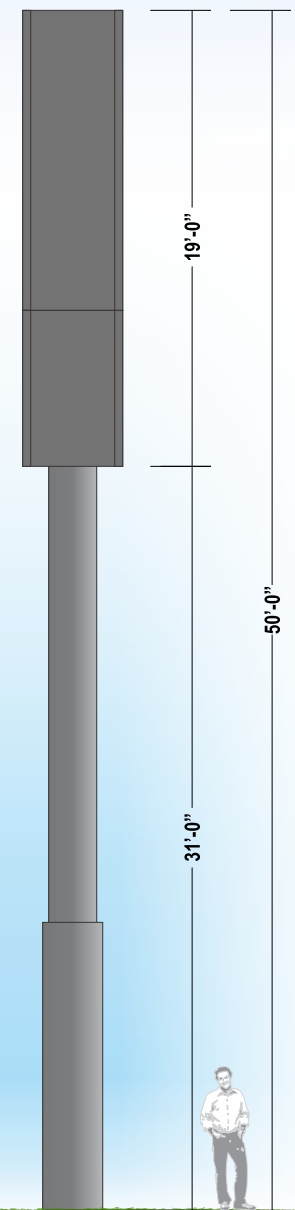
ALTERNATE LAYOUT



ALTERNATE LAYOUT

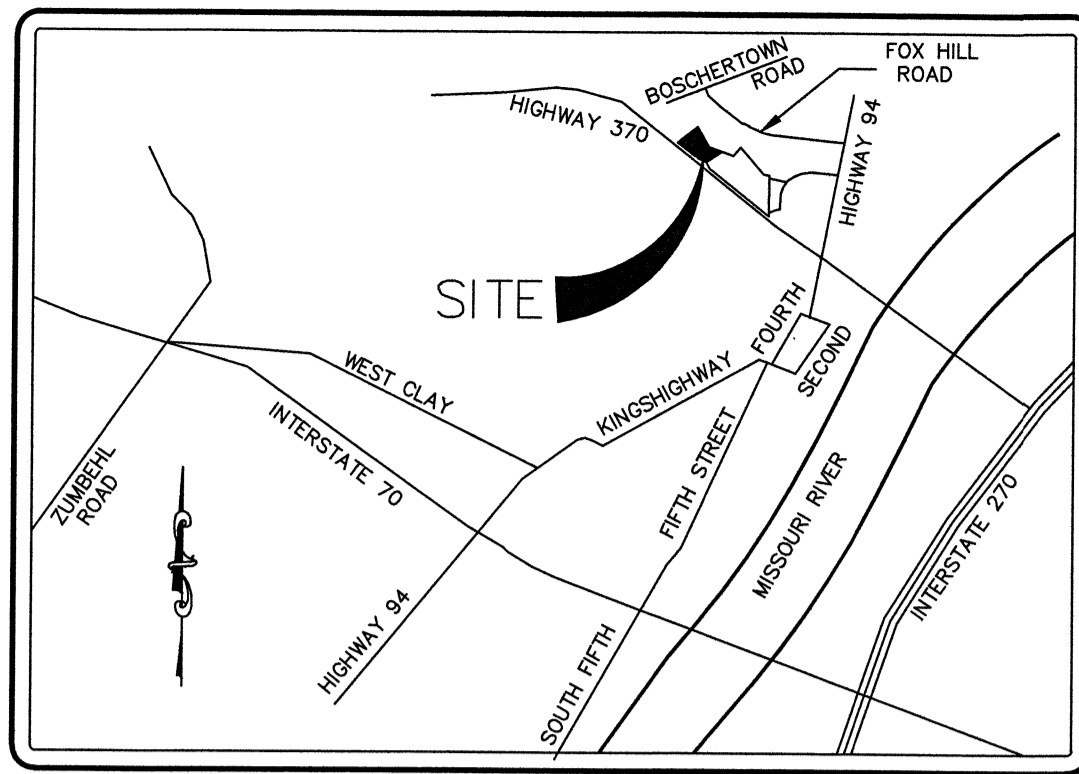


ACTUAL DEPTH VARIES DUE TO FABRICATION



FRONT PROFILE VIEW

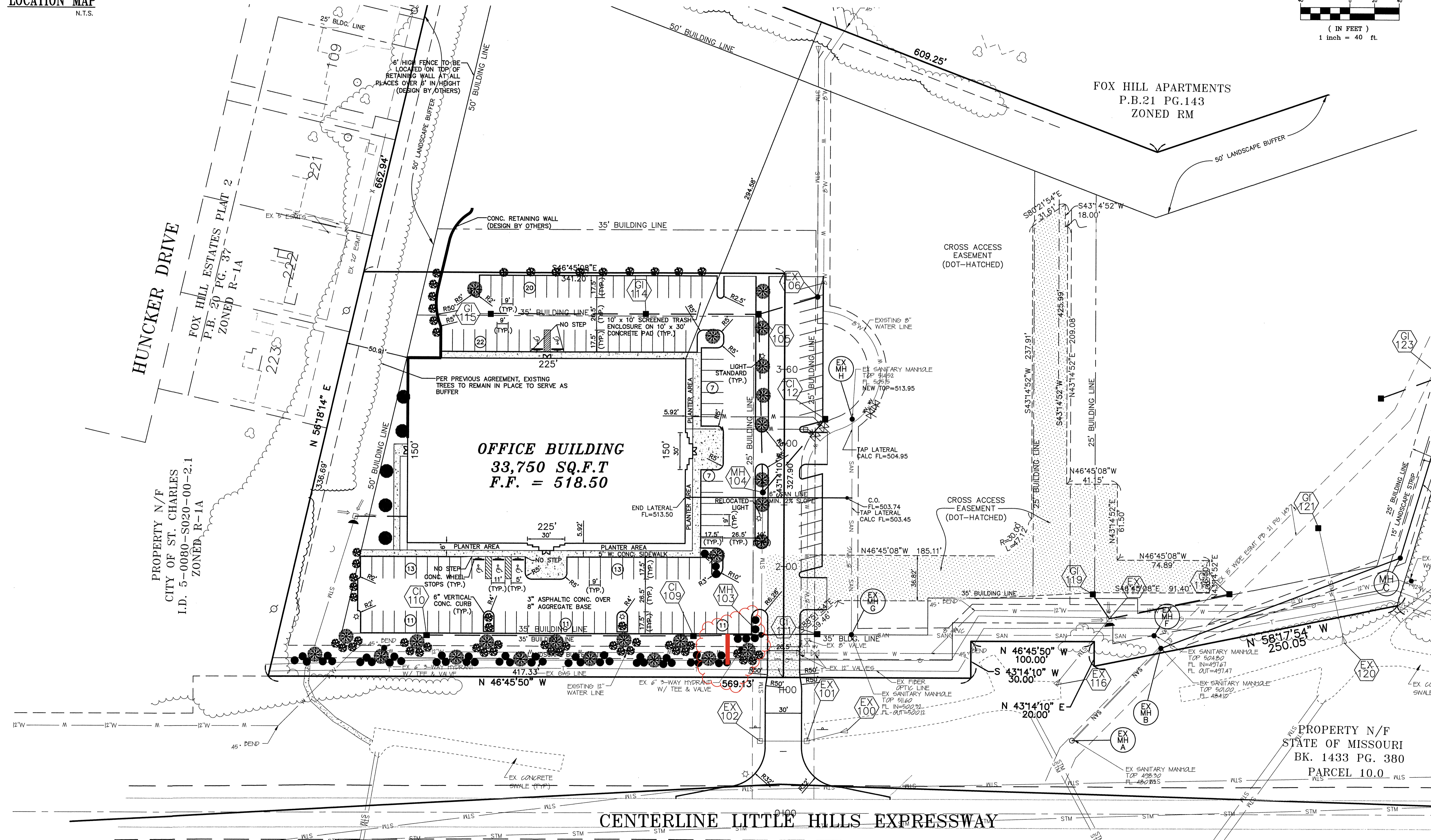
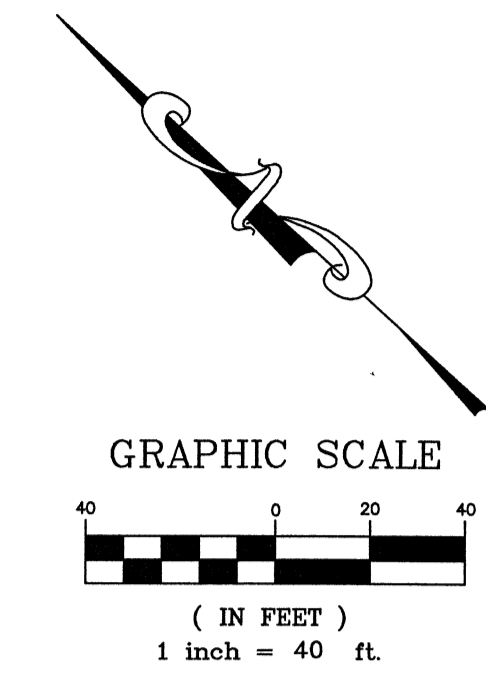
SIDE PROFILE VIEW



LOCATION MAP  
N.T.S.

# SITE EXHIBIT LOT 1 OF 370 CORPORATE CENTER

A TRACT OF LAND BEING PART OF LOTS 12,  
13, 19 AND 20 OF BLOCK 4 OF EVANS  
SURVEY OF THE ST. CHARLES COMMONS  
TOWNSHIP 47 NORTH, RANGE 5 EAST OF THE  
FIFTH PRINCIPAL MERIDIAN,  
ST. CHARLES COUNTY, MISSOURI



A SITE EXHIBIT FOR  
LOT 1 OF 370 CORPORATE CENTER  
LITTLE HILLS EXPRESSWAY  
CITY OF ST. CHARLES, MO



**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 #003655  
Missouri State Certificate of Authority  
Surveying #000144

REVISIONS

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.

10-23-25  
DATE  
96-80861  
PROJECT NUMBER  
80861 pre.DWG  
FILE NAME  
BWF  
DRAWN  
BWF CLH  
DESIGNED CHECKED

SITE EXHIBIT

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.



**AGENDA ITEM #4**

**STAFF REPORT  
BOARD OF ADJUSTMENT  
CASE NO. BOA-2026-12  
601 N. KINGSHIGHWAY STREET**

**JUNE 1, 2026  
BY LARA BERRY**

**GENERAL INFORMATION**

- Owner:** Louise W. Thomson  
601 N. Kingshighway Street  
St. Charles, Missouri 63301
- Applicant:** Steve Hollander – S.J. Hollander Architect  
519 1<sup>st</sup> Capitol Drive  
St. Charles, Missouri 63301
- Location:** 601 N. Kingshighway Street  
Ward 1
- Request:** Eight (8) requests for a proposed expansion of an existing, non-conforming Service (printing/publishing) establishment:  
1) to reduce the minimum lot size from 7,500 square feet to 6,199 square feet as regulated in Section 400.210(D)(1);  
2) to reduce the required front yard setback from 25 feet to zero feet as regulated in Section 400.210(D)(5)(a);  
3) to reduce the required side yard setback when abutting a residential zoning district from 15 feet to zero feet as regulated in Section 400.210(D)(5)(b);  
4) to reduce the required rear yard setback from 25 feet to zero feet as regulated in Section 400.210(D)(5)(c);  
5) to increase the maximum floor area per establishment from 3,000 square feet to 6,950 square feet as regulated in Section 400.210(D)(6);  
6) to reduce the required landscaping greenbelt along a residential zoning district from 15 feet to zero feet as regulated in Section 400.210(D)(9)(b);  
7) to reduce the number of required plantings within a landscaping greenbelt from 7 trees to zero trees as regulated in Section 400.210(D)(9)(b); and  
8) to reduce the number of required parking spaces from 6 spaces to zero spaces as regulated in Section 400.670 of the City of St. Charles Code of Ordinances.
- Current Zoning:** “R-1E/EHP” Single-Family Residential District and within the Extended Historic Preservation District
- Proposed Zoning:** “C-1/EHP” Neighborhood Business District and within the Extended Historic Preservation District

***Adjacent Zoning***

***& Land Use:***

<b><u>Direction</u></b>	<b><u>Zoning</u></b>	<b><u>Land Use</u></b>
North	R-1E	Single-Family Residential
South	O-I	Multi-Family & Single-Family Residential
East	R-1E	Single-Family Residential
West	C-2	Car Wash

**REQUEST**

The subject property is an approximately 6,300 square foot lot located on the northeast corner of the intersection of N. Kingshighway Street and Fielding Street. The applicant is requesting eight (8) variances related to the existing R-1E Single-Family Residential District development standards to facilitate the proposed expansion of the site. Following this application, the applicant will be pursuing a rezoning of the property from R-1E Single-Family Residential District to C-1 Neighborhood Business District to accommodate the intended commercial use and expansion of an existing non-conforming use and structure. Should the variances and rezoning be approved, the applicant would proceed with redevelopment of the site in accordance with the C-1 zoning district standards as modified by the approved variances.

**BACKGROUND**

**Historical Land Use**

Despite its residential zoning classification, City records and historical land use documentation indicate that the subject property has functioned in a commercial capacity for several decades. Prior uses on the site have included a grocery store and automotive-related uses, followed by continued commercial occupancy over time, with the most recent and current business being Thomson Printing. This documented pattern of non-residential use reflects a longstanding deviation from the property's underlying R-1E Single-Family Residential zoning designation.

In addition to its historical commercial activity, the site contains existing physical conditions that are inconsistent with current development standards, including non-conforming setbacks and non-compliant parking. These conditions are longstanding and are consistent with development patterns established during earlier commercial uses of the property.

In order to facilitate the proposed expansion of the business and support the associated rezoning request from R-1E Single-Family Residential District to C-1 Neighborhood Business District, the applicant is requesting variances to address existing site deficiencies and proposed improvements. Approval of the rezoning would align the property's zoning classification with its established and documented commercial history, while the requested variances would address site constraints that prevent full compliance with current standards, thereby moving the property toward greater legal conformity than exists under its present zoning designation.

**Past Approvals**

In 1999, the Board of Adjustment approved a variance permitting operation of a printing establishment at the subject property despite the underlying residential zoning classification. At that time, the Board was authorized to consider a use variance where the proposed use was permitted or conditionally permitted in a more restrictive zoning district than the district in which the prior non-conforming use would have otherwise been permitted. The Board's findings

acknowledged the site's longstanding commercial nature, the structure's physical limitations for residential occupancy, the surrounding commercial context, and existing parking limitations associated with the property.

As a result of the 1999 approval, the printing establishment has operated as a legal non-conforming use on the subject property. However, the current Zoning Code no longer authorizes the Board of Adjustment to approve land use variances of this nature, and the Board's authority is generally limited to dimensional and development standard variances. Accordingly, the prior Board approval established the legal non-conforming status of the use but does not independently authorize expansion of the use or relieve the property from compliance with applicable zoning and development standards.

The current request therefore differs from the 1999 action in that the applicant seeks dimensional relief related to lot size, setbacks, parking, buffering, and floor area in conjunction with a proposed rezoning of the property to C-1 Neighborhood Business District.

#### **Non-Conforming Use, Structure, and Lot**

The subject property contains a legal non-conforming use, as a printing establishment is not permitted within the underlying residential zoning district. The Zoning Code states that it is the intent that non-conforming uses and structures will eventually be eliminated. However, the property has historically functioned in a commercial capacity and has operated as a printing establishment pursuant to prior Board approval.

The existing structure is also non-conforming due to deficiencies in required setbacks and parking standards. The building is developed with existing zero-foot setbacks along portions of the site and occupies a constrained lot that predates current zoning standards.

At the same time, the proposed expansion represents an enlargement of a longstanding non-conforming development pattern and requires relief from multiple district standards intended to address site compatibility.

#### **2026 Comprehensive Plan**

The 2026 Comprehensive Plan identifies the North Kingshighway corridor as an area for further study due to the prevalence of non-conforming land uses and lots that complicate reinvestment and reuse along this heavily traveled corridor. The Plan recommends evaluation of zoning, land use patterns, design standards, and infrastructure improvements to better address the corridor's unique development conditions. Staff notes that the subject property reflects many of the characteristics identified within the corridor, including longstanding non-conforming development patterns and site constraints.

**ANALYSIS**

***Applicable Regulations:***

The applicant is requesting a variance from the City’s Zoning ordinance, as follows:

<b><i>Code Section</i></b>	<b><i>Description (C-1 Neighborhood Business District)</i></b>
<i>§400.210(D)(1)</i>	<i>Minimum lot area: seven thousand five hundred (7,500) square feet.</i>
<i>§400.210(D)(5)(a)</i>	<i>Minimum Front Yard Setback: twenty-five (25) feet.</i>
<i>§400.210(D)(5)(b)</i>	<i>Minimum Side Yard Setback: fifteen (15) feet when abutting a residential district.</i>
<i>§400.210(D)(5)(c)</i>	<i>Minimum Rear Yard Setback: twenty-five (25) feet.</i>
<i>§400.210(D)(6)</i>	<i>Maximum floor area: three thousand (3,000) square feet per establishment.</i>
<i>§400.210(D)(9)(b)</i>	<i>Where a "C-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 fifteen (15) feet in width shall be provided and maintained along the appropriate property line by the users of the "C-1" property.</i>
<i>§400.210(D)(9)(b)</i>	<i>The open area shall be planted with trees and shrubs. A minimum of one (1) tree shall be planted per thirty (30) lineal feet or fraction thereof for any frontage along a residential zoning district.</i>
<i>§400.670</i>	<i>Minimum Required Parking Schedule for a Printer/Publisher: 1 per 2 employees on maximum working shift plus space for storage of trucks or other vehicles used in connection with the business</i>

***Table 1: Applicable Regulations.***

***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 requested variances are substantial in relation to the applicable zoning requirements. The applicant seeks relief ranging from a 17.35% reduction in minimum lot size to 100% reductions in required setbacks, landscaping standards, and parking requirements. While the proposed total floor area of 6,950 square feet constitutes a 131.67% increase above the permitted 3,000 square foot maximum, staff notes that the existing structure already contains approximately 4,130 square feet, meaning a portion of the non-conformity presently exists. Although the proposal would further expand beyond the district standard, the Board may consider whether the proposed increase is proportional to the site’s physical limitations and the intended use of the addition. The individual requests are summarized in Table 2 on the next page.

For purposes of variance review, staff generally considers requests exceeding twenty-five percent (25%) deviation from an applicable standard to be substantial in nature. Based on this threshold, all requested variances, with the exception of the minimum lot size reduction, are considered substantial.

<b>Request</b>	<b>Size</b>	<b>Substantial</b>	<b>Existing Condition</b>
<i>Reduce Minimum Lot Size from 7,500 SF to 6,199 SF</i>	17.35%	No	Yes
<i>Reduce Front Yard Setback from 25 FT to 0 FT.</i>	100%	Yes	Yes
<i>Reduce Side Yard Setback when abutting a residential district from 15 FT to 0 FT.</i>	100%	Yes	Yes
<i>Reduce Rear Yard Setback from 25 FT to 0 FT.</i>	100%	Yes	Yes
<i>Increase Maximum Floor Area per Establishment from 3,000 SF to 6,950 SF.</i>	131.67%	Yes	No
<i>Reduce the Landscaping Greenbelt along a residential zoning district from 15 FT to 0 FT.</i>	100%	Yes	Yes
<i>Reduce the required plantings for the landscaping greenbelt from 7 trees to 0 trees.</i>	100%	Yes	Yes
<i>Reduce the number of required parking spaces from 6 spaces to zero 0 spaces.</i>	100%	Yes	Yes

**Table 2: Size of the variance requests.**

Staff notes that several dimensional deficiencies, including lot size and setback encroachments, are longstanding existing site conditions associated with the placement of the structure and constrained dimensions of the lot. In these instances, portions of the requested relief may be viewed, in part, as recognition of existing physical conditions rather than the creation of entirely new nonconformities. For example, the existing structure already occupies zero-foot setbacks along portions of the site and predates current zoning standards. (See Figure 1 & 2 below.)

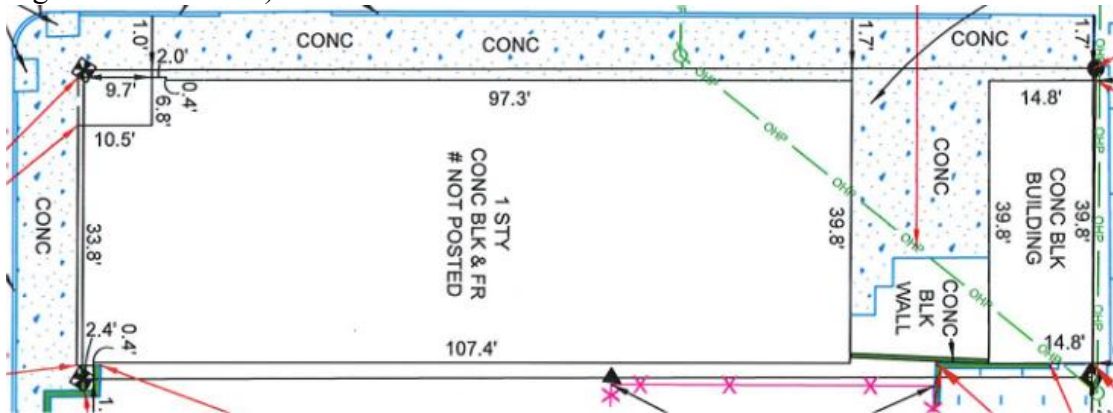


Figure 1: Survey of the Subject Property



Figure 2: Diagram of requested setbacks that are existing conditions.

However, certain requests extend beyond recognition of existing site conditions and warrant additional Board consideration regarding the proportionality of relief requested. In particular, the proposed increase in floor area represents a significant departure from district standards. While the proposed total floor area of 6,950 square feet constitutes a 131.67% increase above the permitted 3,000 square foot maximum, staff notes that the existing structure already contains approximately 4,130 square feet, meaning a portion of the non-conformity presently exists. Although the proposal would further expand beyond the district standard.

**(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 applicant indicates the proposed addition is intended for additional office and storage space and is not anticipated to substantially intensify operations at the site. Based upon the information provided, staff does not anticipate a material increase in demand for police, fire protection, sanitary services, or utilities.

The proposal is not expected to increase residential population density. Fire and building code requirements associated with the addition would be evaluated through the permitting process.

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

The subject property has historically functioned in a commercial capacity for several decades despite its residential zoning classification and has operated as a printing establishment pursuant to prior Board approval. Commercial uses also exist in proximity to the property, contributing to a mixed-use context along this portion of North Kingshighway (see Figure 3 below).

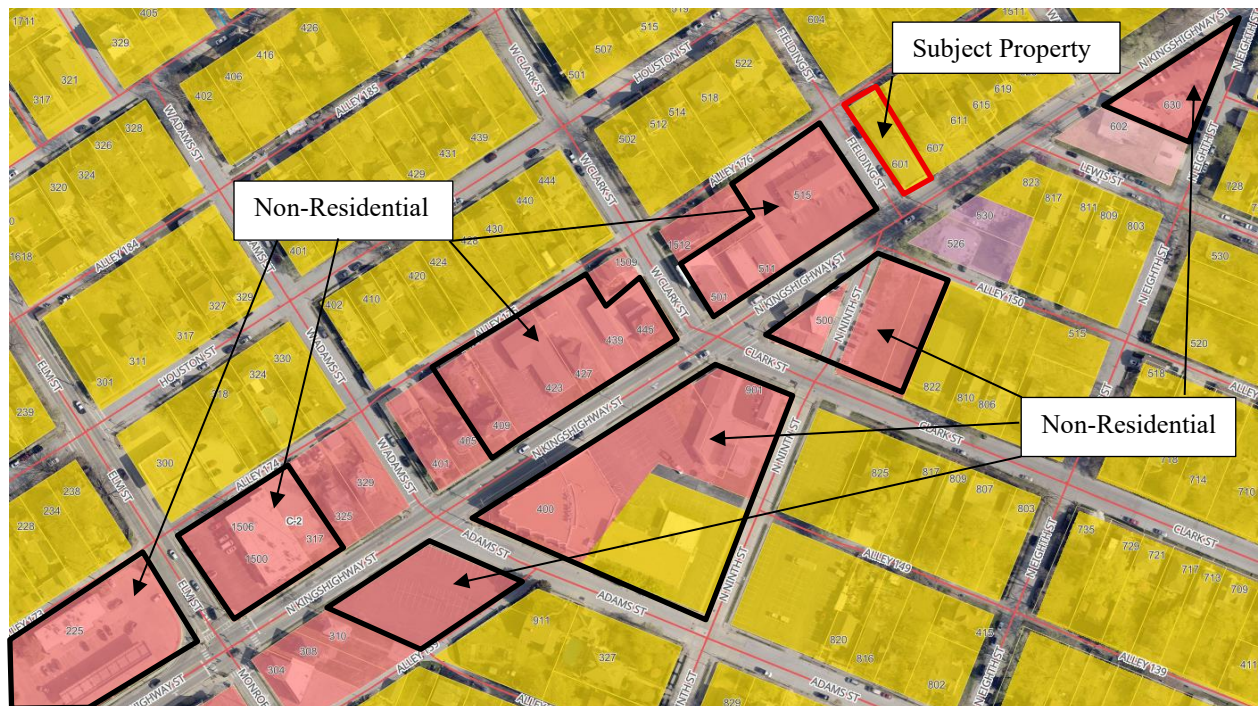


Figure 3: Aerial map showing other non-residential properties.

The applicant states that the property has historically operated with similar site constraints and minimal neighborhood impact. Additionally, the proposed addition is intended primarily for office and storage space, which may limit increases in customer activity or traffic demand. To assist the Board in evaluating the extent and location of the requested variances, the applicant's site plan has been included as Exhibit A. The exhibit illustrates the proposed building expansion, parking layout, and areas where relief is requested from setback, buffering, and landscaping requirements. The Board may wish to reference this exhibit when considering whether modifications to the proposal may be feasible.

Staff notes that both North Kingshighway Street and Fielding Street are located within a Residential Permit Parking District (RPPD). Per the Municipal Code, the purpose of the RPPD is to reduce adverse impacts associated with parking demand from adjoining non-residential uses, preserve residential character, maintain emergency access, and promote neighborhood safety and welfare. Properties within the district are issued six (6) parking permits for resident or guest use. As the proposed use requires six (6) parking spaces under the zoning ordinance, staff notes that permit availability within the district may help address a portion of the potential parking demand associated with the requested parking variance. Should additional parking permits be necessary, the Municipal Code provides an administrative process through the Engineering Department, including an appeal process through the City Council Street Committee.

Additionally, staff notes that the request includes the elimination of required setbacks adjacent to residential zoning, landscaping buffers, and required plantings, which are intended to mitigate impacts between commercial and residential properties. While some deficiencies are longstanding existing conditions, the Board should consider whether the proposed expansion may intensify impacts to adjoining properties and whether alternative buffering measures may be feasible.

However, staff notes that as of the date of this report, the Planning Division has not received any written or verbal correspondence in opposition to the requested variances.

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

The applicant states that relocation of the printing operation represents the primary alternative to the requested variances. Staff notes that strict compliance with applicable zoning standards on the subject property would be difficult due to the existing placement of the building, constrained lot size, and longstanding development pattern of the site.

Reasonable alternatives for bringing the property into full compliance may be limited without significant alteration or demolition of the existing structure. However, the Board may consider whether modifications to the proposal, including reductions in building area or alternative buffering measures, could lessen the extent of requested relief while still allowing reasonable use of the property.

**(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.***

The practical difficulty associated with the subject property appears to stem primarily from characteristics of the land and existing development pattern rather than solely from the applicant's actions. The property consists of an undersized lot developed with a longstanding structure that predates current zoning requirements and already encroaches into required setbacks. The site has historically operated in a commercial capacity despite its residential zoning classification and, in 1999, the Board previously recognized practical limitations associated with residential use of the structure.

As previously discussed, the Zoning Code states that non-conforming uses and structures are intended to eventually be eliminated. In this instance, the applicant is pursuing rezoning of the property to a commercial district to establish a zoning classification more consistent with the property's longstanding use pattern. The requested variances are associated with existing site deficiencies and proposed improvements necessary to facilitate expansion of the business and allow the rezoning request to proceed, while also addressing longstanding non-conforming conditions that limit full compliance with current standards.

As previously indicated, the 2026 Comprehensive Plan identifies the North Kingshighway corridor as an area for further study due to the prevalence of non-conforming land uses and lots that complicate reinvestment and reuse along this heavily traveled corridor. The Plan recommends evaluation of zoning, land use patterns, design standards, and infrastructure improvements to better address the corridor's unique conditions. While not determinative of this request, staff notes that the subject property reflects many of the corridor characteristics identified for future study, including longstanding non-conforming development patterns and site constraints. Staff also notes that the timing and implementation of any future corridor study remain uncertain.

Staff recognizes both supportive factors and potential concerns associated with these requests. Several requested variances appear tied to longstanding physical site constraints, including lot size, existing setbacks, and parking limitations historically associated with the property. Other requests, particularly those involving elimination of buffering standards and expansion beyond the permitted floor area, represent more substantial departures from district requirements intended to mitigate impacts to adjacent residential properties. Ultimately, the Board should consider whether the requested variances are reasonable based on the site's physical limitations and whether approval represents an appropriate balance between allowing reasonable use of the property, facilitating movement toward greater zoning conformity, and protecting nearby residential properties.

#### **STAFF RECOMMENDATION**

After review of the request and all pertinent information, the Department of Community Development recognizes both supportive factors and potential concerns associated with the requested variances. Staff finds that several requested variances are tied to longstanding physical site constraints, including lot size, existing setbacks, and parking limitations historically associated with the property. Staff also recognizes the property's longstanding commercial history and prior Board approval of a printing establishment at this location.

However, staff also acknowledges that the requested relief is substantial and includes more significant departures from district standards intended to mitigate impacts to adjacent residential

properties, particularly related to buffering, landscaping, and floor area.

Staff further notes that approval of these variances alone would not authorize redevelopment of the property. Any future expansion would remain contingent upon approval of a rezoning request by the Planning and Zoning Commission and City Council through separate public hearing processes where additional public input may be provided.

Accordingly, staff finds the request may meet the applicable variance criteria and recommends **APPROVAL** of the requested variances, subject to the approval of a rezoning request to C-1 Neighborhood Business District for the subject property.



*Figure 4: View of the Subject Property from N. Kingshighway Street, facing northeast.*



*Figure 5: View of the Subject Property from Fielding Street, facing southeast.*



**Figure 6: Aerial Photo of the Subject Property.**

Code Section numbers from which the variance is being requested:

- Section 400.210(D)(1) – Reduce Minimum Lot Size from 7,500 SF to 6,199 SF.
- Section 400.210(D)(5)(a) – Reduce Front Yard Setback from 25 FT to 0 FT.
- Section 400.210(D)(5)(b) – Reduce Side Yard Setback when abutting a residential district from 15 FT to 0 FT.
- Section 400.210(D)(5)(c) – Reduce Rear Yard Setback from 25 FT to 0 FT.
- Section 400.210(D)(6) – Increase Maximum Floor Area per Establishment from 3,000 SF to 6,950 SF.
- Section 400.210(D)(9)(b) – Reduce the Landscaping Greenbelt along a residential zoning district from 15 FT to 0 FT.
- Section 400.210(D)(9)(b) – Reduce the required plantings for the landscaping greenbelt from 7 trees to 0 trees.
- Section 400.670 – Reduce the number of required parking spaces for a Printer or Publisher establishment from 6 spaces to zero 0 spaces.

#### LEGAL DESCRIPTION

The Southwestern 43.6 feet of Lot 5 in Block 1 of Prairie Haute Addition

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.

All requested variances are substantial due to the existing lot size and existing improvements on the site.

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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.

There will be no additional effect on government services for water, sanitary, fire and police protection. The population density will not change.

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

This property has operated essentially with these variances for 60 years with little to no effect on the neighbors or neighborhood. There will be limited increase for parking with the addition.

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

The alternative is for the printing company to relocate to another location.

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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:

The existing lot and improvements do not comply with the code sections. The granting of the variances is a just action and it conforms to the existing conditions. The existing building is not conducive to fit the existing residential zoning.

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**One (1) copy of the following shall be submitted when filing for an appeal to the Board of Adjustment. Digital submittal of application preferred via [BOA@stcharlescitymo.gov](mailto:BOA@stcharlescitymo.gov). Directions for digital submittal are attached.**

1. A complete application. Please answer every question as completely as possible. **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**
  
2. A complete site plan of the property and all structures located on the property. Including but not limited to:
  - a. The actual shape and dimension of the lot.
  - b. Any existing or proposed building, accessory building, and their locations upon the lot.
  - c. Any existing or proposed parking spaces, driveway entrances and exits, street, alleys, creeks, etc.
  - d. The existing and intended use of each building or part of a building.
  - e. Photos of existing structures.
  - f. Any other information with regard to the lot and neighboring lots as may be necessary.

\* Depending on the specifics of the case, the applicant (s) may be required to submit further information deemed necessary.
  
3. Signature by the legal owner or an attached affidavit by the legal owner authorizing the Board of Adjustment action.

I (We), the undersigned, file this petition for a Board of Adjustment action and authorize the Department of Community Development to post the above described property with a notice describing the action applied for and the date of the public hearing on such action, I (We) also understand that property owners within three hundred (300) feet of the petitioned property will be notified by letter of the requested action by the Department of Community Development.

Applicants wishing to have a transcript of their hearing must contact the Department of Community Development and request the transcript within 20 days following the appeal. The applicant will be responsible for paying for the expense of the transcript. Transcripts will not be available beyond the 30 days following the date of the appeal.

The above statements and the statements contained in all of the attached exhibits transmitted herewith are true, to the best of my knowledge.

Signature of the applicant:  Date: 4/29/26

Signature of the property owner:  Date: 4/30/26

**NOTE: APPLICANTS ARE REQUIRED TO ATTEND THE PUBLIC HEARINGS.**

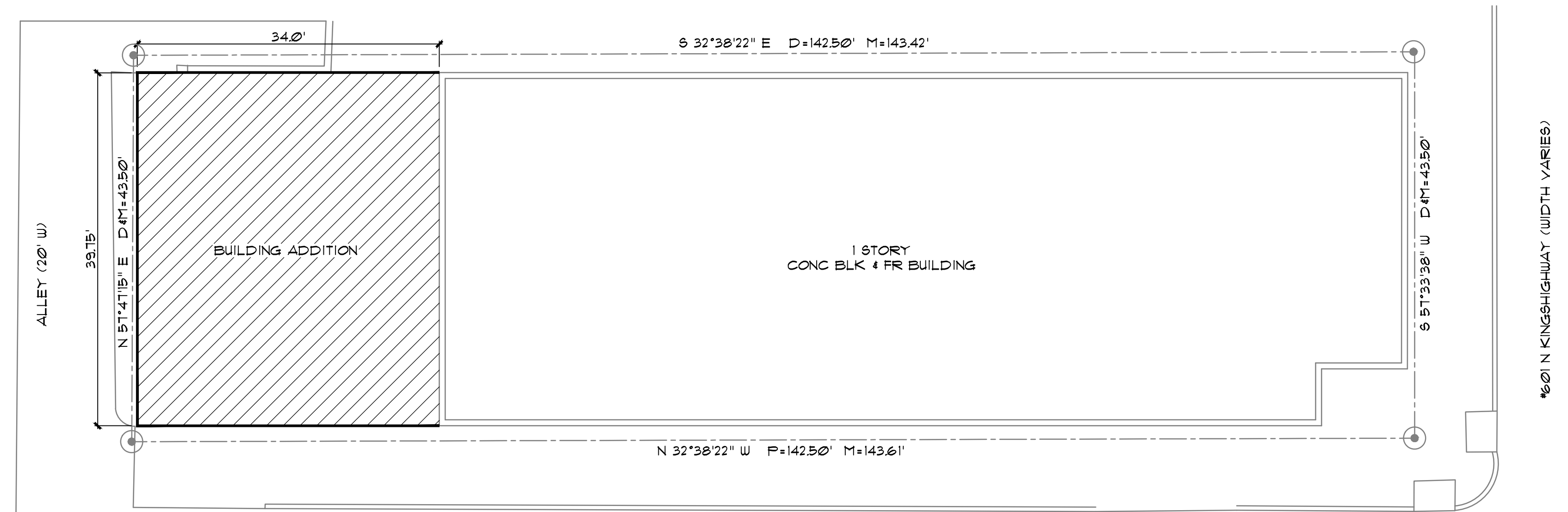
**Application Fees:**

**Commercial and New Construction Residential for 1<sup>st</sup> variance request: \$300.00**

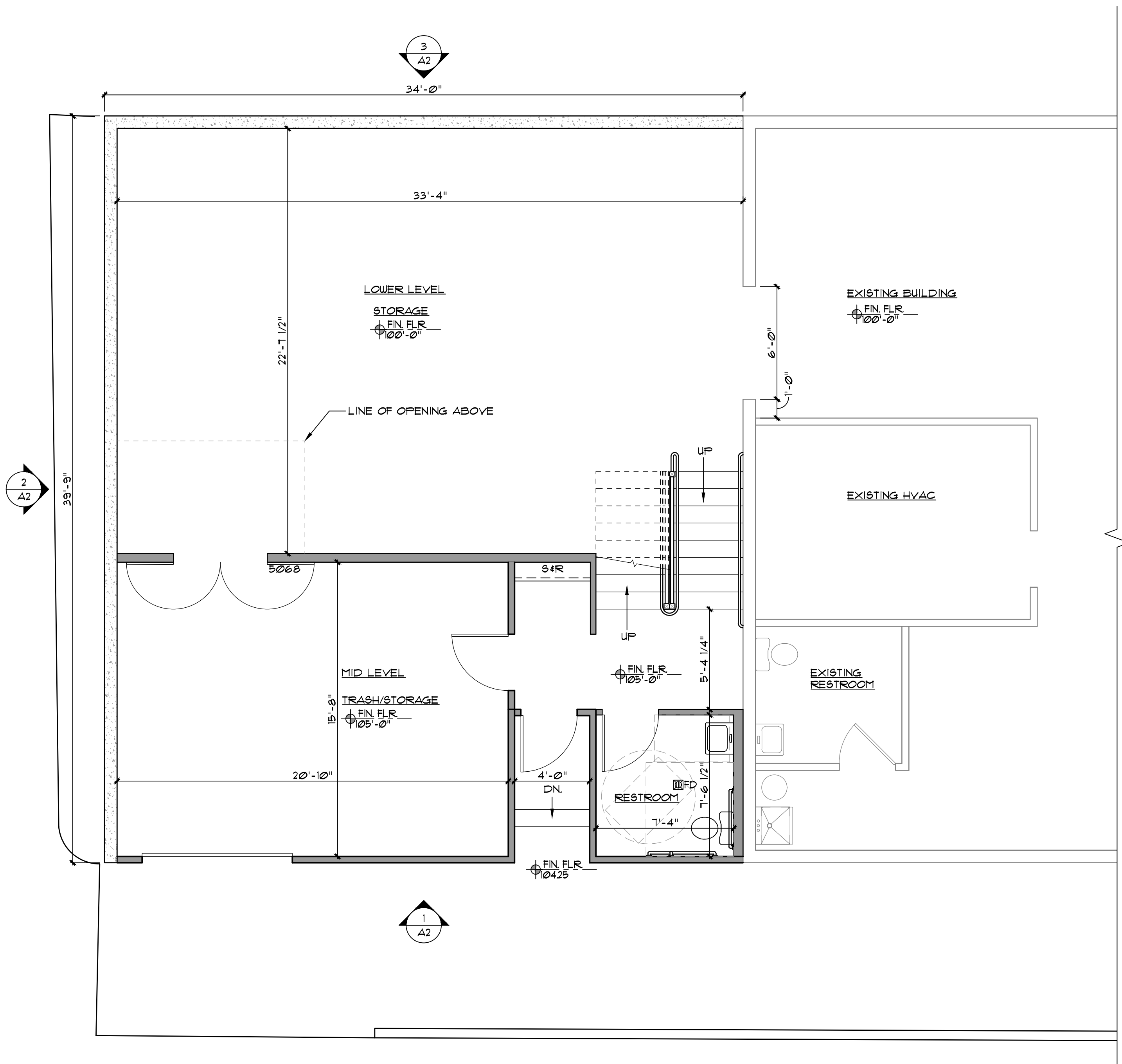
**Existing duplex unit or existing single-family home: \$100.00**

**Additional request on the same property: \$50.00**

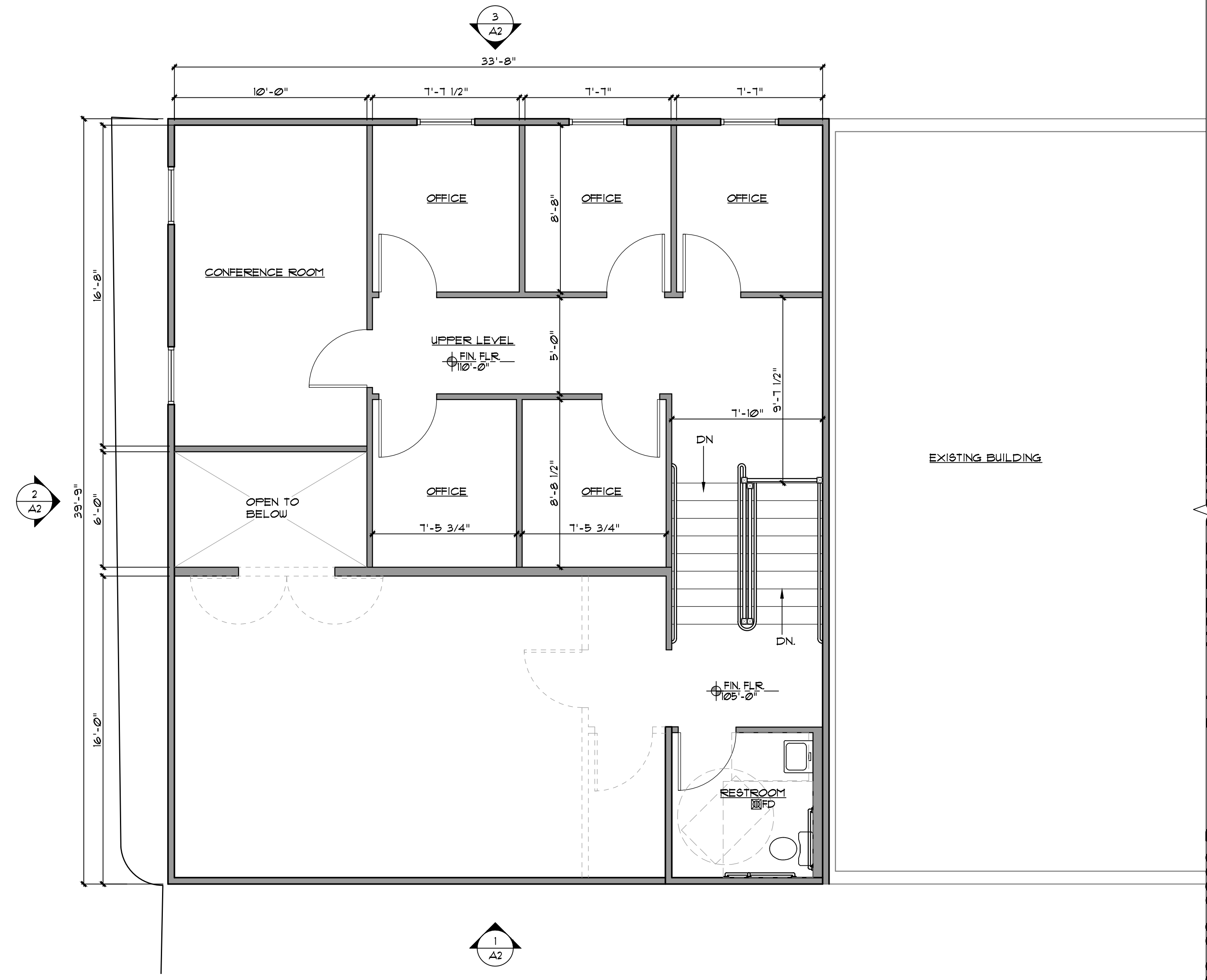
**Decision Appeals: Same as applicable variance rate**



1 SITE PLAN  
SCALE: 1"=10'



2 LOWER AND MID LEVEL FLOOR PLAN  
SCALE: 1/4"=1'-0"



3 UPPER LEVEL FLOOR PLAN  
SCALE: 1/4"=1'-0"

STEPHEN J. HOLLANDER  
MO Architect No. A-6126

THIS DRAWING CONTAINS  
PROPRIETARY INFORMATION  
BELONGING TO S.J.  
HOLLANDER ARCHITECT,  
ANY REPRODUCTION  
OR UNAUTHORIZED USE IS  
STRICTLY PROHIBITED,  
EXCEPT WITH PRIOR  
WRITTEN CONSENT OF THE  
ARCHITECT.

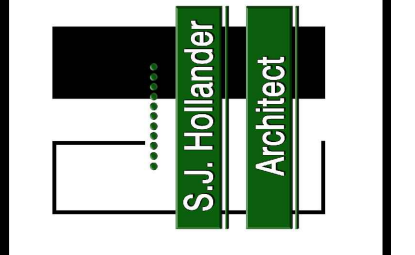
© S.J. HOLLANDER  
2026 ARCHITECT

Building Addition For:  
**Thomson Printing**  
601 N. Kingshighway  
St. Charles, MO 63301

PROJECT NO.  
226014

REVISIONS	NO.	DATE	ITEM

S.J. Hollander Architect  
Stephen J. Hollander, AIA  
519 First Capitol Drive  
St. Charles, Missouri 63301  
Phone (636) 947-4140  
Missouri Architectural Corporation #000801

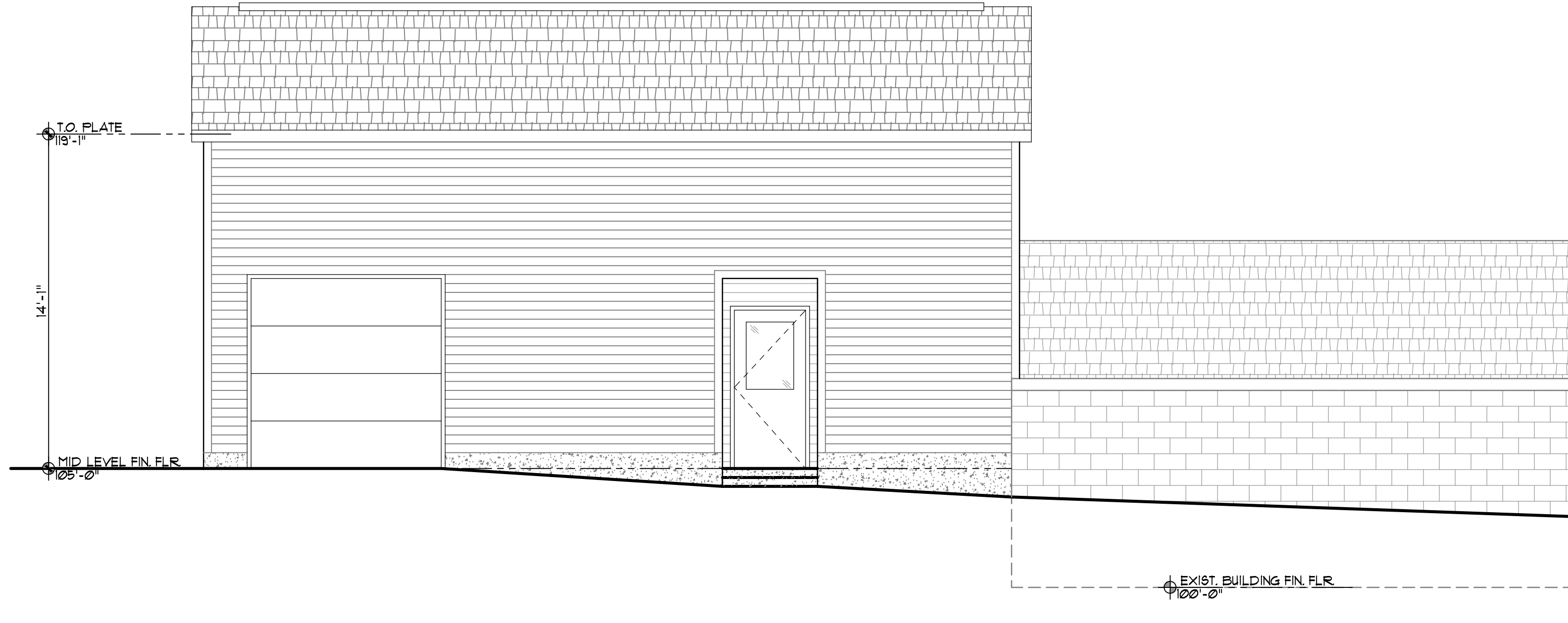


DATE  
March 30, 2026

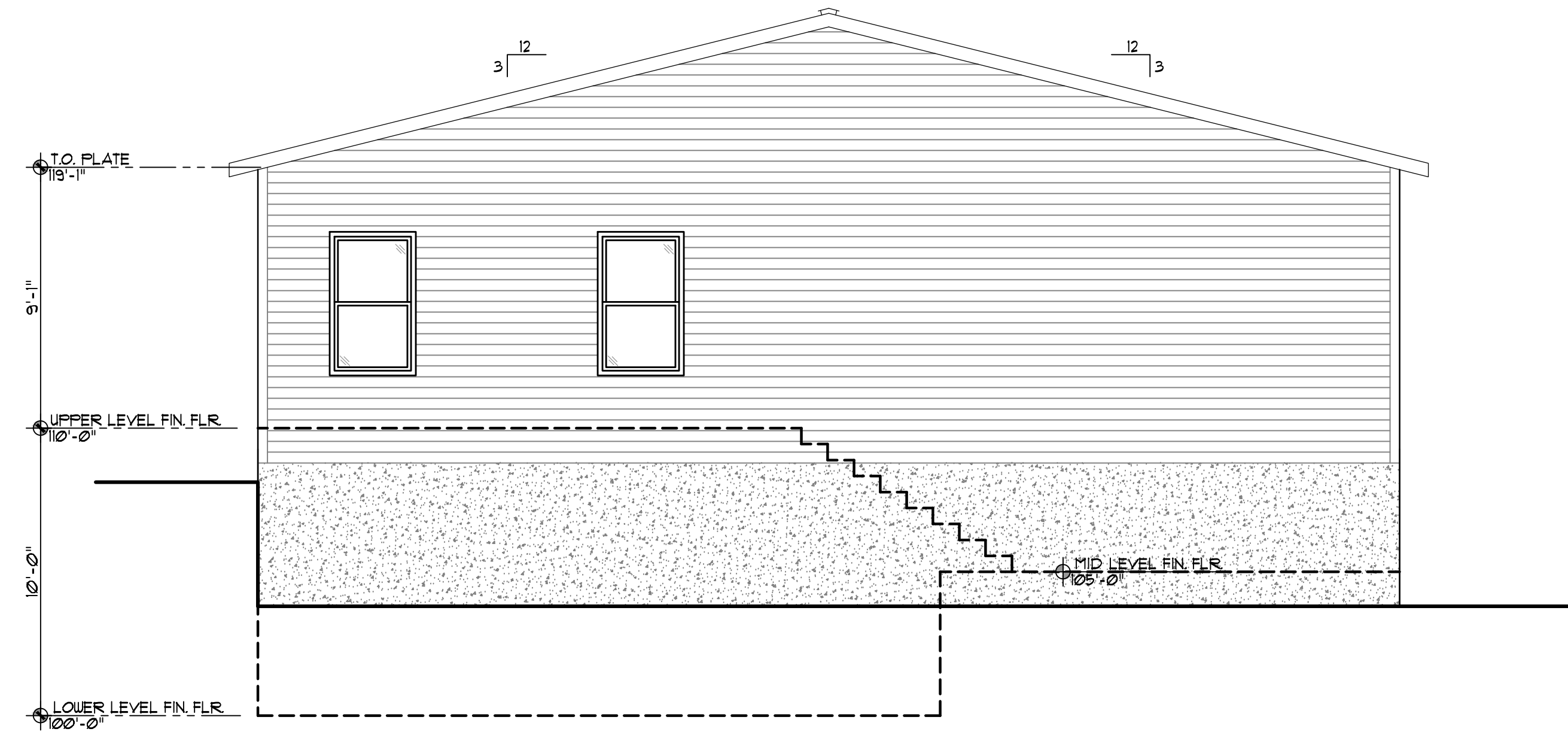
SHEET TITLE  
**Floor Plans**

SHEET NO.  
**A1**

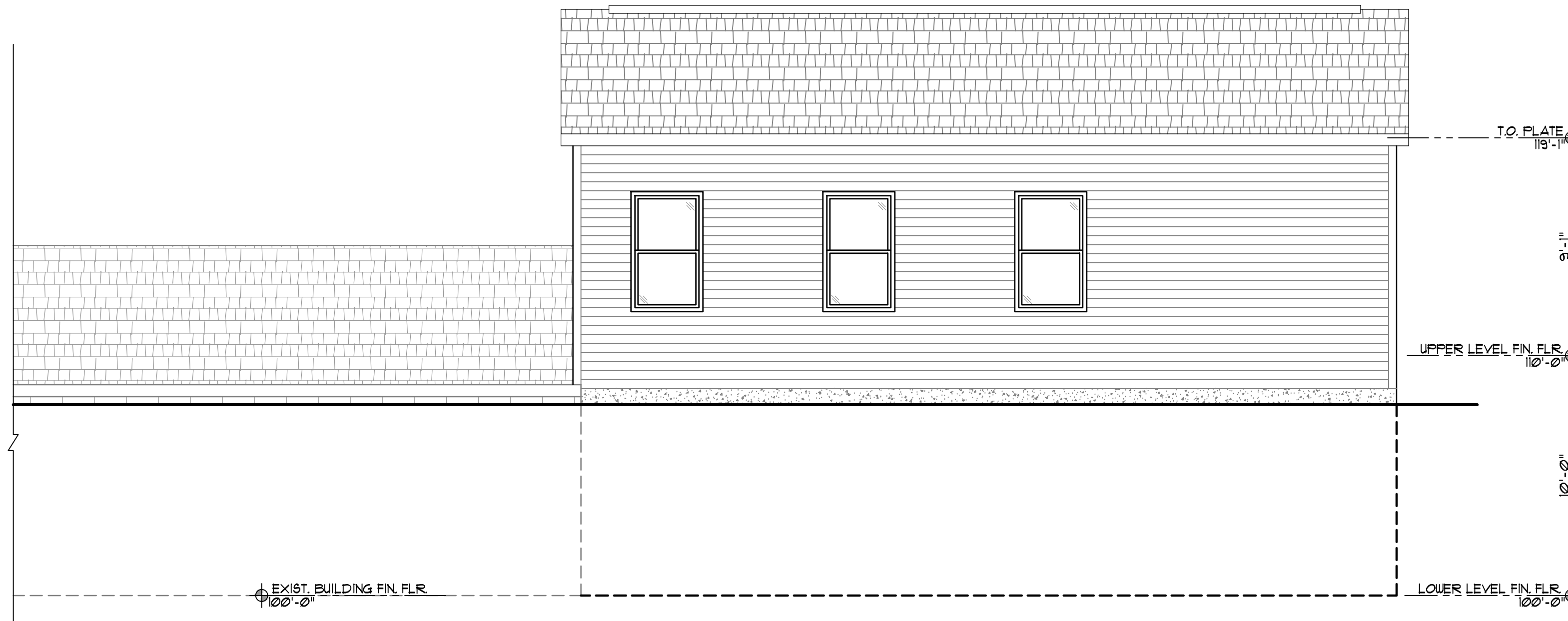
Progress Print 03-30-2026 Progress Set - NOT FOR CONSTRUCTION



1 WEST ELEVATION  
SCALE: 1/4"=1'-0"



2 NORTH ELEVATION  
SCALE: 1/4"=1'-0"



3 EAST ELEVATION  
SCALE: 1/4"=1'-0"

STEPHEN J. HOLLANDER  
MO Architect No. A-6126

THIS DRAWING CONTAINS  
PROPRIETARY INFORMATION  
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2026 ARCHITECT

Building Addition For:  
**Thomson Printing**  
601 N. Kingshighway  
St. Charles, MO 63301

PROJECT NO.  
226014

REVISIONS	NO.	DATE	ITEM

S.J. Hollander Architect  
Stephen J. Hollander, AIA  
519 First Capitol Drive  
St. Charles, Missouri 63301  
Phone (636) 947-4140  
Missouri Architectural Corporation #000801



DATE  
March 30, 2026

SHEET TITLE  
**Exterior Elevations**

SHEET NO.

**A2**

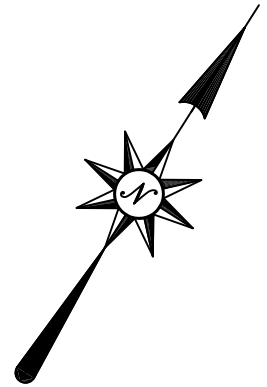
Progress Print 03-30-2026 Progress Set - NOT FOR CONSTRUCTION

# BOUNDARY SURVEY

## THE SOUTHWESTERN 43.5 FEET OF LOT 5 IN BLOCK 1 OF PRAIRIE HAUTE ADDITION ST CHARLES COUNTY, MO

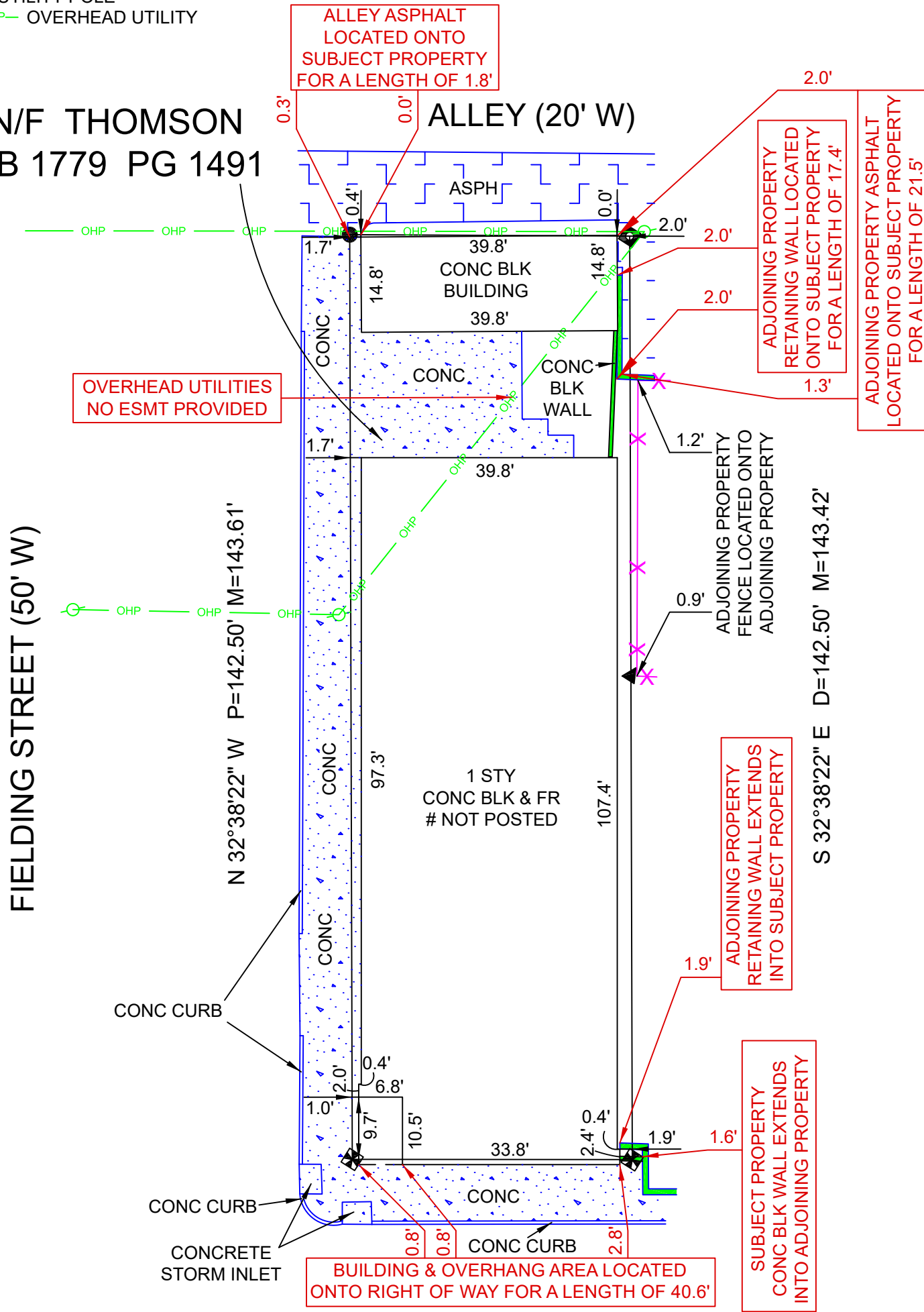
- ✕ FENCE
- D DEEDED DISTANCE
- P PLATTED DISTANCE
- M MEASURED DISTANCE
- SET REBAR
- ▲ SET POINT ON LINE
- ⊠ SET CROSS
- ⊠ SET COTTON SPINDLE
- UTILITY POLE
- OHP- OVERHEAD UTILITY

1" = 20'



N/F THOMSON  
DB 1779 PG 1491

N 57°47'15" E D&M=43.50'



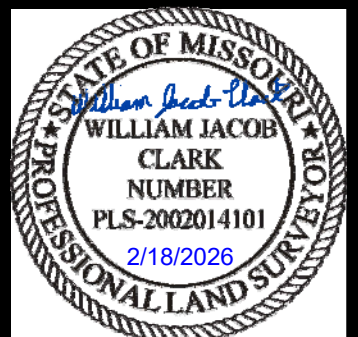
SHEET 1 OF 2



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PHONE: 636.922.1001  
Corp # 2005000229  
www.CardinalSurveying.com  
inbox@cardinalsurveying.com

JOB #2602064  
FB 817:7  
FIELDWORK BY: ZSN/AJ  
DRAWN BY: VAS  
601 N KINGSHIGHWAY  
ST CHARLES, MO 63301  
REVIEWED BY:  
WILLIAM JACOB CLARK  
LS# 2002014101

THIS IS TO CERTIFY THAT ON  
FEB 10, 2026  
A REQUEST BY  
DROSTE CONSTRUCTION  
WAS MADE FOR A BOUNDARY  
SURVEY AND TO LOCATE THE  
IMPROVEMENTS ON THE ABOVE  
NAMED TRACT AND THAT THE  
RESULTS ARE, TO THE BEST OF  
MY KNOWLEDGE, CORRECTLY  
REPRESENTED HEREON.

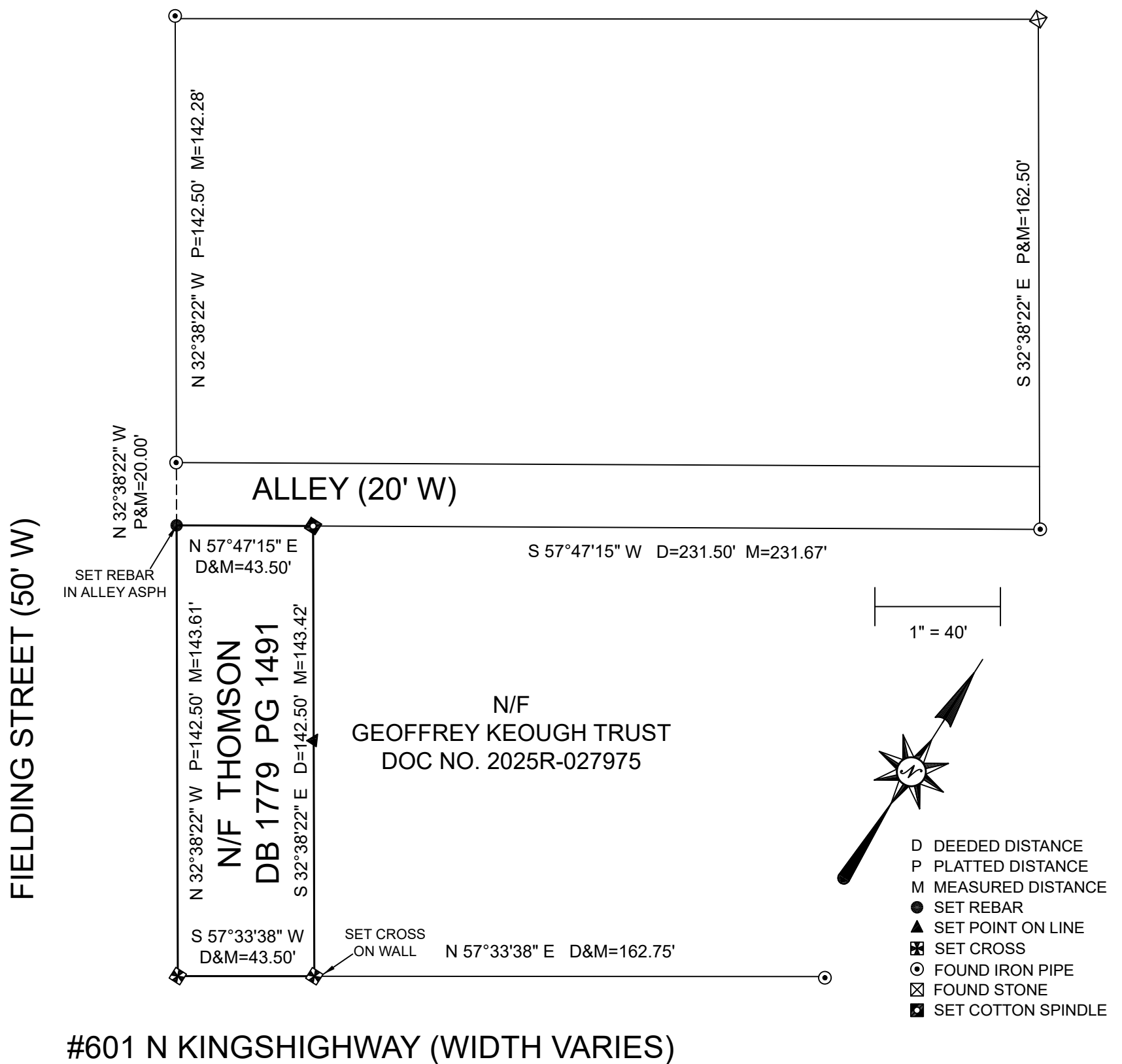


# BOUNDARY SURVEY

## THE SOUTHWESTERN 43.5 FEET OF LOT 5 IN BLOCK 1 OF PRAIRIE HAUTE ADDITION ST CHARLES COUNTY, MO

**SURVEYOR'S NOTES:**

1. BEARINGS SHOWN ON DRAWING REFERENCED TO GRID NORTH OF THE MISSOURI COORDINATE SYSTEM 1983 EAST ZONE PER MODOT VRS GPS OBSERVATION ON 2/12/2026.
2. SURVEY WAS COMPLETED WITHOUT THE BENEFIT OF A TITLE COMMITMENT.
3. NO RESEARCH PERTAINING TO EASEMENTS WAS COMPLETED BY CARDINAL SURVEYING & MAPPING AND THE PROPERTY MAY BE SUBJECT TO ADDITIONAL EASEMENTS. ITEMS LOCATED INTO EASEMENT AREAS MAY OR MAY NOT BE AT RISK. SEEK LEGAL ADVICE IF YOU HAVE QUESTIONS. THE EASEMENTS SHOWN ON THIS DRAWING ARE THOSE THAT ARE SHOWN GRAPHICALLY ON THE RECORD PLAT.
4. BUILDING LINES SHOWN ON THIS DRAWING ARE THOSE THAT ARE SHOWN GRAPHICALLY ON THE RECORD PLAT. SETBACK AND SIDEYARD REQUIREMENTS MAY EXIST ACCORDING TO CURRENT ORDINANCE AND ZONING STANDARDS AND ARE NOT SHOWN ON THIS DRAWING.
5. SURVEY COMPLETED TO URBAN PROPERTY BOUNDARY ACCURACY STANDARDS PER 20 CSR 2030-16.040 OF THE MISSOURI STATE STATUTES AND ACCURATELY REFLECTS ALL VISIBLE IMPROVEMENTS, INCLUDING FENCES, RECORDED EASEMENTS PER ABOVE REFERENCED TITLE COMMITMENT, AND EVIDENCE OF VISIBLE EASEMENTS LOCATED AT THE TIME OF SURVEY. AN ALTA WAS NOT PERFORMED AND UTILITY LOCATION HAS NOT BEEN DETERMINED.
6. OWNERSHIP OF THE IMPROVEMENTS AS SHOWN ON THIS DRAWING ARE THE OPINION OF THE SURVEYOR AT THE TIME THE SURVEY WAS EXECUTED AND HAS NOT BEEN VERIFIED TO ANY EXTENT, NOR IMPLIES ANY EXCLUSIVE OWNERSHIP.
7. THIS CERTIFIED DOCUMENT SHOWS THE CONDITIONS AT THE TIME THE SURVEY WAS COMPLETED. ANY PROPOSED STRUCTURES, ADDITIONS, AND UNAUTHORIZED ALTERATIONS TO THE DRAWING VOID ALL CERTIFICATIONS AND LIABILITY OF THE SURVEYOR.



SHEET 2 OF 2



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