

**MEETING MINUTES OF THE
PLANNING & ZONING COMMISSION
TWIN OAKS, ST. LOUIS COUNTY, MISSOURI
TUESDAY, AUGUST 16, 2016**

The Meeting was called to order at 6:30 p.m. in the Board Room of the Village Office. The Pledge of Allegiance was recited. Roll call showed as follows:

Members:	Roger Loesche, Chairman-yea	Dan Wheeler-yea
	Frank Venturella-yea	Ray Slama - yea
	Lisa Eisenhaur - Board Liaison-yea	Pat Kelley - yea

Also Present: Kathy A. Runge, Village Clerk/Administrator
Paul Rost, Village Attorney
John Reider, JVR Enterprises
Daniel S. Peters, Attorney for Mr. Reider

APPROVAL OF THE AGENDA

Member Slama motioned to approve the agenda, seconded by Member Eisenhauer. Motion passed with the unanimous consent of the Commission.

CHAIRMAN AND SECRETARY APPOINTMENTS

Chairman Loesche stated that the Commission had the choice of choosing a Chairman and Secretary by majority vote or secret ballot. The Commission agreed to vote by majority. Member Kelley nominated Roger Loesche to continue as Chairman, seconded by Member Slama. Motion passed with the unanimous consent of the Commission.

Member Slama nominated Frank Venturella for Secretary, seconded by Member Wheeler. Motion passed with the unanimous consent of the Commission.

APPROVAL OF THE CONSENT AGENDA

Member Wheeler motioned to approve the Meeting Minutes of June 14, 2014, seconded by Member Venturella. Motion passed with the unanimous consent of the Commission.

OLD BUSINESS

There was no Old Business to consider.

NEW BUSINESS

a. Consideration of Application by JVR Enterprises, 810 Meramec Station Road, for an Amendment to the Zoning Code pursuant to §400.510 to adopt a new §400.175

“Special Business Permit Procedure (SBP)” to allow certain existing single family dwellings to be reutilized for office/low impact commercial uses under prescribed conditions.

b. Consideration of Application by JVR Enterprises for issuance of a Special Business Permit for 810 Meramec Station Road pursuant to proposed §400.175 “Special Business Permit Procedure (SBP).

Attorney Rost gave the background that lead to the request for a Special Business Permit Procedure. He explained that this zoning change would still be in the “A” Residential District but would only apply to a certain area - Meramec Station Road. He stated it would allow a business to operate in a residential area without changing the conditions around them, i.e. must still look and be maintained like a residence. Further discussion ensued along with questions regarding the Special Business Permit Procedure.

The Commission discussed the need for the building to be “owner occupied”. Attorney Rost stated that this could be incorporated into the ordinance. He added that if a new business would move into the residence, a new Special Business Permit would have to be approved by the Commission. Member Eisenhauer asked if the use was the same but had a new owner would the SBP apply. Attorney Rost stated that if it wasn’t the same owner, not necessarily. The Commission discussed the pros and cons of the proposed text amendment.

Chairman Loesche recommended the adoption of §400.175 with language requiring the residence be owner occupied, seconded by Member Wheeler. Motion passed with the unanimous consent of the Commission.

Chairman Loesche stated that the approval of item “b” would be contingent on item “a” being approved by the Board of Trustees. Chairman Loesche then made a motion to postpone the review of the application from JVR Enterprises until the next P and Z meeting, seconded by Member Slama. Motion passed with the unanimous consent of the Commission.

Attorney Rost stated that the SBP would be submitted by Mr. Reider at the next P and Z meeting. He explained the process: 1) apply for the Special Business Permit 2) P and Z Commission reviews 3) Public Hearing and 4) Board of Trustees for approval.

The Board agreed the next P and Z meeting would be on Tuesday, September 27, 2016.

c. Consideration of Application by the Village of Twin Oaks for Amendment to Zoning Code Pursuant to §400.510 to revise §400.460 “Fees and Deposits.”

The Commission discussed the adjustments to the fees and deposits required for various permits. Attorney Rost stated that these numbers were suggestions after reviewing other municipalities. Member Eisenhauer stated they looked in sync with the typical fees she reviewed on a daily basis (working as an employee of General Code). Further discussion.

Member Slama motioned to accept the new fees and deposits amendment to the zoning code adding a fee of \$250 for Boundary Adjustments and Special Business Permits, seconded by Member Wheeler. Motion passed with the unanimous consent of the Commission.

MISCELLANEOUS

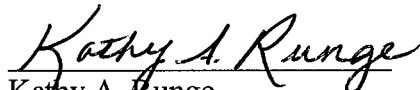
There was no miscellaneous subjects to discuss.


ADJOURNMENT

With no further discussion, Member Kelley motioned to adjourn the meeting at 8:07 pm, seconded by Member Eisenhauer. Motion passed with the unanimous consent of the Commission.

Date of Approval: 9-27-14

ATTEST:


Kathy A. Runge
Village Administrator/Clerk


Roger Loesche, Chairman
Planning & Zoning Commission