



**AGENDA
CITY OF CREVE COEUR
PLANNING AND ZONING
300 NORTH NEW BALLAS RD
JUNE 16, 2025
5:30 PM**

CALL TO ORDER

ROLL CALL

Ms. Julie LaBonte (Chair)
Mr. Thomas Buelter
Ms. Rhonda O'Brien
Mr. Larry Potashnick
Ms. Marjorie Richter
Mr. Stephan Tomlinson
Mr. AJ Wang

Mr. Carl Lumley, City Attorney
Mr. Jason Jaggi, AICP, Director of Community Development
Ms. Bethany L. Moore, AICP, City Planner
Ms. Claralyn Bollinger, Recording Secretary

ACCEPTANCE OF THE AGENDA

APPROVAL OF MINUTES

PUBLIC COMMENT

An opportunity for members of the public to address the Planning and Zoning Commission regarding issues or concerns not already on the agenda for this meeting. Those wishing to speak will be asked to limit comments to three minutes and to complete a speaker card.

UNFINISHED BUSINESS

NEW BUSINESS

1. Application #25-017: Mary Meadows Lane Right-of-Way Dedication

The Creve Coeur City Council has, on petition from the residents, established a Neighborhood Improvement District, to fund necessary improvements upon acceptance of dedication of Mary Meadows Lane as a public street. Several steps remain in the process, including review and recommendation of acceptance of dedication from the Planning and Zoning Commission.

WORK AGENDA



**AGENDA
CITY OF CREVE COEUR
PLANNING AND ZONING
300 NORTH NEW BALLAS RD
JUNE 16, 2025
5:30 PM**

PENDING APPLICATIONS

DEPARTMENT REPORTS

ADJOURNMENT

Pursuant to Section 610.022 RSMo., the Planning and Zoning Commission could, at any time during the meeting, vote to close the public meeting and move to closed session to discuss matters relating to litigation, legal actions and/or communications from the City Attorney as provided under Section 610.021(1) RSMo. and/or personnel matters under Section 610.021(13) RSMo. And/or employee matters under Section 610.021(3) RSMo. and/or real estate matters under Section 610.021(2) or other matters as permitted by Chapter 610.

Posted by: _____

Date/Time posted: _____

If you need special accommodations to attend a meeting, services may be arranged by contacting the Office of the City Administrator in advance.



MEMORANDUM

DATE: June 12, 2025
TO: Planning and Zoning Commission
FROM: Jim Heines, Director of Public Works
CC: Jason Jaggi, Director of Community Development
SUBJECT: Mary Meadows ROW Dedication and Acceptance by the City

RECOMMENDATION:

Public Works staff recommends accepting the Mary Meadows subdivision road pavement and rights-of-way (ROW). Improvements to bring the pavement up to city standards will be completed during the city's annual Pavement Improvement Program.

PROJECT FUNDING (If Applicable):

The property owners of the Mary Meadows subdivision will pay for the improvements through the formation of a Neighborhood Improvement District (NID) which allows the subdivision to have the improvements constructed today and pay for the improvements through special assessments added to the annual property taxes over a 7-year period. The City Council has passed a resolution creating the NID and will hold a first reading and public hearing on an ordinance that would accept the right-of-way dedication and approve the pavement rehabilitation contract at their June 23rd meeting.

BACKGROUND INFORMATION:

Over the past 20 years, the Mary Meadows subdivision has pursued the dedication and acceptance of their street on multiple occasions. Unfortunately, they were unsuccessful each time due to their indentures requiring approval by 100% of the property owners.

Over the past couple of years, the subdivision has revised their indentures, reducing the percentage of property owner approval and giving authority to the trustees for approvals.

Last summer, Missouri American Water replaced the water main under the pavement on Mary Meadows. In doing so, the restoration included the replacement of the pavements that were affected by the installation of the water main. If the NID is approved, the remaining repairs to the pavement will be completed during our annual pavement replacement programs later this summer. After all of the construction work is completed, the final cost will be determined and the assessments can be calculated for each property and provided to St. Louis County.

ATTACHMENTS: Dedication Plat

Staff memo 5-14-2025

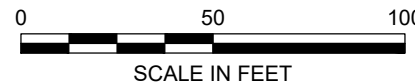


Underground facilities, structures & utilities have been plotted from available surveys, records & information, and therefore, do not necessarily reflect the actual existence, nonexistence, size, type, number of, or location of these facilities, structures, & utilities.

The Contractor shall be responsible for verifying the actual location of all underground facilities, structures, & utilities, either shown or not shown on these plans. The underground facilities, structures, & utilities shall be located in the field prior to any grading, excavation or construction of improvements. These provisions shall in no way absolve any party from complying with the Underground Facility Safety and Damage Prevention Act.

The original signed and sealed of this drawing is on file at the office of The Clayton Engineering Company. Any modifications to this drawing shall release said The Clayton Engineering Company, the Engineer and/or Surveyor whose seal appears hereon from any liability resulting from said unauthorized modifications. The signed and sealed original is the official document and shall take precedence over any digital version.

CURVE TABLE			
CURVE	ARC LENGTH	RADIUS	DELTA ANGLE
C-1	50.98'	671.78'	04°20'55"
C-2	151.58'	450.00'	19°18'00"
C-3	261.80'	50.00'	300°00'00"
C-4	134.74'	400.00'	19°18'00"

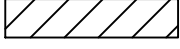


Scale 1" = 50'
Note: Caution should be taken in comparing the written scale to the graphic scale to ascertain if this plan has been enlarged or reduced.

MARY MEADOW LANE ROADWAY DEDICATION PLAT

Part of Section 2 and in U.S. Survey 1962, Township 45 North, Range 5 East of the Fifth Principal Meridian,
City of Creve Coeur, St. Louis County, Missouri

OWNER'S CERTIFICATE

Mary Meadow Lane (50' wide) as shown hatched  hereon along with its roundings and cul-de-sac as shown on this plat is hereby dedicated to the City of Creve Coeur for public use forever.

Cheryl Richards, Mary Meadows Trustee

_____, Date _____

Cheryl Richards

_____, Mary Meadows Trustee

_____, Date _____

_____, Mary Meadows Trustee

_____, Date _____

CITY CERTIFICATE

It is hereby certified that this Roadway Dedication Plat was approved by the Creve Coeur Planning and Zoning Commission on the _____ day of _____, 2025,

Julie LaBonte
Chairman, Planning and Zoning Commission

CITY COUNCIL

I, Kellie Henke, City Clerk for and within the City of Creve Coeur, Missouri, do hereby certify that this Roadway Dedication Plat for Mary Meadow was approved by the City of Creve Coeur, Missouri, by the City Council of the Creve Coeur on the _____ day of _____ 2025.

Kellie Henke
City Clerk

During the month of April, 2025, at the request of Mary Meadows Subdivision, we created a Roadway Dedication Plat for Mary Meadows Lane in the City of Creve Coeur, St. Louis County, Missouri.

The Clayton Engineering Company
Missouri Corporate #L.S. 14-D

By: _____

Michael S. Blansit
MO PLS 2364

State of Missouri)
County of St. Louis)

On this _____ day of _____, 2025 before me a Notary Public in and for said county, personally appeared Cheryl Richards who to me is known to be the same person(s) described herein, and who executed the within instrument and acknowledged same to be his/her free act and deed.

Notary Public
_____, County, Missouri

My Commission Expires: _____

State of Missouri)
County of St. Louis)

On this _____ day of _____, 2025 before me a Notary Public in and for said county, personally appeared _____ who to me is known to be the same person(s) described herein, and who executed the within instrument and acknowledged same to be his/her free act and deed.

Notary Public
_____, County, Missouri

My Commission Expires: _____

State of Missouri)
County of St. Louis)

On this _____ day of _____, 2025 before me a Notary Public in and for said county, personally appeared _____ who to me is known to be the same person(s) described herein, and who executed the within instrument and acknowledged same to be his/her free act and deed.

Notary Public
_____, County, Missouri

My Commission Expires: _____

Copyright 2024
The Clayton Engineering Co.
All Rights Reserved

the clayton
engineering
company, inc.

ENGINEERS • SURVEYORS • PLANNERS

2288 W. SCHINDLER INDUSTRIAL COURT
ST. LOUIS, MISSOURI 63146-4222
(314) 692-8888 FAX: (314) 692-8888 day@claytoneng.com
1400 Carondelet Avenue, Suite 200, Creve Coeur, MO 63141
Missouri Professional Engineer License #000000000

REVISIONS			
	MSB	Creve Coeur comments	
1	April 3, 2025		
FILE: G:\2024\24169_MARY MEADOWS\Drawings\DEDICATION PLAT.dwg PLOTTED: 4/2/2025 3:33 PM			

MARY MEADOWS SUBDIVISION
842 Mary Meadows Lane
Creve Coeur, MO 63141

ROADWAY DEDICATION PLAT

MARY MEADOW LANE

Preliminary, not for
construction, recording
purposes or
implementation.

Designed	N/A
Drawn	CBS
Checked	MSB
Date	04/02/2025
Project Number	24169
Sheet Number	

1 of 1



MEMORANDUM

DATE: May 14, 2025
TO: Lori Obermoeller, Director of Finance
FROM: Jim Heines, Director of Public Works
CC:
SUBJECT: Mary Meadows ROW dedication and Formation of a Neighborhood Improvement District (NID)

RECOMMENDATION:

Public Works staff recommends accepting Mary Meadows as a public road. We also recommend approval of the formation of an NID to fund the necessary pavement repairs to bring the street up to City standards as a required element of the dedication/acceptance process.

PROJECT FUNDING (If Applicable):

If both the NID and the acceptance of the road are approved, funding for the pavement improvements will be provided by the City. The city will be paid back with interest over the next 7 yrs. through an annual special assessment on the St. Louis County property tax bill. At this point we are estimating the cost of preparing documents for the NID, NID application fee, and construction cost will be approximately \$75,000

BACKGROUND INFORMATION:

Over the past 20 years, the Mary Meadows subdivision has pursued the dedication and acceptance of their street on multiple occasions. Unfortunately, they were unsuccessful each time due to their indentures requiring approval by 100% of the property owners.

Over the past couple of years, the subdivision has revised their indentures reducing the percentage of property owner approval and giving authority to the trustees for approvals.

Last summer Missouri American Water replaced the water main under the pavement on Mary Meadows. In doing so, the restoration included the replacement of the pavements that were affected by the installation of the water main. If the NID is approved, the remaining repairs to the pavement will be completed during our annual pavement replacement programs later this summer. After all of the construction work is completed, the final cost will be determined and the assessments can be calculated for each property and provided to St. Louis County.

ATTACHMENTS: Public Works cost estimate