



**AGENDA
CITY OF CREVE COEUR
PLANNING AND ZONING
300 NORTH NEW BALLAS RD
JULY 21, 2025
6:00 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, Administrative Services Supervisor

ACCEPTANCE OF THE AGENDA

APPROVAL OF MINUTES

- 1. July 8, 2025 Planning and Zoning Commission Draft Meeting 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. #25-018: Site Development Plan For A Fence Within the Front Yard Setback for the Property Addressed as 150 Executive Estates Drive**

Kent Ritzel, homeowner, has submitted an application for a 6 foot (72") tall, horizontal, wooden fence, 6 feet from the front yard property line behind the house, adjacent to street right-of-way for West Wind Rush Creek Lane. The subject property is zoned A Single Family Residential. The City of Creve Coeur's Zoning Ordinance Section 405.640 (C) *Fences Within The Front Yard Section And Along Street Right-*



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Of-Way states that no fence shall be located within the front yard setback or along street right-of-way, within the area equivalent to the front yard setback of the applicable zoning district, unless approved by site development plan by the Planning and Zoning Commission.

WORK AGENDA

1. Bayer East Comprehensive Plan Update Revised Schedule

PENDING APPLICATIONS

1. August 4, 2025: Olive-Graeser Site Concept Plan Preliminary Review

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.



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**MINUTES
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CALL TO ORDER

A regular meeting of the Planning and Zoning Commission of the City of Creve Coeur was called to order by Chair Julie LaBonte at the City Council Chamber, 300 North New Ballas Rd, City of Creve Coeur Government Center, Creve Coeur, MO 63141 on Tuesday, July 8, 2025, at 6:00 PM.

ROLL CALL

Ms. Julie LaBonte (Chair)
Mr. Thomas Buelter
Ms. Rhonda O'Brien
Mr. Larry Potashnick – arrived at 6:25 p.m.
Ms. Marjorie Richter
Mr. Stephan Tomlinson – arrived at 6:01 p.m.
Mr. AJ Wang - absent

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, Administrative Services Supervisor

ACCEPTANCE OF THE AGENDA

RESULT: APPROVED (UNANIMOUS) MOVER: Ms. O'Brien SECONDER: Mr. Buelter AYES: Mr. Buelter, Ms. LaBonte, Ms. O'Brien, Ms. Richter, Mr. Tomlinson NAYS: None

The vote on the motion being 5 ayes and 0 nays, motion carried.

APPROVAL OF MINUTES

1. June 2, 2025 Planning and Zoning Commission Draft Meeting Minutes

RESULT: APPROVED (UNANIMOUS) MOVER: Ms. O'Brien SECONDER: Mr. Buelter AYES: Mr. Buelter, Ms. LaBonte, Ms. O'Brien, Ms. Richter, Mr. Tomlinson NAYS: None

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The vote on the motion being 4 ayes and 0 nays, motion carried.

2. June 16, 2025 Planning and Zoning Commission Draft Meeting Minutes

RESULT: APPROVED (UNANIMOUS) MOVER: Ms. O'Brien SECONDER: Mr. Buelter AYES: Mr. Buelter, Ms. LaBonte, Ms. O'Brien, Ms. Richter, Mr. Tomlinson NAYS: None

The vote on the motion being 5 ayes and nays, motion carried.

PUBLIC COMMENT

There are no public comments.

UNFINISHED BUSINESS

There is no unfinished business.

NEW BUSINESS

1. Public Hearing. #25-016: A Conditional Use Permit for a Jimmy John's Restaurant Located at 782 N. New Ballas Road within Creve Coeur Plaza.

Mr. Randy McNulty gave his presentation. He has been a Jimmy John's franchisee since 2006. He has 18 locations in Missouri with 270 employees. Twenty employees will be at this location with 7 on any shift. Inspire Brands is the parent corporation for Jimmy John's, Buffalo Wild Wings, Arby's, Dunkin Donuts, Sonic and Baskin-Robbins and it is one of the largest restaurateurs in the United States. Similar floor plan to his Clayton location that opened two years ago. He is proposing 16 seats in the 1,200 square foot restaurant.

Mr. Tomlinson: Do you own the franchise at Bellerive Plaza?

Mr. McNulty: Yes, we bought it a few years ago and it's one of the oldest Jimmy John's locations in the area.

Ms. Moore gave the City's presentation. This location had previously been a Subway

Commented [CL1]: You state this above and show him voting to approve the agenda, so I assume he voted for the minutes too - if not adjust as needed

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restaurant and prior to that it was a Dairy Queen. She stated that the existing Conditional Use Permit was very old and it had items that are no longer included in current Conditional Use Permits. There are 379 existing parking spots on site for use at this shopping plaza. Hours of operation shall be 10:00 AM to 10:00 PM every day.

Ms. O'Brien: She stated that she would like to have the parking chart in future similar presentations.

RESULT: APPROVED (UNANIMOUS)

MOVER: Ms. O'Brien

SECONDER: Mr. Tomlinson

AYES: Mr. Buelter, Ms. LaBonte, Ms. O'Brien, Ms. Richter, Mr. Tomlinson

NAYS: None

The vote on the motion being 5 ayes and 0 nays, motion carried.

2. #25-015: A Minor Site Development Plan for Site and Exterior Alterations for Foster and Adoptive Care Coalition, Located at 1220 N. Lindbergh Boulevard

Rossi Summer, Chief Operating Officer of the Foster and Adoptive Care Coalition, and Alan Nehring, owner of Nehring Design Architecture, gave their presentation. There are 14 programs now within the organization. They have outgrown their current space in Brentwood. The ReFresh retail store will also be housed in this building. Mr. Nehring discussed the work that is proposed for the exterior of the 1220 N. Lindbergh Blvd building. It is designed as a 1950's era structure and they are proposing to use more whimsical paint and surface-treatment colors to be welcoming to children and families.

Ms. O'Brien: What about the landscaping?

Mr. Nehring: It will be all new fresh landscaping throughout that will be prairie style and drought resistant. It's an exciting job to be the architect because I see the passion that they bring.

Ms. O'Brien: How long are children in the building?

Ms. Summer: There is dedicated space for children in the building, youth support groups and parent support groups. Youth receive about \$300 per year of clothing so that they can fit in with their peers.

Mr. Tomlinson: Are children ever sleeping in the building?

Ms. Summer: No.

Ms. O'Brien: Is there play space in there and classrooms for the trainings?

Mr. Nehring: There are training rooms and a multi-purpose room. Foster parents need to have training for a certain number of hours to become foster parents and on an on-going basis. There is continual oversight of the children who are present for maybe one hour. This isn't a daycare. There are changing stations in each restroom for children of all ages.

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Mr. Buelter: ADA ramp to front door. How many ADA spaces in the parking lot?

Mr. Jaggi: That will be part of the building permit review process.

Mr. Nehring: We will remove the existing ramp which is in poor condition and build a new ramp to better serve the public and staff.

Ms. O'Brien: Will there be unique parking needs?

Mr. Nehring: I don't think so. Some of the training happens on Saturdays. Parking needs are the same as other businesses.

Mr. Buelter: What are the hours of operation?

Ms. Summer: Our typical hours of operation are 8:30 AM-4:30 PM Monday-Friday for the administrative offices. The ReFresh store is open 10:00 AM-6:00 PM Monday-Saturday and 12:00-5:00 PM Sunday. A lot of trainings are virtual and many staff are out in the community so full staff is not there all at one time.

Mr. Buelter: Is facility also for initial placement and introductions of children to families?

Ms. Summer: No, it's for follow-on meetings with children and families.

Mr. Potashnick arrived at 6:25

Ms. Moore gave the City's presentation. No site changes or additions are proposed for the building.

They are limiting the number of colors on the facade. The main material will be brick and it's a high-pressure laminate material that will be on all four sides of the buildings. They are adding some additional windows which will all be a uniform size and match the existing windows. There will be a new ramp in the front. This is in the General Commercial (GC) District. This site has been empty for a long time and it is in need of a lot of repairs. No site changes or additions are proposed for the building. New landscaping is proposed. The more dated roofing element will be replaced. Main entrance faces the north toward the parking lot.

Conditions of Approval include:

A new sight-proof trash enclosure, angle the existing lighting downward on the parking lot and the parking lot must be resealed and restriped, landscaping must be maintained and approved

Mr. Buelter: Were plants in landscaping designed around having no sprinkler system?

Ms. LaBonte: And the rain gardens?

Mr. Nehring: We are going with native plants for that reason. They are a not-for-profit organization and they don't have extra funds to be running sprinklers. Ultimately, we would rather spend the money on the children. The native plants will be maintained. We are taking that into consideration.

Mr. Lumley: What is the date of the new elevations in the conditions?

Ms. Moore: It is July 8, 2025.

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The motion to approve incorporated the July 8 date of the revised plans.

RESULT: APPROVED (UNANIMOUS)

MOVER: Ms. O'Brien

SECONDER: Mr. Tomlinson

AYES: Mr. Buelter, Ms. LaBonte, Ms. O'Brien, Mr. Potashnick, Ms. Richter, Mr. Tomlinson

NAYS: None

The vote on the motion being 6 ayes and 0 nays, motion carried.

WORK AGENDA

1. Bayer East Comprehensive Plan Update Progress Discussion

Mr. Jaggi gave the City's presentation. The Commission packet included the feedback that PGAV received from the various participants in the Open House. There was a broad spectrum of attendees. There were about 40 or so people and there were some commercial parties potentially interested in the site. Many attendees signed up to receive updates on the project as it moves forward. There are themes emerging. Open space and pedestrian amenities are desired by the participants. Trails and connectivity and retention of trees, preservation of the Tealwood neighborhood's access road, reuse of some of the Bayer buildings and growth of the 39 North District. Some comments on what could be housing on the site.

PGAV plans to come to the next Commission meeting on July 21 to make their presentation.

Next Open House meeting will be sometime in September 2025 when PGAV will present their recommendations for the site.

Ms. O'Brien: I thought it was a great public meeting. Some people were a little aggressive, but most people weren't there for that reason. I want there to be a lot of green space and trails, but the City of Creve Coeur isn't turning this into a big park. How do we manage those expectations? It's in a very desirable location and it would be a good space for residential development. If it's commercial development, it will affect Olia Village. I don't want us to have two giant retail locations that probably the region cannot support.

Mr. Jaggi: You made a lot of good points. This site is very large and there could be different uses based on where they are on the site. PGAV's charge is to provide some development scenarios. Comments are going to be put on the Bayer East Comprehensive Plan website page and update alerts emailed to interested people.

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Ms. LaBonte: Please look up the trustees of the Tealwood subdivision to see if they attended the Open House.

Ms. Bollinger: I can do this tomorrow.

Ms. Richter: Have we gotten any information from Bayer about to whom they are selling the buildings and greenhouse?

Mr. Jaggi: Bayer has been very open about their plan. There are interested people who have contacted Bayer.

Mr. Buelter: What is the length of time for the project? Two years? Five years?

Mr. Jaggi: We won't find out until the buyer transaction(s) occur.

Ms. LaBonte: It's a complicated site. Bayer wants to lease back the conference center. The heating and cooling are intertwined between the Bayer buildings.

Mr. Jaggi: Bayer is very aware of the process the City is undertaking. They are respecting our process.

Ms. LaBonte: I was surprised by the feedback about the traffic on Warson Road. Traffic is heavy south toward Mary Institute Country Day School.

Mr. Jaggi: Is there anything specific we should talk to PGAV about in the meeting tomorrow related to the Ladue School District? A project of this size would potentially impact them.

Mr. Buelter: Are we interfacing with the Ladue Schools, not to shock them but in case there would be a residential component to this project.

Mr. Jaggi: We will need to see what the proposals to Bayer are and if they include residential development. The other part of PGAV's work will help us develop the framework for any possible development incentive request.

Ms. O'Brien: Everyone is interested in trails and nature. We want PGAV's help with how trails could connect to the region? The other idea is it would be nice to have a retirement area to consider moving to as well per some of the older people I spoke to at the Open House.

Mr. Buelter: A multi-tiered retirement community could be possible.

Mr. Jaggi: We need to consider compatibility issues with any development. It could be a goal to be sensitive to that extensive wooded area. Keeping some of the buffering would be a goal along the south end of the property. Working in some residential development could be part of the plan.

Mr. Jaggi thanked the Commission for their feedback.

PENDING APPLICATIONS

There is a fence application for the July 21 meeting.

DEPARTMENT REPORTS

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1. Pending Olive-Graeser Redevelopment Application Update

Olive-Graeser redevelopment: Submitted their initial application for the commission's review. It is not for a vote: it is for review and feedback only. The site concept plan, elevations and site plan will be presented soon. It's an approximately 4.5-acre site. A four story-mixed use building is proposed with first floor of 10,500 sq ft for multiple commercial bays. There are 168 apartments proposed. All of the apartments, but eleven are studio or one-bedroom units. Creve Coeur is a desirable area for rental apartments. Is this plan workable or are there other considerations that should be addressed?

Ms. O'Brien: Are there any outdoor amenities?

Mr. Jaggi: Yes, there is a proposed plaza on the corner, pool and dog park.

Ms. Richter: I appreciate how you are handling all the complaints. I don't think we can have a plan that will satisfy everyone.

Ms. O'Brien: What about a Naturally Occurring Retirement Community (NORC) similar to what is located near the southside of the Jewish Community Center Association (JCCA) on Guelbreth Drive?

Ms. LaBonte: I think the traffic there is going to be the biggest issue.

Mr. Jaggi: Ms. Moore attended the scoping meeting with MODOT for the traffic study. Traffic counts will have to happen when schools are back in session so we get accurate traffic counts.

Ms. LaBonte: Turning left from Graeser onto Olive is already a problem. We don't want Olive Blvd. to be like Manchester Rd.

Mr. Jaggi: Some delays of service are normal and acceptable. The expectation is not that you're going to breeze through driving along Olive. This is a proposed residential development with some commercial development.

Ms. O'Brien: I don't know who their market is and are the size of these apartments likely to mean residents maybe will expect to use public transportation.

Ms. LaBonte: There need to be more benches at the bus stops. It's ridiculous how many people are sitting on the ground. How do we fix that?

Mr. Jaggi: Metro determines that to some degree.

Ms. O'Brien: The developer should be required to install a bench at the bus stop.

Mr. Jaggi: We required benches by First Bank and the Vanguard apartment community and a bus shelter by The Vue Apartments.

August 4 will be the date for the presentation to the Planning and Zoning Commission.

A builder is looking at the townhouse component for Olia Village. The parking garage and a junior anchor tenant may potentially be submitted in August.

Wednesday, September 24 at 6:00 p.m. is the bi-annual ethics training with pizza and salad. In-person attendance is strongly encouraged. Ms. Bollinger will follow up

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to get your RSVP.

The August 18 Planning and Zoning Committee meeting will include NAICS categories and lighting color text amendments.

There are limitations on enforcement of the lighting color issues. Brentwood, Kirkwood, Clayton and Ladue are cities that passed lighting amendments.

September 16 (11:00-11:45 a.m.): Presentation at state American Planning Association conference with Ms. Moore and Mr. Jaggi. Topic will be repurposing of corporate campuses.

City Administrator Mark Perkins will be retiring and he will move on to work for Great Rivers Greenway as their Executive Director. Tuesday, July 29 at 2:00 p.m. is the celebration and commission members are invited to attend.

ADJOURNMENT

Meeting adjourned at 7:23 p.m.

Submitted by:

Recording Secretary

Chair



**APPLICATION TO PLANNING AND ZONING COMMISSION
#25-018: SITE DEVELOPMENT PLAN FOR A FENCE WITHIN THE
FRONT YARD SETBACK FOR THE PROPERTY ADDRESSED AS 150
EXECUTIVE ESTATES DRIVE**

FOR THE MEETING OF: Monday, July 21, 2025

SUBJECT PROPERTY LOCATION: 150 Executive Estates Drive, zoned A-Single Family Residential

REQUEST: Kent Ritzel, homeowner, has submitted an application for a 6 foot (72") tall, horizontal, wooden fence, 6 feet from the front yard property line behind the house, adjacent to street right-of-way for West Wind Rush Creek Lane. The subject property is zoned A Single Family Residential. The City of Creve Coeur's Zoning Ordinance Section 405.640 (C) *Fences Within The Front Yard Section And Along Street Right-Of-Way* states that no fence shall be located within the front yard setback or along street right-of-way, within the area equivalent to the front yard setback of the applicable zoning district, unless approved by site development plan by the Planning and Zoning Commission.

ADDITIONAL INFORMATION: Staff may approve a fence within this area if the fence is to the side or rear of the home, is setback at least fifteen (15) feet from the property line, no more than four (4) feet in height, and is an open slatted decorative metal fencing. Any other fence requests in this location must seek Planning and Zoning Commission approval. City Council action is not required.

OWNER/APPLICANT: Kent Ritzel
150 Executive Estates Drive
Creve Coeur, MO 63141

Key Issues:

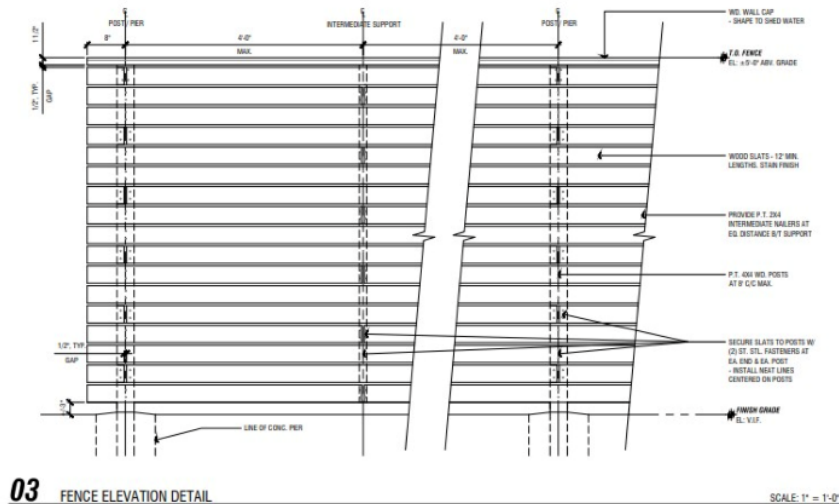
- Does the request integrate with the existing surrounding uses?

Comprehensive Plan References

- Estate Neighborhood 2 (ER2)
- Design Guidelines

Zoning Code References

- Section 405.250: A-Single Family Residential
- Section 405.640: Fences and Walls
- Section 405.1080: Site Concept, Site Development, and Minor Site Plan Approval



REPORT PREPARED BY: Bethany L. Moore, AICP, City Planner

DATE: 7/16/2025

ATTACHMENTS: Applicant's Materials

LAND USE AND ZONING OF SURROUNDING PROPERTIES

The adjacent zoning and land uses are as follows:

DIRECTION	USE	ZONED	SEPARATED BY
North	Single family residence	A Single Family Residential	West Windrush Creek Lane
South	Single family residence	A Single Family Residential	N/A
East	Single family residence	A Single Family Residential	Graeser Road
West	Single family residence	A Single Family Residential	Executive Estates Drive

FENCE PLACEMENT AND DESIGN

The Applicant is seeking to install a 6 foot (72") tall horizontal wooden fence, located approximately 6 feet from the property line to the rear of the house adjacent to West Wind Rush Creek Lane right-of-way for the property addressed as 150 Executive Estates Drive. There is not currently a fence in this location and the property line is very close to the pavement. Previously this location had landscaping that provided screening from the road and this landscaping was recently removed. The applicant has submitted a landscaping plan for additional landscaping between the fence and the road in order to help screen the fence.



Figure 1: Applicant's Site Plan with proposed fence location shown.

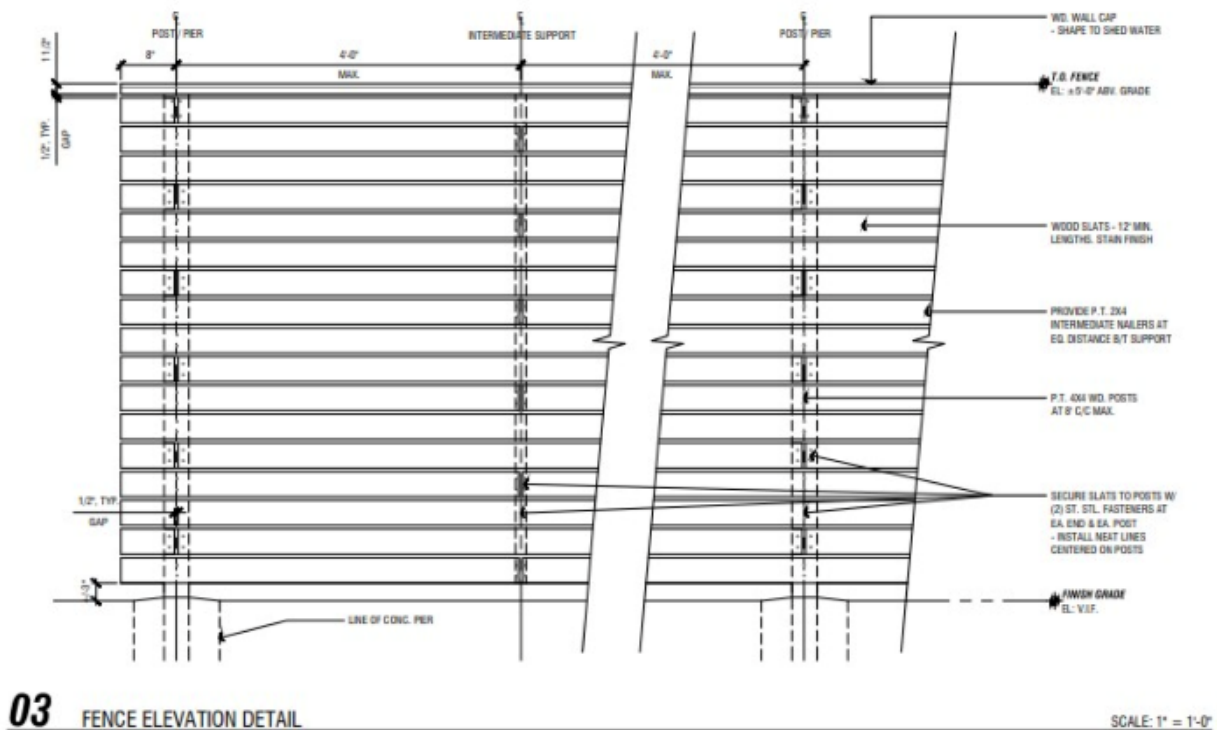


Figure 2: Fence detail showing 6-foot-tall horizontal wooden fence.

ANALYSIS

The Zoning Code provides standards for evaluating requests for fences adjacent to street right-of-way under Section 405.640 Fences and Walls:

C. Fences Or Walls Within The Front Yard Section And Along Street Right-Of-Way.

A fence may project within the area equivalent to the front yard of the applicable zoning district, when clearly to the side or rear of the home, provided that such fence is setback at least fifteen (15) feet from the property line, no more than four (4) feet in height, and is an open slatted decorative metal fencing, similar in style for swimming pool enclosures as provided in Subsection (D). Any other fence design or location, outside of the preceding criteria, in the area equivalent to the front yard along any street right-of-way shall be subject to site development plan approval by the Planning and Zoning Commission in accordance with Section 405.1080.

The Design Guidelines provide general direction for review of fences with the following, although the application of these guidelines has limited use for decorative fences within single family neighborhoods.

Design Review Guidelines: F. Screening (Fences and Walls)

1. All new sound walls, masonry walls or fences are to be designed to minimize visual monotony through changes in plane, height, material, texture or significant landscape massing.
2. The design of fencing, sound walls, trash enclosures, and similar site elements is to be compatible with the architecture of the main buildings and should use similar materials.
3. All fencing should be designed as an integrated part of the site, rather than as a separate fence, such as a planter wall or continuation of an architectural wall feature.
5. In highly visible public areas where fencing is needed, decorative fencing is encouraged. (p.18-19)

The applicant is requesting a site proof, 6-foot-tall wooden fence 6 feet from the property line which requires site plan approval for the application from the Planning and Zoning Commission. The fence is clearly to the rear of the house on a corner lot that abuts West Wind Rush Creek Lane. The context of the surrounding area includes wooden fencing in several locations along North Graeser Road but no fencing along West Wind Rush Creek Lane. West Wind Rush Lane mostly includes front yard frontage for the lots along the street making the subject property's lot an outlier. The placement of a 6-foot-tall sight-proof fence along West Wind Rush Creek Lane would be an unusual circumstance along the road. Staff suggested that the fence location be moved back from the property line and additional landscaping be added to soften the view of the fence against the roadway. The applicant has agreed to move the fence 6 feet from the property line and install additional landscaping in the form of 14 small bushes between the existing trees to help screen the fence from the roadway. Staff recommends that 2-3 upright evergreens be added to the landscaping plan for additional screen due to the proximity of the sight-proof fence to the roadway. This request has been required in other cases where a solid wooden fence is placed along street right of way. The planting of the additional landscaping would help to mitigate the visual impact of the fence. Staff recommends that a final landscaping plan be submitted for review as a condition of approval to include the addition of

CONCLUSION AND ACTION

If the members of the Planning Commission find the applicant's reasons for the fence location, height, and design sufficient, they can approve it as proposed. If the Commission wishes to revise the location, material or height of the fence, discussion with the Applicant and a revised motion would be necessary.

MOTION

The motion for the fence adjacent to street right-of-way at 150 Executive Estates Drive as shown in the enclosed site plan will be in the form of approval, approval with conditions, or deferral. City Council action is not required. The following is an example motion for this application:

"I move to approve the site plan for a 6-foot tall, horizontal, wooden fence to be located 6 feet from the property line along West Wind Rush Creek Lane with a final landscaping plan to be submitted for staff review, for the corner property addressed as 150 Executive Estates Drive as discussed within the Staff Report for Application #25-018 for the July 21, 2025, Planning and Zoning Commission meeting." (Modification or revisions may be included by preceding motion).

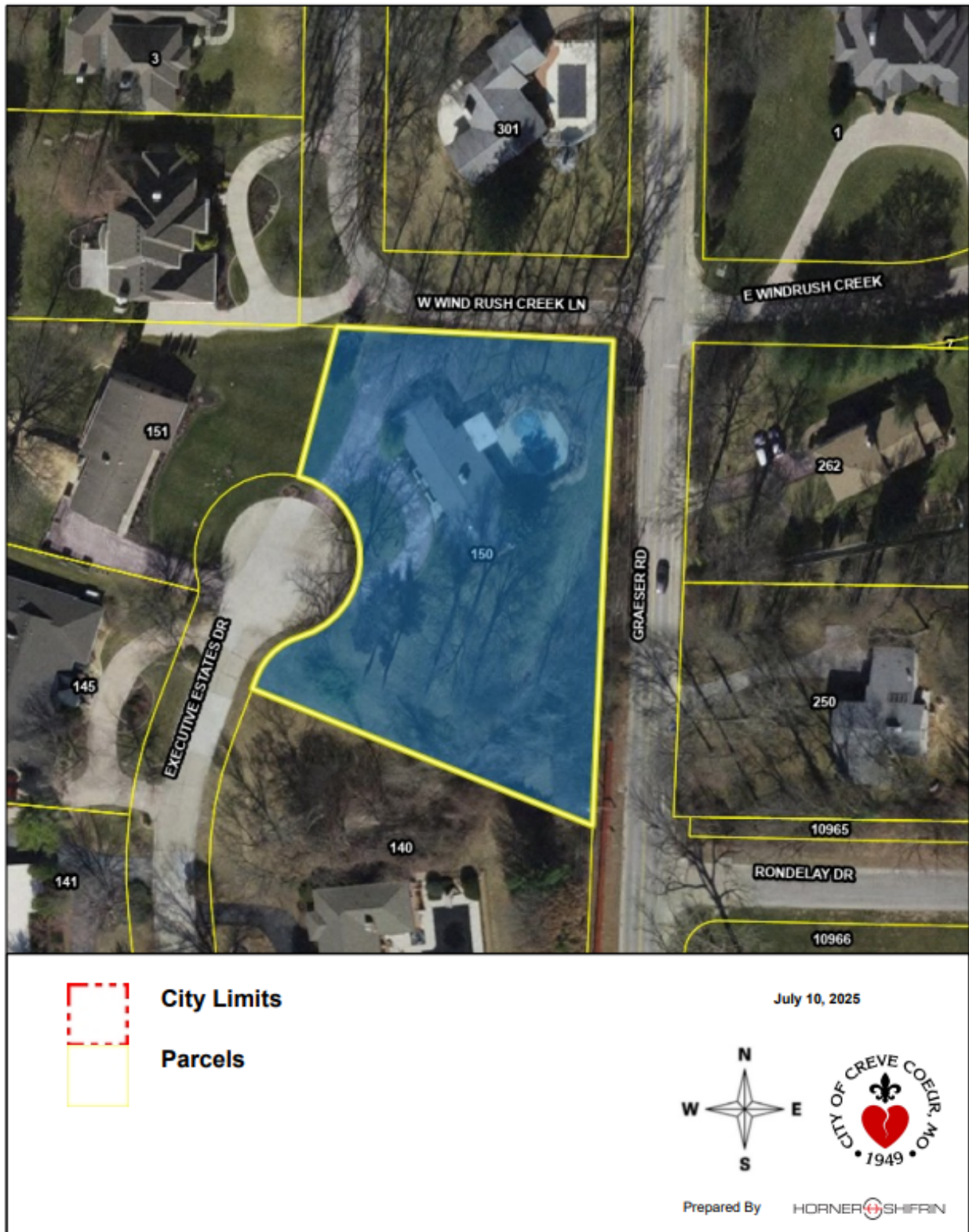
APPENDIX 1: COMPREHENSIVE PLAN

Included and attached by reference. See body of report for specific excerpts.

APPENDIX 2: ZONING CODE

Included and attached by reference. See body of report for specific excerpts.

APPENDIX 3: AERIAL MAP



APPENDIX 4: SITE PHOTOGRAPHS



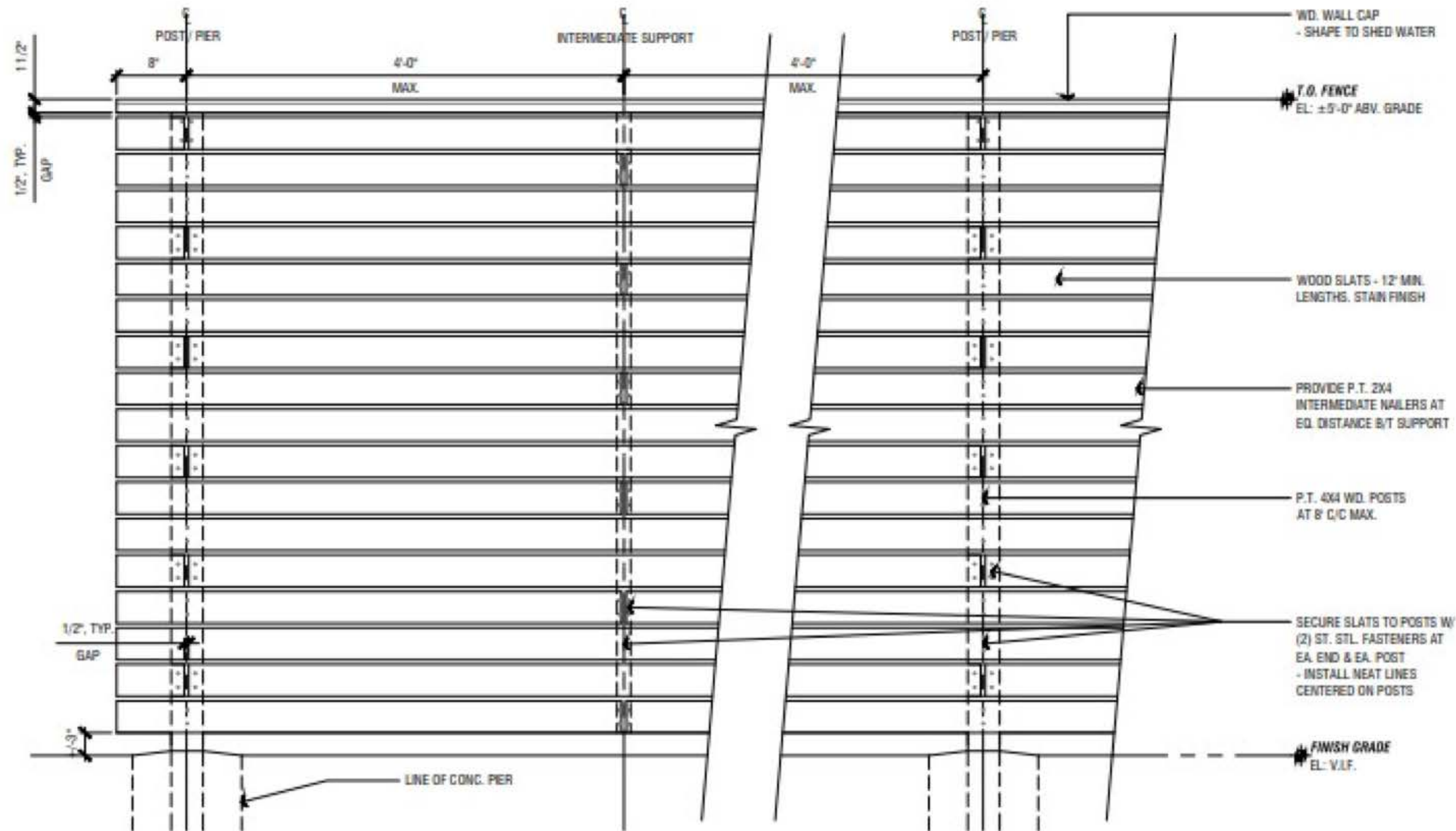
Description: Google Streetview image from March 2025 showing the corner property at 150 Executive Estates Drive from N. Graeser Road.



Description: Existing wooden fence on N. Graeser Road.



Description: View of subject property down W. Wind Rush Creek Lane from N. Graeser Road.

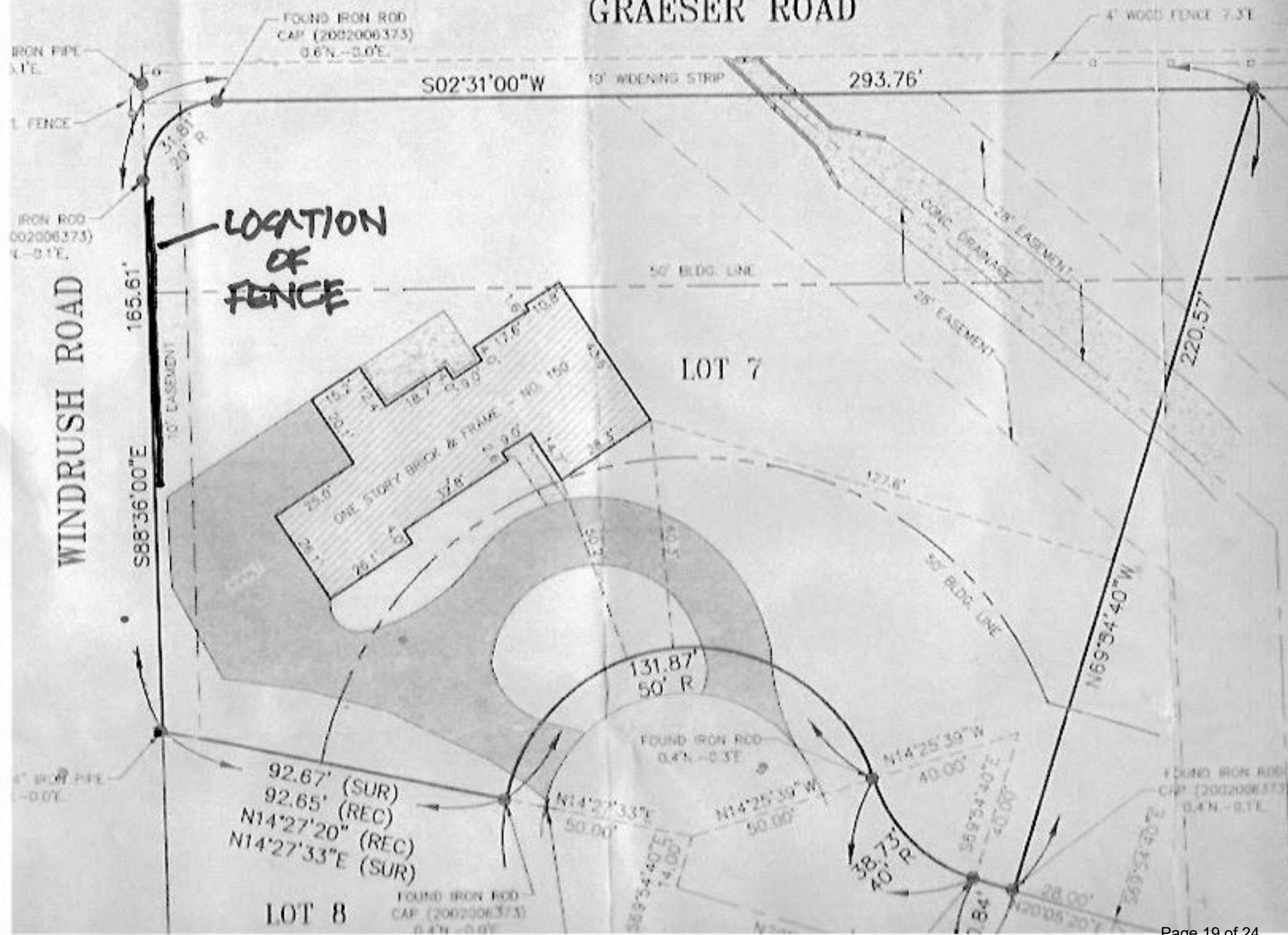


03

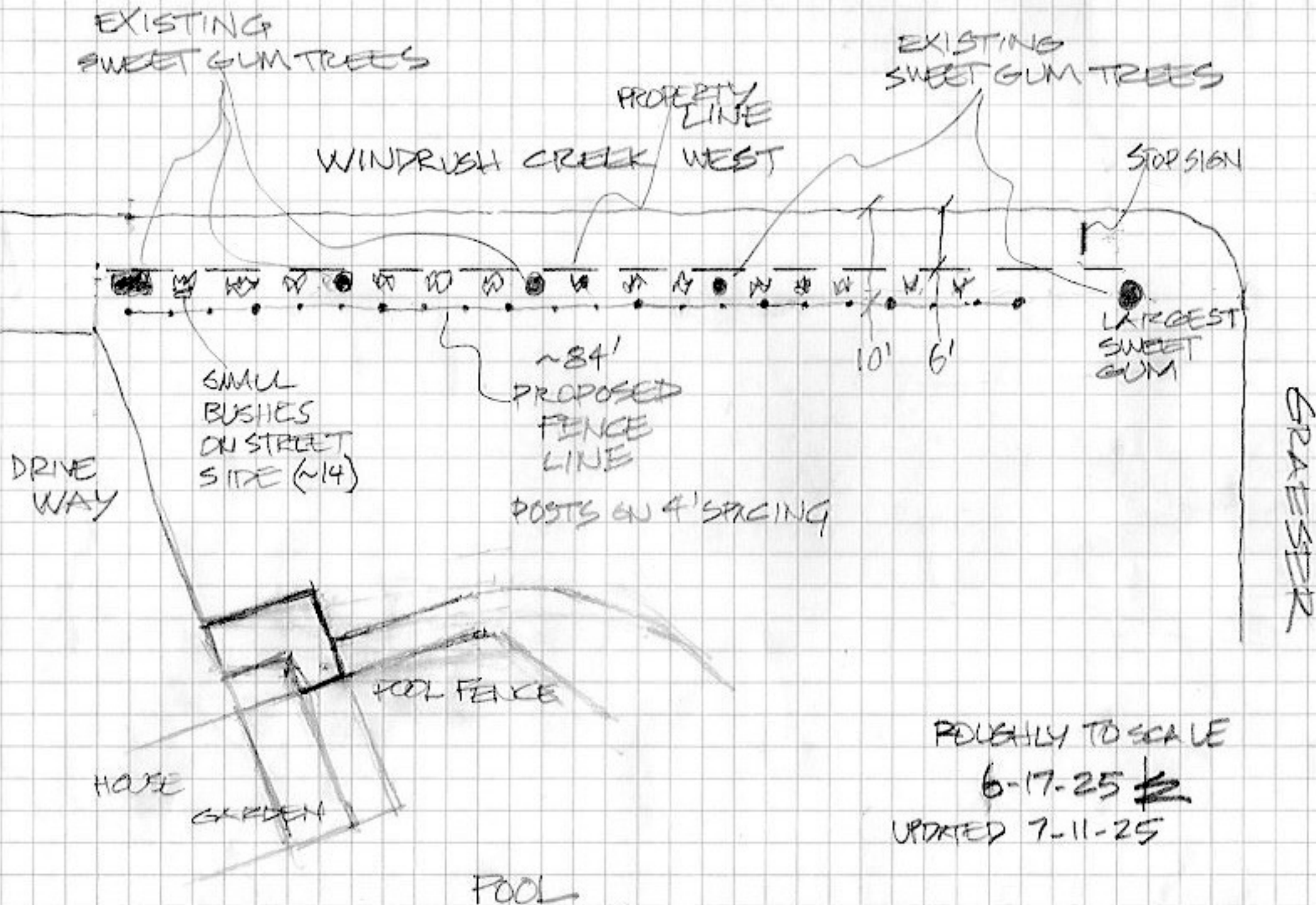
FENCE ELEVATION DETAIL

SCALE: 1" = 1'-0"

GRAESER ROAD



the RITZELS' 150 EXECUTIVE ESTATES





3



kent ritzel <kentritzel@gmail.com>

to Anna ▾

Here's an updated plan of our fence that is being reviewed by Creve Coeur.
I need an ok from you to give them. Please.
Kent



One attachment • Scanned by Gmail ⓘ

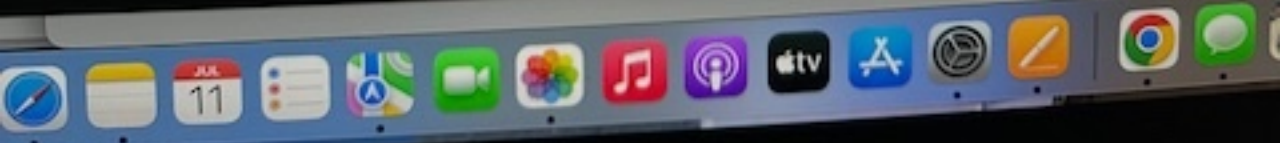


Anna Fukunaga

to me ▾

Approved

[Sent from Yahoo Mail for iPhone](#)







city of CREVE COEUR

300 North New Ballas Road • Creve Coeur, Missouri 63141
(314) 432-6000 • Fax (314) 872-2539 • Relay MO 1-800-735-2966
www.creve-coeur.org

MEMO TO PLANNING AND ZONING COMMISSION

Meeting Date: July 21, 2025

Subject: **Work Session/Discussion Item: Revised Bayer East Comprehensive Plan Update Schedule**

Memo Prepared by: Jason W. Jaggi, AICP, Director of Community Development

Attachments: Revised Schedule (7-9-25) from PGAV Planners

Staff and our planning consultant, PGAV Planners, have developed the attached revised schedule leading to completion of the Bayer East Comprehensive Plan Update.

Key dates include the following:

- August 18th—Presentation to P&Z by consultant (market analysis and initial recommendations/implications). *Please note this presentation was originally to be held on July 21 but has been pushed back a month to provide the opportunity to cover more topics.*
- September 29th—Open House #2 (backup date, September 18th)
- October 20th—Presentation of final plan to P&Z by consultant (backup date, November 3rd)

Staff will review this schedule with the Commission to verify these dates work for the group.

Bayer East Comprehensive Plan Update Schedule (Revised 7-9-25)

TIMELINE	TASK
	Identify existing conditions
	Understand major factors
	Analyze site characteristics
April - June	Flora / Fauna Assessment
	Coordinate access to site / site visit
	Building assessment matrix
	Open House #1 (notice via postcard, newsletter, and yard signs beforehand)
	Connect with 39N, Bayer, other stakeholders
	Evaluate the market
July	Perform market analysis for potential components
	Describe conditions
	Consider development scenarios
Early August	<i>City Staff Meeting - Discuss market analysis, initial recommendations, development scenarios</i>
August 18th	<i>P&Z Meeting - Discuss Market Analysis and initial recommendations/implications</i>
August	Finalize Recommendations
August	Prepare for Open House
Early September	Development Incentive Review Policy Manual
Mid-September	<i>City Council Meeting - Get feedback on development policy review manual</i>
September	Finalize Draft Comp Plan Update
September 29th	Open House #2 (Back up date - Sept 18th)
October 20th	Presentation to P&Z (Back up date - Nov 3rd)