



**Planning & Zoning Commission  
Meeting Minutes**

January 6, 2025 7:00pm  
1 Government Ctr, Ballwin MO 63011

THE MINUTES ARE PREPARED IN SUMMARY TO REFLECT THE OVERALL DISCUSSIONS, NOT VERBATIM QUOTES.

The meeting was called to order by Chairman Grant Alexander at 7:00 p.m.

**ROLL CALL**

Present

- Mayor Tim Pogue
- Alderman David Siegel
- Chairman Grant Alexander
- Commissioner Janet Carr
- Commissioner Derek Beiter
- Commissioner Victoria Winfrey
- Commissioner Zach Carter
- Commissioner Scott Brinker
- Commissioner Michael Swain
- City Attorney Robert Jones
- City Planner Lynn Sprick

Absent

- Commissioner Bill Hinds

**MINUTES**

The minutes from the December 4, 2024 Planning & Zoning Commission Meeting were submitted for approval. A motion to approve as submitted was made by Mayor Pogue and seconded by Alderman Siegel. The motion was approved unanimously.

**AGENDA ITEMS**

**SUE-25-01**

Lynn Sprick summarized the Petition.

Andrew Holloway (Petitioner) provided additional details, noting that additional parking is planned to be constructed to the west in the future.

Alderman Siegel inquired why the Petition is being proposed before the Petition for additional parking.

Mr. Holloway explained that they wanted to ensure the use was approved before constructing additional parking.

Alderman Siegel asked if MSD approval would be required.

Ms. Sprick confirmed that MSD approval would be necessary and noted that the property is zoned R-4 Planned Multiple Dwelling District, requiring an amended development plan for the entire site.

Alderman Siegel inquired about the amendment development plan procedure, and Attorney Jones provided an explanation.

Chairman Alexander asked whether the existing parking lot was sufficient for the previous users.

Mr. Holloway stated that his group was not previously involved in site management but confirmed that current parking is insufficient for the proposed user.

Commissioner Swain asked about a cross-access parking agreement.

Mr. Holloway stated that cross-access parking should not be necessary if the proposed lot is constructed.

Chairman Alexander inquired about the proposed user's hours of operation.

Mr. Holloway stated that the hours would be Monday-Friday, 9:00 AM - 6:00 PM, and Saturday, 9:00 AM - 1:00 PM.

Alderman Siegel asked about the number of employees.

Kelsey Harper (Caravel representative) provided information, stating that the teacher-to-student ratio is 1:1, with typically 20-25 employees on-site.

Alderman Siegel expressed concerns about parking.

Scott Brinker inquired about the division of time between ADA therapy and daycare.

Ms. Harper explained that students are primarily dropped off for therapy and care, with some parent meetings conducted on-site.

Commissioner Carr asked about the number of students expected on-site.

Ms. Harper estimated 20-28 students.

Alderman Siegel expressed support for the Special Use Exception but remained concerned about parking and MSD approval.

Chairman Alexander agreed with these concerns.

Mr. Holloway acknowledged the Commission's concerns and stated that parking lot plans would be submitted soon.

Alderman Siegel asked Attorney Jones about the Commission's options.

Attorney Jones stated that the Commission could either recommend approval with conditions or table the Petition until parking plans are submitted.

Mayor Pogue requested a the submittal of a complete plan, including proposed parking and landscaping. He also asked whether a cross-access easement agreement would be required between the site and the proposed parking lot.

Attorney Jones stated that as long as ownership remains the same, a recorded easement agreement would not be required.

Chairman Alexander opened the public hearing.

Alana Moylan (representative for the Petitioner) spoke. She discussed the drop off/pick up procedures with the former tenant.

Chairman Alexander closed the public hearing.

Chairman Alexander motioned to table the Petition until a plan for the proposed parking lot is submitted.



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Mayor Pogue revised the motion to allow the Petitioner to work with staff to submit parking lot plans before reconsideration.

Chairman Alexander seconded the motion, and it was approved unanimously.

With no other business to discuss, Chairman Alexander motioned to adjourn the meeting.

Commissioner Carr seconded the motion and the meeting was adjourned at 7:30pm

DRAFT