



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

February 5, 2020

Gwen Keen
Real Estate Project Manager
QuikTrip Corporation
2255 Bluestone
St. Charles, MO 63303

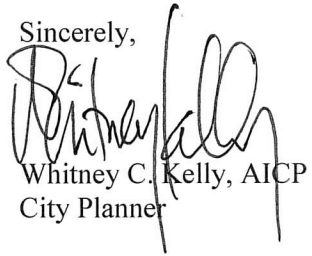
Re: Notice of Incomplete Application #20-002 & #20-003: Conditional Use Permit for a Gas Station at 11004 Olive Boulevard and Site Development Plan for the redevelopment of the Shopping Center

The City of Creve Coeur Community Development Department Staff received your initial submittal for the above applications. In order to consider the application complete for Staff review, prior to scheduling it for review at the Planning and Zoning Commission, please resubmit all drawings including the items listed below for staff review and comments. Four complete sets of all drawings should be provided and bound together for the Application submittal, along with electronic copies submitted on a jump drive.

1. Staff finds that the development of the Gas Station and the renovation of the Retail Shopping Center should be submitted under one site plan application with the gas station component requiring a conditional use approval. As one submittal, both components are considered for setback, site coverage, for the entire development. Therefore, we will cancel the second application and fees. However, the escrow for that will be used for the traffic engineer review, as it is anticipated to exceed the escrow for the conditional use permit. Please feel free to call if you wish to discuss this further.
2. Please submit for the boundary adjustment plat and application, showing the existing and proposed property lines on the drawings. There is an additional \$50 fee for any boundary adjustment. Application is attached.
3. Please provide the elevations and rendering for the adjacent shopping center
4. Details and elevations of accessory structures such as fencing and retaining walls need to be included.
5. The Site Plan indicates a proposed planned development, this proposal does not require a rezoning, and should remain at GC General Commercial.
6. Please provide a hard copy of the Landscape Plan.
7. Please provide a cut sheet of the parking lot lighting and building fixtures, and provide a photometric plan showing that any lighting will be downcast and shielded and will not be directed onto adjacent property, and will have a minimum illumination level of not less than an average of one (1) foot-candle of illumination as required by Section 405.680 405.680(B) and Section 405.810(4) and Section 405.680 Lighting.

The Traffic Impact Study has been forwarded to the City's Traffic Engineer, and those comments will be included in a review letter for a completed application.

Sincerely,

A handwritten signature in black ink, appearing to read "Whitney Kelly", written over the printed name and title.

Whitney C. Kelly, AICP
City Planner

CC: Jason Jaggi, Director of Community Development



city

of

CREVE COEUR

PLANNING DIVISION

File # _____

300 North New Ballas Road Creve Coeur, Missouri 63141
Tel. (314) 872-2501 • Fax (314) 872-2505

PLANNING AND ZONING COMMISSION

APPLICATION FOR SUBDIVISION/BOUNDARY ADJUSTMENT PLAT

Title of Project: _____

Location of Project: _____

Locator # _____

Please attach a copy of a metes and bounds legal description of the area to be subdivided.

Applicant:	Applicant's Representative (if applicable):
Name _____	Name _____
Company (If Applicable) _____	Company (If Applicable) _____
Address _____	Address _____
Address _____	Address _____
Telephone # _____	Telephone # _____
Fax # _____	Fax # _____
Email: _____	Email: _____

APPLICANT:

Architect ____ **Engineer** ____ **Surveyor** ____ **Agent** ____ **Owner** ____

The undersigned hereby requests to be placed on the Agenda for the Planning and Zoning Commission meeting at 6:30 P.M. on Monday, _____, 20__.

SUBMITTAL CHECKLIST

- ____ P&Z Agenda Application
- ____ Fees Paid
- ____ Draft Preliminary Plat
- ____ Landscape Plan
- ____ Tree Preservation Plan
- ____ Digital copy of all documents

Signature _____

Title _____

Date _____

Jason Jaggi, AICP, Director of Community Development
Whitney Kelly, AICP, City Planner
Jessica Stutte, Administrative Assistant (872-2501)



Boundary Adjustment Plat Procedure

Review Procedure

The Boundary Adjustment Plat process involves review by City staff and the Planning and Zoning Commission. City Council review is not required.

To make a boundary adjustment submittal, provide 4 copies of the proposed plat (see below), a Planning and Zoning Commission agenda application, and a \$50 filing fee.

Staff will review the plat and may request additional information or revisions to plat, along with additional copies. Once staff has determined that the request is in compliance with City ordinances, the plat will be placed on a Planning and Zoning Commission meeting agenda. Typically, the review time for any Commission meeting application is sixty (60) days. However, staff may reduce the review period if all information is available.

At the scheduled meeting, the Planning Commission will call on the applicant to present their drawing and may request information explaining the motivation for changing the lots. They will also look to City staff to verify that the new property lines do create any violations of the Zoning or Subdivision Codes. If all technical requirements are met, the Planning Commission will approve the request and the applicant can proceed with recording the plat (see “Recording” below).

Plat Requirements

The **Boundary Adjustment Plat** shall be at a scale of one hundred (100) feet or less to the inch and shall include at least the following:

- a) Name of the subdivision.
- b) Name of adjacent subdivisions and owner of adjoining parcels of unsubdivided land.
- c) Names, addresses and telephone numbers of the owner and engineer.
- d) Location of the subdivision by U.S. Survey System and political subdivision, including section, town, range, township, county and state.
- e) Names of existing streets abutting or giving access to the property.
- f) All plat boundaries based on an accurate traverse, with all angular and linear dimensions shown. Error of enclosure of such boundary survey shall not exceed one in ten thousand (one foot for each 10,000 feet of perimeter survey).

- g) All blocks, lots, streets, alleys, crosswalks, easements, and setback lines within and adjacent to the plat, all of which shall have all angular and linear dimensions given and all radii, internal angles, bearings, points of curvature, tangents, and lengths of all curves, so that no dimensions or data are missing which are required for the future location of any of the corners of boundaries of blocks, lots, or streets, as listed above. All dimensions shall be given to the nearest hundredth of a foot. True angles and distances shall be drawn to the nearest established official monuments, not less than three (3) of which shall be accurately described on the plat.
- h) Accurate location of all survey monuments.
- i) All easements or rights-of-way provided for public services or utilities, and any limitations of such easements.
- j) All lot numbers and lines, with accurate dimensions in feet and hundredths of feet and with bearings or angles to street lines.
- k) Accurate outlines of any areas dedicated or temporarily reserved for public use with the purpose indicated thereon.
- l) Building setback lines required by the Creve Coeur Zoning Ordinance, with dimensions.
- m) Title, date of preparation, scale of map and north arrow.
- n) Certificates: The following information shall be provided on the Boundary Adjustment Plat:
 - 1. Certification by a registered land surveyor or engineer that the plat represents a survey made by him and that all necessary survey monuments are correctly shown thereon, and that the size of each lot is correctly indicated by dimensions and square feet of area. Impressed thereon, and affixed thereto, shall be the personal seal and signature of the registered land surveyor or engineer by whom or under whose authority and direction, the plat was prepared in conformance with Missouri Revised Statutes.
 - 2. Certification that real estate taxes are paid shall be furnished in the form of paid real estate tax bills on the land within the proposed subdivision.
 - 3. An acknowledgement in certificate form by the owner or owners, of his or their adoption of the plat, and of the dedication of streets and other public areas. Dedications shall be in certificate form on the plat including any liens or deeds of trust. Should such restrictions and trusteeships be filed as a separate instrument, reference to such instrument shall be noted on the plat.
- o) Boundary Adjustment Plat Script – The following must be placed on the final drawing:

It is hereby certified that this Boundary Adjustment Plat was approved on the _____ day of _____, 20____, pursuant to the Subdivision Regulations of the City of Creve Coeur, Missouri, as outlined in Section 410.030.D of Ordinance No. 5123.

City of Creve Coeur, Missouri

Beth Kistner, Chair
Planning and Zoning Commission

I, Deborah Ryan, City Clerk for and within the City of Creve Coeur, Missouri, do hereby certify that this Boundary Adjustment Plat is in complete compliance with Ordinance Number 5123 approved on the 22nd day of February, 2010, as approved by the City Council of the City of Creve Coeur.

Deborah Ryan, MRCC
City Clerk

Recording

If the Planning and Zoning Commission approves the boundary adjustment, provide a signed and notarized Mylar of the plat for signatures from the Chair of the Planning and Zoning Commission and the City Clerk. Please allow one (1) week for signatures.

You will be contacted after the city signatures are completed, after which you must record the document at the St. Louis County Recorder of Deeds. Please request two (2) copies of the recorded document from the Recorder and return them to the Planning Division. That concludes the process.