

City of Bellefontaine Neighbors
Planning & Zoning Meeting Minutes
November 14, 2022

The meeting was called to order by the Chair at 7:03 pm.

Present: Members Barrett, Duhadway, Gordon, Lane and White

Absent/Excused: Mayor Pierson, City Engineer Klein, Member Borzymowski

Member White made a motion to approve the agenda, seconded by Member Gordon. The motion passed unanimously.

Member Duhadway made a motion to approve the October 10, 2022 minutes, seconded by Member Gordon. The motion passed unanimously.

New Business

9307 Duenke Drive, zoned C-1 Local Business District, Ms. Judy Garner, applicant.

Informal discussion about leasing space for a proposed "Tree of Life" adult care center prior to formal Conditional Use Permit application per Sec. 29-96(3)(c). The Center would be on the Duenke Drive side of Hathaway Hills Shopping Center at Jennings Station Road and Lewis & Clark Blvd.

The Commission received Ms. Garner's Letter of Intent and had a number of questions. Her letter indicated proposed days & hours of operation: 7 am to 6 pm Monday through Friday and Saturday 8 am to 4 pm. The business would be closed on Sundays.

Ms. Garner explained she has 15 years experience working with Alzheimer's patients and commented that it's best to have a sense of humor when working with them. She has been a director & activity coordinator at two adult care facilities.

Her clients would be from 18 to 90 years old with physical and mental disabilities. The center would have a staff of 7 to 8, including a nurse, with as many as 45 clients. The number of clients they care for at any one time would be determined by the State of Missouri. Staff and client numbers will/may vary depending on the State's determination. The State has final authority over adult care facilities.

They will mentor families on care for their loved ones. The Center will have an Alzheimer's unit with a doctor to draw up individual care plans for each Alzheimer's client. Staff will follow the care plans.

We discussed special lighting and on-site advertising. The Center will not have any special/flashing lighting and there will be no on-site advertising other than normal signage to identify the business.

Clients can be dropped off & picked up by individual families or by Tree of Life vans. They expect to operate three vans for client transport. It was suggested that staff park on the upper lot, on the Lewis & Clark side of the shopping center, to keep space open in front of the Center on the Duenke Drive side.

Future plans would include leasing adjacent space to expand their operations.

Food service would be provided by a catering service, with warming ovens on-site, for breakfast & lunch during the week and lunch only on Saturdays. It was stated that, in addition to Bellefontaine Neighbors, North County Fire & Rescue will need to inspect & approve the facility before they can occupy the building. Chair speculated that warming ovens would not require the same strict criteria from NCFR that fryers & fire suppression hoods require.

We asked where Ms. Garner was in the process for licensing by the state. She stated that she's been in touch with the state about her proposed facility and will work with them to address any & all requirements.

Traffic flow at the beginning and end of each day was discussed. Ms. Garner said most clients will arrive by van. There is a 45-minute time limit any client can remain in the van.

It was explained that, with the formal Conditional Use Permit application, a site development plan would be needed. It would include parking including ADA-accessibility, traffic flow, locations of dumpsters, exterior/parking lot lighting, fencing including sight barriers/privacy fence, green space or landscaping and interior partitions where known or planned. An example of a site development plan for 9266 Lewis & Clark was e-mailed to her the next day.

Members discussed plans for A Red Circle to purchase and develop the property and Ms. Garner was aware of that. She was informed that A Red Circle was developing a site plan but it wasn't ready when we met with them in September. By now, the site development plan should be fleshed out and available for review. We asked her to make an inquiry of A Red Circle for a site plan rather than attempt to generate one herself.

The Commission thanked Ms. Garner for attending our meeting, explaining her plans and considering Bellefontaine Neighbors for her proposed business.

Our next scheduled meeting is December 12, 2022.

Member White made a motion to adjourn the meeting. Seconded by Member Gordon. Motion passed unanimously. Chair adjourned the meeting at approximately 8:00pm.

Respectfully submitted,

Pat Barrett
Chair, Planning & Zoning Commission