

# CITY OF FRONTENAC



**MINUTES OF THE CITY OF FRONTENAC**  
**PLANNING AND ZONING COMMISSION**  
**FRONTENAC CITY HALL**  
**10555 CLAYTON ROAD**  
**TUESDAY, OCTOBER 22, 2024, 6:00 PM**

A. **CALL TO ORDER:** The regular meeting of the Planning and Zoning Commission was called to order at 6:00 p.m. by Chairperson Kim Tompras.

B. **ROLL CALL:** All members present were:

Bob Bauer  
Chris Kehr  
Kin Watkins  
Aldersperson Tom O'Brien

Elizabeth Hartwig  
Kim Tompras  
Steve Taaffe

Mayor Hatfield, Aldersperson Kilker, Aldersperson Griesedieck and Aldersperson Mullis were also in attendance.

Building Consultant, Ellen Rottjakob; Building Commissioner David Fairgrieve; Interim City Administrator/City Clerk, Leesa Ross; City Attorney, Kevin O'Keefe and Administrative Clerk, Shari Cooper were also in attendance.

C. **APPROVAL OF AGENDA:**

Chairperson Tompras asked for a motion to approve tonight's meeting agenda.

Motion to approve the agenda was made by Mr. Kehr and a second was made by Aldersperson O'Brien. All commission members voted "Aye"; the motion passed unanimously.

D. **APPROVAL OF MINUTES:** April 23, 2024

Chairperson Tompras asked for a motion to approve the minutes as amended from April 23, 2024.

Chairperson Tompras advised of a correction to a word on page 2 of 4, second to last paragraph on page from "The" to "There". Ms. Ross stated she would make the correction.

Chairperson Tompras advised of a correction to a word on page 3 of 4, last paragraph on page from "the efficiently" to "efficiency". Ms. Ross stated she would make the correction.

Motion to approve the amended minutes of April 23, 2024 was made by Mr. Bauer a second was made by Mr. Watkins. All commission members voted "Aye"; the motion passed unanimously.

E. **CHAIRPERSON’S COMMENTS:**

Chairperson Tompras made no comments at this time.

F. **COMMISSION MEMBER COMMENTS:**

No commission members made comments at this time.

G. **PUBLIC COMMENTS:**

No comments were made at this time.

H. **OLD BUSINESS:** None

I. **NEW BUSINESS:**

1. **PZ102224-01**: Request for a Conditional Use Permit and Site Plan Approval for a medical spa business at 10401 Clayton Road in Le Chateau Village.

Mr. Jay Simon of Cosmetic Physician Partners gave an overview of the project and details about the medical spa business as the representative, located at northwest corner of 10401 Clayton Road. Mr. Simon stated that there will only be 10 spaces of parking for new clients in the front of the building and another 10 spaces set for staff members. Currently, they are looking at 7 – 10 clients at a time along with staff members which would require a maximum of 20 spaces of parking per day. He presented the layout of the office to the committee.

Ms. Holly Christopher, Director of Implementation at Cosmetic Physician Partners, presented on the type treatments that will be completed at this location.

**MOTION**: Mr. Watkins made a motion and Mr. Bauer made a second to the motion to pass to the Board of Alderman for approval of the request from AesthetiCare MedSpa STL to operate a medical spa business at 10401 Clayton Road within the Le Chateau Village.

2. **PZ102224-02**: Review the “BD” Business District Final Draft Text Amendment Prepared by H3 Studio.

Mrs. Chrissy LaPoint of Frontenac Woods stated that notification of the meeting in regards to information on “BD” Business District Final Draft Text Amendment was not sent to all the residents of Frontenac. She stated that everyone should have been notified and given ample time to comment on the amendment. She relayed that the agenda for this meeting wasn’t on the weekly email nor on the website.

Discussion was held between residents, Mayor Hatfield and the Planning & Zoning Commission Members.

Mr. Jason Olt, President of Bucksbaum Properties, offered to come back and give the full presentation of the property at 10411 Clayton Road.

The members discussed and decided to table the vote on the “BD” Business District Final Draft Text Amendment pending the Special Meeting for the Planning and Zoning Committee to meet on Wednesday, November 6, 2024, at 6:00 PM.

3. **PZ102224-03**: Accessory Structure Discussion

Mrs. Ellen Rottjakob, Building Consultant – City of Frontenac, gave a brief synopsis of what an accessory structure is and how it is defined by ordinance and spoke on a project on Timber Trail that a 42 in. board wall has been approved and is being installed around a sport court.

Discussion was held.

J. **ANNOUNCEMENT OF NEXT MEETING:**

Special Planning & Zoning Meeting, Wednesday, November 6, 2024 at 6 PM.

K. **VOTE TO ADJOURN:**

Chairperson Tompras asked for a motion to adjourn the meeting.

**MOTION**: A motion was made by Mr. Kehr and a second was made by Mr. Taaffe to adjourn the meeting. All Commission members voted “Aye”. The motion passed unanimously.

The meeting adjourned at 8:02 PM.