



**NOTICE OF MEETING  
SEPTEMBER 10, 2025 – 6:00 PM  
PLAN COMMISSION  
TENTATIVE AGENDA**

*The Architectural Review Board meeting will immediately follow the Plan Commission meeting.*

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- I. MEETING CALLED TO ORDER
- II. ROLL CALL
- III. APPROVAL OF MINUTES FROM AUGUST 13, 2025
- IV. FINAL PLAT REVIEW: WESTBOROUGH COUNTRY CLUB, 720 W. LOCKWOOD AVE.
- V. ADJOURNMENT

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Gabrielle Macaluso  
Community Engagement Officer

POSTED: 9:30 A.M., SEPTEMBER 5, 2025



**MINUTES**  
**PLAN COMMISSION MEETING**  
**August 13, 2025 –6:00 p.m.**

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**CALL TO ORDER**

A meeting of the Plan Commission of the City of Glendale was held on Wednesday, August 13, 2025. Chairman Jeffrey Fernhoff presided and called the meeting to order at 6:00 p.m.

**ROLL CALL**

Members Present

Members Absent

Laura Switzer  
Mike Moran  
Reed Voorhees  
Chairman Jeff Fernhoff  
Jon Emert  
Brad Weitekamp

John Falk

Also present were Frank Johnson, City Administrator; Gabby Macaluso, Community Engagement Officer; Allie Sievers, City Attorney; and Scott Smitt, City Engineer.

**APPROVAL OF MINUTES**

Moved by Mr. Moran, seconded by Ms. Switzer and unanimously carried, to approve the minutes from the April 9, 2025 meeting as submitted.

**PRELIMINARY PLAT  
REVIEW – Westborough  
Country Club, 720 W.  
Lockwood Ave.**

Chairman Fernhoff introduced the preliminary plat review request from Westborough Country Club located at 720 W. Lockwood Ave. Mr. Jim Capek attended the meeting, representing Westborough.

Mr. Emert clarified that the Plan Commission is only being asked to consider the approval of lot consolidation. If they approve it, they would be recommending approval to the Board of Aldermen. Mr. Johnson confirmed.

Mr. Weitekamp asked if the consolidation changed any relationship with how the property falls within the cities of Oakland, Glendale, and Webster Groves. Mr. Capek explained that it did not change that aspect of the property, but that it would allow all parcels comprising the Country Club to be under the same ownership name, which is the Glenoak Investment Company. This company is a wholly owned subsidiary of the Westborough Country Club.

There was no public comment made regarding this project.

Mr. Moran made a motion to approve the applicant’s plat as submitted. The motion was seconded by Mr. Voorhees. The motion passed with a vote of 6 “Aye”, 0 “Nay,” and 1 Absent. The votes was as follows:

Chairman Fernhoff	“Aye”
Reed Vorhees	“Aye”
John Falk	Absent
Mike Moran	“Aye”
Laura Switzer	“Aye”
Jon Emert	“Aye”
Brad Weitekamp	“Aye”

**FINAL DEVELOPMENT  
PLAN REVIEW – Dwell  
Coffee House, 415 Sappington  
Rd.**

Chairman Fernhoff introduced the final development plan review for the proposed coffee shop located at 415 N. Sappington Rd.

Mr. Johnson reminded the Plan Commission that the applicants, Lisa and Jamie Houston, presented their preliminary development plan to the Plan Commission in January 2025. This preliminary draft was recommended for approval by the Plan Commission to the Board of Aldermen. The Board of Aldermen approved the preliminary plan on March 3, 2025.

Mr. Johnson noted that the final development must include the following:

1. The existing and proposed contours.
2. The landscape plan with the specific location of all plant material specifying size, species and location (Both as to buffer area around the perimeter as well as that in the parking lots).
3. All proposed uses.
4. All structures, present and future.
5. Sidewalks.
6. Parking spaces and moving traffic lanes.
7. Loading and delivery zones.
8. Ingress and egress facilities.
9. Plan for the provision of water sanitary and storm drainage facilities.
10. All easements and dedications.
11. Signs.
12. Details of lighting of parking lots and outside of buildings, including location, type and intensity.
13. All other information which the Plan Commission or Board of Aldermen may designate.

Mr. Johnson also noted that the regulations require that no building permit can be issued until MSD has approved the sanitary and storm sewers and drainage. The applicants’ plans are currently under review by the agency.

Mr. Johnson reminded the Plan Commission of the conditions they placed upon the applicant at their January meeting. These included, but are not limited to obtaining a traffic study and photometric plan.

Chairman Fernhoff listed off all the conditions enumerated in the January meeting by the Plan Commission. Mr. Moran suggested that a round table style discussion to evaluate if the final plan addresses the all the conditions and code requirements.

Mr. Moran felt that the applicant addressed all the conditions outlined by the Plan Commission. He appreciated the thoroughness of the traffic study and safer alignment of the parking area.

Mr. Emert noted that there are no lights on the exterior of the back or south side of the building. He asked if that was accurate and if there would be lighting on the back covered patio. He noted that the applicant needs to include all exterior lighting on the plans.

Mr. Emert noted that there is no fence noted on the plans. Ms. Houston said the fence would enclose the children's play area. The Plan Commission instructed the applicant to add the fence location and style details to the plans.

Mr. Voorhees asked about the selfie wall, which would consist of a mural. Ms. Houston confirmed that the mural would be facing inward toward the backyard.

Mr. Emert also asked if the traffic study noted the need for additional signage noting the emergency vehicle entry and exit across the street from the coffee shop. Mr. Smith said no, but that it could be a condition of the Plan Commission.

Mr. Weitekamp noted that there's a bald cypress tree that is considered to be a heritage tree and would require a permit to remove. Mr. Johnson reminded him that heritage trees are part of the ARB guidelines, so it's not applicable to this assessment by the Plan Commission. Mr. Johnson explained that the Plan Commission could make it a condition that the tree be preserved or protected. Mr. Weitekamp determined that preservation of this tree as a condition of approval would not be required.

Mr. Weitekamp also expressed a desire to move the building closer the street to make it more part of the streetscape.

The applicant's architect noted that they are already lined up with the setback and other residential properties. The Plan Commission noticed that some of the setback lines are incorrectly noted on the landscape plan and instructed the applicant to update the plans.

Mr. Moran noted that he thought the new building being set back allowed for a better transition from commercial to residential properties, as well as enhanced public safety.

Mr. Voorhees appreciated the thoroughness of the traffic study. He also noted support of the building being setback to transition better with the streetscape.

Mr. Voorhees and Mr. Smith noted that the grade changes need to be addressed in their plans through grading work. The applicant must be careful with regrading, installing the fence, and replacing the retaining wall to address the grade changes. The Plan Commission requested that the existing retaining wall, which will be replaced, be added to all the drawings—noting its removal and replacement.

Mr. Smith noted that the traffic impacts from Dwell would be minimal to the traffic flow on Sappington Road.

Ms. Switzer asked if lighting was an issue along the walkway or patio because she didn't see any lights noted in the photometric plan. She noted that lights should be added along the ground to light the walkway.

Ms. Switzer expressed concerns about the trash enclosure gate materials, noting that they should look nice. She would like to see architectural elevations for the gates.

Ms. Switzer noted that there's a landscape area and not a walkway along the parking area on the plans. The applicant noted that the page was mislabeled. The Plan Commission instructed the applicant to update the drawings.

Ms. Switzer noted that none of the renderings show the dormer in the office area on the south side of the house facing the neighbor. She noted that this should be included in the drawings if still planned.

Ms. Switzer also expressed concerns regarding the two windows shown on the rear elevation on page A401. She asked the applicant to consider the view that these windows will have into the neighboring property on the south side since it's so close the property edge.

Mr. Voorhees and Mr. Weitekamp assessed the downspouts and determined they discharge into the detention basin.

Mr. Weitekamp asked about the plan for the downspouts to outlet into the detention basis and have any spillover discharge into the storm sewer. Mr. Smith noted that the applicant will need an agreement with MSD to tie into

the stormwater infrastructure. Mr. Smith explained that there needs to be clarification of the interworking of the drainage infrastructure on the plans.

Mr. Johnson and Mr. Smith noted that MSD is currently reviewing the plans and that the City's ordinance requires a signed agreement with MSD before the Board of Aldermen can approve the final development plan.

Mr. Moran suggested that a sign be placed on the end parking space by the trash enclosure to indicate where the applicant wants truck unloading to occur.

### **Public Comment**

Chairman Fernhoff asked if there was any public comment regarding this project. The following individuals spoke:

**Joseph Shannon, 934 E. Essex:** Mr. Shannon asked if any public funds were being contributed toward the coffee shop.

**Lois Mahsman, 142 Edwin Ave.:** Ms. Mahsman confirmed that MSD has not yet approved the coffee shop's development plans. She questioned how the Plan Commission can approve the final development plan if the applicant hasn't received MSD approval yet. She also asked where the workers will park during construction and how school buses will get through on Sappington Road if trucks are parked on the street.

**Sarah Vitale, 425 N. Sappington Rd.:** Ms. Vitale asked if the detention area is a pond or just a water basin. She expressed concerns regarding stormwater since it flows toward their property from 415 N. Sappington Rd. She also expressed concerns that water ponded in the detention area would overflow onto her property. She questioned how the Plan Commission can approve the final development plan if the applicant hasn't received MSD approval yet.

Additionally, she said she's worried that trucks parked on the street will block emergency vehicles. Ms. Vitale also expressed opposition to Dwell customers parking in her property's parking lots and requested signage provided by the City and/or the Houstons.

**Leslie Drewel, 821 E. Essex Ave.:** Ms. Drewel asked what the hours of operation will be. She expressed opposition to hours of operation after 4:00 p.m., so she can enjoy peace and quiet in her backyard on weekends and in the evening hours. She also requested a game plan for opening day traffic.

### **Plan Commission Response to Public Comment**

Mr. Johnson stated the project is entirely privately funded and that no public tax dollars were being contributed.

Chairman Fernhoff stated that the City can require the applicant to provide a more detailed traffic plan that's formalized for construction and coordinated with the Glendale Police Department. The applicant can work with the police department to manage opening day traffic. Additionally, business-specific parking signs can be placed on surrounding properties.

Mr. Moran and Mr. Weitekamp assessed the stormwater plan for the 415 N. Sappington Rd. to address the related concerns. Mr. Moran doesn't think the Plan Commission would be acting irresponsibly if it recommends approval of the plan to the Board of Aldermen before the project receives MSD approval because 1) the Commission has the civil plans and drainage calculations to determine how the water will move and flow on and across the property, and 2) the knowledge that the plan won't go before the Board of Aldermen for approval if MSD does not grant their approval.

- They explained that according to the plans, the basin is a grassy area that sits a little lower as to collect water, but it's not a watery area like a pond. The basin could be a grassy depression with MSD determined plantings.
- Mr. Smith noted that MSD is not requiring a basin, but the applicant and contractor are putting one in to help meter out stormwater on the property.
- They noted that the plan is not to discharge any water onto the property located to the north, 425 N. Sappington Rd. Any overflow water would be discharged to the MSD storm sewer, provided MSD approves the plan and an agreement is signed. If the agreement is not met/signed, then the City won't approve the final development plan and an alternative stormwater solution would need to be determined.
- They noted that the curb planned along the entire northern edge of the property will keep water from flowing/draining onto the north property and will guide it to the basin. They explained that the parking lot is graded to drain water to the middle of the lot and then taken to the basin.

Mr. Voorhees noted that the City requires construction fencing and approves the materials used and location before installation. Mr. Moran noted that the City does not allow sidewalks to be blocked for construction except for approved, short duration of time to accomplish certain aspects of the project. Mr. Moran also noted that there are 4 parking spaces on the property labeled on the plans for construction parking.

Chairman Fernhoff asked Ms. Houson about the hours of operation, and she explained that they are planned to be 6:00 a.m to 8:00 p.m.

Mr. Moran asked if the backyard patio/play area can be closed after 4:00 p.m. to respect the neighbors. Ms. Houston expressed flexibility on that matter and said that no speaker system or late night concerts are planned.

Mr. Weitekamp suggested that more evergreens be planted along the western perimeter to provide additional screening.

Chairman Fernhoff asked if there were any other public comment. Ms. Vitale thanked the Commission for answering her questions and welcomed the Houstons as her neighbors.

Mr. Moran made a motion to recommend approval of the applicant's final development plan to the Board of Aldermen with the following conditions:

- Clarify contribution of covered patio and deck ceiling lighting to the lighting photometric plan.
- Show accurately the extent to any fencing not currently shown on the drawings.
- Include a traffic sign indicating the Glendale Fire Department's emergency vehicle operation area to left turning patrons exiting the site.
- Provide a corrected landscape plan showing the correct setback line.
- Show the retaining wall described as required in the southeast corner on all civil, site plan, and landscape drawings.
- Provide an architectural elevation of the trash enclosure gates.
- Correct drawing C200 to show concrete sidewalk at the center mass of the building on the north side of the building adjoining the parking area.
- Add a traffic sign in the parking area indicating the designated loading space.
- Secure MSD approval prior to submittal to the Board of Aldermen and implement all recommendations related to the detention basin and the storm utility piping entering and exiting the basin.
- Consider evergreen plants in place of the trees noted on the landscaping plan along the west boundary in the lawn.
- Provide indicated corrections written by the Lochmueller Group in their review of the project documents.
- Include a detailed construction phasing and operations plan coordinated with drawing C600 in the provisions shown therein.

The motion was seconded by Mr. Weitekamp. The motion passed with a vote of 6 "Aye", 0 "Nay," and 1 Absent. The votes was as follows:

Chairman Fernhoff	"Aye"
Reed Vorhees	"Aye"
John Falk	Absent

Mike Moran	“Aye”
Laura Switzer	“Aye”
Jon Emert	“Aye”
Brad Weitekamp	“Aye”

**ADJOURN**

Ms. Moran motioned to adjourn the meeting. The motion was seconded by Mr. Switzer and unanimously carried to adjourn the meeting at 7:20 p.m.



424 N. Sappington Road Glendale, Missouri 63122 (314) 965-3600 fax (314) 965-4772 www.glendalemo.org

## RESIDENTIAL APPLICATION FOR SUBDIVIDING PROPERTY, CONSOLIDATING PROPERTY or BOUNDARY ADJUSTMENTS

R1 SINGLE-FAMILY DWELLING DISTRICT; R2 SINGLE-FAMILY DWELLING DISTRICT

(Preliminary Plats)

### INFORMATION CONCERNING APPLICANT

Applicant hereby submits the following information concerning the use or development proposed:

**Please specify if a subdivision or consolidation of property is being requested, and provide a description of the property's location (address and legal description):**

CONSOLIDATION OF PROPERTIES. Multiple adjacent parcels all located to the southwest of the intersection of Berry Road and West Lockwood Avenue that comprise the Westborough Country Club. The Club's current address is: 631 S. Berry Road. The Club will be changing its mailing address to 1320 W. Lockwood Ave. after current planned construction.

LOCATOR NUMBERS: 23L120104, 23L120012, 23L110240, 23L110121.

**This subdivision, consolidation, or boundary adjustment is for the purpose of:**

Consolidating multiple parcels of adjacent land owned by the Westborough Country Club into a single parcel.

**Name of Applicant:** Westborough Country Club

Represented by (if Applicant is a business entity): James Capek Title: Chief Operating Officer

Full Address: c/o Westborough Country Club 631 S Berry Rd Phone #: 314-968-5333

St. Louis, MO 63122 Cell #: 847-624-7626

**Name of Property Owner:** Westborough Country Club

Full Address: 631 S. Berry Road Phone #: 314-968-5333

St. Louis, MO 63122 Cell #: \_\_\_\_\_

## Submission Requirements

- Eight (8) copies of a preliminary plat of the proposed development must be drawn to scale and with reasonable accuracy.
- An engineer scale of 1" equals 60' or smaller must be used.
- One (1) electronic copy of entire set of plans must be included with the application.
- The filing deadline for the Planning and Zoning Commission is at least fourteen (14) days prior to the regular meeting date.
- Payment of the \$25.00 application fee.

The following information must be on the subdivision or boundary plat. Place a checkmark beside each item to indicate its inclusion on the preliminary plat.

### Preliminary Plat

- Name and address of developer and firm or engineer making plat.
- North point, scale, and date.
- Location of property being subdivided by Block, Section, U.S. Survey, Congressional Township Lines, with names and boundaries of adjoining subdivisions or owners of unsubdivided properties inclusive of boundary lines of any incorporated areas within or adjoining the subdivision.
- Streets and alleys abutting the property or connections to other streets bordering the property with the type and width of existing paving together with the location of existing structures, rights-of-way, and easements with their widths.
- Contours at five (5) feet or less intervals on subdivisions containing more than two (2) acres.
- Water courses, sink holes, tree masses and other similar and existing features together with existing storm and sanitary sewers within the tract and similar facts regarding existing conditions on property immediately adjacent thereto.
- Proposed location and width of streets or alleys with type and width of proposed paving together with proposed easements for utilities, storm and sanitary sewers and approximate locations of catch basins.
- Proposed location of lots giving scaled dimensions of all sides and approximate area of all irregularly shaped lots with proposed building lines. Corner lots shall have extra width to provide for building lines on both front and side streets with special consideration given to lots that abut major thoroughfares.
- Proposed dedications, inclusive of corner roundings, widening strips and any proposed parks.

### Representation Concerning Compliance with Laws

I, the undersigned, have read this application in its entirety and the information contained herein is true, and correct and complete to the best of my knowledge, information, and belief. I hereby represent that the property and the activities proposed to be conducted thereon do not and will not violate any ordinance of the city of Glendale or the laws of the State of Missouri. Applicant acknowledges that failure to truthfully complete this application or failure to comply with all laws may result in revocation of relevant approvals or permits.

Signature of Applicant: James F Capek Date: 07/22/25  
Print Name: James Capek Title: Chief Operating Officer

**Verification by Owner**

If the application is submitted on behalf of an owner of property or by a tenant for property owned by a person or entity other than the tenant, the owner must verify that the owner has read the application and consents to its review and possible approval by the City.

The undersigned hereby acknowledges that she or he has read the application, understands that the application seeks a subdivision of property, and consents to submission to the City of Glendale and possible approval of same.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone # \_\_\_\_\_

\*\*\*\*\*For Office Use\*\*\*\*\*

Amount Paid: \$ \_\_\_\_\_ Date Received: \_\_\_\_\_





MATCHLINE - SEE SHEET 1

# WESTBOROUGH COUNTRY CLUB PRELIMINARY PLAT

PART OF SECTION 6, TOWNSHIP 44  
NORTH, RANGE 6 EAST  
CITY OF GLENDALE AND  
CITY OF OAKLAND  
ST. LOUIS COUNTY, MISSOURI



CONSULTING ENGINEERING  
GEOSPATIAL SERVICES

ILLINOIS SWANSEA  
COLUMBIA  
GLEN CARBON  
PEORIA  
DECATUR

MISSOURI ST. LOUIS  
COLUMBIA

TENNESSEE NASHVILLE  
CHATTANOOGA  
ATHENS

## THOUVENOT, WADE & MOERCHEN, INC.

SWANSEA OFFICE  
4940 OLD COLLINSVILLE RD.  
SWANSEA, ILLINOIS  
62226-2025  
TEL (618) 624-4488  
WWW.TWM-INC.COM

PROF. LICENSE	NUMBER
IL. PROF. DESIGN FIRM	184-001220
IL. PROF. ENGR. CORP.	62-035370
IL. PROF. STR. ENGR. CORP.	81-005202
IL. PROF. LAND SURV. CORP.	048-000029
KS. PROF. ENGR. FACILITY	E-3256
MO. PROF. ENGR. CORP.	001528
MO. LAND SURVEYING CORP.	000346
TN. PROF. ENGR. FIRM	8974

SEAL

SIGNATURE:  
DATE SIGNED:  
LICENSE EXPIRATION:

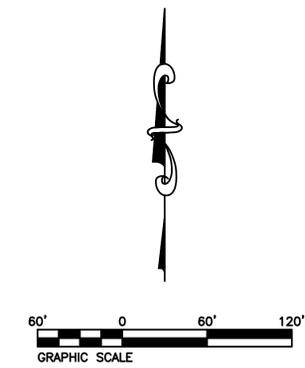
ISSUED FOR REVIEW  
JULY 17, 2025

REV.	DATE	DESCRIPTION
△		
△		
△		
△		
△		

DRAWN BY:  
DESIGNED BY: CDK  
CHECKED BY: NTS  
APPROVED BY: MJM  
PROJECT NO: 241115

PROJECT:  
  
WESTBOROUGH COUNTRY CLUB  
631 SOUTH BERRY ROAD  
CITY OF GLENDALE AND OAKLAND  
ST. LOUIS COUNTY, MISSOURI

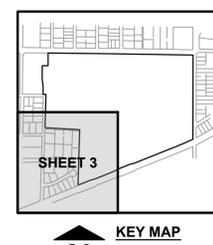
TITLE:  
  
PRELIMINARY PLAT  
SOUTHWEST SITE



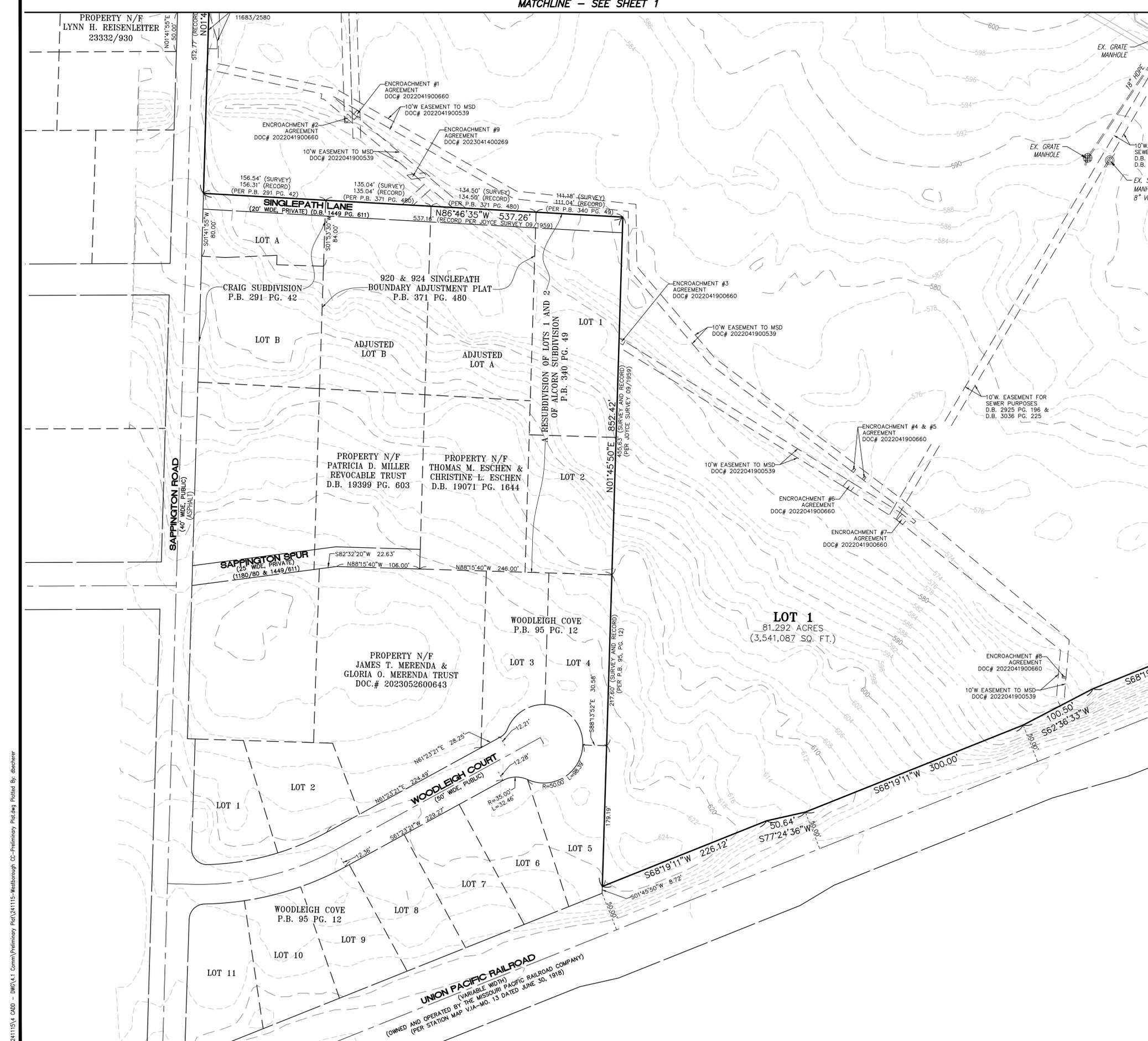
EXISTING LINE TYPE LEGEND	
	BOUNDARY LINE
	CENTER LINE
	CITY LIMITS LINE
	CONTOUR LINE (10 FOOT MAJOR)
	CONTOUR LINE (2 FOOT MINOR)
	LOT LINE
	RIGHT OF WAY LINE
	SANITARY LINE
	STORM CULVERT/LINE

PROPOSED LINE TYPE LEGEND	
	CONTOUR LINE (5 FOOT MAJOR)
	CONTOUR LINE (1 FOOT MINOR)
	STORM SEWER LINE



MATCHLINE - SEE SHEET 4



P:\2024\241115\4\_000 - DWG\4.1 Conn\ Preliminary Plat\241115-Westborough CC-Preliminary Plat.dwg Plotted By: dbecherer

JULY 17, 2025





August 1, 2025

Mr. Frank Johnson, City Administrator  
424 North Sappington Road  
Glendale, Missouri 63122

RE: Westborough Country Club Preliminary Plat Consolidation Review  
631 South Berry Road, Glendale, Missouri 63122

Dear Mr. Johnson:

In review of the preliminary plat consolidation application including the accompanying plat plans for 631 South Berry Road (to be changed to 1320 West Lockwood Avenue), please reference the following comments.

The proposed plat consolidates four adjacent parcels (Locator Numbers: 23L120104, 23L120012, 23L110240, & 23L110121) into a single unified lot for a future parking lot use. The consolidation appears consistent with the intent of minimizing fragmentation and improving development efficiency.

The existing lot lines, easements, and rights-of-way are correctly identified and labeled. In addition, the survey ties into the cities of Glendale's and Oakland's coordinate system and benchmark data where applicable.

It is determined that adequate public right-of-way is provided per the City of Glendale and St. Louis County standards. Existing access points to public streets are clearly shown and dimensioned. Also, existing utility easements (public and private) are shown and labeled in the preliminary subdivision plat.

The existing stormwater drainage facilities and stormwater easements are reflected on the preliminary plat.

The consolidated lot complies with minimum lot area, frontage, and setback requirements of the current zoning designation.

Preliminary Plat Consolidation Review:

1. The applicant shall ensure closure reports for new lot boundaries are submitted and meet platting standards. Revisions to the preliminary plat are not required.

2. The applicant shall ensure that if a new access is proposed, it may require separate permit reviews under applicable access management guidelines. Revisions to the preliminary plat are not required.
3. Any conflicts between utility easements and proposed building areas must be resolved prior to final plat approval. Revisions to the preliminary plat are not required.
4. The applicant shall ensure dedication of utility easements along each frontage or location as required for future service. Revisions to the preliminary plat are not required.
5. A stormwater drainage management approach may be required depending on the scope of the future development. Revisions to the preliminary plat are not required.
6. The applicant shall ensure that no existing drainage patterns are adversely impacted by the consolidation. Revisions to the preliminary plat are not required.
7. It is recommended that the applicant coordinate with the Planning Department to address any resulting nonconformities. Revisions to the preliminary plat are not required.

The City Engineer has no objection to the preliminary plat consolidation moving forward, subject to resolution of the above comments prior to final plat approval.

Please note, the consolidation plat does not confer development rights or site plan approval. Future development is subject to full review under applicable site development and permitting processes.

Please feel free to let me know if you have any questions.

Sincerely,



Scott J. Smith, PE  
City Engineer  
[ssmith@lochgroup.com](mailto:ssmith@lochgroup.com)  
314.941.6657