09.2.2026: 416 South 5th Street

From: M Bret Blackford (bret_blackford@yahoo.com)

To: sazonstl@hotmail.com; bret_blackford@yahoo.com

Date: Wednesday, September 23, 2026 at 03:40 PM CDT

Christian,

I looked through the latest email from Dan and the City. **This latest update is good news and simplifies things quite a bit.**

Dan has now confirmed to the City that he **submitted the Certificate of Appropriateness**, so there is no longer any need for you to follow up Friday to make sure that gets filed.

Dan also appears to be taking the lead on the parking issue. He is reviewing the square footage for Sazon, the other restaurant and the salon, and his preliminary calculation is that the property needs roughly eight parking spaces while there are 17 spaces on site. He is corresponding directly with the City about how the parking calculation should be handled. That seems consistent with what the City previously said — that the parking plan needs to cover the entire multi-tenant property and should come from the property owner.

So at this point, my recommendation would be to **let Dan and the City work through the Certificate of Appropriateness and parking questions**. **I don't see anything you need to submit or chase down right now unless the City specifically asks you for something related to Sazon.**

The remaining approval schedule appears to be Planning & Zoning on October 19, the Landmarks Board on October 26, and City Council on November 3. The City has also said the building permit for the work already completed comes **after** approval of the site plan and amended Conditional Use Permit.

On the rent side, I would still follow the same approach we discussed. Pay the October statement when due at the reduced $3,250 base rent plus the normal CAM, tax and insurance amounts, and keep the statement and Dan's emails together.

I also would not do anything right now about the other amounts Dan previously mentioned. The latest statement showed no prior balance, so I would leave those issues alone unless Dan sends an invoice or specifically asks for payment.

One thing I would **not** do is agree now that full rent automatically resumes in November. Dan said he expects the approvals to be completed by then, but the City's own schedule has final City Council approval on November 3. If approvals or the ability to legally use the patio are delayed beyond that, we can revisit the rent question then.

So, for now, I think you can **just wait and let the process move forward**. Dan has done the filing we were concerned about and is handling the property-wide parking issue. Unless the City contacts you for something specifically related to Sazon, I would not stir anything else up.

Things seem to be moving in the right direction.

Give me a call/text if you want to talk through any of it.

— Bret

----- Forwarded Message -----
From: Sazon St Charles <sazonstl@hotmail.com>
To: M Bret Blackford <bret_blackford@yahoo.com>
Sent: Wednesday, September 23, 2026 at 03:00:33 PM CDT
Subject: Fw: 416 South 5th Street

From: Dan Flaiz <dflaiz@mckelveyproperties.com>
Sent: Wednesday, September 23, 2026 7:37 PM
To: Erin LoRusso <Erin.LoRusso@stcharlescitymo.gov>; 'sazonstl@hotmail.com' <sazonstl@hotmail.com>

Cc: Madelyn P. Brown <MadelynP.Brown@stcharlescitymo.gov>; Taylor Moore <Taylor.Moore@stcharlescitymo.gov>
Subject: Re: 416 South 5th Street

Hi All,
I have submitted the certificate of appropriateness. Is the landmark board also concerned with the parking requirements or just P&Z? I am reviewing the prior Sazon plans and the plans for the other restaurant as well as salon, but it looks like based on my initial calculations and the smart code for are area we are only needing roughly 8 spots. For prior applications I believe Cristian submitted based on the entire restaurant sqft and not the just the accessible public areas. Regardless, we have 17 spots on site without considering street parking, which appears to also be able to be factored into calculations per the code. I will update my SQFT for the Thai and salon and attach a final version shortly, but unless I'm missing something I don't believe parking will be a code issue.

Applicable district and rates

City case materials previously identified the property as within the Fifth Street Corridor/Hospital District (FSC-HD), T4-NMX (Neighborhood Mixed Use). The St. Charles Gateways SmartCode, Article 4, Table 4.7.1, specifies 4 parking spaces per 1,000 square feet for Commercial/Entertainment uses and 3 per 1,000 square feet for Office/Service uses. The salon is shown as Office/Service, subject to City confirmation of that classification.

Public-area parking calculation

Use / area	Area (SF)	Rate / 1,000 SF	Calculated spaces
Sazon interior — public dining area	833	4.0	3.332
Sazon outdoor dining patio	320	4.0	1.280
Thai restaurant — public dining area	500	4.0	2.000
Salon — identified public/service area	400	3.0	1.200
TOTAL	2,053	—	7.812

Conservative whole-space comparison: rounding each use up separately yields 4 + 2 + 2 + 2 = 10 spaces. The site has 17 existing on-site spaces, exceeding that conservative figure by 7 spaces. If the City instead rounds only the aggregate calculation, 7.812 rounds up to 8 spaces. Please confirm the City's applicable rounding method.

Daniel Flaiz | McKelvey Properties
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MCKELVEY PROPERTIES

From: Erin LoRusso <Erin.LoRusso@stcharlescitymo.gov>
Sent: Tuesday, September 22, 2026 1:51 PM
To: Dan Flaiz <dflaiz@mckelveyproperties.com>; 'sazonstl@hotmail.com' <sazonstl@hotmail.com>
Cc: Madelyn P. Brown <MadelynP.Brown@stcharlescitymo.gov>; Taylor Moore <Taylor.Moore@stcharlescitymo.gov>
Subject: RE: 416 South 5th Street

Great, thank you Dan!

Erin LoRusso, AICP
Assistant Director/Planning Manager
Department of Community Development
City of Saint Charles
200 North 2nd Street

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From: Dan Flaiz <dflaiz@mckelveyproperties.com>
Sent: Tuesday, September 22, 2026 1:38 PM
To: Erin LoRusso <Erin.LoRusso@stcharlescitymo.gov>; 'sazonstl@hotmail.com' <sazonstl@hotmail.com>
Cc: Madelyn P. Brown <MadelynP.Brown@stcharlescitymo.gov>; Taylor Moore <Taylor.Moore@stcharlescitymo.gov>
Subject: Re: 416 South 5th Street

CAUTION: This email originated from outside of the City of Saint Charles. Do not click links or open attachments unless you recognize the sender and know the content is safe.

This will be submitted prior to Friday. Thank you.

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From: Erin LoRusso <Erin.LoRusso@stcharlescitymo.gov>
Sent: Tuesday, 22 September 2026 13:22:58
To: 'sazonstl@hotmail.com' <sazonstl@hotmail.com>; Dan Flaiz <dflaiz@mckelveyproperties.com>
Cc: Madelyn P. Brown <MadelynP.Brown@stcharlescitymo.gov>; Taylor Moore <Taylor.Moore@stcharlescitymo.gov>
Subject: RE: 416 South 5th Street

Dan & Christian,

The Department of Community Development has received an application to amend the Conditional Use at 416 S. 5th Street to allow for outdoor dining.

In order for this item to be placed on the Planning & Zoning October 19 Agenda, the required Certificate of Appropriateness – Site Plan application must be completed and submitted to the City by **Friday, September 25 at 5:00 p.m.** If not received, the Conditional Use Permit application will be delayed until November 9, 2026. I suggest that whoever paid for the contractor and thus "owns" the plans/drawings, submit for the Certificate of Appropriateness.

Additionally, staff is in receipt of the requested parking plan (see Taylor's email from 9/17). This too, should come from the property owner as it is a multi-tenant retail center.

Erin LoRusso, AICP
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From: Taylor Moore <Taylor.Moore@stcharlescitymo.gov>
Sent: Thursday, September 17, 2026 3:45 PM

To: 'sazonstl@hotmail.com' <sazonstl@hotmail.com>; 'dflaiz@mckelveyproperties.com' <dflaiz@mckelveyproperties.com>
Cc: Madelyn P. Brown <MadelynP.Brown@stcharlescitymo.gov>; Erin LoRusso <Erin.LoRusso@stcharlescitymo.gov>
Subject: RE: 416 South 5th Street

Good afternoon,

The Department of Community Development has received your application to amend the existing Conditional Use Permit (CUP) for the expanded outdoor dining use.

The next step will be to submit a Certificate of Appropriateness - Site Plan application to be reviewed by the Landmarks Board. This can be completed by utilizing the Citizen Self Service portal. Once you are in the portal, under the "Plans" section, you will fill out a Certificate of Appropriateness – Site Plan application. This is also where all photographs, site plans, elevations, material examples, and supporting documents can be submitted for the patio space upgrades.

A parking plan will also be required with both applications (the CUP amendment and the Certificate of Appropriateness) to show the modified parking layout and ensure the property remains in compliance with City parking standards. This will include all tenant units of the property, and not just the unit housing Sazon.

I am happy to assist if you have any questions regarding this process.

Thank you,
Taylor R. Moore, MPA
Preservation Planner
Department of Community Development
City of Saint Charles
200 North Second Street
St. Charles, MO 63301
Phone 636.949.3228

From: Taylor Moore
Sent: Wednesday, September 9, 2026 8:20 AM
To: sazonstl@hotmail.com; 'dflaiz@mckelveyproperties.com' <dflaiz@mckelveyproperties.com>
Cc: Madelyn P. Brown <MadelynP.Brown@stcharlescitymo.gov>; Erin LoRusso <Erin.LoRusso@stcharlescitymo.gov>
Subject: 416 South 5th Street

Good morning,

Regarding the patio at 416 S 5th Street, a Certificate of Appropriateness - Site Plan application approved by the Landmarks Board and an amendment to the Conditional Use Permit will be required. The amendment to the Conditional Use Permit will require approval from both the Planning and Zoning Commission and City Council to expand the liquor sales use to the outdoor dining area. A parking plan will also be required with both applications to show the modified parking layout and ensure the property remains in compliance with City parking standards. This will include all tenant units of the property, and not just the unit housing Sazon.

Following approval of the site plan and amended Conditional Use Permit, a building permit submittal will also be required for the work that has already been completed.

The next applicable timeline for approvals will be as follows:

- **September 21st**- Deadline to submit an application to amend the conditional use application
- **September 28th**- Deadline to submit an application for a site plan to the Landmarks Board
- **October 19th**- Planning and Zoning Commission meeting
- **October 26th**- Landmarks Board meeting with final approval of the site plan

- **November 3rd**- City Council meeting with final approval of the amended conditional use application

The referenced applications can be submitted online through our portal, which can be accessed here. Please note that you will need to create an account prior to submitting an application. Both the Conditional Use Permit application and the required Certificate of Appropriateness application will be found under the "Plans" section of the portal.

Please let me know if I can provide any additional information, I am happy to assist.

Thank you,

Taylor R. Moore, MPA
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Fifth Street Corridor Hospital District Smart Code amendment.pdf
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