Fw: 416 South 5th Street

From: Sazon St Charles (sazonstl@hotmail.com)

To: bret_blackford@yahoo.com

Date: Wednesday, September 23, 2026 at 03:00 PM CDT

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.

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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!

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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.

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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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Department of Community Development
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St. Charles, MO 63301
Phone 636.949.3228

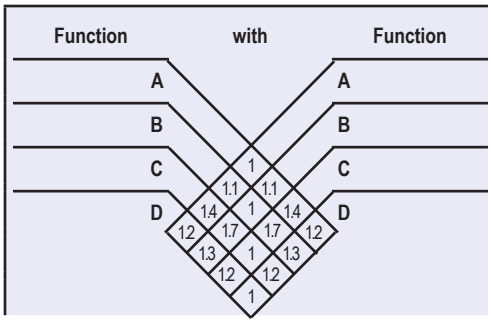


Fifth Street Corridor Hospital District Smart Code amendment.pdf
226.6

4.7 PARKING

4.7.1 TABLE OF PARKING REQUIREMENTS

	T4-NMX	T5-CBD SD-H
A. RESIDENTIAL	1.5 / dwelling	1.0 / dwelling
B. LODGING	1.0 / bedroom	1.0 / bedroom
C. OFFICE/ SERVICE EDUCATION AUTOMOTIVE INDUSTRIAL/WHOLESALE/ STORAGE	3.0 / 1000 sq. ft.	2.0 / 1000 sq. ft.
D. COMMERCIAL/ ENTERTAINMENT	4.0 / 1000 sq. ft.	3.0 / 1000 sq. ft.
E. CIVIC	To be determined by Conditional Use Permit	
F. OTHER INFRASTRUCTURE	To be determined by Conditional Use Permit	



4.7.3 MINIMUM PARKING AND SHARED PARKING (SPECIFIC TO ZONES T4-NMX, T5-CBD)

A. Required Parking on a Lot shall be determined by the sum of the actual parking calculated as that provided (1) within the Lot (2) along the parking lane corresponding to the Lot Frontage, and (3) by purchase or lease from a Civic Parking Reserve or Private Lot within the Pedestrian Shed, if available.

B. The Shared Parking Factor is available for any two Functions within any pair of adjacent Blocks.

C. The Shared Parking Factor for two Functions, when divided into the sum of the two amounts as listed on the Required Parking table below, produces the Effective Parking needed for each site involved in sharing. Conversely, if the Sharing Factor is used as a multiplier, it indicates the amount of building allowed on each site given the parking available.

D. Based on the Effective Parking available, the Density of the projected Function may be determined according to Section 4.7.1.

E. Liner Buildings less than 30 feet deep and no more than two Stories shall be exempt from parking requirements.

4.7.4 PARKING LOCATION SPECIFIC TO ZONE T4-NMX

A. Driveways at Frontages shall be no wider than 10 feet in the first Layer.

B. All parking areas and garages shall be located at the second or third Layer. (Section 6.1)

4.7.5 GENERAL TO ZONES T4-NMX, T5-CBD

A. Parking shall be accessed by Rear Alleys or Rear Lanes, when such are available on the Regulating Plan.

B. Open parking areas shall be masked from the Frontage by a Building or Streetscreen.

4.7.6 SPECIFIC TO ZONES T5-CBD, SD-H

A. All parking lots, garages, and Parking Structures shall be located at the second or third Layer. (Section 6.1)

B. Vehicular entrances to parking lots, garages, and Parking Structures shall be no wider than 24 feet at the Frontage.

C. Pedestrian exits from all parking lots, garages, and Parking Structures shall be directly to a Frontage Line (i.e., not directly into a building) except underground levels which may be exited by pedestrians directly into a building.

D. Parking Structures on the Required Shopfront Frontage shall have Liner Buildings lining the first and second Stories.

E. A minimum of one bicycle rack shall be provided within the Public or Private Frontage for every ten vehicular parking spaces.