Fw: 416 South 5th Street

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

To: bret_blackford@yahoo.com

Date: Tuesday, September 15, 2026 at 08:12 AM CDT

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**From:** Erin LoRusso <Erin.LoRusso@stcharlescitymo.gov>
**Sent:** Wednesday, September 9, 2026 7:51 PM
**To:** Taylor Moore <Taylor.Moore@stcharlescitymo.gov>; sazonstl@hotmail.com <sazonstl@hotmail.com>; 'dflaiz@mckelveyproperties.com' <dflaiz@mckelveyproperties.com>
**Cc:** Madelyn P. Brown <MadelynP.Brown@stcharlescitymo.gov>; Taylor Moore <Taylor.Moore@stcharlescitymo.gov>; Jessica Ferguson <jessica.ferguson@stcharlescitymo.gov>
**Subject:** RE: 416 South 5th Street

All,

I just wanted to provide one clarifying item:

The patio **cannot** be used until the approvals are granted, including a Certificate of Appropriateness, Conditional Use Permit, and amended Liquor License awarded representative of the new square footage.

Please reach out to Planning staff with any questions, comments, or concerns.
Thanks,

**Erin LoRusso, AICP**
Assistant Director/Planning Manager
Department of Community Development
City of Saint Charles
200 North 2nd Street
St. Charles, MO 63301
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**From:** Taylor Moore <Taylor.Moore@stcharlescitymo.gov>
**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**
Preservation Planner
Department of Community Development
City of Saint Charles
200 North Second Street
St. Charles, MO 63301
Phone 636.949.3228