

# **MEMORANDUM**

TO: Planning Commission

FROM: Aimee Nassif, Planning & Development Services Director

DATE: December 9, 2009

RE: Site Plan Committee & Work Session Meeting  
**December 14, 2009 – 6:45 p.m.**

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The next meeting of the Site Plan Committee and Work Session of the Planning Commission has been scheduled for **Monday, December 14, 2009 at 6:45 p.m.** in Conference Room 101 at the Chesterfield City Hall, 690 Chesterfield Parkway West.

The following is a listing of those items, which are scheduled to be discussed at this meeting:

**1. SITE PLAN COMMITTEE\***

- A. 68 Chesterfield Lakes Rd. (Chesterfield Lakes Subdivision): A request for a residential addition for a freestanding garage
- B. AT&T Olive Subdivision, Lot 1 (Valvoline Instant Oil Change)  
Amended Architectural Elevations for a vehicle service center
- C. AT&T Olive Subdivision, Lot 1 (Valvoline Instant Oil Change): A request for a free standing sign to exceed six (6) feet in height, with the bottom of the sign face to exceed three (3) feet in height

**2. WORK SESSION OF THE PLANNING COMMISSION**

- A. Planning Commission Agenda Review

The Planning Commission will meet at **7:00 p.m.** in Council Chambers. The Agenda is attached.

\*Revolving Committee

Amy Nolan, Revolving Chair  
Lu Perantoni  
Stanley Proctor  
Michael Watson  
M. L. Hirsch, Jr., PC Chair