



# PLANNING AND ZONING COMMISSION MEETING

1 GOVERNMENT CTR, BALLWIN, MO 63011  
MONDAY, OCTOBER 06, 2025 at 7:00 PM

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## AGENDA

1. **Call to Order**
2. **Approval of Minutes**
  - [a.](#) August 2025 minutes
3. **Agenda Items**
  - [a.](#) SUE-25-07 Special Use Exception, submitted by Omar Abdel Baset, for a restaurant with front yard parking at 15256 Manchester Road.
4. **Adjourn**

**NOTE:** Due to ongoing City business, all meeting agendas should be considered tentative. Additional issues may be introduced during the course of the meeting.

**ADA NOTICE:** Residents of Ballwin are afforded an equal opportunity to participate in the programs and services of the City of Ballwin regardless of race, color, religion, sex, age, disability, familial status, national origin or political affiliation. If one requires an accommodation, please call (636) 227-8580 V or (636) 527-9200 TDD or 1-800-735-2466 (Relay Missouri) no later than 5:00 p.m. on the third business day preceding the hearing. Offices are open between 8:00 a.m. and 5:00 p.m. Monday through Friday.



Meeting Minutes

August 4, 2025 7:00pm

1 Government Ctr, Ballwin MO 63011

THE MINUTES ARE PREPARED IN SUMMARY TO REFLECT THE OVERALL DISCUSSIONS, NOT VERBATIM QUOTES.

Prior to the Meeting, Tim Pogue was sworn in as a new Commissioner, filling the position left vacant by Grant Alexander.

The meeting was called to order by Secretary Victoria Winfrey at 7:00 p.m.

ROLL CALL

Present

Mayor Stallmann  
Alderman David Siegel  
Commissioner Tim Pogue  
Commissioner Janet Carr  
Commissioner Jonathan Harvey  
Commissioner Victoria Winfrey  
Commissioner Zach Carter  
Commissioner Scott Brinker  
Commissioner Michael Swain  
City Attorney Robert Jones  
City Planner Lynn Sprick

Absent

Commissioner Bill Hinds

MINUTES

The minutes from the June 2, 2025 Planning & Zoning Commission Meeting were submitted for approval. A motion to approve as submitted was made by Alderman Siegel and seconded by Commissioner Swain. The motion was approved unanimously.

AGENDA ITEMS

**Election of Chairman and Secretary of the Planning & Zoning Commission**

A motion to nominate Bill Hinds for Chairman was made by Alderman Siegel and seconded by Mayor Stallmann.

A second motion to nominate Tim Pogue was made by Secretary Winfrey; however, Mr. Pogue declined, and the motion was withdrawn.

A vote was then held on the nomination of Bill Hinds. The motion carried with 7 in favor and 1 opposed.

A motion to nominate Victoria Winfrey was made by Mayor Stallmann and seconded by Commissioner Swain. The motion was approved unanimously.

**Z-25-03 Amendment to Appendix A, Article XVI, Section 9 of the City Code of Ordinances to change the fence requirements in dwelling districts**

Lynn Sprick summarized the petition

Alderman Siegel asked if the right-of-way is located at the edge of the sidewalk.

Commissioner Harvey inquired about the width of the right-of-way.

City Administrator Eric Sterman explained that the sidewalk is typically located at the edge of the right-of-way, which also includes the street.

Commissioner Pogue asked about existing double-frontage lots.

Commissioner Harvey expressed support for the proposed three-foot (3') setback requirement, noting it would allow for sidewalk repair or replacement while also protecting homeowners' fences from damage.

Commissioner Brinker added that utility easements would also remain outside of the fenced area.

Mayor Stallmann asked if the three-foot (3') requirement would apply only to City right-of-way.

City Administrator Sterman confirmed that it would. He further explained the Board of Adjustment process, noting that a property owner wishing to construct a fence within the setback area must demonstrate a clear hardship based on property conditions.

Commissioner Carter asked about sight distance concerns.

Lynn Sprick explained that the proposed language would prohibit fence construction in front of a house and clarified that nothing over two and a half feet (2 ½') may be maintained within fifteen feet (15') of an intersection.

Commissioner Pogue stated that the text amendment would allow staff to apply consistent requirements to all proposed fences on corner or double-frontage lots.

Alderman Siegel expressed concern regarding situations where sidewalks are not constructed at the edge of the right-of-way.

City Administrator Sterman asked if Alderman Siegel preferred language requiring a three-foot (3') setback from either the property line or the sidewalk, whichever provides the property owner with more yard space.

Alderman Siegel asked how such language could be worded, and City Attorney Cronin provided examples.

Secretary Winfrey opened the public hearing. With no members of the public present to speak, the hearing was closed.

Commissioner Pogue made a motion to authorize the City Attorney to amend the proposed language to require a three-foot (3') setback from either the property line or the sidewalk. Secretary Winfrey seconded, and the motion was unanimously approved.

Mayor Stallmann then made a motion to recommend approval of the amended petition to the Board of Aldermen. Commissioner Harvey seconded, and the motion was unanimously approved.



**Z-25-04 Amendment to Appendix A, Article XVI, adding Section 32 pertaining to screening of roof mounted equipment and flat roofing on new commercial developments**

Lynn Sprick summarized the petition.

Commissioner Brinker asked if screening would be required on all four (4) sides of the flat roof or mechanical equipment.

Lynn Sprick confirmed that it would.

Commissioner Pogue asked whether the language should specify exact screening heights above the roof or equipment.

Commissioner Swain inquired about how the equipment would be accessed for maintenance and repairs.

City Administrator Sterman explained that applicable building codes would govern access.

Secretary Winfrey opened the public hearing. With no members of the public present to speak, the hearing was closed.

Commissioner Pogue made a motion to recommend approval to the Board of Aldermen, with the amendment, to be prepared by the City Attorney and approved by staff, requiring screening to extend two feet (2') above a new flat roof and six inches (6") above new or relocated rooftop mechanical equipment. Commissioner Harvey seconded the motion. The motion carried with 7 in favor and 1 opposed.

With no other business to discuss, Commissioner Pogue motioned to adjourn the meeting. Commissioner Swain seconded the motion and the meeting adjourned at 8:00pm.



## SPECIAL USE EXCEPTION PETITION

CITY OF BALLWIN	}	FEE:	with site plan review	\$ 1,500.00
	}		without site plan review	\$ 750.00
COUNTY OF ST. LOUIS	}	PAID:	<u>\$750</u>	
STATE OF MISSOURI	}	NUMBER:	<u>SUE-25-07</u>	

### TO THE BOARD OF ALDERMEN CITY OF BALLWIN

Type of Special Use Exception: Operation of a coffee shop/cafe (A-2 Assembly)  
with front yard parking

Code Section under which petition is being filed: App A, Art XIV, Sec 1(14) & (20)

Now comes (*print name of Petitioner*) Shibam MO Inc (Omar Abdel Baset)  
and states to the Board of Aldermen:

- I. That he, she, it, they, has (have) the following legal interest in the tract of land and/or premises located within the corporate limits of Ballwin, Missouri, described in Section II of this petition.
  - A. State Legal Interest: Lessee
  - B. Documentation of Legal Interest must accompany this petition.
- II. That the legal description of the property/premises, for which a Special Use Exception is desired, is enclosed.
- III. That a survey or drawing of the property/premises, for which a Special Use Exception is requested, is enclosed, and said drawing is to a scale of 100 feet or less to the inch.
- IV. That the street address of said property is: 15256 Manchester Rd, Ballwin MO 63011
- V. That the area (acres or square feet) of said property is: 4626 square feet
- VI. That the zoning classification of said property is: C-1
- VII. That the present use of said property is: vacant commercial space
- VIII. That the intended use of said property is: Coffee shop/cafe with indoor seating and study area for students
- IX. That the proposed Special Use Exception does not violate any private deed restrictions on said property.
- X. That all information provided herein is true and a statement of fact.

I, the Petitioner, do hereby request an Ordinance of the Board of Aldermen approving and granting the herein described Special Use Exception.

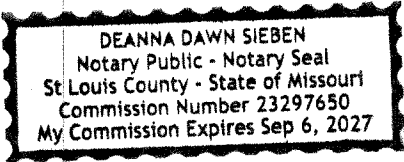
PETITIONER: Omar Abdelbaset  
AUTHORIZED SIGNATURE: [Signature]  
AUTHORIZED SIGNATURE (PRINTED): \_\_\_\_\_  
ADDRESS: 379 arbor glen dr  
CITY/STATE/ZIP: Ballwin /Mo /63021  
TELEPHONE NO. 314 799 1002

I, (print name of Petitioner) Omar Abdelbaset, do hereby designate Almutasem alzuba as my agent for purposes of presenting this petition, negotiating with the City of Ballwin on all issues relative to this petition, and corresponding and communicating with representatives of the City of Ballwin relative to this petition.

AGENT'S SIGNATURE: [Signature]  
AGENT'S NAME (PRINTED): Almutasem alzubair  
ADDRESS: 514 Red Bridge CT  
CITY/STATE/ZIP: Ballwin / MO/ 63021  
TELEPHONE NO. (314)728-8888

Subscribed and sworn before me this 3rd day of September, 20 25.  
[Signature]  
Notary Public

My Commission Expires  
Sept. 6, 2027



**Petition Number:** SUE-25-07

**Public Hearing Date:** October 6, 2025

**Petitioner:** Omar Abdel Baset  
397 Arbor Glen Drive  
Ballwin, Missouri 63021

**Project Name:** Shibam Coffee

**Requested Action:** Special use exception for a restaurant with front yard parking  
[per Appendix A, Article XIV, Section 1 (14) & (20)]

**Location:** 15256 Manchester Road

**Existing Zoning:** C-1 Commercial District

**Surrounding Zoning:** North, east & west - C-1 Commercial District  
South - R-1 Single Family Dwelling District





Figure 1 - Aerial view of the site and surrounding properties. The proposed restaurant location is indicated by a red arrow. Source: St Louis County



Figure 2 - Street view of the development. The proposed restaurant location is indicated by a red arrow.



**Project description:**

This Petition is for a special use exception for the establishment of a restaurant with front yard parking at 15256 Manchester Road. The property is located on the south side of Manchester Road, approximately 350 feet east of New Ballwin Road in a commercial development. The property is currently zoned C-1 Commercial District. The properties to the north, east and west are also zoned C-1. The properties to the south are zoned R-1 Single Family Dwelling District.

**Staff analysis:**

This Petition is for a special use exception for a restaurant with front yard parking at 15256 Manchester Road. The basis for this request is outlined in Appendix A, Article XIV, Section 1(20), which permits restaurants as a special use exception. This Petition meets the specified zoning requirements for a special use exception. In addition, a special use exception is necessary for the implementation of front yard parking along public right of way. This requirement is specified in Appendix A, Article XIV, Section 1(14), which dictates that parking within any front yard is subject to special use exception approval. This regulation applies to all allowed uses in the C-1, C-3, PA and S-1 districts, as well as for all nonresidential uses in the R-1A, R-1, R-2, R-3, R-4, R-5 and PSD Districts. The proposed restaurant would be located in an existing development, known as Prime Plaza. No exterior or site changes, with the exception of signage, are proposed at this time.

When reviewing a special use exception, the Planning & Zoning Commission and Board of Aldermen shall determine whether such exception:

- a. Will substantially increase traffic hazards or congestion.

A new tenant in this existing development will naturally result in an increase in traffic. However, it's important to note that this space is currently vacant within an already approved development and was previously occupied. The development originally satisfied parking requirements during its construction phase and is now recognized as an existing, legally non-conforming aspect of the site.

- b. Will adversely affect the character of the neighborhood.

The proposed development should not adversely affect the character of the neighborhood. It is situated within an established commercial area.

c. Will adversely affect the general welfare of the community.

The proposed development should not adversely affect the welfare of the community.

d. Will overtax public utilities.

The proposed development should not overtax public utilities.

e. Will adversely affect public safety and health.

The proposed development should not adversely affect public safety and health.

f. Is consistent with good planning practice.

The proposed development would meet all current special use exception requirements and is consistent with good planning practice.

g. Can be operated in a manner that is not detrimental to the permitted developments and uses in the district.

The proposed development should not be detrimental to the permitted developments and uses in the district.

h. Can be developed and operated in a manner that is visually compatible with the permitted uses in the surrounding area.

The proposed development should be operated in a manner that is visually compatible with the permitted uses in the surrounding area.

**Staff recommendation:**

This Petition is for a special use exception for the establishment of a restaurant with front yard parking at 15256 Manchester Road. The restaurant would occupy a space in an existing commercial development. Staff has no concerns about the approval of this Petition.

# Shibam Coffee Business Plan

## 1. Executive Summary

**Business Name:** Shibam Coffee – Saint Louis (*Headquarters*)

**Location:** 15256 Manchester Rd, Ballwin, MO 63011

**Mission Statement:** To bring the authentic flavors of Yemeni coffee and Middle Eastern-inspired drinks to Missouri, blending tradition with a modern café experience in a warm, welcoming space.

**Expansion Vision:** This Saint Louis location serves as the headquarters and flagship store for Shibam Coffee's rapid expansion across Missouri. Each new location will reflect the brand's commitment to quality, culture, and hospitality, with the flagship setting the operational and brand standards.



## 2. Business Description

### Products & Services:

- **Signature Yemeni Coffee Drinks:** Qishr, Adeni Chai, Jubani coffee.
- **Espresso & Specialty Drinks:** Cappuccinos, lattes, cold brews, seasonal creations.
- **Tea Selection:** Loose-leaf teas, spiced teas, and herbal blends.
- **Pastries & Desserts:** Imported Middle Eastern treats (baklava, honey cakes) and local pastries.
- **Light Food Options:** Sandwiches, wraps.
- **Specialty Items:** Saffron lattes, date-based desserts, unique Shibam coffee blends.

**Unique Selling Proposition (USP):**

- Authentic Yemeni coffee brewed with premium beans from the franchise's direct supply chain.
- Cultural café experience with traditional décor, warm hospitality, and a blend of modern and classic café comforts.
- Headquarters role ensures operational consistency and brand strength across all Missouri locations.

**3. Market Analysis****Target Market:**

- **Demographics:** Coffee lovers of all ages, Middle Eastern community, students, young professionals, families.
- **Psychographics:** Customers seeking authentic coffee experiences, cultural connection, and cozy spaces to relax or work.

**Competitive Analysis:**

- Competing with Starbucks, Kaldi's, and other local cafés.
- Differentiation comes from exclusive Yemeni recipes, cultural authenticity, and a flagship presence guiding multiple locations.

**Marketing Strategy:**

- **Social Media:** Instagram, TikTok, Facebook for showcasing drinks, culture, and events.
- **Partnerships:** Local universities, cultural organizations, and event planners.
- **Loyalty Program:** Rewards app with exclusive seasonal previews and free drinks after set visits.

## 4. Operations Plan

### Location:

- High-traffic Ballwin area with strong visibility and ample parking.
- Yemeni-inspired interior design, 100+ seating capacity, lounge areas, communal tables, and dedicated student study zones with outlets and Wi-Fi.

### Hours of Operation:

- Open Daily: 7:00 AM – 12:00 AM

### Suppliers:

- Coffee beans, tea, and ingredients sourced from Shibam Coffee's central supply chain.
- Pastries sourced both locally and internationally.

### Staffing:

- Baristas trained in both Yemeni brewing and modern espresso techniques.
- Front-of-house staff for service and hospitality.
- Manager for scheduling, quality control, and inventory oversight.

### Customer Experience:

- Traditional Yemeni serving pots (jamaniyah) for dine-in.
- Seasonal menu updates to keep offerings fresh.
- Comfortable zones for socializing, studying, and remote work.

## 5. Marketing Plan

### Brand Identity:

- Inspired by Yemen's architectural heritage with earth tones and gold accents.

- Combines traditional Middle Eastern charm with modern café design.

**Promotions:**

- Grand opening with free tasting samples.
- Seasonal drink launches and cultural event tie-ins.

**Online Presence:**

- Active social media engagement and a mobile-friendly website with menu, ordering, and events calendar.

**Community Engagement:**

- Sponsorship of cultural festivals and events.
- Coffee education classes and cultural awareness workshops.

## **6. Growth & Expansion Strategy**

- Open multiple locations in key Missouri cities over the next 3–5 years.
- Use the Saint Louis headquarters as a training hub, product development center, and operations management base.
- Establish strong community presence in each city before expanding further.

**WOLFE**  
ARCHITECTURE  
AND DESIGN

7412 Manchester Rd  
Maplewood, MO 63143

Phone: 314-940-0099  
mattwolfe@wolfead.net

CONSULTANT

DERU and Associates

PROFESSIONAL ENGINEER (CONSULTANT)

JEROME LOGAN

801 RUE ST. FRANCOIS, SUITE C

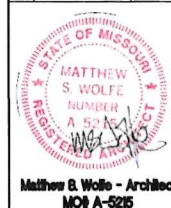
FLORISSANT, MO 63031

(314)574-5770

jlogan@deruassociates.com

**PROPOSED NEW COFFEE SHOP**  
15256 MANCHESTER ROAD  
BALLWIN, MO 63011

Rev	Description	Date



Matthew S. Wolfe - Architect  
MO# A-5245

I HEREBY CERTIFY, PURSUANT TO RULES

ADOPTED BY THE BOARD OF ARCHITECTS

OF THE STATE OF MISSOURI, THAT THE

WORK HEREON WAS PREPARED BY ME

OR UNDER MY CLOSE PERSONAL SUPERVISION

AND THAT I AM A DULY LICENSED ARCHITECT

OF THE STATE OF MISSOURI.

SIGNED: 06/13/2025

DATE: 06/13/2025

SCALE: AS SHOWN

A1.0

**General Requirements:**

These specifications and the accompanying drawings constitutes the furnishing of all labor, materials and equipment required to complete the installation of the systems as shown including all accessories, fittings, auxiliaries, and components required for the proper performance of the systems.

Work installed shall be in strict compliance with applicable 2018 IBC other state and local codes, governing codes and regulations.

Contractors shall visit the site prior to bidding. Bids shall serve as evidence of knowledge of existing conditions. Field verify all existing equipment and working conditions.

Furnish all labor, materials, equipment, and tools to perform carpentry work shown, noted or scheduled for a complete and finished installation.

All materials and equipment shall be commercial grade and shall carry a U.L. label.

Materials, products and equipment, including components thereof shall be new and such as appears on the Underwriter's Laboratory list of approved items and shall meet the requirements of recognized standards.

Interior walls shall be framed and secured to the exterior brick walls. Metal studding shall be 16" O.C. for perimeter and partition walls.

All exterior framed walls shall have insulated with R-19 6" thick installed between each stud.

All exterior framed walls shall stop at the bottom of the roof joist. The existing ceiling shall remain.

The word "provide" as used herein means to furnish and install complete.

Secure and pay for all required permits and inspection certificates.

**EXISTING FLOOR PLAN**  
3/16"=1'

**DEMOLITION GENERAL NOTES**

1. REMOVE EXISTING SWING DOORS

**NEW FLOOR PLAN**  
3/16"=1'

**GENERAL NOTES:**

1. EXISTING RESTROOMS ARE TO BE MODIFIED.

**FLOOR PLAN KEYED**

- 01 PATCH FLOOR AFTER UNDERGROUND PLUMBING HAS BEEN INSPECTED
- 02 FRAME UP WALLS FOR NEW WALLS WITH 25GA, 3-5/8" METAL STUDS.(2x4 OPTIONAL)
- 03 INSTALL 5/8" DRYWALL ON NEWLY FRAMED WALLS AND EXISTING OPEN WALLS AFTER COVER UP INSPECTION HAS BEEN APPROVED.
- 04 TAPE ALL NEW DRYWALL SEAMS AFTER SCREW INSPECTION.
- 05 PAINT ALL WALLS AFTER THE TAPING INSPECTION.
- 06 INSTALL NEW FLOORING AND COVE BASE AFTER THE PAINTING HAS BEEN COMPLETED.
- 07 INSTALL NEW CEILING GRID IN RESTROOMS AND BEVERAGE SERVICE AREA SEE A2.0 FOR DETAILS
- 08 INSTALL NEW NON-ABSORBENT, WASHABLE 2X4 CEILING TILE IN NEW RESTROOM AND BEVERAGE SERVICE AREA.
- 09 INSTALL NEW 36" DOOR.
- 10 INSTALL 5/8" MOISTURE RESISTANT DRYWALL FOR ALL PLUMBING WALLS
- 11 INSTALL NEW SLIDING ENTRY DOOR SYSTEM.
- 12 INSULATE BETWEEN ALL ROOF JOIST WITH R-38 FACED FIBERGLASS INSULATION
- 13 INSTALL TEMPERED WALL PANELS

PERMIT SET  
FOR CONSTRUCTION





## PUBLIC HEARING

Notice is hereby given that on Monday, October 6, 2025 at 7:00 pm, a Public Hearing will be held by the Planning & Zoning Commission in the City Government Center Board Room at 1 Government Center, Ballwin, Missouri 63011. The Commission will consider the following Petitions:

**SUE-25-07 Special Use Exception, submitted by Omar Abdel Baset, for a restaurant with front yard parking at 15256 Manchester Road.**

Additional information on the Petitions is available at the City Government Center or by calling 636-227-2243