

MEMORANDUM

TO: Michael G. Herring, City Administrator

FROM: Teresa J. Price, Director of Planning

DATE: June 20, 2003

SUBJECT: Planning and Zoning Committee Meeting Summary from June 19, 2003

A meeting of the Planning and Zoning Committee of the Chesterfield City Council was held at 5:30 p.m., on Thursday, June 19, 2003, in Conference Room 101. In attendance were: Chair Barry Streeter (Ward II), Councilmember Jane Durrell (Ward I), Councilmember Dan Hurt (Ward III), and Councilmember Mary Brown (Ward IV). Also in attendance were: Councilmember Bruce Geiger (Ward II); Councilmember Connie Fults (Ward IV); Planning Commission Chair Victoria Sherman; Senior Planner Annissa McCaskill; and Kathy Lone, Planning Assistant.

*To be discussed at 7/7/2003 City Council Meeting.

Chair Streeter called the meeting to order at 5:30 p.m.

I. Approval of the Planning and Zoning Committee Meeting Summary of June 5, 2003.

Councilmember Brown made a motion to approve the Meeting Summary of June 5, 2003, as corrected. The motion was seconded by Councilmember Durrell and **passes by a voice vote of 4 to 0.**

***IV. Interview – Proposed Planning Commission Appointment of Dr. M. L. (Bud) Hirsch, Jr.**

The Committee interviewed Dr. M. L. (Bud) Hirsch, Jr. for an appointment to the Planning Commission.

Dr. Hirsch stated that if appointed to the Planning Commission, he would resign from the Chesterfield Arts Commission and the Architectural Review Board.

Dr. Hirsch stated that if he were to bring a matter for zoning before the Planning Commission, he would resign from the Commission first.

Dr. Hirsch stated that he wants to promote pedestrian access while on the Planning Commission.

Chair Streeter stated that the Committee will recommend to Mayor John Nations the appointment of Dr. M. L. (Bud) Hirsch, Jr. to the Planning Commission.

III. Notification to Trustees on Zoning Approvals – Councilmember Durrell asked that this be placed on the agenda for discussion.

Councilmember Jane Durrell expressed her concern with residents not notifying their Trustees before they request a building permit.

Senior Planner Annissa McCaskill presented hand-outs showing a stamp that is put on zoning approvals urging the residents to contact their Trustees and a sample postcard sent to Trustees from the City informing them of a zoning approval. Ms. McCaskill explained the zoning approval process by the Planning Department.

General discussion followed concerning residents not realizing they should get Trustee approval, ways of requiring Trustee approval, requiring Trustee's 'acknowledgement' versus 'approval' of permits, and having the form for Trustee's acknowledgement available on the Internet.

Councilmember Durrell made a motion to direct Staff to create a sample form to be put on the Internet that will have the items that need to be submitted for zoning approval and for the Trustee's to sign that they acknowledge that a zoning approval has been submitted to the City for a building permit. Staff will place this item on the next Committee agenda. The motion was seconded by Councilmember Brown and **passes by a voice vote of 4 to 0.**

***II. P.Z. 3-2003 - Montgomery First National Bank:** a request for a change of zoning from an R-2 Residential District to a "PC" Planned Commercial District for a 1.38 acre tract of land located on the north side of Olive Boulevard, west of River Valley Drive. (Locator Number 16Q230334)

Senior Planner Annissa McCaskill gave an overview of **P.Z. 3-2003 - Montgomery First National Bank** and stated that this petition was approved with conditions by the Planning Commission by a vote of 8-0-1.

Chair Streeter stated that he received a call from City Attorney Doug Beach who said that the Committee could either hold this petition or forward it to City Council with a recommendation. Mr. Beach stated that it may take several weeks to complete work on several issues including the Deed Restrictions, construction of the park and maintenance of the park.

General discussion followed concerning access on the west by the Chesterfield Fire District versus on River Valley Drive, maintenance for the park trail that is on the bank property, number of parking spaces for the park trails, flipping the Site Development Plan for access on River Valley Drive, added traffic to River Valley Drive, and location of the water feature and the bank's monument sign.

Mr. Joel Montgomery, petitioner for **P.Z. 3-2003 - Montgomery First National Bank**, suggested that a maintenance agreement could be put in place so everyone understands who will maintain the property.

Councilmember Durrell stated that, if a great need is determined in the future, there be an easement at the north end of the site so that traffic exiting the site on the west side by the Fire District, could travel to the right and continue to the back of the site and exit onto River Valley Drive.

Councilmember Durrell made a motion to recommend approval and forward to City Council **P.Z. 3-2003 - Montgomery First National Bank** as presented. The motion was seconded by Councilmember Brown and **passes** by a voice vote of 4 to 0.

Councilmember Durrell and Councilmember Hurt stated that they were agreeable to forward this petition to City Council but the issues need to be worked out by Mr. Beach before any vote could be taken.

***Note: One bill, as recommended by the Planning Commission, will be needed for the July 7, 2003 City Council Meeting.
SEE Bill #**

V. Pending Projects/Departmental Update

Senior Planner Annissa McCaskill stated that two (2) new planners have started in the Department and a third one will begin in July.

The meeting adjourned at 6:54 p.m.

TP/kl

