PLANNING COMMISSION
OF THE CITY OF CHESTERFIELD
AT CHESTERFIELD CITY HALL
JUNE 9, 2014

The meeting was called to order at 7:02 p.m.

I. ROLL CALL

PRESENT	ABSENT
Ms. Wendy Geckeler	
Ms. Merrell Hansen	
Ms. Fay Heidtbrink	
Ms. Laura Lueking	
Ms. Debbie Midgley	
Ms. Amy Nolan	
Mr. Stanley Proctor	
Mr. Steven Wuennenberg	
Chair Michael Watson	

Councilmember Dan Hurt, Council Liaison
City Attorney Rob Heggie
Ms. Aimee Nassif, Planning & Development Services Director
Mr. Jonathan Raiche, Senior Planner
Ms. Mary Ann Madden, Recording Secretary

II. PLEDGE OF ALLEGIANCE

III. SILENT PRAYER

Chair Watson asked Mr. Robert Puyear to come forward to be recognized by the Commission and then thanked him for his service on the Planning Commission since 2008. The Commission members showed their appreciation to Mr. Puyear through their applause. Mr. Puyear stated he has enjoyed his tenure on the Commission.

Chair Watson acknowledged the attendance of Councilmember Dan Hurt, Council Liaison; and Councilmember Connie Fults, Ward IV. Chair Watson then welcomed new Planning Commissioner Fay Heidtbrink to the dais.

IV. PUBLIC HEARINGS – None

V. APPROVAL OF MEETING SUMMARY

Commissioner Wuennenberg made a motion to approve the Meeting Summary of the May 28, 2014 Planning Commission Meeting. The motion was seconded by Commissioner Proctor and **passed by a voice vote of 8 to 0** with 1 abstention from Commissioner Nolan.

VI. PUBLIC COMMENT - None

VII. SITE PLANS, BUILDING ELEVATIONS AND PLATS

A. Spirit Valley Business Park, Lot 16: A Site Development Section Plan, Lighting Plan, Landscape Plan, Architectural Elevations and an Architect's Statement of Design for a 3.123 acre tract of land zoned "PI" Planned Industrial District located on the south side of Olive Street Road, west of Spirit Valley East Drive.

Commissioner Nolan, representing the Site Plan Committee, made a motion recommending approval of the Site Development Section Plan, Lighting Plan, Landscape Plan, Architectural Elevations, and Architect's Statement of Design for Spirit Valley Business Park, Lot 16. The motion was seconded by Commissioner Geckeler and **passed by a voice vote of 9 to 0**.

VIII. OLD BUSINESS

A. P.Z. 16-2013 Wilmas Farm (17508 Wild Horse Creek Road): A request for a zoning map amendment from a "E-1" Estate One-Acre District to a "PUD" Planned Unit Development for 50.5279 acres located on the south side of Wild Horse Creek Road west of its intersection of Long Road and east of its intersection with Arbor Grove Court (18V330035).

Chair Watson announced that the Petitioner has asked that the petition be held. City Attorney Heggie recommended that the petition be tabled at this time.

Commissioner Proctor made a motion to table P.Z. 16-2013 Wilmas Farm (17508 Wild Horse Creek Road) until further notice from the Petitioner. The motion was seconded by Commissioner Lueking and **passed by a voice vote of 9 to 0.**

City Attorney Heggie advised that if the petition does come forward again, it will have to be taken off the table at one meeting and then placed on the agenda for the following meeting.

IX. NEW BUSINESS

A. Unified Development Code and Comprehensive Plan process and update discussion.

Ordinance Amendments
Ms. Aimee Nassif, Planning and Development Services Director stated that the Ordinance Review Committee is made up of four members of the Planning Commission and is currently chaired by Commissioner Nolan. This Committee reviews ordinances that have been drafted by Staff at the direction of the Planning & Public Works Committee. Ms. Nassif noted that all members of the Commission are welcome to attend the meetings of the Ordinance Review Committee, which are generally held during normal work hours.

She explained that any ordinances the Commission or Staff would like to review are first presented to the Planning & Public Works Committee for direction. If so directed, draft language is prepared for the Planning & Public Works Committee. Once the draft is finalized, it is brought to the Ordinance Review Committee for review, discussion, and consensus. At that point, a public hearing is scheduled before the Planning Commission.

Comprehensive Plan Update
Ms. Nassif stated that the Planning Commission has the responsibility to review and update the City's Comprehensive Plan. The Commission has a Comprehensive Plan Committee, which is made up of all nine members of the Commission and is currently chaired by Commissioner Wuennenberg. This Committee also works with a Citizens Committee during its review.

When it is determined that the Comprehensive Plan needs to be updated, the Planning & Public Works Committee is so advised. It is nationally recommended that Comprehensive Plans be reviewed and updated every 7-10 years. Ms. Nassif pointed out that the City's Comp Plan has not had a full rewrite in approximately 14-15 years.

Unified Development Code Amendments
Ms. Nassif recommended that a meeting of the Ordinance Review Committee be scheduled to discuss possible amendments to the Unified Development Code (UDC). She noted that during the month of June of each year, the Planning Commission Chair appoints new chairs and members to the various Planning Commission committees. Once this is done, Ms. Nassif will contact the chair of the Ordinance Review Committee to schedule a meeting to review possible amendments to the UDC. All Commission members are welcome to attend any meeting of the Ordinance Review Committee and offer input, but only Committee members are permitted to vote.

Once a consensus of the Committee is reached, the chair of the Ordinance Review Committee will provide a report at an upcoming Planning Commission Meeting outlining the Committee's recommendations and presented to the Commission for a vote.

These recommendations will then be presented to the Planning & Public Works Committee for direction and prioritization.

DISCUSSION

Chair Watson questioned whether the Commission should first review the UDC or the Comp Plan. Ms. Nassif recommended that the Comp Plan be reviewed first to insure that the City's vision is not outdated. If there are a few minor amendments to the UDC that the Commission or Council feels should be also reviewed at this time, they could be done as well.

Ms. Nassif pointed out that Councilmembers are invited to attend meetings of the Comprehensive Plan Committee, but the work and creation of the plan come from the Committee and citizens. This is not a legislative act, so Council does not dictate what items are included in the Comp Plan.

Chair Watson asked how citizens are selected for the Comprehensive Plan review process. Ms. Nassif stated that notices are sent out, open houses and smaller discussion meetings are held, and online surveys are conducted to solicit feedback and to determine what the interests are. The magnitude of the changes to the Comp Plan will determine the size of the Citizens Committee. Because of the time and resources required to review and update the Comp Plan, Staff does not recommend major rewrites to the UDC during the same time period.

Chair Watson asked whether it is appropriate for the Commission to recommend specific citizens to serve on the Citizens Committee. Mr. Nassif indicated that suggestions would be welcome.

If a review of the total Comp Plan is undertaken, Councilmember Hurt suggested that a group of committees be formed to review specific areas, which he felt would be more effective and time-efficient. Ms. Nassif agreed that the idea would be to start with one large committee and once interest areas are established, smaller committees would be formed to focus on these specific areas.

Councilmember Hansen stated this is a great opportunity to get more citizens actively involved in the City. She then asked if there is anything the Commission should read to prepare themselves for the process. Ms. Nassif stated that if the Planning & Public Works Committee gives direction to open up the Comp Plan, she would speak to the Commission on: (1) how to open up the Comp Plan; (2) what the Comp Plan is; and (3) the various sections of the Comp Plan.

Chair Watson asked the Commission members to let him know if there is a particular area in which they are interested.

Ms. Nassif asked for clarification as to whether the Commission is directing her to advise the Planning & Public Works Committee that the Commission's priority is to start work on the Comprehensive Plan. Chair Watson stated that the priority is the Comp Plan; but he does not want to lose sight of the UDC, and asked that the Commission think about things they would like to change.

Ms. Nassif noted that the Planning & Public Works Committee may also have a few items they want updated in the UDC and stated she would give a report on the Committee's direction.

Councilmember Hurt encouraged everyone to think 20-30 years out when reviewing the Comp Plan. He also suggested that consideration be given to bringing in expert consultants in certain areas – such as for downtown Chesterfield and incorporating the old Chesterfield area in with the trail system. He noted that in preparing the first Comprehensive Plan, they brought in an expert on "clustering".

Chair Watson recommended that the Commission members attend the UMSL classes pertaining to Comp Plans. He attended last year's session, taught by Ms. Nassif, and stated it was "excellent". Ms. Nassif pointed out that she would be teaching the classes again this coming fall.

B. Election of Officers.

Commissioner Geckeler gave a report of the Nominating Committee noting the following nominations of officers:

Chair	Mike Watson
Vice-Chair	Stanley Proctor
Secretary	Amy Nolan and Steve Wuennenberg

Chair Watson asked if there were any other nominations from the floor. There being none, City Attorney Heggie asked for a motion to elect Commissioner Watson as Chair and Commissioner Proctor as Vice-Chair by acclamation.

Commissioner Geckeler made a motion to elect Commissioner Watson as Chair and Commissioner Proctor as Vice-Chair. The motion was seconded by Commissioner Hansen and **passed by a voice vote of 9 to 0.**

It was agreed to vote by paper ballot for the position of Secretary. The first ballot resulted in a tie of 4 votes for each candidate with one Commissioner abstaining. **After the second ballot, City Attorney Heggie announced that Commissioner Wuennenberg had been elected Secretary.**

X. COMMITTEE REPORTS - None

XI. ADJOURNMENT

The meeting adjourned at 7:40 p.m.

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Steve Wuennenberg, Secretary