

MEMORANDUM

TO: Mike Geisel, City Administrator

FROM: Justin Wyse, Director of Planning and Development Services

SUBJECT: Planning & Public Works Committee Meeting Summary
Thursday, June 8, 2017



A meeting of the Planning and Public Works Committee of the Chesterfield City Council was held on Thursday, June 8, 2017 in Conference Room 101.

In attendance were: **Chair Guy Tilman** (Ward II), **Councilmember Barry Flachsbart** (Ward I), **Councilmember Dan Hurt** (Ward III), and **Councilmember Michelle Ohley** (Ward IV).

Also in attendance were: Planning Commission Chair Merrell Hansen; Justin Wyse, Director of Planning & Development Services; and Kathy Juergens, Recording Secretary.

The meeting was called to order at 5:45 p.m.

I. INTERVIEW – NOMINEE FOR PLANNING COMMISSION

Chair Tilman introduced nominee Mary Monachella.

Ms. Monachella stated that serving on the Planning Commission sounds like a real challenge that she is willing to accept. She is a retired Math Professor from the St. Louis Community College and had served as Chair of the Mathematics Department. Her colleagues have said that her best quality is her ability to see the big picture and knowing how today's decisions impact the future. She is currently a Ladue Woods/South Trails Trustee and has recently been elected as a Village of Green Trails Park Trustee. She is also serving on the Chesterfield Parks, Recreation and Arts Advisory Committee. Ms. Monachella also stated that she believes in preserving greenspace whenever possible.

Councilmember Hurt commented that she comes highly recommended by Councilmember McGuinness and stated that there are certain technical aspects related to planning and zoning issues and asked Ms. Monachella if she would feel intimidated by them. Ms. Monachella stated that she would not feel intimidated and that she would ask for clarification if she did not understand something.

There was further discussion regarding the time commitment involved with serving on the Planning Commission and it was noted that training would be provided.

Councilmember Flachsbart made a motion to recommend approval of the Mayor's nomination of Mary Monachella, representative of Ward 1, to the Planning Commission. The motion was seconded by Councilmember Hurt and passed by a voice vote of 4-0.

II. APPROVAL OF MEETING SUMMARY

A. Approval of the May 18, 2017 Committee Meeting Summary

Councilmember Flachsbart made a motion to approve the Meeting Summary of May 18, 2017. The motion was seconded by Councilmember Ohley and **passed** by a voice vote of 4-0.

III. UNFINISHED BUSINESS - None

IV. NEW BUSINESS

A. Architectural Review Board Vacancies

STAFF REPORT

Mr. Justin Wyse, Director of Planning and Development Services, stated that by Code, the current Architectural Review Board (ARB) is to have seven members. At the current time, there are two vacancies. The existing code language for the composition of the Board requires one member from a Chesterfield arts organization. However, the Chesterfield Arts organization no longer exists so the City is prevented from filling one of the current vacancies. Staff recommends amending the Code to remove a Chesterfield arts organization from the language to allow for greater flexibility in ARB appointments. This amendment can be completed in conjunction with amending lighting requirements that Staff has been directed to update. Code amendments require a public hearing so both of these amendments can be accomplished at the same time.

DISCUSSION

In response to Councilmember Hurt's question, Mr. Wyse stated the Code currently requires seven members that shall be made up of two commercial architects, one residential architect, one landscape architect, one member from Chesterfield Arts, and two affiliates in a related profession. There is no requirement for citizenship, however, there is a preference for a Chesterfield resident or an individual who has a business located in Chesterfield. Mr. Wyse stated the Code is written very prescriptive and suggested the language be changed to read "the desired composition is" instead of "shall consist of." In certain circumstances, this would allow the Mayor, with Council's consent, to appointment someone other than the desired makeup.

Mr. Wyse expressed the need to fill these vacancies as soon as possible.

After further discussion on the desired makeup of the members, **Councilmember Hurt made a motion to direct Staff to amend Article 01-11 of the UDC to remove the Chesterfield Arts membership requirement for ARB membership and to amend the language to read: "The desired composition of the Board is two commercial architects, two residential architects, two landscape architects and one affiliate in a related field."** The motion was seconded by Councilmember Flachsbart and **passed** by a voice vote of 4.0.

DISCUSSION AFTER THE MOTION

Mr. Wyse stated that after further investigation, he will inform the Committee on which two positions need to be filled based on the new criteria.

B. PDS policies 1-3

STAFF REPORT

In an effort to review all City Council policies to ensure those policies are current and accurate, Mr. Justin Wyse, Director of Planning and Development Services, stated there are only three policies pertaining to the Department of Planning and Development Services. Staff's recommendations for each policy are listed below along with a brief description of each policy:

POLICY 1: Requires two readings for zoning map amendments and that the readings be on separate meetings dates before the City Council. Staff recommends that this Policy be combined with City Policy No. 22 to consolidate policies on the number of readings for various items. This Policy would not be changed, but it would simply be included in City Policy CC-22 thereby eliminating Policy PDS-1.

POLICY 2: Establishes the procedure for how legislation is to be forwarded to the City Council after a PPW Committee meeting (greensheet policy). The current Policy has been executed by the City since 2002. The PDS department has internal procedures which are a more appropriate place for this practice. This is not a "policy" and Staff recommends that it be repealed, however, the existing practice will remain in effect.

POLICY 3: Establishes and governs the Chesterfield Historic and Landmark Preservation Committee. This Policy was last reviewed in February of 2016. No changes are recommended.

Councilmember Flachsbart made a motion to combine PDS Policy 1 with City Policy CC-22, to repeal Policy PDS-2, and to retain PDS Policy 3, as recommended by Staff, and forward to City Council with a recommendation to approve. The motion was seconded by Councilmember Ohley and **passed** by a voice vote of 4-0.

[Please see the attached report prepared by Justin Wyse, Director Planning and Development Services Director, for additional information on PDS Policies 1-3.]

V. OTHER

Chair Tilman inquired as to the progress on suggested uses for the Doorack property. Mr. Wyse stated that suggestions will be presented to the Parks, Recreation and Arts Committee within the next month or two.

VI. ADJOURNMENT

The meeting adjourned at 6:18 p.m.