

MEMORANDUM

TO: Mike Geisel, Co-interim City Administrator

FROM: James Eckrich, Public Works Director/City Engineer
Aimee Nassif, Planning and Development Services Director

SUBJECT: Planning & Public Works Committee Meeting Summary
Thursday, May 5, 2016



A meeting of the Planning and Public Works Committee of the Chesterfield City Council was held on Thursday, May 5, 2016 in Conference Room 101.

In attendance were: **Chair Dan Hurt** (Ward III), **Councilmember Barbara McGuinness** (Ward I), and **Councilmember Bridget Nations** (Ward II). **Councilmember Bruce DeGroot** (Ward IV) was absent.

Also in attendance were: Mayor Bob Nation; Councilmember Barry Flachsbart (Ward I); Councilmember Tom DeCampi (Ward IV); Planning Commission Chair Stanley Proctor; Jim Eckrich, Public Works Director/City Engineer; Tom McCarthy, Parks, Recreation & Arts Director; Aimee Nassif, Planning & Development Services Director; Jonathan Raiche, Senior Planner; Jessica Henry, Project Planner; Zach Wolff, Senior Civil Engineer; and Kathy Juergens, Recording Secretary.

The meeting was called to order at 5:30 P.M.

I. APPROVAL OF MEETING SUMMARY

A. Approval of the March 10, 2016 Committee Meeting Summary

Councilmember McGuinness made a motion to approve the Meeting Summary of **March 10, 2016**. The motion was seconded by **Councilmember Nations** and **passed** by a voice vote of 3-0.

II. OLD BUSINESS

III. NEW BUSINESS

A. Selection of Officers and Committee Assignments

- Chair of Planning & Public Works Committee/Planning Commission Liaison
- Vice Chair of Planning & Public Works Committee
- Chesterfield Historic and Landmarks Preservation Committee
- Board of Adjustment

Councilmember McGuinness made a motion to appoint Chair Hurt to serve as Planning Commission Liaison. The motion was seconded by **Councilmember Nations** and **passed** by a voice vote of 3-0.

Chair Hurt made a motion to appoint Councilmember McGuinness to serve as Vice-Chair of the Planning and Public Works Committee. The motion was seconded by Councilmember Nations and **passed by a voice vote of 3-0.**

Councilmember Nations made a motion to appoint Councilmember DeGroot to serve as Council Liaison to the Chesterfield Historic and Landmark Preservation Committee. The motion was seconded by Chair Hurt and **passed by a voice vote of 3-0.**

Chair McGuinness made a motion to appoint Councilmember Nations to serve as Council Liaison to the Board of Adjustment Committee. The motion was seconded by Chair Hurt and **passed by a voice vote of 3-0.**

Because Agenda Item III.B under “New Business” would require a lengthy discussion, it was agreed to review Item III.C first.

- C. **POWER OF REVIEW - Harmony Seven:** A Site Plan, Landscape Plan, Tree Preservation Plan, Tree Stand Delineation, and Architectural Elevations for a 2.75 acre tract of land zoned “R2” Residential District located on the south side of Olive Boulevard and west of its intersection with Stablestone Drive.

STAFF REPORT

Jonathan Raiche, Senior Planner, presented the project request for six single-family detached homes located along a proposed cul-de-sac, Harmony Meadow Court, which is located west of Stablestone Drive and across from Paddington Hill Drive. The site also includes a small piece of common ground at the south end of the development.

Mr. Raiche pointed out that the site meets the 30% tree preservation requirement. In addition to the required sidewalk along Olive Boulevard, the developer is providing a sidewalk along one side of the cul-de-sac for internal pedestrian circulation. The site also includes the required 30-foot landscape buffer along Olive Boulevard, along with a 20-foot buffer along the remaining three sides of the development. It was noted that the tree preservation areas have been utilized to meet some of the landscape buffer requirements.

The proposed elevations show the front façades incorporating brick, vinyl siding, and glass-divided light windows with a color scheme of various shades of grey. The side elevations include a brick return, vinyl siding, and divided-light architectural-style windows; the rear elevation includes a substantial horizontal bump-out and gable articulation.

The proposal is in compliance with all City Code requirements and Staff recommends approval as presented. It was noted that the proposal was not reviewed by Planning Commission but was administratively approved by the Planning and Development Services Director.

Discussion

Councilmember McGuinness referenced the exposed concrete shown on the side elevations and made a motion to require that the siding be carried to grade. The motion was seconded by Chair Hurt.

The applicant questioned whether the material is required to be siding or whether the concrete could be painted to match the siding. He pointed out that if siding is incorporated, it will have a jagged look because of the sloping topography.

Councilmember Nations stated she does not find the painted concrete objectionable, as long as the color matches the siding. Councilmember Flachsbart noted his agreement with requiring siding to grade.

Mr. Raiche then pointed out that the grades will vary based on the house and topography, which will vary the amount of exposed foundation. Ms. Nassif suggested that the motion be amended to state that the exposed concrete should be as minimal as possible and that the elevations would be approved by Staff on a lot-by-lot basis. Chair Hurt expressed his concern that this would put an onerous responsibility on Staff on a subjective issue.

After further discussion and review, Chair Hurt called for a vote on the motion *to require siding to grade*. **The motion passed by a voice vote of 3-0.**

Councilmember McGuinness then made a motion to forward Harmony Seven to City Council with a recommendation to approve, as amended. The motion was seconded by Councilmember Nations and **passed by a voice vote of 3-0.**

Note: This is a Site Plan which requires a voice vote at the May 16, 2016 City Council Meeting.

[Please see the attached report prepared by Aimee Nassif, Planning and Development Services Director, for additional information on Harmony Seven.]

- B. POWER OF REVIEW - Spirit Energy, LLC (Starbucks):** A Site Development Plan, Landscape Plan, Lighting Plan, Architectural Elevations and an Architect's Statement of Design for a 0.31 acre tract of land zoned "PC" Planned Commercial District located in the southwest quadrant of the intersection of Olive Boulevard and Woods Mill Road.

STAFF REPORT

Jessica Henry, Project Planner, presented the project request for the construction of a new single story, 622 sq. ft. Starbucks restaurant located at the intersection of Olive Boulevard and Woods Mill Road. The proposed restaurant will offer drive-thru and walk-up service only; no indoor seating is proposed. A 200-square-foot fenced patio is located adjacent to the walk-up order window on the western end of the building. There are two access points currently on the site – one each off of Olive Boulevard and Woods Mill Road.

The project was reviewed by both the Architectural Review Board and the Planning Commission. At the March 14, 2016 Planning Commission meeting, a motion to approve the project was passed by a vote of 6-3 with the conditions of adding a pedestrian crosswalk on the north side of the building and adding a bike rack to the site. Both of these conditions have been incorporated into the Site Development Plan. As the Site Development Plan complied with all requirements of Ordinance 2592 and the Unified Development Code, Staff recommended approval of the project.

Ms. Henry pointed out that all drive-thru, stacking, and queuing requirements have been exceeded and the two right-in/right-out only accesses will allow for a dual counter-clockwise

circulation pattern on the site. The inner circulation ring will serve drive-thru traffic and the outer ring will accommodate traffic entering and exiting the site.

The Landscape Plan shows a densely-landscaped buffer along the roadways with additional landscaping around the perimeter of the building and dumpster area. The Lighting Plan complies with the Unified Development Code requirements. The materials used on the building are primarily durable Nichiha fiber cement board siding panels, which have the look of wood and will be in two different colors.

There is a fence running along the property line of the site, which is a specific Ordinance requirement in order to provide a visual barrier between the site and the adjacent Dierbergs site. Cross access was not available at the time of zoning, so the fence serves as a signal to vehicles entering the site that they must exit the site in order to enter the Dierbergs property. If cross access should become available in the future, both access points will be closed in accordance with the site-specific Ordinance and access would come from the surrounding Dierbergs site.

PLANNING COMMISSION REPORT

Planning Commission Chair Stanley Proctor reported that there was considerable discussion by the Commission regarding the right-only turn onto Olive Boulevard and concern that it could cause traffic back-ups on both Olive and within the site. He stated that some of the Commission members voted in favor of the proposal because the current zoning allows two exits from the subject site.

Discussion

During discussion, the following items were reviewed and information provided as needed:

Fence/Cross Access

The 48-inch-high fence along the property lines was required by ordinance in 2010 to address concerns about the lack of cross access between the subject site and the Dierbergs site. The fence provides a visual cue to vehicles that cross access is not available to the Dierbergs site.

It was noted that the Petitioner requested cross access both during the zoning and site plan phases but it was not possible as the adjacent property owner (Dierbergs) was opposed.

Chair Hurt proposed reducing the height of the fence to 36 inches and providing two 36-inch openings in the fence. He explained that the fence openings would allow pedestrians to enter the site from the adjacent Dierbergs site.

The applicant indicated their agreement to reducing the fence height and providing the suggested openings.

Olive Boulevard Access

Because of concerns as to how traffic will be adversely impacted along Olive Boulevard during the morning peak hours due to the vehicles entering and exiting the site, Councilmember Flachsbart stated he cannot vote in favor of the proposal with access to/from Olive. He pointed out that this corner is already one of the City's highest accident areas.

Woods Mill Road Access

In response to Councilmember McGuinness' inquiry, Ms. Nassif stated that there are no stop signs at the Woods Mill Road access point.

Motions

Chair Hurt made a motion that the fence along the property lines shall have a maximum height of 36 inches and shall have a minimum of two, 36-inch wide, ADA-compliant openings – one near the bike rack on the south end, and one near the patio on the west end. The motion was seconded by Commissioner McGuinness and passed by a voice vote of 3-0.

Chair Hurt made a motion that if cross access is provided in the future and the two existing access points are required to be closed, the closure shall be the responsibility of the landowner and at no expense to the City. The motion was seconded by Commissioner McGuinness and passed by a voice vote of 3-0.

Councilmember Nations made a motion to forward Spirit Energy, LLC (Starbucks) to City Council with a recommendation to approve, as amended. The motion was seconded by Chair Hurt and passed by a voice vote of 2-1 with Councilmember McGuinness voting “no”.

Note: This is a Site Development Plan which requires a voice vote at the May 16, 2016 City Council Meeting.

[Please see the attached report prepared by Aimee Nassif, Planning and Development Services Director, for additional information on Spirit Energy, LLC (Starbucks).]

D. Driveway Apron Snow Removal Program Review

STAFF REPORT

Jim Eckrich, Public Works Director/City Engineer, reported that the program was implemented on a trial basis in 2014 in order to assist residents who are not physically capable of removing snow which is plowed from the street and pushed onto the portion of the driveway located in the public right of way. The program is still in the trial phase and is to be assessed annually so that Council can determine whether the program should continue on a permanent basis.

The program has been relatively successful but the last two winters have been mild and Staff does not have enough information to recommend whether this program should be continued on a permanent basis. Therefore, Staff is recommending that the program be extended for one additional year on a trial basis. After the 2016/2017 winter season, this program will again be reviewed.

Discussion

In response to Chair Hurt's questions, Mr. Eckrich stated that 220 residents have signed up for the program and snow is removed from the end of each of their driveways. With the smaller snow events we have experienced, it has taken about 40 man-hours per event to clear all the driveways. Mr. Eckrich further stated that he is comfortable with extending the program for another year, however, he would like to experience a larger snowfall event prior to making any recommendation to extend the program permanently.

Councilmember McGuinness made a motion to extend the Driveway Apron Snow Removal Program for one additional year on a trial basis. The motion was seconded by Councilmember Nations and passed by a voice vote of 3-0.

E. Temporary Traffic Control Devices and Signs

STAFF REPORT

Jim Eckrich, Public Works/City Engineer, stated that in reviewing the City Code, he discovered that there is no provision that allows for the temporary posting of traffic control devices or signs. Traffic control devices and signs can be very useful during times of road construction or special road conditions. Therefore, Staff has drafted a revised Section 300.130 of the Model Traffic Ordinance that allows the City Traffic Engineer to install temporary regulatory traffic control signs and devices.

Councilmember Nations made a motion to forward revised Section 300.130 (Authority to Install Traffic Control Devices) of the City of Chesterfield Municipal Code to City Council with a recommendation to approve. The motion was seconded by Chair Hurt and **passed** by a voice vote of 3-0.

Note: One Bill, as recommended by the Planning & Public Works Committee, will be needed for the May 16, 2016 City Council Meeting. See Bill #

[Please see the attached report prepared by Jim Eckrich, Public Works Director/City Engineer, for additional information on Temporary Traffic Control Devices and Signs.]

F. Veterans Honor Park Bids

STAFF REPORT

Jim Eckrich, Public Works Director/City Engineer, stated this project has been before Council and this Committee numerous times. The initial estimate for the project was \$2,060,000. The project was bid on April 26, 2016 at which point the City received a bid, including a recommended contingency, of \$1,950,000 from Volk Construction. Volk Construction has completed several similar projects in the area and is highly recommended.

The City has been working to acquire funding for the proposed Veterans Honor Park. Fundraising efforts have resulted in pledges of \$457,000 from the Citizens Veterans Honor Park Committee (with additional pledges of \$50,000 pending), a Municipal Parks Grant of \$525,000, and a City appropriation of \$500,000. Of the \$1,482,000 raised, and after \$225,000 has been allocated to Powers Bowersox for design and construction services, there remains \$1,257,000 available for construction.

In early 2016, it was determined that construction would need to begin prior to the completion of fundraising efforts in order to comply with the parameters of the Municipal Parks Grant. Staff, therefore, provided an alternative proposal of separating the project into phases. At the January 21 PPW Committee meeting, the Committee elected to bid both Phases 1 and 2 with the understanding that Council would determine how to proceed after bids were received.

Volk Construction's low bid of \$1,857,000 exceeds available funding at this time. The bid included Phase 1 at a cost of \$1,495,000 (with a \$25,000 donation) and a Phase 2 cost of \$362,000 (with a \$5,000 donation).

Mr. Zach Wolff, Senior Civil Engineer, explained that Phase 1, the "core" project, consists of the central granite star monument within an approximately 30 foot diameter reflecting pool. Each of the five military branches' medallions will be embedded in the reflecting pool. Phase 1 also

includes the flagpoles, pedestrian plaza area, one inner ring of benches, a second ring of 14 benches that have been donated to date, sod, and the donor paver plaza that is located by the street, which is one of the main donor opportunities. There will also be four sidewalks leading into this central monument area. There will be signage depicting the project and its elements. The biggest cost of Phase 1 is not visible. It includes grading for the project, fountain equipment, site electrical and the irrigation system.

Mr. Wolff then discussed the components of Phase 2 which include three additional concentric rings of benches and walkways that radiate out from the central monument. Phase 2 will also complete the irrigation and electrical system and provide the landscape elements of grove trees and ground cover.

Chair Hurt asked why the star monument is off center from the triangle. Ms. Jan Misuraca, Veterans Honor Committee Chair, stated the Committee discussed the placement of the star at length. Because the main entrance into the Amphitheater is located to the right-hand side, they felt it would be more respectful to have it set off center.

Mr. Eckrich again pointed out the funding sources including the \$525,000 Municipal Parks Grant which is the largest Municipal Parks grant that has ever been awarded in St. Louis County. In order to comply with the Grant, there are specific parameters that need to be met including the timeframe for construction and the necessary elements that need to be included.

Chair Hurt expressed his concern that the City will run out of funding and the project will be left incomplete and become a controversial issue. Even during the Phase approach, the project must not look incomplete.

In response to Councilmember McGuinness' question, Mr. Tom McCarthy, Parks, Recreation and Arts Director, stated the project has to be substantially complete by the end of February 2017.

Ms. Misuraca reported that the Veterans Honor Park Committee has been able to raise approximately \$507,000 based solely on a concept – with nothing concrete to show anyone. She believes that once the project breaks ground, their fundraising efforts will become a lot easier. The Committee is completely committed to continuing their fundraising efforts throughout all phases of construction. In fact, she is retiring from her full-time job on June 30 so she will have more time to devote to fundraising efforts.

Ms. Misuraca also pointed out that the K-12 educational curriculum has been completed in accordance with Missouri standards. This interactive component will be included in the park through the use of a mobile app. This educational aspect differentiates this park from any other Veterans honor park.

If the City chooses to proceed with the project, Mr. Eckrich presented the following three options:

1. The City can authorize construction of Phase 1 in an amount not to exceed \$1,600,000 which includes a 5% contingency. This would necessitate the obligation of \$343,000 from the General Fund-Fund Reserves above the 40% policy in addition to the \$500,000 already allocated. Continued fundraising efforts can be applied toward this expenditure.
2. The City can authorize construction of the entire project in an amount not to exceed \$1,950,000. This would necessitate the obligation of \$693,000 from the General Fund-

Fund Reserves above the 40% policy in addition to the \$500,000 already allocated. Continued fundraising efforts can be applied toward this expenditure.

3. The City can reject the bids and delay the project until additional funds are raised. The current Municipal Parks Grant schedule requires that construction be started in 2016 and be substantially complete by the end of February 2017. If the City elects to defer the project, there is a risk of losing the \$525,000 Grant. It is not known at this time if the project would qualify again for the grant in future years if it were to be forfeited.

Mr. Eckrich pointed out that there is \$3.3 million in the General Fund-Fund Reserves account above the 40% policy that the City requires.

Discussion

In response to Councilmember McGuinness' question, Mr. McCarthy stated that he is not aware of any available State or Federal funding. Ms. Misuraca stated there are some available grants, however, this project does not qualify for those because it is being constructed as part of a City project and not as a separate 501c3.

Mayor Nation asked for clarification on the amount of funding needed to complete the whole project. Mr. Eckrich stated that \$693,000, separate from the previously allocated \$500,000, would be needed.

There was further discussion regarding what is included within each Phase of the project and if anything could be eliminated in Phase 1 to reduce the cost. It was pointed out that the "core" project includes those elements that are critical to the functionality of the park, elements that meet the parameters of the Municipal Parks Grant, as well as other previously donated items.

In response to Chair Hurt's question regarding a year's extension of the Grant, Mr. McCarthy stated he was not aware of anyone ever asking for an extension. Mr. McCarthy indicated that a delay or forfeiture of the funds could negatively impact the City's ability to receive future Grants.

Mayor Nation commented that Council has been contemplating the project for over a year now and they should be well aware of the total cost of the project. He suggested funding the whole project at this time with Councilmember Nations concurring. Councilmember McGuinness and Chair Hurt indicated that they were in favor of the project, but are concerned with the financial implications of pursuing the complete project at this time.

Ms. Misuraca pointed out the various corporate donations already received as well as pavers and benches that have been donated by approximately 200 citizens. She stated they would all be very disappointed if the project is not started and reiterated that donations will increase once progress is seen on the project.

Mr. Lee Wall, member of the Veterans Honor Park Committee, thanked everyone for their diligent efforts in making the project a reality. He stated that this project has been a dream of his for the past 15 years. He stated the Committee has made presentations to over 30 military Veterans' organizations throughout the entire St. Louis area and they have received donations from \$100 up to \$10,000. The response has been phenomenal. This park is not just for Chesterfield Veterans, but for *all* Veterans and he urged the Committee to give every consideration to moving ahead with the entire project.

Former Mayor Bruce Geiger stated that everyone is impressed with the schematics of the project, and felt that once construction starts on the project, there will be an increase in donations. There

is money in the General Fund-Fund Reserves and the fundraising committee will continue their efforts throughout all phases of construction.

Mr. Stanley Proctor, speaking as a Chesterfield citizen, stated the reserve fund has over \$3 million beyond the 40%. Even if the City would spend the whole \$700,000, he feels there is no better thing the City could do than honor our veterans.

Chair Hurt explained that this is also a personal thing for him too. He is in favor of the project, however, the Council has a fiscal responsibility and should be careful in expending the funds.

There was further discussion on whether to proceed with funding the entire project versus just Phase 1 at this time. Mr. Eckrich stated that if Council desires to only proceed with Phase 1, then Phase 2 would likely have to be re-bid at a later date.

Councilmember Nations made a motion to forward a recommendation to City Council to fund the entire Veterans Honor Park project in the amount of \$693,000, from the General Fund-Fund Reserve account. The motion was seconded by Councilmember McGuinness and passed by a voice vote of 3-0.

[Please see the attached report prepared by Jim Eckrich, Public Works Director/City Engineer, for additional information on Veterans Honor Park.]

G. Citizen Committee Vacancies

- Architectural Review Board
- Board of Adjustment
- Chesterfield Historic and Landmark Preservation Committee

STAFF REPORT

Ms. Aimee Nassif, Planning and Development Services Director, reported that there are the following vacancies on the Department's Citizens Committees:

Architectural Review Board – 1 vacancy

Members of the Architectural Review Board must either reside or work within the City but there are no Ward requirements.

Board of Adjustment – 1 vacancy

It is preferable to fill this vacancy with a resident from Ward 4 because then there would be two individuals from each Ward represented on the Board.

Chesterfield Historic and Landmark Preservation Committee – 13 vacancies

This Committee is allowed to have 30 members. Many of the current members are classified as Emeritus members, who do not have voting rights or are required for a quorum.

Chair Hurt encouraged the Committee members to offer recommendations to fill these vacancies.

IV. PROJECT UPDATES

Due to time constraints, it was agreed that the "Project Updates" will be forwarded to the Committee members.

V. OTHER

VI. ADJOURNMENT

The meeting adjourned at 7:05 p.m.