

MEMORANDUM



TO: Michael G. Herring, City Administrator

FROM: Mike Geisel, Director of Planning, Public Works and Parks

SUBJECT: Planning & Public Works Committee Meeting Summary
Thursday, February 9, 2012

A meeting of the Planning and Public Works Committee of the Chesterfield City Council was held on Thursday, February 9, 2012 in Conference Room 101.

In attendance were: **Chair Connie Fults** (Ward IV); **Councilmember Derek Grier** (Ward II); and **Councilmember Randy Logan** (Ward III).

Also in attendance were: Councilmember G. Elliott Grissom (Ward II), Councilmember Mike Casey (Ward III), Councilmember Bob Nation (Ward IV); Mike Geisel, Director of Planning, Public Works and Parks; Brian McGownd, Public Works Director/City Engineer; Justin Wyse, Senior Planner; Kristian Corbin, Project Planner; and Kristine Kelley, Recording Secretary.

The meeting was called to order at 5:30 p.m.

I. APPROVAL OF MEETING SUMMARY

A. Approval of the January 19, 2012 Committee Meeting Summary.

Councilmember Grier made a motion to approve the Meeting Summary of January 19, 2012. The motion was seconded by Councilmember Logan and **passed** by a voice vote of 3 - 0.

II. OLD BUSINESS

A. 141 Enhancements - Update

Councilmember Grier made a motion to hold discussion of the 141 Enhancements until the February 23, 2012 Committee meeting to allow all Committee members to be present. The motion was seconded by Councilmember Logan and **passed** by a voice vote of 3 - 0.

III. NEW BUSINESS

- A. **T.S.P. 27-2010 AT&T (13559 Olive Boulevard):** A request to obtain approval for a Telecommunications Facility Siting Permit for location of antennas and equipment on two sections of land within 13559 Olive Boulevard zoned "PC" Planned Commercial District. (16Q241471).

STAFF REPORT

Kristian Corbin, Project Planner gave a PowerPoint presentation showing the site and the surrounding area. Mr. Corbin stated the following:

The Petitioner is requesting a Telecommunications Facility Siting Permit to allow for the replacement of an existing tower and antennas and the location of upgraded antennas to facilitate 4G LTE data services located at 13559 Olive Boulevard. Mr. Corbin added that there were no changes to the exterior of the equipment compound.

The existing tower is at 34 feet in height and equipped with three (3) whip style antennas. The proposed tower will be 44'-8" in height, totaling a 10'-8" difference in height.

During the January 23, 2012 Public Hearing, the City Attorney asked the representative if taxes owed to the City had been paid. The representative was uncertain and unable to provide an answer. At the public hearing on January 23, 2012, there were no issues identified with this request.

Councilmember Logan made a motion to forward T.S.P. 27-2010 AT&T (13559 Olive Boulevard) to City Council with a recommendation to approve. The motion was seconded by Councilmember Grier and **passed by a voice vote of 3 - 0.**

Note: This is a Telecommunications Siting Permit which requires a voice vote at the February 22, 2012 City Council Meeting.

[Please see the attached report prepared by Aimee Nassif, Planning and Development Services Director, for additional information on T.S.P. 27-2010 AT&T (13559 Olive Boulevard)].

- B. **P.Z. 12-2011 Church of the Resurrection (1330 Schoettler Road):** A request for a zoning map amendment from "NU" Non-Urban District to "R2" Residence District for a 5.23 acre tract of land located on the southeast corner of the intersection of South Outer 40 Road and Schoettler Road (19S640668).

STAFF REPORT

Kristian Corbin, Project Planner gave a PowerPoint presentation showing the site and the surrounding area. Mr. Corbin stated the following:

The applicant intends to make improvements to the site once the change of zoning process is complete. The Public Hearing for this petition was held on October 24, 2011.

At that time, the following issues were raised and subsequently addressed:

1. *Narrative to be provided by the Petitioner outlining their current and future operations at the site.* The narrative has been provided and is attached to the Staff Report. The narrative indicates that there will be approximately 70-80 individuals attending Sunday services with the intent of expanding the facility to accommodate up to 250 members. Activities will include typical Sunday services, as well as other small group meetings throughout the week.

Councilmember Logan asked for clarification as to whether the Petitioner intends to expand the current building or build a completely new facility. The Petitioner responded that the intent is to expand the current structure to the northeast away from Schoettler Road, to add a cross to the top the building, and to include additional parking.

Chair Fults questioned as to whether there were any sight distance issues related to access. Mr. Corbin noted that the design of the site will have to meet Access Management guidelines and the Petitioner will have to address any issues that arise pertaining to traffic at the Site Plan stage.

2. *The Petitioner is to set up meetings with surrounding Trustees and residents to discuss their proposal.* The Petitioner has held two open house meetings on December 10th and December 15th. The main concern discussed at these meetings related to traffic.

Councilmember Grissom stated that at the two (2) open house meetings only three representatives attended. It was noted that there were no negative responses from those that did attend the meetings other than concerns expressed regarding Sunday traffic. It was noted that this would be reviewed at Site Plan.

3. *Staff was asked to conduct an analysis of the site in the event it is developed as a residential subdivision in the future.* Based on minimum lot sizes and other code requirements, it has been estimated that development of this tract would yield approximately seven residential lots.

Councilmember Logan made a motion to forward P.Z. 12-2011 Church of the Resurrection (1330 Schoettler Road) to City Council with a recommendation to approve. The motion was seconded by Councilmember Grier and **passed by a voice vote of 3 - 0.**

Note: One Bill, as recommended by the Planning Commission, will be needed for the February 22, 2012 City Council Meeting. See Bill #

[Please see the attached report prepared by Aimee Nassif, Planning and Development Services Director, for additional information on P.Z. 12-2011 Church of the Resurrection (1330 Schoettler Road)].

C. Installation of Deer Crossing Signs

STAFF REPORT

Brian McGownd, Public Works Director/City Engineer stated that every year the City gets requests to install Deer Crossing signs on various streets throughout the City. The manual on Uniform Traffic Control Devices contains the warning sign for Deer Crossings; however it does not provide criteria for the installation and removal of these signs. Therefore, Staff has developed the attached City Policy which establishes the criteria for the installation and removal of these signs.

The criteria utilizes deer car crash history over a certain period of time to warrant the placement of the sign on the subject street, so long as the speed limit on the street is 30 mph or greater. The policy also gives the City the ability to remove signs if the crash history changes. This proposed policy is similar to what other agencies use throughout the country.

Installation of Deer Crossing signs are warranted if reported deer car related crashes have occurred in any given calendar year, or if five reported deer car related crashes have occurred in a three year period. Staff monitors crash related instances and if the crash history goes down or goes away, those signs will be removed.

Mr. McGownd added that the Police Department keeps reported data of deer related crashes and the City Work Order system alerts the Public Works crews when a carcass needs to be removed from the street. If Staff identifies an issue a sign will be installed. Mr. Geisel noted that the State and County install their own signs. Once the new Geoblade software becomes operational on February 21st, the sign data will be easily accessible.

Councilmember Grier made a motion to forward Installation of Deer Crossing Signs Policy Statement to City Council with a recommendation to approve. The motion was seconded by Councilmember Logan and **passed by a voice vote of 3 - 0.**

Note: This is an Installation of Deer Crossing Signs Policy Statement which requires a voice vote at the February 22, 2012 City Council Meeting.

[Please see the attached report prepared by Brian McGownd, Public Works Director/City Engineer, for additional information on Installation of Deer Crossing Signs Policy Statement].

D. Snow Removal Reimbursement Program

STAFF REPORT

Brian McGownd, Public Works Director/City Engineer provided background history of the Snow Removal Reimbursement Program which was created in 1999 to assist owners of private streets in non-gated condominium developments and single-family subdivisions with expenses incurred from snow removal. The program reimburses the trustees at a rate based on \$50 per unit or \$6,000 per mile of streets, whichever is greater. To date, \$1.3 million has been reimbursed under the program since its inception.

Due to the prolonged economic downturn, City Council authorized a reduction in the formula used to calculate the reimbursements. The formula was reduced in 2011 by 25% and the program was capped at a total expenditure of \$75,000. The original reimbursement amount of \$6,000 per mile of street was reduced to \$4,500, and the \$50 per unit reimbursement was reduced to \$37.50. The formula was not readjusted for the 2012 budget; therefore, the reduced formula will be used again for the program in 2012.

DISCUSSION

Councilmember Grier questioned as to how the “cap” is determined. Mr. McGownd responded that Staff waits until all expense reports are received from the subdivision trustees. At that point, Staff determines the amounts that each subdivision is eligible to receive based on the new formula. A percentage is then applied across the board to reduce the amount even further in order to keep the total reimbursement at \$75,000. Mr. Geisel pointed out that there is a huge disparity in the rate of reimbursements between individual subdivisions.

To date, the program has been a huge success and the subdivision trustees have indicated to Staff their gratitude towards the program. Mr. McGownd pointed out that since the program started in 1999, the snow removal costs have gone up but the reimbursement rate has not increased. Discussion was then held on whether to increase the reimbursement rate for 2012.

Mr. McGownd mentioned that Staff submits letters to the subdivision trustees around the 1st of May requesting that snow removal costs be submitted by the 1st of July. It was suggested waiting until the gross amounts are received before making a determination as to whether to increase the cap placed on the program.

Councilmember Nation expressed his opinion that due to the current mild winter season and adequate finances available, it would be beneficial to increase the cap adjustment and include that cost in the 2012 budget. Councilmember Logan responded that an adjustment can be considered at any time, but recommended that the determination be made mid-year based on revenue figures and the actual reimbursement requests.

Councilmember Logan made a motion directing Staff to bring the data back to the Committee before reimbursements are processed.

Chair Fults confirmed that if there is a large discrepancy then the Committee can authorize a cap increase and forward to the Finance & Administration Committee before the checks are issued and that adjustment can be made for the current fiscal year. The motion was seconded by Councilmember Grier.

There was additional discussion as to whether to increase current funding now or wait until July to make that determination. It was agreed to wait until July before authorizing any increases to the reimbursement program.

Councilmember Grissom requested that Staff allow the trustees less time to analyze their costs before the letters are submitted.

The motion then **passed by a voice vote of 3 – 0**.

E. TIP Applications

STAFF REPORT

Brian McGownd, Public Works Director/City Engineer stated that the East-West Gateway is accepting applications for the 2013 – 2015 Transportation Improvement Program (TIP). Staff is recommending that the City apply for a total of three (3) projects: Chesterfield Parkway Pedestrian Bridge, Appalachian Trail Phase II and Greentrails Drive South.

Mr. McGownd then gave a PowerPoint presentation showing an aerial of the sites and a cost analysis. Staff would seek funding for the design, right-of-way/easement acquisition and construction. Funding would be for 70% of the total cost of each project with the City's match being equal to 30%.

The table below shows probable costs for each of the three projects.

| | Federal Funds | City 30% Match | Total Project Cost |
|--|---------------|----------------|--------------------|
| Chesterfield Parkway Pedestrian Bridge | \$1,470,000 | \$630,000 | \$2,100,000 |
| Appalachian Trail Phase II | \$1,442,000 | \$618,000 | \$2,060,000 |
| Greentrails Drive South | \$1,575,000 | \$675,000 | \$2,250,000 |

Mr. McGownd stated that typically Staff does not request Council's approval to apply for such projects; however, the East-West Gateway requires an application fee of ½% of the funds being requested for each project. The total application fee for all three (3) projects will be \$29,785. It was noted that if an application is denied, the application

fee is returned. The fee helps offset East-West Gateway's administrative costs to manage the program.

Mr. McGownd added that Staff is only requesting authorization to apply for funding. If funding is received, Staff would bring the issue back to the Committee for their approval to accept the funding and proceed with the projects. It's Staff goal to stagger the projects over a couple years, but that will ultimately be determined when and if the City is granted approval.

Staff is requesting authorization to submit a total of four (4) applications. The information is listed below:

- \$7,350 for the Chesterfield Parkway Pedestrian Bridge - this amount includes submitting the pedestrian bridge under two (2) categories of funding; standard TIP funding and Congestion Management and Air Quality Improvement (CMAQ) program. The fee is required for both applications.
- \$7,210 for the Appalachian Trail project.
- \$7,875 for the Greentrails Drive South project.

DISCUSSION

Councilmember Nation suggested that it be confirmed that the City is able to spend the funds if approved. Mr. Geisel stated that the projects will be "scored" and since the City has been so successful in prosecuting these projects in a timely manner, Staff could request acceleration on one of these projects to allow them to be staggered over a few years to better match our budgetary capacity.

Councilmember Logan pointed out that the 30% match can be funded from either the Capital Improvement sales tax or General Fund-Fund Reserves. Mr. Geisel then provided further information on other substantial capital projects that would not qualify for Federal Funding; for example, the two bridges on Wilson Road. Staff will continue to research alternative strategies to fund these projects.

Staff will investigate as to whether the application fee will be reimbursed if the City chooses to not accept the funding.

Councilmember Logan made a motion authorizing Staff to apply for funding under the Transportation Improvement Program for; the Chesterfield Parkway Pedestrian Bridge project, the Appalachian Trail Phase II project and the Greentrails Drive South project and to forward to City Council with a recommendation to approve. The motion was seconded by Councilmember Grier and **passed by a voice vote of 3 - 0.**

Note: This is a TIP Application funding request which requires a voice vote at the February 22, 2012 City Council Meeting.

[Please see the attached report prepared by Brian McGownd, Public Works Director/City Engineer, for additional information on TIP Applications].

IV. OTHER

V. ADJOURNMENT

The meeting adjourned at 6:18 p.m.