

# MEMORANDUM

TO: Michael G. Herring, City Administrator

FROM: Teresa J. Price, Director of Planning

DATE: December 5, 2003

SUBJECT: Planning and Zoning Committee Meeting Summary from December 4, 2003

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A meeting of the Planning and Zoning Committee of the Chesterfield City Council was held at 5:30 p.m., on Thursday, December 4, 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 I); Councilmember Mike Casey (Ward III); Planning Commission Chair Victoria Sherman; Director of Planning Teresa Price; Senior Planner Annissa McCaskill; Project Planner David Bookless; Project Planner Aimee Nassif; and Kathy Lone, Planning Assistant.

\*To be discussed at the 1/5/2004 City Council Meeting.

Chair Streeter called the meeting to order at 5:34 p.m.

## **I. Approval of the Planning and Zoning Committee Meeting Summary of November 20, 2003.**

Councilmember Durrell made a motion to approve the Meeting Summary of November 20, 2003. The motion was seconded by Councilmember Brown and **passes by a voice vote of 3 to 0.** (Councilmember Hurt was absent for the vote.)

\***II. P.Z. 22-2003 14691 Clayton Road (Susan Daigle):** A request for a change in zoning from an NU Non-Urban District to an E-One Acre Residential District for an approximately 1.0-acre tract of land located at 14691 Clayton Road (Locator Number: 21R-44-1504).

Project Planner David Bookless gave an overview of **P.Z. 22-2003 14691 Clayton Road (Susan Daigle)** and stated that the rezoning for this Commercial Service Procedure (CSP) was approved by Planning Commission by a vote of 9 to 0.

Councilmember Hurt arrived at the meeting at 5:36 p.m.

General discussion followed concerned deferred parking for this site.

Mr. Bookless stated that he would review the parking during the Site Development Plan process.

Councilmember Hurt made a motion to recommend approval and forward **P.Z. 22-2003 14691 Clayton Road (Susan Daigle)** to City Council. The motion was seconded by Councilmember Brown and **passes** by a voice vote of 4 to 0.

**\*Note: One bill, as recommended by the Planning Commission will be needed for the January 5, 2004 City Council Meeting.  
SEE Bill #**

**\*III. P.Z. 27-2003 City of Chesterfield (Sign Package Requirements):** A request to amend Section 1003.168 (Sign regulations--general) of the City of Chesterfield Zoning Ordinance to include standard requirements for Sign Package submittals.

Project Planner Aimee Nassif gave an overview of **P.Z. 27-2003 City of Chesterfield (Sign Package Requirements)** and stated that this petition was approved by the Planning Commission by a vote of 9 to 0.

General discussion followed concerning logos in signage and the wickets as signage for the Kemp Museum.

Councilmember Durrell made a motion to recommend approval and forward **P.Z. 27-2003 City of Chesterfield (Sign Package Requirements)** to City Council. The motion was seconded by Councilmember Brown and **passes** by a voice vote of 4 to 0.

**\*Note: One bill, as recommended by the Planning Commission will be needed for the January 5, 2004 City Council Meeting.  
SEE Bill #**

**\*IV. Approval of the 2004 Planning and Zoning Committee Meeting Calendar**

Chair Streeter stated that he received an e-mail from City Administrator Michael Herring stating that the City has voluntarily posted its City Council agendas by 12:00 noon the Wednesday preceding City Council meetings.

General discussion followed concerning moving the City Council packet day from Wednesday to Thursday to allow the Department of Planning more time in preparing items for the City Council packet and the option of moving the Planning and Zoning Committee meetings to the Thursday following Planning Commission meetings.

Councilmember Brown made a motion to recommend to City Council that agendas be posted the Thursday preceding the City Council meeting. The motion was seconded by Councilmember Durrell and **passes by a voice vote of 4 to 0.**

Councilmember Durrell made a motion to approve the 2004 Planning and Zoning Committee Meeting Calendar. The motion was seconded by Councilmember Brown and **passes by a voice vote of 4 to 0.**

- V. P.Z. 28-2003 City of Chesterfield (Time Limitation on Inactive Petitions):** A request to amend Section 1003.300 (Procedure for amending the Zoning Ordinance) of the City of Chesterfield Zoning Ordinance to establish Section 1003.300 (12) to establish time limitations on inactive petitions.

Chair Streeter stated that this petition was returned to the Committee for clarification concerning the withdrawal of inactive petitions.

General discussion followed concerning withdrawing a petition by the petitioner if they do not like an issue, clarification of 'inactive,' the City being able to continue the request, issue of the timeframe between the Issues Meeting and the Vote Meeting, handling of inactive projects within the Department of Planning, who may dismiss petitions, and length of time before becoming inactive.

Councilmember Hurt made a motion to direct Staff that after six (6) months a petition is automatically inactive unless the Planning Commission recommends to extend the petition or it would be dismissed at the discretion of the Planning Commission. The motion **dies** due to a lack of a second.

Chair Streeter reviewed what the Committee wants: The petitioner has six (6) months to have an Issues Meeting. If an extension is requested and granted, no more extensions after one (1) year and Planning Commission will decide if another Public Hearing will be required or the petition will be considered for withdrawal.

Councilmember Durrell made a motion to direct Staff to reword the ordinance, review the revision with Mayor John Nations and City Attorney Doug Beach and return it to Committee for their review. The motion was seconded by Councilmember Brown **and passes by a voice vote of 4 to 0.**

Councilmember Durrell stated that it is important that Planning Commission have the last word to either cancel a petition or allow it to go forward.

Councilmember Casey asked that projects be reviewed that would fall under this category.

**\*VI.** Other: The Planning and Zoning Committee will consider and act upon the matters listed above, and such other matters as may be presented at the meeting and determined to be appropriate for discussion at that time.

Chair Streeter stated that the Committee has been asked to review the formal policy for Power of Review.

General discussion followed concerning that after Council has asked for Power of Review, is the item returned to Committee or does it stay at the Council level.

Councilmember Brown made a motion that when a Councilmember exercises Power of Review at a Council meeting, it should be returned to the Planning and Zoning Committee. The motion **dies** due to lack of a second.

General discussion followed concerning notification to the petitioner if they are on the City Council agenda and the Power of Review process.

Chair Streeter made a motion to recommend to City Council that, when Power of Review is exercised at City Council, Council can ask that it be returned to the Planning and Zoning Committee for review or it will be placed on the next City Council meeting agenda. Staff will send notification to the petitioner concerning Power of Review. The motion was seconded by Councilmember Hurt **and passes by a voice vote of 4 to 0.**

Councilmember Brown expressed concern with Villas at Kendall Bluffs and that the concept plan did not agree with Attachment A.

General discussion followed concerning the discrepancies and the Subdivision Ordinance.

Councilmember Hurt left the meeting at 6:47 p.m.

Director of Planning Teresa Price stated that the Site Development Plan must meet the Subdivision regulations. Ms. Price stated that variances can be requested of the Director of Planning and, if denied, can be appealed to the Planning Commission.

The meeting adjourned at 6:55 p.m.

TP/kl

