

MEMORANDUM

TO: Mike Geisel, City Administrator

FROM: Justin Wyse, Director of Planning & Development Services
James Eckrich, Director of Public Works/City Engineer

SUBJECT: Planning & Public Works Committee Meeting Summary
Thursday, December 5, 2019



A meeting of the Planning and Public Works Committee of the Chesterfield City Council was held on Thursday, December 5, 2019 in Conference Room 101.

In attendance were: **Chair Mary Ann Mastorakos** (Ward II), **Councilmember Mary Monachella** (Ward I), **Councilmember Dan Hurt** (Ward III), and **Councilmember Tom DeCampi** (Ward IV) arrived at 5:33 p.m.

Also in attendance were: Councilmember Michael Moore (Ward III); Councilmember Michelle Ohley (Ward IV); Planning Commission Chair Merrell Hansen; Jim Eckrich, Director of Public Works/City Engineer; Justin Wyse, Director of Planning & Development Services; Mike Knight, Assistant City Planner; Annisa Kumerow, Planner; Andrew Stanislav, Planner; 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 November 8, 2019 Committee Meeting Summary

Chair Mastorakos made a motion to approve the Meeting Summary of November 8, 2019. The motion was seconded by Councilmember Hurt and passed by a voice vote of 3-0.

Chair Mastorakos made a motion to move Unfinished Business Item A to New Business after Item C. The motion was seconded by Councilmember Monachella and passed by a voice vote of 3-0.

(Councilmember DeCampi arrived.)

II. NEW BUSINESS

- A. **P.Z. 11-2019 318 N. Eatherton**: A change in zoning from “NU” Non-Urban District and “PI” Planned Industrial District to create a new “PI” Planned Industrial District at 318 N. Eatherton Road and a portion of 340 N. Eatherton Road. (Ward 4)

STAFF PRESENTATION

Annisa Kumerow, Planner, presented the project request for a zoning map amendment to a new “PI” Planned Industrial District for a total of 2.05 acres of land consisting of a 1.05 acre parcel which is zoned “PI” Planned Industrial District and a 1.00 acre tract of land which is currently zoned “NU” Non-Urban District. The new “PI” Planned Industrial District would allow for the

development of a 5,400 square foot storage building, trash enclosures and material storage bins on the site.

A Public Hearing was held on October 28, 2019 at which time no issues were raised by the Planning Commission. On November 13, 2019, the Planning Commission unanimously approved the petition.

DISCUSSION

There was a discussion regarding current and future cross access throughout the development.

Councilmember Hurt made a motion to forward P.Z. 11-2019 318 N. Eatherton to City Council with a recommendation to approve. The motion was seconded by Councilmember DeCampi and **passed by a voice vote of 4-0.**

After discussing New Business Item B, **Councilmember Hurt made a motion to reconsider the previous motion.** The motion was seconded by Councilmember Monachella and **passed by a voice vote of 4-0.**

Councilmember Hurt made a motion to forward P.Z. 11-2019 318 N. Eatherton to City Council with a recommendation to approve with an amendment to require cross access on the north, south, and east boundaries. The motion was seconded by Councilmember DeCampi and **passed by a voice vote of 4-0.**

Note: One Bill, as recommended by the Planning & Public Works Committee will be needed for the January 6, 2020 City Council Meeting. See Bill #

[Please see the attached report prepared by Justin Wyse, Director of Planning and Development Services, for additional information on P.Z. 11-2019 318 N. Eatherton Road.]

B. P.Z. 13-2019 84 Lumber, Adj. Lot 2 (17511 Chesterfield Airport Rd): A request to amend Ordinance 2969 to establish new permitted uses and revise the development criteria for a 13.023 acre tract of land within an existing “PC” Planned Commercial District located on the north side of Chesterfield Airport Road east of Long Road (17U510084). (Ward 4)

STAFF PRESENTATION

Andrew Stanislav, Planner, presented the request for an ordinance amendment with respect to permitted uses and development criteria. This amendment would add the new permitted use of “automobile dealership” as well as to increase the building story height from one to two story construction. The current Ordinance has a maximum height of 42 feet, which will remain.

A Public Hearing was held on October 16, 2019. There were no speakers in opposition at that time. One issue was raised pertaining to the number of proposed parking spaces to which the applicant has formally responded. At the November 13, 2019 Planning Commission meeting, the Planning Commission unanimously approved the request.

An updated Preliminary Development Plan has also been submitted for consideration. Cross access is to be provided between Lots B, C and D fronting Chesterfield Airport Road and there is a partially constructed north/south connector between Lot E and the vacant parcel to the east of AutoZone. Each of the proposed lots will have frontage and access from the proposed extension of Arnage Road for circulation throughout the proposed development.

DISCUSSION

To further explain access for this property, Justin Wyse, Director of Planning & Development Services, stated that Arnage Road (which is a private road) will be extended across the property to the west. There is also a private roadway to the east of Arnage Road, along with a driveway connection at the former 84 Lumber site that ties into Chesterfield Airport Road. The zoning Ordinance for the adjacent site requires that the driveway connection must be removed when access becomes available via Arnage Road, thus making Arnage Road the primary means of access. The ultimate intent is that Arnage Road will terminate at Caprice Drive.

There was further discussion on the location of the parking and the City's policy to locate parking primarily to the side and rear of any building façade along I-64/US-40 or along North Outer 40. The building orientation on this specific project has been shifted to the north. While there is some parking on the north side, the Applicant indicated that the parking on the north side would be predominately for visitors with the majority of the inventory parking being moved further south so that it is not in principal view from I-64.

Chair Mastorakos stated she was concerned about signage as this property is not directly on Chesterfield Airport Road. Mr. Wyse stated that they would be permitted signage in accordance with the Unified Development Code. If they would want signage along Chesterfield Airport Road, they would be required to submit a sign package that would have to be reviewed and approved by the Planning Commission. Freestanding signage would also be shown on the Site Development Plan.

Councilmember Hurt made a motion to forward P.Z. 13-2019 84 Lumber, Adj. Lot 2 (17511 Chesterfield Airport Rd) to City Council with a recommendation to approve. The motion was seconded by Councilmember DeCampi.

Discussion after the Motion

Chair Hansen mentioned that during the Planning Commission meeting, there was a discussion regarding different ordinance requirements among the various automobile dealerships along the I-64/US-40 corridor. Discussion followed as to whether standardized language should be included in the Attachment A for any future dealerships.

The above motion **passed** by a voice vote of 4-0.

Note: One Bill, as recommended by the Planning Commission, will be needed for the January 6, 2020 City Council Meeting. See Bill #

[Please see the attached report prepared by Justin Wyse, Director of Planning and Development Services, for additional information on P.Z. 13-2019 84 Lumber, Adj. Lot 2 (17511 Chesterfield Airport Rd).]

- C. P.Z. 14-2019 16849 N Outer 40 Rd. (FPNU to AG):** A change in zoning from a "FPNU" Floodplain Non-Urban District to an "AG" Agricultural District for an 84.594 acre tract of land located at 16849 N. Outer 40 Road; north of the Monarch Chesterfield Levee. (Ward 4)

STAFF PRESENTATION

Annisa Kumerow, Planner, presented the project request for a zoning map amendment from the "FPNU" Flood Plain Non-Urban District to the "AG" Agricultural District for an 84.59 acre parcel located on the north side of the Monarch Chesterfield Levee.

A Public Hearing was held on November 13, 2019 at which time the Planning Commission unanimously approved the request.

DISCUSSION

Councilmember Hurt inquired about cross access and stated that since this is an agricultural district, he is not as concerned about cross access but he believes that it should be required for future development. Justin Wyse, Director of Planning & Development Services, stated that this is a straight zoning so there is not a separate Attachment A but there is language within the Code that allows the City legal authority to require cross access. After further discussion, it was agreed that Staff would research the City's ability to require cross access at the time of any rezoning.

Councilmember Hurt made a motion to forward P.Z. 14-2019 16849 N Outer 40 Rd. (FPNU to AG) to City Council with a recommendation to approve with the caveat that Staff provide further information on requiring cross access at the time of any rezoning. The motion was seconded by Councilmember DeCampi and **passed by a voice vote of 4-0.**

Note: One Bill, as recommended by the Planning Commission, will be needed for the January 6, 2020 City Council Meeting. See Bill #

[Please see the attached report prepared by Justin Wyse, Director of Planning and Development Services, for additional information on P.Z. 14-2019 16849 N Outer 40 Rd. (FPNU to AG).]

III. UNFINISHED BUSINESS

A. Public Hearing Signs

STAFF PRESENTATION

Mike Knight, Assistant City Planner, stated that at the October Planning & Public Works Committee meeting, Staff was directed to review the City's public hearing signage. Mr. Knight then presented the following:

Current Procedure

- Staff places a 20" x 26" sign on every property line that has roadway frontage.
- The sign is placed 15 days before the Public Hearing which is the earliest date possible that the sign can be posted with the Public Hearing information.
- The contents of the sign includes the date and time of the public hearing, the project name, the telephone number of the Planning Department, the City's website, the City's logo, City Hall address and the description of the Public Hearing agenda.
- Over the past five years, the City had an average of 17 zoning petitions per year with 50 signs ordered each year at a cost of \$30 per sign (including the stand). It was noted that signs are new every time given site-specific information but the stands are re-used whenever possible.
- In addition to signage, Staff provides the following methods of notification to residents:

Communication of Zoning Petitions	
Required by State	City of Chesterfield Process
Post in local paper (15 days before)	Post in local paper (15 days before)
	Provide notice post card to adjacent parcels (225 ft)
	Provide notice to subdivision trustees (1 mile)
	City Website: Public Notice
	City Website: Active Development Project Database Map and Listing
	Petition notification (Sign-Up)
	Petition posted on bulletin board at the front entry of City Hall
	Public hearing signs

Staff Analysis

Date Posted

Generally most municipalities use the 15-day mark. Staff currently posts signs 15 days before the Public Hearing, which corresponds to the publication date in the local newspaper and the date notices are sent to nearby landowners and subdivision trustees. This is the earliest date that signs can be posted in order to provide information on time, place and title.

In order to extend the duration of time the sign is posted, the sign could be posted as soon as the project meets sufficiency and is assigned to a Planner. The duration of time that the sign would be in public view would vary depending on the time it takes the applicant to provide all necessary documentation and review before being placed on a Planning Commission agenda. However, the request could change dependent on Staff's review and the meeting date would be unknown.

Cost of Signage

Current research supports that color does not affect the cost of the sign, however, a larger 24" x 36" inch sign would be double the cost per sign including the stand.

Surrounding Municipalities

Neighboring municipalities use either a single-use (site specific) sign that contains site information with time sensitivity or a standard, universal sign that is used for all public hearings. A standard, universal sign can be made with a more durable material as opposed to a single-use sign.

The audience that the sign is intended for is an important issue to consider when posting signs and comparing to other municipalities. Given the amount of property along major arterial roadways, including highways, the City of Chesterfield's dominant audience would be someone traveling in a vehicle and in many cases, the signs are not pedestrian accessible. The signs are not intended for one to pull over on the side of the road to view, but to provide the necessary information as one passes by in a vehicle. Staff believes that reducing the amount of text and making the text larger is a logical choice.

Alternatives

Mr. Knight presented samples of four different signs for the Committee to consider. Alternatives 1 and 2 are site specific signs while Alternatives 3 and 4 are universal signs. The earliest that Alternative 1 can be posted is 15 days before the public hearing, which is the City's current process, as it contains specific date and time information. Alternatives 2, 3 and 4 can be posted as soon as the petition reaches sufficiency.

Alternative #1



Alternative #2



Alternative #3



Alternative #4



DISCUSSION

There was extensive discussion on what information is pertinent and the timing on when to post signage. Other topics discussed included the objective of a Public Hearing sign, the length of time the sign is posted, a universal sign versus a site specific sign and size of the sign.

After the discussion, Mr. Wyse stated that Staff will take into account the comments expressed and will develop a policy to bring back to the Committee for review.

D. Emerald Ash Borer Preparedness Plan 2020 Funding Authorization

STAFF PRESENTATION

Jim Eckrich, Director of Public Works/City Engineer, stated that the City will be entering year five of the seven year plan to remove all Ash trees within the City right of way. As of October 31, 2019, approximately 3,000 Ash Trees remain. Staff initially expected an annual cost of \$583,000 per year, however, that cost is being reduced this year to \$560,000 and will be allocated as follows:

- **\$300,000 for contractual sidewalk replacement.** This will allow the City to continue to maintain its 252 miles of sidewalk while one street maintenance crew is completely allocated toward Ash Tree removal.

- **\$30,000 for contractual stump removal.** This will cover the cost to grind the stumps from all trees removed. This includes a one-time funding reduction from \$75,000 as annual stump removal costs have been slightly less than \$75,000 and the 2019 Purchase Order for stump removal will maintain a balance of approximately \$50,000 at the end of 2019. Accordingly, a 2020 stump removal allocation of \$30,000 should be sufficient to cover Ash Tree removals in 2020.
- **\$100,000 for reforestation.** Based on the past four years, it appears that the initial estimate for tree replacements (700) was high. It is anticipated that the number of requests for reforestation in 2020 will be 500. Therefore, the request for reforestation has been reduced from \$140,000 to \$100,000.
- **\$85,000 for contractual tree removal.** With the \$40,000 reforestation and \$45,000 stump grinding expenditure reductions, Staff is recommending \$85,000 for contractual tree removal. Public Works maintenance personnel will continue to remove the majority of Ash Trees. However, during the first four years, maintenance personnel have encountered a number of trees that are unusually difficult to remove due to size, overhead utilities, and/or working space. Staff believes that a provision for referring the removal of more difficult trees to a contractor will be safer and more efficient.
- **\$45,000 for personnel.** This represents the actual cost for the temporary full time employee that helps to manage the implementation of the EAB plan.

DISCUSSION

Councilmember Hurt made a motion to forward to City Council a recommendation to approve a \$560,000 allocation from the General Fund - Fund Reserves for costs associated with the 2020 Emerald Ash Borer Preparedness Plan. The motion was seconded by Councilmember Monachella.

Discussion after the Motion

Councilmember DeCampi asked for clarification of the expenditure for the part-time forestry technician and questioned the need for the position. Mr. Eckrich stated that the management of the reforestation program would be too much for the full-time arborist to handle in addition to his regular duties. The part-time technician manages the bid process, selecting the location, advises residents on tree choices, and oversees planting of the trees. Councilmember DeCampi expressed his overall concern with the program.

Councilmember DeCampi made a motion to forward to City Council a recommendation to approve an allocation from the General Fund - Fund Reserves for costs associated with the 2020 Emerald Ash Borer Preparedness Plan with a \$45,000 reduction to eliminate the part-time forestry technician position. The motion died due to lack of a second.

Councilmember Ohley questioned the provision for contractual tree removal. Mr. Eckrich stated that this will allow the City to contract for the removal of approximately 150 trees. He further explained that Staff was initially ahead of schedule for removing trees as the trees during the first three years of the program were generally smaller trees. The remaining trees are now larger and some can take almost a day for City Staff to remove. In some instances, there are overhead utilities, mailboxes and other restrictions that make removal difficult, cumbersome and sometimes hazardous. Deferring removal of such trees to a contractor will keep the City on schedule. With

the reduction in costs for reforestation (\$40,000) and stump grinding (\$45,000), \$85,000 can be allocated toward contractual tree removal without increasing the cost above \$560,000..

In response to questions regarding sidewalk replacement, Mr. Eckrich explained the EAB program and why Staff recommended the current course of action. In response to a question from Councilmember Ohley, Mr. Eckrich stated that contracting out all tree removals would cost substantially more than the \$300,000 allocated for sidewalk replacements. He further explained that the City has three crews that work in the street division. One crew has been allocated exclusively for tree removal. The work they previously performed has been absorbed by the other two crews except for sidewalk replacements. The supplemental allocation for contractual sidewalk replacement enables the City to avoid falling behind in sidewalk replacement due to the reallocation of labor associated with tree removal.

The original motion above was **passed** by a voice vote of 3-1 with Councilmember DeCampi voting nay.

[Please see the attached report prepared by Jim Eckrich, Director of Public Works/City Engineer, for additional information on Emerald Ash Borer Preparedness Plan 2020 Funding Authorization.]

E. Private Street Snow Removal Reimbursement 2020 Funding Authorization

STAFF PRESENTATION

Jim Eckrich, Director of Public Works/City Engineer, stated that in accordance with Public Works Policy 21, annual funding is being requested for snow removal costs on private streets. This requires a recommendation from this Committee and ultimately an allocation from City Council. There are 51 subdivisions eligible to participate in the program with a maximum financial obligation of \$166,000. Therefore, Staff recommends a transfer from the General Fund - Fund Reserves account in the amount of \$166,000.

Councilmember Hurt made a motion to forward to City Council a recommendation of a 2020 transfer of \$166,000 from the General Fund - Fund Reserves, over the 40% policy, to fund the Snow Removal Recoupment Program for private streets. The motion was seconded by Councilmember Monachella.

Discussion after the Motion

In response to Councilmember Ohley's question, Mr. Eckrich stated that this year's allocation is slightly more due to the fact that an additional eligible subdivision has been added.

The above motion **passed** by a voice vote of 4-0.

[Please see the attached report prepared by Jim Eckrich, Director of Public Works/City Engineer, for additional information on Private Street Snow Removal Reimbursement 2020 Funding Authorization.]

F. Public Street Acceptance – Olive Street Road

STAFF PRESENTATION

Jim Eckrich, Director of Public Works/City Engineer, stated that Staff has determined that a portion of Olive Street Road (approximately 712 feet; from 150 feet east of Chesterfield Airport Road to 862 feet east of Chesterfield Airport Road) meets the City's design and construction

standards for acceptance as a public street. Therefore, Staff is requesting that Council approve the acceptance of the above mentioned portion of Olive Street Road as a public road, via ordinance.

Councilmember Monachella made a motion to forward the Public Street Acceptance of a portion of Olive Street Road (approximately 712 feet; from 150 feet east of Chesterfield Airport Road to 862 feet east of Chesterfield Airport Road) to City Council with a recommendation to approve. The motion was seconded by Councilmember DeCampi and passed by a voice vote of 4-0.

Note: One Bill, as recommended by the Planning & Public Works Committee, will be needed for the January 6, 2020 City Council Meeting. See Bill #

[Please see the attached report prepared by Jim Eckrich, Director of Public Works/City Engineer, for additional information on Public Street Acceptance – Olive Street Road.]

IV. OTHER

V. ADJOURNMENT

The meeting adjourned at 6:50 p.m.