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**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**CITY COUNCIL**

**NO. 1**

**SUBJECT** City Council Committee Organization

**INDEX CC**

**DATE** 7/18/88  
**ISSUED**

**DATE**  
**REVISED**

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**POLICY**

The four (4) standing Committees of the City Council are as follows:

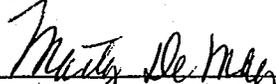
- (1) Finance and Administration
- (2) Public Works/Parks
- (3) Planning Department
- (4) Public Health and Safety

Each Committee will be composed of one (1) Councilmember from each of our four (4) Wards. Each member of the City Council will serve on no more than two (2) Committees. The Mayor and City Administrator will serve as ex-officio members of each standing Committee. The Chairperson for each Committee will be that person having the greatest amount of seniority. However, the Mayor may select the Chairperson, with each Ward having one of its representatives serving as a Chairperson of at least one Committee.

Each meeting of the standing Committees described above will be coordinated by the City Administrator. At said City Council meeting, the Chairperson for the Committee will present the specific recommendations as developed by his/her Committee.

The Mayor, City Administrator, Chairperson of the Committee or a member of the Committee will refer items to a given Committee. Should an item arise at any given meeting of the City Council, the Mayor could refer the item to the appropriate Committee for discussion and development of a recommendation. No meeting of a standing Committee should occur unless three (3) members of said Committee, including the Chairperson, can attend.

**RECOMMENDED BY:**

  
\_\_\_\_\_  
Department Head/Council Committee (if applicable)

5-17-99  
\_\_\_\_\_  
Date

**APPROVED BY:**

  
\_\_\_\_\_  
City Administrator

5-17-99  
\_\_\_\_\_  
Date

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

CITY OF CHESTERFIELD  
POLICY STATEMENT

CITY COUNCIL

NO. 2

SUBJECT Committee Agendas

INDEX CC

DATE 1/23/89  
ISSUED

DATE  
REVISED

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POLICY

Committee agendas will be provided to every member of City Council, in advance of each Committee meeting.

RECOMMENDED BY:

*Marty DeMay*  
Department Head/Council Committee (if applicable)

5-17-99  
Date

APPROVED BY:

*Michael S. Jensen*  
City Administrator

5-17-99  
Date

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**CITY COUNCIL**

**NO.** 3

**SUBJECT** Membership – Non-Statutory  
Committees

**INDEX** CC

**DATE  
ISSUED** 4/18/89

**DATE  
REVISED**

**POLICY**

Membership on any of the various City non-statutory committees will be possible if approved by both Councilmembers in whose Ward the individual nominee resides. This policy will not apply to statutory Committees.

**RECOMMENDED BY:**

*Marty DeMay*  
Department Head/Council Committee (if applicable)

5-17-99  
Date

**APPROVED BY:**

*Michael S. Jensen*  
City Administrator

5-17-99  
Date

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**CITY COUNCIL**

**NO.** 4

**SUBJECT** Meeting Room Reservations

**INDEX** CC

**DATE** 7/05/89  
**ISSUED**

**DATE**  
**REVISED**

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**POLICY**

Groups not directly affiliated with the City can only use the Council Chambers, the Council Conference Room, or any other conference room, preferably during regular business hours (8:30 a.m.-5 p.m.); Groups who will be allowed to use these rooms must be eleemosynary or involved in civic or community activities or City-sponsored in some way of direct benefit to the City. In these instances, a Councilmember must be in attendance. Councilmembers may use meeting rooms, at any time, provided the proposed use is directly related to official business of the City.

**RECOMMENDED BY:**

*Marty DeMay*  
Department Head/Council Committee (if applicable)

5-17-99  
Date

**APPROVED BY:**

*Michael S. Jensen*  
City Administrator

5-17-99  
Date

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

CITY OF CHESTERFIELD  
POLICY STATEMENT

CITY COUNCIL

NO. 5

SUBJECT Speakers – City Council Meetings

INDEX CC

DATE 9/17/89

DATE 10/3/94

ISSUED

REVISED

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**POLICY**

Individual speakers at Council meetings will have 3 minutes. Individuals who seek to address City Council are allowed to speak without cross-examination by members of City Council. If they are representing a group, they will be given 5 minutes to address City Council. Speakers must sign up within 10 minutes after the meeting has started.

**RECOMMENDED BY:**

Marty DeMay  
Department Head/Council Committee (if applicable)

5-17-99  
Date

**APPROVED BY:**

Michael S. Jensen  
City Administrator

5-17-99  
Date

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

<b>CITY COUNCIL</b>		<b>NO.</b>	6
<b>SUBJECT</b>	Expense Reimbursement Policy – Mayor/City Council	<b>INDEX</b>	CC/FA
<b>DATE ISSUED</b>	12/6/89	<b>DATE REVISED</b>	6/17/91

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**POLICY**

Ordinary And Travel Expenses – Elected Officials

In order to qualify for reimbursement, the expense must have been incurred in his/her official capacity. No personal expenses shall be submitted for reimbursement. Reimbursements for meals shall not include the purchase of meals or drinks for the Mayor or any other member of City Council, or member of any board or commission or committee or task force (unless circumstances should so warrant in conjunction with an out-of-town conference), nor shall reimbursement be allowed for any meal or activity that is not in conjunction with an official meeting which the elected official is expected to attend. All requests for reimbursement for qualifying meals shall be reimbursed at 100% of incurred cost.

Reimbursement shall not be authorized for any product or supply. If same is not readily available at City Hall, the elected official shall submit his or her request to the City Administrator, who shall be responsible for obtaining it.

Mileage reimbursement shall only be authorized for any vehicular travel associated with official duties of the office held. This shall not include travel to meetings or events which staff will be attending in a city vehicle or travel to any other government, organization or agency that a member of staff would routinely handle. Exceptions can be allowed if the staff member has a schedule conflict which would preclude his or her being able to offer a ride to the elected official, if adequate space is not available in the staff member's vehicle to accommodate everyone, or if the elected official has a scheduling conflict which would preclude his or her riding with a staff member. All exemptions must be fully documented if reimbursement is sought.

With regard to local organizations, if the City pays either an annual membership fee or all meal expenses associated with meetings of such an organization, mileage expenses incurred in attending the meeting or event of any such organization shall not be reimbursed.

**RECOMMENDED BY:**

Marty DeMay  
Department Head/Council Committee (if applicable)

5-17-99  
Date

**APPROVED BY:**

Michael S. Jensen  
City Administrator

5-17-99  
Date

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**CITY COUNCIL**

**NO.** 7

**SUBJECT** Minutes – City Council/Standing  
Committees

**INDEX** CC

**DATE  
ISSUED** 5/7/90

**DATE  
REVISED**

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**POLICY**

Minutes taken at any meeting of City Council, as well as any meeting of its Standing Committees, are not to be submitted to the public or the Press until officially reviewed and approved by City Council at a subsequent meeting.

**RECOMMENDED BY:**

*Marty DeMay*  
Department Head/Council Committee (if applicable)

5-17-99  
Date

**APPROVED BY:**

*Michael S. Jensen*  
City Administrator

5-17-99  
Date

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**CITY COUNCIL**

**NO. 8**

**SUBJECT Chamber Luncheons**

**INDEX CC**

**DATE 10/15/90  
ISSUED**

**DATE  
REVISED**

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**POLICY**

Department Heads/City Clerk are authorized to attend the Chamber of Commerce luncheons as a part of the City's ongoing policy to develop positive public relations with the business community.

**RECOMMENDED BY:**

*Marty DeMay*  
Department Head/Council Committee (if applicable)

5-17-99  
Date

**APPROVED BY:**

*Michael S. Jensen*  
City Administrator

5-17-99  
Date

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**CITY COUNCIL**

**NO.** 9

**SUBJECT** Return of City Property

**INDEX** CC

**DATE** 9/16/91  
**ISSUED**

**DATE**  
**REVISED**

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**POLICY**

Individuals, either elected officials or members of appointed Boards/Commissions, are to turn in any keys, Code books or manuals issued to them as a function of their office, within two (2) weeks after leaving office.

**RECOMMENDED BY:**

*Marty DeMay*  
Department/Head/Council Committee (if applicable)

5-17-99  
Date

**APPROVED BY:**

*Michael S. Jensen*  
City Administrator

5-17-99  
Date

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

CITY OF CHESTERFIELD  
POLICY STATEMENT

CITY COUNCIL

NO. 10

SUBJECT City Council Record of Proceeding

INDEX CC

DATE 3/16/92  
ISSUED

DATE  
REVISED

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POLICY

The City Council Record of Proceeding will reflect a general record of the actions taken at each meeting and does not include verbatim transcripts at the request of individual members of Council. The entire City Council must vote to amend the minutes, if desired.

RECOMMENDED BY:

*Marty DeMay*  
Department Head/Council Committee (if applicable)

5-17-99  
Date

APPROVED BY:

*Michael S. Jensen*  
City Administrator

5-17-99  
Date

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**CITY COUNCIL**

**NO.** 11

**SUBJECT** Definition – Public Hearing/Public Meeting

**INDEX** CC

**DATE ISSUED** 3/16/92

**DATE REVISED**

**POLICY**

A “public hearing” should only be used to identify a meeting that is “legally required”; a “public meeting” would encompass all other meetings.

**RECOMMENDED BY:**

*Marty DeMay*  
Department Head/Council Committee (if applicable)

5-17-99  
Date

**APPROVED BY:**

*Michael S. Jensen*  
City Administrator

5-17-99  
Date

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

CITY OF CHESTERFIELD  
POLICY STATEMENT

CITY COUNCIL

NO. 12

SUBJECT President Pro-Tem

INDEX CC

DATE 4/20/92  
ISSUED

DATE  
REVISED

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POLICY

If the President Pro-Tem replaces the Mayor on an indefinite or permanent basis, the Chairpersonship of his/her Committee would pass to another member of said Committee.

RECOMMENDED BY:

Maity DeMay  
Department (Head/Council Committee (if applicable))

5-17-99  
Date

APPROVED BY:

Michael S. Jensen  
City Administrator

5-17-99  
Date

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**CITY COUNCIL**

**NO.** 13

**SUBJECT** Official Picture – Mayor/City Council

**INDEX** CC

**DATE** 4/20/92  
**ISSUED**

**DATE**  
**REVISED**

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**POLICY**

One group picture of the Mayor and City Council will be taken after the municipal election. Only the current Mayor's picture will remain on display.

**RECOMMENDED BY:**

*Maite DeMa*  
Department Head/Council Committee (if applicable)

5-17-99  
Date

**APPROVED BY:**

*Michael S. Jensen*  
City Administrator

5-17-99  
Date

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

CITY OF CHESTERFIELD  
POLICY STATEMENT

CITY COUNCIL

NO. 14

SUBJECT City's Annex Policy

INDEX CC

DATE 5/4/92

DATE

ISSUED

REVISED

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POLICY

Reaffirmation of the City's policy not to annex south of Clayton Road.

RECOMMENDED BY:

Marty De Mesa  
Department Head/Council Committee (if applicable)

5-17-99  
Date

APPROVED BY:

Michael S. Jensen  
City Administrator

5-17-99  
Date

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

CITY OF CHESTERFIELD  
POLICY STATEMENT

CITY COUNCIL

NO. 15

SUBJECT Redistricting Committee

INDEX CC

DATE 5/18/92  
ISSUED

DATE  
REVISED

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POLICY

The Redistricting Committee, who will redefine the boundaries of the City to encompass the newly annexed area, will be comprised of two individuals from each of the four wards, a Councilmember from each ward and one individual selected from the four nominees from the newly annexed area.

RECOMMENDED BY:

*Misty DeMaiz*  
Department Head/Council Committee (if applicable)

5-17-99  
Date

APPROVED BY:

*Michael S. Jensen*  
City Administrator

5-17-99  
Date

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**CITY COUNCIL**

**NO.** 16

**SUBJECT** Appointment of Vice-Chairperson for  
Standing Committees

**INDEX** CC

**DATE  
ISSUED** 5/18/92

**DATE  
REVISED**

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**POLICY**

A Vice-Chairperson of each Standing Committee of Council shall be appointed.

**RECOMMENDED BY:**

*Marty DeMay*  
Department Head/Council Committee (if applicable)

5-17-99  
Date

**APPROVED BY:**

*Michael S. Jensen*  
City Administrator

5-17-99  
Date

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**CITY COUNCIL**

**NO.** 17

**SUBJECT** "New Business" Item Placed on City  
Council Agendas

**INDEX** CC

**DATE  
ISSUED** 6/15/92

**DATE  
REVISED**

**POLICY**

The item "New Business" will be placed on all City Council agendas, where it will be used to bring up new items. If the item requires a vote by Council, it will be tabled until the next appropriate City Council meeting.

**RECOMMENDED BY:**

*Marty DeMay*  
Department Head/Council Committee (if applicable)

5-17-99  
Date

**APPROVED BY:**

*Michael S. Jensen*  
City Administrator

5-17-99  
Date

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date



CITY OF CHESTERFIELD  
POLICY STATEMENT

CITY COUNCIL

NO. 19

SUBJECT Staff to Take Minutes at Citizen  
Committee Meetings

INDEX CC

DATE  
ISSUED 7/20/92

DATE  
REVISED

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POLICY

Whenever present at citizen committee meeting, the staff person will take the minutes.

RECOMMENDED BY:

*Marty DeMay*  
Department Head/Council Committee (if applicable)

5-17-99  
Date

APPROVED BY:

*Michael S. Jensen*  
City Administrator

5-17-99  
Date

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

CITY OF CHESTERFIELD  
POLICY STATEMENT

CITY COUNCIL

NO. 20

SUBJECT Riverboat Gambling Issue

INDEX CC

DATE 11/15/93  
ISSUED

DATE  
REVISED

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POLICY

Riverboat gambling will not be discussed regarding placement on the ballot for one year from 11/15/93.

RECOMMENDED BY:

Marty DeMay  
Department Head/Council Committee (if applicable)

5-17-99  
Date

APPROVED BY:

Michael S. Jensen  
City Administrator

5-17-99  
Date

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**CITY COUNCIL**

**NO.** 21

**SUBJECT** Staff Attendance at Work Sessions

**INDEX** CC/FA

**DATE** 7/20/92

**DATE** 1/3/94

**ISSUED**

**REVISED**

**POLICY**

Department Heads are requested to attend all Council Work Sessions. The Department Head can leave after his/her Committee report is given. They are not expected to stay for the Council meeting.

If, at any time, the Council Conference Room gets too crowded, any Councilmember can request the meeting be moved to the Chambers.

**RECOMMENDED BY:**

*Marta De May*  
Department Head/Council Committee (if applicable)

5-19-99  
Date

**APPROVED BY:**

*Michael S. Jensen*  
City Administrator

5-17-99  
Date

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

CITY OF CHESTERFIELD  
POLICY STATEMENT

CITY COUNCIL

NO. 22

SUBJECT First/Second Readings of Legislation

INDEX CC

DATE 4/20/92  
ISSUED

DATE 7/18/94  
REVISED

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POLICY

City Council will have its first reading and second reading of proposed legislation (Bills) at two separate Council meetings, except legislation that pertains to planning and zoning issues, fire hydrants, or urgent matters.

RECOMMENDED BY:

*Marty DeMay*  
Department Head/Council Committee (if applicable)

5-17-99  
Date

APPROVED BY:

*Michael S. Jensen*  
City Administrator

5-17-99  
Date

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

CITY OF CHESTERFIELD  
POLICY STATEMENT

CITY COUNCIL

NO. 23

SUBJECT Expressing Individual Opinions

INDEX CC

DATE 5/19/95  
ISSUED

DATE  
REVISED

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POLICY

Council Liaison of each Board/Commission/Committee/Task Force shall inform the Chairperson of the policy whereby the Chairperson should make every effort to indicate that members of the Committee are speaking as a private citizen and not on behalf of the City.

RECOMMENDED BY:

*Marty DeMay*  
Department Head/Council Committee (if applicable)

5-17-99  
Date

APPROVED BY:

*Michael S. Jensen*  
City Administrator

5-17-99  
Date

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**CITY COUNCIL**

**NO. 24**

**SUBJECT** Interviews – Statutory Committee  
Nominees/Reappointments

**INDEX CC**

**DATE  
ISSUED** 5/17/93

**DATE  
REVISED** 6/17/96

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**POLICY**

New nominations for appointments and reappointments to all statutory Boards/Commissions/Committees are submitted to the appropriate Committee of Council for an interview in open session, with all members of City Council invited to attend. The Chairperson of each Committee will contact the nominee directly and invite him/her to attend the next regularly scheduled meeting of the Committee for this interview.

**RECOMMENDED BY:**

*Marty DeMay*  
Department Head/Council Committee (if applicable)

5-17-99  
Date

**APPROVED BY:**

*Michael S. Jensen*  
City Administrator

5-17-99  
Date

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

CITY OF CHESTERFIELD

CITY COUNCIL

NO. 25

SUBJECT Temporary Liquor Licenses

INDEX CC

DATE 11/17/97  
ISSUED

DATE  
REVISED

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**POLICY**

Staff has the ability to approve temporary liquor licenses.

**RECOMMENDED BY:**

*Martin De May*  
Department Head/Council Committee (if applicable)

5-17-99  
Date

**APPROVED BY:**

*Michael S. Jensen*  
City Administrator

5-17-99  
Date

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**CITY COUNCIL**

**NO.** 26

**SUBJECT** Non-Statutory  
Board/Commission/Committee  
Membership

**INDEX** CC

**DATE  
ISSUED** 12/18/97

**DATE  
REVISED** 1/5/98

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**POLICY**

Membership of all non-statutory Boards/Commissions/Committees/Task Forces shall be limited to sixteen (16) members with a maximum of four (4) per Ward and eight (8) members will serve a two (2) year term of office. Both Councilmembers in the Ward where the person resides must concur prior to the Mayor's appointment. Otherwise, his nomination must be submitted to City Council for review/approval. If the Mayor does not reappoint a current Committee member, the person will be off the Committee.

The policy also allows for the addition of four (4) members at-large to all non-statutory committees.

**RECOMMENDED BY:**

*Mayor DeMay*  
Department Head/Council Committee (if applicable)

5-17-99  
Date

**APPROVED BY:**

*Michael S. Jennings*  
City Administrator

5-17-99  
Date

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

CITY OF CHESTERFIELD  
POLICY STATEMENT

CITY COUNCIL

NO. 27

SUBJECT City Council Meetings

INDEX CC

DATE 6/1/98  
ISSUED

DATE  
REVISED

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POLICY

During the months of July, August and September, two regular City Council meetings will be held, on the first and third Mondays. However, if there is insufficient business to transact, as determined by the Mayor and City Administrator, any one of these meetings could be cancelled.

RECOMMENDED BY:

Maity DeMay  
Department Head/Council Committee (if applicable)

5-17-99  
Date

APPROVED BY:

Michael S. Jensen  
City Administrator

5-17-99  
Date

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

CITY OF CHESTERFIELD  
POLICY STATEMENT

CITY COUNCIL

NO. 28

SUBJECT Police Reserve Officers Pool Passes

INDEX CC/PD

DATE 9/9/98  
ISSUED

DATE  
REVISED

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POLICY

Staff has the ability to issue free pool passes and discounted family rate to Police Reserve Officers.

RECOMMENDED BY:

*Marty DeMay*  
Department Head/Council Committee (if applicable)

5-17-99  
Date

APPROVED BY:

*Michael S. Jensen*  
City Administrator

5-17-99  
Date

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

CITY OF CHESTERFIELD  
POLICY STATEMENT

CITY COUNCIL

NO. 29

SUBJECT Executive Session

INDEX: CC

DATE 9/22/2014  
ISSUED

DATE  
REVISED

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POLICY

Executive (closed) Session Meetings shall only be scheduled at the City Council level. There shall be no Executive Sessions scheduled or conducted at the Committee level.

Reference Finance and Administration Committee meeting minutes, 9/22/2014.

*NOTE:  
COMMITTEE OF  
THE WHOLE MTS  
✓ MBH*

RECOMMENDED BY:

Finance and Administration Committee

9/22/2014

\_\_\_\_\_  
Department Head/Council Committee (if applicable)

\_\_\_\_\_  
Date

APPROVED BY:

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

*Michael [Signature]*

*9/22/14*

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

<b>CITY COUNCIL</b>		<b>NO.</b>	30
<b>SUBJECT</b>	Development Review Process for Ordinance Amendments in Planned Districts	<b>INDEX</b>	CC
<b>DATE ISSUED</b>		<b>DATE REVISED</b>	

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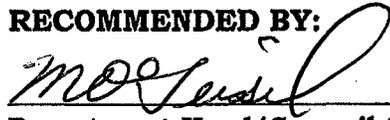
**POLICY**

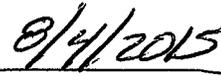
Amendments to existing planned district ordinances which receive a 3/4ths majority vote of the Planning Commission, with the majority vote consisting of not less than five votes, whether for approval or denial of the petition, will be forwarded directly to City Council for review and action.

Either Councilperson in the ward in which the subject property is located may refer the petition back to the Planning and Public Works Committee by notifying the Planning and Development Services Director within 24 hours after action by the Planning Commission.

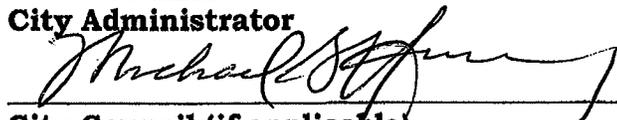
This expedited process is only available and provided to text amendments which do not result in significant and/or substantial changes to the existing site specific ordinance as determined by the Planning and Development Services Director; and shall not be used for any requests to amend existing uses, for change in zoning classification or zoning map amendments.

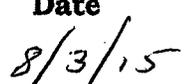
**RECOMMENDED BY:**

  
\_\_\_\_\_  
Department Head/Council Committee (if applicable)

  
\_\_\_\_\_  
Date

**APPROVED BY:**

**City Administrator**  
  
\_\_\_\_\_  
**City Council (if applicable)**

**Date**  
  
\_\_\_\_\_  
**Date**