

Planning & Development Update

Activity Report for June 2011

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Planning & Development Services Director

Special Interest:

- Over 40 people visited with the Planner of the Day in June alone.
- Eberwein construction is underway.
- New home construction continues at Paddington Hill and the Reserve at Chesterfield Village.

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P&DS Activity for June 2011

The purpose this newsletter is to update you on the activity and accomplishments of the Planning and Development Services Division for the month of June.

Planning and Development Services Staff include administrative support team, engineers, inspectors, and planners.

Our responsibilities

include current planning, project management, site inspection, zoning enforcement (code compliance) and permitting.

We also work on research projects, future planning such as code amendments, capital projects and respond to sunshine law requests.

In addition, we serve as the liaison for the Planning Commission, Board of

Adjustment, Architectural Review Board, Chesterfield Historical Commission and provide support to the Planning and Public Works Committee.

I am very proud of the work that we accomplish throughout the month and it is my pleasure to share this with you in this newsletter. If you would like to discuss any project or task please do not hesitate to contact me.

June Meeting Decisions

The Chesterfield Historical Commission met on June 15 at City Hall. A copy of their recent book "Chesterfield Missouri- From Untamed Wilderness to Thriving Municipality" is available for purchase at City Hall.

The Board of Adjustment did not hear any petitions in June however they did meet in July and will have several petitions before them in August.

The Architectural Review Board did not meet in June however they also

had several projects for them for review in July and will in August.

Both the Planning and Public Works Committee and Planning Commission will have agenda items for review and consideration in upcoming months, however the June meetings were cancelled.





Contact Planner of the Day at 636.537.4733 or pod@chesterfield.mo.us



To schedule a pre-application meeting contact Kristine Kelley at 636.537.4748

Planner of the Day (POD)

A Planner is assigned each and every day to be the point of contact for all incoming phone calls or email inquiries from the general public. This Planner is also here to assist developers, contractors, business owners, or citizens who come to city hall on the spot so they do not need to make an appointment and can have immediate and knowledgeable assistance.

In June, the Planner of the Day Program responded to 165 phone and email inquiries and 40 walk-ins! This is a grand total of over 200 responses on a variety of questions in just one month.

The questions the Planner of the Day receive range from questions about setbacks, to uses, to sign regulations and information about building

permits. These questions can require up to a full day to research, pulling old files, reviewing meeting minutes and performing zoning analysis.

Developer Meetings

We encourage developers to meet with us prior to making formal application on any type of development project. This includes anything from a zoning map amendment, to a site plan, grading plan or record plat.

This is a great way for the developer and property owner to learn about our review process and allows us to advise him of certain regulations and standards

that may be applicable to that particular site. By meeting with us ahead of time, we can help a developer reduce the review time once an official application is submitted.

Depending on the type of project and the type of questions for us, we have an engineer and a planner available to attend these meetings.

In June, we had almost 10 pre-application meetings which is double the amount that we have had for any other month the entire year!

This is a great indicator of an increase in development or redevelopment projects coming to Chesterfield.

Occupancy Permits and Business Licenses

Occupancy permits are issued when a business moves into a newly constructed building. A re-occupancy permit is required when any business moves into an existing space. Issuance of the re-occupancy

permit requires a site inspection, review of the site specific ordinance to determine the use/business is permitted and confirmation that there are no existing code violations on the site. In addition, a business

license is required yearly for any business operating in the City. We review this permit and perform site inspections if necessary.

In June, almost 20 permits and licenses were submitted for review.

New Businesses

The following is a list of businesses who submitted for an occupancy permit, business license or business license renewal in June.

MIND (Midwest Institute for Neurological Dev.)	144 CHESTERFIELD COMMONS EAST
RADIANCE DENTAL	1642 CLARKSON ROAD
MFP EMPLOYEE BENEFITS & HR SERVICES	756 GODDARD AVENUE
FORTUNE PERSONNEL CONSULTANTS OF ST. LOUIS	15455 CONWAY ROAD
PROFICIO MORTGAGE VENTURE	18118 A - D CHESTERFIELD AIRPORT ROAD
TEAVANA CORPORATION	291 CHESTERFIELD MALL
TAHOE JOE'S INC.	17258 CHESTERFIELD AIRPORT ROAD
PANDA EXPRESS	98 THF BOULEVARD
TRIPLE M REAL ESTATE	1269 WOODCHASE LANE
EAST COAST PIZZA	17304 CHESTERFIELD AIRPORT ROAD, SUITE 100
DATA CONNECTORS, INC.	17269 WILD HORSE CREEK ROAD, SUITE 230
A1 LOCKSMITH	17667 WILD HORSE CREEK ROAD
THE HANGAR GRILL	127 CHESTERFIELD TOWNE CENTER
METRO LIGHTING/METRO ELECTRIC	17485 N OUTER FORTY ROAD

Building Permits, MZAs, and Special Activity Permits

A Municipal Zoning Application or MZA is required prior to receiving a building permit with St. Louis County.

The MZAs include applications for interior finish for commercial and residential structures, new construction of industrial, commercial, office, or residential structures, building additions, fences, retaining walls, and signage.

In June, planners and engineers in P&DS Division reviewed 82 applications!

Of the 82 applications that were submitted, 80 were approved and just 2 were rejected due to zoning issues.

We are also responsible for Special Activity Permits. A Special Activity Permit is required for any temporary, outdoor event such as a parade, run/walk, party, live music or other event.

A list of the Special Activity Permits that were reviewed in June is provided at the end of this newsletter.



Code Compliance/Zoning Violations

P&DS handles all inquiries, inspections, court citations, and abatement schedules for zoning code complaints and violations. A zoning violation is a violation of the site specific ordinance for that particular property or from the zoning ordinance. These types of issues and violations

include issues with site lighting, tree preservation, signs and ensuring compliance with requirements of the site specific ordinance such as outdoor sales, hours of operation, operating or construction without proper permits etc. **There have been over 30 zoning**

complaints/violations reported this year which required inspections, contact with property owners and the necessary action taken. Most of these violations were abated, several resulted in violation letters being sent and one did end up in court.

Capital Projects

Many of the projects that Planners, Engineers, and Inspectors are currently working on involve capital projects. A capital project is a construction or development project on city owned property. These projects include Appalachian Trail, Stablestone, Bike/Ped

Master Plan, Lydia Hill, Riparian Trail and Eberwein Park.

Construction at Eberwein Park is well underway with the daily supervision from project engineer Ben Niesen and project inspector Bob Wilfing. Portions of the walking trail and internal drive

have been completed as well as portions of the fencing around the dog park area. Kari Johnson and Steve Jarvis are also hard at work developing park rules, regulations and preparing for the park opening. Check the City's website soon for the opening date of the Park!

Eberwein Park construction is underway and looking great!



Photos of Eberwein Park



Private Development Projects

Private development projects include ordinance amendments, change of zoning petitions, special procedure applications, site plans, architectural elevation review, and subdivision plats to name just a few!

Currently, planners, engineers, and inspectors in the P&DS division have approximately **25 private development projects under review.**

For the month of June, the projects under review/inspection included the following:

Chesterfield Senior Living Facility
 Brattle Creek Record Plat
 Manors at Schoettler Valley
 The Arbors at Wild Horse Creek
 Crown Industrial Park, Lot 20 (GT Sports)
 Greenleaf Estates (Lot 42 & 43)
 McDonald's Corp Delaware (13559 Olive)
 Highland on Conway
 Spirit of St. Louis Airpark, North Bell Hangars
 The Reserve at Chesterfield Village

Chesterfield Commons West- Aldi
 Chesterfield Commons West-Gordmans
 Long Road Dental
 Villages at Kendall Bluff
 Paddington Hill
 Brunhaven



Planning Research, Studies, Proposals

There are many projects and assignments that we are working on which you may not even be aware of.

First, we almost finished with a brand new development manual. This manual will serve as a guide for developers, contractors, and property owners to explain our development process before they even walk in the door!

We are also completing work on a future land use projection study.

Mary Ann Madden is still plugging away working with Microtek to get our project files scanned and put onto microfilm. This is no small task as we have hundreds and hundreds of project files.

Updates are also being made to our internal access/file management programs to ensure that we continue to provide the most accurate and up to date information possible.

I serve on the technical advisory panel for the Spirit of St. Louis Airport's 20 year long range plan.

A draft of the plan was completed late last year and the airport anticipates that the final plan will be completed adopted in the next few months.

Ever thought about collection bins? We are actually as more and more individuals are contacting us to see if collection/donation bins are permitted. We are taking a look to see if current verbage in our City Code is still sufficient.

*"Make no little plans;
 they have no magic to
 stir men's blood."
 Daniel Burnham*

Planning & Development Services Division

Main Number
636.537.4746

SEE WHAT WE ARE
WORKING ON AT

www.chesterfield.mo.us/city-projects.html

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Unified Development Code

Work continues on the Unified Development Code (UDC) which consolidates the Zoning Ordinance, Subdivision Ordinance, Access Management, Grading, Lighting and all other ordinances pertaining to development into one document.

This is a huge undertaking which typically requires anywhere from 2-3 years to complete. Work started on the UDC about 2 years ago so we actually are right on track.

We are over 50% completed with the UDC now and our goal is to have a full draft completed

in the next month or so. Shawn Seymour and Justin Wyse have been working tirelessly with me on this project.

A Look Ahead...

We have several new projects under review which will be heading to the Planning Commission in July. This includes both a new residential zoning and a text amendment to an existing commercial development.

In addition, we have received several applications for variances to the Board of Adjustment for both July and August meeting dates.

Be on the lookout for **Tahoe Joe's**- a new

restaurant that will be moving into the old Hometown Buffet space. We are currently working with them on lighting, signage and architectural changes.

Below is a list of Special Activity Permits that were reviewed by P&DS Division in June

Fox and Hound Restaurant had an outdoor summer party on June 18

Lindell Bank had a barbeque on June 24

White Plains Subdivision submitted for a 4th of July celebration

Chesterfield Farms Subdivision and Baxter Ridge Subdivision also had 4th of July celebrations

Gateway Athletics will be having an 8k run on July 10

After Hours Pediatric Urgent Care will be having a Patient Appreciation Day on August 27