

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, March 8, 2018

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A meeting of the Planning and Public Works Committee of the Chesterfield City Council was held on Thursday, March 8, 2018 in Conference Room 101.

In attendance were: **Chair Guy Tilman** (Ward II), **Councilmember Barry Flachsbart** (Ward I), **Councilmember Dan Hurt** (Ward III), and **Councilmember Michelle Ohley** (Ward IV).

Also in attendance were: Mayor Bob Nation; Councilmember Randy Logan (Ward III); Planning Commission Chair Merrell Hansen; Steve Wuennenberg, Planning Commissioner; Laura Lueking, Planning Commissioner; Jim Eckrich, Director of Public Works/City Engineer; Justin Wyse, Director of Planning & Development Services; Jessica Henry, Senior Planner; and Kathy Juergens, Recording Secretary.

The meeting was called to order at 5:45 p.m.

I. APPROVAL OF MEETING SUMMARY

A. Approval of the February 22, 2018 Committee Meeting Summary

Councilmember Flachsbart made a motion to approve the Meeting Summary of February 22, 2018. The motion was seconded by Councilmember Hurt and **passed by a voice vote of 4-0.**

II. UNFINISHED BUSINESS - None

III. NEW BUSINESS

A. Comprehensive Plan and Travel Demand Model Funding Authorization

STAFF REPORT

Justin Wyse, Director of Planning and Development Services, stated that during the 2018 budget process, updates to the Comprehensive Plan and Travel Demand Model were discussed but not included in the budget. It was noted at the time that a separate funding request would be presented to City Council for this process. Staff is now requesting funding for this project in the amount of \$300,000 to be funded through the General Fund-Fund Reserves over the 40% Reserve Policy.

Mr. Wyse provided a brief background regarding the City's Comprehensive Plan. He pointed out that in early 2000, the City made the decision to integrate transportation and land use together and created the first Travel Demand Model in 2003. The two processes were linked together so that land use inputs are considered in conjunction with their impact to the City's transportation infrastructure.

Staff is recommending that the updates to the Comprehensive Plan and Travel Demand Model be accomplished under two separate contracts. This would give the City more control in managing the contracts from both a cost perspective and quality standpoint. If approved by the City Council, Staff will issue an RFQ for the Comprehensive Plan update. With regard to the Travel Demand Model, Mr. Wyse stated that George Butler Associates' (GBA) Lenexa, Kansas office created the City's original Model in 2001/2002. GBA has completed all subsequent updates, as well as several scenario-based plans for the City over the last 16 to 17 years. Staff would not recommend issuing a RFQ for this portion of the project given GBA's qualifications and experience with the City. It is estimated that approximately \$125,000 will be necessary to update the Travel Demand Model and approximately \$175,000 for the Comprehensive Plan.

Mr. Wyse provided a few key examples of the areas where significant updates to the Comprehensive Plan may be warranted. He explained that a key element in developing a plan that represents the vision of the community for the physical development of the City involves extensive participation by residents, businesses, elected and appointed officials, and City Staff.

DISCUSSION

STAFFING

In response to Councilmember Flachsbart's questions, Mr. Wyse responded that Staff will be managing the contracts because it will result in better coordination and quality control of the final product. Staff regularly communicates with the Council and Planning Commission, therefore, Staff is better able to ensure the results meet the City's expectations.

Mr. Wyse confirmed that this will involve a significant amount of time and effort but he feels confident that the Planning Staff can handle the project. Over the past several months, the Department has been internally preparing for this transition. Staff will input all of the land use that feeds into the model for existing and future scenarios rather than having the consultant do so. It is difficult to predict the amount of time required for the input process as well as the coordination afterwards, but Mr. Wyse estimated that it will take three months for a full-time employee. Mr. Wyse further stated that the biggest issue is not the number of Staff but retention of the current Staff. Typically the Planning Department experiences turnover every two years. The effort that it takes to bring in someone new and get them up to speed can take 12 to 18 months.

PARKS MASTER PLAN

Councilmember Ohley asked if the Parks Master Plan Study will tie into this project and if so, stated that it should be done at the same time. Mr. Wyse replied that Staff will make sure that the data collection effort is not duplicated and indicated that Parks will be approximately six months ahead of this process.

Councilmember Ohley then asked how the Travel Demand Model will be integrated with the Parks Master Plan. Mr. Wyse explained that the Parks Master Plan is geared toward park services, operations, and specific resident input on parks services being offered. The Travel Demand Model is exclusively geared toward private transportation and will not include public transit.

PROCESS

Mr. Wyse explained that the first step in the process is to review every parcel in the City to determine the current land use. Traffic counts will be taken for a specific period of time to see what current traffic volumes are. The current conditions will then be compared to the Model to determine if they match. Future development potentials will then be added to the Model to determine scenarios based off of that. Mr. Wyse estimated that a contract would be ready for Council approval in early August and that the project would take a total of 18 to 24 months to complete.

CITIZEN INPUT

Councilmember Hurt expressed his concern that he did not see focus groups specifically mentioned in the proposed RFQ. He believes that focus groups are an important component to the Comprehensive Plan update and Parks Master Plan study. He stated there needs to be a balance between residential, commercial, and industrial development and it is important to know how the people perceive that balance. Mr. Wyse stated that most companies who respond to the RFQ will either have dedicated staff that specialize in this area or there are several companies in the St. Louis area that specialize in community engagement. Mr. Wyse stated he would prefer to allow the RFQs to introduce the companies and explain their capabilities before establishing a scope. The exact details can be defined at a later time. Councilmember Hurt felt that it was important to let them know that the City wants to utilize focus groups.

Chair Tilman stated that in the past he has had experience, as a resident, participating in the development of a city's comprehensive plan where multiple activities were going on concurrently. He suggested that while the City has a captive audience, the participants be split up into different groups to discuss different aspects such as traffic, development, parks, etc. At the end of a specified time, you will end up with inputs that are beneficial to each one of those particular components without having the need to hold several different focus groups at various times.

TRAVEL DEMAND MODEL

In response to Chair Tilman's question regarding the determining factor for evaluating streets other than those in the key corridors, Mr. Wyse stated that such an evaluation would be generated from public input. If a concern was not identified for Clayton Road or Ladue Road, there would be no need for further investigation.

There was some additional discussion on the validity of retaining the services of GBA for the Travel Demand Model update. Mr. Wyse confirmed that while there are other qualified firms, it would take a significant effort for them to learn the City's current model whereas GBA knows how the Model was built, the framework it was built on, and the inputs that go into it. If a new consultant was hired, the project cost would be significantly higher and it would be a waste of Staff's time, the consultant's time, and ultimately not worth the expenditure. GBA has done a very good job with the City's current model.

Councilmember Logan asked for information as to when the previous updates took place and the associated cost. Mr. Wyse stated that he will provide that information before it is presented to the full City Council and indicated the last update was done in the 2008-2009 timeframe.

Councilmember Flachsbart made a motion to recommend that City Council authorize a \$300,000 transfer from the General Fund-Fund Reserves in order to fund the

Comprehensive Plan and Travel Demand Model updates. The motion was seconded by Councilmember Hurt and **passed** by a voice vote of 4-0.

[Please see the attached report prepared by Justin Wyse, Director of Planning and Development Services, for additional information on the Comprehensive Plan and Travel Demand Model Funding Authorization.]

IV. OTHER

V. ADJOURNMENT

The meeting adjourned at 6:19 p.m.