

**DATE:** March 1, 2017

**TO:** Michael O. Geisel, P.E.  
City Administrator

**FROM:** James A. Eckrich, P.E.  
Public Works Director / City Engineer

**RE:** Public Works Policies 45-53



*Please forward to  
PPW for review  
& recommendation  
MOM  
3/13/2017*

As you have directed, the City Staff has been comprehensively reviewing all City Council policies to ensure those policies are current and followed. There are 53 policies in the Public Works and Parks portion of the City Policy Manual. City Council has previously reviewed and approved, deleted, or modified Policies 1 – 44. I am hereby submitting my recommendations for Policies 45-53. A summary of the recommendations for each policy is as follows:

- 45) Parking Restrictions: The City Staff is recommending a revised Policy with very few changes, including the addition of Private Streets. The Policy is substantively the same.
- 46) School Zones: The City Staff is recommending a revised Policy which incorporates current requirements for school zones, including crossing, speed limits, and associated signage. You will note that the section on "Drug Free School Zones" has been removed. That is because Missouri Revised Statute 195.214, referenced in the Policy, has been repealed. Nevertheless, the Police Department can still recommend appropriate signage in school zones, as detailed in the Public Works Department Traffic Policies and Procedures Manual (Section 33.13).
- 47) Street Migration: The current policy is appropriate and no change is recommended.
- 48) Private Street Acceptance as a Public Street: The current policy is appropriate and no change is recommended.
- 49) Posting of Speed Limit Signs: The current policy is appropriate and no change is recommended.
- 50) Traffic Signs: The current policy is appropriate and no change is recommended.
- 51) Street Tree Removals: The current policy is appropriate and was recently revised by City Council (5/5/2014). No change is recommended.
- 52) Installation of Deer Crossing Signs: The current policy is appropriate and was only recently created (2/11/2012). No change is recommended.

53) Snow Removal for Private Driveways within Public Right of Way: This Policy is still an "interim" policy as the City determines whether to keep this program permanently. No changes I recommended at this time.

In addition to the 53 Public Works and Parks Policies, there are three policies which both the Police Chief and I agree should be moved from the Public Health and Safety section to the Public Works section of City Policies. These policies are as follows:

PH&S #1) Citizen Requests for Traffic Controls / Devices / Physical Improvements: I have recommend improvements to this Policy, including changing "improvements" to "enhancements". Residents who request improvements to their streets should be able to simply contact the City. If an enhancement is recommended (i.e. an island, lane addition, geometric modification, etc) that should be forwarded to the Subdivision Trustees. Additionally, I have clarified that requests for State and County roadways will be forwarded to those agencies for action.

PH&S #4) Painting of Curbs: I have recommended minor modifications including that the request for painting the curbs shall be submitted to the City Engineer in writing.

PH&S #7) Streetlight Installations: I have recommended minor modifications, including clarification that subdivisions pay for subdivision lights, and that in addition to the criteria listed, the City Council can authorize lighting in other areas which benefits the City of Chesterfield.

A summary of the Staff's recommendation for policy revisions is as follows: **The City Staff recommends that Policies 45 and 46 are revised, 47-53 are retained with no changes, and that Public Health and Safety Polices 1, 4, and 7 are moved to the Public Works section with the recommended changes.**

Should you have questions or need additional information, please let me know.

### **Action Recommended**

These twelve policies should be presented to the Planning and Public Works Committee for consideration. Should PPW concur with Staff's recommendation, it should vote to authorize Staff to submit these policies to City Council for approval. This will conclude the review of Public Works policies.

Existing Policy  
To Be Replaced

## CITY OF CHESTERFIELD POLICY STATEMENT

<b>PUBLIC WORKS</b>		<b>NO.</b>	45
<b>SUBJECT</b>	Parking Restrictions	<b>INDEX</b>	PW
<b>DATE</b>		<b>DATE</b>	
<b>ISSUED</b>	2/20/02	<b>REVISED</b>	

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### **POLICY**

#### Federal, State and County Roadways

All requests for parking restrictions on Federal, State and County roads will be forwarded to the appropriate agency for their consideration and approval.

#### City Streets -- Subdivision

All resident requests for parking restrictions on City Streets within a subdivision, must be submitted in writing to the City Administrator. The request will be forwarded to the appropriate subdivision trustees, who, if they support the request, must survey, or otherwise verify to the City Administrator that there exists among the residents a 75% level of support within the general area for the parking restriction, and a 90% level of support among property owners immediately adjacent to the area where parking restrictions are proposed. Immediately adjacent refers to those properties that have frontage where parking is to be restricted on the same side of the street or on the opposite side of the street.

For the purpose of this policy, the "general area" is defined as the area within a 500 foot radius of the proposed parking restriction, and on the same street as the proposed parking restriction or a street that is directly connected to the street with the proposed parking restriction. If the parking restriction is proposed on a cul-de-sac, the general area is limited to those residents who have driveway access on the cul-de-sac.

If the required levels of support are met, a draft of an ordinance calling for the parking restriction shall be submitted to the Public Works/Parks Committee for review and then, if approved by the Committee, forwarded to City Council for consideration.

If the required levels of support are not met, the Department of Public Works shall review the restriction and prepare a recommendation based upon traffic engineering principles and forward same to the Public Works/Parks Committee for review and consideration. Said recommendation shall include, but is not limited to: a survey of those property owners who are immediately adjacent to the area where parking restrictions are proposed, traffic volumes, and accident history.

#### City Streets -- Non-Subdivision

All requests for parking restrictions on City Streets that are not located within a subdivision must be submitted in writing to the City Administrator. The Department of Public Works shall then conduct a survey of those property owners who are immediately adjacent to the area where parking restrictions are proposed. A ¾ (75%) level of support among property owners immediately adjacent to the area where parking restrictions are proposed is required. If the required levels of support are met, a draft of an ordinance calling for the parking restriction shall be submitted to the Public Works/Parks Committee for review and then, if approved by the Committee, forwarded to City Council for consideration.

If the required levels of support are not met, the Department of Public Works shall review the restriction and prepare a recommendation based upon traffic engineering principles and forward same to the Public Works/Parks Committee for review and consideration. Said recommendation shall include, but is not limited to: a survey of those property owners who are immediately adjacent to the area where parking restrictions are proposed, traffic volumes, and accident history.

It is recognized, per the codified ordinances of Chesterfield, the obligation and responsibility for installation and maintenance of appropriate traffic control devices rests with the City Engineer. This policy shall in no way interfere with the obligations assigned to the City Engineer by the Traffic Code.

Section 300.060: The City Traffic Engineer shall determine the installation and proper timing and maintenance of traffic control devices, conduct engineering and analyses of traffic accidents and devise remedial measures, conduct engineering investigation of traffic conditions, plan the operation traffic on the streets and highways of the City, and cooperate with other City Officials in the development of ways and means to improve traffic conditions and carry out the additional powers and duties imposed by ordinances of the City.

Section 300.130: The City Traffic Engineer shall place and maintain traffic control signs, signals, and devices when and as required under the traffic ordinances of the City to make effective the provisions of said ordinances and may place and maintain such additional traffic control devices as he may deem necessary to regulate traffic under the traffic ordinances of the City or under State law to guide or warn traffic.

**RECOMMENDED BY:**

*Motter*  
Department Head/Council Committee (if applicable)

2/20/02  
Date

**APPROVED BY:**

*Michael St. James*  
City Administrator

2/20/02  
Date

*Michael St. James*  
City Council (if applicable)

2/20/02  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

<b>PUBLIC WORKS</b>		<b>NO.</b>	45
<b>SUBJECT</b>	Parking Restrictions	<b>INDEX</b>	PW
<b>DATE</b>	2/20/02	<b>DATE</b>	3/01/2017
<b>ISSUED</b>		<b>REVISED</b>	

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**POLICY**

**Federal, State and County Roadways**

All requests for parking restrictions on Federal, State and County roads will be forwarded to the appropriate agency for their consideration and approval.

**City Public Streets - Subdivision**

All resident requests for parking restrictions on City of Chesterfield Public Streets, within a subdivision, must be submitted in writing to the City Engineer. The request will be forwarded to the appropriate subdivision trustees, who, if they support the request, must survey, or otherwise verify to the City Engineer that there exists among the residents a 75% level of support within the general area for the parking restriction, and a 90% level of support among property owners immediately adjacent to the area where parking restrictions are proposed. Immediately adjacent refers to those properties that have frontage where parking is to be restricted on the same side of the street or on the opposite side of the street.

For the purpose of this policy, the "general area" is defined as the area within the subdivision and a 500 foot radius of the proposed parking restriction. If the parking restriction is proposed on a cul-de-sac, the general area is limited to those residents who have driveway access on the street containing the cul-de-sac.

If the required levels of support are met, a draft of an ordinance calling for the parking restriction shall be submitted to the Planning and Public Works Committee for review and then, if approved by the Committee, forwarded to City Council for consideration.

If the required levels of support are not met, the Department of Public Works shall review the request and prepare a recommendation based upon traffic engineering principles and forward same to the Planning and Public Works Committee for review and consideration. Said recommendation shall include the original written request, data provided by the Trustees, traffic volumes, and accident history.

**City Public Streets – Non-Subdivision**

All requests for parking restrictions on City Public Streets that are not located within a subdivision must be submitted in writing to the City Engineer. The Department of Public Services shall then conduct a survey of those property owners who are immediately adjacent to the area where parking restrictions are proposed. A 75% level of support among property owners immediately adjacent to the area where parking restrictions are proposed is required. If the required levels of support are met, a draft of an ordinance calling for the parking restriction shall be submitted to the Planning and Public Works Committee for review and then, if approved by the Committee, forwarded to City Council for consideration.

If the required levels of support are not met, the Department of Public Services shall review the request and prepare a recommendation based upon traffic engineering principles and forward same to the Planning and Public Works Committee for review and consideration. Said recommendation shall include the original request, the survey of the adjacent property owners, traffic volumes, and accident history.

**City Private Streets**

Any resident requesting a parking restriction on a private street shall be notified that the street is private and referred to the street owner or subdivision trustees.

Per the codified ordinances of the City of Chesterfield, the obligation and responsibility for installation and maintenance of appropriate traffic control devices rests with the City Engineer. This policy shall in no way interfere with the obligations assigned to the City Engineer by the Traffic Code.

**RECOMMENDED BY:**

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

**APPROVED BY:**

\_\_\_\_\_  
**City Administrator** **Date**

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

Existing Policy  
To Be Replaced

CITY OF CHESTERFIELD  
POLICY STATEMENT

<b>PUBLIC WORKS</b>		<b>NO.</b>	<b>46</b>
<b>SUBJECT</b>	<b>School Zones</b>	<b>INDEX</b>	<b>PW</b>
<b>DATE ISSUED</b>	<b>10/7/02</b>	<b>DATE REVISED</b>	

**POLICY**

**SCHOOL ZONES**

The need for designating a school zone along a publicly maintained roadway will be investigated at the request of the affected school district/private school. As described in the Manual on Uniform Traffic Control Devices (MUTCD), a school zone will be signed where school grounds are adjacent to the roadway and/or where there is an established school crossing either adjacent to a school or on a through street along an established school pedestrian route. School zones shall not be signed for day care centers, preschools, trade schools, colleges or universities.

Each school zone shall be signed with a School Advance Warning assembly consisting of a pentagon shaped "School Advance Warning" sign (MUTCD S1-1) supplemented with a bottom plaque with the legend AHEAD (MUTCD W-16-9p) to provide advance notice to motorists of possible student pedestrian activity. Both signs in the assembly shall have a black border and black legend on a fluorescent yellow-green background.

In accordance with the MUTCD, this sign assembly shall be installed not less than 150 feet nor more than 700 feet in advance of a school crossing or school grounds, whichever is encountered first as motorists approach the school. The sign assembly shall also be installed in advance of a school speed limit sign assembly if a reduced school speed zone has been established.

**SCHOOL CROSSINGS**

The need for a school crossing along a publicly maintained roadway will be investigated at the request of the affected school district/private school. The school will be required to submit a "school pedestrian safe route" plan with their request for a school crossing. Typically this plan should show which sides of the streets students travel and the locations of existing "Stop" signs, traffic signals and painted crosswalks. The Department of Public Works will conduct a study to verify student pedestrian activity crossing the roadway either adjacent to a school or on a through street along an established school pedestrian route. The criteria for a school crossing is based upon need and the ability to find a safe and logical location for students to cross the roadway. The need for a school crossing shall be determined by whether student pedestrians actually do cross the street to attend the

school. In lieu of a direct crossing, consideration shall be given to determine the feasibility of requiring student pedestrians to walk a longer distance to a crossing utilizing existing traffic control(s).

Each school crossing shall be signed with a School Crosswalk Warning assembly consisting of a pentagon shaped "School Advance Warning" sign (MUTCD S1-1) supplemented with a diagonal downward pointing arrow plaque (MUTCD W16-7) to show the location of the crossing. Both signs in the assembly shall have a black border and black legend on a fluorescent yellow-green background.

This assembly shall be installed at a marked crosswalk, or as close to it as possible. These signs shall not be installed at school crossings controlled by a traffic signal or "Stop" signs.

The need for a school crossing traffic signal along a County maintained roadway will be investigated at the request of the affected school district/private school. A school crossing signal will be installed only if warranted in accordance with the MUTCD. The school district/private school shall be responsible for providing funding for all costs associated with furnishing and installing a school crossing signal.

Multi-way "Stop" signs for a school crossing at an intersection shall not be installed unless the "Stop" signs are warranted based upon minimum traffic volume warrants or accident experience in accordance with the MUTCD. Portable "Stop" signs, turn-type "Stop" signs and mid-block "Stop" signs shall not be permitted.

School crossings will not be installed for day care centers or preschools. A crossing for student pedestrians at a trade school, college or university will be signed as a pedestrian crossing, not as a school crossing.

#### **SCHOOL SPEED LIMITS IN SCHOOL ZONES**

The need for a school speed limit along a public maintained roadway will be investigated at the request of the affected school district/private school. As a general rule, a school speed limit will be considered only on a through street adjacent to the front of a school. If the front of a school is along a minor street, the speed limit would not normally be reduced since the speed limit is not likely already posted at 25 MPH, which is the general speed limit as specified by Ordinance. A school speed limit shall not be installed along a through street adjacent to the side or back of a school unless the roadway serves as the primary point of pedestrian access to the school.

The school district/private school will be required to submit a "school pedestrian safe route" plan with their request for a school speed limit. Typically this plan should show which sides of the streets students travel and the locations of existing "Stop" signs, traffic signals and painted crosswalks. This plan will be investigated by the Department of Public Works by analyzing the student pedestrian routes and verifying whether the location of the school crossings are both safe and logical.



Once the "school pedestrian safe route" is reviewed and approved, then a school speed limit on the through street adjacent to the front of the school will be considered if student pedestrians use this street as a primary point of pedestrian access to the school. However, school speed limits will not be considered for day care centers, preschools, senior high schools, trade schools, colleges or universities.

Physical features associated with the front of schools, such as fenced versus non-fenced playgrounds/school yards, will also be evaluated to determine if a school speed limit is warranted.

School speed limits will be posted on a "School Speed Limit When Flashing" sign assembly. This assembly shall have a top mounted, single yellow flashing beacon operated by either solar power or 120 volts AC. The power source provided shall be dependent upon a cost/benefit analysis. The top plaque of the sign assembly shall have a black border and black legend SCHOOL on a fluorescent yellow-green background. The center sign in the assembly shall be a standard speed limit sign. The bottom plaque shall have a black border and black legend WHEN FLASHING on a white background. In accordance with the MUTCD, this sign assembly shall be installed either 200 feet in advance of a school crossing or 300 feet in advance of school grounds, whichever is encountered first as motorists approach the school.

School speed limit times of restriction shall be in effect only when the flashing beacon is in operation; one hour in the morning when school starts; one hour during midday at the kindergarten shift change (if applicable); and one hour in the afternoon when school ends. Each school speed limit sign assembly with flashing beacon shall operate only during the months and days when school is in session. The Department of Public Works will coordinate times of operation of the flashing beacon with the school principal. Extensions of the above referenced times of operation of the flashing beacon may be granted by the City Engineer of the Department of Public Works if a legitimate need for such extensions is demonstrated by the school principal.

School speed limits will be posted no more than 10 MPH under the regularly posted speed limit. In no case, however, will the school speed limit be posted at less than 25 MPH, which is the general speed limit for roadways maintained by the City of Chesterfield and Saint Louis County as specified by Ordinance.

The school district/private school shall be responsible for providing funding for all costs associated with furnishing and installing each school speed limit sign assembly with flashing beacon.

Portable school speed limit sign assemblies shall not be permitted.

#### **DRUG-FREE SCHOOL ZONE SIGNING**

"Warning Drug-Free School Zone" signs where recommended by the Chesterfield Police Department will be installed 2,000 feet in advance of school grounds.

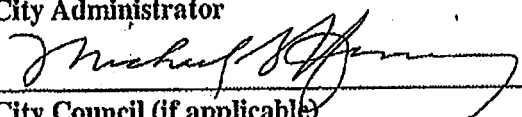
These signs warn against the distribution of controlled substances near schools in accordance with Section 195.214 of the Revised Statutes of Missouri. Each sign has a black legend on a yellow background. These signs shall not be installed on school zone, school crossing or school speed limit sign assemblies.

**RECOMMENDED BY:**

Mike Geisel, P.E. DPW/CE  
Department Head/Council Committee (if applicable)

10/9/02  
Date

**APPROVED BY:**

City Administrator  
  
City Council (if applicable)

Date  
10/7/02  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**PUBLIC WORKS**

**NO. 46**

**SUBJECT School Zones**

**INDEX PW**

**DATE 10/7/02  
ISSUED**

**DATE 3/01/2016  
REVISED**

**POLICY**

**SCHOOL ZONES**

The need for designating a school zone along a publicly maintained roadway will be investigated at the request of the affected school district/private school. The request should be made to the agency responsible for the roadway that fronts the school; Missouri Department of Transportation (MoDOT), St. Louis County, or City of Chesterfield. As described in the Manual on Uniform Traffic Control Devices (MUTCD), a school zone will be signed where school grounds are adjacent to the roadway and/or where there is an established school crossing either adjacent to a school or a street along an established school pedestrian route. School zones shall not be signed for day care centers, preschools, trade schools, colleges or universities.

Each school zone shall be signed with a school sign (MUTCD S1-1). Advanced warning signs may be installed where deemed necessary by engineering judgement. Advanced warnings shall include a School sign (MUTCD S1-1) supplemented with a bottom plaque with the legend AHEAD (MUTCD W-16-9p) to provide advance notice to motorists of possible student pedestrian activity. Both signs in the assembly shall have a black border and black legend on a fluorescent yellow-green background.

**SCHOOL CROSSINGS**

The need for a school crossing along a City maintained roadway will be investigated at the request of the affected school district/private school. The school will be required to submit a "school pedestrian safe route" plan with their request for a school crossing. Typically this plan should show which sides of the streets students travel and the locations of existing "Stop" signs, traffic signals and painted crosswalks. The Department of Public Services will conduct a study to verify student pedestrian activity crossing the roadway either adjacent to a school or on a street along an established school pedestrian route. The criteria for a school crossing is based upon need and the ability to find a safe and logical location for students to cross the roadway. In lieu of a direct crossing, consideration shall be given to determine the feasibility of requiring student pedestrians to walk a longer distance to a crossing utilizing existing traffic control(s).

Each school crossing shall be signed with a School Crossing assembly consisting of a pentagon shaped school sign (MUTCD S1-1) supplemented with a diagonal downward pointing arrow plaque (MUTCD W16-7) to show the location of the crossing. Both signs in the assembly shall have a black border and black legend on a fluorescent yellow-green background. This assembly shall be installed at a marked crosswalk, or as close to it as possible. These signs shall not be installed at school crossings controlled by a traffic signal, "Stop" sign or "Yield" sign.

Multi-way "Stop" signs for a school crossing at an intersection shall not be installed unless the "Stop" signs are warranted based upon minimum traffic volume warrants or accident experience in accordance with the MUTCD. Portable "Stop" signs, turn-type "Stop" signs and mid-block "Stop" signs shall not be permitted.

The need for a school crossing and/or traffic signal along a MoDOT or St. Louis County maintained roadway will be investigated by the responsible agency at the request of the affected school district/private school. These agencies will only install a school crossing and/or signal if warranted in accordance with the MUTCD. School crossing traffic signals will not be installed on City maintained streets. The school district/private school may be responsible for providing funding for all costs associated with furnishing and installing any traffic signal.

School crossings will not be installed for day care centers or preschools. A crossing at a trade school, college or university will be signed as a pedestrian crossing, not as a school crossing.

### **SCHOOL SPEED LIMITS IN SCHOOL ZONES**

The need for a school speed limit will be investigated by the agency responsible for the roadway that fronts the school at the request of the affected school district/private school. As a general rule, a school speed limit will be considered only on a street adjacent to the front of a school. A school speed limit shall not be installed on a street adjacent to the side or back of a school unless the roadway serves as the primary point of pedestrian access to the school.

The school district/private school will be required to submit a "school pedestrian safe route" plan with their request for a school speed limit. Typically this plan should show which sides of the streets students travel and the locations of existing "Stop" signs, traffic signals and painted crosswalks. This plan will be investigated by the responsible roadway agency by analyzing the student pedestrian routes and verifying whether the location of the school crossings are both safe and logical. Once the "school pedestrian safe route" is reviewed, school speed limits may be installed on streets that are used as a primary point of access for student pedestrians. Physical features associated with the front of schools, such as fenced versus non-fenced playgrounds/school yards, will also be evaluated to determine if a school speed limit is warranted. The school district/private school may be responsible for providing funding for all costs associated with furnishing and installing any school speed limit sign assembly.

School speed limits will be posted on an assembly as detailed in the MUTCD. Where reduced school speed limit signs are placed, a school sign (S1-1) shall be installed in advance.

MoDOT and St. Louis County may install a Speed Limit Sign Beacon with a "WHEN FLASHING" legend, to identify the periods that the schools speed limit is in effect within their jurisdictions. If flashing beacons are used, they shall be installed in accordance with MUTCD Part 7, "Traffic Control for School Areas".

The beginning of a reduced school speed limit zone should be at least 200 feet in advance of the school grounds, school crossing, or other school related facilities. The end of a posted reduced school speed limit zone shall be identified with an "END SCHOOL SPEED LIMIT" (S5-3) sign. A school sign (MUTCD S1-1) assembly shall be installed in advance of a school speed limit sign assembly if a reduced school speed zone has been established.

School speed limits will be posted no more than 10 MPH under the regularly posted speed limit. In no case, however, will the school speed limit be posted at less than 20 MPH. Portable school speed limit sign assemblies are not permitted.

School speed limits will not be considered for day care centers, preschools, senior high schools, trade schools, colleges or universities.

**RECOMMENDED BY:**

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

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

**APPROVED BY:**

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

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

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

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

Existing Policy  
Recommend No Change

CITY OF CHESTERFIELD  
POLICY STATEMENT

<b>PUBLIC WORKS</b>		<b>NO.</b>	<b>47</b>
<b>SUBJECT</b>	<b>Street Migration (Street Creep)</b>	<b>INDEX</b>	<b>PW</b>
<b>DATE ISSUED</b>	<b>12/2/2002</b>	<b>DATE REVISED</b>	

**POLICY**

New Developments

The design engineer shall be required to indicate which lots are susceptible to pavement migration (street creep) whether due to slopes or other features of the improvement plan. For those driveways considered susceptible to pavement migration, the design engineer shall clearly state specific design and construction provisions that will be utilized to prevent potential damage there from. Driveways on all lots shall include a full-depth expansion joint between the street and the driveway apron.

Existing City Maintained Streets

If a property owner who has a rigid driveway apron alleges pavement migration (street creep) threatens potential damage to their property, the Department of Public Works, with the consent of the City Engineer, will replace the apron with a new apron constructed of asphaltic concrete, a flexible material at no cost to the owner.

Street Replacement of City Maintained streets.

Where the City is aware of street migration allegations and street reconstruction is scheduled; The City Engineer shall clearly state specific design and construction provisions that will be utilized to prevent potential damage there from. Driveways on all lots shall include a full-depth expansion joint between the street and the driveway apron.

**RECOMMENDED BY:**

*Mike Giesel*  
Mike Giesel, DPW/ACE & PW/CAG

12/2/02  
Date

**APPROVED BY:**

*Richard [Signature]*  
City Administrator  
*Approved 12/2/02*  
City Council (if applicable)

12/2/02  
Date

Existing Policy  
Recommend No Change

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

<b>PUBLIC WORKS</b>		<b>NO.</b>	<b>48</b>
<b>SUBJECT</b>	<b>Private Street Acceptance as a Public Street</b>	<b>INDEX</b>	<b>PW</b>
<b>DATE ISSUED</b>	<b>4/19/2004</b>	<b>DATE REVISED</b>	

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**POLICY**

- I. Written request submitted to City Administrator.
  - A. All property owners must concur, including anyone with a legal interest in the property.
  - B. Gated streets will not be considered unless commitment is made to remove them.
  - C. Request forwarded to Department of Planning and Department of Public Works.
- II. Department of Planning initiates review of request.
  - A. Department of Planning reviews the record plat which created the private street. If the plat includes language that states the private streets shall remain private forever, the Planning Department shall report this finding to the Public Works Department, in memo format with a copy of the record plat attached, and shall cease further review of the request.
  - B. If the record plat does not contain the language mentioned above, the Department of Planning determines compliance with Zoning and Subdivision Ordinances.
    - 1. Density after required right of way subtracted from gross area
    - 2. Appropriate setbacks from required right of way
    - 3. Appropriate pavement width and maximum length
    - 4. Location of parking adjacent to street
  - C. Department of Planning forwards report to Department of Public Works.
- III. Department of Public Works completes review of request.
  - A. If Department of Planning's review indicates that the record plat which created the private street includes language that states the private streets shall remain private forever, or that a non-conforming condition exists, the

Department of Public Works notifies requestor that the request for dedication is denied.

- B. If no issues are found regarding the wording of the record plat, or a non-conforming condition, Department of Public Works will determine if the streets were built to City of Chesterfield or St. Louis County standards that were applicable at the time of the construction of the streets. If it is determined that they were not constructed in accordance with such standards, no further action on the request will be taken until a commitment is made to reconstruct the streets to current City of Chesterfield standards.
  - C. If no issues are found regarding the above, Department of Public Works evaluates the existing pavement
    - 1. Horizontal and vertical alignment
    - 2. Structural condition (No street will be accepted that has a street segment with an overall pavement rating of less than seven (7.00) or an individual section or slab rated five (5.00) or less.)
    - 3. Pavement width
    - 4. Pavement thickness
  - D. The Department of Public Works will also evaluate the following items associated with the street
    - 1. Storm sewers
    - 2. Sidewalks
    - 3. Street lighting
    - 4. Signage
  - E. The results of the inspections and a list of any deficiencies requiring remediation is sent to the person making the request.
- IV. The requestor has necessary work performed, including reconstruction of non-standard streets and removal of gates, as necessary, and prepares quit claim deeds.
- A. Contract for work and notify the Department of Public Works so work can be inspected.
  - B. Prepare a quit claim deed for each property to dedicate right of way and have each signed by the appropriate owner(s).
  - C. Submit all deeds to the Department of Public Works after remedial work has been approved.
- V. Department of Public Works verifies that all required items have been completed or received and forwards recommendation to the Public Works/Parks Committee of City Council for consideration of acceptance of the streets.



VI. Recommendation of Public Works/Parks Committee forwarded to City Council for adoption as an ordinance.

RECOMMENDED BY:

Motters  
Department Head/Council Committee (if applicable)

5/12/04  
Date

APPROVED BY:

City Administrator  
J. Michael Hoffman  
City Council (if applicable)

Date  
5/12/04  
Date

Existing Policy  
Recommend No Change

CITY OF CHESTERFIELD  
POLICY STATEMENT

PUBLIC WORKS		NO.	49
SUBJECT	Posting of Speed Limit Signs	INDEX	PW
DATE		DATE	
ISSUED	8/16/2004	REVISED	

**POLICY**

It is accepted and understood that redundant and unnecessary signs create clutter, safety concerns, may create confusion and do not improve regulatory compliance. In addition, unnecessary signs are costly and create an additional maintenance burden. Motorists are expected to be aware of speed limits within the City of Chesterfield. The City of Chesterfield Code of Ordinances provides for a uniform speed limit, except where road design and conditions specifically warrant a different speed limit. Streets or street segments with "special speed limits" are identified Schedule III - SPECIAL SPEED LIMITS ON HIGHWAYS, ROADS, OR STREETS of the City Code, Ordinance #35.

Where special speed limits are required, regulatory signage shall be erected by the public agency or authority in control of the right of way, in accordance with the Manual on Uniform Traffic Control Devices and sound engineering practice.

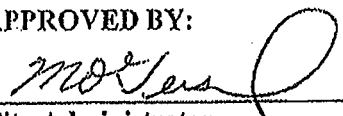
In all other locations, where the City's uniform speed limit applies, motorists are expected to be aware of the speed limit and reasonably informed as to the speed limit. The general principle to be considered when determining the location and placement of regulatory speed limit signs, is that motorists should not be able to drive on a street without having passed a sign indicating "Speed limit 25 MPH unless posted otherwise" in their travel(s) into an area.

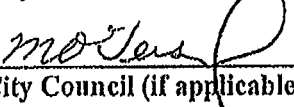
Speed limit signs will be posted at or near each entrance of a subdivision, where such entrance street intersects a road, street, or highway that is not maintained by the City of Chesterfield, and/or at or near each subdivision entrance intersecting a City maintained through street with a special speed limit. Internal subdivision streets shall not be posted with individual speed limit signs. Existing speed limit signs that are not necessary shall be removed by Department of Public Works personnel as manpower is available.

**RECOMMENDED BY:**

Department Head/Council Committee (if applicable)	Date
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**APPROVED BY:**

	8/16/04
City Administrator	Date

 (Approved by Council)	8/16/04
City Council (if applicable)	Date

Existing Policy  
No Change Recommended

CITY OF CHESTERFIELD  
POLICY STATEMENT

PUBLIC WORKS	NO.	50
SUBJECT Traffic Signs	INDEX	PW
DATE	DATE	
ISSUED	REVISED	

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POLICY

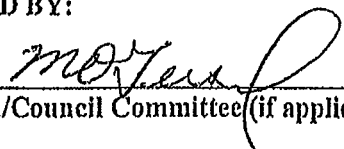
It is accepted and understood that redundant and unnecessary signs create clutter, safety concerns, may create confusion and do not improve regulatory compliance. In addition, unnecessary signs are costly and create an additional maintenance burden. The City of Chesterfield Code of Ordinances requires that signage is to be placed in accordance with the Manual of Uniform Traffic Control Devices (MUTCD), to ensure that signage is consistent, appropriate, and provides necessary information to all road users.

All traffic signage shall be erected and maintained in conformance with the Manual of Uniform Traffic Control Devices (MUTCD).

In the event that a request or petition is received to place unwarranted or non-conforming signage, Staff is directed to inform the person(s) making such request that a uniform comprehensive standard exists so as to provide for the maximum safety of residents, motorists, and pedestrians. When applicable, informational written summaries regarding the efficacy of such signage is to be sent to those requesting inappropriate signage.

Nothing contained herein shall be construed to alter, change, supercede, or otherwise affect existing specific policies regarding regulatory signage. Existing policies dealing with regulatory and informational signage remain unaffected.

RECOMMENDED BY:

Mike Geisel  11/1/04  
Department Head/Council Committee (if applicable) Date

APPROVED BY:

Michael [Signature] 11/1/04  
City Administrator Date  
[Signature]                       
City Council (if applicable) Date

Existing Policy  
No Change Recommended

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

<b>PUBLIC WORKS</b>		<b>NO.</b>	<b>51</b>
<b>SUBJECT</b>	<b>Street Tree Removals</b>	<b>INDEX</b>	<b>PW</b>
<b>DATE ISSUED</b>	<b>6/1/2009</b>	<b>DATE REVISED</b>	<b>5/5/2014</b>

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**POLICY**

The Department of Public Services is responsible for identifying trees within the right of way which are to be removed. Department personnel shall determine the condition of a street tree by visual inspection. If Department Staff determines that a street tree is hazardous, dead, dying or diseased, Staff shall prioritize and schedule the removal of the street trees to the extent that funding permits.

Priority for removal shall be given to those street trees that pose an immediate, imminent or potential danger to the safety and welfare of the general public.

In general, the City does not permit the removal of an otherwise healthy tree within the right of way. If a property owner desires to remove a healthy tree within the right of way, adjacent to his\her property, the Public Works Director MAY authorize a no cost special use permit for the property owner to remove the tree at no cost to the City. All other permit conditions and insurance requirements will be as required by the Public Works Director.

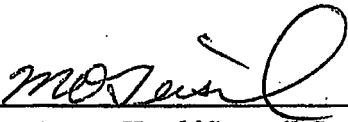
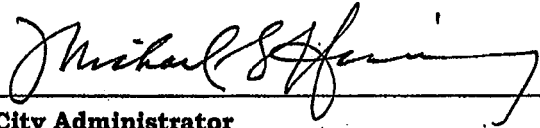
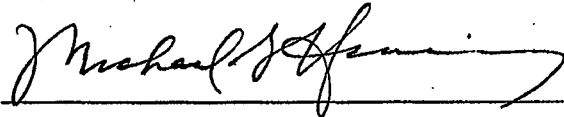
In some instances, otherwise healthy trees may become a nuisance. The Public Works Director may remove trees which, in his opinion, are detrimental to the public interests. Examples of such potential nuisances include but are not limited to: obstructing sight distance, shielding street lights, damaging sidewalks or sewers, low hanging branches which provide inadequate sidewalk or street clearance, deposition of pods, fruit or seeds, and trees with thorns.

Although not an approved species for new street trees within the City of Chesterfield, there exist a substantial number of Sweetgum trees throughout the City. Due to problems related to the prickly fruit which are unique to this tree species, some residents desire their removal. When a resident requests

removal of an otherwise healthy Sweetgum tree located within the City's public right of way, The Public Works Director may consider its removal under the following conditions:

- 1) The resident participates in the street tree replacement program. A replacement tree must be selected and the appropriate fee paid for each tree requested to be removed.
- 2) The Public Works Director, or his designee shall attempt to communicate with the Subdivision trustees and advise them of the requested removal. While the ultimate authority and decision to remove the tree rests with the Public Works Director, the trustees may provide additional information, awareness and assistance for the Director to make an appropriate decision.
- 3) The City of Chesterfield takes pride in its tree lined streets and is desirous of maintaining the character of neighborhoods. Whenever possible, the Public Works Director should consider recent removals of street trees in the immediate vicinity and attempt to minimize the impact of the tree(s) removal on the overall character of the community.

**RECOMMENDED BY:**

 _____ Department Head/Council Committee (if applicable)	<u>5/5/2014</u> Date
 _____ City Administrator	<u>5/5/2014</u> Date
 _____ City Council (if applicable)	<u>5/5/2014</u> Date

Existing Policy  
No change Recommended

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

<b>PUBLIC WORKS</b>		<b>NO.</b>	<b>52</b>
<b>SUBJECT</b>	<b>Installation of Deer Crossing Signs</b>	<b>INDEX</b>	<b>PW</b>
<b>DATE</b>		<b>DATE</b>	
<b>ISSUED</b>	<b>2/22/2012</b>	<b>REVISED</b>	

**POLICY**

The purpose of this policy is to establish guidelines to be followed when considering installation and placement of Deer Crossing signs.

**Information**

The Manual on Uniform Traffic Control Devices contains the warning sign for Deer Crossings (W11-3). However, it does not provide criteria for the installation and removal of these signs. Therefore, it is necessary to establish criteria to be used in the installation and removal of Deer Crossing signs.

**Procedure**

Deer Crossing signs will only be considered on streets where the posted speed limit is 30 mph or greater. A deer-car crash history should be researched for the stretch of street in question. Installation of Deer Crossing signs are warranted if three reported deer car related crashes have occurred in any given calendar year, or if five reported deer car related crashes have occurred in a three year period. Placement of the signs should be reviewed periodically. Any necessary adjustments in the placement or removal of the sign should be made if it is determined that the crash history has changed, as directed by the Public Works Director.

**RECOMMENDED BY:**

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

\_\_\_\_\_  
Date

**APPROVED BY:**

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

*Michael [Signature]*  
\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

**2/22/12**  
\_\_\_\_\_  
Date

Existing Policy  
No Change Recommended

## CITY OF CHESTERFIELD POLICY STATEMENT

<b>PUBLIC WORKS</b>		<b>NO.</b>	53
<b>SUBJECT</b>	Snow Removal for Private Driveways within Public Right-of-way	<b>INDEX</b>	PW
<b>DATE ISSUED</b>	8/04/2014	<b>DATE REVISED</b>	

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### PURPOSE

The purpose of this policy is to establish procedures for the removal of snow windrows from residential driveway aprons resulting from City snow removal operations within the public right-of-way. Snow windrows can impede emergency access to private driveways whose owners are not capable of clearing their driveway approach.

### POLICY

The City of Chesterfield will remove the snow accumulation from the driveway apron of a qualifying private residential driveway when the official snow accumulation exceeds two (2) inches during any single snow event. The snow accumulation will be measured at the City of Chesterfield City Hall in accordance with National Oceanic and Atmospheric Administration (NOAA) guidelines.

The City of Chesterfield will begin snow removal operations on previously approved qualifying private residential driveways ONLY after completion of all snow and ice removal operations on public streets and at City facilities. Applications for this program must be received not less than 14 days prior to a storm event to allow for review, coordination and planning.

This program is only available to qualified resident owners with a certified medical need or disability.

### QUALIFYING LOCATIONS

All private single family residential properties within the corporate limits of the City of Chesterfield in which the residents of the property have been diagnosed with a medical condition that limits their ability to remove snow.

### PROGRAM REGISTRATION

All requests for driveway snow and ice removal service shall be submitted in writing to the City of Chesterfield. Residents may receive information and direction by contacting the City of Chesterfield Public Works Division, visiting City Hall, or accessing the forms on our website [www.chesterfield.mo.us/formsandpermits](http://www.chesterfield.mo.us/formsandpermits).

The applicant, at a minimum, shall provide the following information:

1. Property address.
2. Applicant's name and all appropriate contact information.
3. Supporting documentation verifying a medical condition or disability of all residents at that property which limits their ability to perform snow removal activities.

**CITY LIABILITY FOR PROPERTY DAMAGE**

The City of Chesterfield is not responsible for any property damage resulting from residential driveway snow and ice removal operations. All applicants for this service shall be required to sign a waiver of responsibility stating the City of Chesterfield is not responsible for damage during driveway snow and ice removal operations.

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**RECOMMENDED BY:**

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

\_\_\_\_\_  
Date

**APPROVED BY:**

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

*Michael J. [Signature]*

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

\_\_\_\_\_  
Date

8/4/14

\_\_\_\_\_  
Date



Existing Policy  
To Be Replaced

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**PUBLIC HEALTH & SAFETY**

**NO. 1**

**SUBJECT** Citizen Requests For Traffic  
Controls/Devices/Physical Improvements

**INDEX PD**

**DATE  
ISSUED** 6/18/90

**DATE  
REVISED**

**POLICY**

**I. PURPOSE**

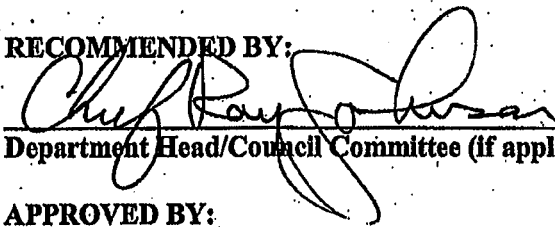
This policy establishes guidelines for response to citizens' requests for traffic control devices and/or physical improvements to city streets, sidewalks, or storm sewers.

**II. PROCEDURE**

Should a citizen contact the City with regard to any traffic control device or physical improvement to the streets, sidewalks, or storm sewers, said request will be communicated to the trustee(s) from the subdivision where the requesting individual resides. The trustee(s) will then be asked to provide any input deemed appropriate concerning the citizen request within a reasonable time frame.


The appropriate committee (Public Health & Safety or Public Works) will await input from the trustees before authorizing any official communication with any State or County agency concerning this request.

**RECOMMENDED BY:**

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

6/17/1999  
Date

**APPROVED BY:**

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

6/18/99  
Date

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

\_\_\_\_\_  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

<b>PUBLIC WORKS</b>		<b>NO.</b>	TBD
<b>SUBJECT</b>	Citizen Requests for Traffic Control Devices or Street Enhancements	<b>INDEX</b>	PW
<b>DATE ISSUED</b>	6/18/90 (as PH&S #1)	<b>DATE REVISED</b>	3/01/2017

**POLICY**

Should a citizen contact the City of Chesterfield to request any traffic control device or physical enhancement to a City of Chesterfield public street, sidewalk, or storm sewer, said request shall be forwarded to the Trustee(s) from the Subdivision where the individual making the request resides. The Trustee(s) will then be asked to provide relative input concerning the request. Once that information is received, the City Engineer will make a recommendation and forward it to the Planning and Public Works Committee for consideration.

Should the City receive a request for a traffic control device or physical enhancement to a State or County roadway, or an MSD sewer, the City Engineer will notify the appropriate agency of the request, and copy the resident.

Should the City receive a request for a traffic control device or physical enhancement to a private roadway or sewer, the City Engineer will notify the appropriate party (property owner or Subdivision Trustee) of the request, and copy of the resident.

Nothing within this Policy shall be construed as preventing or discouraging residents to contact the City to request improvements to deficient sections of streets, sidewalks, or storm sewers.

**RECOMMENDED BY:**

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

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

**APPROVED BY:**

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

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

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

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

Existing Policy  
To Be Replaced

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**PUBLIC HEALTH & SAFETY**

**NO. 4**

**SUBJECT** Painting Of Curbs

**INDEX PD**

**DATE ISSUED** 1/21/91

**DATE REVISED**

**POLICY**

**I. PURPOSE**

This policy establishes guidelines for the painting of curbs throughout the City.

**II. PROCEDURE**

When so authorized by the City, the painting of curbs shall be the responsibility of subdivision trustees. When so authorized, the color yellow must be utilized if curbs are to be painted.

**RECOMMENDED BY:**

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

6/17/1999  
Date

**APPROVED BY:**

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

6/18/99  
Date

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

\_\_\_\_\_  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**PUBLIC WORKS**

**NO.**

**TBD**

**SUBJECT** Painting of Curbs

**INDEX**

**PW**

**DATE** 1/21/1991 (as PH&S #4)

**DATE**

**3/01/2017**

**ISSUED**

**REVISED**

**POLICY**

Any request for the painting of curbs on a public street owned by the City of Chesterfield shall be submitted in writing to the City Engineer. If authorized by the City Engineer, any painting of curbs shall be conducted, and maintained, by the Subdivision Trustees. Additionally, if painting is approved, the color yellow must be used.

**RECOMMENDED BY:**

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

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

**APPROVED BY:**

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

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

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

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

Existing Policy

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

<b>PUBLIC HEALTH &amp; SAFETY</b>	<b>NO.</b>	7
<b>SUBJECT</b> Street Light Installation	<b>INDEX</b>	PD
<b>DATE ISSUED</b> 10/7/91	<b>DATE REVISED</b>	

**POLICY**

**I. PURPOSE**

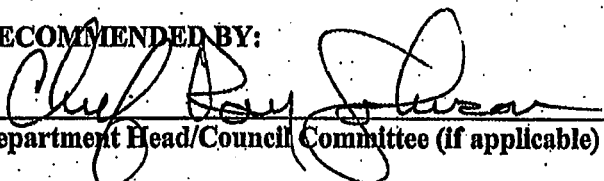
This policy establishes guidelines for the approval and installation of streetlights throughout the City.

**II. PROCEDURE**

The City Council shall consider requests for the installation of streetlights only at intersections involving a City street intersecting with a State or County roadway. In addition, one or more of the following criteria must also be met.

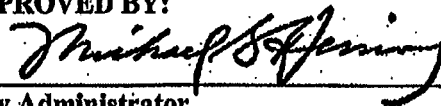
1. The presence of a marked pedestrian crosswalk.
2. Close proximity to a public or private school.
3. Adjacent to large population concentrations (apartment complex, subdivision clubhouse facility, public or subdivision recreational facility, etc.).
4. Any quantitatively identifiable high accident location where lack of lighting has been determined to be a causative factor or contributing circumstance.
5. Any intersection not currently illuminated by another light system, the lack of which in the opinion of the City Engineering Department poses a hazard to pedestrian or vehicular traffic.

**RECOMMENDED BY:**

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

6/17/1999  
Date

**APPROVED BY:**

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

6/18/99  
Date

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

\_\_\_\_\_  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

<b>PUBLIC WORKS</b>		<b>NO.</b>	TBD
<b>SUBJECT</b>	Streetlight Installation	<b>INDEX</b>	PW
<b>DATE ISSUED</b>	10/7/1991 (as PH&S #7)	<b>DATE REVISED</b>	3/01/2017

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**POLICY**

Streetlights are required as part of development, as detailed in the City of Chesterfield Municipal Code. These streetlights are to be funded and maintained by the Subdivision. The City of Chesterfield will not construct, fund, or maintain streetlights unless those streetlights are specifically approved by City Council.

The City Council will consider requests for streetlights only at intersections involving a City roadway with a State roadway, a County roadway, or a City Collector or Arterial roadway. All requests shall be submitted in writing to the City Engineer, and shall include the reasoning for the request.

In considering a request for street lighting, one or more of the following criteria must be met:

1. The presence of a marked pedestrian crosswalk.
2. Close proximity to a public or private school.
3. Adjacent to large population concentrations (i.e. apartment complex, subdivision clubhouse facility, recreational facility, etc.)
4. Any quantitatively identifiable high accident location where lack of lighting has been determined to be a causative factor or contributing circumstance.
5. Any intersection not currently illuminated by a light system, the lack of which, in the opinion of the City Engineer, poses a hazard to pedestrian or vehicular traffic.

Nothing in this Policy shall be construed as preventing the City Council from approving the installation of streetlights which, in its determination, benefit the City of Chesterfield. This includes lighting along or within City property, trails, and beautification areas.

Policy No.  
Streetlight Installations

**RECOMMENDED BY:**

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

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

**APPROVED BY:**

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

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

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

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