

**CITY OF CHESTERFIELD
POLICY STATEMENT**

PARKS, RECREATION AND ARTS

NO. 6

SUBJECT **Chesterfield Citizens Environmental Advisory Committee**

Index **PRA**

DATE **February 15, 2018**

DATE

ISSUED

REVISED

POLICY

I. Purpose:

This policy is to establish the identity, composition, mission, method of operation, and oversight of the **Chesterfield Citizens Environmental Advisory Committee**.

II. Description:

The Chesterfield Citizens Environmental Advisory Committee (CCEAC) will be a non-statutory committee set up to serve as an advisory committee for the Parks, Recreation and Arts Department on recommendations for implementation, recommendations on recycling, environmental and nature oriented issues and concerns for the residents of Chesterfield.

III. Reports to:

The Chesterfield Citizens Environmental Advisory Committee (CCEAC) will be under the direct supervision and control of the Parks, Recreation and Arts Department and the Parks Recreation and Arts Director. The Parks, Recreation and Arts Director will be the Department liaison to the Committee, attends all meetings, and works in concert with the members of the group to ensure that the goals of both entities are being met within the best interest of the City of Chesterfield.

IV. Membership:

“Chesterfield Citizens Environmental Advisory Committee (CCEAC) is comprised of up to 17 Chesterfield residents. Membership shall consist of not more than four residents from each of the four wards plus one additional member “at large”. The Committee Chair will be selected from one of the residents serving on the Committee. Membership at any given time may fluctuate due to the resident’s interest to serve. The Chair of the Committee shall be voted on annually by the Committee and the Chair may serve not more than four consecutive years. If the Chair serves for four years consecutively, they shall be ineligible to serve as the Committee Chair for at least two consecutive years following their four year term as Chair. “

V. Appointment:

Appointments to the Chesterfield Citizens Environmental Advisory Committee require that the individual be a resident of the City of Chesterfield. Appointments are made by the Mayor, with the confirmation from both councilmembers of the ward in which the appointee resides.

VI. Funding

The City provides annual funding to CCEAC to enable them to accomplish their mission. Those funds are included as a line-item in the Parks Department's Expense Budget which comes from the General Fund and the tracking and approval of all expenditures is the responsibility of the Parks, Recreation and Arts Department. All proposed programs and expenditures of any funds by CCEAC must be approved by the Director of Parks, Recreation and Arts prior to expenditures being allowed.

VII. Mission:

- Research and recommend implementation, improvements, and extensions of all recycling issues relevant to the City.
- Investigate and identify environmental issues to enhance the City's quality of life.
- Provide material and discussion for education in the areas of recycling, conservation, and control of our environment.
- Serve as a source of feedback to the Parks, Recreation and Arts Department for citizen's recommendations and concerns for recycling and environmental issues.

RECOMMENDED BY:


Department Head/Council Committee (if applicable)

2-21-2018
Date

APPROVED BY:


City Administrator

2/21/2018
Date


City Council (if applicable)

2/21/2018
Date

**CITY OF CHESTERFIELD
POLICY STATEMENT**

PARKS, RECREATION AND ARTS

NO. 7

SUBJECT **Updating the Parks & Recreation
Citizens Advisory Committee**

Index PRA

**DATE
ISSUED** **February 6, 2018**

**DATE
REVISED**

POLICY

Purpose:

- a. This policy is to rename the Parks & Recreation Citizens Advisory Committee to the **Parks, Recreation and Arts Citizens Advisory Committee.**
- b. This policy is to identify, composition, mission, method of operation, and oversight of the: **Newly named Parks, Recreations & Arts Citizens Advisory Committee**
- c. This Policy is to consolidate members from the Older Adult Task Force into the newly named **Parks, Recreation and Arts Citizens Advisory Committee.**

I. Description:

The Parks, Recreation and Arts Citizens Advisory Committee (PRACAC) will be a non-statutory Committee set up to serve as an advisory committee for the Parks, Recreation and Arts Department on recommendations for parks, arts, entertainment, green spaces, sports, recreation, aquatics, older adult activities, outdoor education, special events and overall recreation and leisure activities implementation along with concerns and insight from the residents of Chesterfield.

II. Reports to:

The Parks, Recreation and Arts Citizens Advisory Committee (PRACAC) will be under the direct supervision and control of the Parks, Recreation and Arts Department and the Parks Recreation and Arts Director. The Parks, Recreation and Arts Director will be the Department liaison to the Committee, attends all meetings, and works in concert with the members of the group to ensure that the goals of the Committee are being met within the best interest of the City of Chesterfield.

III. Membership:

The Parks, Recreation and Arts Citizens Advisory Committee (PRACAC) is comprised of up to 17 Chesterfield residents. Membership shall consist of not more than four residents from each of the four wards plus one additional member "at large". The Committee Chair will be selected from one of the residents serving on the Committee. Membership at any given time may fluctuate due to the resident's interest to serve. The Chair of the Committee shall be voted on annually by the Committee and the Chair may serve not more than four consecutive years. If the Chair serves for four years consecutively, they shall be ineligible to serve as the Committee Chair for at least two consecutive years following their four year term as Chair. "

IV. Appointment:

Appointments to the Parks, Recreation and Arts Citizens Advisory Committee require that the individual be a resident of the City of Chesterfield. Appointments are made by the Mayor, with the confirmation from both councilmembers of the ward in which the appointee resides.

V. Funding

The City provides annual funding to (PRACAC) to enable them to accomplish their mission. The funds are included in the Parks, Recreation and Arts Department's Expense Budget which comes from the Parks Fund and the tracking and approval of all expenditures is the responsibility of the Parks, Recreation and Arts Department. All proposed programs and expenditures of any funds by PRACAC must be approved by the Director of Parks, Recreation and Arts prior to expenditures being allowed.

VI. Mission:

The Parks, Recreation and Arts Citizens Advisory Committee (PRACAC) is an advisory Committee to the Parks, Recreation and Arts Committee of Council. This Committee's purpose is to enhance the quality of life for all citizens of the City through the development of parks, recreation and arts. In doing so, it shall be the Committee's responsibility to address the following as directed by City Council:

Objectives:

- Maintain a symbiotic partnership between its own mission statement and the mission statement of City Council and Chesterfield Parks, Recreation and Arts Department.
- Identify park, recreation, art and entertainment attitudes of individuals and organizations in the community.
- Advise on basic policies that guide the parks, recreation, arts and older adult activities.
- Review and advise on park development plans, conservation, art and green space opportunities.
- Serve as an information/education resource for our senior population.
- Recommend sites for park expansion and advocate for improvements, operations and maintenance standards consistent with NRPA, CAPRA, NWF accreditation.
- Submit ideas for both passive and active park areas that enhance the environment.
- Recommend new programs and activities for the inclusion of all age groups and assist with events as needed.
- Consider conceptualized funding mechanisms for the development of a comprehensive Parks, Recreation and Arts Master Plan at the direction of the Parks, Recreation and Arts Committee of Council.
- Submit all formal recommendations in writing to the Parks, Recreation and Arts Committee of City Council and the City Council to facilitate better communication

RECOMMENDED BY:



Department Head/Council Committee (if applicable)

Date

2/21/2018

APPROVED BY:



City Administrator

Date

2/21/2018

**CITY OF CHESTERFIELD
POLICY STATEMENT**

PLANNING		NO.	01
SUBJECT	Chesterfield Historic and Landmark Preservation Committee	INDEX	P
DATE ISSUED	08/16/2013	DATE REVISED	02/02/2016 06/19/2017

CHESTERFIELD HISTORIC AND LANDMARK PRESERVATION COMMITTEE

Established

The City of Chesterfield hereby establishes the "Chesterfield Historic and Landmark Preservation Committee" or "CHLPC"

Mission

The purpose of the CHLPC is to promote the educational, cultural, economic, and general welfare of the community by:

1. Providing a mechanism to identify and preserve the distinctive historic, archaeological and architectural characteristics of Chesterfield which represent elements of the city's cultural, social, economic, political and architectural history;
2. Fostering civic pride in the beauty and noble accomplishments of the past as represented in Chesterfield's landmarks and historic designations;
3. Conserving and improving the value of property designated as landmarks or within historic designations;
4. Providing for economic benefits to encourage business and residential owners to locate and invest in historically significant properties;
5. Protecting and enhancing the attractiveness of the city to home buyers, tourists, visitors, and shoppers, and thereby supporting and promoting business, commerce and industry;
6. Fostering and encouraging preservation, restoration, and rehabilitation of the historic structures, areas and neighborhoods, and thereby preventing future urban blight;

7. Promoting the use of historic designations and landmarks for the education, pleasure, and welfare of the people of the city;
8. Promoting the identification, evaluation, protection and interpretation of the prehistoric and historic archaeological resources within the incorporated limits of the city;
9. Coordinating and managing the acquisition, storage, preservation, and documentation of information and artifacts related to past and living history of the area within the existing City Limits of Chesterfield;
10. Producing historical publications, newspaper articles, web sites, digital media, and public exhibits designed to promote interest in the history of the Chesterfield region and to provide public access to our repository of information and artifacts;
11. Preparation and delivery of activities designed to bring local history alive for the enjoyment and education of our citizens, i.e., lectures, public programs, tours, school and Scouting programs, etc.

Membership

1. Appointments to non-statutory citizen Committees are made by the Mayor with the concurrence of both Councilmembers in whose Ward the individuals reside.
2. The CHLPC is limited to 30 members – Six (6) from each ward and six (6) “At Large”, unless otherwise noted.
3. In addition, there shall be two (2) additional membership categories: “Member Emeritus” and “Ex-Officio”. “Ex-Officio” members may be an individual or a representative from a local business, organization or entity that have expertise or demonstrated interest in the history and preservation of Chesterfield.
4. “Member Emeritus” and “Ex-Officio” memberships shall:
 - a. Be limited to a total of 15 (this is cumulative, not 15 from each group); and,
 - b. Membership is restricted to those individuals or entities which have previously been appointed as a regular Member by the Mayor after concurrence of both Councilpersons in the ward which the resident or entity resides; and,
 - c. The CHLPC may transfer a regular member status to membership

in either of these two categories; and,

- d. Membership to either category shall not vote on matters of the CHLPC nor does their attendance count towards obtaining a quorum at meetings.
5. A member of the City Council and of the Planning Commission may be appointed to serve as liaisons. The Council and Planning Commission representatives shall not vote and shall not hold office.
6. Members shall be selected for their expertise in the various disciplines involved in historic preservation, with a demonstrated interest in the history and preservation of the City of Chesterfield.

Eligibility

1. Members of the CHLPC shall be residents of the City.
2. No member of the CHLPC shall be a current member of the Chesterfield Planning Commission.

Terms

1. The terms of office shall be for three (3) years.
2. The CHLPC shall hold at least four (4) meetings per year and any member who fails to attend at least fifty percent (50%) of all meetings, regular and special, in any calendar year, may thereby vacate the membership as provided by the by-laws or policies established.

Officers

1. Officers shall consist of a chairman, a vice-chairman, and a secretary elected by the CHLPC who shall each serve a term of one (1) year and shall be eligible for reelection each year.
2. The Council and Planning Commission representatives shall not be eligible for office. The chairman shall preside over meetings.
3. In the absence of the chairman, the vice-chairman shall perform the duties of the chairman. If both are absent, those present shall elect a temporary chairman.
4. The secretary of the CHLPC shall have the following duties:
 - a. Take minutes of each CHLPC meeting; and,

- b. Be responsible for publication and distribution of copies of the minutes, reports, and decisions to the members of the CHLPC; and,
- c. Give notice as provided herein by law for all public hearings conducted by the CHLPC; and,
- d. Advise the Mayor of vacancies on the CHLPC and expiring terms of members; and,
- e. Prepare to submit to the Council a complete record of the proceedings before the CHLPC on any matter requiring Council consideration.

Meetings

1. Because a number of the CHLPC members are engaged in committee activities which can occur in conflict with the scheduled monthly meetings, a quorum shall consist of 30% or more of the total number of appointed members on the committee.
2. All decisions or actions of the CHLPC shall be made by a majority vote of those members present and voting at any meeting where a quorum exists. However, votes on financial matters exceeding \$300.00 shall only be taken when 50% or more of the full membership is in attendance or votes by proxy.
3. Meetings shall be held at regularly scheduled times to be established by resolution of the CHLPC at the beginning of each calendar year or at any time upon the call of the chairman, but no less than four (4) times each year.
4. Meetings shall be held at City Hall unless otherwise authorized by the City Administrator or the Planning and Public Works Committee.
5. Meetings of the CHLPC, regardless of their location, are considered public meetings and therefore agendas shall be posted at least 48 hours in advance in accordance with the City of Chesterfield procedures and Sunshine Law requirements.
6. No member of the CHLPC shall vote on any matter that may materially or apparently affect the property, income, or business of that member and shall abide by any other city policies as to conflict of interest.
7. No action shall be taken by the CHLPC that could in any manner deprive or restrict the owner of property in use, modification, maintenance, disposition, or demolition until such owner shall first have had the opportunity to be heard at a public meeting of the CHLPC, as provided herein.

8. No action or vote, other than research and discussion, shall be taken by the CHLPC regarding any property without prior notification and approval from said property owner.
9. The CHLPC shall notify the City Administrator or Staff Liaison of any property they are made aware of which is subject to any application, request, or nomination before any historic or landmark related entity, organization, or commission.
10. All meetings of the CHLPC shall be open to the public except as allowed by state law.
11. The CHLPC shall keep minutes of its proceedings, showing the vote, indicating such fact, and shall keep records of its examinations and other official actions, all of which shall be immediately filed in the Office of the City Clerk and shall be public record.

Appropriation of Funds

The City Council may appropriate funds, within the budget limitations, for the operation of the CHLPC. The CHLPC may, with the consent of the City Council, apply for, receive or expend any federal, state or private grant, grant-in-aid, gift or bequest, in furtherance of the general purposes of this ordinance.

Powers and Duties

The CHLPC shall have the following powers and duties:

1. To adopt its own by-laws and procedural regulations, provided that such regulations are consistent with this policy and the Revised Statutes of the State of Missouri;
2. To conduct an ongoing survey for the identification of historically, archaeologically and architecturally significant properties, structures, sites and areas that exemplify the cultural, social, economic, political, or architectural history of the nation, state or city; and to maintain the research information in an inventory accessible to the public;
3. To investigate and recommend to the Planning Commission and to the City Council the adoption of ordinances designating properties or structures, having special cultural, historic, archaeological, community or architectural value as "Landmarks;"
4. To investigate and recommend to the Planning Commission and the City Council the adoption of ordinances designating areas as having special

- cultural, historic, archaeological, community, or architectural value as "Historic Designations" for placement on the Chesterfield Historic Register;
5. To keep a register of all properties and structures which have been designated as Landmarks or Historic Designation, including all information required for each designation;
 6. To confer recognition upon the owners of Landmarks and property or structures within Historic Designations by means of certificates, plaques, or markers; and to make recommendations for the design and implementation of specific markings of the streets and routes leading from one Landmark or Historic Designation to another;
 7. To advise and assist owners of Landmarks and property or structures within Historic Designations on physical and financial aspects of preservation, renovation, rehabilitation, and reuse, and on procedures for inclusion on the National Register of Historic Places;
 8. To nominate Landmarks and Historic Designations to the Chesterfield Historic Register, and to the National Register of Historic Places, and to review and comment on any nominations to the National Register of Historic Places;
 9. To inform and educate the citizens of the City of Chesterfield concerning the historic, archaeological and architectural heritage of the City through publication or sponsorship of maps, newsletters, brochures, pamphlets, programs and seminars by the City, the CHLPC, or other appropriate parties;
 10. To hold public hearings upon 30 days' notice published by the Department of Planning and Public Works, and to review applications for construction, alteration, removal or demolition affecting proposed or designated landmarks or structures within Historic Designations and issue or deny Certificates of Appropriateness for such actions. Applicants may be required to submit plans, drawings, elevations, specifications, and other information as may be necessary to make decisions;
 11. To hold public hearings on each proposed nomination of a Landmark and of a Historic Designation and on the guidelines developed for each nomination;
 12. To request the Planning and Development Services Director to issue stop work orders for any construction, alteration, removal or demolition undertaken without a Certificate of Appropriateness or to stop work that violates the conditions of a certificate;
 13. To be informed of all applications for demolition permits within the

corporate limits of the city to determine impact to significant cultural resources, including those not yet nominated as Landmarks or as contributing properties within a Historic Designation;

14. To consider applications for Certificates of Economic Hardship that would allow the performance of work for which a Certificate of Appropriateness has been denied;
15. To develop specific design guidelines based on the Secretary of the Interior's Standards for Rehabilitation for the alteration, construction, or removal of Landmarks or property and structures within Historic Designations;
16. To review applications for proposed zoning amendments, applications for special use permits, or applications for zoning variances that affect proposed or designated Landmarks or Historic Designations;
17. To administer on behalf of the City of Chesterfield any property of historical significance or full or partial interest in real property, including easements, that the City of Chesterfield may have or accept as a gift or otherwise, upon approval by the City Council;
18. To accept and administer on behalf of the City of Chesterfield, upon approval of the Council, such gifts, grants and money as may be appropriate for the purposes of this ordinance. Such money may be expended for publishing maps and brochures or for hiring of staff persons or consultants or performing other functions for the purpose of carrying out the duties and powers of the CHLPC and the purposes of this policy;
19. To call upon the City Administrator for assistance from available city staff members as well as other experts for technical advice;
20. To retain such specialists or consultants or to appoint such citizen advisory committees as may be required from time to time, with the approval of the City Council or Planning & Public Works Committee of Council;
21. To testify before all boards and commissions, including the Planning Commission and the Board of Adjustment, on any matter affecting historically, archaeologically, culturally and architecturally significant property, structures, sites and areas;
22. To make recommendations to the City Council concerning budgetary appropriations to further the general purposes of this ordinance;
23. To work with the city in the development of a preservation component in the Comprehensive Plan of the City of Chesterfield and to recommend it to the Planning Commission and to the City Council;

24. To periodically review the Chesterfield Unified Development Code and to recommend to the Planning Commission and the City Council any amendments appropriate for the protection and continued use of Landmarks or property, sites and structures within Historic Designations;
25. To undertake any other action or activity necessary or appropriate to the implementation of its powers and duties or to the implementation of the purpose of this ordinance. However, any such action shall not be binding upon the City without City Council approval; and
26. To make recommendations on applications for Landmark Preservation Area Overlays (or LPA) as required and described in Article 02 of the Unified Development Code.

RECOMMENDED BY:



Department Head

9/8/17

Date

APPROVED BY:



City Administrator

9/8/2017

Date

City Council 6/19/17

**CITY OF CHESTERFIELD
POLICY STATEMENT**

FINANCE AND ADMINISTRATION		NO.	12
SUBJECT	Finance and Administration Citizens Advisory Committee	INDEX	FA
DATE ISSUED	2/21/18	DATE REVISED	

POLICY STATEMENT

There is hereby created a Finance and Administration Citizens Advisory Committee.

The Mayor, with the approval of the City Council, shall appoint a board of seven (7) members chosen from Citizens at large. Said members shall hold no other office or position in the City government. A quorum shall be three (3) members.

The Finance and Administration Committee of Council shall assign a Council member as an ex officio liaison member to the Finance and Administration Citizens Advisory Committee and such appropriate City staff as designated by the City Administrator shall be assigned to attend all meetings of this group.

Qualification of members.

The members shall have earned and possess, at a minimum, a Bachelor's Degree in one of the following disciplines: Accounting, banking, business administration, corporate financial planning, personnel, industrial/organizational psychology, computer science or economics. Each member shall have at least five (5) years of on the job experience in their profession or calling prior to appointment to the committee.

Terms of members.

The term of office of the members shall be three (3) years each. Appointments made to fill vacancies of prior members with unexpired terms, shall be for their remaining unexpired term only.

Members to serve without compensation.

All members of the Finance and Administration Advisory Committee shall serve without compensation.

Removal of members.

Any member of the Finance and Administration Advisory Committee may be removed by the Mayor with the approval of a majority of the members of the City Council, at any time for any reason, or by a two-thirds (2/3) vote of the members of the City Council without the consent and approval of the Mayor.

Officers.

The Finance and Administration Advisory Committee shall select one of its members to serve as chairperson and vice chairperson. A copy of the minutes of each meeting shall be transmitted to each member of the committee.

Duties.

The Finance and Administration Citizens Advisory Committee shall be responsible for making recommendations to the Finance and Administration Committee of the City Council on designated and assigned areas of study which shall include but are not limited to budgets, budget process, long range economic planning, personnel policies and procedures, investments and other subjects deemed appropriate by the Finance and Administration Citizens Advisory Committee of the City Council. The Committee may also assist City Staff in the review of products, services, software, processes and in developing recommendations for consideration by City Council.

Meeting.

The Finance and Administration Advisory Committee shall meet at such times and places as appropriate as work is assigned by the Finance and Administration Committee. All meetings of the Committee shall be open to the public.

Rules and regulations.

The Committee shall, from time to time, make such reasonable rules and regulations as they deem necessary and proper for their administration.

Conflict of interest.

In the event that a member of the Committee is employed by, related to or has any other material connection with any matter or question which is involved in a matter that is being considered by the Committee or that comes before the Committee, that member shall, before any discussion commences upon such matter, immediately disclose to the Committee the nature of said employment, relationship, or material connection with the matter involved. Thereupon, the other members of the Committee attending the meeting shall vote on the question of whether the member so making the disclosure shall participate and whereupon the member shall withdraw from the discussion and voting upon the matter at hand. Each member shall nonetheless comply with all ordinances of the City of Chesterfield regarding conflict of interest and ethics.

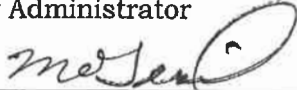
RECOMMENDED BY:

Department Head/Director/Council Committee (if applicable)

Date

APPROVED BY:

City Administrator



Date

2/21/2018

City Council (if applicable)

Date

