



**PLANNING COMMISSION  
OF THE CITY OF CHESTERFIELD  
AT CHESTERFIELD CITY HALL  
MAY 12, 2014**

The meeting was called to order at 7:03 p.m.

**I. ROLL CALL**

**PRESENT**

Ms. Wendy Geckeler  
Ms. Merrell Hansen  
Ms. Laura Lueking  
Ms. Debbie Midgley  
Ms. Amy Nolan  
Mr. Stanley Proctor  
Mr. Robert Puyear  
Chair Michael Watson

**ABSENT**

Mr. Steven Wuennenberg

Councilmember Dan Hurt, Council Liaison  
City Attorney Rob Heggie  
Mr. Mike Geisel, Director of Public Services  
Ms. Aimee Nassif, Planning & Development Services Director  
Mr. John Boyer, Senior Planner  
Ms. Mary Ann Madden, Recording Secretary

**II. PLEDGE OF ALLEGIANCE**

**III. SILENT PRAYER**

Chair Watson acknowledged the attendance of Councilmember Dan Hurt, Council Liaison; and Councilmember Nancy Greenwood, Ward I.

**IV. PUBLIC HEARINGS – Commissioner Midgley read the “Opening Comments” for the Public Hearing.**

- A. **P.Z. 19-2013 City of Chesterfield (Unified Development Code):** An ordinance amending and repealing all sections of the City of Chesterfield Zoning Ordinance and all ordinances codified in the Zoning Ordinance including but not limited to Ordinance Numbers 1300, 1402, 1503, 1524, 1551, 1555, 1636, 1678, 1684, 1725, 1737, 1747, 1819, 1828, 1829, 1848, 1849, 1850, 1901, 1913, 1924, 1987, 1988, 2057, 2061, 2076, 2077, 2078, 2095, 2106, 2107, 2117, 2118, 2138, 2177, 2206, 2214, 2228, 2235, 2246, 2265, 2270, 2275, 2281, 2286, 2287, 2298, 2335, 2353, 2367, 2388, 2512, 2527, 2599, 2603, and 2609; and amending and repealing the Subdivision Ordinance; and amending and repealing Chapters 2.22, 2.5, 12, 23, 26, 27.5, and 30 of the City Code; and amending and repealing City of Chesterfield Ordinance Numbers 292, 1263, 1300, 1503, 1973, 1998, 2103, 2231, 2391, 2440, and 2512 and codifying all the requirements therein into a new Unified Development Code.

#### **STAFF PRESENTATION:**

Ms. Aimee Nassif, Planning and Development Service Director gave a PowerPoint presentation and stated the following:

- The purpose of this endeavor was to consolidate the City's current regulations, codes, and ordinances relative to construction and development into one unified Code.
- The Unified Development Code (UDC) does not introduce, change, or amend any of the existing development criteria and standards. The UDC consolidates multiple chapters and past ordinance amendments into a single reference document including such items as the City's parking code, and the new planned districts (*Urban Core District* and *Neighborhood Business District*.)
- New charts, graphics, and tables have been included in the UDC.
- The net result is increased readability, improved understanding, and removal of inconsistencies.
- This project was initiated in 2003 and the final Articles have been reviewed by the City Attorney, Engineers, Planners, the City's Arborist, and Administrative Personnel.
- The UDC is the tool used to carry out the vision and goals established in the Comprehensive Plan. The Comprehensive Plan is often referred to as a city's "tool-kit" ordinance – it is the City's proactive tool establishing the vision and goals for the community.
- The Unified Development Code contains all the criteria and requirements for construction and development of property in the City. This is what is used daily by Planners and Engineers to review Zoning Map Amendments, Plans, Plats, Permits, Licenses and other requests.
- It is important that the UDC be globally adopted, repealing and replacing all relevant codes and ordinances. Again, there are no specific changes to the current regulations and codes – the UDC merely consolidates all of these regulations and codes into one document.
- It is understood that changes are necessary to some of the existing criteria but the first step is to adopt the UDC as a whole. There will be an opportunity to revisit the provisions of any specific section after the UDC is adopted. At an

upcoming meeting in June, Ms. Nassif will explain the process of updating specific criteria.

- Codes, ordinances, standards, requirements all codified into this UDC include, but are not limited to, the following:
  - City of Chesterfield Ordinance Numbers 1300, 1402, 1503, 1524, 1551, 1555, 1636, 1678, 1684, 1725, 1737, 1747, 1819, 1828, 1829, 1848, 1849, 1850, 1901, 1913, 1924, 1987, 1988, 2057, 2061, 2076, 2077, 2078, 2095, 2106, 2107, 2177, 2118, 2138, 2177, 2206, 2214, 2228, 2235, 2246, 2265, 2270, 2275, 2281, 2286, 2287, 2298, 2335, 2353, 2367, 2388, 2512, 2527, 2599, 2603, 2609, 292, 1263, 1300, 1503, 1973, 1998, 2103, 2231, 2391, 2440, and 2512.
  - Tree Manual, Lighting Ordinance, Grading Ordinance, Street Standards and Matrix, Telecommunication Siting Ordinance, and Architectural Review Standards
  - Chesterfield Zoning Ordinance (all 300 plus pages)
  - Chesterfield Subdivision Ordinance (all 50 plus pages)
  - Chesterfield City Code Chapters 2.22, 2.5, 12, 23, 26.3, 27.5, and 30.

The Unified Development Code includes ten Articles, briefly described below:

**Article 1: General Provisions**

This Article includes a general provision statement, purpose statement for the UDC, and applicability.

**Article 2: Development Review & Appeals Process**

This Article includes the procedures for zoning map amendments, public hearings, special procedures, site plan and plat reviews, permits, and construction of improvements.

Article 2 also includes the process for appeals and variance requests.

**Article 3: Zoning Districts and Uses**

Lists and describes all zoning districts and uses.

Use tables have been created to assist the public with identifying what uses are permitted within each district.

**Article 4: Development Requirements and Design Standards**

Article 4 includes all the City's development and design criteria such as the lighting code, parking code, access management, grading and land disturbance, tree preservation, landscape requirements, public improvements and infrastructure, architectural review standards, signage, etc.

**Article 5: Flood Damage Prevention**

Statement and intent regarding permitting development in flood hazard areas. Necessary permit, mitigation efforts, and development overview are included in this Article.

**Article 6: Telecommunications Facilities Siting**

Article 6 includes all the City's provisions, requirements and permit review for obtaining telecommunications facilities siting approval.

**Article 7: Non-Conformities**

This Article includes information and regulations pertaining to non-conforming uses, structures and sites.

**Article 8: Enforcement and Penalties**

Establishes the City's enforcement authority and penalties for violating provisions of this UDC.

**Article 9: Fees**

This Article includes information regarding all the various fees that are collected by the Department associated with construction of private development. This includes public hearing fees, plan review fees, plat review fees, inspection fees, etc.

**Article 10: Definitions**

Article 10 provides definitions of all the terms used throughout the UDC. This has been broken down into various categories to assist the public in navigating through all the terms.

Ms. Nassif then pointed out that after recommendation by the Planning Commission is received, the proposed UDC moves forward to the Planning and Public Works Committee and then on to City Council for final review and approval. Once approved, the UDC will be made available online for public view. Copies of the repealed ordinances and codes will still be available in the City Clerk Office, and in the Planning and Development Services Division as a point of reference.

Again, Staff is aware of certain code and ordinance updates that various entities desire to modify in the future, which will be discussed at the June meeting. Once the UDC is adopted, these requests and changes can be addressed individually.

**SPEAKERS IN FAVOR:** None

**SPEAKERS IN OPPOSITION:** None

**SPEAKERS – NEUTRAL:** None

**ISSUES:** None

Commissioner Midgley read the Closing Comments for the Public Hearing.

**V. APPROVAL OF MEETING SUMMARY**

Commissioner Nolan made a motion to approve the Meeting Summary of the April 28, 2014 Planning Commission Meeting. The motion was seconded by Commissioner Puyear and **passed by a voice vote of 8 to 0.**

**VI. PUBLIC COMMENT - None**

**VII. SITE PLANS, BUILDING ELEVATIONS AND PLATS - None**

**VIII. OLD BUSINESS**

- A. P.Z. 19-2013 City of Chesterfield (Unified Development Code):** An ordinance amending and repealing all sections of the City of Chesterfield Zoning Ordinance and all ordinances codified in the Zoning Ordinance including but not limited to Ordinance Numbers 1300, 1402, 1503, 1524, 1551, 1555, 1636, 1678, 1684, 1725, 1737, 1747, 1819, 1828, 1829, 1848, 1849, 1850, 1901, 1913, 1924, 1987, 1988, 2057, 2061, 2076, 2077, 2078, 2095, 2106, 2107, 2117, 2118, 2138, 2177, 2206, 2214, 2228, 2235, 2246, 2265, 2270, 2275, 2281, 2286, 2287, 2298, 2335, 2353, 2367, 2388, 2512, 2527, 2599, 2603, and 2609; and amending and repealing the Subdivision Ordinance; and amending and repealing Chapters 2.22, 2.5, 12, 23, 26, 27.5, and 30 of the City Code; and amending and repealing City of Chesterfield Ordinance Numbers 292, 1263, 1300, 1503, 1973, 1998, 2103, 2231, 2391, 2440, and 2512 and codifying all the requirements therein into a new Unified Development Code.

**Commissioner Puyear made a motion to approve P.Z. 19-2013 City of Chesterfield (Unified Development Code).** The motion was seconded by Commissioner Proctor.

**Discussion**

Commissioner Lueking asked if the Commission should contact Ms. Nassif if they have areas they would like to discuss regarding possible updates. Ms. Nassif replied that she would explain the process for ordinance amendments at the June meeting. At that time, they could discuss items the Commission would like changed, which would then be presented to City Council for direction.

Ms. Nassif added that one of the first items to be updated should be the Comprehensive Plan and then updates to the technical criteria would follow to help promote the vision and goals of the Comprehensive Plan.

Councilmember Hurt stated that one of the areas he has the most concern about going forward refers to Section 04-04.K. "Supplementary Off-Street Parking and Loading Requirements" – specifically as it relates to loading and unloading of step trucks in Downtown Chesterfield in connection with pedestrian traffic. Ms. Nassif stated that she is available to meet with Councilmember Hurt regarding his concerns. She then added that a lot of these requirements are included in the site-specific Attachment A's when a Preliminary Plan has already been submitted. She explained that because sites are laid out differently schematically, there is not a general set-standard established; however, part of site review includes internal circulation. During this review, Staff looks at pedestrian safety and circulation with the vehicular traffic, along with lighting, sidewalks, and loading/unloading of vehicles. The Architectural Review Board also looks at the design of sidewalks and how the pedestrians are walking to and from the buildings. In addition, the current code requires the applicant to show how and where pedestrian paths would flow when shared parking is being requested.

Chair Watson pointed out that the Commission has also addressed the time restrictions of when vehicles can load and unload.

**Upon roll call, the vote to approve was as follows:**

**Aye: Commissioner Puyear, Commissioner Geckeler,  
Commissioner Hansen, Commissioner Lueking,  
Commissioner Midgley, Commissioner Nolan,  
Commissioner Proctor, Chair Watson**

**Nay: None**

The motion passed by a vote of 8 to 0.

**IX. NEW BUSINESS**

**A.** Appointment of Nominating Committee

Chair Watson stated that Commissioner Geckeler has been appointed Chair of the Nominating Committee and a report will be presented at the next meeting.

**X. COMMITTEE REPORTS - None**

**XI. ADJOURNMENT**

The meeting adjourned at 7:25 p.m.

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Steve Wuennenberg, Secretary