



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

FROM: Justin Wyse,
Director of Planning & Development Services

DATE: June 8, 2017

RE: Review of PDS Policies

*Forward to TPW
for re commandation
mor 6/5/2017*

As you have directed, City Staff has been reviewing all City Council policies to ensure all policies are current and followed. There are currently only three (3) policies pertaining to the Department of Planning and Development Services. My recommendations for each of the policies is presented below.

1. *PDS Policy No. 1 – Requires that the two required readings for zoning map amendments be on separate meetings before the City Council.*

This policy is being combined with City Policy No. 22 to consolidate policies on the number of readings for various items.

2. *PDS Policy No. 2 – Establishes the procedure for how legislation is to be forwarded to the City Council after a PPW Committee meeting and what happens if there are amendments out of PPW on the petition.*

The current policy has been executed by the City since 2002. The Department of Planning and Development Services has internal procedures which are a more appropriate place for this practice. This is not a “policy” and should be deleted.

3. *PDS Policy No. 3 – Establishes and governs the Chesterfield Historic and Landmarks Preservation Committee.*

The Policy was last reviewed in February of 2016. No changes are recommended.

Action Recommended

These policies should be presented to the Planning and Public Works Committee (P&PW) for consideration. Should P&PW concur with Staff’s recommendations, the Committee should vote to authorize Staff to submit these policies to City Council for approval.

**CITY OF CHESTERFIELD
POLICY STATEMENT**

PLANNING

NO. 1

SUBJECT Reading of Re-zoning Ordinances

INDEX PL

DATE ISSUED 5/15/2000

DATE REVISED

POLICY

There shall only be one reading at each City Council meeting when considering re-zoning ordinances at the City Council meetings. Effective the first meeting of City Council in September 2000.

RECOMMENDED BY:

Trevon Price

Department Head/Council Committee (if applicable)

6-12-2000

Date

APPROVED BY:

Michael J. Fleming

City Administrator

6/14/2000

Date

City Council (if applicable)

Date

**CITY OF CHESTERFIELD
POLICY STATEMENT**

PLANNING		NO.	2
SUBJECT	Planning and Zoning Committee Amendments and/or Changes to Legislation	INDEX	PL
DATE ISSUED	2/20/02	DATE REVISED	

POLICY

If the Planning and Zoning Committee votes to recommend amendments and/or changes to any bill coming from the Planning Commission, those changes are to be listed, along with the votes, in the Planning and Zoning Committee Minutes. Those amendments and/or changes are to be listed on a piece of different colored paper (not white) and attached to the Planning Commission version of the legislation and then forwarded to the City Administrator for inclusion in the City Council packet for its next meeting. When the City Administrator prepares the agendas, he will place the following after the bill number and title: **(First Reading - Planning Commission recommends approval; Planning and Zoning Committee recommends approval, but only if amended as recommended.)**

If the Planning and Zoning Committee does not recommend changes to the legislation, the City Administrator will place the following in parenthesis: **(First Reading - Planning Commission recommends approval; Planning and Zoning Committee recommends approval.)**

This policy recommendation will take effect immediately.

RECOMMENDED BY:

Terrence Price
Department Head/Council Committee (if applicable)

3-7-02
Date

APPROVED BY:

Michael [Signature]
City Administrator

3/11/02
Date

City Council (if applicable)

Date

**CITY OF CHESTERFIELD
POLICY STATEMENT**

DEPARTMENT OF PUBLIC SERVICES

NO. 3

SUBJECT **Chesterfield Historic and Landmark
Preservation Committee**

INDEX PPW

**DATE
ISSUED** **8/16/13**

**DATE
REVISED 2/1/16**

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

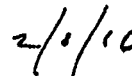


Date

APPROVED BY: CITY COUNCIL



City Administrator



Date