



**Memorandum  
Planning and Development Services Division**

**To:** Mike Herring, City Administrator  
**From:** Aimee Nassif, Planning and Development Services Director  
**Date:** July 19, 2012  
**Re:** Hours of Operation-Holiday Extension  
**CC:** Mike Geisel, Director of Public Services

On June 22, 2012, Staff presented our research and recommendation pertaining to the existing hours of operation restriction on the planned districts located throughout the City of Chesterfield. At that meeting, the Planning & Public Works Committee directed Staff to prepare one piece of legislation to amend each of the existing planned district ordinances which currently restrict hours of operation. This amendment will allow retail establishments to have extended hours of operation for Thanksgiving Day and the day after Thanksgiving known as “Black Friday” with approval of a Special Activities Permit signed by the property owner and approved by Planning and Development Services Division.

There are 22 planned district developments which will be impacted by this amendment. **The cost to the City to act as the Petitioner on this project is estimated to be \$17,500.**

The public hearing process and public notice requirements are governed by Missouri State Statute and Chesterfield City Code. These requirements dictate that public notice of the hearing be advertised in the newspaper, that property owners within 225 feet of each subject site be provided written notice, that subdivision trustees of all subdivisions within one mile of each subject site be provided written notice, and that each parcel within each development be posted with one public hearing sign per roadway frontage. Since completing our due diligence on the amount of work, time and resources necessary to amend all 22 ordinances at one time, and calculating the loss of revenue to the City by acting as the petitioner ourselves instead of requiring each property owner to do so, it has been determined that the estimated cost to the City will exceed \$17,000. This amount also reflects fees for advertising and sign stock. **We have not calculated or attempted to value the time and labor required to accomplish this work by existing, in-house staff.**

**Therefore, I am requesting \$17,500 from General Fund, Fund Reserve for the costs associated with City acting as petitioner and pursuing this ordinance change for all 22 planned districts at one time.**

The Planning & Public Works Committee also requested to see the language which would be included in the legislation to extend the hours of operation. That draft language is as follows:

*“The permitted hours of operation for retail establishments only may be expanded for Thanksgiving Day and the day after Thanksgiving, upon review and approval of a Special Activities Permit, signed by the property owner and submitted to the*

*Planning and Development Services Division at least seven (7) business days in advance of said holiday.”*

Please note that this allowance pertains only to retail establishments. Service establishments such as dry cleaners, gas stations, salons, etc. are not eligible. If this legislation is approved by City Council, Staff will send letters with a copy of the new legislation to all property owners and request that they provide this information to all existing as well as future tenants.

A list of the commercial developments in the City with restricted hours of operation, who will be included in the ordinance amendment to permit extended hours of operation is provided below. **To date, due to time constraints, high project load, and current staffing issues, Staff has only been able to make contact with THF Realty.** We will continue to try to contact all other property owners prior to the public hearing in August unless otherwise directed.

	<b><i>Subdivision</i></b>	<b><i>Operational Restrictions</i></b>
1	84 Lumber	6:00 AM - 8:00 PM
2	Towne Centre	6:00 AM - 11:00 PM (Sun. - Thurs.) 6:00 AM - 12:00 AM (Fri. - Sat.)
3	Chesterfield Commons	7:00 AM - 11:00 PM (Deliveries Further Restricted)
4	Chesterfield Commons East	6:00 AM - 11:00 PM (Sun. - Thurs.) 6:00 AM - 12:00 AM (Fri. - Sat.)
5	Chesterfield Commons Four	7:00 PM - 7:00 AM (Doors Closed and No Deliveries or Idling trucks)
6	Chesterfield Commons North	7:00 AM - 11:00 PM (Deliveries Further Restricted)
7	Chesterfield Commons West	6:00 AM - 11:00 PM (Sun. - Thurs.) 6:00 AM - 12:00 AM (Fri. - Sat.)
8	Chesterfield Commons West (Tech Park side)	7:00 PM - 7:00 AM (Doors Closed and No Deliveries or Idling trucks)
9	Chesterfield Crossing	Restricted hours for deliveries
10	Chesterfield Oaks	7:00 AM - 9:30 PM (Exception for Coffee Shop and Book Store)
11	Chesterfield Outlets	6:00 AM - 12:00 AM
12	Chesterfield Retail	7:00 AM - 9:30 PM
13	Clarkson Centre	7:00 AM - 11:00 PM
14	Clocktower Plaza	7:00 AM - 9:30 PM (Deliveries restricted too)
15	Four Seasons Plaza	6:00 AM - 1:30 AM (Sun. - Thurs.) 6:00 AM - 2:30 AM (Fri. - Sat.) Bowling Alley Only
16	Four Seasons Plaza West	7:00 AM - 10:00 PM (Trash Pick-Up 8:00 AM) (Deliveries 6:30 AM)
17	Clarkson Wilson Center	7:00 AM – 11:00 PM
18	Keys to Success	7:00 AM - 5:30 PM Trash Pick-Up
19	Stallone’s Formal Wear	8:00 AM - 10:00 PM
20	16624 Old Chesterfield Road	8:00 AM to 8:00 PM
21	Walgreens (at Chesterfield Parkway)	7:00 AM to 10:00 PM
22	Edison Crossing	5:00 AM to 2:00 AM