

TO: Michael G. Herring, City Administrator

FROM: Mike Geisel, Director of Planning & Public Works

SUBJECT: Planning & Zoning Committee Meeting Summary
October 4, 2007

A meeting of the Planning and Zoning Committee of the Chesterfield City Council was held on Thursday, October 4, 2007 in Conference Room 101.

In attendance were: **Chair Connie Fults** (Ward IV); **Councilmember Jane Durrell** (Ward I); and **Councilmember Dan Hurt** (Ward III).

Also in attendance were Councilmember Mike Casey (Ward III); Gene Schenberg, representing the Planning Commission; Lu Perantoni, Planning Commissioner; Mike Herring, City Administrator; Mike Geisel, Director of Planning & Public Works; Annissa McCaskill-Clay, Assistant Director of Planning; Aimee Nassif, Senior Planner; Jennifer Yackley, Project Planner; and Mary Ann Madden, Planning Assistant.

Chair Fults called the meeting to order at 5:30 p.m.

I. APPROVAL OF MEETING SUMMARY

- A. Approval of the September 20, 2007 Planning and Zoning Committee Meeting Summary

Councilmember Durrell made a motion to approve the Meeting Summary of September 20, 2007. The motion was seconded by Councilmember Hurt and **passed by a voice vote of 3 to 0.**

II. OLD BUSINESS

- A. **P.Z. 20-2007 Buchholz Mortuaries, Inc. (2211 Clarkson)**: A request for a change of zoning from a "R1" Residence District with a Conditional Use Permit to a "PC" Planned Commercial District for an approximately 3.26 acre parcel of land located at 2211 Clarkson Road, at the intersection of Clarkson Road and Wilson Road.

Staff Report

Ms. Jennifer Yackley, Project Planner, stated that the Petitioner has submitted a letter requesting that the subject petition be withdrawn without prejudice.

Councilmember Hurt made a motion to accept the withdrawal of P.Z. 20-2007 Buchholz Mortuaries, Inc. (2211 Clarkson) without prejudice. The motion was seconded by Councilmember Durrell and **passed by a voice vote of 3 to 0.**

III. NEW BUSINESS

- A. P.Z. 27-2007 1701 Wilson (Chris Barry):** A request for a change of zoning from “NU” Non-Urban District to “E-One Acre” Estate District for a 3.0 acre tract of land located on the west side of Wilson Road, directly north of Wilson Bluffs.

Staff Report

Ms. Anissa McCaskill-Clay, Assistant Director of Planning, stated that 1707 Wilson was recently reviewed by the Planning & Zoning Committee for E-One Acre zoning. The subject petition is a similar situation with its lot being smaller than the lot at 1707 Wilson.

The subject lot is approximately three acres in size. The Petitioner’s intent is to subdivide the lot into two lots. Because of the future dedication for Wilson Road, and because of the buffer requirements, there is not enough property to subdivide the lot into three lots. The Petitioner is requesting a straight E-One Acre zoning, therefore, there is no Attachment A. The Petitioner will abide by the zoning ordinance criteria for E-Districts. The Tree Manual requirements will also apply since each lot is over one acre in size.

Ms. McCaskill-Clay stated that prior to the Public Hearing, Mr. Barry met with all his adjacent neighbors regarding the subject petition.

Planning Commission Report

Planning Commissioner Gene Schenberg stated that the Planning Commission approved the subject petition unanimously.

DISCUSSION

Water Run-off

No concerns have been raised relative to water run-off.

Curb Cuts

At the Public Hearing, a few questions were raised relative to using the existing curb cuts. Mr. Barry had provided easement information, which was reviewed by the City Attorney and found to be in order.

The Petitioner will be using the two existing curb cuts on the site and will not be creating any new curb cuts.

Cross Access

Councilmember Hurt asked the size of the property to the south of the subject lot (Mr. Sortor's property). Ms. McCaskill-Clay responded that it is 6.3 acres – of this acreage, the property owner is proposing to develop 3.6 acres. The frontage along Wilson Road for this property is approximately the same amount of frontage as the subject property.

Since Wilson Road is a main arterial, Councilmember Hurt encouraged a possible cross access to the south to the Sortor property with one curb cut serving both of these properties. Chair Fults felt requiring access to the south would be a problem since the rezoning on the Sortor property has already been approved.

It was noted that Mr. Sortor has one curb cut to his property for the home currently under construction. Mr. Sortor also has a parcel to the back of this property, which has not been re-zoned. Mr. Sortor will eventually have to provide access to this back parcel.

Mr. Chris Barry, Petitioner, stated that the existing curb cut has been there for approximately fifty years. The sight distance at this curb cut is "perfect".

Although not feasible for the subject site, Councilmember Durrell noted her huge support of flag driveways as a way of reducing the number of curb cuts.

Councilmember Hurt made a motion requiring the subject lot and the Sortor property to be served by one curb cut. The motion died due to the lack of a second.

Councilmember Durrell made a motion to forward P.Z. 27-2007 1701 Wilson (Chris Barry) to City Council with a recommendation to approve. The motion was seconded by Chair Fults and passed by a voice vote of 3 to 0.

**Note: One bill, as recommended by the Planning Commission, will be needed for the October 15, 2007 City Council Meeting.
See Bill #**

[Please see the attached report, prepared by Mike Geisel, Director of Planning & Public Works, for additional information on P.Z. 27-2007 1701 Wilson (Chris Barry).]

B. Guidelines for the Chesterfield Historic Register: Annual Matching Grants

Staff Report

Mr. Mike Geisel, Director of Planning & Public Works, stated that the Chesterfield Landmarks Preservation Commission (CLPC) is requesting the establishment of a program for matching grants for owners of properties listed on the Chesterfield Historic Register. He noted that there is no budget established at this time for such a program. If the Committee deems such a program appropriate, it would need to be approved by the Planning & Zoning Committee and then forwarded to the Finance & Administration Committee to be included in the budgeting process.

Mr. Geisel pointed out that the proposed guidelines include a recommendation that the CLPC would forward applications, along with any comments or recommendations, to the Planning Commission for review. He felt that the applications would need to be forwarded to the Planning & Zoning Committee, instead of the Planning Commission, because there is funding involved. The Planning Commission is not in a position to award funds budgeted from the City Council.

DISCUSSION

Establishment of an Annual Matching Grant Program

Councilmember Durrell stated her support for establishing guidelines for the Chesterfield Historic Register Annual Matching Grants program. She felt such a program would help a homeowner keep an historic structure "looking historic". She thought such a program would serve two purposes: (1) it would be an incentive for a homeowner to do exterior work to his/her structure while encouraging the homeowner to remain in the home rather than selling the property to a developer; and (2) it may encourage more homeowners of historic properties to put them on the local Historic Register.

Councilmember Durrell made a motion establishing the **Chesterfield Historic Register Annual Matching Grant Program**. The motion was seconded by Councilmember Hurt and **passed by a voice vote of 3 to 0**.

Number of Homes on the Chesterfield Historic Register

It was noted that at the present time there are three homes on the Chesterfield Historic Register. Only the homes on the Register would qualify for matching funds.

Commissioner Schenberg suggested that some of the funds be awarded to property owners who put their homes on the Historic Register as a means of encouraging more owners to register their properties. Mr. Geisel stated that such a suggestion would have to be reviewed by the City Attorney. Mr. Geisel felt that there may be an issue with using public monies for registering private properties.

Amount of Matching Grants

The amount being recommended by the CLPC is a total annual grant budget of \$1000. Each grant does not have to be the full \$1000; the annual budget of \$1000 could be divided among more than one applicant.

Chair Fults noted that other grants the City awards on an annual basis are usually between \$2000-\$3000.

Councilmember Durrell noted that \$1000 is not a significant amount for restoration work for historic homes. Discussion followed on whether to increase the annual amount from \$1000.

Amount Allowed per Structure

Councilmember Hurt suggested having a maximum amount allowed per structure over a ten-year period.

Exterior vs. Interior Restoration

Councilmember Hurt felt the funds granted for restoration should be for exterior improvements only.

Councilmember Durrell agreed with having the funds used for external projects only.

Comments from members of the CLPC

Alice Fugate, Dan Rothwell, and Kathy Goldner were in attendance representing the Chesterfield Landmarks Preservation Commission.

Mr. Rothwell stated he is in favor of granting the funds for exterior use only. He suggested that priority be given to work proposed for the front of homes vs. the side and rear of homes.

Ms. Fugate stated that if an amount limitation is put on a structure, it may restrict owners from doing larger projects. Mr. Geisel felt that larger projects could be drawn out over years if an amount limit is not put in place.

Recommended Guidelines

Councilmember Hurt made a motion recommending the following guidelines to the Finance & Administration Committee for the Chesterfield Historic Register Annual Matching Grants program:

- **A total annual grant budget of \$5000**
- **A limit of \$5000 per location over any rolling ten-year period**
- **The grants are to be awarded for external projects only**

The motion was seconded by Councilmember Durrell and **passed by a voice vote of 3 to 0.**

Chair Fults made a motion recommending that City Council approve a policy, authorizing the Planning and Zoning Committee to review and approve, as the Committee deems appropriate, recommendations from the Chesterfield Landmarks Preservation Commission, for grant awards, as described above. The motion was seconded by Councilmember Durrell and passed by a voice vote of 3 to 0.

[NOTE: This will be forwarded to City Council, as a formal recommendation, by the F&A Committee of City Council, regarding funding, as previously described.]

IV. ADJOURNMENT

The meeting adjourned at 6:18 p.m.

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No concerns have been raised relative to water run-off.

Curb Cuts

At the Public Hearing, a few questions were raised relative to using the existing curb cuts. Mr. Barry had provided easement information, which was reviewed by the City Attorney and found to be in order.

The Petitioner will be using the two existing curb cuts on the site and will not be creating any new curb cuts.

Cross Access

Councilmember Hurt asked the size of the property to the south of the subject lot (Mr. Sortor's property). Ms. McCaskill-Clay responded that it is 6.3 acres – of this acreage, the property owner is proposing to develop 3.6 acres. The frontage along Wilson Road for this property is approximately the same amount of frontage as the subject property.

Since Wilson Road is a main arterial, Councilmember Hurt encouraged a possible cross access to the south to the Sortor property with one curb cut serving both of these properties. Chair Fults felt requiring access to the south would be a problem since the rezoning on the Sortor property has already been approved.

It was noted that Mr. Sortor has one curb cut to his property for the home currently under construction. Mr. Sortor also has a parcel to the back of this property, which has not been re-zoned. Mr. Sortor will eventually have to provide access to this back parcel.

Mr. Chris Barry, Petitioner, stated that the existing curb cut has been there for approximately fifty years. The sight distance at this curb cut is "perfect".

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Councilmember Hurt made a motion requiring the subject lot and the Sortor property to be served by one curb cut. The motion died due to the lack of a second.

Councilmember Durrell made a motion to forward P.Z. 27-2007 1701 Wilson (Chris Barry) to City Council with a recommendation to approve. The motion was seconded by Chair Fults and passed by a voice vote of 3 to 0.

**Note: One bill, as recommended by the Planning Commission, will be needed for the October 15, 2007 City Council Meeting.
See Bill #**

[Please see the attached report, prepared by Mike Geisel, Director of Planning & Public Works, for additional information on P.Z. 27-2007 1701 Wilson (Chris Barry).]

B. Guidelines for the Chesterfield Historic Register: Annual Matching Grants

Staff Report

Mr. Mike Geisel, Director of Planning & Public Works, stated that the Chesterfield Landmarks Preservation Commission (CLPC) is requesting the establishment of a program for matching grants for owners of properties listed on the Chesterfield Historic Register. He noted that there is no budget established at this time for such a program. If the Committee deems such a program appropriate, it would need to be approved by the Planning & Zoning Committee and then forwarded to the Finance & Administration Committee to be included in the budgeting process.

Mr. Geisel pointed out that the proposed guidelines include a recommendation that the CLPC would forward applications, along with any comments or recommendations, to the Planning Commission for review. He felt that the applications would need to be forwarded to the Planning & Zoning Committee, instead of the Planning Commission, because there is funding involved. The Planning Commission is not in a position to award funds budgeted from the City Council.

DISCUSSION

Establishment of an Annual Matching Grant Program

Councilmember Durrell stated her support for establishing guidelines for the Chesterfield Historic Register Annual Matching Grants program. She felt such a program would help a homeowner keep an historic structure "looking historic". She thought such a program would serve two purposes: (1) it would be an incentive for a homeowner to do exterior work to his/her structure while encouraging the homeowner to remain in the home rather than selling the property to a developer; and (2) it may encourage more homeowners of historic properties to put them on the local Historic Register.

Councilmember Durrell made a motion establishing the **Chesterfield Historic Register Annual Matching Grant Program**. The motion was seconded by Councilmember Hurt and **passed by a voice vote of 3 to 0**.

Number of Homes on the Chesterfield Historic Register

It was noted that at the present time there are three homes on the Chesterfield Historic Register. Only the homes on the Register would qualify for matching funds.

Commissioner Schenberg suggested that some of the funds be awarded to property owners who put their homes on the Historic Register as a means of encouraging more owners to register their properties. Mr. Geisel stated that such a suggestion would have to be reviewed by the City Attorney. Mr. Geisel felt that there may be an issue with using public monies for registering private properties.

Amount of Matching Grants

The amount being recommended by the CLPC is a total annual grant budget of \$1000. Each grant does not have to be the full \$1000; the annual budget of \$1000 could be divided among more than one applicant.

Chair Fults noted that other grants the City awards on an annual basis are usually between \$2000-\$3000.

Councilmember Durrell noted that \$1000 is not a significant amount for restoration work for historic homes. Discussion followed on whether to increase the annual amount from \$1000.

Amount Allowed per Structure

Councilmember Hurt suggested having a maximum amount allowed per structure over a ten-year period.

Exterior vs. Interior Restoration

Councilmember Hurt felt the funds granted for restoration should be for exterior improvements only.

Councilmember Durrell agreed with having the funds used for external projects only.

Comments from members of the CLPC

Alice Fugate, Dan Rothwell, and Kathy Goldner were in attendance representing the Chesterfield Landmarks Preservation Commission.

Mr. Rothwell stated he is in favor of granting the funds for exterior use only. He suggested that priority be given to work proposed for the front of homes vs. the side and rear of homes.

Ms. Fugate stated that if an amount limitation is put on a structure, it may restrict owners from doing larger projects. Mr. Geisel felt that larger projects could be drawn out over years if an amount limit is not put in place.

Recommended Guidelines

Councilmember Hurt made a motion recommending the following guidelines to the Finance & Administration Committee for the Chesterfield Historic Register Annual Matching Grants program:

- **A total annual grant budget of \$5000**
- **A limit of \$5000 per location over any rolling ten-year period**
- **The grants are to be awarded for external projects only**

The motion was seconded by Councilmember Durrell and **passed by a voice vote of 3 to 0.**

Chair Fults made a motion recommending that City Council approve a policy, authorizing the Planning and Zoning Committee to review and approve, as the Committee deems appropriate, recommendations from the Chesterfield Landmarks Preservation Commission, for grant awards, as described above. The motion was seconded by Councilmember Durrell and passed by a voice vote of 3 to 0.

[NOTE: This will be forwarded to City Council, as a formal recommendation, by the F&A Committee of City Council, regarding funding, as previously described.]

IV. ADJOURNMENT

The meeting adjourned at 6:18 p.m.

DRAFT

TO: Michael G. Herring, City Administrator

FROM: Mike Geisel, Director of Planning & Public Works

SUBJECT: Planning & Zoning Committee Meeting Summary
October 4, 2007

A meeting of the Planning and Zoning Committee of the Chesterfield City Council was held on Thursday, October 4, 2007 in Conference Room 101.

In attendance were: **Chair Connie Fults** (Ward IV); **Councilmember Jane Durrell** (Ward I); and **Councilmember Dan Hurt** (Ward III).

Also in attendance were Councilmember Mike Casey (Ward III); Gene Schenberg, representing the Planning Commission; Lu Perantoni, Planning Commissioner; Mike Herring, City Administrator; Mike Geisel, Director of Planning & Public Works; Annissa McCaskill-Clay, Assistant Director of Planning; Aimee Nassif, Senior Planner; Jennifer Yackley, Project Planner; and Mary Ann Madden, Planning Assistant.

Chair Fults called the meeting to order at 5:30 p.m.

I. APPROVAL OF MEETING SUMMARY

- A. Approval of the September 20, 2007 Planning and Zoning Committee Meeting Summary

Councilmember Durrell made a motion to approve the Meeting Summary of September 20, 2007. The motion was seconded by Councilmember Hurt and **passed by a voice vote of 3 to 0.**

II. OLD BUSINESS

- A. **P.Z. 20-2007 Buchholz Mortuaries, Inc. (2211 Clarkson)**: A request for a change of zoning from a "R1" Residence District with a Conditional Use Permit to a "PC" Planned Commercial District for an approximately 3.26 acre parcel of land located at 2211 Clarkson Road, at the intersection of Clarkson Road and Wilson Road.

Staff Report

Ms. Jennifer Yackley, Project Planner, stated that the Petitioner has submitted a letter requesting that the subject petition be withdrawn without prejudice.

Councilmember Hurt made a motion to accept the withdrawal of P.Z. 20-2007 Buchholz Mortuaries, Inc. (2211 Clarkson) without prejudice. The motion was seconded by Councilmember Durrell and **passed by a voice vote of 3 to 0.**

III. NEW BUSINESS

- A. P.Z. 27-2007 1701 Wilson (Chris Barry):** A request for a change of zoning from “NU” Non-Urban District to “E-One Acre” Estate District for a 3.0 acre tract of land located on the west side of Wilson Road, directly north of Wilson Bluffs.

Staff Report

Ms. Anissa McCaskill-Clay, Assistant Director of Planning, stated that 1707 Wilson was recently reviewed by the Planning & Zoning Committee for E-One Acre zoning. The subject petition is a similar situation with its lot being smaller than the lot at 1707 Wilson.

The subject lot is approximately three acres in size. The Petitioner’s intent is to subdivide the lot into two lots. Because of the future dedication for Wilson Road, and because of the buffer requirements, there is not enough property to subdivide the lot into three lots. The Petitioner is requesting a straight E-One Acre zoning, therefore, there is no Attachment A. The Petitioner will abide by the zoning ordinance criteria for E-Districts. The Tree Manual requirements will also apply since each lot is over one acre in size.

Ms. McCaskill-Clay stated that prior to the Public Hearing, Mr. Barry met with all his adjacent neighbors regarding the subject petition.

Planning Commission Report

Planning Commissioner Gene Schenberg stated that the Planning Commission approved the subject petition unanimously.

DISCUSSION

Water Run-off

No concerns have been raised relative to water run-off.

Curb Cuts

At the Public Hearing, a few questions were raised relative to using the existing curb cuts. Mr. Barry had provided easement information, which was reviewed by the City Attorney and found to be in order.

The Petitioner will be using the two existing curb cuts on the site and will not be creating any new curb cuts.

Cross Access

Councilmember Hurt asked the size of the property to the south of the subject lot (Mr. Sortor's property). Ms. McCaskill-Clay responded that it is 6.3 acres – of this acreage, the property owner is proposing to develop 3.6 acres. The frontage along Wilson Road for this property is approximately the same amount of frontage as the subject property.

Since Wilson Road is a main arterial, Councilmember Hurt encouraged a possible cross access to the south to the Sortor property with one curb cut serving both of these properties. Chair Fults felt requiring access to the south would be a problem since the rezoning on the Sortor property has already been approved.

It was noted that Mr. Sortor has one curb cut to his property for the home currently under construction. Mr. Sortor also has a parcel to the back of this property, which has not been re-zoned. Mr. Sortor will eventually have to provide access to this back parcel.

Mr. Chris Barry, Petitioner, stated that the existing curb cut has been there for approximately fifty years. The sight distance at this curb cut is "perfect".

Although not feasible for the subject site, Councilmember Durrell noted her huge support of flag driveways as a way of reducing the number of curb cuts.

Councilmember Hurt made a motion requiring the subject lot and the Sortor property to be served by one curb cut. The motion died due to the lack of a second.

Councilmember Durrell made a motion to forward P.Z. 27-2007 1701 Wilson (Chris Barry) to City Council with a recommendation to approve. The motion was seconded by Chair Fults and passed by a voice vote of 3 to 0.

**Note: One bill, as recommended by the Planning Commission, will be needed for the October 15, 2007 City Council Meeting.
See Bill #**

[Please see the attached report, prepared by Mike Geisel, Director of Planning & Public Works, for additional information on P.Z. 27-2007 1701 Wilson (Chris Barry).]

B. Guidelines for the Chesterfield Historic Register: Annual Matching Grants

Staff Report

Mr. Mike Geisel, Director of Planning & Public Works, stated that the Chesterfield Landmarks Preservation Commission (CLPC) is requesting the establishment of a program for matching grants for owners of properties listed on the Chesterfield Historic Register. He noted that there is no budget established at this time for such a program. If the Committee deems such a program appropriate, it would need to be approved by the Planning & Zoning Committee and then forwarded to the Finance & Administration Committee to be included in the budgeting process.

Mr. Geisel pointed out that the proposed guidelines include a recommendation that the CLPC would forward applications, along with any comments or recommendations, to the Planning Commission for review. He felt that the applications would need to be forwarded to the Planning & Zoning Committee, instead of the Planning Commission, because there is funding involved. The Planning Commission is not in a position to award funds budgeted from the City Council.

DISCUSSION

Establishment of an Annual Matching Grant Program

Councilmember Durrell stated her support for establishing guidelines for the Chesterfield Historic Register Annual Matching Grants program. She felt such a program would help a homeowner keep an historic structure “looking historic”. She thought such a program would serve two purposes: (1) it would be an incentive for a homeowner to do exterior work to his/her structure while encouraging the homeowner to remain in the home rather than selling the property to a developer; and (2) it may encourage more homeowners of historic properties to put them on the local Historic Register.

Councilmember Durrell made a motion establishing the **Chesterfield Historic Register Annual Matching Grant Program**. The motion was seconded by Councilmember Hurt and **passed by a voice vote of 3 to 0**.

Number of Homes on the Chesterfield Historic Register

It was noted that at the present time there are three homes on the Chesterfield Historic Register. Only the homes on the Register would qualify for matching funds.

Commissioner Schenberg suggested that some of the funds be awarded to property owners who put their homes on the Historic Register as a means of encouraging more owners to register their properties. Mr. Geisel stated that such a suggestion would have to be reviewed by the City Attorney. Mr. Geisel felt that there may be an issue with using public monies for registering private properties.

Amount of Matching Grants

The amount being recommended by the CLPC is a total annual grant budget of \$1000. Each grant does not have to be the full \$1000; the annual budget of \$1000 could be divided among more than one applicant.

Chair Fults noted that other grants the City awards on an annual basis are usually between \$2000-\$3000.

Councilmember Durrell noted that \$1000 is not a significant amount for restoration work for historic homes. Discussion followed on whether to increase the annual amount from \$1000.

Amount Allowed per Structure

Councilmember Hurt suggested having a maximum amount allowed per structure over a ten-year period.

Exterior vs. Interior Restoration

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Councilmember Durrell agreed with having the funds used for external projects only.

Comments from members of the CLPC

Alice Fugate, Dan Rothwell, and Kathy Goldner were in attendance representing the Chesterfield Landmarks Preservation Commission.

Mr. Rothwell stated he is in favor of granting the funds for exterior use only. He suggested that priority be given to work proposed for the front of homes vs. the side and rear of homes.

Ms. Fugate stated that if an amount limitation is put on a structure, it may restrict owners from doing larger projects. Mr. Geisel felt that larger projects could be drawn out over years if an amount limit is not put in place.

Recommended Guidelines

Councilmember Hurt made a motion recommending the following guidelines to the Finance & Administration Committee for the Chesterfield Historic Register Annual Matching Grants program:

- **A total annual grant budget of \$5000**
- **A limit of \$5000 per location over any rolling ten-year period**
- **The grants are to be awarded for external projects only**

The motion was seconded by Councilmember Durrell and **passed by a voice vote of 3 to 0.**

Chair Fults made a motion recommending that City Council approve a policy, authorizing the Planning and Zoning Committee to review and approve, as the Committee deems appropriate, recommendations from the Chesterfield Landmarks Preservation Commission, for grant awards, as described above. The motion was seconded by Councilmember Durrell and passed by a voice vote of 3 to 0.

[NOTE: This will be forwarded to City Council, as a formal recommendation, by the F&A Committee of City Council, regarding funding, as previously described.]

IV. ADJOURNMENT

The meeting adjourned at 6:18 p.m.

DRAFT

TO: Michael G. Herring, City Administrator

FROM: Mike Geisel, Director of Planning & Public Works

SUBJECT: Planning & Zoning Committee Meeting Summary
October 4, 2007

A meeting of the Planning and Zoning Committee of the Chesterfield City Council was held on Thursday, October 4, 2007 in Conference Room 101.

In attendance were: **Chair Connie Fults** (Ward IV); **Councilmember Jane Durrell** (Ward I); and **Councilmember Dan Hurt** (Ward III).

Also in attendance were Councilmember Mike Casey (Ward III); Gene Schenberg, representing the Planning Commission; Lu Perantoni, Planning Commissioner; Mike Herring, City Administrator; Mike Geisel, Director of Planning & Public Works; Annissa McCaskill-Clay, Assistant Director of Planning; Aimee Nassif, Senior Planner; Jennifer Yackley, Project Planner; and Mary Ann Madden, Planning Assistant.

Chair Fults called the meeting to order at 5:30 p.m.

I. APPROVAL OF MEETING SUMMARY

- A. Approval of the September 20, 2007 Planning and Zoning Committee Meeting Summary

Councilmember Durrell made a motion to approve the Meeting Summary of September 20, 2007. The motion was seconded by Councilmember Hurt and **passed by a voice vote of 3 to 0.**

II. OLD BUSINESS

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Staff Report

Ms. Jennifer Yackley, Project Planner, stated that the Petitioner has submitted a letter requesting that the subject petition be withdrawn without prejudice.

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Staff Report

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The subject lot is approximately three acres in size. The Petitioner’s intent is to subdivide the lot into two lots. Because of the future dedication for Wilson Road, and because of the buffer requirements, there is not enough property to subdivide the lot into three lots. The Petitioner is requesting a straight E-One Acre zoning, therefore, there is no Attachment A. The Petitioner will abide by the zoning ordinance criteria for E-Districts. The Tree Manual requirements will also apply since each lot is over one acre in size.

Ms. McCaskill-Clay stated that prior to the Public Hearing, Mr. Barry met with all his adjacent neighbors regarding the subject petition.

Planning Commission Report

Planning Commissioner Gene Schenberg stated that the Planning Commission approved the subject petition unanimously.

DISCUSSION

Water Run-off

No concerns have been raised relative to water run-off.

Curb Cuts

At the Public Hearing, a few questions were raised relative to using the existing curb cuts. Mr. Barry had provided easement information, which was reviewed by the City Attorney and found to be in order.

The Petitioner will be using the two existing curb cuts on the site and will not be creating any new curb cuts.

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DISCUSSION

Establishment of an Annual Matching Grant Program

Councilmember Durrell stated her support for establishing guidelines for the Chesterfield Historic Register Annual Matching Grants program. She felt such a program would help a homeowner keep an historic structure “looking historic”. She thought such a program would serve two purposes: (1) it would be an incentive for a homeowner to do exterior work to his/her structure while encouraging the homeowner to remain in the home rather than selling the property to a developer; and (2) it may encourage more homeowners of historic properties to put them on the local Historic Register.

Councilmember Durrell made a motion establishing the **Chesterfield Historic Register Annual Matching Grant Program**. The motion was seconded by Councilmember Hurt and **passed by a voice vote of 3 to 0**.

Number of Homes on the Chesterfield Historic Register

It was noted that at the present time there are three homes on the Chesterfield Historic Register. Only the homes on the Register would qualify for matching funds.

Commissioner Schenberg suggested that some of the funds be awarded to property owners who put their homes on the Historic Register as a means of encouraging more owners to register their properties. Mr. Geisel stated that such a suggestion would have to be reviewed by the City Attorney. Mr. Geisel felt that there may be an issue with using public monies for registering private properties.

Amount of Matching Grants

The amount being recommended by the CLPC is a total annual grant budget of \$1000. Each grant does not have to be the full \$1000; the annual budget of \$1000 could be divided among more than one applicant.

Chair Fults noted that other grants the City awards on an annual basis are usually between \$2000-\$3000.

Councilmember Durrell noted that \$1000 is not a significant amount for restoration work for historic homes. Discussion followed on whether to increase the annual amount from \$1000.

Amount Allowed per Structure

Councilmember Hurt suggested having a maximum amount allowed per structure over a ten-year period.

Exterior vs. Interior Restoration

Councilmember Hurt felt the funds granted for restoration should be for exterior improvements only.

Councilmember Durrell agreed with having the funds used for external projects only.

Comments from members of the CLPC

Alice Fugate, Dan Rothwell, and Kathy Goldner were in attendance representing the Chesterfield Landmarks Preservation Commission.

Mr. Rothwell stated he is in favor of granting the funds for exterior use only. He suggested that priority be given to work proposed for the front of homes vs. the side and rear of homes.

Ms. Fugate stated that if an amount limitation is put on a structure, it may restrict owners from doing larger projects. Mr. Geisel felt that larger projects could be drawn out over years if an amount limit is not put in place.

Recommended Guidelines

Councilmember Hurt made a motion recommending the following guidelines to the Finance & Administration Committee for the Chesterfield Historic Register Annual Matching Grants program:

- **A total annual grant budget of \$5000**
- **A limit of \$5000 per location over any rolling ten-year period**
- **The grants are to be awarded for external projects only**

The motion was seconded by Councilmember Durrell and **passed by a voice vote of 3 to 0.**

Chair Fults made a motion recommending that City Council approve a policy, authorizing the Planning and Zoning Committee to review and approve, as the Committee deems appropriate, recommendations from the Chesterfield Landmarks Preservation Commission, for grant awards, as described above. The motion was seconded by Councilmember Durrell and passed by a voice vote of 3 to 0.

[NOTE: This will be forwarded to City Council, as a formal recommendation, by the F&A Committee of City Council, regarding funding, as previously described.]

IV. ADJOURNMENT

The meeting adjourned at 6:18 p.m.

DRAFT

TO: Michael G. Herring, City Administrator

FROM: Mike Geisel, Director of Planning & Public Works

SUBJECT: Planning & Zoning Committee Meeting Summary
October 4, 2007

A meeting of the Planning and Zoning Committee of the Chesterfield City Council was held on Thursday, October 4, 2007 in Conference Room 101.

In attendance were: **Chair Connie Fults** (Ward IV); **Councilmember Jane Durrell** (Ward I); and **Councilmember Dan Hurt** (Ward III).

Also in attendance were Councilmember Mike Casey (Ward III); Gene Schenberg, representing the Planning Commission; Lu Perantoni, Planning Commissioner; Mike Herring, City Administrator; Mike Geisel, Director of Planning & Public Works; Annissa McCaskill-Clay, Assistant Director of Planning; Aimee Nassif, Senior Planner; Jennifer Yackley, Project Planner; and Mary Ann Madden, Planning Assistant.

Chair Fults called the meeting to order at 5:30 p.m.

I. APPROVAL OF MEETING SUMMARY

- A. Approval of the September 20, 2007 Planning and Zoning Committee Meeting Summary

Councilmember Durrell made a motion to approve the Meeting Summary of September 20, 2007. The motion was seconded by Councilmember Hurt and **passed by a voice vote of 3 to 0.**

II. OLD BUSINESS

- A. **P.Z. 20-2007 Buchholz Mortuaries, Inc. (2211 Clarkson):** A request for a change of zoning from a "R1" Residence District with a Conditional Use Permit to a "PC" Planned Commercial District for an approximately 3.26 acre parcel of land located at 2211 Clarkson Road, at the intersection of Clarkson Road and Wilson Road.

Staff Report

Ms. Jennifer Yackley, Project Planner, stated that the Petitioner has submitted a letter requesting that the subject petition be withdrawn without prejudice.

Councilmember Hurt made a motion to accept the withdrawal of P.Z. 20-2007 Buchholz Mortuaries, Inc. (2211 Clarkson) without prejudice. The motion was seconded by Councilmember Durrell and **passed by a voice vote of 3 to 0.**

III. NEW BUSINESS

- A. P.Z. 27-2007 1701 Wilson (Chris Barry):** A request for a change of zoning from “NU” Non-Urban District to “E-One Acre” Estate District for a 3.0 acre tract of land located on the west side of Wilson Road, directly north of Wilson Bluffs.

Staff Report

Ms. Anissa McCaskill-Clay, Assistant Director of Planning, stated that 1707 Wilson was recently reviewed by the Planning & Zoning Committee for E-One Acre zoning. The subject petition is a similar situation with its lot being smaller than the lot at 1707 Wilson.

The subject lot is approximately three acres in size. The Petitioner’s intent is to subdivide the lot into two lots. Because of the future dedication for Wilson Road, and because of the buffer requirements, there is not enough property to subdivide the lot into three lots. The Petitioner is requesting a straight E-One Acre zoning, therefore, there is no Attachment A. The Petitioner will abide by the zoning ordinance criteria for E-Districts. The Tree Manual requirements will also apply since each lot is over one acre in size.

Ms. McCaskill-Clay stated that prior to the Public Hearing, Mr. Barry met with all his adjacent neighbors regarding the subject petition.

Planning Commission Report

Planning Commissioner Gene Schenberg stated that the Planning Commission approved the subject petition unanimously.

DISCUSSION

Water Run-off

No concerns have been raised relative to water run-off.

Curb Cuts

At the Public Hearing, a few questions were raised relative to using the existing curb cuts. Mr. Barry had provided easement information, which was reviewed by the City Attorney and found to be in order.

The Petitioner will be using the two existing curb cuts on the site and will not be creating any new curb cuts.

Cross Access

Councilmember Hurt asked the size of the property to the south of the subject lot (Mr. Sortor's property). Ms. McCaskill-Clay responded that it is 6.3 acres – of this acreage, the property owner is proposing to develop 3.6 acres. The frontage along Wilson Road for this property is approximately the same amount of frontage as the subject property.

Since Wilson Road is a main arterial, Councilmember Hurt encouraged a possible cross access to the south to the Sortor property with one curb cut serving both of these properties. Chair Fults felt requiring access to the south would be a problem since the rezoning on the Sortor property has already been approved.

It was noted that Mr. Sortor has one curb cut to his property for the home currently under construction. Mr. Sortor also has a parcel to the back of this property, which has not been re-zoned. Mr. Sortor will eventually have to provide access to this back parcel.

Mr. Chris Barry, Petitioner, stated that the existing curb cut has been there for approximately fifty years. The sight distance at this curb cut is "perfect".

Although not feasible for the subject site, Councilmember Durrell noted her huge support of flag driveways as a way of reducing the number of curb cuts.

Councilmember Hurt made a motion requiring the subject lot and the Sortor property to be served by one curb cut. The motion died due to the lack of a second.

Councilmember Durrell made a motion to forward P.Z. 27-2007 1701 Wilson (Chris Barry) to City Council with a recommendation to approve. The motion was seconded by Chair Fults and passed by a voice vote of 3 to 0.

**Note: One bill, as recommended by the Planning Commission, will be needed for the October 15, 2007 City Council Meeting.
See Bill #**

[Please see the attached report, prepared by Mike Geisel, Director of Planning & Public Works, for additional information on P.Z. 27-2007 1701 Wilson (Chris Barry).]

B. Guidelines for the Chesterfield Historic Register: Annual Matching Grants

Staff Report

Mr. Mike Geisel, Director of Planning & Public Works, stated that the Chesterfield Landmarks Preservation Commission (CLPC) is requesting the establishment of a program for matching grants for owners of properties listed on the Chesterfield Historic Register. He noted that there is no budget established at this time for such a program. If the Committee deems such a program appropriate, it would need to be approved by the Planning & Zoning Committee and then forwarded to the Finance & Administration Committee to be included in the budgeting process.

Mr. Geisel pointed out that the proposed guidelines include a recommendation that the CLPC would forward applications, along with any comments or recommendations, to the Planning Commission for review. He felt that the applications would need to be forwarded to the Planning & Zoning Committee, instead of the Planning Commission, because there is funding involved. The Planning Commission is not in a position to award funds budgeted from the City Council.

DISCUSSION

Establishment of an Annual Matching Grant Program

Councilmember Durrell stated her support for establishing guidelines for the Chesterfield Historic Register Annual Matching Grants program. She felt such a program would help a homeowner keep an historic structure "looking historic". She thought such a program would serve two purposes: (1) it would be an incentive for a homeowner to do exterior work to his/her structure while encouraging the homeowner to remain in the home rather than selling the property to a developer; and (2) it may encourage more homeowners of historic properties to put them on the local Historic Register.

Councilmember Durrell made a motion establishing the **Chesterfield Historic Register Annual Matching Grant Program**. The motion was seconded by Councilmember Hurt and **passed by a voice vote of 3 to 0**.

Number of Homes on the Chesterfield Historic Register

It was noted that at the present time there are three homes on the Chesterfield Historic Register. Only the homes on the Register would qualify for matching funds.

Commissioner Schenberg suggested that some of the funds be awarded to property owners who put their homes on the Historic Register as a means of encouraging more owners to register their properties. Mr. Geisel stated that such a suggestion would have to be reviewed by the City Attorney. Mr. Geisel felt that there may be an issue with using public monies for registering private properties.

Amount of Matching Grants

The amount being recommended by the CLPC is a total annual grant budget of \$1000. Each grant does not have to be the full \$1000; the annual budget of \$1000 could be divided among more than one applicant.

Chair Fults noted that other grants the City awards on an annual basis are usually between \$2000-\$3000.

Councilmember Durrell noted that \$1000 is not a significant amount for restoration work for historic homes. Discussion followed on whether to increase the annual amount from \$1000.

Amount Allowed per Structure

Councilmember Hurt suggested having a maximum amount allowed per structure over a ten-year period.

Exterior vs. Interior Restoration

Councilmember Hurt felt the funds granted for restoration should be for exterior improvements only.

Councilmember Durrell agreed with having the funds used for external projects only.

Comments from members of the CLPC

Alice Fugate, Dan Rothwell, and Kathy Goldner were in attendance representing the Chesterfield Landmarks Preservation Commission.

Mr. Rothwell stated he is in favor of granting the funds for exterior use only. He suggested that priority be given to work proposed for the front of homes vs. the side and rear of homes.

Ms. Fugate stated that if an amount limitation is put on a structure, it may restrict owners from doing larger projects. Mr. Geisel felt that larger projects could be drawn out over years if an amount limit is not put in place.

Recommended Guidelines

Councilmember Hurt made a motion recommending the following guidelines to the Finance & Administration Committee for the Chesterfield Historic Register Annual Matching Grants program:

- **A total annual grant budget of \$5000**
- **A limit of \$5000 per location over any rolling ten-year period**
- **The grants are to be awarded for external projects only**

The motion was seconded by Councilmember Durrell and **passed by a voice vote of 3 to 0.**

Chair Fults made a motion recommending that City Council approve a policy, authorizing the Planning and Zoning Committee to review and approve, as the Committee deems appropriate, recommendations from the Chesterfield Landmarks Preservation Commission, for grant awards, as described above. The motion was seconded by Councilmember Durrell and passed by a voice vote of 3 to 0.

[NOTE: This will be forwarded to City Council, as a formal recommendation, by the F&A Committee of City Council, regarding funding, as previously described.]

IV. ADJOURNMENT

The meeting adjourned at 6:18 p.m.

DRAFT

TO: Michael G. Herring, City Administrator

FROM: Mike Geisel, Director of Planning & Public Works

SUBJECT: Planning & Zoning Committee Meeting Summary
October 4, 2007

A meeting of the Planning and Zoning Committee of the Chesterfield City Council was held on Thursday, October 4, 2007 in Conference Room 101.

In attendance were: **Chair Connie Fults** (Ward IV); **Councilmember Jane Durrell** (Ward I); and **Councilmember Dan Hurt** (Ward III).

Also in attendance were Councilmember Mike Casey (Ward III); Gene Schenberg, representing the Planning Commission; Lu Perantoni, Planning Commissioner; Mike Herring, City Administrator; Mike Geisel, Director of Planning & Public Works; Annissa McCaskill-Clay, Assistant Director of Planning; Aimee Nassif, Senior Planner; Jennifer Yackley, Project Planner; and Mary Ann Madden, Planning Assistant.

Chair Fults called the meeting to order at 5:30 p.m.

I. APPROVAL OF MEETING SUMMARY

- A. Approval of the September 20, 2007 Planning and Zoning Committee Meeting Summary

Councilmember Durrell made a motion to approve the Meeting Summary of September 20, 2007. The motion was seconded by Councilmember Hurt and **passed by a voice vote of 3 to 0.**

II. OLD BUSINESS

- A. **P.Z. 20-2007 Buchholz Mortuaries, Inc. (2211 Clarkson)**: A request for a change of zoning from a "R1" Residence District with a Conditional Use Permit to a "PC" Planned Commercial District for an approximately 3.26 acre parcel of land located at 2211 Clarkson Road, at the intersection of Clarkson Road and Wilson Road.

Staff Report

Ms. Jennifer Yackley, Project Planner, stated that the Petitioner has submitted a letter requesting that the subject petition be withdrawn without prejudice.

Councilmember Hurt made a motion to accept the withdrawal of P.Z. 20-2007 Buchholz Mortuaries, Inc. (2211 Clarkson) without prejudice. The motion was seconded by Councilmember Durrell and **passed by a voice vote of 3 to 0.**

III. NEW BUSINESS

- A. P.Z. 27-2007 1701 Wilson (Chris Barry):** A request for a change of zoning from “NU” Non-Urban District to “E-One Acre” Estate District for a 3.0 acre tract of land located on the west side of Wilson Road, directly north of Wilson Bluffs.

Staff Report

Ms. Anissa McCaskill-Clay, Assistant Director of Planning, stated that 1707 Wilson was recently reviewed by the Planning & Zoning Committee for E-One Acre zoning. The subject petition is a similar situation with its lot being smaller than the lot at 1707 Wilson.

The subject lot is approximately three acres in size. The Petitioner’s intent is to subdivide the lot into two lots. Because of the future dedication for Wilson Road, and because of the buffer requirements, there is not enough property to subdivide the lot into three lots. The Petitioner is requesting a straight E-One Acre zoning, therefore, there is no Attachment A. The Petitioner will abide by the zoning ordinance criteria for E-Districts. The Tree Manual requirements will also apply since each lot is over one acre in size.

Ms. McCaskill-Clay stated that prior to the Public Hearing, Mr. Barry met with all his adjacent neighbors regarding the subject petition.

Planning Commission Report

Planning Commissioner Gene Schenberg stated that the Planning Commission approved the subject petition unanimously.

DISCUSSION

Water Run-off

No concerns have been raised relative to water run-off.

Curb Cuts

At the Public Hearing, a few questions were raised relative to using the existing curb cuts. Mr. Barry had provided easement information, which was reviewed by the City Attorney and found to be in order.

The Petitioner will be using the two existing curb cuts on the site and will not be creating any new curb cuts.

Cross Access

Councilmember Hurt asked the size of the property to the south of the subject lot (Mr. Sortor's property). Ms. McCaskill-Clay responded that it is 6.3 acres – of this acreage, the property owner is proposing to develop 3.6 acres. The frontage along Wilson Road for this property is approximately the same amount of frontage as the subject property.

Since Wilson Road is a main arterial, Councilmember Hurt encouraged a possible cross access to the south to the Sortor property with one curb cut serving both of these properties. Chair Fults felt requiring access to the south would be a problem since the rezoning on the Sortor property has already been approved.

It was noted that Mr. Sortor has one curb cut to his property for the home currently under construction. Mr. Sortor also has a parcel to the back of this property, which has not been re-zoned. Mr. Sortor will eventually have to provide access to this back parcel.

Mr. Chris Barry, Petitioner, stated that the existing curb cut has been there for approximately fifty years. The sight distance at this curb cut is "perfect".

Although not feasible for the subject site, Councilmember Durrell noted her huge support of flag driveways as a way of reducing the number of curb cuts.

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**Note: One bill, as recommended by the Planning Commission, will be needed for the October 15, 2007 City Council Meeting.
See Bill #**

[Please see the attached report, prepared by Mike Geisel, Director of Planning & Public Works, for additional information on P.Z. 27-2007 1701 Wilson (Chris Barry).]

B. Guidelines for the Chesterfield Historic Register: Annual Matching Grants

Staff Report

Mr. Mike Geisel, Director of Planning & Public Works, stated that the Chesterfield Landmarks Preservation Commission (CLPC) is requesting the establishment of a program for matching grants for owners of properties listed on the Chesterfield Historic Register. He noted that there is no budget established at this time for such a program. If the Committee deems such a program appropriate, it would need to be approved by the Planning & Zoning Committee and then forwarded to the Finance & Administration Committee to be included in the budgeting process.

Mr. Geisel pointed out that the proposed guidelines include a recommendation that the CLPC would forward applications, along with any comments or recommendations, to the Planning Commission for review. He felt that the applications would need to be forwarded to the Planning & Zoning Committee, instead of the Planning Commission, because there is funding involved. The Planning Commission is not in a position to award funds budgeted from the City Council.

DISCUSSION

Establishment of an Annual Matching Grant Program

Councilmember Durrell stated her support for establishing guidelines for the Chesterfield Historic Register Annual Matching Grants program. She felt such a program would help a homeowner keep an historic structure "looking historic". She thought such a program would serve two purposes: (1) it would be an incentive for a homeowner to do exterior work to his/her structure while encouraging the homeowner to remain in the home rather than selling the property to a developer; and (2) it may encourage more homeowners of historic properties to put them on the local Historic Register.

Councilmember Durrell made a motion establishing the **Chesterfield Historic Register Annual Matching Grant Program**. The motion was seconded by Councilmember Hurt and **passed by a voice vote of 3 to 0**.

Number of Homes on the Chesterfield Historic Register

It was noted that at the present time there are three homes on the Chesterfield Historic Register. Only the homes on the Register would qualify for matching funds.

Commissioner Schenberg suggested that some of the funds be awarded to property owners who put their homes on the Historic Register as a means of encouraging more owners to register their properties. Mr. Geisel stated that such a suggestion would have to be reviewed by the City Attorney. Mr. Geisel felt that there may be an issue with using public monies for registering private properties.

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Ms. Fugate stated that if an amount limitation is put on a structure, it may restrict owners from doing larger projects. Mr. Geisel felt that larger projects could be drawn out over years if an amount limit is not put in place.

Recommended Guidelines

Councilmember Hurt made a motion recommending the following guidelines to the Finance & Administration Committee for the Chesterfield Historic Register Annual Matching Grants program:

- **A total annual grant budget of \$5000**
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IV. ADJOURNMENT

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DRAFT

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DISCUSSION

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[NOTE: This will be forwarded to City Council, as a formal recommendation, by the F&A Committee of City Council, regarding funding, as previously described.]

IV. ADJOURNMENT

The meeting adjourned at 6:18 p.m.

DRAFT

TO: Michael G. Herring, City Administrator

FROM: Mike Geisel, Director of Planning & Public Works

SUBJECT: Planning & Zoning Committee Meeting Summary
October 4, 2007

A meeting of the Planning and Zoning Committee of the Chesterfield City Council was held on Thursday, October 4, 2007 in Conference Room 101.

In attendance were: **Chair Connie Fults** (Ward IV); **Councilmember Jane Durrell** (Ward I); and **Councilmember Dan Hurt** (Ward III).

Also in attendance were Councilmember Mike Casey (Ward III); Gene Schenberg, representing the Planning Commission; Lu Perantoni, Planning Commissioner; Mike Herring, City Administrator; Mike Geisel, Director of Planning & Public Works; Annissa McCaskill-Clay, Assistant Director of Planning; Aimee Nassif, Senior Planner; Jennifer Yackley, Project Planner; and Mary Ann Madden, Planning Assistant.

Chair Fults called the meeting to order at 5:30 p.m.

I. APPROVAL OF MEETING SUMMARY

- A.** Approval of the September 20, 2007 Planning and Zoning Committee Meeting Summary

Councilmember Durrell made a motion to approve the Meeting Summary of September 20, 2007. The motion was seconded by Councilmember Hurt and **passed by a voice vote of 3 to 0.**

II. OLD BUSINESS

- A. P.Z. 20-2007 Buchholz Mortuaries, Inc. (2211 Clarkson):** A request for a change of zoning from a "R1" Residence District with a Conditional Use Permit to a "PC" Planned Commercial District for an approximately 3.26 acre parcel of land located at 2211 Clarkson Road, at the intersection of Clarkson Road and Wilson Road.

Staff Report

Ms. Jennifer Yackley, Project Planner, stated that the Petitioner has submitted a letter requesting that the subject petition be withdrawn without prejudice.

Councilmember Hurt made a motion to accept the withdrawal of P.Z. 20-2007 Buchholz Mortuaries, Inc. (2211 Clarkson) without prejudice. The motion was seconded by Councilmember Durrell and **passed by a voice vote of 3 to 0.**

III. NEW BUSINESS

- A. P.Z. 27-2007 1701 Wilson (Chris Barry):** A request for a change of zoning from “NU” Non-Urban District to “E-One Acre” Estate District for a 3.0 acre tract of land located on the west side of Wilson Road, directly north of Wilson Bluffs.

Staff Report

Ms. Anissa McCaskill-Clay, Assistant Director of Planning, stated that 1707 Wilson was recently reviewed by the Planning & Zoning Committee for E-One Acre zoning. The subject petition is a similar situation with its lot being smaller than the lot at 1707 Wilson.

The subject lot is approximately three acres in size. The Petitioner’s intent is to subdivide the lot into two lots. Because of the future dedication for Wilson Road, and because of the buffer requirements, there is not enough property to subdivide the lot into three lots. The Petitioner is requesting a straight E-One Acre zoning, therefore, there is no Attachment A. The Petitioner will abide by the zoning ordinance criteria for E-Districts. The Tree Manual requirements will also apply since each lot is over one acre in size.

Ms. McCaskill-Clay stated that prior to the Public Hearing, Mr. Barry met with all his adjacent neighbors regarding the subject petition.

Planning Commission Report

Planning Commissioner Gene Schenberg stated that the Planning Commission approved the subject petition unanimously.

DISCUSSION

Water Run-off

No concerns have been raised relative to water run-off.

Curb Cuts

At the Public Hearing, a few questions were raised relative to using the existing curb cuts. Mr. Barry had provided easement information, which was reviewed by the City Attorney and found to be in order.

The Petitioner will be using the two existing curb cuts on the site and will not be creating any new curb cuts.

Cross Access

Councilmember Hurt asked the size of the property to the south of the subject lot (Mr. Sortor's property). Ms. McCaskill-Clay responded that it is 6.3 acres – of this acreage, the property owner is proposing to develop 3.6 acres. The frontage along Wilson Road for this property is approximately the same amount of frontage as the subject property.

Since Wilson Road is a main arterial, Councilmember Hurt encouraged a possible cross access to the south to the Sortor property with one curb cut serving both of these properties. Chair Fults felt requiring access to the south would be a problem since the rezoning on the Sortor property has already been approved.

It was noted that Mr. Sortor has one curb cut to his property for the home currently under construction. Mr. Sortor also has a parcel to the back of this property, which has not been re-zoned. Mr. Sortor will eventually have to provide access to this back parcel.

Mr. Chris Barry, Petitioner, stated that the existing curb cut has been there for approximately fifty years. The sight distance at this curb cut is "perfect".

Although not feasible for the subject site, Councilmember Durrell noted her huge support of flag driveways as a way of reducing the number of curb cuts.

Councilmember Hurt made a motion requiring the subject lot and the Sortor property to be served by one curb cut. The motion died due to the lack of a second.

Councilmember Durrell made a motion to forward P.Z. 27-2007 1701 Wilson (Chris Barry) to City Council with a recommendation to approve. The motion was seconded by Chair Fults and passed by a voice vote of 3 to 0.

**Note: One bill, as recommended by the Planning Commission, will be needed for the October 15, 2007 City Council Meeting.
See Bill #**

[Please see the attached report, prepared by Mike Geisel, Director of Planning & Public Works, for additional information on P.Z. 27-2007 1701 Wilson (Chris Barry).]

B. Guidelines for the Chesterfield Historic Register: Annual Matching Grants

Staff Report

Mr. Mike Geisel, Director of Planning & Public Works, stated that the Chesterfield Landmarks Preservation Commission (CLPC) is requesting the establishment of a program for matching grants for owners of properties listed on the Chesterfield Historic Register. He noted that there is no budget established at this time for such a program. If the Committee deems such a program appropriate, it would need to be approved by the Planning & Zoning Committee and then forwarded to the Finance & Administration Committee to be included in the budgeting process.

Mr. Geisel pointed out that the proposed guidelines include a recommendation that the CLPC would forward applications, along with any comments or recommendations, to the Planning Commission for review. He felt that the applications would need to be forwarded to the Planning & Zoning Committee, instead of the Planning Commission, because there is funding involved. The Planning Commission is not in a position to award funds budgeted from the City Council.

DISCUSSION

Establishment of an Annual Matching Grant Program

Councilmember Durrell stated her support for establishing guidelines for the Chesterfield Historic Register Annual Matching Grants program. She felt such a program would help a homeowner keep an historic structure “looking historic”. She thought such a program would serve two purposes: (1) it would be an incentive for a homeowner to do exterior work to his/her structure while encouraging the homeowner to remain in the home rather than selling the property to a developer; and (2) it may encourage more homeowners of historic properties to put them on the local Historic Register.

Councilmember Durrell made a motion establishing the **Chesterfield Historic Register Annual Matching Grant Program**. The motion was seconded by Councilmember Hurt and **passed by a voice vote of 3 to 0**.

Number of Homes on the Chesterfield Historic Register

It was noted that at the present time there are three homes on the Chesterfield Historic Register. Only the homes on the Register would qualify for matching funds.

Commissioner Schenberg suggested that some of the funds be awarded to property owners who put their homes on the Historic Register as a means of encouraging more owners to register their properties. Mr. Geisel stated that such a suggestion would have to be reviewed by the City Attorney. Mr. Geisel felt that there may be an issue with using public monies for registering private properties.

Amount of Matching Grants

The amount being recommended by the CLPC is a total annual grant budget of \$1000. Each grant does not have to be the full \$1000; the annual budget of \$1000 could be divided among more than one applicant.

Chair Fults noted that other grants the City awards on an annual basis are usually between \$2000-\$3000.

Councilmember Durrell noted that \$1000 is not a significant amount for restoration work for historic homes. Discussion followed on whether to increase the annual amount from \$1000.

Amount Allowed per Structure

Councilmember Hurt suggested having a maximum amount allowed per structure over a ten-year period.

Exterior vs. Interior Restoration

Councilmember Hurt felt the funds granted for restoration should be for exterior improvements only.

Councilmember Durrell agreed with having the funds used for external projects only.

Comments from members of the CLPC

Alice Fugate, Dan Rothwell, and Kathy Goldner were in attendance representing the Chesterfield Landmarks Preservation Commission.

Mr. Rothwell stated he is in favor of granting the funds for exterior use only. He suggested that priority be given to work proposed for the front of homes vs. the side and rear of homes.

Ms. Fugate stated that if an amount limitation is put on a structure, it may restrict owners from doing larger projects. Mr. Geisel felt that larger projects could be drawn out over years if an amount limit is not put in place.

Recommended Guidelines

Councilmember Hurt made a motion recommending the following guidelines to the Finance & Administration Committee for the Chesterfield Historic Register Annual Matching Grants program:

- **A total annual grant budget of \$5000**
- **A limit of \$5000 per location over any rolling ten-year period**
- **The grants are to be awarded for external projects only**

The motion was seconded by Councilmember Durrell and **passed by a voice vote of 3 to 0.**

Chair Fults made a motion recommending that City Council approve a policy, authorizing the Planning and Zoning Committee to review and approve, as the Committee deems appropriate, recommendations from the Chesterfield Landmarks Preservation Commission, for grant awards, as described above. The motion was seconded by Councilmember Durrell and passed by a voice vote of 3 to 0.

[NOTE: This will be forwarded to City Council, as a formal recommendation, by the F&A Committee of City Council, regarding funding, as previously described.]

IV. ADJOURNMENT

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TO: Michael G. Herring, City Administrator

FROM: Mike Geisel, Director of Planning & Public Works

SUBJECT: Planning & Zoning Committee Meeting Summary
October 4, 2007

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In attendance were: **Chair Connie Fults** (Ward IV); **Councilmember Jane Durrell** (Ward I); and **Councilmember Dan Hurt** (Ward III).

Also in attendance were Councilmember Mike Casey (Ward III); Gene Schenberg, representing the Planning Commission; Lu Perantoni, Planning Commissioner; Mike Herring, City Administrator; Mike Geisel, Director of Planning & Public Works; Annissa McCaskill-Clay, Assistant Director of Planning; Aimee Nassif, Senior Planner; Jennifer Yackley, Project Planner; and Mary Ann Madden, Planning Assistant.

Chair Fults called the meeting to order at 5:30 p.m.

I. APPROVAL OF MEETING SUMMARY

- A. Approval of the September 20, 2007 Planning and Zoning Committee Meeting Summary

Councilmember Durrell made a motion to approve the Meeting Summary of September 20, 2007. The motion was seconded by Councilmember Hurt and **passed by a voice vote of 3 to 0.**

II. OLD BUSINESS

- A. **P.Z. 20-2007 Buchholz Mortuaries, Inc. (2211 Clarkson)**: A request for a change of zoning from a "R1" Residence District with a Conditional Use Permit to a "PC" Planned Commercial District for an approximately 3.26 acre parcel of land located at 2211 Clarkson Road, at the intersection of Clarkson Road and Wilson Road.

Staff Report

Ms. Jennifer Yackley, Project Planner, stated that the Petitioner has submitted a letter requesting that the subject petition be withdrawn without prejudice.

Councilmember Hurt made a motion to accept the withdrawal of P.Z. 20-2007 Buchholz Mortuaries, Inc. (2211 Clarkson) without prejudice. The motion was seconded by Councilmember Durrell and **passed by a voice vote of 3 to 0.**

III. NEW BUSINESS

- A. P.Z. 27-2007 1701 Wilson (Chris Barry):** A request for a change of zoning from “NU” Non-Urban District to “E-One Acre” Estate District for a 3.0 acre tract of land located on the west side of Wilson Road, directly north of Wilson Bluffs.

Staff Report

Ms. Anissa McCaskill-Clay, Assistant Director of Planning, stated that 1707 Wilson was recently reviewed by the Planning & Zoning Committee for E-One Acre zoning. The subject petition is a similar situation with its lot being smaller than the lot at 1707 Wilson.

The subject lot is approximately three acres in size. The Petitioner’s intent is to subdivide the lot into two lots. Because of the future dedication for Wilson Road, and because of the buffer requirements, there is not enough property to subdivide the lot into three lots. The Petitioner is requesting a straight E-One Acre zoning, therefore, there is no Attachment A. The Petitioner will abide by the zoning ordinance criteria for E-Districts. The Tree Manual requirements will also apply since each lot is over one acre in size.

Ms. McCaskill-Clay stated that prior to the Public Hearing, Mr. Barry met with all his adjacent neighbors regarding the subject petition.

Planning Commission Report

Planning Commissioner Gene Schenberg stated that the Planning Commission approved the subject petition unanimously.

DISCUSSION

Water Run-off

No concerns have been raised relative to water run-off.

Curb Cuts

At the Public Hearing, a few questions were raised relative to using the existing curb cuts. Mr. Barry had provided easement information, which was reviewed by the City Attorney and found to be in order.

The Petitioner will be using the two existing curb cuts on the site and will not be creating any new curb cuts.

Cross Access

Councilmember Hurt asked the size of the property to the south of the subject lot (Mr. Sortor's property). Ms. McCaskill-Clay responded that it is 6.3 acres – of this acreage, the property owner is proposing to develop 3.6 acres. The frontage along Wilson Road for this property is approximately the same amount of frontage as the subject property.

Since Wilson Road is a main arterial, Councilmember Hurt encouraged a possible cross access to the south to the Sortor property with one curb cut serving both of these properties. Chair Fults felt requiring access to the south would be a problem since the rezoning on the Sortor property has already been approved.

It was noted that Mr. Sortor has one curb cut to his property for the home currently under construction. Mr. Sortor also has a parcel to the back of this property, which has not been re-zoned. Mr. Sortor will eventually have to provide access to this back parcel.

Mr. Chris Barry, Petitioner, stated that the existing curb cut has been there for approximately fifty years. The sight distance at this curb cut is "perfect".

Although not feasible for the subject site, Councilmember Durrell noted her huge support of flag driveways as a way of reducing the number of curb cuts.

Councilmember Hurt made a motion requiring the subject lot and the Sortor property to be served by one curb cut. The motion died due to the lack of a second.

Councilmember Durrell made a motion to forward P.Z. 27-2007 1701 Wilson (Chris Barry) to City Council with a recommendation to approve. The motion was seconded by Chair Fults and passed by a voice vote of 3 to 0.

**Note: One bill, as recommended by the Planning Commission, will be needed for the October 15, 2007 City Council Meeting.
See Bill #**

[Please see the attached report, prepared by Mike Geisel, Director of Planning & Public Works, for additional information on P.Z. 27-2007 1701 Wilson (Chris Barry).]

B. Guidelines for the Chesterfield Historic Register: Annual Matching Grants

Staff Report

Mr. Mike Geisel, Director of Planning & Public Works, stated that the Chesterfield Landmarks Preservation Commission (CLPC) is requesting the establishment of a program for matching grants for owners of properties listed on the Chesterfield Historic Register. He noted that there is no budget established at this time for such a program. If the Committee deems such a program appropriate, it would need to be approved by the Planning & Zoning Committee and then forwarded to the Finance & Administration Committee to be included in the budgeting process.

Mr. Geisel pointed out that the proposed guidelines include a recommendation that the CLPC would forward applications, along with any comments or recommendations, to the Planning Commission for review. He felt that the applications would need to be forwarded to the Planning & Zoning Committee, instead of the Planning Commission, because there is funding involved. The Planning Commission is not in a position to award funds budgeted from the City Council.

DISCUSSION

Establishment of an Annual Matching Grant Program

Councilmember Durrell stated her support for establishing guidelines for the Chesterfield Historic Register Annual Matching Grants program. She felt such a program would help a homeowner keep an historic structure “looking historic”. She thought such a program would serve two purposes: (1) it would be an incentive for a homeowner to do exterior work to his/her structure while encouraging the homeowner to remain in the home rather than selling the property to a developer; and (2) it may encourage more homeowners of historic properties to put them on the local Historic Register.

Councilmember Durrell made a motion establishing the **Chesterfield Historic Register Annual Matching Grant Program**. The motion was seconded by Councilmember Hurt and **passed by a voice vote of 3 to 0**.

Number of Homes on the Chesterfield Historic Register

It was noted that at the present time there are three homes on the Chesterfield Historic Register. Only the homes on the Register would qualify for matching funds.

Commissioner Schenberg suggested that some of the funds be awarded to property owners who put their homes on the Historic Register as a means of encouraging more owners to register their properties. Mr. Geisel stated that such a suggestion would have to be reviewed by the City Attorney. Mr. Geisel felt that there may be an issue with using public monies for registering private properties.

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Recommended Guidelines

Councilmember Hurt made a motion recommending the following guidelines to the Finance & Administration Committee for the Chesterfield Historic Register Annual Matching Grants program:

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The motion was seconded by Councilmember Durrell and **passed by a voice vote of 3 to 0.**

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IV. ADJOURNMENT

The meeting adjourned at 6:18 p.m.

DRAFT

TO: Michael G. Herring, City Administrator

FROM: Mike Geisel, Director of Planning & Public Works

SUBJECT: Planning & Zoning Committee Meeting Summary
October 4, 2007

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Chair Fults called the meeting to order at 5:30 p.m.

I. APPROVAL OF MEETING SUMMARY

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Staff Report

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The subject lot is approximately three acres in size. The Petitioner’s intent is to subdivide the lot into two lots. Because of the future dedication for Wilson Road, and because of the buffer requirements, there is not enough property to subdivide the lot into three lots. The Petitioner is requesting a straight E-One Acre zoning, therefore, there is no Attachment A. The Petitioner will abide by the zoning ordinance criteria for E-Districts. The Tree Manual requirements will also apply since each lot is over one acre in size.

Ms. McCaskill-Clay stated that prior to the Public Hearing, Mr. Barry met with all his adjacent neighbors regarding the subject petition.

Planning Commission Report

Planning Commissioner Gene Schenberg stated that the Planning Commission approved the subject petition unanimously.

DISCUSSION

Water Run-off

No concerns have been raised relative to water run-off.

Curb Cuts

At the Public Hearing, a few questions were raised relative to using the existing curb cuts. Mr. Barry had provided easement information, which was reviewed by the City Attorney and found to be in order.

The Petitioner will be using the two existing curb cuts on the site and will not be creating any new curb cuts.

Cross Access

Councilmember Hurt asked the size of the property to the south of the subject lot (Mr. Sortor's property). Ms. McCaskill-Clay responded that it is 6.3 acres – of this acreage, the property owner is proposing to develop 3.6 acres. The frontage along Wilson Road for this property is approximately the same amount of frontage as the subject property.

Since Wilson Road is a main arterial, Councilmember Hurt encouraged a possible cross access to the south to the Sortor property with one curb cut serving both of these properties. Chair Fults felt requiring access to the south would be a problem since the rezoning on the Sortor property has already been approved.

It was noted that Mr. Sortor has one curb cut to his property for the home currently under construction. Mr. Sortor also has a parcel to the back of this property, which has not been re-zoned. Mr. Sortor will eventually have to provide access to this back parcel.

Mr. Chris Barry, Petitioner, stated that the existing curb cut has been there for approximately fifty years. The sight distance at this curb cut is "perfect".

Although not feasible for the subject site, Councilmember Durrell noted her huge support of flag driveways as a way of reducing the number of curb cuts.

Councilmember Hurt made a motion requiring the subject lot and the Sortor property to be served by one curb cut. The motion died due to the lack of a second.

Councilmember Durrell made a motion to forward P.Z. 27-2007 1701 Wilson (Chris Barry) to City Council with a recommendation to approve. The motion was seconded by Chair Fults and passed by a voice vote of 3 to 0.

**Note: One bill, as recommended by the Planning Commission, will be needed for the October 15, 2007 City Council Meeting.
See Bill #**

[Please see the attached report, prepared by Mike Geisel, Director of Planning & Public Works, for additional information on P.Z. 27-2007 1701 Wilson (Chris Barry).]

B. Guidelines for the Chesterfield Historic Register: Annual Matching Grants

Staff Report

Mr. Mike Geisel, Director of Planning & Public Works, stated that the Chesterfield Landmarks Preservation Commission (CLPC) is requesting the establishment of a program for matching grants for owners of properties listed on the Chesterfield Historic Register. He noted that there is no budget established at this time for such a program. If the Committee deems such a program appropriate, it would need to be approved by the Planning & Zoning Committee and then forwarded to the Finance & Administration Committee to be included in the budgeting process.

Mr. Geisel pointed out that the proposed guidelines include a recommendation that the CLPC would forward applications, along with any comments or recommendations, to the Planning Commission for review. He felt that the applications would need to be forwarded to the Planning & Zoning Committee, instead of the Planning Commission, because there is funding involved. The Planning Commission is not in a position to award funds budgeted from the City Council.

DISCUSSION

Establishment of an Annual Matching Grant Program

Councilmember Durrell stated her support for establishing guidelines for the Chesterfield Historic Register Annual Matching Grants program. She felt such a program would help a homeowner keep an historic structure “looking historic”. She thought such a program would serve two purposes: (1) it would be an incentive for a homeowner to do exterior work to his/her structure while encouraging the homeowner to remain in the home rather than selling the property to a developer; and (2) it may encourage more homeowners of historic properties to put them on the local Historic Register.

Councilmember Durrell made a motion establishing the **Chesterfield Historic Register Annual Matching Grant Program**. The motion was seconded by Councilmember Hurt and **passed by a voice vote of 3 to 0**.

Number of Homes on the Chesterfield Historic Register

It was noted that at the present time there are three homes on the Chesterfield Historic Register. Only the homes on the Register would qualify for matching funds.

Commissioner Schenberg suggested that some of the funds be awarded to property owners who put their homes on the Historic Register as a means of encouraging more owners to register their properties. Mr. Geisel stated that such a suggestion would have to be reviewed by the City Attorney. Mr. Geisel felt that there may be an issue with using public monies for registering private properties.

Amount of Matching Grants

The amount being recommended by the CLPC is a total annual grant budget of \$1000. Each grant does not have to be the full \$1000; the annual budget of \$1000 could be divided among more than one applicant.

Chair Fults noted that other grants the City awards on an annual basis are usually between \$2000-\$3000.

Councilmember Durrell noted that \$1000 is not a significant amount for restoration work for historic homes. Discussion followed on whether to increase the annual amount from \$1000.

Amount Allowed per Structure

Councilmember Hurt suggested having a maximum amount allowed per structure over a ten-year period.

Exterior vs. Interior Restoration

Councilmember Hurt felt the funds granted for restoration should be for exterior improvements only.

Councilmember Durrell agreed with having the funds used for external projects only.

Comments from members of the CLPC

Alice Fugate, Dan Rothwell, and Kathy Goldner were in attendance representing the Chesterfield Landmarks Preservation Commission.

Mr. Rothwell stated he is in favor of granting the funds for exterior use only. He suggested that priority be given to work proposed for the front of homes vs. the side and rear of homes.

Ms. Fugate stated that if an amount limitation is put on a structure, it may restrict owners from doing larger projects. Mr. Geisel felt that larger projects could be drawn out over years if an amount limit is not put in place.

Recommended Guidelines

Councilmember Hurt made a motion recommending the following guidelines to the Finance & Administration Committee for the Chesterfield Historic Register Annual Matching Grants program:

- **A total annual grant budget of \$5000**
- **A limit of \$5000 per location over any rolling ten-year period**
- **The grants are to be awarded for external projects only**

The motion was seconded by Councilmember Durrell and **passed by a voice vote of 3 to 0.**

Chair Fults made a motion recommending that City Council approve a policy, authorizing the Planning and Zoning Committee to review and approve, as the Committee deems appropriate, recommendations from the Chesterfield Landmarks Preservation Commission, for grant awards, as described above. The motion was seconded by Councilmember Durrell and passed by a voice vote of 3 to 0.

[NOTE: This will be forwarded to City Council, as a formal recommendation, by the F&A Committee of City Council, regarding funding, as previously described.]

IV. ADJOURNMENT

The meeting adjourned at 6:18 p.m.

DRAFT

TO: Michael G. Herring, City Administrator

FROM: Mike Geisel, Director of Planning & Public Works

SUBJECT: Planning & Zoning Committee Meeting Summary
October 4, 2007

A meeting of the Planning and Zoning Committee of the Chesterfield City Council was held on Thursday, October 4, 2007 in Conference Room 101.

In attendance were: **Chair Connie Fults** (Ward IV); **Councilmember Jane Durrell** (Ward I); and **Councilmember Dan Hurt** (Ward III).

Also in attendance were Councilmember Mike Casey (Ward III); Gene Schenberg, representing the Planning Commission; Lu Perantoni, Planning Commissioner; Mike Herring, City Administrator; Mike Geisel, Director of Planning & Public Works; Annissa McCaskill-Clay, Assistant Director of Planning; Aimee Nassif, Senior Planner; Jennifer Yackley, Project Planner; and Mary Ann Madden, Planning Assistant.

Chair Fults called the meeting to order at 5:30 p.m.

I. APPROVAL OF MEETING SUMMARY

- A. Approval of the September 20, 2007 Planning and Zoning Committee Meeting Summary

Councilmember Durrell made a motion to approve the Meeting Summary of September 20, 2007. The motion was seconded by Councilmember Hurt and **passed by a voice vote of 3 to 0.**

II. OLD BUSINESS

- A. **P.Z. 20-2007 Buchholz Mortuaries, Inc. (2211 Clarkson)**: A request for a change of zoning from a "R1" Residence District with a Conditional Use Permit to a "PC" Planned Commercial District for an approximately 3.26 acre parcel of land located at 2211 Clarkson Road, at the intersection of Clarkson Road and Wilson Road.

Staff Report

Ms. Jennifer Yackley, Project Planner, stated that the Petitioner has submitted a letter requesting that the subject petition be withdrawn without prejudice.

Councilmember Hurt made a motion to accept the withdrawal of P.Z. 20-2007 Buchholz Mortuaries, Inc. (2211 Clarkson) without prejudice. The motion was seconded by Councilmember Durrell and **passed by a voice vote of 3 to 0.**

III. NEW BUSINESS

- A. P.Z. 27-2007 1701 Wilson (Chris Barry):** A request for a change of zoning from “NU” Non-Urban District to “E-One Acre” Estate District for a 3.0 acre tract of land located on the west side of Wilson Road, directly north of Wilson Bluffs.

Staff Report

Ms. Anissa McCaskill-Clay, Assistant Director of Planning, stated that 1707 Wilson was recently reviewed by the Planning & Zoning Committee for E-One Acre zoning. The subject petition is a similar situation with its lot being smaller than the lot at 1707 Wilson.

The subject lot is approximately three acres in size. The Petitioner’s intent is to subdivide the lot into two lots. Because of the future dedication for Wilson Road, and because of the buffer requirements, there is not enough property to subdivide the lot into three lots. The Petitioner is requesting a straight E-One Acre zoning, therefore, there is no Attachment A. The Petitioner will abide by the zoning ordinance criteria for E-Districts. The Tree Manual requirements will also apply since each lot is over one acre in size.

Ms. McCaskill-Clay stated that prior to the Public Hearing, Mr. Barry met with all his adjacent neighbors regarding the subject petition.

Planning Commission Report

Planning Commissioner Gene Schenberg stated that the Planning Commission approved the subject petition unanimously.

DISCUSSION

Water Run-off

No concerns have been raised relative to water run-off.

Curb Cuts

At the Public Hearing, a few questions were raised relative to using the existing curb cuts. Mr. Barry had provided easement information, which was reviewed by the City Attorney and found to be in order.

The Petitioner will be using the two existing curb cuts on the site and will not be creating any new curb cuts.

Cross Access

Councilmember Hurt asked the size of the property to the south of the subject lot (Mr. Sortor's property). Ms. McCaskill-Clay responded that it is 6.3 acres – of this acreage, the property owner is proposing to develop 3.6 acres. The frontage along Wilson Road for this property is approximately the same amount of frontage as the subject property.

Since Wilson Road is a main arterial, Councilmember Hurt encouraged a possible cross access to the south to the Sortor property with one curb cut serving both of these properties. Chair Fults felt requiring access to the south would be a problem since the rezoning on the Sortor property has already been approved.

It was noted that Mr. Sortor has one curb cut to his property for the home currently under construction. Mr. Sortor also has a parcel to the back of this property, which has not been re-zoned. Mr. Sortor will eventually have to provide access to this back parcel.

Mr. Chris Barry, Petitioner, stated that the existing curb cut has been there for approximately fifty years. The sight distance at this curb cut is "perfect".

Although not feasible for the subject site, Councilmember Durrell noted her huge support of flag driveways as a way of reducing the number of curb cuts.

Councilmember Hurt made a motion requiring the subject lot and the Sortor property to be served by one curb cut. The motion died due to the lack of a second.

Councilmember Durrell made a motion to forward P.Z. 27-2007 1701 Wilson (Chris Barry) to City Council with a recommendation to approve. The motion was seconded by Chair Fults and passed by a voice vote of 3 to 0.

**Note: One bill, as recommended by the Planning Commission, will be needed for the October 15, 2007 City Council Meeting.
See Bill #**

[Please see the attached report, prepared by Mike Geisel, Director of Planning & Public Works, for additional information on P.Z. 27-2007 1701 Wilson (Chris Barry).]

B. Guidelines for the Chesterfield Historic Register: Annual Matching Grants

Staff Report

Mr. Mike Geisel, Director of Planning & Public Works, stated that the Chesterfield Landmarks Preservation Commission (CLPC) is requesting the establishment of a program for matching grants for owners of properties listed on the Chesterfield Historic Register. He noted that there is no budget established at this time for such a program. If the Committee deems such a program appropriate, it would need to be approved by the Planning & Zoning Committee and then forwarded to the Finance & Administration Committee to be included in the budgeting process.

Mr. Geisel pointed out that the proposed guidelines include a recommendation that the CLPC would forward applications, along with any comments or recommendations, to the Planning Commission for review. He felt that the applications would need to be forwarded to the Planning & Zoning Committee, instead of the Planning Commission, because there is funding involved. The Planning Commission is not in a position to award funds budgeted from the City Council.

DISCUSSION

Establishment of an Annual Matching Grant Program

Councilmember Durrell stated her support for establishing guidelines for the Chesterfield Historic Register Annual Matching Grants program. She felt such a program would help a homeowner keep an historic structure “looking historic”. She thought such a program would serve two purposes: (1) it would be an incentive for a homeowner to do exterior work to his/her structure while encouraging the homeowner to remain in the home rather than selling the property to a developer; and (2) it may encourage more homeowners of historic properties to put them on the local Historic Register.

Councilmember Durrell made a motion establishing the **Chesterfield Historic Register Annual Matching Grant Program**. The motion was seconded by Councilmember Hurt and **passed by a voice vote of 3 to 0**.

Number of Homes on the Chesterfield Historic Register

It was noted that at the present time there are three homes on the Chesterfield Historic Register. Only the homes on the Register would qualify for matching funds.

Commissioner Schenberg suggested that some of the funds be awarded to property owners who put their homes on the Historic Register as a means of encouraging more owners to register their properties. Mr. Geisel stated that such a suggestion would have to be reviewed by the City Attorney. Mr. Geisel felt that there may be an issue with using public monies for registering private properties.

Amount of Matching Grants

The amount being recommended by the CLPC is a total annual grant budget of \$1000. Each grant does not have to be the full \$1000; the annual budget of \$1000 could be divided among more than one applicant.

Chair Fults noted that other grants the City awards on an annual basis are usually between \$2000-\$3000.

Councilmember Durrell noted that \$1000 is not a significant amount for restoration work for historic homes. Discussion followed on whether to increase the annual amount from \$1000.

Amount Allowed per Structure

Councilmember Hurt suggested having a maximum amount allowed per structure over a ten-year period.

Exterior vs. Interior Restoration

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Councilmember Durrell agreed with having the funds used for external projects only.

Comments from members of the CLPC

Alice Fugate, Dan Rothwell, and Kathy Goldner were in attendance representing the Chesterfield Landmarks Preservation Commission.

Mr. Rothwell stated he is in favor of granting the funds for exterior use only. He suggested that priority be given to work proposed for the front of homes vs. the side and rear of homes.

Ms. Fugate stated that if an amount limitation is put on a structure, it may restrict owners from doing larger projects. Mr. Geisel felt that larger projects could be drawn out over years if an amount limit is not put in place.

Recommended Guidelines

Councilmember Hurt made a motion recommending the following guidelines to the Finance & Administration Committee for the Chesterfield Historic Register Annual Matching Grants program:

- **A total annual grant budget of \$5000**
- **A limit of \$5000 per location over any rolling ten-year period**
- **The grants are to be awarded for external projects only**

The motion was seconded by Councilmember Durrell and **passed by a voice vote of 3 to 0.**

Chair Fults made a motion recommending that City Council approve a policy, authorizing the Planning and Zoning Committee to review and approve, as the Committee deems appropriate, recommendations from the Chesterfield Landmarks Preservation Commission, for grant awards, as described above. The motion was seconded by Councilmember Durrell and passed by a voice vote of 3 to 0.

[NOTE: This will be forwarded to City Council, as a formal recommendation, by the F&A Committee of City Council, regarding funding, as previously described.]

IV. ADJOURNMENT

The meeting adjourned at 6:18 p.m.

DRAFT

TO: Michael G. Herring, City Administrator

FROM: Mike Geisel, Director of Planning & Public Works

SUBJECT: Planning & Zoning Committee Meeting Summary
October 4, 2007

A meeting of the Planning and Zoning Committee of the Chesterfield City Council was held on Thursday, October 4, 2007 in Conference Room 101.

In attendance were: **Chair Connie Fults** (Ward IV); **Councilmember Jane Durrell** (Ward I); and **Councilmember Dan Hurt** (Ward III).

Also in attendance were Councilmember Mike Casey (Ward III); Gene Schenberg, representing the Planning Commission; Lu Perantoni, Planning Commissioner; Mike Herring, City Administrator; Mike Geisel, Director of Planning & Public Works; Annissa McCaskill-Clay, Assistant Director of Planning; Aimee Nassif, Senior Planner; Jennifer Yackley, Project Planner; and Mary Ann Madden, Planning Assistant.

Chair Fults called the meeting to order at 5:30 p.m.

I. APPROVAL OF MEETING SUMMARY

- A. Approval of the September 20, 2007 Planning and Zoning Committee Meeting Summary

Councilmember Durrell made a motion to approve the Meeting Summary of September 20, 2007. The motion was seconded by Councilmember Hurt and **passed by a voice vote of 3 to 0.**

II. OLD BUSINESS

- A. **P.Z. 20-2007 Buchholz Mortuaries, Inc. (2211 Clarkson)**: A request for a change of zoning from a "R1" Residence District with a Conditional Use Permit to a "PC" Planned Commercial District for an approximately 3.26 acre parcel of land located at 2211 Clarkson Road, at the intersection of Clarkson Road and Wilson Road.

Staff Report

Ms. Jennifer Yackley, Project Planner, stated that the Petitioner has submitted a letter requesting that the subject petition be withdrawn without prejudice.

Councilmember Hurt made a motion to accept the withdrawal of P.Z. 20-2007 Buchholz Mortuaries, Inc. (2211 Clarkson) without prejudice. The motion was seconded by Councilmember Durrell and **passed by a voice vote of 3 to 0.**

III. NEW BUSINESS

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Staff Report

Ms. Anissa McCaskill-Clay, Assistant Director of Planning, stated that 1707 Wilson was recently reviewed by the Planning & Zoning Committee for E-One Acre zoning. The subject petition is a similar situation with its lot being smaller than the lot at 1707 Wilson.

The subject lot is approximately three acres in size. The Petitioner’s intent is to subdivide the lot into two lots. Because of the future dedication for Wilson Road, and because of the buffer requirements, there is not enough property to subdivide the lot into three lots. The Petitioner is requesting a straight E-One Acre zoning, therefore, there is no Attachment A. The Petitioner will abide by the zoning ordinance criteria for E-Districts. The Tree Manual requirements will also apply since each lot is over one acre in size.

Ms. McCaskill-Clay stated that prior to the Public Hearing, Mr. Barry met with all his adjacent neighbors regarding the subject petition.

Planning Commission Report

Planning Commissioner Gene Schenberg stated that the Planning Commission approved the subject petition unanimously.

DISCUSSION

Water Run-off

No concerns have been raised relative to water run-off.

Curb Cuts

At the Public Hearing, a few questions were raised relative to using the existing curb cuts. Mr. Barry had provided easement information, which was reviewed by the City Attorney and found to be in order.

The Petitioner will be using the two existing curb cuts on the site and will not be creating any new curb cuts.

Cross Access

Councilmember Hurt asked the size of the property to the south of the subject lot (Mr. Sortor's property). Ms. McCaskill-Clay responded that it is 6.3 acres – of this acreage, the property owner is proposing to develop 3.6 acres. The frontage along Wilson Road for this property is approximately the same amount of frontage as the subject property.

Since Wilson Road is a main arterial, Councilmember Hurt encouraged a possible cross access to the south to the Sortor property with one curb cut serving both of these properties. Chair Fults felt requiring access to the south would be a problem since the rezoning on the Sortor property has already been approved.

It was noted that Mr. Sortor has one curb cut to his property for the home currently under construction. Mr. Sortor also has a parcel to the back of this property, which has not been re-zoned. Mr. Sortor will eventually have to provide access to this back parcel.

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DRAFT

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B. Guidelines for the Chesterfield Historic Register: Annual Matching Grants

Staff Report

Mr. Mike Geisel, Director of Planning & Public Works, stated that the Chesterfield Landmarks Preservation Commission (CLPC) is requesting the establishment of a program for matching grants for owners of properties listed on the Chesterfield Historic Register. He noted that there is no budget established at this time for such a program. If the Committee deems such a program appropriate, it would need to be approved by the Planning & Zoning Committee and then forwarded to the Finance & Administration Committee to be included in the budgeting process.

Mr. Geisel pointed out that the proposed guidelines include a recommendation that the CLPC would forward applications, along with any comments or recommendations, to the Planning Commission for review. He felt that the applications would need to be forwarded to the Planning & Zoning Committee, instead of the Planning Commission, because there is funding involved. The Planning Commission is not in a position to award funds budgeted from the City Council.

DISCUSSION

Establishment of an Annual Matching Grant Program

Councilmember Durrell stated her support for establishing guidelines for the Chesterfield Historic Register Annual Matching Grants program. She felt such a program would help a homeowner keep an historic structure “looking historic”. She thought such a program would serve two purposes: (1) it would be an incentive for a homeowner to do exterior work to his/her structure while encouraging the homeowner to remain in the home rather than selling the property to a developer; and (2) it may encourage more homeowners of historic properties to put them on the local Historic Register.

Councilmember Durrell made a motion establishing the **Chesterfield Historic Register Annual Matching Grant Program**. The motion was seconded by Councilmember Hurt and **passed by a voice vote of 3 to 0**.

Number of Homes on the Chesterfield Historic Register

It was noted that at the present time there are three homes on the Chesterfield Historic Register. Only the homes on the Register would qualify for matching funds.

Commissioner Schenberg suggested that some of the funds be awarded to property owners who put their homes on the Historic Register as a means of encouraging more owners to register their properties. Mr. Geisel stated that such a suggestion would have to be reviewed by the City Attorney. Mr. Geisel felt that there may be an issue with using public monies for registering private properties.

Amount of Matching Grants

The amount being recommended by the CLPC is a total annual grant budget of \$1000. Each grant does not have to be the full \$1000; the annual budget of \$1000 could be divided among more than one applicant.

Chair Fults noted that other grants the City awards on an annual basis are usually between \$2000-\$3000.

Councilmember Durrell noted that \$1000 is not a significant amount for restoration work for historic homes. Discussion followed on whether to increase the annual amount from \$1000.

Amount Allowed per Structure

Councilmember Hurt suggested having a maximum amount allowed per structure over a ten-year period.

Exterior vs. Interior Restoration

Councilmember Hurt felt the funds granted for restoration should be for exterior improvements only.

Councilmember Durrell agreed with having the funds used for external projects only.

Comments from members of the CLPC

Alice Fugate, Dan Rothwell, and Kathy Goldner were in attendance representing the Chesterfield Landmarks Preservation Commission.

Mr. Rothwell stated he is in favor of granting the funds for exterior use only. He suggested that priority be given to work proposed for the front of homes vs. the side and rear of homes.

Ms. Fugate stated that if an amount limitation is put on a structure, it may restrict owners from doing larger projects. Mr. Geisel felt that larger projects could be drawn out over years if an amount limit is not put in place.

Recommended Guidelines

Councilmember Hurt made a motion recommending the following guidelines to the Finance & Administration Committee for the Chesterfield Historic Register Annual Matching Grants program:

- **A total annual grant budget of \$5000**
- **A limit of \$5000 per location over any rolling ten-year period**
- **The grants are to be awarded for external projects only**

The motion was seconded by Councilmember Durrell and **passed by a voice vote of 3 to 0.**

Chair Fults made a motion recommending that City Council approve a policy, authorizing the Planning and Zoning Committee to review and approve, as the Committee deems appropriate, recommendations from the Chesterfield Landmarks Preservation Commission, for grant awards, as described above. The motion was seconded by Councilmember Durrell and passed by a voice vote of 3 to 0.

[NOTE: This will be forwarded to City Council, as a formal recommendation, by the F&A Committee of City Council, regarding funding, as previously described.]

IV. ADJOURNMENT

The meeting adjourned at 6:18 p.m.

DRAFT

TO: Michael G. Herring, City Administrator

FROM: Mike Geisel, Director of Planning & Public Works

SUBJECT: Planning & Zoning Committee Meeting Summary
October 4, 2007

A meeting of the Planning and Zoning Committee of the Chesterfield City Council was held on Thursday, October 4, 2007 in Conference Room 101.

In attendance were: **Chair Connie Fults** (Ward IV); **Councilmember Jane Durrell** (Ward I); and **Councilmember Dan Hurt** (Ward III).

Also in attendance were Councilmember Mike Casey (Ward III); Gene Schenberg, representing the Planning Commission; Lu Perantoni, Planning Commissioner; Mike Herring, City Administrator; Mike Geisel, Director of Planning & Public Works; Annissa McCaskill-Clay, Assistant Director of Planning; Aimee Nassif, Senior Planner; Jennifer Yackley, Project Planner; and Mary Ann Madden, Planning Assistant.

Chair Fults called the meeting to order at 5:30 p.m.

I. APPROVAL OF MEETING SUMMARY

- A.** Approval of the September 20, 2007 Planning and Zoning Committee Meeting Summary

Councilmember Durrell made a motion to approve the Meeting Summary of September 20, 2007. The motion was seconded by Councilmember Hurt and **passed by a voice vote of 3 to 0.**

II. OLD BUSINESS

- A. P.Z. 20-2007 Buchholz Mortuaries, Inc. (2211 Clarkson):** A request for a change of zoning from a "R1" Residence District with a Conditional Use Permit to a "PC" Planned Commercial District for an approximately 3.26 acre parcel of land located at 2211 Clarkson Road, at the intersection of Clarkson Road and Wilson Road.

Staff Report

Ms. Jennifer Yackley, Project Planner, stated that the Petitioner has submitted a letter requesting that the subject petition be withdrawn without prejudice.

Councilmember Hurt made a motion to accept the withdrawal of P.Z. 20-2007 Buchholz Mortuaries, Inc. (2211 Clarkson) without prejudice. The motion was seconded by Councilmember Durrell and **passed by a voice vote of 3 to 0.**

III. NEW BUSINESS

- A. P.Z. 27-2007 1701 Wilson (Chris Barry):** A request for a change of zoning from “NU” Non-Urban District to “E-One Acre” Estate District for a 3.0 acre tract of land located on the west side of Wilson Road, directly north of Wilson Bluffs.

Staff Report

Ms. Anissa McCaskill-Clay, Assistant Director of Planning, stated that 1707 Wilson was recently reviewed by the Planning & Zoning Committee for E-One Acre zoning. The subject petition is a similar situation with its lot being smaller than the lot at 1707 Wilson.

The subject lot is approximately three acres in size. The Petitioner’s intent is to subdivide the lot into two lots. Because of the future dedication for Wilson Road, and because of the buffer requirements, there is not enough property to subdivide the lot into three lots. The Petitioner is requesting a straight E-One Acre zoning, therefore, there is no Attachment A. The Petitioner will abide by the zoning ordinance criteria for E-Districts. The Tree Manual requirements will also apply since each lot is over one acre in size.

Ms. McCaskill-Clay stated that prior to the Public Hearing, Mr. Barry met with all his adjacent neighbors regarding the subject petition.

Planning Commission Report

Planning Commissioner Gene Schenberg stated that the Planning Commission approved the subject petition unanimously.

DISCUSSION

Water Run-off

No concerns have been raised relative to water run-off.

Curb Cuts

At the Public Hearing, a few questions were raised relative to using the existing curb cuts. Mr. Barry had provided easement information, which was reviewed by the City Attorney and found to be in order.

The Petitioner will be using the two existing curb cuts on the site and will not be creating any new curb cuts.

Cross Access

Councilmember Hurt asked the size of the property to the south of the subject lot (Mr. Sortor's property). Ms. McCaskill-Clay responded that it is 6.3 acres – of this acreage, the property owner is proposing to develop 3.6 acres. The frontage along Wilson Road for this property is approximately the same amount of frontage as the subject property.

Since Wilson Road is a main arterial, Councilmember Hurt encouraged a possible cross access to the south to the Sortor property with one curb cut serving both of these properties. Chair Fults felt requiring access to the south would be a problem since the rezoning on the Sortor property has already been approved.

It was noted that Mr. Sortor has one curb cut to his property for the home currently under construction. Mr. Sortor also has a parcel to the back of this property, which has not been re-zoned. Mr. Sortor will eventually have to provide access to this back parcel.

Mr. Chris Barry, Petitioner, stated that the existing curb cut has been there for approximately fifty years. The sight distance at this curb cut is "perfect".

Although not feasible for the subject site, Councilmember Durrell noted her huge support of flag driveways as a way of reducing the number of curb cuts.

Councilmember Hurt made a motion requiring the subject lot and the Sortor property to be served by one curb cut. The motion died due to the lack of a second.

Councilmember Durrell made a motion to forward P.Z. 27-2007 1701 Wilson (Chris Barry) to City Council with a recommendation to approve. The motion was seconded by Chair Fults and passed by a voice vote of 3 to 0.

**Note: One bill, as recommended by the Planning Commission, will be needed for the October 15, 2007 City Council Meeting.
See Bill #**

[Please see the attached report, prepared by Mike Geisel, Director of Planning & Public Works, for additional information on P.Z. 27-2007 1701 Wilson (Chris Barry).]

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