


MEMORANDUM

TO: Mike Geisel, City Administrator

FROM: James Eckrich, Director of Public Works/City Engineer 

SUBJECT: Planning & Public Works Committee Meeting Summary
Thursday, October 10, 2019



A meeting of the Planning and Public Works Committee of the Chesterfield City Council was held on Thursday, October 10, 2019 in Conference Room 101.

In attendance were: **Chair Mary Ann Mastorakos** (Ward II), **Councilmember Mary Monachella** (Ward I), and **Councilmember Dan Hurt** (Ward III). Councilmember Tom DeCampi (Ward IV) was absent.

Also in attendance were: Planning Commission Chair Merrell Hansen; Jim Eckrich, Director of Public Works/City Engineer; Mike Knight, Planner; Chris Dietz, Planner; and Kathy Juergens, Recording Secretary.

The meeting was called to order at 5:32 p.m.

I. APPROVAL OF MEETING SUMMARY

A. Approval of the August 22, 2019 Committee Meeting Summary

Councilmember Monachella made a motion to approve the Meeting Summary of August 22, 2019. The motion was seconded by Councilmember Hurt and **passed by a voice vote of 3-0**.

II. UNFINISHED BUSINESS – None.

Councilmember Hurt made a motion to postpone discussion on New Business Item A until after discussion of New Business Items B and C. The motion was seconded by Councilmember Monachella and **passed by a voice vote of 3-0**.

III. NEW BUSINESS

B. Proposed City Policy - Damage to Mailboxes

STAFF PRESENTATION

Jim Eckrich, Public Works Director/City Engineer, advised that it has been the informal policy of the Public Works Department that when a mailbox is damaged during construction activity or snow plowing, the mailbox is repaired or replaced with a standard mailbox stocked by the Public Works Department. However, in recent years, mailboxes have become more ornate and more expensive. There have been incidences where residents would not accept a standard mailbox necessitating the City to pay substantially more to replace the mailbox.

Staff is proposing a formal City Policy whereby when a resident's mailbox is damaged by the City, it will be repaired or replaced by the City with a standard mailbox. If the resident is not agreeable to this, then the City will reimburse the resident up to \$300 to repair or replace their mailbox. If that is still not acceptable, then the resident can submit an insurance claim against the City's insurance.

DISCUSSION

Councilmember Hurt made a motion to forward Public Works Policy 40–Damage to Mailboxes to City Council with a recommendation to approve. The motion was seconded by Councilmember Monachella.

Discussion after the Motion

In response to Councilmember Monachella's question regarding how the \$300 was calculated, Mr. Eckrich stated that it is based upon the standard cost to replace a mailbox which is \$150 in material and \$150 in labor. He further stated that the City's insurance deductible is \$500.

Chair Mastorakos inquired about where the reimbursement money comes from and the number of incidents per year. Mr. Eckrich replied that there is an existing account from which reimbursements are made and the City addresses approximately 10 mailboxes per year.

In response to Councilmember Monachella's question, Mr. Eckrich stated that when the \$300 no longer seems practical, the policy will be brought back to Committee for consideration of a modification.

The above motion was **passed** by a voice vote of 3-0.

[Please see the attached report prepared by Jim Eckrich, Director of Public Works/City Engineer, for additional information on Public Works Policy 40 - Damage to Mailboxes.]

C. Proposed City Policy - Water on Sidewalks

STAFF PRESENTATION

Jim Eckrich, Director of Public Works/City Engineer, stated that due to the very wet year we have experienced, the City has received a high number of concerns regarding drainage and water on sidewalks. In some cases, this is just water that drains from the yard, downspouts and overflow. In other cases, residents have caused the problem by re-routing their sump pump to drain toward the sidewalk. There are many reasons for water on the sidewalk, but there seems to be different sentiments as to what is acceptable.

The proposed policy clarifies that ponding water on the sidewalk within 48 hours of a rain event is considered acceptable. In any case where there is a hazard or problem with the sidewalk, algae, ice, etc., the City will determine if there is any practical way to alleviate the problem. The policy also clarifies that residents are responsible for ensuring that conditions of their property are not contributing to any nuisance on the sidewalk. In those instances, the City will work with the resident to address those types of problems where possible. However, in some cases, the sidewalk will need to be replaced.

Councilmember Hurt made a motion to amend Public Works Policy 41 to replace “and” with “and/or” in the fourth paragraph as follows:

“In cases where water ponds longer than 48 hours and/or creates a public nuisance of some kind (i.e., ice or slick algae), the City will investigate the problem to determine whether corrective action can or should be taken by the City.”

The motion was seconded by Councilmember Monachella.

Discussion after the Motion

Chair Mastorakos asked if there has ever been a policy that addresses this. Mr. Eckrich replied that there has not been a formal policy, but there are Code requirements and internal policies which Staff adheres to regarding sidewalks. The proposed Policy will give Staff direction on how to proceed in the future regarding problems specifically related to water on sidewalks.

The above motion was passed by a voice vote of 3-0.

Councilmember Monachella made a motion to forward **Public Works Policy 41 to City Council, as amended, with a recommendation to approve.** The motion was seconded by Councilmember Hurt and passed by a voice vote of 3-0.

[Please see the attached report prepared by Jim Eckrich, Director of Public Works/City Engineer, for additional information on Public Works Policy 41 - Water on Sidewalks.]

- A. P.Z. 04-2019 13559 Olive Blvd (McDonald's):** A request for a zoning map amendment from a “C8” Planned Commercial District to a “PC” Planned Commercial District for a .86 tract of land located north of Olive Blvd., west of its intersection with North Woods Mill Rd. (16Q241471) (Ward 1)

STAFF PRESENTATION

Mike Knight, Planner, presented the project request for a change in zoning from the current C8 – Planned Commercial District, to a new PC – Planned Commercial District for a McDonald’s fast food restaurant. The primary purpose of the request is to allow for interior/exterior renovations and also to construct a double drive-thru lane.

A Public Hearing was held on July 8, 2019 at which time five issues were raised regarding sound, cross-access, parking, trash location, and hours of operation. Following the Public Hearing, the neighboring Woodsmill Pointe Condominiums submitted a letter to the City stating their concerns.

On September 23, 2019, the petition was brought forward to the Planning Commission. At this meeting, a representative of the Woodsmill Point Condominiums stated that all of their concerns had been resolved. The Planning Commission recommended approval of the request by a vote of 8-0 with the following modifications:

1. Amend the west parking setback from 75’ to 17’.
2. The trash enclosure is to be located as shown on the Preliminary Development Plan.

PLANNING COMMISSION REPORT

Planning Commission Chair Merrell Hansen stated that there was extensive discussion regarding the following: the location of trash enclosure relative to parking, possible congestion with double lanes of traffic, hours of operation and onsite lighting.

The applicant did agree to grant cross access to the commercial property to the east for any future redevelopment.

There was also discussion regarding the requirement of a sidewalk along Olive Boulevard. Staff had originally stated that a sidewalk would be required. However, it was noted that MoDOT has planned improvements budgeted in the future to include a sidewalk along Olive Boulevard at this location.

Chair Mastorakos made a motion to forward P.Z. 04-2019 13559 Olive Blvd (McDonald's) to City Council with a recommendation to approve. The motion was seconded by **Councilmember Monachella**.

DISCUSSION

Councilmember Hurt noted that the only reference to cross access is to the east for any future redevelopment. He stated that the City typically asks for cross access on all borders to accommodate future redevelopment. He recommends that this requirement be included in the Attachment A. He noted that this requirement will not affect the current development plan in any way.

Councilmember Monachella stated that she had reviewed the site with the other Ward 1 Councilmember, and they have a number of recommended modifications.

Councilmember Monachella made a motion to amend P.Z. 04-2019 13559 Olive Blvd (McDonald's) as follows:

A six foot tall screening fence shall be installed along the full width of the northern property line of this development. The fence shall be of a color and design to blend into the surroundings. The final location, material, and elevation shall be approved by the City of Chesterfield as part of the Site Development Plan review. The required fencing shall not be in lieu of landscaping, but shall be designed to enhance the required buffer.

The motion was seconded by **Chair Mastorakos** and **passed** by a voice vote of 3-0.

Councilmember Monachella made a motion to amend P.Z. 04-2019 13559 Olive Blvd (McDonald's) as follows:

A six foot tall screening fence shall be installed along the western property line of this development for a distance of approximately 140 feet from the northern property line. The fence shall be of a color and design to blend into the surroundings. The final location, material, and elevation shall be approved by the City of Chesterfield as part of the Site Development Plan review. The required fencing shall not be in lieu of landscaping, but shall be designed to enhance the required buffer.

The motion was seconded by **Chair Mastorakos** and **passed** by a voice vote of 3-0.

Councilmember Monachella made a motion to amend P.Z. 04-2019 13559 Olive Blvd (McDonald's) as follows:

Prior to approval of plans that necessitate modification of the minimum setbacks from residential properties, confirmation that the existing, non-conforming pole sign will be removed is required. Final occupancy for these

improvements, including occupancy for renovation of the existing structure, shall not be granted until signage is in compliance with the UDC.

The motion was seconded by Chair Mastorakos and **passed** by a voice vote of 3-0.

Councilmember Monachella made a motion to amend P.Z. 04-2019 13559 Olive Blvd (McDonald's) as follows:

Non-security lighting shall not be on earlier than 30 minutes prior to opening, as defined in Section I.A.2., and non-security lighting shall not be on past 11:30 p.m.

Discussion after the Motion

There was some discussion regarding hours of operation and the use of security and non-security lighting. Mr. Knight pointed out that Attachment A currently states that lighting must meet Code. It was agreed that before the next Council meeting, Staff will review the Code to see if interior lighting is addressed.

The motion was seconded by Chair Mastorakos and **passed** by a voice vote of 3-0.

Councilmember Hurt made a motion to amend P.Z. 04-2019 13559 Olive Blvd (McDonald's) as follows:

Cross-Access shall be provided at all exterior property lines if redevelopment occurs.

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

The vote on the original motion to approve, as amended, **passed** by a voice vote of 3-0.

Note: One Bill, as recommended by the Planning and Public Works Committee, will be needed for the October 23, 2019 City Council Meeting. See Bill #

[Please see the attached report prepared by Justin Wyse, Director of Planning and Development Services, for additional information on P.Z. 04-2019 13559 Olive Blvd (McDonald's).]

D. Public Hearing Signs – Chair Mastorakos

Chair Mastorakos led a discussion on simplifying the current Public Hearing signage. She felt that the signs are too small, too hard to read, and contain too much information. Most residents are not familiar with how the planning or zoning process works. They need clear information on who to contact to find out more about the Public Hearing. She would like to see the signs more user-friendly and possibly larger. There was further discussion on what information should be included on the signs.

Chair Mastorakos made a motion to direct Staff to provide suggested changes to the Public Hearing signage. The motion was seconded by Councilmember Monachella and **passed** by a voice vote of 3-0.

IV. OTHER

Since Chair Mastorakos will not be able to attend the Thursday, November 7 Planning & Public Committee meeting, it was decided to reschedule the meeting to Wednesday, November 6.

V. ADJOURNMENT

The meeting adjourned at 6:43 p.m.

DRAFT