




Finance Director
636-537-4726

M E M O

DATE: January 19, 2018
TO: Mike Geisel, City Administrator
FROM: Chris DesPlanques, Finance Director 
RE: Citizens Advisory Committees

As part of a review process requested by the Finance and Administration Committee, and as directed by you as City Administrator, staff has evaluated several citizen advisory committees. While not reviewing all Citizen Advisory Committees, these committees were identified as having unique characteristics, either in function, creation, mission, or other. It should be stated initially that the characteristics which differentiate these committees are not qualitative. The purpose of this review is simply an attempt to align and reconcile their actual function with the stated policies and ordinances of the City of Chesterfield.

The specific committees included in this review were the Parks and Recreation Citizen Advisory Committee (PRCAC), Citizens Committee for the Environment (CCE), Chesterfield Alliance for Positive Youth (CAPY), Chesterfield Historic and Landmark Preservation Committee (CHLPC), Finance and Administration Citizens Advisory Committee (FACAC), and the Public Works Board of Variance (PWBOV). Each of these committees were reviewed by their respective staff liaisons, and their analysis is provided herein. The Memoranda attached provide historical information, goals and current objectives, as well as a description of how the committees are organized and administered. Each committee was compared with the mission and potential conflicts were identified. The following represents staff's recommendations for re-organization to align the committees mission and function:

Parks and Recreations Citizen Advisory Committee (PRCAC)

Substantive Changes-None

Non-Substantive Changes-Rename as "Parks, Recreations and Arts Citizens Advisory Committee"

Citizen Committee for the Environment (CCE)

Substantive Changes-Redefine reporting relationship as a function of the Parks, Recreation and Arts Department, not as an advisory Committee of City Council. They act as an action committee, not as an advisory committee.

Non-Substantive Changes-None

Senior Task Force

Substantive Changes-eliminate this as a stand-alone committee and merge operations with PRCAC

Non-Substantive Changes-None

Chesterfield Alliance for Positive Youth (CAPY)

Substantive Changes-Re-form as a non-statutory committee

Redefine reporting relationship as a function of the Police Department, not as an advisory Committee of City Council. They act as an action committee, not as an advisory committee.

Non- Substantive Changes-None

Chesterfield Historic and Landmark Preservation Committee (CHLPC)

Substantive Changes-Re-form as an independent 501(c)3 (Non-Profit) Organization

Non-Substantive Changes-None

Finance and Administration Citizens Advisory Committee (FACAC)

Substantive Changes-Re-form as a non-statutory committee

Non-Substantive Changes-None

Public Works Board of Variance (PWBOV)

Substantive Changes-Abolish

Non-Substantive Changes-None

I have attached each of the individual memos to this summary. I request that this information be forwarded to the Finance and Administration Committee for their review and further direction. If you require additional information, please advise.

Memorandum

To: Chris DesPlanques, Finance Director
From: Tom McCarthy
Director of Parks, Recreation and Arts
Date: 1/22/2018
Re: Analysis of Citizen Committees
Parks and Recreation Citizens Advisory Committee



The Parks and Recreation Citizens Advisory Committee was established in September of 1988 as a recommending body to the City Council. The original purpose of the Parks and Recreation Citizens Advisory Committee was to assist the City Council in the development of a comprehensive parks and recreation program. The goal of this committee is to seek to enhance the quality of life for all citizens of Chesterfield. In 2015, this goal was expanded to include promoting and managing the Arts when the Arts program was brought in-house and assigned to the Parks and Recreation Department.

This is a non-statutory committee consisting of sixteen residents, four from each ward plus a chairperson and one member At Large. Meeting dates are scheduled for the second Saturday of the month throughout the year at 8:15am at the Parks, Recreation and Arts office. The Committee members also provide assistance at events and with park programs throughout the year.

Mission Statement

The Parks and Recreation Citizens Advisory Committee (PRCAC) is a recommending body to the Parks and Recreation Committee of City Council. This Committee's purpose is to enhance the quality of life for all citizens of the City through the development of parks and recreation. In doing so, it shall be the Committee's responsibility to address the following as directed by City Council:

Objectives:

- Maintain a symbiotic partnership between its own mission statement and the mission statement of City Council and Chesterfield Parks and Recreation Department.
- Identify park and recreation attitudes of individuals and organizations in the community.
- Advise on basic policies that guide the parks and recreation.
- Review and advise on park development plans, conservation and green space opportunities.
- Recommend sites for park expansion and advocate for improvements, operations and maintenance standards consistent with NRPA CAPRA accreditation.
- Submit ideas for both passive and active park areas that enhance the environment.
- Recommend new programs and activities for the inclusion of all age groups and assist with events as needed.
- Consider conceptualized funding mechanisms for the development of a comprehensive Parks and Recreation Master Plan at the direction of the Parks and Recreation Committee of Council.
- Submit all formal recommendations in writing to the Parks and Recreation Committee of City Council and the City Council to facilitate better communication

Action Recommended

*The Parks and Recreation Citizens Advisory Committee should continue in its current composition, capacity, function and mission. This committee has been instrumental and has been very positive and productive over the years making sure we have a good pulse on what the residents of Chesterfield are looking for in their Parks, Recreation and Arts Department. I would have to say our Parks and Recreation Citizens Advisory Committee is a model example of how a committee is to function and advise. **The second recommendation is to officially change the name of the Committee to the Parks, Recreation and Arts Citizens Advisory Committee to reflect the current mission which was expanded to included the Arts..***

Memorandum



To: Chris DesPlanques, Finance Director
From: Tom McCarthy
Director of Parks, Recreation and Arts
Date: 1/22/2018
Re: Analysis of Citizen Committees
Citizens Committee for the Environment

The Current Citizens Committee for the Environment is a non-statutory committee. The Chesterfield Citizens for the Environment Committee was originally named the Recycling Committee. A request was made on September 23, 1991 at the Public Works/Parks meeting to change from the Recycling Committee to the Chesterfield Citizens for the Environment. Councilmember Alan Politte moved to accept the name change. The motion passed unanimously. Documentation shows that the Committee's purpose was intended to act in an advisory capacity to City Council. They are to assist with research and recommend implementation of improvements, and extensions of all recycling issues relevant to the City; investigate and identify environmental issues to enhance the City's quality of living; provide materials and discussion for education in the areas of recycling and control of our environment; and serve as a source of feedback to City Council for citizen recommendations and concerns for recycling and environmental issues. The Committee can have up to four members from each ward, one member at large and a Council Liaison. Attached is the current Citizens Committee for the Environment roster.

In the summer of 2017, the Citizens Committee for the Environment was transferred from the Administration Department to the Parks, Recreation and Arts Department. As a result of this transfer, Parks, Recreation and Arts has realized this Committee has expanded its mission beyond the original intent and authorization by City Council and it no longer acts as an advisory committee.

Attached is their mission statement below.

CCE MISSION STATEMENT:

The Citizens Committee for the Environment, acting in an advisory capacity to the City Council, seeks to:

- Research and recommend implementation, improvements, and extensions of all recycling issues relevant to the city.
- Investigate and identify environmental issues to enhance the city's quality of life.
- Provide material and discussions for education in the areas of recycling, conservation, and control of our environment.
- Serve as a source of feedback to the City Council for citizen recommendations and concerns for recycling and environmental issues.

Over the years, CCE has initiated programs such as the annual honey suckle removal event over at Faust Park, assisting with putting in pollinator gardens around town, Native Grow Off competitions, stuffed bear and blanket giveaways, an extensive marketing campaign requiring substantial graphic design work from our Communication Specialist, monthly flyer updates, article creation, copying, Stellar Green Youth Team program and awards, working closely with the local schools in our community on environmental and recycling issues, the Mayors Monarch Pledge,

Community Native Habitat Certification program, St. Louis County Department of Public Health grants and many other additional activities. This list of activities does not include the two largest events which they have created: Earth Day which is in its 26 year and consists of close to a dozen recycle vendors plus forty information and environmental-related craft vendors, entertainment and an extensive awards ceremony. This is a significant undertaking at the Chesterfield Mall inside and out. The second very successful fall Recycle Day which just celebrated it's 21st anniversary event with over 731 participants and a vendors recycling. What CCE does is truly amazing, they have raised the bar and I believe it is a very positive movement for the City of Chesterfield and our environment.

Action Recommended

The action I would like to recommend and will allow us to keep this Committee active, engaged and continuing to do wonderful things for our Chesterfield residents, the community, the environment and the future generations of our City would be to maintain the existing function of the CCE Committee, but their activities fall under the direction and supervision of the Parks, Recreation and Arts Department and are subject to the budget and labor constraints as approved by City Council. They are not, and do not function as an advisory Committee to the City Council, but serve in an adjunct capacity to the Department of Parks, Recreation and Arts. Their mission statement can be refined and much like the recommendation made for the Chesterfield Alliance for Positive Youth, this committee would work under the direct supervision of the Department, allowing them to function effectively. In the past, James Mello and/or Libbey Tucker coordinated with this committee, but had to concurrently coordinate with the Department for staff, resources, and availability. By far, this is the best case scenario and the residents won't lose any of the great work the Citizens Committee for the Environment does now.

CITIZENS COMMITTEE FOR THE ENVIRONMENT

(Parks & Recreation)

(4th Thursday at 6:15 p.m., Conference Room 102/103)
(2-Year Term)

Paul Travers
31 Village View Drive
Chesterfield, MO 63017
636-733-0731
ptravers2@sbcglobal.net
Ward I
Term expires 2/20/19

Donna Pecherski
1724 Heffington Drive
Chesterfield, MO 63017
636-532-8108 – h
636-236-9685 – c
donna.pecherski1@gmail.com
Ward II
Term expires 7/1/18

Polly Rutherford
15516 Twingate Drive
Chesterfield, MO 63017
636-532-8118 – h
636-579-6375 – c
pollyrutherford@gmail.com
Ward II
Term expires 7/1/19

Jeanne Clauson
15138 Chamisal Drive
Chesterfield, MO 63017
636-795-7416
jeanneclauson8@aol.com
Ward III
Term expires 7/1/19

Darcy Capstick, Chair
Nat'l Wildlife Federation Steward
2085 Baxter Road
Chesterfield, MO 63017
636-532-2208 – h
darcapstick@hotmail.com
Ward III
Term expires 7/1/19

Terry Grogan
14568 Crossway
Chesterfield, MO 63017
636-346-9507 – c
314-223-2311 - w
terry.w.grogan@boeing.com
Ward III
Term expires 3/2/19

Suchitra (Su) Ghosh, Vice-Chair
2401 Clayborn Drive
Chesterfield, MO 63017
314-443-4796
suchitrashim@gmail.com
Ward III
Term expires 3/2/19

Jeanne Tevlin
16705 Chesterfield Farms Dr.
Chesterfield, MO 63005
636-579-1872
jeannetevlin@gmail.com
Ward IV
Term expires 3/9/18

Gary Sriperumbudoor
16640 Benton Taylor Dr.
Chesterfield, MO 63005
203-558-5547 – c
garybudoor@gmail.com
Ward IV
Term expires 2/8/19

Ram Kurapati
16663 Benton Taylor Drive
Chesterfield, MO 63005
812-241-1490
tkurapati@yahoo.com
Ward IV
Term expires 9/5/19

At-Large Members

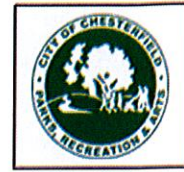
Laura Houck
15861 Cedarmill Dr.
Chesterfield, MO 63017
636-537-2026
l.j.houck@hotmail.com
Ward III
Term expires 7/2/19

Council Liaison

Ben Keathley
bkeathley@chesterfield.mo.us



Chesterfield Citizens Committee for the Environment 2017 End of the Year Metrics



Presenters – Continuing Education

- * Chris Hartley, Director of Science Education, Butterfly House/Project Pollinator
- * Robert Sears, President of E. Mo Beekeepers
- * Geoff Wegrzyn, City of Chesterfield's new Arborist
- * Greg Anderson, Professor of Biology/Lindenwood University/Sustainability Team
- * Fiona Woody, Director of Sustainability Reporting and Metrics & Dion McBay, Global Sustainable Development Lead for Monanto HQ/Sustainability Team
- * Clarice Hutchins – Pfizer/Biotech, Bioremediation/Green Chemistry-Sustainability Team



Lost and Honored

- * CCE Member and NWF Community Wildlife Habitat Partner, Patty O. Wiggins
- * One of Two Oldest Living Trees/2000 Millennium Green Partnership, a Northern Red Oak in Claymont Woods Subdivision



Updated Materials

Name and age factor for the Horse-chestnut in Faust Park/Chesterfield's Centennial Tree Roster

Signature Garden Application

Chesterfield What and Where to Recycle Flyer

Buying Recycled Means 'Closing the Loop' Brochures

International Earth Hour 2017

"All-in-One," Concessions Recyclables for Amphitheater and CVAC "Coaching the Coaches" Recyclables for County Grant, and Bathroom Recyclables

CCE Brochure



Community Education Tabletops

Earth Day at Chesterfield Mall 4/17

Fresh Water/Sustainable Gardening/Recycling at Library and YMCA Spring & Fall

Reading Racks at City Hall: native, natural, energy resources conservation

Party off the Parkway



Green Team &/or Team for Regional Excellence in Energy and Environmental Design

#61 and #62 elected and voted upon; to be honored 2/18 at City Council

NEW Projects

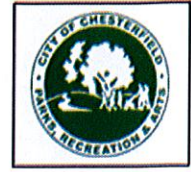
* Approximately 600 handmade, reclaimed, repurposed, reusable cloth 'plastic bags' collection sleeves given at Earth Day AND 21st Chesterfield/MO/America Recycles made by Charity-Sharity

* Reusable Bags and Calendars Initiative with Friendship Village

* Partners to NWF's Million Pollinator Garden Challenge; expanded YMCA's 'metamorphosing' native flora for butterflies garden with a second segment of 7 trays of native flora: 3 GS Troops + CCE = planted 7 Trays in 1 ½ hours!



Chesterfield Citizens Committee for the Environment 2017 End of the Year Metrics



Recycling/Conservation

- *Sustained 2nd BiAnnual Family Native Gardening Grow-Off (ends 3/17; honors 10/17).
- *Gave away over 400+ native flora for pollinators seed packets donated from PANatives.
- *Sustained synergies via PRACAC.
- *Increased quality nature in Chesterfield and surpassed previous years' NWF Fiscal Report metrics for achievement of post-certification goals; we're now in our 13th YEAR OF CONTINUAL NWF COMMUNITY CERTIFICATION since Spring, 2005, and the ONLY ONE IN OUR STATE, 9TH IN OUR COUNTRY! (over ap. 185...)
- *Sustained Annual October INVASIVE BUSH HONEYSUCKLE eradication efforts at NWF Anchor Project sites in Faust Park: 52 human/3 hours/11 dumptruck loads of IBH!
- *Sustained 26 years of community reforestation; 20 Tree City, USA's; MDOC native trees/woody shrubs given away at Earth Day.

Outreach

- *Continual presence in all quarterly city newsletters; social media.
- *Recycling Education Tabletops at Party Off the Parkway
- *Sustained Comfort Bear/Blanket giveaways and increased regional networks/giveaway numbers in this hemisphere
- *Sustained participation with CFM's Conservation Leadership Corps via CCE Networks.
- *Sustained working with families from Wild Horse Elementary School who want to help with: recycling, native flora planting, helping pollinators, NWF Schoolyard Habitat, Earth Day, etc.
- *Developing 2 Blue Planet's GREEN Challenge Youth for Earth Day 2018
- *Second Year for Project Pollinator + CCE/YMCA Theater
- *Letter of Support for St. Louis Teachers' Recycle Center/Van Go effort


21st Chesterfield/Missouri/America Recycles Event

- *Gave away approximately 300+ handmade, recycled cloth, reusable 'plastic bags' storage sleeves to attendees.
 - *NEW on-site document shredding: American Document Destruction.
- Chesterfield / MO Recycles Day Collections:

Vendor	2016	2017
St. Louis Teachers Recycle Center	1020 pounds	200 pounds
MRC electronics	35,030	38,030 pounds
Republic	40 Tons	0.49 tons
STL Bicycle Works	62 bikes	57 Bikes
Charity Sharity	55+ 13-gallon trash bags, 4 sewing machines, 6 rolls of fabric	40+ 13 gal bags, 15 sewing machines
Paper Shredding	8,407 pounds	22,180 pounds
Habitat for Humanity	3,900 pounds (13 CY)	5,800 pounds (19.5 CY)
Medication Take Back	265 pounds	265.8 pounds
VEHICLE COUNT	708	731 (750)



Memorandum

To: Chris DesPlanques, Finance Director
From: Tom McCarthy 
Director of Parks, Recreation and Arts
Date: 1/22/2018
Re: Analysis of Citizen Committees
Senior Task Force



The Senior Task Force was established in July of 2012, and was under the direct supervision of Community Services and Economic Development Division until spring of 2017 where it was transferred to the Parks, Recreation and Arts Department. The construct of the Senior Task Force is unclear. Initially the committee was recommended to be established as the Older Adult Advisory Committee. This recommendation was defeated at the June 25, 2012 F & A Committee meeting when the motion failed to pass with a 1-3 vote. A second motion was made to create an Older Adult Advisory Task Force; this motion was passed with a vote of 3-1.

The Senior Task Force is to be made up of eight Chesterfield residents (two from each ward) who are suitably fit to provide expertise in the area of senior services or gerontology. Applicants were required to submit an interest letter along with qualifications, which would then be reviewed by staff and appointed by the Mayor. The Senior Task Force currently meets on the second Tuesday of the month at 1:30 pm. Currently there are four committee members from ward four, two from ward two, one from ward three, one from ward four and two additional member's. One of which represents the YMCA and the other represents the St. Louis County Department of Human Services CORP Division.

MISSION: To establish Chesterfield as a proactive, responsible community in helping to meet the needs of our aging population and their caregivers by serving as a focal point for resources, high quality services, and activities for aging residents, with a focus on health, wellness, and lifelong learning.

GOALS: To maintain high quality of life for the target population by: 1) Increasing interaction within the target population; 2) Serving as an information/education resource for the target population; 3) Advising staff on issues relevant to the target population.

Action Recommended


Now that the Parks, Recreation and Arts Department has the Senior Task Force under our wing, we have done a complete review of the overall operation and what the Senior Task Force is actually doing. Staff and I have come to the conclusion that the Senior Task Force Committee has a substantial amount of duplication and overlap in what they are actually as compared with the activities and mission of the Parks, Recreation and Arts Citizen Advisory Committee. My recommendation is to eliminate this committee as a separate entity and consolidate the activities with those already assigned to the PRACAC. The Mayor could appoint two or three of the current task force members to existing vacancies on the Parks, Recreation and Arts Citizens Advisory Committee. This will allow us to continue to have input and recommendations

for our seniors in Chesterfield and eliminate the duplicative effort. Since the Senior Task Force has come under the management of the Parks, Recreation and Arts Department, we have expanded senior programming, increased attendance at seminars, added health and wellness classes and grown the Oasis programs and involvement with the senior community. I see that there will only continue to be a positive increase in senior awareness, activities and involvement by bringing their expertise into the fold of the Parks, Recreation and Arts Citizens Advisory Committee.



Chesterfield Police Memorandum



Date: January 11, 2018
To: Chris DesPlanques, Finance Director
From: Chief Ray Johnson 
c.c. Michael Geisel, City Administrator
RE: Chesterfield Alliance for Positive Youth (CAPY)

The purpose of this memorandum is to report on the Chesterfield Alliance for Positive Youth (CAPY) committee and make recommendations related to the group and their function as it relates to the City of Chesterfield and their affiliation with our police department.

COMMITTEE NAME: Chesterfield Alliance for Positive Youth.

CREATION: Following the incorporation of the City of Chesterfield in 1988 and in response to citizen's concerns related to the growing drug abuse epidemic that was prevalent across the country at the time, then Mayor, Fred Steinbach directed the establishment of a "Drug/Chemical Dependency Task Force" (which later became known as the "Mayor's Drug Abuse Task Force"). Then in November 1993 Municipal Ordinance 852 was enacted which provided that a coordinator "shall be appointed by the City Administrator and operate under contract with the City of Chesterfield." A copy of Ordinance #852 is attached hereto for your convenience. To the best of my knowledge, although required by City Code, the position of Alcohol and Drug Abuse Prevention Coordinator has never been funded or staffed. Although the ordinance (copy attached) did not "establish" the Drug Abuse Task Force, it was referenced in the ordinance in stating the Coordinator would work in a support capacity to enable the Task Force to better meet its objectives. The Coordinator's position function is clearly stated in Section 2 of the Ordinance #852 as follows: Section 2. Function. The Coordinator of Alcohol and Drug Abuse Prevention is intended to be a part time position that would provide support to meet the objectives of the strategic plan as established by the Chesterfield Task Force on Alcohol and Drug Abuse. Further, the Coordinator will work in a support capacity to better enable the Chesterfield Task Force on Alcohol and Drug Abuse to meet its objectives and provide leadership for alcohol and drug prevention activities for the city of Chesterfield which would include organizing alcohol and drug prevention programs; organizing drug awareness events and representing the City of Chesterfield in contacts with public and private organizations with community issues relating to alcohol and drug abuse.

As the group evolved throughout the years and their programs and educational outreach efforts expanded, their name changed to the "Chesterfield Alliance for Positive Youth" (CAPY) to better reflect the purpose of the group. Along with that evolution, the group became more known and categorized as a "citizen's committee" affiliated with the City of Chesterfield and less of a "task force."

MISSION: “To identify and lessen the dangers of the drug abuse epidemic in our community”.

Upon their formation, the initial group, the “Mayor’s Drug Abuse Task Force,” established a mission to identify and implement ways to stop the abuse and illegal use of drugs and alcohol in the Chesterfield area. This is a mission that CAPY still maintains, but that has further evolved into including community education opportunities and outreach programs for not just the youth of the area but also people of all ages within the community.

MEMBERSHIP:

Initially, the group was to include twenty-four members, and the City liaison for the group was Mayor Fred Steinbach. That original committee (Mayor’s Drug Abuse Task Force) consisted of concerned citizens, religious leaders, educators, law enforcement officials and youth members. Today, CAPY is comprised of five citizen members, two youth members, a liaison member from the City Council and a Police Department member serving as a liaison. As with any citizen committee, the membership does occasionally fluctuate in number as members join or drop from the committee. However, the current membership is reflective of the size of the committee has sustained over the last several years.

In its’ present form, CAPY continues to serve as a community engagement committee that is currently aligned with the police department, as the objectives of the committee most closely reflect those of the community outreach programs of the police department. The police officer currently assigned as the City liaison to the committee works in concert with the members of the group to ensure that the goals of both entities are being met within the best interests of the City of Chesterfield.

POLICY CONFLICTS:

As referenced above under “CREATION”, in November of 1993, Ordinance 852 was enacted to establish the position of the “Coordinator of Alcohol and Drug Abuse Prevention” in relation to what is now CAPY. The ordinance provided that a coordinator be appointed by the City Administrator and operate under contract with the City of Chesterfield. It further stated that the “Coordinator” would be compensated for their time at the rate of \$8.00 per hour, not to exceed 40 hours per month. I can find no evidence that this position was every filled nor find any justification for doing so in the future. Also, some sections of the ordinance such as those referring to the “Task Force” and “The Prevention Partnership” are outdated. Further, City policy FA 9 states that: “All designated projects, defined by task and scope, must be approved and assigned by the appropriate Council Standing Committee for all non-statutory Committees. This does not prohibit a non-statutory Committee from making suggestions for projects and submitting them to the Council Committee to which it is assigned”. However, in practice, CAPY operates in cooperation with the Police Department and other City Departments to host events and activities. These activities and other functions are an extension of the Police function and CAPY does not rely on the **direct oversight and control** of one of the four standing Committees of Council. To do so, would severely inhibit CAPY’s function and effectiveness. However, to be clear, City Council maintains ultimate control and direction through policy and funding of the law enforcement budgetary line items. Also, City Council adopted FA Policy #1 which suggests that the City understood that its committees and committee’s members actions would be assumed to be acting as agents of the City and as such, their activities must be limited, controlled, and consistent with City Council.

It should be readily evident that CAPY performs an important mission and has been effective in doing so. It should be equally evident that CAPY is not operating in concert with the original ordinance, City policy, and the staffing was never realized. It is my opinion that the mission is, in fact, a public safety function and should be coordinated by the Police Department generally as it has evolved.

It is important to recognize that any group that is established by the City, functioning on behalf of the City, represents the City. Actions of such group are reasonably assumed to be affiliated with the City. Individuals who financially support such group would typically assume such funds ultimately go to the City and have the associated tax benefits and fiscal oversight. After the group was created, the City at some point began contributing \$3000.00 annually to support their purpose and enable them to accomplish their mission. For a number of years those monies went directly to CAPY as a donation, and CAPY maintained a bank account separate from any city control or oversight; any unspent dollars were carried over from year to year resulting in an accumulated reserve balance. In 2011, the City Council approved that \$6,000.00 be budgeted to the group to help them accomplish their mission but directed that the funds be included as a line-item in the Police Department's expense budget and the responsibility of tracking the expenditure of those funds shifted to that department. At that time CAPY was required to fully deplete all reserve funds accumulated prior to approval of any future expenditure. In 2012, the annual amount budgeted for CAPY was amended to \$3,000.00. Every year since, that \$3,000.00 amount has been approved annually by the City Council. All proposed programs and the expenditure of any funds by CAPY continue to be pre-approved by the Chief of Police prior to expenditure being allowed.

In September 2015 the CAPY group petitioned the Public Health and Safety Committee of Council to be allowed to change its' affiliation status with the City of Chesterfield to allow the group to solicit funding from private sources as a way to finance any expanded services and programs. That request was considered but denied by the members of the Public Health and Safety committee.

Now CAPY is seeking to further establish their own identity and recognition through the proposed development of their own letterhead and logo, and the "adoption" of a mascot; all of which, in my opinion, would tend to segregate and separate the committee from the police department.

RECOMMENDATION:

Therefore, I recommend as follows:

- 1) I recommend the current name of Chesterfield Alliance for Positive Youth be retained, but that the committee be re-classified from a "City of Chesterfield Citizens Committee" to a "Chesterfield Community Engagement Committee of the Police Department." This would necessitate the repeal of Municipal Ordinance #852 which I consider to be unnecessary and obsolete; its repeal would also remove any potential confusion as to whether CAPY is a statutory or non-statutory committee. A separate policy or resolution directive should be prepared to define all of the membership and mission parameters, rather than establish such by Ordinance.
- 2) I further recommend that the group continue to receive their funding as they currently do through a City Council approved line-item in the Police Departments annual expense budget, and that the budget remain the responsibility of the Police Department. This will demonstrate and assure better fiscal responsibility of City funds, as all proposed programs and expenditures would still have to be pre-approved by the Chief of Police.
- 3) With implementation of the recommendations herein, CAPY will continue to operate in its' current capacity, but will be aligned and compliant with the City's policies and City code.. The mission of the group continues to be most aligned to the community programs of the police department and therefore should continue to serve as a community engagement committee affiliated with the police department.

<p>CHESTERFIELD ALLIANCE FOR POSITIVE YOUTH (CAPY)</p> <p>We are a group of Chesterfield residents, business AND civic leaders, and other concerned individuals who are working to identify and implement ways to stop the abuse and illegal use of alcohol and other drugs in the Chesterfield area. We strive to prevent alcohol and other drug abuse among Chesterfield residents and to encourage and support schools, parents, law enforcement, business, and other organizations in their efforts to end alcohol and other drug abuse. We encourage these groups to take a proactive stance in preventing alcohol and other drug abuse in the Chesterfield area. We are an active group committed to providing alternatives for our youth, keeping residents informed, and insuring a healthier, drug free Chesterfield.</p> <p><u>Important Information About Heroin Abuse</u> (../heroin.html)</p> <p><u>Useful Links</u></p> <p><u>Kids Under Twenty One</u> (http://kuto.org/)</p> <p><u>National Council on Alcoholism and Drug Abuse</u> (http://www.ncada-stl.org/nindex.html)</p> <p><u>National Alliance on Mental Illness</u> (http://nami.org/)</p> <p><u>National Eating Disorders</u> (http://www.nationaleatingdisorders.org/index.php)</p> <p><u>Not Even Once</u> (http://www.not-even-once.com/)</p> <p>Suicide Hotline 314.647.4357</p>	<p>SPORTS FUSION (MIDDLE SCHOOL)</p> <ul style="list-style-type: none"> • TBD at Sports Fusion. • Gives 6th through 8th graders an alcohol, tobacco and other drug free way to celebrate winter. <p><u>POOL PARTY (MIDDLE SCHOOL)</u> (../parks-recreation-and-arts.html)</p> <ul style="list-style-type: none"> • August 25 at the Chesterfield Family Aquatic Center. • Gives 6th through 8th graders an alcohol, tobacco and other drug free way to celebrate summer. <p>RED RIBBON WEEK</p> <ul style="list-style-type: none"> • Typically falls during the last week of October. • Commemorates the life and death of DEA agent Enrique Camarena who was working to stop the flow of drugs into our country from Mexico. • We provide the support and opportunities for youth to celebrate drug-free life styles. <p>PRESCRIPTION DRUG TAKE BACK EVENT</p> <ul style="list-style-type: none"> • Date TBD at City Hall. • Accepting all expired medications for legal and appropriate disposal. <p>For more information email: <u>Sgt. Keith Rider</u> (mailto:%20krider@chesterfield.mo.us) or call 636.537.4000</p>
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690 Chesterfield Pkwy W
 Chesterfield, MO 63017-0760
 Telephone: (636) 537-4000

[privacy statement](#) (/privacy-statement.html)
[legal information](#) (/legal-information.html)

webmaster@chesterfield.mo.us (mailto:webmaster@chesterfield.mo.us)

BILL NO. 872

ORDINANCE NO. 852

AN ORDINANCE ESTABLISHING THE POSITION OF THE COORDINATOR OF ALCOHOL AND DRUG ABUSE PREVENTION.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CHESTERFIELD, ST. LOUIS COUNTY, MISSOURI, AS FOLLOWS:

Section 1. Established. There is hereby established the position of Coordinator of Alcohol and Drug Abuse Prevention.

Section 2. Function. The Coordinator of Alcohol and Drug Abuse Prevention is intended to be a part time position that would provide support to meet the objectives of the strategic plan as established by the Chesterfield Task Force on Alcohol and Drug Abuse. Further, the Coordinator will work in a support capacity to better enable the Chesterfield Task Force on Alcohol and Drug Abuse to meet its objectives and provide leadership for alcohol and drug prevention activities for the City of Chesterfield which would include organizing alcohol and drug prevention programs; organizing drug awareness events and representing the City of Chesterfield in contacts with public and private organizations with community issues relating to alcohol and drug abuse.

Section 3. Terms. The Coordinator shall be appointed by the City Administrator with the approval of the City Council for an initial period not to exceed six (6) months. The Coordinator shall be chosen on the basis of experience and training in the field and may be removed from office by the City Administrator with the approval of City Council. The Coordinator shall be under the direct supervision of the City Administrator.

Section 4. The City Administrator is hereby authorized to enter into a contract of employment in accordance with the contract which is attached hereto and made a part hereof as Exhibit "A" or as later revised and approved by the Committee on Public Works and Parks of the City Council.

Section 5. This Ordinance shall be in full force and effect from and after its passage and approval.

Passed and approved this 15TH day of NOVEMBER, 1993.


MAYOR

ATTEST:


CITY CLERK

CONTRACT

THIS AGREEMENT entered into this ___ day of _____, 1993, by and between THE CITY OF CHESTERFIELD, MISSOURI (hereinafter referred to as "Chesterfield") and _____ (hereinafter referred to as "Coordinator").

In consideration of the mutual promises and conditions as set out below, Chesterfield and Coordinator agree as follows:

1. Association. Chesterfield agrees to employ coordinator as the Coordinator of Alcohol and Drug Abuse Prevention for the City of Chesterfield under the terms and conditions as set out in this agreement.

2. Scope of Service. As mutually agreed, such coordination services shall include:

a. To coordinate activities of the Chesterfield Task Force on Alcohol and Drug Abuse.

b. To provide leadership for alcohol and drug prevention activities in the City of Chesterfield.

c. Organize alcohol and drug prevention programs for community groups.

d. Organize drug awareness events for the City of Chesterfield.

e. Represent the City of Chesterfield in contacts with public and private organizations concerned with community issues related to alcohol and drug abuse.

f. Prepare reports, evaluations and statistical data relating to the City of Chesterfield's prevention programs as required by the City, County or other governmental agencies.

g. Perform such other duties and responsibilities as may be assigned by the Task Force, supervising the Task Force, City Administrator/Mayor of Chesterfield.

3. Terms. The term of this agreement shall begin on January 1, 1994 and shall run for a period of six (6) months ending on June 30, 1994 with options to extend the terms upon written agreement signed by both parties. Either party shall retain the right to terminate this agreement without cause, upon written notification to the other party on thirty (30) days written notice.

This position is considered to be a part time position with the City of Chesterfield which does not include benefits and is for a maximum of forty (40) hours per month.

4. Compensation. Chesterfield shall compensate Coordinator for services rendered under the terms of this Agreement at the sum of Eight Dollars (\$8.00) per hour. Said amount shall be paid at a flat rate for services rendered on an hourly basis, not to exceed forty (40) hours per months.

Coordinator acknowledges that the funds being provided for this position are to be provided to the City of Chesterfield by The Prevention Partnership and that the employment of Coordinator with the City of Chesterfield is conditioned upon these sums being made available to the City by The Prevention Partnership. If sums are not available or are terminated and the City does not choose to make available funds from the general budget then this position

shall be unfunded and Coordinator's services shall be terminated immediately.

5. Coordinator shall be under the direct supervision of the City Administrator of the City of Chesterfield.

6. Assignment. Coordinator shall not delegate nor assign his responsibilities and duties under this Agreement except with the written approval of Chesterfield.

7. Liabilities. Chesterfield shall have no responsibility for any costs incurred or obligations entered into by or on behalf of Coordinator except with the written approval of the City Administrator of the City of Chesterfield nor does Coordinator have the right to enter into any binding agreement that would bind Chesterfield without express written consent of Chesterfield.

8. Modification. None of the terms of this Agreement may be waived or modified to any extent except upon written agreement signed by both parties.

9. Applicable Law. This Agreement shall be subject and governed by the laws of the State of Missouri.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year first above written.

THE CITY OF CHESTERFIELD, MISSOURI

By _____
MICHAEL G. HERRING, City Administrator

COORDINATOR



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248459774
Feb. 01, 2008 LTR 4168C E0
43-1834312 000000 00 000
00033363
BODC: TE

CHESTERFIELD ALLIANCE FOR POSITIVE
% CITY CLERK
690 CHESTERFIELD PKWY W
CHESTERFIELD MO 63017-0760901



003138

Employer Identification Number: 43-1834312
Person to Contact: Mrs. Arnold
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your request of Jan. 25, 2008, regarding your tax-exempt status.

Our records indicate that a determination letter was issued in April 1999, that recognized you as exempt from Federal income tax, and discloses that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

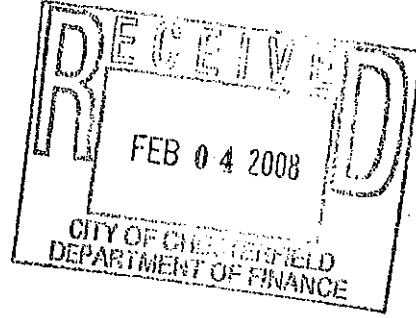
Sincerely yours,

Michele M. Sullivan, Oper. Mgr.
Accounts Management Operations I

003138.411938.0016.001 1 AT 0.334 532



CHESTERFIELD ALLIANCE FOR POSITIVE
% CITY CLERK
690 CHESTERFIELD PKWY W
CHESTERFIELD MO 63017-0760901



03138

CUT OUT AND RETURN THE VOUCHER AT THE BOTTOM OF THIS PAGE IF YOU ARE MAKING A PAYMENT,
EVEN IF YOU ALSO HAVE AN INQUIRY.


The IRS address must appear in the window.

BODCD-TE

0248459774

Use for payments

Letter Number: LTR4168C
Letter Date : 2008-02-01
Tax Period : 000000

INTERNAL REVENUE SERVICE
P.O. Box 2508
Cincinnati OH 45201




431834312

CHESTERFIELD ALLIANCE FOR POSITIVE
% CITY CLERK
690 CHESTERFIELD PKWY W
CHESTERFIELD MO 63017-0760901

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DRUG/CHEMICAL DEPENDENCY TASK FORCE - MISSION STATEMENT

Our mission is to identify and implement ways to stop the abuse and illegal use of drugs and alcohol in the Chesterfield area.

RECORD OF PROCEEDINGS

MEETING OF THE CITY COUNCIL OF THE CITY OF CHESTERFIELD
AT 922 ROOSEVELT PARKWAY
ON OCTOBER 17, 1988

The meeting was called to order at 7:30 p.m.

A roll call vote was taken with the following results:

PRESENT

Mayor Fred Steinbach
Councilmember Charles Fawcett
Councilmember Richard Hrabko
Councilmember Jade Bute
Councilmember Doug Hartman
Councilmember Jack Neiner
Councilmember Barry Flachsbart
City Attorney, Doug Beach
City Administrator, Michael Herring

ABSENT

Councilmember Ward Overall
Councilmember Robert Frank

The Pledge of Allegiance was given.

The Rev. James Capps from Bonhomme Presbyterian Church led the City Council in prayer.

APPROVAL OF MINUTES

The minutes of the October 3, 1988 meeting were submitted for approval. A motion was made by Councilmember Neiner, seconded by Councilmember Flachsbart to approve the Minutes. A roll call vote was taken for approval of the Minutes with the following results: Ayes - Fawcett, Hrabko, Hartman, Bute, Neiner, Flachsbart. Nays - None. Absent - Overall, Frank. The Minutes were approved.

INTRODUCTORY REMARKS - MAYOR FRED STEINBACH

Mayor Fred Steinbach introduced Mr. Tim Warden with the Boy Scouts of America.

Mr. Warden explained that his Cut Scout Troop is from Bonhomme Presbyterian Church. They are working toward an activity badge, which is one of twenty (20) that will be completed in two years. Tonight they are here to learn about City Government and its functions.

Mayor Fred Steinbach stated that at the suggestion of Councilmember Hartman, Boy Scouts and

Girl Scouts in our area will open our Council Meetings with a flag ceremony and the pledge of allegiance. Details are presently being resolved by the City Administrator.

Mayor Fred Steinbach stated that there will be a Public Hearing on November 7, 1988, relevant to a voluntary annexation petition for Conway Springs Subdivision, which is located North of Hwy. 40 and West of Old Woods Mill Road. The Public Hearing will be held at 7:00 p.m. prior to the City Council Meeting at 7:30 p.m.

Mayor Fred Steinbach next announced the formation of a Drug/Chemical Dependency Task Force. The City Council, religious leaders in the community, law enforcement officials, and educators have all expressed a desire to form a Drug/Chemical Dependency Task Force. Mayor Fred Steinbach stated that this task force is being formed because the Mayor believes, the City Council believes and citizens from the State of Missouri and our country believe that drugs are one of the most serious problems that effect the future of our communities. In a recent speech in Kansas City, Senator Jack Danforth of Missouri pointed out that there was a drug problem of epidemic proportion from 1900-1914 in this country. Senator Danforth stated that the problem was not solved purely by legislation but was lessened when the citizens of this country said, "no more to drugs". Mayor Steinbach stated that we do not feel that the drug problem in this community is any greater or lesser than in any growing suburban community in the country. The City does feel that if we have the people, and we have the procedures in place, it will allow us the qualifications to lessen the dangers of this problem. The task force will include religious leaders, educators, concerned laymen, law enforcement officials and kids. The City wants to bring together experts from every facet of our community to fight this challenge by initially involving twenty-four (24) people in this effort. Mayor Fred Steinbach will be the liason from the City Council and will assist the committee in providing specific recommendations and a Mission Statement. Mr. Homer Mastorakos and Mr. Gary Langfitt have been chose as co-chairman. A committee list is attached.

COUNCIL COMMITTEE REPORTS

Public Works Committee

Councilmember Fawcett, chairperson of the Public Works Committee, stated that the Public Works Department has two (2) used vehicles from the City of Maryland Heights for immediate use by our Public Works Department.

Councilmember Fawcett stated that the Metropolitan Sewer District has agreed to enter into a contract to take over plan reviews and construction inspections of storm sewers. In the future, the City hopes that the Metropolitan Sewer District will take over the maintenance and construction of all storm water in the Chesterfield Area. With MSD reviewing the plans of all storm sewers systems that are being built, this should facilitate MSD's acceptance of storm water systems within the City.

Planning & Economic Development

RECORD OF PROCEEDINGS

MEETING OF THE CITY COUNCIL OF THE CITY OF CHESTERFIELD AT 922 ROOSEVELT PARKWAY ON NOVEMBER 7, 1988

The meeting was called to order at 7:30 p.m.

A roll call vote was taken with the following results:

PRESENT

ABSENT

Mayor Fred Steinbach
Councilmember Charles Fawcett
Councilmember Ward Overall
Councilmember Richard Hrabko
Councilmember Robert Frank
Councilmember Jade Bute
Councilmember Doug Hartman
Councilmember Jack Neiner
Councilmember Barry Flachsbart
City Attorney, Doug Beach
City Administration, Michael Herring

The Pledge of Allegiance was given.

The Rev. Martha Newman from Emerson Chapel - Unitarian led the City Council in prayer.

APPROVAL OF MINUTES

The Minutes of the October 17, 1988, meeting were submitted for approval. A motion was made by Councilmember Hartman, seconded by Councilmember Bute to approve the Minutes. A roll call vote was taken for approval of the Minutes with the following results: Ayes - Fawcett, Hrabko, Hartman, Bute, Neiner, Flachsbart, Overall, Frank. The Minutes were approved.

INTRODUCTORY REMARKS - MAYOR FRED STEINBACH

Mayor Fred Steinbach introduced Mr. Jim Gerst, Post Commander of the American Legion Post 556 along with the following members:

Mr. Norman Albrecht
Mr. Wally Zesch

Mr. William Davenport
Mr. Cecil Bowling
Mr. Milton Collins
Mr. Earl Bayer
Mr. Robert Gerst

These members of the American Legion officially presented an American Flag to the City of Chesterfield.

Mayor Steinbach stated that the first official meeting of the Chesterfield Drug and Substance Abuse Task Force is scheduled for Thursday, December 1, 1988 at 7:00 p.m. Mr. Homer Masterakos and Gary Langfitt, co-chairmen of the committee have requested a list of priorities from the Task Force. The following is a response received from Mrs. Steinbach, a member of the Task Force.

The drug problem in our country today faces each community and family. We all need to be educated. We all need to say that drugs are wrong and drugs are harmful. We need strict consequences for violations of our laws and available help for the unhealthy. Drug abusers include the young, the old, the rich and the poor. The problem belongs to all of us, and we need to be responsible.

Mayor Steinbach stated that the Chesterfield Valley Committee will be meeting on November 9, 1988.

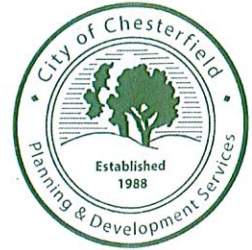
Mayor Steinbach noted that Olive Street Road North of Highway 40 is scheduled for completion by mid November.

COUNCIL COMMITTEE REPORTS

Public Works Committee

Councilmember Fawcett, chairperson of the Public Works Committee, stated that the City has seven (7) snow plows and a lease agreement for ten (10) additional plows, if necessary. The Public Works Maintenance Yard is located at Breckenridge Materials on Airport Road. A tractor trailer and office trailer will be housed at Breckenridge Materials for use by the Public Works Department and storage of materials and supplies. Salt, which will be stored at the maintenance yard, is scheduled for delivery sometime within the next two weeks.

Councilmember Fawcett stated that the Chesterfield Public Works Citizen Advisory Group was given the responsibility of reviewing the street construction standards for concrete streets in the subdivisions. As a result, specific recommendations have been developed for consideration by Council. These have been reviewed by the Public Works Committee of the Council which endorses these recommendations (See Attached). A motion was made by Councilmember Fawcett, seconded by Councilmember Hartman to adopt these standards. A voice vote was taken with an affirmative result and the motion was declared passed.



Memorandum
Department of Planning & Development Services

To: Chris DesPlanques, Finance Director
From: Justin Wyse, Director of Planning and Development Services *JW*
Date: January 15, 2018
RE: Analysis of Citizens Committees: Chesterfield Historic and Landmark Preservation Committee (CHLPC)

The purpose of this memorandum is to report on the Chesterfield Historic and Landmark Preservation Committee (CHLPC) and provide recommendations related to the committee and their function as it relates to the City of Chesterfield and the affiliation with the Department of Planning and Development Services.

COMMITTEE NAME: Chesterfield Historic and Landmark Preservation Committee (CHLPC)

CREATION: The CHLPC was created as a non-statutory committee by the City of Chesterfield in 2011 via a Department of Planning and Development Services Policy, which has been amended several times. The CHLPC was created to consolidate the prior Chesterfield Historical Commission and the Chesterfield Landmark Preservation Commission.

The consolidation of the two prior groups into the CHLPC was done, in part, to remove redundancies in membership with an area of focus that was very similar. Under the current configuration, the committee acts under the direct guidance of the Planning and Public Works Committee of Council.

MISSION: The policy includes an eleven point mission for the Commission on pages 1 and 2 of the attached policy (current PDS Policy #1). In an attempt to summarize the eleven point mission statement, the CHLPC seeks to conserve areas designated as landmarks and promote the historic features (cultural, social, economic, political and architectural) of the City. The committee currently conducts several activities in pursuit of this mission that include, but are not limited to:

- Creation of an annual calendar promoting the history of the City;
- Participation in events and lectures to discuss the history of the area;
- Creation of displays to promote the history of the City in the display areas of City Hall;
- Maintain items of historic significance owned by the City of Chesterfield; and

- Provide recommendations regarding areas that are required by the Unified Development Code to allow the CHLPC to review historic areas of the City of Chesterfield.

In addition to the above noted routine activities of CHLPC, there have been several occasions over the years (including activities of the predecessor committees) where the committee has strongly advocated for the City to provide the means for the creation of a dedicated space for the CHLPC to use to publicly display items of historic significance. Concerns with the current status of storing items have been brought to P&PW in the past citing concerns with the facilities and current capabilities of the City to act as curators of high quality, historic items. Issues with stored facilities at the City was last discussed in 2011 where P&PW discussed the need for CHLPC to complete a comprehensive inventory of the items, including narrative to describe the importance for each item. This process is ongoing and CHLPC members continue to note frustration with the current storage system where items are in multiple locations in the City that may not be appropriate for the quality of the items and make sorting / cataloging the items difficult. Absent the completion of the inventory and narrative, the City Council has been denied the opportunity to make any determination as to the efficacy of all of the materials being retained on behalf of the City.

MEMBERSHIP: Membership on the CHLCP differs from F&A Policy #26 regarding non-statutory board/commission/committee membership. The structure of the CHLPC does comply with F&A Policy #8 which seeks to have no less than 25% and no more than 33.3% participation from any ward.

While the membership of CHLPC is quite large (currently at 21 members), the policy establishing the committee was amended previously to reduce the requirement of a quorum to 30% in acknowledgement of the time necessary for volunteers to attend evening meetings. Since the change, CHLPC has regularly had a quorum at their meetings. However, meetings are largely attended by the same core of individuals and many individual members of CHLPC may not be meeting the attendance goals of the policy.

POLICY CONFLICTS: There are several areas where current activities of the CHLPC create conflicts with existing policies of the City of Chesterfield. A summary of these policy conflicts is below.

F&A Policy #9 states that all projects of citizen committees are approved in task and scope by the appropriate committee. While the policy specifically states that it is not the intent to prevent suggestions, CHLPC and P&PW have rarely interacted over the past several years. Under the current system, CHLPC operates largely independently and outside of the oversight function of City Council.

F&A Policy #1 discusses correspondence of citizen committees that use the City's name or logo to be approved prior to use. As evidenced by the recent responses in the Post-Dispatch, CHLPC members need to be reminded of the existing policy.

One of Staff's largest policy concerns is how financial matters of CHLPC are handled. For several years, the City has held funds for the Committee that were acquired on behalf of the "Committee" and not on behalf of the City. These have been treated as and consumed as private funds, not under the budget, control, or oversight of public funding. There have been prior unsuccessful efforts requesting the Committee to maintain a private bank account, separate and outside of the City's funds. It should be noted that co-mingling public and private funding is simply inappropriate and should be avoided. As an example to illustrate a part of the concern, CHLPC may accept donations to help fund projects or routine costs. It would seem logical that providing a donation to a historic group that is part of the City would be a tax deductible donation. However, the City does not allow CHLPC to utilize our tax exempt status for their purchases as the committee's finances are not subject to the oversight and purchasing requirements of City Council. This funding concern extends to sales of books, calendars, coloring books, and related items. Under the current setup, it is unclear if sales tax should be collected on these transactions.

Staff is of the opinion that concerns with the finances of CHLPC need to be addressed to ensure proper oversight of public funds, transparency in the use of public funds, and clarity in the status of funds of CHLPC. In addressing this concern, I am of the opinion that there are two viable options to address the issue.

The first solution would be to fully integrate the funds into the City's budget. This would allow the City Council the appropriate oversight and all revenues and expenses would be subject to the City's budgeting process. However, I believe this process would further restrict the CHLPC and would create a barrier to the members in trying to achieve their mission. This would become even more pronounced as the group is successful in obtaining a separate space to promote the history of the area. There have been several instances in the past where City structure that requires recommendation by CHLPC, review by P&PW, and action by the City Council has prevented accepting donations or moving forward with time sensitive activities.

The second solution would be to establish the CHLPC as a separate non-profit designated as a non-profit organization under the State of Missouri. This would allow CHLPC to be more nimble in their actions and fully promote the mission of the group. Establishment of a 501 c(3) would not prevent a relationship between the City and the non-profit. For example, the City could enter into an agreement that would allow and encourage the group to rotate historic displays at City Hall as they currently do. Any support or agreements between the City and the group would be subject to review and approval by City Council. To be absolutely clear, the City would retain the ability to support the organization as a separate entity if the City Council so desires.

RECOMMENDATION: In order to address the policy conflicts noted above and remove obstacles, I recommend the following actions:

- I recommend that City Staff work with the CHLPC members to create a non-profit organization established as a 501 c(3) organization under the State of

Missouri to address funding and operational concerns that currently existing.

- Further, the City should fully explore options, consistent with City policies and procedures, for partnership with a new non-profit organization. For example, the City would need to address the final disposition of the items currently owned by the City. An agreement could be created where the City loaned the group all items for completion of an inventory and report to the City on all items in their possession. This inventory could then be used by the City in deciding what the final disposition. This review could consider all support and arrangements that would exist between the organizations.
- Finally, I recommend that the UDC be reviewed to determine areas that reference the CHLPC (e.g. the Landmark and Preservation Area (LPA) and Historic (H) Designation overlay) and determine appropriate modifications based on new constitution of the CHLPC.

**CITY OF CHESTERFIELD
POLICY STATEMENT**

DEPARTMENT OF PLANNING & DEVELOPMENT SERVICES		NO.	1
SUBJECT	Chesterfield Historic and Landmark Preservation Committee	INDEX	PPW
DATE ISSUED	8/16/13	DATE REVISED	2/1/16 6/19/17

CHESTERFIELD HISTORIC AND LANDMARK PRESERVATION COMMITTEE

Established

The City of Chesterfield hereby establishes the "Chesterfield Historic and Landmark Preservation Committee" or "CHLPC"

Mission

The purpose of the CHLPC is to promote the educational, cultural, economic, and general welfare of the community by:

1. Providing a mechanism to identify and preserve the distinctive historic, archaeological and architectural characteristics of Chesterfield which represent elements of the city's cultural, social, economic, political and architectural history;
2. Fostering civic pride in the beauty and noble accomplishments of the past as represented in Chesterfield's landmarks and historic designations;
3. Conserving and improving the value of property designated as landmarks or within historic designations;
4. Providing for economic benefits to encourage business and residential owners to locate and invest in historically significant properties;
5. Protecting and enhancing the attractiveness of the city to home buyers, tourists, visitors, and shoppers, and thereby supporting and promoting business, commerce and industry;
6. Fostering and encouraging preservation, restoration, and rehabilitation of the historic structures, areas and neighborhoods, and thereby preventing future urban blight;

7. Promoting the use of historic designations and landmarks for the education, pleasure, and welfare of the people of the city;
8. Promoting the identification, evaluation, protection and interpretation of the prehistoric and historic archaeological resources within the incorporated limits of the city;
9. Coordinating and managing the acquisition, storage, preservation, and documentation of information and artifacts related to past and living history of the area within the existing City Limits of Chesterfield;
10. Producing historical publications, newspaper articles, web sites, digital media, and public exhibits designed to promote interest in the history of the Chesterfield region and to provide public access to our repository of information and artifacts;
11. Preparation and delivery of activities designed to bring local history alive for the enjoyment and education of our citizens, i.e., lectures, public programs, tours, school and Scouting programs, etc.

Membership

1. Appointments to non-statutory citizen Committees are made by the Mayor with the concurrence of both Councilmembers in whose Ward the individuals reside.
2. The CHLPC is limited to 30 members – Six (6) from each ward and six (6) “At Large”, unless otherwise noted.
3. In addition, there shall be two (2) additional membership categories: “Member Emeritus” and “Ex-Officio”. “Ex-Officio” members may be an individual or a representative from a local business, organization or entity that have expertise or demonstrated interest in the history and preservation of Chesterfield.
4. “Member Emeritus” and “Ex-Officio” memberships shall:
 - a. Be limited to a total of 15 (this is cumulative, not 15 from each group); and,
 - b. Membership is restricted to those individuals or entities which have previously been appointed as a regular Member by the Mayor after concurrence of both Councilpersons in the ward which the resident or entity resides; and,
 - c. The CHLPC may transfer a regular member status to membership

in either of these two categories; and,

- d. Membership to either category shall not vote on matters of the CHLPC nor does their attendance count towards obtaining a quorum at meetings.
5. A member of the City Council and of the Planning Commission may be appointed to serve as liaisons. The Council and Planning Commission representatives shall not vote and shall not hold office.
6. Members shall be selected for their expertise in the various disciplines involved in historic preservation, with a demonstrated interest in the history and preservation of the City of Chesterfield.

Eligibility

1. Members of the CHLPC shall be residents of the City.
2. No member of the CHLPC shall be a current member of the Chesterfield Planning Commission.

Terms

1. The terms of office shall be for three (3) years.
2. The CHLPC shall hold at least four (4) meetings per year and any member who fails to attend at least fifty percent (50%) of all meetings, regular and special, in any calendar year, may thereby vacate the membership as provided by the by-laws or policies established.

Officers

1. Officers shall consist of a chairman, a vice-chairman, and a secretary elected by the CHLPC who shall each serve a term of one (1) year and shall be eligible for reelection each year.
2. The Council and Planning Commission representatives shall not be eligible for office. The chairman shall preside over meetings.
3. In the absence of the chairman, the vice-chairman shall perform the duties of the chairman. If both are absent, those present shall elect a temporary chairman.
4. The secretary of the CHLPC shall have the following duties:
 - a. Take minutes of each CHLPC meeting; and,

- b. Be responsible for publication and distribution of copies of the minutes, reports, and decisions to the members of the CHLPC; and,
- c. Give notice as provided herein by law for all public hearings conducted by the CHLPC; and,
- d. Advise the Mayor of vacancies on the CHLPC and expiring terms of members; and,
- e. Prepare to submit to the Council a complete record of the proceedings before the CHLPC on any matter requiring Council consideration.

Meetings

- 1. Because a number of the CHLPC members are engaged in committee activities which can occur in conflict with the scheduled monthly meetings, a quorum shall consist of 30% or more of the total number of appointed members on the committee.
- 2. All decisions or actions of the CHLPC shall be made by a majority vote of those members present and voting at any meeting where a quorum exists. However, votes on financial matters exceeding \$300.00 shall only be taken when 50% or more of the full membership is in attendance or votes by proxy.
- 3. Meetings shall be held at regularly scheduled times to be established by resolution of the CHLPC at the beginning of each calendar year or at any time upon the call of the chairman, but no less than four (4) times each year.
- 4. Meetings shall be held at City Hall unless otherwise authorized by the City Administrator or the Planning and Public Works Committee.
- 5. Meetings of the CHLPC, regardless of their location, are considered public meetings and therefore agendas shall be posted at least 48 hours in advance in accordance with the City of Chesterfield procedures and Sunshine Law requirements.
- 6. No member of the CHLPC shall vote on any matter that may materially or apparently affect the property, income, or business of that member and shall abide by any other city policies as to conflict of interest.
- 7. No action shall be taken by the CHLPC that could in any manner deprive or restrict the owner of property in use, modification, maintenance, disposition, or demolition until such owner shall first have had the opportunity to be heard at a public meeting of the CHLPC, as provided herein.

8. No action or vote, other than research and discussion, shall be taken by the CHLPC regarding any property without prior notification and approval from said property owner.
9. The CHLPC shall notify the City Administrator or Staff Liaison of any property they are made aware of which is subject to any application, request, or nomination before any historic or landmark related entity, organization, or commission.
10. All meetings of the CHLPC shall be open to the public except as allowed by state law.
11. The CHLPC shall keep minutes of its proceedings, showing the vote, indicating such fact, and shall keep records of its examinations and other official actions, all of which shall be immediately filed in the Office of the City Clerk and shall be public record.

Appropriation of Funds

The City Council may appropriate funds, within the budget limitations, for the operation of the CHLPC. The CHLPC may, with the consent of the City Council, apply for, receive or expend any federal, state or private grant, grant-in-aid, gift or bequest, in furtherance of the general purposes of this ordinance.

Powers and Duties

The CHLPC shall have the following powers and duties:

1. To adopt its own by-laws and procedural regulations, provided that such regulations are consistent with this policy and the Revised Statutes of the State of Missouri;
2. To conduct an ongoing survey for the identification of historically, archaeologically and architecturally significant properties, structures, sites and areas that exemplify the cultural, social, economic, political, or architectural history of the nation, state or city; and to maintain the research information in an inventory accessible to the public;
3. To investigate and recommend to the Planning Commission and to the City Council the adoption of ordinances designating properties or structures, having special cultural, historic, archaeological, community or architectural value as "Landmarks;"
4. To investigate and recommend to the Planning Commission and the City Council the adoption of ordinances designating areas as having special

cultural, historic, archaeological, community, or architectural value as "Historic Designations" for placement on the Chesterfield Historic Register;

5. To keep a register of all properties and structures which have been designated as Landmarks or Historic Designation, including all information required for each designation;
6. To confer recognition upon the owners of Landmarks and property or structures within Historic Designations by means of certificates, plaques, or markers; and to make recommendations for the design and implementation of specific markings of the streets and routes leading from one Landmark or Historic Designation to another;
7. To advise and assist owners of Landmarks and property or structures within Historic Designations on physical and financial aspects of preservation, renovation, rehabilitation, and reuse, and on procedures for inclusion on the National Register of Historic Places;
8. To nominate Landmarks and Historic Designations to the Chesterfield Historic Register, and to the National Register of Historic Places, and to review and comment on any nominations to the National Register of Historic Places;
9. To inform and educate the citizens of the City of Chesterfield concerning the historic, archaeological and architectural heritage of the City through publication or sponsorship of maps, newsletters, brochures, pamphlets, programs and seminars by the City, the CHLPC, or other appropriate parties;
10. To hold public hearings upon 30 days' notice published by the Department of Planning and Public Works, and to review applications for construction, alteration, removal or demolition affecting proposed or designated landmarks or structures within Historic Designations and issue or deny Certificates of Appropriateness for such actions. Applicants may be required to submit plans, drawings, elevations, specifications, and other information as may be necessary to make decisions;
11. To hold public hearings on each proposed nomination of a Landmark and of a Historic Designation and on the guidelines developed for each nomination;
12. To request the Planning and Development Services Director to issue stop work orders for any construction, alteration, removal or demolition undertaken without a Certificate of Appropriateness or to stop work that violates the conditions of a certificate;
13. To be informed of all applications for demolition permits within the

corporate limits of the city to determine impact to significant cultural resources, including those not yet nominated as Landmarks or as contributing properties within a Historic Designation;

14. To consider applications for Certificates of Economic Hardship that would allow the performance of work for which a Certificate of Appropriateness has been denied;
15. To develop specific design guidelines based on the Secretary of the Interior's Standards for Rehabilitation for the alteration, construction, or removal of Landmarks or property and structures within Historic Designations;
16. To review applications for proposed zoning amendments, applications for special use permits, or applications for zoning variances that affect proposed or designated Landmarks or Historic Designations;
17. To administer on behalf of the City of Chesterfield any property of historical significance or full or partial interest in real property, including easements, that the City of Chesterfield may have or accept as a gift or otherwise, upon approval by the City Council;
18. To accept and administer on behalf of the City of Chesterfield, upon approval of the Council, such gifts, grants and money as may be appropriate for the purposes of this ordinance. Such money may be expended for publishing maps and brochures or for hiring of staff persons or consultants or performing other functions for the purpose of carrying out the duties and powers of the CHLPC and the purposes of this policy;
19. To call upon the City Administrator for assistance from available city staff members as well as other experts for technical advice;
20. To retain such specialists or consultants or to appoint such citizen advisory committees as may be required from time to time, with the approval of the City Council or Planning & Public Works Committee of Council;
21. To testify before all boards and commissions, including the Planning Commission and the Board of Adjustment, on any matter affecting historically, archaeologically, culturally and architecturally significant property, structures, sites and areas;
22. To make recommendations to the City Council concerning budgetary appropriations to further the general purposes of this ordinance;
23. To work with the city in the development of a preservation component in the Comprehensive Plan of the City of Chesterfield and to recommend it to the Planning Commission and to the City Council;

24. To periodically review the Chesterfield Unified Development Code and to recommend to the Planning Commission and the City Council any amendments appropriate for the protection and continued use of Landmarks or property, sites and structures within Historic Designations;
25. To undertake any other action or activity necessary or appropriate to the implementation of its powers and duties or to the implementation of the purpose of this ordinance. However, any such action shall not be binding upon the City without City Council approval; and
26. To make recommendations on applications for Landmark Preservation Area Overlays (or LPA) as required and described in Article 02 of the Unified Development Code.

RECOMMENDED BY:



Department Head

9/8/17

Date

APPROVED BY:



City Administrator

9/8/2017

Date

City Council 6/19/17



Finance Director
636-537-4726

M E M O

DATE: January 19, 2018
TO: Mike Geisel, City Administrator
CC: F & A Committee Members
FROM: Chris DesPlanques, Finance Director
RE: Analysis of Finance & Administration Citizens Advisory Committees

Creation

The Finance and Administration Advisory Committee was created by Ordinance 558 on February 19, 1991. This committee is also referred to as Finance and Administration Citizens Advisory Committee (FACAC). This committee is a statutory committee, consisting of 7 members chosen from citizens at large, who hold no other office or position in city government. Members also are required to hold Bachelor's Degrees in one of a number of prescribed disciplines, and 5 years of professional experience. Members are appointed to three-year terms, who serve with no compensation. Three members constitute a quorum. In addition, this committee has one representative from city council and an appropriate city staff member, as ex officio members. The list of current members and council liaison are attached.

Mission

The Finance and Administration Advisory Committee is responsible for making recommendations to the Finance and Administration Committee of the City Council on designated and assigned areas of study which shall include but are not limited to budgets, budget process, long range economic planning, personnel policies and procedures, investments and other subjects deemed appropriate by the Finance and Administration Committee of the City Council. The Finance and Administration Advisory Committee shall make oral and written recommendations to the Finance and Administration Committee or the city Council as appropriate.

Policy Conflicts

The FACAC is a 7 member committee, meaning each Ward can have no more than 2 members, to comply with FA Policy #8 goal of having that no more than 33.3% of members from the same ward. It also means one ward can only have 1 citizen member. This does not comply with the goal of having no less than 25% desired minimum of FA Policy #8.

Recommendation

The engagement and input from the citizens of Chesterfield is a beneficial and important part of the FACAC. However, as a statutory committee, the lack of meetings creates unnecessary legal concerns. It is recommended that this committee continue in operation, however, it does not need to be as a statutory committee. The FACAC can continue as a non-statutory citizens advisory committee. This would require repeal of Ordinance 558, and issuing a policy or resolution to define this committee's mission and membership.

FINANCE AND ADMINISTRATION CITIZENS ADVISORY COMMITTEE

(Finance & Administration)

(3-Year Term)

(Ordinance No. 558)

Barry Silver
14372 Markham Lane
Chesterfield, MO 63017
314-434-6118 - h
Ward I
Term expires 6/15/20

Arlene Taich, Chair
17143 Surrey View Drive
Chesterfield, MO 63005
636-532-9281 - h
Ward IV
Term expires 6/15/18

Mark Raisher
1506 Woodroyal West
Chesterfield, MO 63017
636-532-5211 - h
Ward II
Term expires 10/01/19

Mary Domahidy
16420 Andraes Dr.
Chesterfield, MO 63005
636-537-0292 - h
314-977-3934 - w
Ward IV
Term expires 6/15/18

Chris Natsch
14654 Los Padres Court
Chesterfield, MO 63017
314-952-1086
ccnatsch@gmail.com
Ward II
Term expires 6/19/20

~~VACANCY~~

Andy Kazen
2029 Lake Clay Drive
Chesterfield, MO 63017
314-960-4159 (cell)
andykazen@hotmail.com
Ward III
Term expires 6/15/18

Council Liaison
Ben Keathley

M. Peri Periasamy
14640 Big Timber Lane
Chesterfield, MO 63017
mpperiasamy@att.net
Ward III
Term expires 8/21/20

AN ORDINANCE CREATING THE FINANCE AND ADMINISTRATION ADVISORY COMMITTEE.

WHEREAS, the City Council of the City of Chesterfield has the responsibility for the administration of all funds collected and disbursed by the City of Chesterfield; and

WHEREAS, the City Council would like the opportunity to draw from individual citizens of the City of Chesterfield with appropriate and specific backgrounds and influences for the betterment of the City of Chesterfield; and

WHEREAS, the City has established a process for the creation of citizen advisory groups and upon recommendation of the Planning and Administration Committee, the City Council recommends the establishment of such a committee by ordinance.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CHESTERFIELD, ST. LOUIS COUNTY, MISSOURI, AS FOLLOWS:

Section 1. Creation. There is hereby created a Finance and Administration Advisory Committee.

Section 2. Members and Qualifications "Quorum". The Mayor, with the approval of the City Council, shall appoint a board of seven (7) members chosen from citizens at large. Said members shall hold no other office or position in the City government. A quorum shall be three (3) members. The Finance and Administration Committee of Council shall assign a Council member as an ex officio liaison member to the Finance and Administration Committee and such appropriate City staff as designated by the City Administrator shall be assigned to attend all meetings of this group.

Section 3. Qualification of Members. The members appointed by the Mayor and confirmed by the City Council shall all hold a Bachelor's Degree in one of the following disciplines: Accounting, Banking, Business Administration, Corporate Financial Planning, Personnel, Industrial/Organizational Psychology, Computer Science or Economics. Each member shall have at least five years of on the job experience in their profession or calling prior to appointment to the committee.

Section 4. Terms of Members. The term of office of the members shall be three (3) years each; provided, however, that the initial seven (7) members appointed to the Finance and Administration Advisory Committee shall be two (2) members appointed for a one (1) year term; two (2) members appointed to two (2) year terms; and three (3) members shall appointed to three (3) year terms. Thereafter, all appointments shall be for a term of

three (3) years. Appointments to fill vacancies shall be for unexpired terms only.

Section 5. Members to Serve Without Compensation. All members of the Finance and Administration Advisory Committee shall serve without compensation.

Section 6. Removal of Members. Any member of the Finance and Administration Advisory Committee may be removed by the Mayor with the approval of a majority of the members of the City Council, at any time for any reason, or by a two-thirds (2/3) vote of the members of the City Council without the consent and approval of the Mayor.

Section 7. Officers. The Finance and Administration Advisory Committee shall, at its first meeting after the City Council has approved its initial members and then annually thereafter, select one of its members to serve as chairperson, vice chairperson and recording secretary. The secretary shall be responsible for seeing that a record of all meetings is kept and that minutes for said meeting shall be kept in an official minute book but the minutes need not be a verbatim transcription. A copy of the minutes of each meeting shall be transmitted to each member of the committee.

Section 8. Duties. The Finance and Administration Advisory Committee shall be responsible for making recommendations to the Finance and Administration Committee of the City Council on designated and assigned areas of study which shall include but are not limited to budgets, budget process, long range economic planning, personnel policies and procedures, investments and other subjects deemed appropriate by the Finance and Administration Committee of the City Council. The Finance and Administration Advisory Committee shall make oral and written recommendations to the Finance and Administration Committee or the City Council as appropriate.

Section 9. Meeting. The Finance and Administration Advisory Committee shall meet at such times and places as appropriate as work is assigned by the Finance and Administration Committee. All meetings of the committee shall open to the public.

Section 10. Rules and Regulations. The Committee shall, from time to time, make such reasonable rules and regulations as they may deem necessary and proper for their administration.


Section 11. Conflict of Interest. In the event that a member of the Committee is employed by, related to or has any other material connection with any matter or question which is involved in a matter that is being considered by the Committee or that comes before the Committee, that member shall, before any discussion commences upon such matter, immediately disclose to the Committee the nature of said employment, relationship, or material connection

Memorandum

Department of Public Works



TO: Chris DesPlanques
Finance Director

FROM: James A. Eckrich, P.E. 
Public Works Dir. / City Engineer

DATE: January 8, 2018

RE: Analysis of Citizen Committees
Public Works Board of Variance

The Public Works Board of Variance (PWBOV) was created by the City of Chesterfield in 1989 via Ordinance 306 (attached). The PWBOV was created in order to hear appeals related to Public Works, interpret the mechanical and building codes of the City, and authorize variances where appropriate. As established, the PWBOV was to contain five members. However, the PWBOV has not met in the last 17 years, and currently only contains two members.

It is the recommendation of the City Staff that the PWBOV be abolished. The PWBOV is no longer necessary because in 1993 the City of Chesterfield created the Board of Adjustment via Ordinance 834 (attached). Two of the powers of the Board of Adjustment are: 1) to hear appeals where it is alleged that an error has been made by City Staff; and 2) to grant variances where appropriate. The only remaining duty of the PWBOV not encompassed by the powers of the Board of Adjustment is the interpretation of the mechanical and building codes of the City. However, the City of Chesterfield has adopted the Building and Mechanical Codes of St. Louis County as the codes of the City of Chesterfield. Any interpretation of those codes should more appropriately be forwarded to the St. Louis County Board of Appeals, i.e. the St. Louis County Building Commission, which was created for this purpose.

Due to the creation of the City's Board of Adjustment, there is no need for the PWBOV. This is supported by the fact that the PWBOV has not meet in 17 years. Citizens who are interested in becoming involved with a City board or commission would be better served by being appointed to a different advisory body.

Action Recommended

The Public Works Board of Variance should be abolished. Because it was created via ordinance, a new ordinance should be drafted abolishing the PWBOV. That ordinance should be forwarded to the full City Council for approval.

BILL NO. 304

ORDINANCE NO. 306

AN ORDINANCE CREATING THE PUBLIC WORKS BOARD OF VARIANCE.

WHEREFORE, in order to promote the general welfare of the community and to assure that the buildings and the structures erected in the City of Chesterfield shall conform with acceptable community standards; and

WHEREAS the City of Chesterfield has certain standards; and procedures as followed by the Department of Public Works; and

WHEREAS from time to time it may serve the needs of the City of Chesterfield that the decisions of the Department of Public Works have a review board which can review the decisions and the appropriateness of the standards as determined by the Department of Public Work.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CHESTERFIELD, ST. LOUIS COUNTY, MISSOURI, AS FOLLOWS:

Section 1. It is hereby established that the Public Works Board of Variance, hereinafter referred to as "Board", which is authorized to:

- a. Hear and decide appeals where it is alleged that there is an error in law; misinterpretation of a standard; a need to vary from adopted standards; and, appeal decisions or determinations made by the Public Works Director and the enforcement of the City of Chesterfield ordinances as passed and enacted by the City Council.
- b. Interpret the provisions of the mechanical and building codes and construction codes as adopted by the City of Chesterfield.
- c. Review the specifications for use of building or building materials.
- d. Permit variations of establish procedures and requirements of any public works standard as provided by law or where there are practical difficulties or unnecessary hardships in the carrying out of these provisions due to an irregular shape or topography or other condition as long as the variance will not seriously affect the integrity and soundness of the project; will not seriously affect any adjoining property or the general welfare of the public.

e. Authorize variances whenever a property owner can show that a strict application of the current standard as passed and enacted by the City of Chesterfield or approved by the City of Chesterfield would adversely affect or alter sound engineering principals or create practical difficulty or particular hardship other than pure financial hardship and grant such variances of policy as are in harmony with the general intended purposes by which the procedures have been established and only when the Board is satisfied that the granting of such variances will not merely serve as a convenience to the applicant, but will alleviate some demonstrable or unusual hardship or difficulty so great as to warrant a variation from standard and accepted practice and procedures and at the same time protect the general public.

f. The Board may reverse, affirm or modify wholly, or in part, any decision upon which an appeal is made.

Section 2. Membership of the Board. The Public Works Board of Variance shall consist of five (5) members, who shall be appointed by the Mayor and approved by the City Council. One of the members may be a citizen of the City of Chesterfield with no building trade qualifications. Every other member shall be a licensed professional engineer or architect or a builder or superintendent of building construction, with a least ten (10) years experience, five (5) years of which shall have been in responsible charge of work. There shall not be more than two (2) members of the Board selected from the same profession or business, and at least one (1) of the professional engineers shall be a licensed structural or civil engineer with architectural engineering experience. At least two (2) of the professional board members must be professionals who are not actively participating with or in the City of Chesterfield building trades or whose source of income is derived principally from business carried out in the City of Chesterfield at the time of their appointment.

The members of said Board shall serve for periods of five (5) years. The first Board shall consist of the one (1) member serving for one (1) year, one (1) for two (2) years, one (1) for three (3) years, one (1) for four (4) years and one (1) for five (5) years and for all subsequent years, there shall be one new member replaced on the Board, and no member shall be re-appointed to the Board and for more than one (1) additional term.

Section 3. The Board shall select one (1) of its members to serve as Chairperson, and the Department of Public Works shall appoint a Secretary to the Board, who shall keep a detailed record of all proceedings on file with the Board. The records of the proceedings shall be transcribed in an official minute book, but

need not be a verbatim transcription. A copy of the minutes of each meeting shall be transmitted to each member of the Board following the meeting.

Section 4. The members of the Board shall serve without compensation.

Section 5. At least three (3) members of the Board must be present to hear appeals.

Section 6. All appeals shall be filed in writing with the Director of Public Works within thirty (30) days after the decision of the Director of Public Works which is to be appealed has been rendered by the Director. All appeals must be accompanied by a filing fee of \$50.00.

Section 7. The Board shall meet no later than thirty (30) days after the notice of appeal is received by Public Work Department of the City of Chesterfield or at a stated periodic meeting if warranted by the volume of work. The Board shall give notice of all appeals by one publication in a newspaper of general circulation in the City of Chesterfield seven (7) days in advance of the hearing on said appeal. The Secretary of the Board shall notify the Appellant of the decision of the Board by letter in a timely manner.

Section 8. All meetings of the Board shall be open to the public. The Board shall keep minutes of its proceedings and show the vote of each member upon each question or absent, or failing to vote to be so noted and shall indicate each action, shall keep records of examinations and other official actions, all of which shall immediately be filed with the Public Works Citizens Advisory Group.

Section 9. The Board shall from time to time make such reasonable rules and regulations as they may deem necessary and proper. The Board shall prepare an instruction sheet for applications, describing procedures, plans and samples that shall be submitted with each referral.

Section 10. Approvals with modifications by the Board shall be made in writing and shall be noted on one copy of the approved plans or specifications by an appropriate stamp, signed by the Board Chairman and the Chairman of the Public Works Sub-Committee of the City Council.

Section 11. Any project approved by the Board in which construction is not started within six (6) months may be required to be re-submitted at the discretion at the Board. Any approval given to the project in which construction has not started within one year is void and re-submission shall be required for approval.

Section 12. In the event that a member of the Board is employed by, related to, or has any other material connection with any party involved in a matter that has come before the Board, the member shall, before any discussion, commence upon such matter and immediately disclose, to the Board, the nature of said employment, relationship and material connection with the party involved. Thereupon, the other members of the Board attending the meeting shall vote on the question of the member so making the disclosure and whereupon the party shall withdraw from the discussion and the voting upon the matter at hand.

Section 13. This Ordinance shall be in full force and effect from and after its passage and approval.

Passed and approved this 19TH day of June, 1989.

Judith M. Stenrich
MAYOR

ATTEST:

Martha L. He May
CITY CLERK

PUBLIC WORKS BOARD OF VARIANCE

(Planning & Public Works)

(5-Year Term)

(no set date for meeting)

(Ordinance No. 306)

VACANCY

Term expired - 8/21/10

VACANCY

Term expires - 8/21/14

Vacancy

Term expired 8/21/01

Lauren Strutman

16120 Walnut Hill Farm
Chesterfield, MO 63005

636-532-7908 - h

636-537-0880 - w

Ward IV

Term expires - 8/21/22

Steven Spencer

1317 Carriage Crossing Lane
Chesterfield, MO 63005

636-530-7726 - h

Ward IV

Term expires - 8/21/18

Council Liaison

Barry Flachsbart

BILL NO. 844ORDINANCE NO. 834

AN ORDINANCE REPEALING ORDINANCE NUMBERS 603 AND 673 OF THE CITY OF CHESTERFIELD BY SUBSTITUTING A NEW ORDINANCE DEALING WITH THE ESTABLISHMENT OF THE BOARD OF ADJUSTMENT, QUALIFICATIONS AND AN APPOINTMENT OF ITS MEMBERS AND POWERS, DUTIES AND PROCEDURES.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CHESTERFIELD, ST. LOUIS COUNTY, MISSOURI, AS FOLLOWS:

Section 1. Ordinance Numbers 603 and 673 are hereby deleted and restated in their entirety.

"Section 1. Pursuant to Section 89.080 Revised Statutes of Missouri 1986, as amended, there is created a Board of Adjustment. The Board of Adjustment shall consist of five (5) members who shall be residents of the City of Chesterfield. The membership of the first Board appointed shall serve respectively, one for one (1) year, one for two (2) years, one for three (3) years, one for four (4) years and one for five (5) years. Thereafter, members shall be appointed for terms of five (5) years. Five (5) alternate members may be appointed to serve in the absence or the disqualification of the regular members. Alternates shall serve terms of five (5) years with the first alternates serving respectively one for one (1) year, one for two (2) years, one for three (3) years, one for four (4) years, and one for five (5) years. All members and alternates shall be removable for cause by the appointing authority upon written charges and after a public hearing. Vacancies shall be filled for unexpired term of any members whose term becomes vacant. The Board shall elect its own Chairman who shall serve for one (1) year. All current members of the Board, as of the date of this Ordinance, shall remain in their appointed position and shall serve the term in accordance with the dates of their appointment.

Section 2. The Board is hereby empowered to adopt rules of procedure, and from time to time, amend and supplement its rules of procedure not inconsistent with the provisions of this chapter, or of any ordinance adopted pursuant to Section 89.010 to 89.140 of the Revised Statutes of Missouri 1986 as amended.

Section 3. Meetings of the Board shall be held at the call of the chairman and at such other times as the Board may determine. Such chairman, or in his absence, the acting chairman may administer oaths and compel the attendance of the witnesses. All meetings of the Board shall be open to the public.

Section 4. The Board shall keep minutes of its proceedings showing the vote of each member upon question, or if absent or failing to vote indicate such fact, and shall keep records of its examinations and other official actions. All of the above records shall be immediately filed with the Department of Planning and shall be on public record. All testimony, objections thereto and rulings thereon shall be taken down by a reporter employed by the Board for that purpose.

Section 5. For assistance in reaching its decisions relative to any appeal or other matter under consideration by the Board, the Director of Planning and the Director of Public Works shall furnish technical services, advice, data or factual evidence requested by the Board.

Section 6. The Board of Adjustment shall have the following powers:

- (1) To hear and decide appeals where it is alleged there is error in any order, requirement, decision or determination made by an administrative official in the enforcement of these sections or of any Ordinance adopted pursuant thereto;
- (2) To hear and decide all matters referred to it or upon which it is required to pass under such Ordinance;
- (3) In passing upon appeals, where there are practical difficulties or unnecessary hardship in the way of carrying out the strict letter of such Ordinance, to vary or modify the application of any of the regulations or provisions of such Ordinance relating to the use, construction or alteration of buildings or structures or the use of land so that the spirit of the Ordinance shall be observed, public safety and welfare secured and substantial justice done.
- (4) Permit a variation in the yard requirements of any zoning district or the building or setback lines from major highways as provided by law where there are practical difficulties or unnecessary hardships in the carrying out of these provisions due to an irregular shape of the lot, topographical or other

purpose of continuing the non-conforming use is not to continue a monopoly.

In exercising the above mentioned powers, such board may, in conformity with the provisions of Sections 89.010 to 89.140 Revised Statutes of Missouri reverse or affirm wholly or partly or may modify the order, requirement, decision or determination appealed from and may make such order, requirement, decision or determination as ought to be made to that end shall have all the powers of the officer from whom the appeal is taken.

Section 7. The concurring vote of four members of the Board shall be necessary to reverse any order, requirement, decision or determination of any such administrative official, or to decide in favor of the applicant on any manner upon which it is required to pass under any such Ordinance or to effect any variation in such Ordinance.

Section 8. The following procedures shall govern the hearings of the Board:

- (1) Before making its decision on any appeal or other matter within the Board's purview, the Board shall hold a public hearing thereon.
- (2) At least five (5) days' notice of the time and place of said public hearing shall be sent by registered mail to the appellant. The Board may, in its discretion, send notices of hearing to other interested persons, organizations, or agencies.
- (3) The public notice shall contain the name of the appellant, the date, time, and place fixed for the hearing; and a brief statement of the error alleged by the appellant or the variance or other question which is the subject of the appeal.
- (4) Hearings may be adjourned, from time to time, and that the time and place of the continued hearing be publicly announced at the time of adjournment. No further notice of such continued hearing shall be required; otherwise, notice thereof shall be given as in the case of an original hearing.

- (5) An appeal stays all proceedings in furtherance of the action appealed from, unless the officer from whom the appeal is taken certifies to the Board of Adjustment after the notice of appeal shall have been filed with the Department of Planning, that by reason of fact stated in the Certificate a stay would, in his opinion, cause immediate peril to life or property. In such cases, proceedings shall not be stayed, otherwise than by restraining order, which may be granted by the Board of Adjustment or by a court of record or upon application or notice to the officer from whom the appeal is taken and on due cause shown.
- (6) Upon the hearing of any matter, any party may appear in person or by agent or by attorney.

Section 9. A decision of the Board granting a variance that permits the erection or alteration of a building shall be valid for a period of six (6) months, unless a building permit for such erection or alteration is obtained within this period and the erection or alteration is started and proceeds to completion in accordance with the terms of the decision.

Section 10. Nothing contained in this ordinance shall be deemed to authorize the Board to reverse or modify any refusal of a permit or any other order, requirement, decision or determination which conforms to the provisions of the City of Chesterfield Zoning Code or any zoning ordinance passed or enacted by the City of Chesterfield and which, therefore, is not erroneous; nor to authorize the Board to validate, ratify or legalize any violation of law or any of the regulations of the City of Chesterfield Zoning Code or zoning ordinances which may be passed or enacted by the City Council of the City of Chesterfield.

Section 11. Members of the Board of Adjustment shall be appointed by the Mayor with the approval of the City Council."

Section 2. This Ordinance shall be in full force and effect from and after its passage and approval.

Passed and approved this 7TH day of SEPTEMBER 1993.

John Burck
MAYOR

ATTEST:

Martha L. DeMay
CITY CLERK