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**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**PUBLIC WORKS**

**NO.** 1

**SUBJECT** Acceptance of streets with residential subdivisions

**INDEX** PW

**DATE ISSUED** 10/20/1988

**DATE REVISED** 10/5/2016

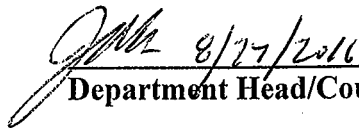
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**POLICY**

The City of Chesterfield will not accept streets for maintenance within subdivisions until all development is completed, or until construction within the subdivision has been substantially completed. Responsibility for determination of substantial completion shall rest with the Director of Public Works/City Engineer. In addition, developers shall provide upon display plats within sales offices, notification that maintenance of streets will be the responsibility of the developer until such time as streets are brought up to the standards of the City of Chesterfield and are accepted by the City.

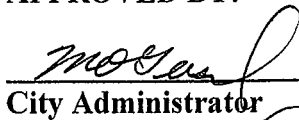
**RECOMMENDED BY:**

 8/27/2016  
\_\_\_\_\_  
Department Head/Council Committee (if applicable)

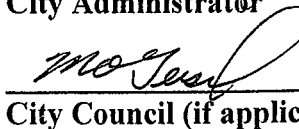
PPW Committee

9/22/2016  
\_\_\_\_\_  
Date

**APPROVED BY:**

  
\_\_\_\_\_  
City Administrator

10/10/2016  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
City Council (if applicable)

10/10/2016  
\_\_\_\_\_  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**PUBLIC WORKS**

**NO.** 2

**SUBJECT** Tree Lawn Maintenance

**INDEX** PW

**DATE  
ISSUED** 3/6/1989

**DATE  
REVISED** 10/5/2016

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**POLICY**

The City of Chesterfield is not responsible for the maintenance of grass within the public right of way. The adjacent property owner is responsible for the maintenance of grass between the property line and the edge of pavement. Grass or landscaped islands are the responsibility of the property owner (if common ground) or the subdivision (if right of way) unless the island has been specifically designated for City maintenance by City Council.

**RECOMMENDED BY:**

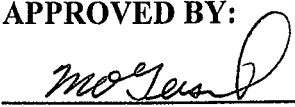
  
\_\_\_\_\_  
Department Head/Council Committee (if applicable)

8/24/2016

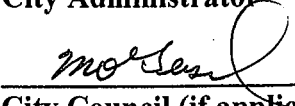
PPW Committee

9/22/2016  
\_\_\_\_\_  
Date

**APPROVED BY:**

  
\_\_\_\_\_  
City Administrator

10/10/2016  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
City Council (if applicable)

10/10/2016  
\_\_\_\_\_  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**PUBLIC WORKS**

**NO. 3**

**SUBJECT Erecting Signs**

**INDEX PW**

**DATE ISSUED 10/2/1989**

**DATE REVISED 10/5/2016**

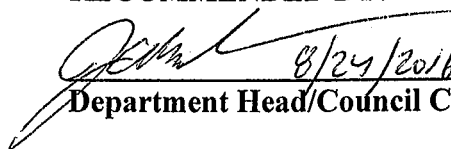
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**POLICY**


City crews are prohibited from erecting signs at the request of civic/fraternal organizations.

**RECOMMENDED BY:**


 8/24/2016 PPW Committee  
Department Head/Council Committee (if applicable)

9/22/2016  
Date

**APPROVED BY:**

 \_\_\_\_\_  
City Administrator

10/10/2016  
Date

 \_\_\_\_\_  
City Council (if applicable)

10/10/2016  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

<b>PUBLIC WORKS</b>		<b>NO.</b>	4
<b>SUBJECT</b>	Street Trees	<b>INDEX</b>	PW
<b>DATE ISSUED</b>	11/19/1990	<b>DATE REVISED</b>	10/5/2016

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**Section 1- General**

The owner of a residential property that abuts a public street controlled by the City of Chesterfield may be eligible for funding for a Street Tree through the City of Chesterfield's Residential Street Tree Program (Program). Due to the impacts of the Emerald Ash Borer (EAB), the Program currently only allows for the replacement of Street Trees on a "one-for-one" basis where a tree has been removed. In these cases, the resident can apply for a replacement tree by completing an application and paying a \$100 fee. Commercial and industrial properties are not eligible for the Program. Further, the Program is contingent upon annual funding by the City of Chesterfield City Council. The existence of the Program in no way obligates annual funding.

**Section 2 – Location**

Within new subdivisions (those platted after the effective date of this Policy) Street Trees will be installed within the public right of way, in accordance with development plans submitted by the developer and approved by City Council.

Within existing subdivisions (those platted prior to the effective date of this Policy) Street Trees exist within the public right of way. In instances when the City has to remove a tree within the public right of way, residents will have the option to replace that right of way tree on a one-for-one basis. Residents desiring a replacement tree have the option of placing the new tree in another location within the public right of way, or placing the tree on private property. Trees planted on private property must conform to the following requirements:

- No Sidewalk – The tree must be located on private property within eight feet of the right of way / property line.
- Sidewalk within Right of Way – The tree must be located on private property within eight feet of the right of way / property line, but not within four feet of the edge of sidewalk.
- Sidewalk outside Right of Way but within Easement – The tree must be located on private property, no less than four feet, but not greater than eight feet, from the edge of sidewalk.

Should the resident desire to locate a replacement tree in the public right of way, the following requirements shall be adhered to:

- The tree planting area must be a minimum of five feet wide.
- Trees cannot be closer than three feet from the back of curb.
- Tree location must be approved by the City's Arborist.

Regardless of whether a replacement tree is located on private property or within the public right of way, the following criteria shall also be met:

- Trees cannot be planted within 25 feet from any streetlight.
- Trees cannot be planted within ten feet of any manholes or storm water facilities.
- Trees cannot be planted directly beneath overhead utility lines.
- Trees cannot be planted within thirty feet of the intersection between two existing public rights of way (sight distance triangle).  
Exceptions can be made to this provision when trees, at maturity, will have no branches within seven feet of the adjacent grade and pavement elevation.

### Section 3 – Tree Selection

Residents desiring a tree can choose a tree species from the table below. Once a species is selected, the City will contract for a replacement tree with a minimum caliper of 2.5 inches. It is recommended that residents help increase tree diversity by choosing a type of tree which is not overplanted in the area. The City Arborist is available to assist in this process and must approve the tree selection.

Latin Name	Common Name
<i>Acer platanoides</i>	Maple, Norway
<i>Acer saccharum</i> Varieties	Maple, Sugar and Varieties
<i>Alnus glutinosa</i>	Alder, European
<i>Carpinus betulus</i>	Hornbeam, European
<i>Carpinus caroliniana</i>	Hornbeam, American
<i>Celtis laevigata</i>	Sugarberry
<i>Celtis occidentalis</i>	Hackberry
<i>Cladrastis kentukea</i>	Yellowwood
<i>Crataegus laevigata</i> 'Superba'	Hawthorn, Crimson Cloud
<i>Eucommia ulmoides</i>	Hardy Rubbertree
<i>Fagus grandiflora</i>	Beech, American
<i>Ginkgo biloba</i> - Male	Ginkgo (male)
<i>Gleditsia triacanthos</i> <i>inermis</i> - Thornless, Podless Varieties	Honeylocust - Varieties that are Thornless & Podless

Latin Name	Common Name
<i>Koelreuteria</i> <i>paniculata</i>	Goldenraintree
<i>Platanus x acerifolia</i>	Planetree, London
<i>Ostrya virginiana</i>	Hophornbeam
<i>Quercus accutissima</i>	Oak, Sawtooth
<i>Quercus bicolor</i>	Oak, Swamp White
<i>Quercus coccinea</i>	Oak, Scarlet
<i>Quercus imbricaria</i>	Oak, Shingle
<i>Quercus michauxii</i>	Oak, Swamp Chestnut
<i>Quercus muehlenbergii</i>	Oak, Chinkapin
<i>Quercus robur</i>	Oak, English
<i>Quercus rubra</i>	Oak, Red
<i>Quercus shumardii</i>	Oak, Shumard
<i>Tilia cordata</i> Varieties	Linden, Littleleaf and Varieties
<i>Ulmus americana</i> Varieties	Elm, American and Varieties
<i>Ulmus parvifolia</i>	Elm, Chinese (Lacebark)
<i>Zelkova serrata</i> Varieties	Zelcova and Varieties

**Section 4 – Application and Reimbursement**

During the EAB crisis, which is expected to last from 2016 through 2022, only those residents who have Street Trees removed will be eligible for replacement trees. Residents will be notified of tree removal via letter from the City’s Arborist. That letter will contain information on how residents can apply for a replacement tree.

Generally the owner, not tenant, must submit an application for a Street Tree Replacement. The application packet can be found on the City of Chesterfield’s website at [www.chesterfield.mo.us](http://www.chesterfield.mo.us). Applications can also be obtained at Chesterfield City Hall during regular business hours. The application will be reviewed by the City Arborist to determine eligibility for a replacement tree.

A resident who is eligible for a replacement tree(s) and pays the required application fee will receive a replacement tree planted by the City’s tree contractor. The City will inspect the tree to ensure that it is planted in accordance with City standards. Once the tree is planted, the resident must care for the tree in accordance with the City Tree Guide, which is provided to the resident as part of the street tree application. The City’s contractor will mulch the base of the tree with a standard hard wood mulch, and stake the tree. It is the resident’s responsibility to water the tree, remove the stakes, and mulch the tree in the future, in accordance with the City Tree Guide.

If the resident has a lawn sprinkler, an electric dog fence, or any other system located in the area where the tree will be planted, it is his/her responsibility to mark this system. If the system must be relocated or is damaged due to not being marked, that repair / relocation is not eligible for reimbursement and must be paid by the resident.

The City will require the contractor to provide a one year warranty on all street trees. That warranty begins the first day of the month the tree was planted. If a resident believes a tree is not surviving and should be replaced, he/she must contact the City within the warranty period. The tree will then be inspected by the City Arborist and, if necessary, a replacement tree will be arranged. The warranty will be voided if the tree was not cared for in accordance with the City Tree Guide.

**Section 5**

This Policy is intended to comprehensively cover Street Trees. Any questions regarding the Policy should be directed to the City Arborist. Interpretations or exceptions to the Policy should be submitted to the Public Works Director / City Engineer.

**RECOMMENDED BY:**

*[Signature]* 8/25/2016 PPW Committee 9/22/2016  
Department Head/Council Committee (if applicable) Date

**APPROVED BY:**

*[Signature]* 10/10/2016  
City Administrator Date

*[Signature]* 10/10/2016  
City Council (if applicable) Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**PUBLIC WORKS**

**NO.** 5

**SUBJECT** Construction Notification

**INDEX** PW

**DATE  
ISSUED** 7/16/1990

**DATE  
REVISED** 11/7/2016

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**POLICY**

Trustees of a subdivision(s), where a major City project is to be constructed will be notified prior to that work commencing. Notification will be sent to Trustees as listed on the City's website. Notification of work will also be sent to the Mayor and City Councilmembers representing the Ward where the work is occurring.

Individual property owners directly adjacent to a major City project will also be notified prior to the work commencing. Property owner notification can include but may not be limited to mailed letters, changeable message boards placed on-site, e-mail, telephone calls, or step stakes.

**RECOMMENDED BY:**

*[Signature]* PPW Committee  
Department Head/Council Committee (if applicable)

10/20/2016  
Date

**APPROVED BY:**

*[Signature]*  
City Administrator

11/14/2016  
Date

*[Signature]*  
City Council (if applicable)

11/7/2016  
Date



**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**PUBLIC WORKS**

**NO.** 6

**SUBJECT** Tree limbs

**INDEX** PW

**DATE  
ISSUED** 2/4/1991

**DATE  
REVISED** 11/7/2016

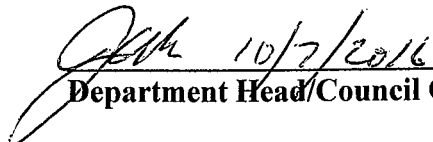
**POLICY**

The City trims trees located within City maintained rights of way. Tree trimming generally focuses on the removal of low hanging tree limbs over streets and sidewalks which present hazards to motorists and pedestrians. Limbs are also trimmed or removed which obscure street signs and street lights. City specifications require a twelve foot clearance over streets and a ten foot clearance over sidewalks. Limbs shall be trimmed back to the trunk of the tree in most cases. Shaping shall not be conducted.


The City's right of way generally extends 12' behind the curb line. All trees within this area shall be trimmed to the above described specifications. The trimming heights were set to allow for the clearance of school busses and refuse trucks.

Tree trimming on private property is the responsibility of the resident/property owner. If residents choose to trim trees within the City's right of way, the City has no objection so long as the limbs are removed or trimmed properly in order to provide the specified clearance. If residents have received a tree trimming notice and trim trees between the street and sidewalk shortly before the crew works on their street, the limbs they have cut will be removed by City personnel.

**RECOMMENDED BY:**

 10/2/2016 PPW Committee 10/20/2016  
Department Head/Council Committee (if applicable) Date

**APPROVED BY:**

 11/14/2016  
City Administrator Date

 11/7/2016  
City Council (if applicable) Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**PUBLIC WORKS**

**NO.** 7

**SUBJECT** Snow Plowing – State/County Roads

**INDEX** PW

**DATE  
ISSUED** 2/4/1991

**DATE  
REVISED** 11/7/2016

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**POLICY**

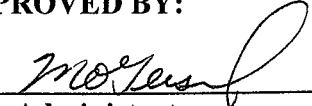
During snow plow operations, City maintenance personnel frequently need to travel on or across State and County roads. City maintenance personnel are instructed to wrap the snow around the corner when turning onto a state/county road from a City maintained street. City maintenance personnel are generally instructed to raise their blade and refrain from plowing State and County roads. At times, City maintenance personnel may be instructed to salt or plow State or County Roads if requested by the Police Department and as approved and directed by the Public Works Director.

**RECOMMENDED BY:**

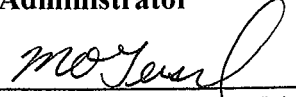
 10/7/2016 PPW Committee  
Department Head/Council Committee (if applicable)

10/20/2016  
Date

**APPROVED BY:**

  
City Administrator

11/14/2016  
Date

  
City Council (if applicable)

11/7/2016  
Date

CITY OF CHESTERFIELD  
POLICY STATEMENT

PUBLIC WORKS

NO. 8

SUBJECT Winter Paving

INDEX PW

DATE 2/04/1991  
ISSUED

DATE 11/7/2016  
REVISED

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POLICY 8 ELIMINATED BY CITY COUNCIL ON  
JANUARY 17, 2018. WINTER PAVING REQUIREMENTS  
NOW INCORPORATED IN POLICY 23

POLICY

Cold weather concreting shall be in accordance with ACI 306R-10. As defined by ACI, cold weather exists when the air temperature has fallen to or is expected to fall below 40 degrees Fahrenheit during the protection period. The following requirements supersede ACI 306R-10:

Cement Content - the minimum cement requirement shall be 6.25 sacks per cubic yard with an approved water reducer and a maximum water cement ratio of 0.40.

Plant Certification - shall be provided to the City to verify mix design compliance at time of delivery prior to placement.

Temperature Monitoring - concrete temperature shall be recorded at 100' spacing or less with a minimum of four locations, unless otherwise approved by the City. Temperature shall be recorded by maturity meters with temperature recordings at a maximum frequency of one hour intervals. The temperature recording locations shall be taken near edges and corners of the pavement, as determined by the City. Temperature monitoring reports shall be provided to the City.

Acceptance Period - streets will be eligible for acceptance after 12 months.


Winter Paving Inspection Cost - the developer/contractor will be responsible for costs incurred by the City for the City's inspection monitoring and testing associated with winter street paving that exceed typical inspection monitoring and testing efforts.

The developer/contractor shall be responsible for retaining the services of a qualified materials testing firm to perform temperature monitoring and reporting of the concrete pavement as well as any other materials testing requirements for the cold weather concrete.

Protection - protection of concrete shall remain in place for a minimum of five days after placement. Protection must be capable of maintaining the Concrete temperature at a minimum of 55 degrees Fahrenheit.

Acceptance - all cold weather concreting performed that does not comply with the above requirements and ACI 306R-10, shall not be accepted by the City.

**RECOMMENDED BY:**

 1/4/2018 PPLW Approved 01/04/2018  
Department Head/Council Committee (if applicable) Date

**APPROVED BY:**

 1/17/2018  
City Administrator Date

 1/17/2018  
City Council (if applicable) Date

ELIMINATED

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

<b>PUBLIC WORKS</b>		<b>NO.</b>	9
<b>SUBJECT</b>	Driveway access adjacent to property lines	<b>INDEX</b>	PW
<b>DATE ISSUED</b>	7/20/1992	<b>DATE REVISED</b>	11/7/2016


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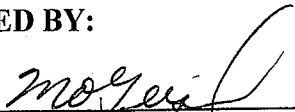
**POLICY**

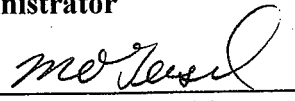
Driveway aprons may extend over the prolonged property line within the right-of-way; provided all other criteria for drive approaches have been met.

**RECOMMENDED BY:**

 _____ Department Head/Council Committee (if applicable)	PPW Committee _____ Date	10/20/2016 _____ Date
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**APPROVED BY:**

 _____ City Administrator	_____ Date	11/14/2016 _____ Date
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 _____ City Council (if applicable)	_____ Date	11/7/2016 _____ Date
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**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**PUBLIC WORKS**

**NO.** 10

**SUBJECT** Sewer Openings

**INDEX** PW

**DATE  
ISSUED** 10/12/1992

**DATE  
REVISED** 11/7/2016

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**POLICY**

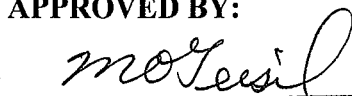
Standard area inlets and curb inlets are maintained by the Metropolitan St. Louis Sewer District (MSD). These facilities shall meet all MSD requirements regarding composition, size and design criteria. Bars or grates may not be attached to MSD structures.

**RECOMMENDED BY:**

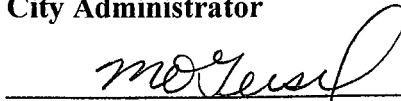
 10/7/2016 *PPW Committee*  
Department Head/Council Committee (if applicable)

10/20/2016  
Date

**APPROVED BY:**

  
City Administrator

11/14/2016  
Date

  
City Council (if applicable)

11/7/2016  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**PUBLIC WORKS**

**NO.** 11

**SUBJECT** Snow Removal Services – New  
Development

**INDEX** PW

**DATE** 6/21/1993  
**ISSUED**

**DATE** 12/8/2016  
**REVISED**

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**POLICY**

In accordance with City Code 31-02-12E, developers are responsible for snow removal until the date a street is accepted by the City for public maintenance.

However, upon written request from the developer, the City of Chesterfield will assume responsibility for snow removal on streets which have not yet been officially accepted for public maintenance, within developments which are presently under construction, if the following criteria are met.

- A. The street(s) to be plowed are to be dedicated as public streets and must have been inspected, approved, and ninety (90%) percent of the escrow funds released. Access must be from public streets and the street must be a continuous and finished roadway pavement including necessary cul-de-sacs. Storm water systems shall be completed and detention shall be operational. Grading must be completed in order to prevent mud and other debris from washing onto the street.
- B. A hold-harmless agreement must be signed by the developer releasing the City from any responsibility for damage caused to said street(s).
- C. The developer must agree to have all equipment and construction-related items out of the right-of-way during the snow removal process and to immediately remove any mud and debris from all streets.
- D. At least 50% of the proposed buildings/houses in the development must be completed and occupied.

The City will not assume responsibility for snow removal for streets that are to remain private.

**RECOMMENDED BY:**

*[Signature]* 12/01/2016 PPW Committee  
Department Head/Council Committee (if applicable)

12/8/2016  
Date

**APPROVED BY:**

\_\_\_\_\_  
City Administrator

*[Signature]*  
City Council (if applicable)

\_\_\_\_\_  
Date  
1/18/2017  
Date



**CITY OF CHESTERFIELD  
POLICY STATEMENT**

<b>PUBLIC WORKS</b>		<b>NO.</b>	12
<b>SUBJECT</b>	Maintenance of Storm Sewers, Detention Basins, & Open Channels	<b>INDEX</b>	PW
<b>DATE ISSUED</b>	7/19/1993	<b>DATE REVISED</b>	12/8/2016

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**POLICY**

Storm Sewers

Public storm sewers are maintained by the Metropolitan St. Louis Sewer District (MSD), formed by Charter in 1954, which was later amended in 2000 and 2012. When the City of Chesterfield becomes aware of a deficiency with a public sewer it shall report the deficiency to MSD and temporarily place cones, barrels, barricades, or other traffic control / protection devices around the deficiency to protect the public.

To the extent that there are any private storm sewers or facilities located in the public right of way, those storm sewers and facilities are maintained by the agency responsible for the public right of way. Private storm facilities on private property are the responsibility of the property owner.

Road culverts open on both sides are maintained by the agency responsible for the road.

Detention Basins

The City of Chesterfield does not maintain detention or retention basins. Generally the maintenance of public storm sewers flowing into a detention/retention basin ceases one structure above the discharge into the basin and resumes at the first structure downstream of the basin. The exact location of MSD / private ownership can be ascertained by reviewing property records or contacting MSD.

Open Channels

The City of Chesterfield does not maintain open channels or overland flow. The City of Chesterfield will not correct erosion problems on private property. If debris is blocking a creek the City will contact MSD and request that the debris is removed. City crews will only remove those obstructions and blockages which endanger life or public facilities.

Nothing within this Policy shall prevent the City of Chesterfield from addressing any storm water problem or blockage which threatens life or property.

**RECOMMENDED BY:**

*[Signature]* 12/1/2016 PPW Committee  
Department Head/Council Committee (if applicable)

12/8/2016  
Date

**APPROVED BY:**

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Date

*mo. Seisef*  
City Council (if applicable)

1/18/2017  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

<b>PUBLIC WORKS</b>		<b>NO.</b>	13
<b>SUBJECT</b>	Storm Water in Chesterfield Valley	<b>INDEX</b>	PW
<b>DATE ISSUED</b>	1/03/1994	<b>DATE REVISED</b>	12/8/2016

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**POLICY**


For all development in the Chesterfield Valley (an area roughly bounded by the Missouri River on the north, Eatherton Road on the west, the Missouri Central Railroad on the south, and Bonhomme Creek on the east, most of which is encompassed by the Monarch-Chesterfield levee system), the following criteria regarding storm water must be followed:

- The developer shall be responsible for construction of any required storm water improvements per the Chesterfield Valley Master Storm Water Plan, as applicable, and shall coordinate with the owners of the properties affected by construction of the required improvements. In the event that the ultimate required improvements cannot be constructed concurrently with the development, the developer shall provide interim drainage facilities and establish sufficient escrows as guarantee of future construction of the required improvements, including removal of interim facilities. Interim facilities shall be sized to handle runoff from the 100-year, 24-hour storm event as produced by the Master Storm Water Plan model. The interim facilities shall provide positive drainage and may include a temporary pump station, if necessary. Interim facilities shall be removed promptly after the permanent storm water improvements are constructed.
- The developer may elect to propose alternate geometry, size and/or type of storm water improvements that are functionally equivalent to the required improvements per the Chesterfield Valley Master Storm Water Plan. Functional equivalence is said to be achieved when, as determined by the Public Works Director, the alternate proposal provides the same hydraulic function, connectivity, and system-wide benefits without adversely affecting any of the following: water surface profiles at any location outside the development; future capital expenditures; maintenance obligations; equipment needs; frequency of maintenance; and probability of malfunction. The City will consider, but is not obligated to accept, the developer's alternate plans. If the Public Works Director determines that the developer's proposal may be functionally equivalent to the Chesterfield Valley Master Storm Water

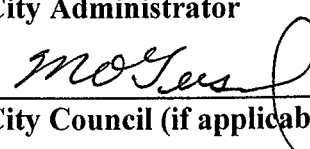
Plan improvements, hydraulic routing calculations will be performed to make a final determination of functional equivalence. The Director will consider the developer's proposal, but is not obligated to have the hydraulic analysis performed if any of the other criteria regarding functional equivalence will not be met. The hydraulic routing calculations regarding functional equivalence may be performed by a consultant retained by the City of Chesterfield. The developer shall be responsible for all costs related to consideration of an alternate proposal, which shall include any costs related to work performed by the consultant.

- The developer shall provide all necessary Chesterfield Valley Storm Water Easements to accommodate future construction of the Chesterfield Valley Master Storm Water Plan improvements, and depict any and all Chesterfield Valley Master Storm Water Plan improvements on the Site Development Plan(s) and Improvement Plans. Maintenance of the required storm water improvements shall be the responsibility of the property owner unless otherwise noted.
- All Chesterfield Valley Master Storm Water Plan improvements, as applicable, shall be operational prior to the paving of any driveways or parking areas unless otherwise approved.

**RECOMMENDED BY:**

 12/1/2016 PPW Committee 12/8/2016  
Department Head/Council Committee (if applicable) Date

**APPROVED BY:**

\_\_\_\_\_  
City Administrator Date  
 1/4/2017  
City Council (if applicable) Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

<b>PUBLIC WORKS</b>		<b>NO.</b>	14
<b>SUBJECT</b>	Development Construction Inspections	<b>INDEX</b>	PW
<b>DATE ISSUED</b>	1/03/1994	<b>DATE REVISED</b>	12/8/2016

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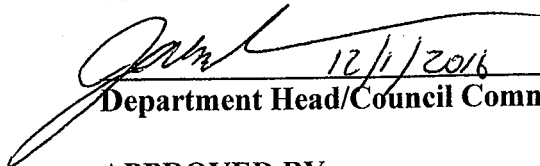
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**POLICY**

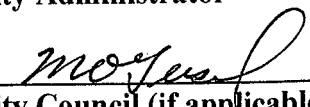
Inspection services are provided by the City of Chesterfield when a grading permit is issued or improvement plans are accepted by the City of Chesterfield. Inspection fees are paid by the developer or permittee in accordance with section 31-09-03 of the City of Chesterfield Municipal Code. The inspections generally include the following:

1. Inspections of required improvements which are established as part of a subdivision escrow. These improvements include, but are not limited to: sidewalks, streets, sewers, grading, detention, re-establishment of vegetation, lighting, water supply, drive aprons, common ground landscaping, monumentation, guardrail, utility relocation, and fencing.
2. Inspections necessary for compliance with the accepted Storm Water Pollution Prevention Plan (SWPPP).
3. Inspections necessary for issuance of an Occupancy permit. These inspections include, but are not limited to: lot grading, sidewalk, street trees, drainage, swales, berms, walls, and sanitary / storm sewers.
4. Inspections necessary to authorize escrow releases and acceptance of improvements at the written request of the developer/contractor.
5. Inspections necessary to monitor the status of on-going construction and to ensure compliance with City ordinances and requirements.

**RECOMMENDED BY:**

 _____ Department Head/Council Committee (if applicable)	12/1/2016 _____ PPW Committee	12/8/2016 _____ Date
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**APPROVED BY:**

_____ City Administrator	_____ Date
 _____ City Council (if applicable)	1/4/2017 _____ Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

<b>PUBLIC WORKS</b>		<b>NO.</b>	15
<b>SUBJECT</b>	Stop and Yield Signs	<b>INDEX</b>	PW
<b>DATE ISSUED</b>	9/5/1995	<b>DATE REVISED</b>	1/5/2017

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**POLICY**

A resident desirous of the installation of a stop or yield sign should make a request, in writing, to the City Engineer. The City Engineer shall first determine whether the stop or yield sign would be located on a public or private street. If the street is private, the City Engineer shall communicate to the resident that the street is private and that the petitioner should contact the street owner or subdivision trustee. If the street is public, the City Engineer should next verify that the roadway is not a State or County roadway. If it is a State or County roadway, the City should forward the request to the appropriate governmental agency and request that an analysis be conducted to determine whether warrants have been met for the installation of a stop or yield sign, and that those results are communicated to any resident who has requested a stop or yield sign.

If the request is for a stop or yield sign on a public street under the jurisdiction of the City of Chesterfield, the City Engineer shall determine if the street is a Subdivision Street or a Through Street as detailed within the City's Comprehensive Plan and Schedule V of the Model Traffic Ordinance.

Non-through streets (residential subdivisions/side streets)

The City Engineer shall review the request to ensure that the installation of a stop or yield sign would not violate traffic principles and sound engineering judgement. If that is the case and the sign should not be installed, the City Engineer shall notify petitioner in writing with a courtesy copy to the Subdivision Trustees. If the sign would not violate traffic principles, the City Engineer shall notify the Subdivision Trustees of the request and ask that they survey the area residents to determine whether 75% of the area residents support the installation of a stop or yield sign. If 75% of the area residents do support the stop or yield sign, a letter must be returned to the City Administrator, indicating that the subdivision supports the installation of a stop or yield sign. An ordinance will then be prepared and forwarded directly to City Council for consideration for approval.

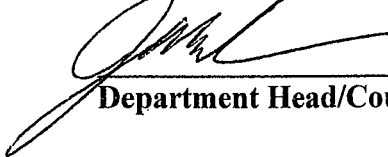
Through/collector streets

The City Engineer shall review the request, conduct a traffic study (if necessary), request an accident history, and determine whether any of the following criteria have been met:

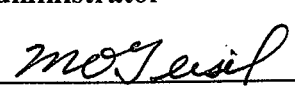
1. The intersection meets the warrants for a stop or yield sign as detailed within the Manual on Uniform Traffic Control Devices (MUTCD); or,
2. The secondary road intersects with the through street in such a manner that the application of the normal right-of-way yield is unduly hazardous due to a sight distance or other problem; or,
3. The City Engineer believes that there is some characteristic of the intersection which causes a safety concern that would be addressed through the installation of a stop or yield sign on the through street.

If any of the above criteria are met an ordinance will be prepared and forwarded directly to City Council. Otherwise, the petitioner will be notified that the intersection does not meet the warrants for a stop or yield sign.

**RECOMMENDED BY:**

 12/21/2016 PPL Committee 1/5/2017  
Department Head/Council Committee (if applicable) Date

**APPROVED BY:**

\_\_\_\_\_  
City Administrator Date  
 1/18/2017  
City Council (if applicable) Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**PUBLIC WORKS**

**NO.** 16

**SUBJECT** Sprinkler Systems in Right-of-Way

**INDEX** PW

**DATE  
ISSUED** 6/3/1996


**DATE  
REVISED** 1/5/2017

**POLICY**

Per City ordinance number 725, property owners are required to obtain a special-use permit for the installation of sprinkler systems. The City will not require the normal proof of insurance, bonds, or site drawings for the special-use permit. However, the property owner must execute a hold harmless agreement acknowledging that the sprinkler system is being placed within public right-of-way and that the City is not responsible for any damages to the system.

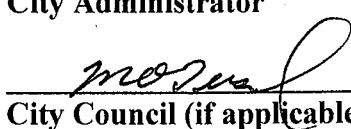
If a sprinkler system is damaged during construction and there is not a hold harmless agreement on file at the City, the property owner will be required to execute a hold harmless agreement prior to the City initiating any sprinkler related repairs. Refusal to execute the agreement will cause the City to cut and cap the system within the right-of-way. Sprinkler repairs will be completed, with the execution of a hold harmless agreement, one time, with the City having no responsibility for future events. All future repairs will be the responsibility of the property owner.

**RECOMMENDED BY:**

 12/21/2016 PPW Committee 1/5/2017  
Department Head/Council Committee (if applicable) Date

**APPROVED BY:**

\_\_\_\_\_  
City Administrator Date

 1/10/2017  
City Council (if applicable) Date



**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**PUBLIC WORKS**

**NO.** 17

**SUBJECT** Stop Bars

**INDEX** PW

**DATE** 6/3/1996  
**ISSUED**

**DATE**  
**REVISED** 1/5/2017

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**POLICY**

Stop bars are generally not used within the City of Chesterfield. Stop bars will only be painted in conjunction with crosswalks, where it is necessary (as determined by the City Engineer) to define the point of stopping to ensure motorist/pedestrian safety, or where specifically required by the Manual of Uniform Traffic Control Devices (MUTCD).

**RECOMMENDED BY:**

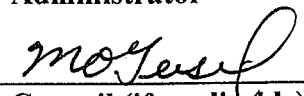
 12/21/2016 PPW Committee  
Department Head/Council Committee (if applicable)

1/5/2017  
Date

**APPROVED BY:**

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Date

 \_\_\_\_\_  
City Council (if applicable)

1/18/2017  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**PUBLIC WORKS**

**NO.** 18

**SUBJECT** Driveway Apron Replacement

**INDEX** PW

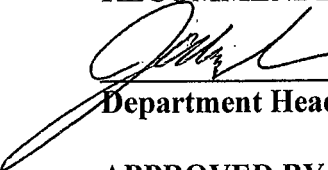
**DATE  
ISSUED** 6/3/1996

**DATE  
REVISED** 1/5/2017

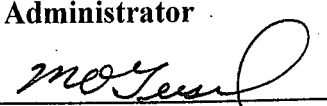
**POLICY**

Driveway aprons will only be replaced as a result of damage by City maintenance operations; or if it is necessary to remove and replace the driveway apron in conjunction with an adjacent sidewalk or street project due to grades or damage caused by City construction efforts.

**RECOMMENDED BY:**

 12/21/2017 PPW Committee 1/5/2017  
Department Head/Council Committee (if applicable) Date

**APPROVED BY:**

\_\_\_\_\_  
City Administrator Date  
 1/18/2017  
City Council (if applicable) Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

<b>PUBLIC WORKS</b>		<b>NO.</b>	19
<b>SUBJECT</b>	Street Grade	<b>INDEX</b>	PW
<b>DATE ISSUED</b>	10/6/1997	<b>DATE REVISED</b>	1/5/2017

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**POLICY**

Minimum Grade

1. Two percent minimum grade centerline. Two percent must be maintained through cul-de-sac warpings.

Maximum Grade

1. Six percent maximum grade centerline, without justification. For street grades greater than 6%, justification is required.

Any justification submitted should include plans, profiles, boring logs, cross-sections, etc. Prepared by an engineer, clearly showing site conditions and alternatives considered.

Twelve (12%) percent maximum grade with justification.

Justifications for street grades in excess of 6% may take the form of one or more of the following, as may be required:

- A. Topography - inordinate amount of earth fill or haul.
  - B. Rock - existence of subsurface rock strata.
  - C. Tree Retention - undue removal of desirable tree masses.
2. Submittal - if grades exceeding 6% are proposed, a separate plan submittal is required. This plan submittal shall include, as a minimum, the following:
    - A. Plan and profile sheets showing the proposed grade, a 6% grade and giving the street names and stationing.
    - B. Existing ground line and rock line based on actual field borings and survey.

- C. Cross sections, including rock elevations, at critical locations to determine the grading of adjacent lots.
- D. Cost estimates of rock excavation required to obtain a 6% grade versus the proposed grade.
- E. Earthwork quantities and cost estimates required to obtain a 6% grade versus the proposed grade.
- F. Cost estimate of hauling operation if earthwork balance cannot be obtained by using 6% grades.
- G. Evaluation of tree masses disturbed to obtain a 6% grade versus proposed grade.

The following will not be considered as justification for steep grade approval:

- 1. Inability to obtain the total number of lots permitted by zoning.
- 2. Adhering to previously approved flood plain study.
- 3. Variance from standard typical sections.

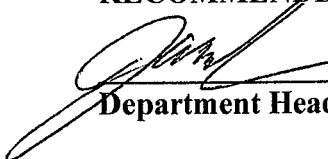
Approval of steep grades exceeding 6% will be given by the Director of Public Works based on the data submitted.

### 3. Special Requirements

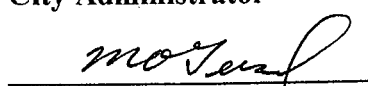
- A. When steep grades are approved, steep grade drainage shall include grated troughs and pavement lugs where required.
- B. Inlet capacities are so low at these steep grades that multiple inlets, skewed inlets, or trench drains are required. Inlet capacities are arrived at through the use of Hydraulic Engineering Circular #22.
- C. If public streets are permitted in excess of 6% slope, a disclaimer is required on the record plat, notifying all prospective lot owners that their street will not be given priority snow removal by the City.
- D. If public streets are permitted in excess of 6% slope, signage is required to be erected, immediately after construction of streets indicating that streets will not be given priority snow removal by the City.
- E. Maximum 4% grade entering and leaving a cul-de-sac.

- F. Standard platforms ranging from 2% to 4% for sixty (60) feet will be required at all side street intersections regardless of steep grade approval.
- G. The design engineer will be required to indicate which lots are susceptible to pavement migration (street creep) on the improvement plan, and/or any required site development plans.

**RECOMMENDED BY:**

 12/21/2016 PPW Committee 1/5/2017  
Department Head/Council Committee (if applicable) Date

**APPROVED BY:**

\_\_\_\_\_  
City Administrator Date  
 1/6/2017  
City Council (if applicable) Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**PUBLIC WORKS**

**NO.** 20

**SUBJECT** Streambank Erosion Assistance

**INDEX** PW

**DATE  
ISSUED** 2/1/1999

**DATE  
REVISED** 3/20/2017

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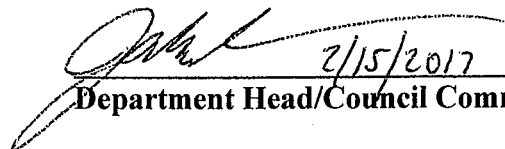
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**POLICY**

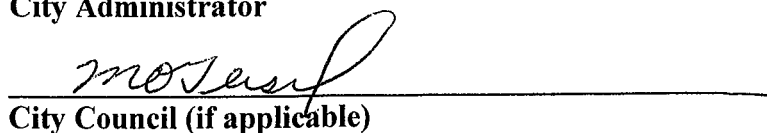
Most creeks and streams are located on private property or common ground. While the City of Chesterfield will not directly address erosion problems on private property, the City will assist residents in the following manner:

- **Meetings** – a City representative (generally the City Engineer, a Civil Engineer, or a Senior Engineering Inspector) will meet with residents who report an erosion concern. During that meeting the City representative will review the site / property, explain what is occurring, and identify the public agency or agencies, if any, having jurisdiction over the problem area.
- **Information** – the City representative will provide the resident a standard brochure which explains how erosion occurs, who is responsible for addressing erosion problems, the negative consequences associated with inappropriate erosion control efforts, and a list of effective erosion control products.
- **Articles** – the City Engineer shall periodically prepare articles for the Citizen newsletter to assist and direct residents with these problems.

**RECOMMENDED BY:**

 2/15/2017 PPLW Committee 3/9/2017  
Department Head/Council Committee (if applicable) Date

**APPROVED BY:**

\_\_\_\_\_  
City Administrator Date  
 3/20/2017  
City Council (if applicable) Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**PUBLIC SERVICES**

**NO. 21**

**SUBJECT** Street Snow Removal Recoupment  
Program - Eligible Cost Formula

**INDEX PW**

**DATE**  
**ISSUED** 8/16/1999

**DATE**  
**REVISED** 08/05/2024

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**POLICY**

Owners of un-gated, improved and platted private streets in subdivided developments are eligible for reimbursement of expenses incurred for snow removal.

This program is based upon private streets located within non-gated, single family residential developments, and condominium developments. It does not include commercial subdivisions or apartments. Within these developments, City staff will distinguish between private streets, alleys, and parking areas.

The funding formula is intended to provide reimbursement for reasonable and customary expenses for snow removal and deicing efforts on private streets, for participating subdivisions during a typical winter season.

Reimbursements will be limited based on a formula of \$52 per residential unit or \$5,820 per centerline mile of private street, whichever is larger. These amounts will be adjusted biennially based upon the Consumer Price Index for All Urban Consumers (CPI-U).

The Snow Removal Reimbursement Program will be presented to the Planning and Public Works Committee each fall to determine the amount to be funded for the upcoming winter season. The recommended allocation will subsequently be submitted to the full City Council for authorization.

Once the winter season has concluded, the City Staff shall determine if the season qualifies as a “severe season”, defined as a season during which the City of Chesterfield receives thirty or more inches of snow, as measured by the National Oceanic and Atmospheric Administration (NOAA). If a “severe season” has occurred, City Staff will provide City Council information as to the amount of supplemental funding necessary to provide for reimbursement at the 80<sup>th</sup>


percentile value for each category of reimbursement. City Council would subsequently decide what level of supplemental funding would be provided through a Fund Transfer from the General Fund – Fund Reserves, if any.

**RECOMMENDED BY:**

PPW Recommended Approval  7/18/2024  
Department Head/Council Committee (if applicable) **Date**

**APPROVED BY:**

 2024-8-5  
City Administrator **Date**

 8/05/2024  
City Council (if applicable) **Date**



**CITY OF CHESTERFIELD  
POLICY STATEMENT**

<b>PUBLIC WORKS</b>		<b>NO.</b>	22
<b>SUBJECT</b>	Sanitary Sewer Lateral Tax Refund Program	<b>INDEX</b>	PW
<b>DATE ISSUED</b>	11/06/2000	<b>DATE REVISED</b>	03/20/2017

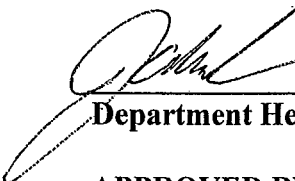
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**POLICY**

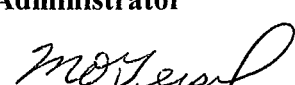
The Sanitary Sewer Lateral Repair Program only applies to those buildings with six (6) or less units. The St. Louis County Department of Revenue has included the \$28 per year fee in the real estate tax bill for all property assessed as residential whether they qualify for the program, or not. The City of Chesterfield will refund the \$28 fee to those residents who have paid the fee, but are not eligible for the program.

**RECOMMENDED BY:**

 2/15/2017 PPW Committee 3/9/2017  
Department Head/Council Committee (if applicable) Date

**APPROVED BY:**

\_\_\_\_\_  
City Administrator Date

 \_\_\_\_\_  
City Council (if applicable) 3/20/2017  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

<b>PUBLIC WORKS</b>		<b>NO.</b>	23
<b>SUBJECT</b>	Pavement Specification & Acceptance Policy	<b>INDEX</b>	PW
<b>DATE ISSUED</b>	2/5/2001	<b>DATE REVISED</b>	12/5/2017

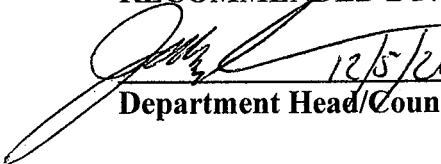
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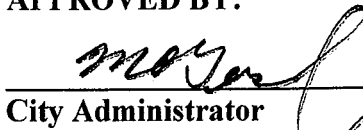
**POLICY**

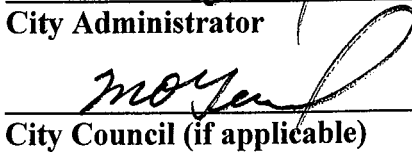
The attached document will serve as the Pavement Specification and Acceptance Policy.

**RECOMMENDED BY:**

 12/5/2017 PPW Approval 01/04/2018  
Department Head/Council Committee (if applicable) Date

**APPROVED BY:**

 1/17/2018  
City Administrator Date

 1/17/2018  
City Council (if applicable) Date

**City of Chesterfield**  
**Concrete Pavement Specification & Acceptance Policy**

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<b>Section</b>	<b>Page</b>
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2. Subgrade and Rock Base	2
3. Fabric	2
4. Underdrains	3
5. Concrete Placement	3
6. Joints	3
7. Concrete Finishing	4
8. Saw Cutting	5
9. Curing	5
10. Joint Sealing	5
11. Weather Conditions	6
12. Opening to Traffic	7
13. Testing and Acceptance	7
14. Judgement	10

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**SECTION 1. CONCRETE**

- A. Concrete shall have a minimum of 6.25 sacks (588 lbs.) of Portland Cement (ASTM C 150, Type I/II) per cubic yard of concrete.
  
- B. Concrete coarse aggregate shall consist of limestone aggregate for pavement concrete in accordance with Section 1005 of the most current edition of the "Missouri Standard Specifications for Highway Construction". Coarse aggregates shall be supplied from a MoDOT inspected and approved source. Coarse aggregate containing in excess of 6% total deleterious material is prohibited.
  
- C. Concrete fine aggregate shall be Class A sand in accordance with Section 1005 of the most current edition of the "Missouri Standard Specifications for Highway Construction." Note that fine aggregates for concrete to be used in sidewalks and drive approaches shall be free from coal and lignite materials as determined by AASHTO 113.
  
- D. Approved Class C or F fly ash may be used to replace up to 25 percent of the cement on a pound for pound basis in all concrete except concrete designed for high early strength.
  
- E. Water to cement ratio shall not exceed 0.43. No water shall be added to the concrete mix once it leaves the batch plant without the City's approval.
  
- F. Maximum three-inch (3") slump when placed with a slip-form paver and maximum four-inch

- (4") slump when placed using forms, per ASTM C-143.
- G. Concrete shall have a 5% to 8% air content (by volume).
  - H. Hand mixing of concrete will not be permitted.
  - I. The use of an approved admixture may be permitted upon written request by the Developer on development or Contractor on City contracted work. The use of any admixture requires approval of the Director of Public Works/City Engineer. Permission to use an admixture may be withdrawn at any time.
  - J. All streets within a development shall be constructed in accordance with the approved improvement plans for that development. All residential streets shall be constructed to the minimum required thickness of seven inches, unless the approved improvement plans indicate a larger thickness.
  - K. All City contracted work shall be performed in accordance with the plans and specifications for each project.

## **SECTION 2. SUBGRADE AND ROCK BASE**

- A. During excavation for the rock base, the soil subgrade shall be scarified to facilitate drying or moistened as necessary to permit proper compaction. Prior to placement of the rock base, the subgrade shall be uniform, rolled and compacted to not less than ninety percent (90%) of the maximum density as determined by the Modified Proctor Test AASHTO T-99 (ASTM D-1557-78). The City may, at its sole discretion, accept proof rolling of the subgrade as evidence of compactive effort in lieu of in place density tests.
- B. Rock base shall be Type 5 Aggregate, per Section 1007 of the most current edition of the "Missouri Standard Specifications for Highway Construction." The rock base shall be placed on the graded and compacted sub-grade then shaped and compacted to not less than ninety percent (95%) of the maximum density as determined by the Modified Proctor Test AASHTO T-99 (ASTM D-1557-78).
- C. Soft spots and unstable areas in the subgrade and/or rock base shall be removed and replaced with an approved material.

## **SECTION 3. FABRIC**

- A. Prior to the placement of rock base, geotextile fabric shall be rolled out on the compacted subgrade in the direction of the traffic lane with all edges overlapping by at least eighteen inches (18").
- B. Fabric must comply with AASHTO M288 for separation purposes. The geotextile shall be non-woven fabrics, with survivability class two (2) and minimum permittivity of 0.02.

Fabrics shall be submitted for approval by the Director of Public Works/City Engineer.

#### **SECTION 4. UNDERDRAINS**

- A. Install and connect four-inch (4") diameter, schedule 40 PVC, perforated drains at all inlets to provide a way for water to exit from beneath the pavement. Underdrains help prevent prolonged pavement exposure to water, pumping, deflection cracking, faulting and frost action. The underdrains shall extend across the full width of the roadway. The pipe shall be installed perforations down in a 12" wide excavated trench, top of pipe being minimum 12" below bottom of pavement. The trench shall be wrapped in filter fabric and backfilled with one inch clean rock, with at least two inches of clean rock below the pipe.
- B. Underdrains shall be grouted at the location where the underdrain enters a storm sewer structure. Grout will be required on both the exterior and interior of the structure.

#### **SECTION 5. CONCRETE PLACEMENT**

- A. The paving contractor shall be responsible for all layouts and placement work necessary to maintain positive and proper drainage of the finished pavement and to ensure the pavement is placed to the lines and grades in accordance with the project plans and documents.
- B. Concrete shall not be placed until rock base and/or forms have been checked for line and grade. For new streets and complete street reconstructions, vertical control stakes set by a registered land surveyor may be required on each side of the proposed pavement and cut sheets shall be provided to the City.
- C. The rock base shall be moistened, if necessary, to provide a uniform dampened condition at the time concrete is placed. Place concrete on the prepared rock base in a manner to avoid segregation and contamination. Concrete vibrators of an internal type shall be used to consolidate concrete. The vibrators shall be capable of providing a minimum of 4,500 impulses per minute.
- D. A construction joint must be installed if concrete placement is interrupted for more than one-half hour, or if in the opinion of the City's inspector a cold joint has formed.

#### **SECTION 6. JOINTS**

- A. All joints shall conform to Drawings C502.01 thru C502.14 of the most current edition of St Louis County Department of Transportation's Standard Drawings. All transverse joints shall be spaced a minimum of 10 feet and maximum 15 feet apart.
- B. Dowel bars shall be installed at all transverse construction joints in pavement. Dowel bars shall be 1" diameter smooth, epoxy coated bars meeting the requirements of ASTM A 615, Grade 40 or 60. Dowels bars shall be 18" longs and placed at a spacing of 12" on center.

- C. Tie bars shall be installed at all longitudinal joints in pavement. Tie bars shall be 5/8" diameter deformed epoxy coated bars meeting the requirements of ASTM A 615, Grade 40 or 60. Longitudinal tie bars shall be 30" long and placed at a spacing of 30" on center.
- D. All catch basins and inlet sills shall be separated from the pavement by a one half inch wide pre-molded expansion joint material shall be installed full depth between the curb, catch basin, inlet sill and adjacent pavement slab. If the inlet sump is blocked out and not poured with the adjacent pavement, it must be tied back in to the adjacent pavement slab with tie bars. Dowel bars and tie bars and their placement shall be in accordance with Section 5, paragraphs B and C of this specification.
- E. One inch wide pre-molded expansion joint material shall be installed full depth between the curb and driveway approaches. At locations where street creep is a concern, such as opposite of T-intersections, ends of cul-de-sacs and on outside of curves, the joint width shall be increased to two inches.
- F. To reduce the effects of street creep, A2 expansion joints (See St. Louis County Department of Transportation Standard Drawing C502.13) shall be installed at
- the end of radius on each approach to a "T" intersection,
  - across the throat of cul-de-sacs,
  - at the beginning (PC) and the end (PT) of curved sections of street, and
  - at maximum intervals of 1000 feet.

## SECTION 7. CONCRETE FINISHING

- A. Under normal working conditions moisture shall not be applied to the surface of the pavement in any form. Added finishing water shall be applied only as approved by the City Inspector and only in the form of a fine pressure spray by hand methods (small hand pump type sprayer).
- B. After surface irregularities have been removed, the finished concrete surface shall be given a uniformly roughened surface finish by the use of a broom or a fabric drag. The damp fabric drag shall be dragged in a longitudinal direction. Brooms shall be drawn across the surface from the centerline towards each edge with the broom held perpendicular to the surface, with adjacent strokes slightly overlapping. The brooming operation shall be executed so that the corrugations are uniform in appearance and not more than 1/8 of an inch in depth. Brooming and dragging shall be completed before the concrete is in a condition that it will be torn or unduly roughened and before the concrete has attained its initial set. Brooms and fabric shall be cleaned or replaced as often as necessary to attain the required surface texture. Upon completion of brooming or dragging, the surface shall be uniform in appearance and shall be free from surplus water, rough or porous spots, irregularities, depressions, and other objectionable features.

## SECTION 8. SAW CUTTING

- A. All transverse contraction joints and all longitudinal joints shall be sawed with powered saws equipped with shatterproof abrasive or diamond-rimmed blades. Joints shall be cut into hardened concrete as soon as the surface will not be torn, abraded, or otherwise damaged by cutting action. Joints shall be cut to a depth equal to at least 1/3 of the concrete thickness at a width of 1/8".
- B. Full depth sawcutting is required at limits of pavement removal. Extreme care shall be exercised to avoid damage to adjacent concrete to remain.

## SECTION 9. CURING

Concrete shall be cured with a white pigmented membrane curing material applied at a minimum rate of 150 square feet per gallon. Curing material shall completely cover the concrete surface and shall be applied as soon as possible without damaging or marring the pavement surface.

## SECTION 10. JOINT SEALING

- A. Joints shall be sealed with materials that conform to ASTM D3405 for rubberized joint sealer of Federal specification SSS1401C. The sealing material shall be heated to the pouring temperature specified by the manufacturer, and any material which has been heated above the maximum safe heating temperature will be rejected. Prior to the placement of any joint seal material, the Contractor shall provide a bill of material certification that the material meets the appropriate specification.
- B. Prior to sealing, all joints shall be re-sawcut to a 3/8" width by 1" depth. This sawing shall be done wet. The 3/8" cut shall be centered on the original cut. Within one hour of re-sawing, the joints shall be pressure washed to remove all latency and foreign objects from the entire depth of the joint. Following pressure washing, the joint and adjacent pavement shall be completely clean. Any liquid residue resulting from the sawcutting shall be immediately and completely washed from the pavement.
- C. Immediately prior to crack sealing, all joints shall be dry and clean of dust and contaminants for proper adhesion of joint material.
- D. Joints shall be uniformly filled to a level just below the adjacent pavement surface. Care should be taken not to overfill the joints; any excess material shall be removed from the concrete surface.
- E. All joints are to be filled. This includes: 1) transverse joints, 2) longitudinal joints, 3) joints between the drive aprons and back of curb, 3) joints at storm sewers, and 4) joints between sidewalks and curbs.
- F. All joints shall be sealed as soon as practical after completion of a minimum curing period

of 24 hours. Vehicles, including those necessary for sealing, will be allowed on the pavement in accordance with Section 12 of this specification.

## SECTION 11. WEATHER CONDITIONS

- A. Concrete shall not be placed: (1) when either the air temperature or the temperature of the surface on which concrete is to be placed is below 40 degrees F, unless authorized by the Director of Public Works/City Engineer (2) on any frozen surface, or (3) when weather conditions prevent the proper handling, finishing, or curing of the concrete.
- B. The placement of concrete in cold weather shall be in accordance with ACI 306R-16. As defined by ACI, cold weather exists when the air temperature has fallen or is expected to fall below 40 degrees Fahrenheit during the protection period. The following requirements supersede ACI 306R-16:

Cement Content - the minimum cement requirement shall be 6.25 sacks per cubic yard with an approved water reducer and a maximum water cement ratio of 0.40.

Plant Certification - shall be provided to the City to verify mix design compliance at time of delivery prior to placement.

Temperature Monitoring - concrete temperature shall be recorded at 100' spacing or less with a minimum of four locations, unless otherwise approved by the City. Temperature shall be recorded by maturity meters with temperature recordings at a maximum frequency of one hour intervals. The temperature recording locations shall be taken near edges and corners of the pavement, as determined by the City. Temperature monitoring reports shall be provided to the City.

Acceptance Period - streets will be eligible for acceptance after 12 months.

Winter Paving Inspection Cost - the developer/contractor will be responsible for costs incurred by the City for the City's inspection monitoring and testing associated with winter street paving that exceed typical inspection monitoring and testing efforts.

The developer/contractor shall be responsible for retaining the services of a qualified materials testing firm to perform temperature monitoring and reporting of the concrete pavement as well as any other materials testing requirements for the cold weather concrete.

Protection - protection of concrete shall remain in place for a minimum of five days after placement. Protection must be capable of maintaining the Concrete temperature at a minimum of 55 degrees Fahrenheit.

Acceptance - all cold weather concrete that does not comply with the above



requirements and ACI 306R-16, will not be accepted by the City.

## SECTION 12. OPENING TO TRAFFIC

The pavement shall not be opened to traffic (including construction traffic) until the concrete has attained a minimum compressive strength of 3,000 psi and is at least 72 hours old. Compressive strength will be determined by tests made in accordance with ASTM C-31 and C-39. Pavement shall be thoroughly cleaned prior to opening to traffic.

## SECTION 13. TESTING AND ACCEPTANCE.

- A. **Responsibility** – Material testing shall be conducted in accordance with City Policy PDS-001, Material Testing.
- B. **Smoothness** – As soon as practicable, the center of each slab, parallel to the direction of travel, will be thoroughly checked with a straightedge by the City's inspector. All variations exceeding 3/8 in./10 ft. will be plainly marked, and those slabs shall be considered defective. Corrective action shall be accomplished by longitudinally diamond grinding or by use of an approved device designed to improve the profile of the riding surface. The use of a bush hammer or other impact device will not be permitted. All corrective work shall be completed prior to the final determination of the pavement thickness. Removal and replacement will be required, if in the judgement of the Director of Public Works/City Engineer, an inordinate amount of defective slabs are found.
- C. **Concrete Thickness** – For the purpose of determining constructed thickness of the pavement, cores will be taken at random intervals in each traffic lane at a minimum rate of thirteen (13) cores per mile or approximately every 400 lineal feet. In addition, cores will be taken at all locations where thickness measurements taken during construction indicate a thickness deficiency sufficient to justify a penalty, or at any other location as determined by the Engineer.

When the measurement of any core is deficient, additional cores will be taken on all sides of the affected location until the extent of the deficiency has been determined. The thickness of any core taken shall be considered representative of the thickness of the pavement for a distance extending one-half (½) the distance to the next core, measured along the centerline, or in the case of a beginning or ending core, the distance will extend to the end of the pavement section. In any case, the distance shall be adjusted to the nearest transverse joint. The Developer/Contractor shall be responsible for all costs associated with additional cores required to determine the extent of thickness deficiencies.

If any core measurement is less than the thickness indicated on the construction plans or Improvement Plans, the Contractor may be required to remove and replace the pavement at the Contractor's expense, or pay the City for the deficiencies in thickness of less than one (1) inch as noted on the following schedule. The choice of removal and replacement or monetary penalty, as detailed below, shall be at the sole discretion of the City.

Category	Thickness Deficiency	Penalty
1	0.1 inch	10%
2	0.2 to 0.4 inch	20%
3	0.5 to 0.9 inch	40%
4	1.0 inch or more	Remove and Replace or 100%

- For new development, penalties will be based on the “Streets” escrow amount for that area of pavement represented by the failing test. The Developer will be required to pay the penalty to the City, via cashier’s check. All penalties must be paid before escrows are released.
- For City contracted work, a deduction will be made to the contract unit price for concrete pavement for that area of pavement represented by the failing test. The amounts due as penalties shall be withheld from any sums due to the Contractor as soon as the extent of the deficiencies is determined.

D. **Compressive Strength** – Sets of concrete test cylinders shall be prepared and tested at regular intervals in conformance with ASTM C172, C31 and C39 and ACI 318 to verify the concrete placed meets the City's specifications. For the purpose of this section, test cylinders prepared on a Friday and taken to the testing lab on the following Monday will be considered as compliant with the ASTM standards and procedures.

Sets of concrete test cylinders shall be taken at regular intervals and shall be representative of all concrete placed during the interval. If the locations of each set can be identified, the set will represent that area of pavement bounded by one-half (½) the distance to the adjacent sets. If locations of sets are unable to be determined, each set will represent an equivalent percentage of the area poured that day (e.g. if 1,000 S.Y. of pavement are cast and four (4) sets of cylinders are made, each set will represent 250 S.Y. of pavement).

In accordance with ACI 318, the strength level of concrete shall be considered satisfactory only if both of the following requirements are met. For the purpose of this section, a strength test constitutes the average strength of two 6 inch x 12 inch or three 4 inch x 8 inch cylinders tested at 28 days.

- Every arithmetic average of any three consecutive strength tests equal or exceeds the required compressive strength of 4,000 psi; and;
- No individual strength test falls below the specified strength of 4,000 psi by more than 500 psi

Should penalties be required because any of the above criteria are met, the penalties will be imposed on all concrete failing to meet the specifications.

- For new development, penalties will be based on the “Streets” escrow amount for that area of pavement represented by the failing test. The Developer will be required to pay the penalty to the City, via cashier’s check. All penalties must be paid before escrows are released.
- For City contracted work, a deduction will be made to the contract unit price for

concrete pavement for that area of pavement represented by the failing test. The amounts due as penalties shall be withheld from any sums due to the Contractor as soon as the extent of the deficiencies is determined.

The penalty shall be a linear penalty varying from no (0) penalty at 4,000 p.s.i. to seventy-five percent (75%) at 3,000 p.s.i. and a one-hundred percent (100%) penalty or removal and replacement for any test result less than 3,000 p.s.i. The choice of remove and replace or monetary penalty shall be at the sole discretion of the City.

Strength testing of field cores will not be allowed as a substitute for lab specimens.

**E. Inspection/Defects:** Prior to final acceptance of a project or any streets within a development the City of Chesterfield will conduct a thorough inspection of said streets. The following defects will require full slab removal and replacement from joint to joint, at the sole expense of the Developer or Contractor. Half slab replacement, patching or grouting will not be allowed as a form of corrective measure.

- Differential settlement or movement that has occurred at a joint.
- Depressions holding water more than 1/8" deep (the City has the option to permit isolated grinding of small areas of up to 1/4" deep to promote drainage).
- Overbreakage.
- Any damage resulting from negligence on the part of the contractor.
- Rain damage.
- Cracks— a temperature/shrinkage crack that forms in the center of a slab and is perpendicular to the center line of the street may be acceptable. Not more than 5% of the slabs within a street segment may have a temperature/shrinkage crack so long as no differential settlement or movement has occurred at the crack, and the crack is not located over a utility trench. Multiple adjacent cracked slabs, in the direction of travel, are not acceptable, and will not be included in the 5% calculation, and therefore will be required to be removed and replaced. A street segment is defined as a section of street that is between intersections, or a section of street as measured by the change in the characteristics of the street, i.e. width. A street segment may also be identified by the sequence of the paving operation. Slabs which do not meet this threshold must be removed and replaced. No other types of cracks are acceptable, including but not limited to longitudinal and diagonal cracks. Slabs with unacceptable cracks must also be removed and replaced. All acceptable cracks that are to remain shall be sawed with a random crack saw, and shall be sealed in accordance with Section 10 of this specification, at the direction of the City.

**F. Marred Surfaces:** If the Director of Public Works/City Engineer determines marred surfaces of slightly damaged concrete may remain in the completed project, a minimum penalty of twenty percent (20%) will be assessed for the slabs affected.

- For new development, the 20% penalty will be deducted from the escrow amount for "Streets". The Developer will be required to pay the penalty to the City, via cashier's check. All penalties must be paid before escrows are released.

- For City contracted work, the 20% penalty will be deducted from the unit bid price for concrete pavement. The amounts due as penalties shall be withheld from any sums due to the Contractor as soon as the extent of the deficiencies is determined.
- A marred surface is defined as having any of the following characteristics: 1) pavement that has been rained on, 2) pavement that has not reached its initial set and has had water flow on its surface washing away cement, 3) pavement that has had plastic placed on it wherein the plastic has actually caused indentations and random patterns, 4) pavement that has been walked on by humans or animals or driven on by any type of vehicle, 5) pavement that has had curing compound sprayed on it before the initial set, resulting in pitting marks, 6) pavement that has been vandalized in any way. Under no circumstances shall concrete surfaces be re-finished with additional cement or other materials as a method to repair damaged or marred surfaces.

G. **Acceptance:** The City of Chesterfield will not accept streets for maintenance within new subdivisions until all development is completed, or until construction within the subdivision has been substantially completed, as outlined in Public Works City Policy #1 (Acceptance of Streets Within Residential Developments), which is hereby incorporated into this pavement and acceptance policy.

#### **SECTION 14. JUDGEMENT**

The Director of Public Works/City Engineer is authorized to use judgement in the application of the provisions of this policy in order to achieve the most beneficial results to the City of Chesterfield. It is recognized that physical conditions may warrant site specific determinations or judgement applications of the guidelines herein specified. The Director of Public Works/City Engineer is hereby instructed to use the pavement acceptance policy as a general directive and to administer the construction, reconstruction or reparation of pavements consistent with this policy.

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**PUBLIC WORKS**

**NO. 24**

**SUBJECT City Hall Rental and Use Policy**

**INDEX PW**

**DATE**

**DATE**

**ISSUED 5/17/99**

**REVISED 03/20/2017**

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**POLICY**

In all cases, meetings of City officials, Boards and Commissions take priority and will be scheduled without charge, regardless of time or day of the week. Events that are sponsored solely by the City, or where the City is identified as a co-sponsor, are scheduled free of charge. The City Administrator is authorized to waive fees and time restrictions whenever it is in the City's best interest.

Free use of the building may be scheduled by political and community groups Monday through Thursday 8:30 a.m. to 9 p.m., and Friday 8:30 a.m. to 5 p.m. The building is available on Saturday to these groups, but a fee will be assessed.

Community groups include, but are not limited to: Subdivision meetings, Trustee meetings, School District functions, Ceremonial meetings of Boy\Girl Scouts, Civic Organizations, Athletic Associations and other governmental agencies including MoDOT and Monarch Fire District.

Ceremonial meetings of Boy/Girl Scouts and annual or semi-annual Subdivision meetings, where attendance is intended for the entire subdivision, may be scheduled on Saturday 8:30 a.m. to 5 p.m. excluding official City Holidays without a charge.

Specific and unique exceptions to this policy may be approved by the Director of Public Services or the City Administrator.

Free use of the facility during the days and hours listed above is predicated upon the conditions that the proposed use does not require special set-up, and that food and/or beverages will not be consumed.

Chesterfield residents and businesses may reserve the Conference Rooms, Council Chambers and Multi-Purpose room, subject to availability, on a fee basis provided building maintenance personnel are available.

City Hall rooms are reserved on a first-come, first serve basis and shall not interfere, in any way with City business. All users are required to complete a

rental application form describing the proposed use. Reservations require a two week advance notice.

Facility users are not allowed to utilize the audio-visual systems.

City Hall is not available for events that charge admission.

City Hall rooms are not available for sales or promotional events of any product or service, private parties or receptions.

Food and drink, excluding water, are not allowed in conference rooms or Council Chambers. No alcohol.

Food and drink are allowed in the Multi-Purpose Room only with a security deposit of \$200. At completion of the use, prior to leaving the facility, building maintenance personnel will perform an inspection to identify and note any damage.

City Hall is a smoke free and vapor free campus. This includes all forms of tobacco, pipes, e-cigs, etc.

Nothing can be affixed to the walls, furniture, ceiling or any surface. This includes tape, tacks, nails, pins, etc. At no time will furniture or fixtures be moved, removed or rearranged without prior approval from building staff obtained through the Customer Service Division.

Rental of one room does not give the renter or guests privileges in other parts of the building.

Ending time of rental means that the renter is completely out of the building, including clean up.

Rental fee will be refunded in full if notice of cancellation is received in writing at least seven days prior to rental.

Room rentals must be a minimum of two hours.

Fee Schedule

Weekday Rates (8:30 a.m. – 9 p.m. Monday-Thursday, 8:30 a.m. – 5 p.m. Friday)

Conference Room 101, 102/103, Multi-Purpose Room	\$20 per hour
Council Chambers	\$25 per hour

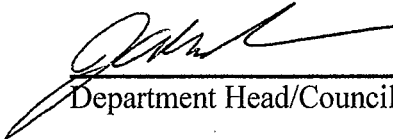
Weekend Rates (8:30 a.m. – 5 p.m. Saturday)

Conference Room 101, 102/103, Multi-Purpose Room	\$30 per hour
Council Chambers	\$50 per hour

Renter agrees to indemnify and hold harmless the City of Chesterfield, its officials, and employees from any claim or cause of action brought by renter, his agents, employees or guests arising from the usage of the facility.

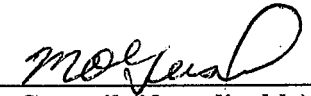
These rules and regulations are not intended to restrict or otherwise apply to the normal administrative use of the City Hall. As such, the building restrictions do not apply the normal administrative operation of the City, or to those events or uses in which the City is a sponsor or otherwise involved.

**RECOMMENDED BY:**

 2/15/2017 PPW Committee 3/9/2017  
Department Head/Council Committee (if applicable) Date

**APPROVED BY:**

\_\_\_\_\_  
City Administrator Date

 3/20/2017  
City Council (if applicable) Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

<b>PUBLIC WORKS</b>		<b>NO.</b>	25
<b>SUBJECT</b>	Parking Restrictions	<b>INDEX</b>	PW
<b>DATE ISSUED</b>	2/20/02	<b>DATE REVISED</b>	5/01/2017

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**POLICY**

**Federal, State and County Roadways**

All requests for parking restrictions on Federal, State and County roads will be forwarded to the appropriate agency for their consideration and approval.

**City Public Streets - Subdivision**

All resident requests for parking restrictions on City of Chesterfield Public Streets, within a subdivision, must be submitted in writing to the City Engineer. The request will be forwarded to the appropriate subdivision trustees, who, if they support the request, must survey, or otherwise verify to the City Engineer that there exists among the residents a 75% level of support within the general area for the parking restriction, and a 90% level of support among property owners immediately adjacent to the area where parking restrictions are proposed. Immediately adjacent refers to those properties that have frontage where parking is to be restricted on the same side of the street or on the opposite side of the street.

For the purpose of this policy, the "general area" is defined as the area within the subdivision and a 500 foot radius of the proposed parking restriction. If the parking restriction is proposed on a cul-de-sac, the general area is limited to those residents who have driveway access on the street containing the cul-de-sac.

If the required levels of support are met, a draft of an ordinance calling for the parking restriction shall be submitted to the Planning and Public Works Committee for review and then, if approved by the Committee, forwarded to City Council for consideration.

If the required levels of support are not met, the Department of Public Works shall review the request and prepare a recommendation based upon traffic engineering principles and forward same to the Planning and Public Works Committee for review and consideration. Said recommendation shall include the original written request, data provided by the Trustees, traffic volumes, and accident history.



**City Public Streets – Non-Subdivision**

All requests for parking restrictions on City Public Streets that are not located within a subdivision must be submitted in writing to the City Engineer. The Department of Public Services shall then conduct a survey of those property owners who are immediately adjacent to the area where parking restrictions are proposed. A 75% level of support among property owners immediately adjacent to the area where parking restrictions are proposed is required. If the required levels of support are met, a draft of an ordinance calling for the parking restriction shall be submitted to the Planning and Public Works Committee for review and then, if approved by the Committee, forwarded to City Council for consideration.


If the required levels of support are not met, the Department of Public Services shall review the request and prepare a recommendation based upon traffic engineering principles and forward same to the Planning and Public Works Committee for review and consideration. Said recommendation shall include the original request, the survey of the adjacent property owners, traffic volumes, and accident history.

**City Private Streets**


Any resident requesting a parking restriction on a private street shall be notified that the street is private and referred to the street owner or subdivision trustees.

Per the codified ordinances of the City of Chesterfield, the obligation and responsibility for installation and maintenance of appropriate traffic control devices rests with the City Engineer. This policy shall in no way interfere with the obligations assigned to the City Engineer by the Traffic Code.

**RECOMMENDED BY:**

 3/1/2017 PPW Committee 3/23/2017  
Department Head/Council Committee (if applicable) Date

**APPROVED BY:**

\_\_\_\_\_  
City Administrator Date  
 5/1/2017  
City Council (if applicable) Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**PUBLIC WORKS**

**NO.** 26

**SUBJECT** School Zones

**INDEX** PW

**DATE  
ISSUED** 10/7/02

**DATE  
REVISED** 5/01/2017

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**POLICY**

**SCHOOL ZONES**

The need for designating a school zone along a publicly maintained roadway will be investigated at the request of the affected school district/private school. The request should be made to the agency responsible for the roadway that fronts the school; Missouri Department of Transportation (MoDOT), St. Louis County, or City of Chesterfield. As described in the Manual on Uniform Traffic Control Devices (MUTCD), a school zone will be signed where school grounds are adjacent to the roadway and/or where there is an established school crossing either adjacent to a school or a street along an established school pedestrian route. School zones shall not be signed for day care centers, preschools, trade schools, colleges or universities.

Each school zone shall be signed with a school sign (MUTCD S1-1). Advanced warning signs may be installed where deemed necessary by engineering judgement. Advanced warnings shall include a School sign (MUTCD S1-1) supplemented with a bottom plaque with the legend AHEAD (MUTCD W-16-9p) to provide advance notice to motorists of possible student pedestrian activity. Both signs in the assembly shall have a black border and black legend on a fluorescent yellow-green background.

**SCHOOL CROSSINGS**

The need for a school crossing along a City maintained roadway will be investigated at the request of the affected school district/private school. The school will be required to submit a "school pedestrian safe route" plan with their request for a school crossing. Typically this plan should show which sides of the streets students travel and the locations of existing "Stop" signs, traffic signals and painted crosswalks. The Department of Public Services will conduct a study to verify student pedestrian activity crossing the roadway either adjacent to a school or on a street along an established school pedestrian route. The criteria for a school crossing is based upon need and the ability to find a safe and logical location for students to cross the roadway. In lieu of a direct crossing, consideration shall be given to determine the feasibility of requiring student pedestrians to walk a longer distance to a crossing utilizing existing traffic control(s).

Each school crossing shall be signed with a School Crossing assembly consisting of a pentagon shaped school sign (MUTCD S1-1) supplemented with a diagonal downward pointing arrow plaque (MUTCD W16-7) to show the location of the crossing. Both signs in the assembly shall have a black border and black legend on a fluorescent yellow-green background. This assembly shall be installed at a marked crosswalk, or as close to it as possible. These signs shall not be installed at school crossings controlled by a traffic signal, "Stop" sign or "Yield" sign.

Multi-way "Stop" signs for a school crossing at an intersection shall not be installed unless the "Stop" signs are warranted based upon minimum traffic volume warrants or accident experience in accordance with the MUTCD. Portable "Stop" signs, turn-type "Stop" signs and mid-block "Stop" signs shall not be permitted.

The need for a school crossing and/or traffic signal along a MoDOT or St. Louis County maintained roadway will be investigated by the responsible agency at the request of the affected school district/private school. These agencies will only install a school crossing and/or signal if warranted in accordance with the MUTCD. School crossing traffic signals will not be installed on City maintained streets. The school district/private school may be responsible for providing funding for all costs associated with furnishing and installing any traffic signal.

School crossings will not be installed for day care centers or preschools. A crossing at a trade school, college or university will be signed as a pedestrian crossing, not as a school crossing.

### **SCHOOL SPEED LIMITS IN SCHOOL ZONES**

The need for a school speed limit will be investigated by the agency responsible for the roadway that fronts the school at the request of the affected school district/private school. As a general rule, a school speed limit will be considered only on a street adjacent to the front of a school. A school speed limit shall not be installed on a street adjacent to the side or back of a school unless the roadway serves as the primary point of pedestrian access to the school.

The school district/private school will be required to submit a "school pedestrian safe route" plan with their request for a school speed limit. Typically this plan should show which sides of the streets students travel and the locations of existing "Stop" signs, traffic signals and painted crosswalks. This plan will be investigated by the responsible roadway agency by analyzing the student pedestrian routes and verifying whether the location of the school crossings are both safe and logical. Once the "school pedestrian safe route" is reviewed, school speed limits may be installed on streets that are used as a primary point of access for student pedestrians. Physical features associated with the front of schools, such as fenced versus non-fenced playgrounds/school yards, will also be evaluated to determine if a school speed limit is warranted. The school district/private school may be responsible for providing funding for all costs associated with furnishing and installing any school speed limit sign assembly.

School speed limits will be posted on an assembly as detailed in the MUTCD. Where reduced school speed limit signs are placed, a school sign (S1-1) shall be installed in advance.

MoDOT and St. Louis County may install a Speed Limit Sign Beacon with a "WHEN FLASHING" legend, to identify the periods that the schools speed limit is in effect within their jurisdictions. If flashing beacons are used, they shall be installed in accordance with MUTCD Part 7, "Traffic Control for School Areas".

The beginning of a reduced school speed limit zone should be at least 200 feet in advance of the school grounds, school crossing, or other school related facilities. The end of a posted reduced school speed limit zone shall be identified with an "END SCHOOL SPEED LIMIT" (S5-3) sign. A school sign (MUTCD S1-1) assembly shall be installed in advance of a school speed limit sign assembly if a reduced school speed zone has been established.

School speed limits will be posted no more than 10 MPH under the regularly posted speed limit. In no case, however, will the school speed limit be posted at less than 20 MPH. Portable school speed limit sign assemblies are not permitted.

School speed limits will not be considered for day care centers, preschools, senior high schools, trade schools, colleges or universities.

**RECOMMENDED BY:**

*[Signature]* 3/1/2017 PPW Committee 3/23/2017  
Department Head/Council Committee (if applicable) Date

**APPROVED BY:**

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**PUBLIC WORKS**

**NO.** 27

**SUBJECT** Street Migration (Street Creep)

**INDEX** PW

**DATE** 12/2/2002  
**ISSUED**

**DATE** 5/1/2017  
**REVISED**

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**POLICY**

New Developments

The design engineer shall be required to indicate which lots are susceptible to pavement migration (street creep) whether due to slopes or other features of the improvement plan. For those driveways considered susceptible to pavement migration, the design engineer shall clearly state specific design and construction provisions that will be utilized to prevent potential damage there from. Driveways on all lots shall include a full-depth expansion joint between the street and the driveway apron.

Existing City Maintained Streets

If a property owner who has a rigid driveway apron alleges pavement migration (street creep) threatens potential damage to their property, the Department of Public Works, with the consent of the City Engineer, will replace the apron with a new apron constructed of asphaltic concrete, a flexible material at no cost to the owner.

Street Replacement of City Maintained Streets

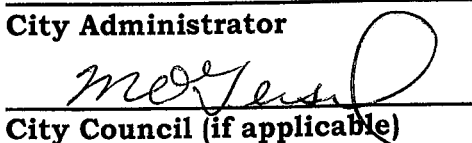
Where the City is aware of street migration allegations and street reconstruction is scheduled; the City Engineer shall clearly state specific design and construction provisions that will be utilized to prevent potential damage there from. Driveways on all lots shall include a full-depth expansion joint between the street and the driveway apron.

**RECOMMENDED BY:**

 3/1/2017 PPW Committee 3/23/2017  
Department Head/Council Committee (if applicable) / Date

**APPROVED BY:**

\_\_\_\_\_  
City Administrator

  
\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

5/1/2017  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

<b>PUBLIC WORKS</b>		<b>NO.</b>	28
<b>SUBJECT</b>	Private Street Acceptance as a Public Street	<b>INDEX</b>	PW
<b>DATE ISSUED</b>	4/19/2004	<b>DATE REVISED</b>	5/1/2017

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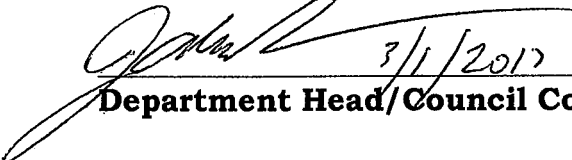
**POLICY**

- I. Written request submitted to City Administrator.
  - A. All property owners must concur, including anyone with a legal interest in the property.
  - B. Gated streets will not be considered unless commitment is made to remove them.
  - C. Request forwarded to Department of Planning and Department of Public Works.
  
- II. Department of Planning initiates review of request.
  - A. Department of Planning reviews the record plat which created the private street. If the plat includes language that states the private streets shall remain private forever, the Planning Department shall report this finding to the Public Works Department, in memo format with a copy of the record plat attached, and shall cease further review of the request.
  - B. If the record plat does not contain the language mentioned above, the Department of Planning determines compliance with Zoning and Subdivision Ordinances.
    1. Density after required right of way subtracted from gross area.
    2. Appropriate setbacks from required right of way.
    3. Appropriate pavement width and maximum length.
    4. Location of parking adjacent to street.
  - C. Department of Planning forwards report to Department of Public Works.

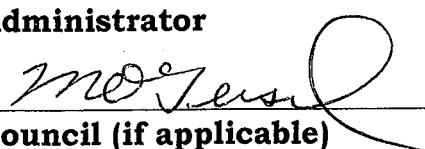
- III. Department of Public Works completes review of request.
- A. If Department of Planning's review indicates that the record plat which created the private street includes language that states the private streets shall remain private forever, or that a non-conforming condition exists, the Department of Public Works notifies requestor that the request for dedication is denied.
  - B. If no issues are found regarding the wording of the record plat, or a nonconforming condition, Department of Public Works will determine if the streets were built to City of Chesterfield or St. Louis County standards that were applicable at the time of the construction of the streets. If it is determined that they were not constructed in accordance with such standards, no further action on the request will be taken until a commitment is made to reconstruct the streets to current City of Chesterfield standards.
  - C. If no issues are found regarding the above, Department of Public Works evaluates the existing pavement.
    - 1. Horizontal and vertical alignment
    - 2. Structural condition (No street will be accepted that has a street segment with an overall pavement rating of less than seven (7.00) or an individual section or slab rated five (5.00) or less.)
    - 3. Pavement width
    - 4. Pavement thickness
  - D. The Department of Public Works will also evaluate the following items associated with the street:
    - 1. Storm sewers
    - 2. Sidewalks
    - 3. Street lighting
    - 4. Signage
  - E. The results of the inspections and a list of any deficiencies requiring remediation is sent to the person making the request.
- IV. The requestor has necessary work performed, including reconstruction of nonstandard streets and removal of gates, as necessary, and prepares quit claim deeds.

- A. Contract for work and notify the Department of Public Works so work can be inspected.
  - B. Prepare a quit claim deed for each property to dedicate right of way and have each signed by the appropriate owner(s).
  - C. Submit all deeds to the Department of Public Works after remedial work has been approved.
- V. Department of Public Works verifies that all required items have been completed or received and forwards recommendation to the Public Works/Parks Committee of City Council for consideration of acceptance of the streets.
- VI. Recommendation of Public Works/Parks Committee forwarded to City Council for adoption as an ordinance,

**RECOMMENDED BY:**


3/1/2017
PPW Committee
3/23/2017  
 \_\_\_\_\_  
 Department Head/Council Committee (if applicable) / Date

**APPROVED BY:**

\_\_\_\_\_  
 City Administrator Date  
 5/1/2017  
 \_\_\_\_\_  
 City Council (if applicable) Date



**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**PUBLIC WORKS**

**NO.** 29

**SUBJECT** Posting of Speed Limit Signs

**INDEX** PW

**DATE**

**DATE**

**ISSUED** 8/16/2004

**REVISED** 5/1/2017

**POLICY**

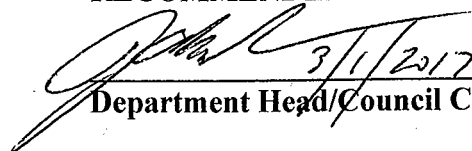
It is accepted and understood that redundant and unnecessary signs create clutter, safety concerns, may create confusion and do not improve regulatory compliance. In addition, unnecessary signs are costly and create an additional maintenance burden. Motorists are expected to be aware of speed limits within the City of Chesterfield. The City of Chesterfield Code of Ordinances provides for a uniform speed limit, except where road design and conditions specifically warrant a different speed limit. Streets or street segments with "special speed limits" are identified Schedule III - SPECIAL SPEED LIMITS ON HIGHWAYS, ROADS, OR STREETS of the City Code, Ordinance #35.

Where special speed limits are required, regulatory signage shall be erected by the public agency or authority in control of the right of way, in accordance with the Manual on Uniform Traffic Control Devices and sound engineering practice.

In all other locations, where the City's uniform speed limit applies, motorists are expected to be aware of the speed limit and reasonably informed as to the speed limit. The general principle to be considered when determining the location and placement of regulatory speed limit signs, is that motorists should not be able to drive on a street without having passed a sign indicating "Speed limit 25 MPH unless posted otherwise" in their travel(s) into an area.

Speed limit signs will be posted at or near each entrance of a subdivision, where such entrance street intersects a road, street, or highway that is not maintained by the City of Chesterfield, and/or at or near each subdivision entrance intersecting a City maintained through street with a special speed limit. Internal subdivision streets shall not be posted with individual speed limit signs. Existing speed limit signs that are not necessary shall be removed by Department of Public Works personnel as manpower is available.

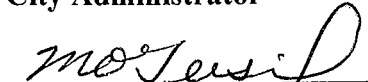
**RECOMMENDED BY:**

 _____ Department Head/Council Committee (if applicable)	3/1/2017 _____ Date	PPW Committee _____ Date	3/23/2017 _____ Date
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**APPROVED BY:**

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**PUBLIC WORKS**

**NO.** 30

**SUBJECT** Traffic Signs

**INDEX** PW

**DATE** 11/1/2004

**DATE** 5/1/2017

**ISSUED**

**REVISED**

**POLICY**

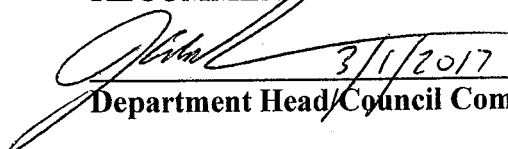
It is accepted and understood that redundant and unnecessary signs create clutter, safety concerns, may create confusion and do not improve regulatory compliance. In addition, unnecessary signs are costly and create an additional maintenance burden. The City of Chesterfield Code of Ordinances requires that signage is to be placed in accordance with the Manual of Uniform Traffic Control Devices (MUTCD) to ensure that signage is consistent, appropriate, and provides necessary information to all road users.

All traffic signage shall be erected and maintained in conformance with the Manual of Uniform Traffic Control Devices (MUTCD).

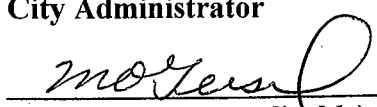
In the event that a request or petition is received to place unwarranted or nonconforming signage, Staff is directed to inform the person(s) making such request that a uniform comprehensive standard exists so as to provide for the maximum safety of residents, motorists, and pedestrians. When applicable, informational written summaries regarding the efficacy of such signage is to be sent to those requesting inappropriate signage.

Nothing contained herein shall be construed to alter, change, supersede, or otherwise affect existing specific policies regarding regulatory signage. Existing policies dealing with regulatory and informational signage remain unaffected.

**RECOMMENDED BY:**

	<u>3/1/2017</u>	<u>PPW Committee</u>	<u>3/23/2017</u>
Department Head/Council Committee (if applicable)			Date

**APPROVED BY:**

_____ City Administrator	_____ Date
 _____ City Council (if applicable)	<u>5/1/2017</u> Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

<b>PUBLIC WORKS</b>		<b>NO.</b>	31
<b>SUBJECT</b>	Street Tree Removals	<b>INDEX</b>	<b>PW</b>
<b>DATE ISSUED</b>	6/1/2009	<b>DATE REVISED</b>	5/1/2017

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**POLICY**

The Department of Public Services is responsible for identifying trees within the right of way which are to be removed. Department personnel shall determine the condition of a street tree by visual inspection. If Department Staff determines that a street tree is hazardous, dead, dying or diseased, Staff shall prioritize and schedule the removal of the street trees to the extent that funding permits.

Priority for removal shall be given to those street trees that pose an immediate, imminent or potential danger to the safety and welfare of the general public.

In general, the City does not permit the removal of an otherwise healthy tree within the right of way. If a property owner desires to remove a healthy tree within the right of way, adjacent to his\her property, the Public Works Director MAY authorize a no cost special use permit for the property owner to remove the tree at no cost to the City. All other permit conditions and insurance requirements will be as required by the Public Works Director.

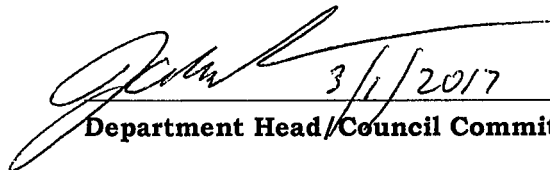
In some instances, otherwise healthy trees may become a nuisance. The Public Works Director may remove trees which, in his opinion, are detrimental to the public interests. Examples of such potential nuisances include but are not limited to: obstructing sight distance, shielding street lights, damaging sidewalks or sewers, low hanging branches which provide inadequate sidewalk or street clearance, deposition of pods, fruit or seeds, and trees with thorns.

Although not an approved species for new street trees within the City of Chesterfield, there exist a substantial number of Sweetgum trees throughout the City. Due to problems related to the prickly fruit which are unique to this tree species, some residents desire their removal. When a resident requests

removal of an otherwise healthy Sweetgum tree located within the City's public right of way, The Public Works Director may consider its removal under the following conditions:

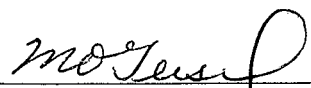
- 1) The resident participates in the street tree replacement program. A replacement tree must be selected and the appropriate fee paid for each tree requested to be removed.
- 2) The Public Works Director, or his designee shall attempt to communicate with the Subdivision trustees and advise them of the requested removal. While the ultimate authority and decision to remove the tree rests with the Public Works Director, the trustees may provide additional information, awareness and assistance for the Director to make an appropriate decision.
- 3) The City of Chesterfield takes pride in its tree lined streets and is desirous of maintaining the character of neighborhoods. Whenever possible, the Public Works Director should consider recent removals of street trees in the immediate vicinity and attempt to minimize the impact of the tree(s) removal on the overall character of the community.

**RECOMMENDED BY:**

 3/1/2017      PPW Committee 3/23/2017  
Department Head/Council Committee (if applicable)      Date

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
City Council (if applicable)

5/1/2017  
\_\_\_\_\_  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**PUBLIC WORKS**

**NO.** 32

**SUBJECT** Installation of Deer Crossing Signs

**INDEX** PW

**DATE** 2/22/2012

**DATE** 5/1/2017

**ISSUED**

**REVISED**

**POLICY**

The purpose of this policy is to establish guidelines to be followed when considering installation and placement of Deer Crossing signs.

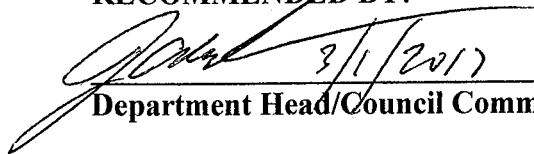
**Information**

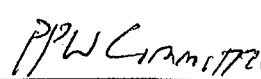
The Manual on Uniform Traffic Control Devices contains the warning sign for Deer Crossings (W11-3). However, it does not provide criteria for the installation and removal of these signs. Therefore, it is necessary to establish criteria to be used in the installation and removal of Deer Crossing signs.

**Procedure--**

Deer Crossing signs will only be considered on streets where the posted speed limit is 30 mph or greater. A deer-car crash history should be researched for the stretch of street in question. Installation of Deer Crossing signs are warranted if three reported deer-car related crashes have occurred in any given calendar year or if five reported deer-car related crashes have occurred in a three year period. Placement of the signs should be reviewed periodically. Any necessary adjustments in the placement or removal of the sign should be made if it is determined that the crash history has changed, as directed by the Public Works Director.

**RECOMMENDED BY:**

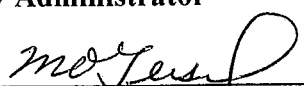
 3/1/2017  
Department Head/Council Committee (if applicable)

 3/23/2017  
Date

**APPROVED BY:**

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
City Council (if applicable)

  
\_\_\_\_\_  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

<b>PUBLIC WORKS</b>		<b>NO.</b>	33
<b>SUBJECT</b>	Snow Removal for Private Driveways within Public Right-of-Way	<b>INDEX</b>	PW
<b>DATE ISSUED</b>	8/4/2014	<b>DATE REVISED</b>	8/6/2019

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**PURPOSE**

The purpose of this policy is to establish procedures for the removal of snow windrows from residential driveway aprons resulting from City snow removal operations within the public right-of-way. Snow windrows can impede emergency access to private driveways whose owners are not capable of clearing their driveway approach.

**POLICY**

The City of Chesterfield will remove the snow accumulation from the driveway apron of a qualifying private residential driveway when the official snow accumulation exceeds two (2) inches during any single snow event. The snow accumulation will be measured at the City of Chesterfield City Hall in accordance with National Oceanic and Atmospheric Administration (NOAA) guidelines. The City of Chesterfield will begin snow removal operations on previously approved qualifying private residential driveways ONLY after completion of all snow and ice removal operations on public streets and at City facilities. Applications for this program must be received not less than fourteen (14) days prior to a storm event to allow for review, coordination and planning.

This program is only available to qualified resident owners with a certified medical need or disability.

**QUALIFYING LOCATIONS**

All private single family residential properties within the corporate limits of the City of Chesterfield in which the residents of the property have been diagnosed with a medical condition that limits their ability to remove snow.

**PROGRAM REGISTRATION**

All requests for driveway snow and ice removal service shall be submitted in writing to the City of Chesterfield. Residents may receive information and direction by contacting the City of Chesterfield Public Works Division, visiting City Hall, or accessing the forms on our website [www.chesterfield.mo.us/forms](http://www.chesterfield.mo.us/forms) and permits.

The applicant, at a minimum, shall provide the following information:

1. Property address.
2. Applicant's name and all appropriate contact information.
3. Supporting documentation verifying a medical condition or disability of all residents at that property which limits their ability to perform snow removal activities.

**CITY LIABILITY FOR PROPERTY DAMAGE**

The City of Chesterfield is not responsible for any property damage resulting from residential driveway snow and ice removal operations. All applicants for this service shall be required to sign a waiver of responsibility stating the City of Chesterfield is not responsible for damage during driveway snow and ice removal operations.

This Policy was originally implemented on a trial basis. On August 5, 2019 City Council approved Policy PW-33 as a permanent City Council Policy, which will remain in effect until otherwise modified or repealed by City Council.

**RECOMMENDED BY:**

*[Signature]* 6/17/2019 Approval by PPW 7/18/2019  
Department Head/Council Committee (if applicable) Date

**APPROVED BY:**

*[Signature]* 8/6/2019  
City Administrator Date

*[Signature]* 8/5/2019  
City Council (if applicable) Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**PUBLIC WORKS**

**NO.** 34

**SUBJECT** Citizen Requests for Traffic Control  
Devices or Street Enhancements

**INDEX** PW

**DATE** 6/18/90 (as PH&S #1)  
**ISSUED**

**DATE** 5/01/2017  
**REVISED**

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**POLICY**

Should a citizen contact the City of Chesterfield to request any traffic control device or physical enhancement to a City of Chesterfield public street, sidewalk, or storm sewer, said request shall be forwarded to the Trustee(s) from the Subdivision where the individual making the request resides. The Trustee(s) will then be asked to provide relative input concerning the request. Once that information is received, the City Engineer will make a recommendation and forward it to the Planning and Public Works Committee for consideration.

Should the City receive a request for a traffic control device or physical enhancement to a State or County roadway, or an MSD sewer, the City Engineer will notify the appropriate agency of the request, and copy the resident.

Should the City receive a request for a traffic control device or physical enhancement to a private roadway or sewer, the City Engineer will notify the appropriate party (property owner or Subdivision Trustee) of the request, and copy of the resident.

Nothing within this Policy shall be construed as preventing or discouraging residents to contact the City to request improvements to deficient sections of streets, sidewalks, or storm sewers.

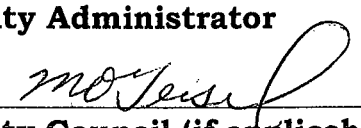
**RECOMMENDED BY:**

 3/1/2017      PPLW Committee 3/23/2017  
\_\_\_\_\_  
**Department Head/Council Committee (if applicable)**      **Date**

**APPROVED BY:**

\_\_\_\_\_  
**City Administrator**

\_\_\_\_\_  
**Date**

  
\_\_\_\_\_  
**City Council (if applicable)**

5/1/2017  
\_\_\_\_\_  
**Date**



**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**PUBLIC WORKS**

**NO.** 35

**SUBJECT** Painting of Curbs

**INDEX** PW

**DATE** 1/21/1991 (as PH&S #4)

**DATE** 5/01/2017

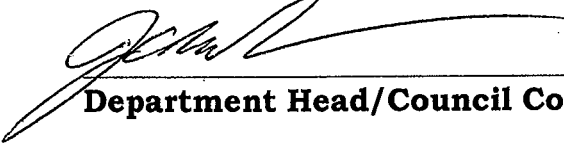
**ISSUED**

**REVISED**

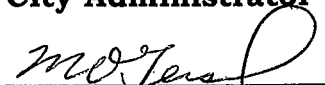
**POLICY**

Any request for the painting of curbs on a public street owned by the City of Chesterfield shall be submitted in writing to the City Engineer. If authorized by the City Engineer, any painting of curbs shall be conducted, and maintained, by the Subdivision Trustees. Additionally, if painting is approved, the color yellow must be used.

**RECOMMENDED BY:**

 PPW Committee 3/23/2017  
Department Head/Council Committee (if applicable) Date

**APPROVED BY:**

\_\_\_\_\_  
City Administrator Date  
 5/1/2017  
City Council (if applicable) Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

<b>PUBLIC WORKS</b>		<b>NO.</b>	36
<b>SUBJECT</b>	Streetlighting	<b>INDEX</b>	PW
<b>DATE ISSUED</b>	10/7/1991 (as PH&S #7)	<b>DATE REVISED</b>	6/17/2020

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**POLICY**

Subdivision Streetlights

Streetlights within subdivisions are required as part of development, as detailed in the City of Chesterfield Municipal Code. These streetlights are to be funded and maintained by the subdivision. This includes the lighting of City, County, or State roadways immediately adjacent to the subdivision, when such lighting does not otherwise exist.

Should a resident desire an additional streetlight, the removal of a streetlight, or the modification of a streetlight, the resident must first contact the appropriate subdivision Trustees. If the Trustees support the streetlighting request, they must poll residents within the general area of the request. Streetlighting requests can be forwarded to the City Engineer if there is support of 75% of residents in the general area, and 90% support of residents within 300 feet of the proposed lighting addition, deletion, or modification.

The City Engineer will coordinate review of the streetlighting request, which shall include the Police Department and the Planning Department. If there are no objections to the streetlighting request, the request can be approved by the City Engineer. If the City Staff opposes the lighting request for any reason, the request shall be forwarded to the Planning and Public Works Committee of City Council, who shall make a recommendation to the full City Council, where a final decision shall be made.

When reviewing a streetlighting request, the City will take into consideration all streetlighting within the subdivision. Proposals to add or modify streetlights which would create inconsistent lighting and appearance may not be approved without a plan to address the remaining lights in the future. The City will not approve requests to remove streetlights at intersections or at a cul-de-sac.

Commercial Streetlights

Additions, deletions, or modifications to streetlighting within a commercial development or outside a residential subdivision must be submitted to the Planning Director. Such requests will be reviewed as detailed within City Code.

Requests for City-funded Streetlight(s)

The City of Chesterfield will not construct, fund, or maintain streetlights unless those streetlights are specifically approved by City Council. The City Council will generally consider requests for streetlights only at intersections involving a City roadway with a State roadway, a County roadway, or a City Collector or Arterial roadway. All requests for streetlighting shall be submitted in writing to the City Engineer, and shall include the reasoning for the request.

In considering a request for street lighting, one or more of the following criteria must be met:

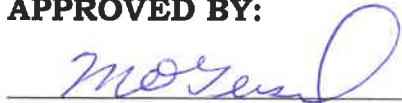
1. The presence of a marked pedestrian crosswalk.
2. Close proximity to a public or private school.
3. Adjacent to large population concentrations (i.e. apartment complex, subdivision clubhouse facility, recreational facility, etc.)
4. Any quantitatively identifiable high accident location where lack of lighting has been determined to be a causative factor or contributing circumstance.
5. Any intersection not currently illuminated by a light system, the lack of which, in the opinion of the City Engineer, poses a hazard to pedestrian or vehicular traffic.


Nothing in this Policy shall be construed as preventing the City Council from approving the installation of streetlights which, in its determination, benefit the City of Chesterfield. This includes lighting along or within City property, streets, trails, and beautification areas.

**RECOMMENDED BY:**

 5/7/2020  5/21/2020  
Department Head/Council Committee (if applicable) Date

**APPROVED BY:**

 6/17/2020  
City Administrator Date

 6/17/2020  
City Council (if applicable) Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

<b>PUBLIC WORKS</b>		<b>NO.</b>	37
<b>SUBJECT</b>	River Valley Drive Gate Closure	<b>INDEX</b>	PW
<b>DATE ISSUED</b>	8/21/2017	<b>DATE REVISED</b>	

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**POLICY**

The City of Chesterfield will construct a gate to close River Valley Drive to through traffic near the City Limits. A cul-de-sac will be constructed to allow vehicles which approach the closure from the south to safely turn around.

Utility companies and the Monarch Fire Protection District will be provided keys to allow those agencies to open and close the gate. It is expected that these agencies will close and lock the gate immediately after their vehicle(s) has passed through the gate. In the case of an emergency, the gate will be closed and locked after the emergency response is complete.

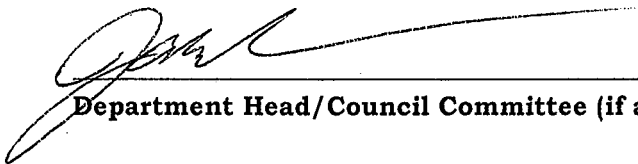
The gate on River Valley Drive will remain permanently closed at all times, except for the access described above, unless directed by the City of Chesterfield City Council. However, there may be times that it serves a public purpose to temporarily open the gate. If such conditions should occur, the gate may be temporarily opened at the direction of the City of Chesterfield Mayor, City Administrator, Police Chief, or Public Works Director. Keys to the gate will be maintained by the Chesterfield Public Works Department and provided to the Chesterfield Police Department.

The City of Chesterfield City Council finds that characteristics of the northern portion of River Valley Drive make that road unsuitable for bus traffic. Accordingly, the City of Chesterfield will not provide keys to the gate to the Parkway School District.

The River Bend Subdivision and adjacent property owners will not be provided keys to the gate. Should these persons desire the gate be open for any reason, they should contact the City of Chesterfield Police Department.

There will be a collapsible bollard located just to the southwest of the gate within the River Valley Drive right of way. The adjacent property owner at 76 River Valley Drive will be provided a key to the collapsible bollard. No other agency will be provided a key to the collapsible bollard, except the City of Chesterfield Public Works Department and Police Department.

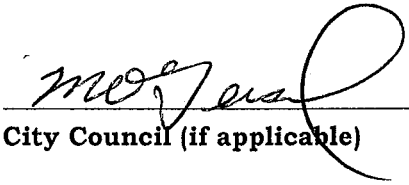
**RECOMMENDED BY:**

  
\_\_\_\_\_  
Department Head/Council Committee (if applicable)

8/21/2017  
Date

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
City Council (if applicable)

8/21/2017  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

<b>PUBLIC WORKS</b>		<b>NO.</b>	38
<b>SUBJECT</b>	Sidewalk within Driveway Limits	<b>INDEX</b>	PW
<b>DATE ISSUED</b>	10/15/2018	<b>DATE REVISED</b>	

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**POLICY**

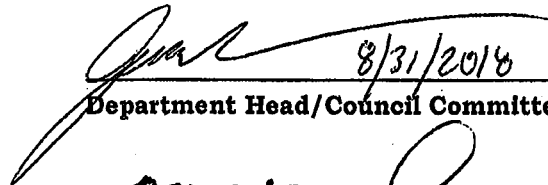
The City of Chesterfield constructs its concrete streets and sidewalks in accordance with Public Works Policy 23 – Pavement Acceptance. Streets and sidewalks are constructed using Portland Cement Concrete comprised of limestone aggregate, in accordance with Section 1005 of the Missouri Standard Specifications for Highway Construction. The concrete is broom finished.

Private driveways are maintained by the property owner, including the portion of the driveway located within public right of way. Private driveways do not serve a public purpose, they exist solely in order to access the private residence.

A resident desirous of reconstructing a driveway must obtain a Special Use Permit (SUP) from the Public Works Department. The SUP ensures that the work within the public right of way conforms to City standards. Residents may construct the driveway approach (the portion of the driveway between the curb and the sidewalk) using any hard surface, including asphalt, pavers, or concrete. However, should the City ever need to reconstruct the driveway approach, due to work on the street, the driveway approach will be reconstructed in standard concrete, in accordance with Public Works Policy 23.

If sidewalk is located within the driveway limits, the sidewalk cannot be removed and must be constructed with standard Portland Cement Concrete comprised of limestone aggregate, with a broom finish. This composition of sidewalk is required regardless of the material used to construct the remainder of the driveway.

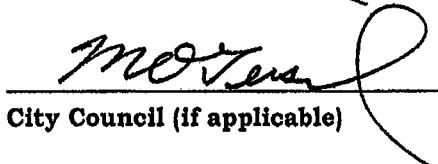
**RECOMMENDED BY:**

 8/31/2018 PPW  
Department Head/Council Committee (if applicable)

9/20/2018  
Date

  
City Administrator

10/16/2018  
Date

  
City Council (if applicable)

10/16/2018  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

<b>PUBLIC WORKS</b>		<b>NO.</b>	39
<b>SUBJECT</b>	Special Activity Permits	<b>INDEX</b>	PW
<b>DATE ISSUED</b>	11/19/2018	<b>DATE REVISED</b>	

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**POLICY**

A Special Activity is a planned event, activity, or temporary grouping of people that deviates from the normal land use that occurs on the site and interferes with the normal flow or regulation of pedestrians, traffic, or parking. Special Activities may require specific City services including, but not limited to, the provision of barricades, special parking arrangements, or special police services.


The City of Chesterfield regulates Special Activities by requiring a Special Activity Permit (SAP). The requirements for obtaining an SAP are detailed within the attached Instructions and Application. An SAP Application must be completed in full and submitted to the City of Chesterfield at least seven days prior to the event.

Once the City of Chesterfield receives a request for an SAP, the Application is reviewed by the Planning and Development Services Department, the Police Department, the Parks, Recreation and Arts Department, and the Public Works Department. This review is coordinated by the Planning and Development Services Department. Once a representative from each departments has approved the application, via signature, the SAP is issued, along with any appropriate conditions. If the Application is denied for any reason, the applicant is notified, along with the reason for the denial.

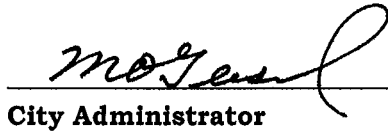
Events on City property or City right of way generally require the applicant to provide proof of insurance. This requirement is waived for subdivision block parties and small events entirely contained within one subdivision.



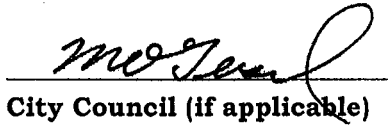
**RECOMMENDED BY:**

 11/8/2018 PPW  
Department Head/Council Committee (if applicable)

11/8/2018  
Date

  
City Administrator

11/19/2018  
Date

  
City Council (if applicable)

11/19/2018  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**PUBLIC WORKS**

**NO.** 40

**SUBJECT** Damage to Mailboxes

**INDEX** PW

**DATE ISSUED** 10/23/2019

**DATE REVISED**

**POLICY**

The United States Postal Service dictates the placement and installation of mailboxes. Accordingly, they are one of very few non-public structures which are allowed within the public right-of-way. Due to normal City maintenance operations within the right of way, there are routine occurrences when private mailboxes will be damaged by falling trees / limbs or City operations (i.e. snow plowing, street repair, sidewalk repair, tree trimming, tree removal, etc.). When notified of a mailbox damaged by a street tree or City operations, it is the Policy of the City of Chesterfield that that the Public Works Department will repair the existing mailbox (if practicable), or replace the mailbox with a standard mailbox stocked by the Public Works Department.

While this Policy covers most damaged mailboxes, there are many ornate, decorative, and in some cases quite expensive mailboxes located within the City of Chesterfield. If a resident is unwilling to accept the repair or standard replacement as described above, the City may reimburse the resident a maximum of \$300 to repair or replace the mailbox.


In cases where none of these options are acceptable to the resident (i.e. resident has an ornate / expensive mailbox), the resident may submit a claim to the City's insurance company. If this occurs, the resolution of this matter will be solely between the resident and the City's insurance company.

**RECOMMENDED BY:**

 9/18/2019 PPLW  
\_\_\_\_\_  
Department Head/Council Committee (if applicable)

10/10/2019  
\_\_\_\_\_  
Date

**APPROVED BY:**

\_\_\_\_\_  
City Administrator  
  
\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date  
10/24/2019  
\_\_\_\_\_  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

<b>PUBLIC WORKS</b>		<b>NO.</b>	41
<b>SUBJECT</b>	Water on Sidewalks	<b>INDEX</b>	PW
<b>DATE ISSUED</b>	10/23/2019	<b>DATE REVISED</b>	

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**POLICY**

The front yards of Residential Subdivisions in the City of Chesterfield are generally designed and graded to drain from the house to the street, where water is collected in a curb and gutter system and transported to a nearby curb inlet (storm sewer). For subdivisions containing sidewalk, water must necessarily travel over the sidewalk and through the tree lawn in order to reach the street.

Private yards slope toward the street at varying grades. The tree lawn is generally designed for a slope of four percent between the edge of sidewalk to the top of curb. The sidewalk generally contains a cross slope of one to two percent. While a higher cross slope is desirable for drainage purposes, a cross slope of more than two percent is a violation of the Americans with Disabilities Act (ADA).

As subdivisions mature some areas will settle and the ground will shift. Additionally, in many cases vegetation grows higher and more dense as subdivisions age. This can cause problems at the tree lawn, where raised ground or thick strands of grass prevent the water on the sidewalk from draining to the street. The result is water on the sidewalk ponding for varying periods of time.

Ponding water on the sidewalk within 48 hours of a rain event shall be considered normal, and no action will be taken by the City. In cases where water ponds longer than 48 hours and / or creates a public nuisance of some kind (i.e. ice or slick algae) the City will investigate the problem to determine whether corrective action can or should be taken by the City. Specific remedies may include, but are not limited to: replacement of sidewalk slabs which do not slope toward the street; replacement of sidewalk slabs which have settled creating a low area where ponding occurs; re-grading of the tree lawn to allow drainage from the sidewalk to the street; other actions which will, in the opinion of the City Engineer, eliminate or reduce the nuisance.

Residents shall be responsible for ensuring that conditions of their property are not contributing to any nuisance on the sidewalk. This includes maintaining the grass within the tree lawn in such a manner that it allows water to travel from the sidewalk to the street. Additionally, all drains routed toward the sidewalk must discharge at least ten feet from the property line AND must not create a public

nuisance. If a nuisance is created by a private drain, that nuisance must be abated by the property owner by any and all reasonable means, including re-routing sump pumps to rear yards or other drainage channels, when appropriate. In these cases the City's Engineering Division will work with the property owner, to offer alternatives to eliminate or minimize the nuisance.

In instances where water on the sidewalk is creating a significant and consistent sidewalk hazard, and there is no means for the property owner to reasonably reduce or eliminate the hazard, the City will design a Capital Project to correct the problem, the construction of which will be subject to City Council approval.


**RECOMMENDED BY:**

 9/18/2019 PPW  
Department Head/Council Committee (if applicable)

10/10/2019  
Date

**APPROVED BY:**

\_\_\_\_\_  
City Administrator

 \_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

10/24/2019  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**PUBLIC WORKS**

**NO.** 42

**SUBJECT** Debris Management Plan

**INDEX** PW

**DATE** 1/23/2020  
**ISSUED**

**DATE**  
**REVISED**

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**A) POLICY – General Practice**

The City of Chesterfield maintains approximately 176 miles of public rights of way. Under normal conditions, including storms, the City only removes tree limbs and debris from public property and public rights of way. Debris and tree limbs from private property shall be disposed of by the property owner by using the City's solid waste contractor or a private tree / debris removal contractor.

When removing tree limbs and debris from public rights of way, the first priority of the Public Works Department is to make the streets reasonably safe and passable. Accordingly, tree limbs may be pushed to the side of the road or tree lawn until such time as they can be removed. After all streets are safe and passable, Public Works personnel will work to remove the tree limbs and debris from roadsides, including any limbs restricting use of the sidewalk. Tree limbs will generally be chipped by City maintenance personnel, with the chips being hauled to the Public Works Facility, where they will ultimately be transported to an area nursery.

**B) POLICY – Local Disaster**

In rare cases, the City will be impacted by a tornado, ice storm, wind storm, or other storm causing widespread destruction. In such an instance, depending on the extent and severity of damages, the Director of Public Works may recommend to the City Administrator that there be a Local Disaster declaration. Within said recommendation, the Director of Public Works shall delineate the specific actions to be taken by the City, an estimate of the time necessary to address the problem, and an estimate of the costs. If the City Administrator concurs with this recommendation, a Local Disaster shall be declared, the details of which shall immediately be forwarded to the Mayor and City Council.

Action required to address the Local Disaster will vary based upon the type and intensity of the event. Unless specifically directed by the Public Work Director, the City's maintenance personnel will NOT enter private property. Residents will be required to transport limbs and eligible debris (excluding building materials and hazardous waste) to the curb, where they can be removed by City Staff, a contractor, or the City's waste hauler. The material that will be accepted for

removal as part of the Local Disaster will depend upon the event, and will be specified in the recommendation from the Public Works Director

A location for storing tree limbs and chips shall be determined by the Superintendent of Maintenance Operations. Prior to allowing any dumping at the specified location, a written record shall be generated for each truckload of debris by Field Monitors. Field Monitors will typically be Maintenance Supervisors or Engineering Staff (depending upon the specific event) who will estimate the size of each load generated, and document the contents, size, truck number, date/time, and employee or contractor driving the truck.

When working under a Local Disaster declaration, all labor and equipment usage shall be documented by the Superintendent of Maintenance Operations. If necessary, members of the Public Works Mutual Aid Agreement shall be contacted to provide support. If another agency provides support, that support shall be closely documented, including all labor and equipment used.

Private contractors may be utilized to address the Local Emergency, subject to authorization by the Public Works Director. Securing the services of a private contractor shall be accomplished in accordance with the City's Purchasing Policy, including Chapter V, Section 5 (Emergency Purchases), if appropriate. However, any contractor removing debris must be paid on a per unit basis, and NOT time and materials, unless this requirement is specifically waived by the Director of Public Works and City Administrator. This will ensure that the quantity of material removed is documented, and eligible costs are reimbursed, if possible.

- Each year the City uses one or more private tree removal contractors to remove dead / dying / hazardous trees from the City right of way. As part of those bids, a line item shall be included for emergency tree removal, on a cubic yard basis. The City may choose to use one of these contractors, at the bid price, as determined by the Director of Public Works.
- The City of Chesterfield contracts with Republic Services for solid waste service. The current solid waste contractor contains a provision requiring Republic Services to provide 20, 30, or 40 cubic yard containers at City designated sites for removal of any material caused by storm damage. These containers will be removed by Republic at a cost below the market rate, to be determined at the time of the storm.

Once the Local Disaster has been mitigated, a report shall be generated by the Director of Public Works detailing the material generated, resources used, and costs incurred. Said report shall be submitted to the City Administrator, and subsequently forwarded to the Mayor and City Council.

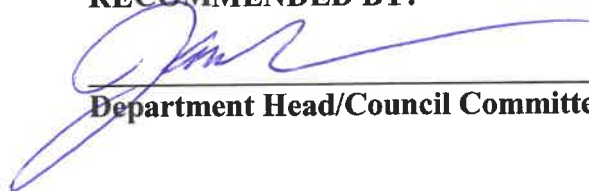
### **C) POLICY – State of Emergency**

It is possible that an event will be of such magnitude and intensity that the Mayor will declare of State of Emergency, as detailed in the City's Emergency


Operations Plan. During a State of Emergency, the Public Works Department shall adhere to the requirements of the Emergency Operations Plan.

In the case of a State of Emergency, the Public Works Department shall generally follow the policies outlined above in B. However, modifications may be made on a case by case basis, including potentially performing work on private property. Specific Direction will be provided by the Director of Public Works or other personnel defined within the Incident Command System (ICS).

**RECOMMENDED BY:**

 PPW Committee 1/9/2020  
Department Head/Council Committee (if applicable) Date

**APPROVED BY:**

\_\_\_\_\_  
City Administrator Date  
 1/22/2020  
\_\_\_\_\_  
City Council (if applicable) Date