



SPECIAL ANNOUNCEMENT REGARDING PLANNING AND ZONING COMMISSION MEETINGS

Under Section 610.015 of the Missouri Sunshine Law provides that members of the Planning and Zoning Commission who are not physically in the Council Chambers can participate and vote on all matters when an emergency exists and the nature of the emergency is stated in the minutes.

The U.S., and the World, is in a state of emergency due to the Coronavirus--Covid-19. The Missouri Governor and the County Executive directed all citizens to limit meetings and gatherings to a few people to avoid the spread of the Coronavirus. Therefore, members of the Planning and Zoning Commission have elected to participate in this meeting electronically so that we are compliant with such Orders and for the public health and safety of each other and the general public.

To follow along with the Planning and Zoning Commission meeting, please see the instructions below. To make a comment during the public comment portion of the meeting, you will need to access via the Zoom application and click the hand icon to "raise your hand". Raised hands will be called on in the order received. Please note, if dialing in from a phone, you will "raise your hand" by dialing *9.

You are invited to a Zoom webinar.

When: February 17, 2021, 7:00 PM Central Time (US and Canada)

Topic: Planning & Zoning Commission

Please click the link below to join the webinar:

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SEE THE FOLLOWING PAGE FOR THE AGENDA

A digital copy of the packet for this meeting may be accessed by clicking on the event for this meeting on the City's website calendar at the following link: <https://www.kirkwoodmo.org/services/events-calendar>.



**Planning & Zoning Commission
Agenda
Wednesday, February 17, 2021, 7:00 p.m.
Via Zoom Virtual Meeting
Posted February 10, 2021**

I. ROLL CALL

II. APPROVAL OF THE MINUTES OF THE DECEMBER 2, 2020, MEETING

III. UNFINISHED BUSINESS

None.

IV. NEW BUSINESS

None.

V. COMMISSION/STAFF (INTERNAL) ITEMS

1. FRAMEWORK PLAN RECOMMENDATION FROM PGAV STUDY
2. 2020 - 4th QUARTER UPDATE ON ENVISION KIRKWOOD 2035
3. DEVELOPMENT PROJECT UPDATE

VI. PLANNING AND ZONING SCHEDULE:

1. MARCH 3 AND 17, 2021 – 7:00 P.M. (VIA ZOOM)
2. APRIL 7 AND 21, 2021 – 7:00 P.M. (VIA ZOOM)

Staff Liaison: Jonathan Raiche; Phone: (314) 984-5926; Email: RaicheJD@kirkwoodmo.org

Kirkwood Planning and Zoning Commission: Chairman Jim Adkins, Commissioners Allen Klippel, Jim O'Donnell, James Diel, David Eagleton, Ron Evens, Tom Feiner, Sandy Washington, and Mary Lee Salzer-Lutz.

Accommodation: The City of Kirkwood is interested in effective communication for all persons. Persons requiring an accommodation to attend and participate in the meeting should contact the City Clerk at 314-822-5802 at least 48 hours before the meeting. With advance notice of seven calendar days, the City of Kirkwood will provide interpreter services at public meetings for languages other than English and for the hearing impaired. Upon request, the minutes from this meeting can be made available in an alternate format, such as CD by calling 314-822-5802.



**CITY OF KIRKWOOD
PLANNING AND ZONING COMMISSION
Via Zoom Virtual Meeting
December 2, 2020**

PRESENT:

Jim Adkins, Chairman
James Diel, Vice Chairman
David Eagleton, Secretary/Treasurer
Allen Klippel
Jim O'Donnell
Ron Evens
Tom Feiner
Sandy Washington
Mary Lee Salzer-Lutz

ABSENT:

Pursuant to notice of meeting duly given, the Planning and Zoning Commission convened on Wednesday, December 2, 2020, at 7:00 p.m. via Zoom Virtual Meeting. City Attorney John Hessel, Planning and Development Services Director Jonathan Raiche, and Administrative Assistant Patti Dodel also attended the meeting.

1. Chairman Adkins called the meeting to order at 7:00.

Planning and Development Services Director Jonathan Raiche stated for the record that under Section 610.015 of the Missouri Sunshine Law provides that members of the Planning and Zoning Commission who are not physically in the City Hall can participate and vote on all matters when an emergency exists and the nature of the emergency is stated in the minutes. So, let the minutes reflect that the U.S., and the World, is in a state of emergency due to the Coronavirus. The Missouri Governor and the County Executive directed all citizens to limit the number of attendees for meetings and gatherings to avoid the spread of the Coronavirus. Therefore, members of the Planning and Zoning Commission have elected to participate in this meeting electronically so that we are compliant with such Orders and for the public health and safety of each other and the general public. To make a comment during the public comment portions of the meeting, you will need to use the following methods. If you are accessing the meeting via the Zoom application/program, then you should click the hand icon on the bottom of your screen to "raise your hand". If you are accessing the meeting solely using a dial-in phone line, you will need to "raise your hand" by dialing *9. All individuals with raised hands will be called upon and unmuted one at a time. Please begin your comment by providing your name and address for the record. Also, please note, that the chat feature of the Zoom meeting will not be monitored by staff or the Commissioners.

Chairman Adkins informed the audience of the procedure for making comments regarding items on the agenda requiring Site Plan Review approval and announced that all Commissioners were present.

- 2. Motion was made by Commissioner Evens and seconded by Commissioner Salzer-Lutz to approve the minutes for the November 18, 2020, meeting as written.

Roll Call:

Chairman Adkins	"Yes"
Commissioner Klippel	"Yes"
Commissioner O'Donnell	"Yes"
Commissioner Diel	"Yes"
Commissioner Eagleton	"Yes"
Commissioner Evens	"Yes"
Commissioner Feiner	"Yes"
Commissioner Salzer-Lutz	"Yes"
Commissioner Washington	"Yes"

The motion was unanimously approved.

- 3. **PZ-5-21 SITE PLAN REVIEW (MULTI FAMILY) – 144 WEST ADAMS AVE**

Submitted: 10-1-20 Automatic Recommendation: 1-29-21

Petitioner's Agent, Adam Hartig

(Subcommittee – Commissioners Klippel and Washington)

Opportunity for Public Comment

Planning and Development Services Director Jonathan Raiche stated this lot on the southeast corner of Clay Avenue and Adams Avenue contains approximately 6,300 square feet. Multi-family without a commercial component is a permitted use in the B-2 Zoning District when not located on a street designated as mandatory commercial in the Downtown Master Plan. A revision to the Framework Plan would be required to remove the requirement for Adams Avenue at this location. Based on the square footage of the site, the Zoning Code would allow five units. The property owner has started demolition procedures. The proposed building would contain three two-car garages on the first floor and one condominium unit on each of the second and third floors on the east side of the building and one condominium unit occupying the second and third floors on the west side of the building. Underground storm water detention chambers are proposed under the drive aisle adjacent to the garages.

One of the two trees on Clay Avenue would be removed from the landscape plan since it could create a sight distance issue. The canopy over the pedestrian entry on Adams Avenue encroaches into the right-of-way, which is maintained by St. Louis County. The elevator would provide access to the roof top deck, with outdoor living space allocated for each unit. The maximum building height allowed is 40 feet, and the proposed building height is 53 feet at the top of the elevator shaft. The owner advised the subcommittee that he was opposed to revising the plan and removing the elevator access to the roof top. In response to Commissioner Diel's question, Mr. Raiche stated that if the roof top component was removed, the building would comply with the height requirement.

Adam Hartig stated the landscaping, 5-1/2 foot wide sidewalks, and the storm water detention chambers go above and beyond the requirements and justify the height modification being requested. Mr. Hartig added that M.S.D.'s report states the proposed chambers exceed their requirements for detention.

Matt Mabie, of Knoebel Construction, stated the filtration system in the proposed storm water detention chambers provide environmental benefits and exceed M.S.D.'s requirements. The proposed chambers detain storm water from this site and allows storm water from surrounding properties to go through the M.S.D. system first.

John Odom, of JSO Services, added the chambers will slowly discharge storm water so the system isn't overwhelmed, which would cause flooding in the area.

In response to Chairman Adkins question if the stairwells could be relocated adjacent to the elevator shaft to be less visually intrusive, Commissioner Klippel stated that was not discussed by the subcommittee. Mr. Odom added that two means of egress are required and this would provide the separation needed.

In accordance with Section 220.6 of the Zoning Code, Chairman Adkins asked if there was anyone in the audience who had comments concerning the site plan, and no one responded.

Commissioner Klippel read the underlined sections of the Subcommittee Report recommending denial:

(Insert Report)

Commissioner Evens made a motion, which was seconded by Commissioner Diel, to recommend approval of PZ-6-21 for a request of a Site Plan Review to construct a three-unit multi-family building at 144 West Adams Avenue.

Commissioners O'Donnell, Feiner, and Klippel stated they concur with the findings in the subcommittee report. Commissioner Eagleton suggested alternate options to address the height of the proposed building. Commissioner Diel believes the plan for storm water goes above and beyond what is required. Commissioner Salzer-Lutz is in favor of the architectural style of the proposed building and until seeing the colored rendering tonight thought the roof top component would look open, similar to a pergola. Chairman Adkins believes the landscaping does not support the modification for height, but the storm water detention goes above and beyond M.S.D.'s requirements.

In response to Commissioner Diel's question regarding staff's recommendations if the petition is approved, Mr. Raiche provided the following conditions for approval:

- 1) The Downtown Master Plan & Parking Study's Framework Plan shall be revised to remove the requirement for a commercial component on the subject property.

- 2) The project shall be constructed and maintained in accordance with the plans referenced in the Drawing Submitted portion of the subcommittee report, except as noted herein.
- 3) Based upon the justification submitted per Section 220.2, a modification to the maximum building height of 40 feet shall be granted to allow a maximum building height of 53 feet as indicated in the drawings submitted.
- 4) Public sidewalks along the frontage of the subject site shall be replaced at direction of the Public Services Department. All improvements in the Adams Avenue right-of-way are subject to approval by St. Louis County.
- 5) A hydrant fire flow test shall be required per the City’s hydrant policy prior to issuance of permits.
- 6) Prior to City Council approval, a revised plan which includes the average elevation of the proposed grade of the building for purposes of building height measurement shall be submitted .
- 7) Prior to City Council approval, a revised landscape plan addressing Staff’s comments shall be submitted.
- 8) The applicant shall comply with all standard conditions deemed applicable by City Staff.

Commissioner Salzer-Lutz made a motion to amend Commissioner Evens’ motion for approval by adding the eight conditions presented by Mr. Raiche. Commissioner Eagleton seconded the motion, and Roll Call vote was taken:

Roll Call:

Chairman Adkins	“Yes”
Commissioner Diel	“Yes”
Commissioner Eagleton	“Yes”
Commissioner Klippel	“No”
Commissioner O’Donnell	“No”
Commissioner Evens	“Yes”
Commissioner Feiner	“No”
Commissioner Washington	“No”
Commissioner Salzer-Lutz	“Yes”

Commissioner Eagleton made a motion to amend Condition No. 4 by adding the underlined portions as follows: “Public sidewalks along the frontage of the subject site shall be replaced at direction of the Public Services Department along with enhanced lighting. All improvements in the Adams Avenue right-of-way are subject to approval by St. Louis County, and a request shall be made for a raised crosswalk on Clay Avenue and on Adams Avenue.” Commissioner Salzer-Lutz seconded the motion, and Roll Call vote was taken:

Roll Call:

Chairman Adkins	“Yes”
Commissioner Diel	“Yes”
Commissioner Eagleton	“Yes”
Commissioner Klippel	“Yes”
Commissioner O’Donnell	“No”
Commissioner Evens	“No”

Commissioner Feiner	"No"
Commissioner Washington	"No"
Commissioner Salzer-Lutz	"Yes"

In response to Commissioner Evens question regarding this proposal meeting the requirements of "the missing middle", Mr. Raiche responded the "missing middle" is any housing that is between single-family detached housing and larger apartment complexes. The exact range of the number of units in a building is debatable but it can be defined as containing anything from two to eighteen units or so, and this project complies with three units.

Roll call vote was taken on the motion made by Commissioner Evens to approve PZ-6-21 for a request of a Site Plan Review to construct a three-unit multi-family building at 144 West Adams Avenue subject to the approved amendments:

Roll Call:

Chairman Adkins	"Yes"
Commissioner Diel	"Yes"
Commissioner Eagleton	"Yes"
Commissioner Klippel	"No"
Commissioner O'Donnell	"No"
Commissioner Evens	"Yes"
Commissioner Feiner	"No"
Commissioner Washington	"No"
Commissioner Salzer-Lutz	"Yes"

Mr. Raiche reported the recommendation will be forwarded to the City Council, who will schedule a public hearing.

4. Planning and Development Services Director Raiche stated that on December 3, the City Council will have final reading on the ordinances approving Teleo Coffee (PZ-3-21) and Platinum Tinting (PZ-4-21) and public hearings will be held for Peppe's Apartment 2 (PZ-6-21) and Villa Di Maria Montessori School (PZ-30-20).

There being no further business, motion was made by Commissioner Feiner and seconded by Commissioner Diel to adjourn at 8:25 p.m. The next meeting will be held via Zoom on December 16, 2020, at 7 p.m.

Jim Adkins, Chair

David Eagleton, Secretary/Treasurer

Upon request, these minutes can be made available within three working days in an alternate format, such as CD, by calling 314-822-5822. Minutes can also be downloaded from the City's website at www.kirkwoodmo.org, then click on City Clerk, Boards & Commissions, Planning & Zoning Commission.

2020 – 4th Quarter Update - EnVision Kirkwood 2035 Quick Guide

2 - Housing & Neighborhoods		Priority (Short: 1-3 years Mid: 4-6 years Long: 7+ years)				Projected Duration	Status
GOALS	OBJECTIVES	Action Items	Champion	Priority	Projected Duration	Status	
1	Develop Design Standards for new construction and additions that are appropriate and contextual	1.A. Establish more prescriptive design standards that address in-fill housing design standards, materials, and construction methods.	1.A.1 Establish a committee of staff and ARB members to review the current architectural design standards including whether or not they are binding. 1.A.2 Draft revisions to the code that provide more prescriptive details to achieve acceptable contextual design in all areas of Kirkwood. These include, but are not limited to, Floor Area Ratio and Lot Coverage requirements. 1.A.3 Present to Council for adoption.	Public Services Department/ Planning	Short	2 years	February 2021 – City Staff worked with a consultant team, Steering Committee made of P&Z members and City Councilmembers, and the ARB to include necessary revisions to the ARB guidelines as part of the code review project, Kirkwood By Design. The draft plan was amended and recommended by the P&Z Commission and the City Council held a public hearing for adoption in February of 2020. Adoption has been delayed due to COVID-19, but tentatively scheduled for February 2021.
		1.B. Encourage developers and property owners to rehabilitate existing structures and to use green building strategies.	1.B.1 Create a Committee to research and develop potential incentive programs. 1.B.2 Determine management of the program. Create an application and review, reward process. 1.B.3 Develop a schedule of implementation. 1.B.4 Create an outreach advertisement program to local developers and the community.	Public Services Department/ Planning	Mid	1.5 years	
2	Maintain quality housing through property maintenance efforts	2.A. Create opportunities to help residents with existing property maintenance issues.	2.A.1 Investigate state, federal or self-created programs that may be feasible within Kirkwood. 2.A.2. Establish incentive amounts, qualifying criteria and an administrative review process. 2.A.3 Advertise program to the community. 2.A.4 Implement program.	Public Services Department/ Building	Short	1 year	
		2.B. Establish vacant building registration/inspection program to prevent property maintenance issues.	2.B.1. Evaluate the current vacant and derelict property procedures. Determine the level of need for a registration. 2.B.2. Establish a registration process. 2.B.3. Set up a GIS database of properties with associated contact information to allow for more efficient inspections.	Public Services Department/ Building	Short	1 year	

	<p>2.C.1 Working with City staff and reviewing other communities' brochures, identify the appropriate information to include in the brochure. Craft the brochure content, have reviewed and finalized.</p> <p>2.C.2 Promote the brochure at city-owned facilities and through the website and social media platforms and with appropriate organizations.</p> <p>2.C.3 Create and implement a strategy for distributing the brochure to home owners and land owners that have been cited for maintenance violations.</p>	Public Services Department/ Building	Short	1 year	<p>October 2020</p> <p>3.A.1: Completed by a Landmarks Commission subcommittee.</p> <p>3.A.2: Completed by a Landmarks Commission subcommittee.</p> <p>3.A.3: Not started. Will be undertaken by staff.</p> <p>3.A.4: A new ordinance has been drafted. The next step will be to present the revision to the City Council at a work session.</p>
	<p>3.A. Strengthen city historic district and landmark regulations to preserve historic structures architectural character.</p>	Public Services Department	Short	3 years	<p>October 2020</p> <p>3.B.1: Discussed by a Landmarks Commission subcommittee for structures older than 75 years.</p> <p>3.B.2: A recommendation for treatment of demolition of structures older than 75 years is in the draft Landmarks ordinance.</p> <p>3.B.3: A new ordinance has been drafted. The next step will be to present the revision to the City Council at a work session.</p>
3	<p>Preserve historic buildings and neighborhoods</p>	Public Services Department/ Planning	Mid	2 years	
	<p>3.B. Strengthen current regulations to limit teardowns of existing historic buildings and promote rehabilitation.</p>	Public Services Department	Long	3 years	
	<p>Promote housing to accommodate residents of various ages, abilities and socio-economic needs</p>	Public Services Department	Mid	4 years	<p>February 2021 – Many of the recommendations from the Downtown Master Plan related to mixed-use and multifamily in the B2 District have been adopted. Multifamily was added as a</p>

5	Preserve and enhance neighborhood retail and services within existing neighborhood centers	5.A. Provide walkable connections between residential areas and neighborhood commercial areas.	<p>4.C.3 Consider potential for the allowance of accessory/secondary dwelling units.</p> <p>4.C.4 Develop and review potential text amendments to the Zoning Code for comment and consideration.</p> <p>4.C.5 Adopt changes to the Zoning Code as applicable.</p> <p>5.A.1 Review sidewalk gap list from the 2015 Pedestrian and Bicycle Master Plan.</p> <p>5.A.2 Determine if sidewalk construction is feasible as part of a new street project.</p> <p>5.A.3 Evaluate potential bike routes that can be added based on the bicycle/pedestrian plan.</p> <p>5.A.4 Construct sidewalks and bike routes as part of street project.</p> <p>5.B.1 Create a Steering Committee that works with Staff to review Kirkwood's current neighborhood business district regulations.</p> <p>5.B.2 Ensure design standards and codes help facilitate future development and improvements to existing neighborhood villages to meet the vision identified by the community.</p> <p>5.B.3 Working with the immediate property owners identify and document any unique needs or standards that pertain to the specific area and include within the set of zoning regulations.</p> <p>5.B.4 Implement revisions to the zoning regulations as needed.</p>	Public Services Department	Mid	Ongoing	<p>permitted use in B2 in certain areas to promote multifamily development. Other code recommendations for B2 and R5 were incorporated into the Kirkwood By Design code review and are awaiting City Council adoption that is tentatively scheduled for February 2021.</p> <p><u>February 2021</u> – The City is progressing on design for a raised intersections at the intersection of Dougherty Ferry/Peeke/Geyer which provides an important pedestrian connection for surrounding neighborhoods to Keyser Elementary and will extend safe pedestrian connection to the commercial area at Essex & Geyer.</p> <p><u>February 2021</u> – City Staff worked with a consultant team, Steering Committee made of P&Z members and City Councilmembers, and the ARB to include necessary revisions to the ARB guidelines as part of the code review project, Kirkwood By Design. The draft plan was amended and recommended by the P&Z Commission and the City Council held a public hearing for adoption in February of 2020. Adoption has been delayed due to COVID-19, but tentatively scheduled for February 2021.</p>
		5.B. Review existing zoning regulations for identified neighborhood village retail areas.		Public Services Department/ Planning	Mid	3 years	

3 - Mobility & Infrastructure

GOALS	OBJECTIVES	Action Items			Champion	Priority (Short: 1-3 years Mid: 4-6 years Long: 7+ years)	Projected Duration	Status
		1.A.1	1.A.2	1.A.3				
<p>1</p> <p>Improve the maintenance and reliability of Kirkwood's infrastructure and utilities with consideration of technological advances</p>	<p>1.A. Maintain and update a pavement condition index for all city streets.</p>	<p>1.A.1 Update current PCI as projects are completed and maintenance is performed.</p> <p>1.A.2 Consider a comprehensive review of city streets every 3 to 5 years to renew the PCI.</p> <p>1.A.3 Incorporate short and long-term projects into the City Capital Improvement Plan.</p>	<p>Public Services Department, Street Department</p>	<p>Short</p>	<p>Ongoing</p>	<p>Ongoing</p>	<p>February 2021 - In FY17 Kirkwood Electric began its distribution system modernization. The department has completed 2/3 of the project. The circuit portion of the project is expected to be completed at the end of FY22 with a substation upgrade to take place in FY23.</p>	
	<p>1.B. Implement the recommendations of the Electric Distribution Study.</p>	<p>1.B.1 Integrate the modernization plans into the City's future CIP and finalize funding.</p> <p>1.B.2 Create an implementation schedule.</p> <p>1.B.3. Begin modernization upgrades per the implementation schedule.</p>	<p>Kirkwood Electric</p>	<p>Short</p>	<p>5 years</p>	<p>February 2021 - The following water main projects were conducted: 1) Dougherty Ferry Water Main Replacement (Ballas to Lindeman)- Construction is complete. 2) No. 1 Park Mixing System-NTP 10/5/20; Construction on-going. 3) Marshal Road Pressure Reduction Vault- NTP 1/14/21; Winter construction- 180 construction days. 4)</p>		
	<p>1.C. Implement the recommendations of the Water Distribution Study.</p>	<p>1.C.1 Prioritize water main replacements based on critical need.</p> <p>1.C.2. Utilize infrastructure renewal fee revenue to replace water mains.</p> <p>1.C.3. When possible coordinate water infrastructure replacements with street reconstruction projects.</p> <p>1.C.4 Implement other stated system improvements as practical.</p>	<p>Public Services Department, Water Department</p>	<p>Short</p>	<p>Ongoing</p>	<p>COMPLETE</p>		
	<p>1.D. Study the impact of infill and new construction on storm water issues throughout the community.</p>	<p>1.D.1. Hire a consultant to create a stormwater management plan to augment the county-wide SWMP.</p> <p>1.D.2. Include the removal of barriers to encouraging green infrastructure in the new plan.</p> <p>1.D.3 Amend the Code of Ordinances to implement stormwater controls and create specific standards within Kirkwood.</p>	<p>Public Services Department, City Forester</p>	<p>Short</p>	<p>2 years</p>	<p>COMPLETE</p>		

	<p>1. D.4. Create an outreach program to encourage and educate homeowners and developers on the use of BMPs.</p> <p>2.A.1 Re-evaluate and update the sidewalk gap priority list created from the 2015 Pedestrian and Bicycle Plan.</p> <p>2.A.2 Determine if sidewalk construction or improvements are feasible as part of any and all new street projects.</p> <p>2.A.3 Coordinate with local schools to pursue grant monies to improve sidewalk connections around schools.</p>	<p>Public Services Department</p>	<p>Mid</p>	<p>Ongoing</p>	<p>February 2021 – The City is progressing on design for a raised intersections at the intersection of Dougherty Ferry/Peeke/Geyer which provides an important pedestrian connection for surrounding neighborhoods to Keyser Elementary and will extend safe pedestrian connection to the commercial area at Essex & Geyer.</p>
	<p>2.A. Enhance sidewalk connectivity between neighborhoods, parks, schools and commercial areas.</p>	<p>2.B.1 Determine appropriate pedestrian routes that require streetlight improvements.</p> <p>2.B.2 Prioritize improvements into phases if needed.</p> <p>2.B.3 Research outside funding opportunities that could supplement City funds.</p> <p>2.B.4 Evaluate new streetlights to determine if expansion is feasible.</p>	<p>Kirkwood Electric, Public Services Department</p>	<p>Mid</p>	<p>2 years</p>
	<p>2.B. Identify key pedestrian routes for improved street lighting to promote safety.</p>	<p>2.C.1 Research nation-wide best practices for Complete Streets ordinance.</p> <p>2.C.2 Draft Complete Streets ordinance.</p> <p>2.C.3 Approve Complete Streets ordinance.</p> <p>2.C.4 Develop a multi-department committee, chaired by Public Services Department, to implement the Complete Streets ordinance.</p>	<p>Public Services Department/Planning</p>	<p>Short</p>	<p>2 years</p>
<p>2</p>	<p>Become a more walkable and bike-able community</p>	<p>2.D.1 Prepare a plan for the development of gateways throughout the city.</p> <p>2.D.2 Identify a financial mechanism (general fund, private monies, grants) for implementation of gateway elements.</p> <p>5.A.3 Prioritize the gateways within Kirkwood.</p> <p>5.A.4 Implement the recommendations of the gateway plan.</p>	<p>Public Services Department</p>	<p>Long</p>	<p>2 years</p>

					landscaping/hardscaping at prominent intersections.	
	2.E. Implement Argonne Drive streetscaping improvements to improve appearance and walkability in the downtown area.	2.E.1 Submit Argonne Project for federal grant consideration. 2.E.2 Implement the project.	Public Services Department	Mid	3 years	February 2021 - The City re-submitted for a grant in FY21 through the Transportation Alternative Program (TAP) but did not receive the grant. Alternatively, the City received an award for the Train Station improvements. The City will apply in future grant cycles.
	2.F. Implement the recommendations of the Kirkwood Pedestrian and Bicycle Master Plan.	2.F.1 Integrate the recommendations into the City's future CIPs. 2.F.2 Explore potential outside funding to expand implementation. 2.F.3. Construct the various improvements as part of capital projects.	Public Services Department	Short	Ongoing	October 2020 – Kirkwood is partnering with Sunset Hills, Fenton, St. Louis County, GRG and MoDOT to create a multiuse trail for the new I-44 bridge over the Meramec River. Construction anticipated in 2021.
	3.A. Adopt traffic/access management standards to promote safe movement through commercial areas.	3.A.1 Evaluate best practices in the St. Louis region and nation-wide. 3.A.2 Draft access management standards 3.A.3 Adopt access management standards. 3.A.4 Implement access management standards as part of the development process.	Public Services Department	Mid	3 years	
3	Promote efficient and safe movement of people and goods throughout Kirkwood	3.B.1 Evaluate and update the current criteria and create a procedure for the implementation of appropriate traffic calming techniques within the City. 3.B.2 Create a standard review process for streets selected for upgrade, evaluate for traffic calming enhancements and implement. 3.B.2 Pursue grants to implement traffic calming elements.	Public Services Department	Mid	Ongoing	February 2021 – The City developed a Traffic Calming Guidance document in April 2020. The City will be creating a Traffic Calming working group to develop and implement A traffic Calming program.
4	Evaluate and update parking standards City-wide	4.A.1 Conduct a downtown parking study. 4.A.2 If a demand is present, review all options for new parking including new lots, new structures, and shared parking opportunities. 4.A.3 Develop a financial strategy to study and secure appropriate funding for additional parking.	Public Services Department/Planning	Short	4-6 years	COMPLETE

		<p>4.B. Review parking code and investigate the need for new parking standards to meet city-wide market demand, while protecting residential neighborhoods.</p>	<p>4.B.1 Review national parking standards and establish best practices that apply to Kirkwood.</p> <p>4.B.2 Identify overall parking objectives for the city and prioritize the issue(s) that require immediate attention.</p> <p>4.B.3 Draft and adopt an ordinance amending the Zoning Code to reflect current national parking best practices.</p>	<p>Public Services Department/Planning</p>	<p>Short</p>	<p>4 years</p>	<p>February 2021 – The Kirkwood By Design code review resulted in a review of all parking requirements and includes the adjustment of many parking ratios to meet current best practices. This is scheduled for a tentative adoption in February of 2021.</p>
	<p>4.C. Where feasible, create additional on-street parking to meet demand.</p>		<p>4.D.1 Conduct a feasibility study of possible road diet locations throughout Kirkwood.</p> <p>4.D.2 Do a test of the proposed changes with temporary striping and other materials for a period to determine traffic flow impact and public response.</p> <p>4.D.2 Pursue grant opportunities for road diet projects.</p> <p>4.D.3 Implement road diet projects with the goal of additional street parking and streetscape improvements.</p>	<p>Public Services Department</p>	<p>Mid</p>	<p>2 years</p>	

4 - Active Living & The Environment

GOALS		OBJECTIVES	Action Items	Champion	Priority (Short: 1-3 years Mid: 4-6 years Long: 7+ years)	Projected Duration	Status
1	Provide amenities that create opportunities for active & healthy lifestyles	1.A. Implement the recommendations of the adopted Parks Master Plan.	1.A.1 Review and implement recommendations of 2005 Parks Master Plan. 1.A.2 Determine if an update to 2005 Parks Master Plan needs to occur. 1.A.3 Begin to Plan for a new Parks Master Plan.	Park Board	Short	5 years	
		1.B. Promote and grow multi-generational fitness and health programs for all citizens.	1.B.1 Survey residents on new or additional classes and possible locations that should be considered. 1.B.2 Review findings of survey and determine feasibility of new programs. 1.B.3 Introduce new offerings and locations in recreation calendar and mailers.	Parks & Recreation Department	Mid	2 years	
2	Maintain open space and natural areas	2.A. Coordinate with outside organizations to help with continued support and stewardship of Kirkwood Natural Amenities.	2.A.1 Work with the existing organizations responsible for maintaining the parks to identify types of maintenance and stewardship needs. 2.A.2 Identify potential partner agencies and organizations that could provide support to those areas. 2.A.3 Work with partner organizations to develop specific maintenance and stewardship plans and investigate the possibility of creating a pilot projects and programs. 2.A.6 Review maintenance and stewardship programs and measure local impacts on an ongoing basis.	Parks & Recreation Department	Short	3 years	
		2B. Continue to grow and promote volunteer programs.	2.B.1 Continue promotion of K-PAC to City residents and businesses 2.B.2 Identify new groups in which to market K-PAC 2.B.3 Review goals of K-PAC and identify new programs and additional goals 2.B.4 Identify other volunteer or civic groups to partner together	Parks & Recreation Department	Short	5 years	February 2021 - volunteer program on temporary hiatus due to pandemic. Will be resurrected when conditions allow. Prior to suspension of program number of volunteer hours continued to grow.
		2.C. Integrate native plantings into city projects and private development that are	2.C.1 Review existing native landscape programs and initiatives in nearby communities.	Public Services Department	Mid	4 years	

4 - Active Living & The Environment

GOALS		OBJECTIVES		Action Items	Champion	Priority (Short: 1-3 years Mid: 4-6 years Long: 7+ years)	Projected Duration	Status
3	Promote a thriving and healthy urban forest	low maintenance and require minimal care.	2.C.2 Decide the proper method to promote native plantings.					
		3.A. Develop a master plan for addressing the preservation and expansion of the urban forest.	2.C.3 Enact a program to educate developers and residents of native plantings options, including trees, into new and infill developments.	3.A.1 Identify issues and objectives to address.	Public Services Department	Short	4 years	
		3.B. Create a tree preservation ordinance to protect old growth trees and promote new plantings.	3.A.2 Outreach to the community for feedback. 3.A.3 Establish an implementation plan between City and affiliated partners . 3.B.1 Determine a clear direction from the community. 3.B.2 Finalize the tree ordinance based on community input and submit to City Council for adoption. 3.B.3 Create an outreach campaign for Community residents and builders to ensure understanding of the ordinance and the long-term benefits. Include this information in any property maintenance and permitting materials.	Public Services Department	Short	2 years	<u>COMPLETE</u>	
4	Increase Sustainability in the Community	3.C. Inventory, inspect, and maintain all public trees on a continual basis.	3.C.1 Analyze the inventory data to create a full understanding of the age and condition of Kirkwood's Urban Forest and what steps are necessary to maintain and enhance it. 3.C.2 Apply for grants to fund recommendations of the inventory.	Public Services Department	Short	2 years		
		4.A. Partner with neighborhood groups and schools to facilitate community gardens.	4.A.1 Review the Zoning Code and other City regulations to identify any potential barriers to community gardens. Eliminate barriers as needed. 4.A.2 Coordinate with existing organizations to determine interest and feasibility for community gardens. 4.A.3 Promote community gardens. 4.B.1 Review current promotional practices.	Parks & Recreations Department	Short	4 years	February 2021 – During the Kirkwood By Design code update, provisions were included to explicitly allow community gardens in all residential districts subject to certain conditions to ensure proper maintenance. Adoption of new ordinances are tentatively scheduled for February of 2021.	
		4.B. Continue to educate the community about recycling and explore new recycling opportunities.		Sanitation Department	Short	2 years		

4 - Active Living & The Environment

GOALS	OBJECTIVES	Action Items	Champion	Priority (Short: 1-3 years Mid: 4-6 years Long: 7+ years)	Projected Duration	Status
		<p>4.B.2 Develop new educational materials and distribute via various city media outlets.</p> <p>4.B.3 Seek partnerships with affiliated organizations to promote recycling program.</p> <p>4.B.4 Explore increasing recycling cart sizes.</p>				
	<p>4.C. Create incentives for commercial and residential developers to practice green building.</p>	<p>4.C.1 Determine what methods can be implemented to promote or require LEED-certified or green construction in Kirkwood.</p> <p>4.C.2 Draft incentive program language and/or amendments to applicable codes.</p> <p>4.C.3 Meet with commercial property owners, commercial and residential builders and leasing agents to discuss what incentives may best utilized.</p> <p>4.C.4 Work to implement programs and amendments.</p>	Public Services Department/ Building	Long	3 years	
	<p>4.D. Institute internal City agency and department recycling and efficiency programs and measures.</p>	<p>4.D.1 Appoint an internal working group of department representatives.</p> <p>4.D.2 Meet with the department representatives to work on identifying opportunities for environmental efficiencies.</p> <p>4.D.3 Identify priorities and implementation strategies for each department.</p> <p>4.D.4 Implement these strategies and Measure the outcomes.</p>	Administration Department	Short	4 years	

5 - Economic Growth & Vitality

		GOALS		OBJECTIVES		Action Items		Champion	Priority (Short: 1-3 years Mid: 4-6 years Long: 7+ years)	Projected Duration	Status
1	Enhance Downtown with Entertainment Options	1.A. Support the development of a new downtown Performing Arts Center.	1.A.1 Finalize Development Plans.		1.A.1 Identify potential development options for adjacent real estate.	Parks & Recreation Department	Short	4 years	February 2021 – PAC construction is complete. FFE and purchases will continue through the end of FY21. Due to pandemic use of facility will be limited until restrictions are lifted. City Staff is still pursuing redevelopment of the adjacent city-owned property.		
			1.A.2 Plan for theater as hub of transitioning area on periphery of Downtown.								
			1.A.3 Realize synergies with institutional facilities/tourism generators.								
2	Support a balance of mixed-use residential development in the Downtown Area	1.B. Attract a boutique hotel to serve the downtown area.	1.B.1 Hire a consultant to develop a feasibility study that would establish what kind of hotel could be supported in Kirkwood.		Public Services Department, Administration Department	Mid	5 years	February 2021 – Staff continues to work with the SBD, Chamber, and local property owners and developers to solicit interest in developing a hotel Downtown.			
			1.B.2 If a hotel is proven feasible, advocate for the project to attract a developer.								
			1.B.3 Coordinate with Special Business District and property owners to solicit interest.								
3	Encourage High Quality Commercial Developments	2.A. Establish adaptive re-use program for older buildings.	2.A.1 Evaluate best practices within the region and nationwide.		Public Services Department, Downtown Special Business District	Mid	2 years	Regulatory incentives complete			
			2.A.2 Determine if fee incentives are appropriate.								
			2.A.3 Adopt adaptive re-use program.								
3	Encourage High Quality Commercial Developments	2.B. Encourage mixed-use developments.	2.B.1 Review and identify potential financial and regulatory incentives to encourage mixed-use development.		Public Services Department/ Planning	Short	1 year	February 2021 – As part of the Kirkwood By Design project, the Staff and Consultant team worked with the ARB to make recommended changes to improve and strengthen the architectural design guidelines. Adoption has been delayed due to			
			2.B.2 Promote the identified incentives to the development community for use with mixed-use development.								
			2.B.3 Establish criteria to evaluate the merits of mixed-use financial incentive support.								
3	Encourage High Quality Commercial Developments	3.A. Adopt stronger architectural regulations.	3.A.1 Review the adopted commercial architectural design principles.		Public Services Department/ Building	Mid	3 years	February 2021 – As part of the Kirkwood By Design project, the Staff and Consultant team worked with the ARB to make recommended changes to improve and strengthen the architectural design guidelines. Adoption has been delayed due to			
			3.A.2 Determine what specific districts or areas are the priority for creating sub-area plans.								
			3.A.3 Review the adopted commercial architectural design principles.								

5 - Economic Growth & Vitality

Priority
(Short: 1-3 years
Mid: 4-6 years
Long: 7+ years)

Projected
Duration

Status

Action Items

Champion

OBJECTIVES

GOALS

4	Foster business opportunities in Kirkwood	3.A.3 Review current staffing availability to see whether or not a consultant should be hired to assist with public outreach and sub-area plan development.				COVID-19, but is tentatively scheduled for February 2021.	
		3.B. Consider expanding the existing façade improvement incentive program.			Public Services Department, Downtown Special Business District	4 years	
		3.B.1 Identify commercial areas outside of the downtown area that would benefit from the establishment of a façade improvement program.					
		3.B.2 Determine if overall level of program funding and individual grant maximum is adequate .					
		3.B.3 Determine if the program could include a sustainability component.					
		3.B.4 Develop a process to implement the changes, and create measures to review efficacy of the program .					
		3.B.5 Create an educational program to reach out to existing and new property owners to encourage participation and include the information and application on the City website.					
		4.A.1 Determine criteria of underperforming property traits.				February 2021 – Properties have been identified in various sub-area studies conducted in the past 4 years. Conversation with owners and developers are continual.	
		4.A.2 Establish an inventory of properties that fall within the outlined criteria.					
		4.A.3 Establish partnerships with property owners and real estate professionals representing identified properties.			Public Services Department	3 years	
		4.A.4 Utilize economic incentives, when feasible, to promote key catalyst projects.					
		4.B.1 Evaluate the success of current financial incentive programs and revise incentives as needed.					
		4.B.2 Research existing programs and develop overall criteria to determine incentive eligibility.			Administration Department, Finance Department, Public Services Department	5 years	
		4.B.3 Refine scoring system for incentive eligibility based upon criteria to encourage a fair and objective evaluation process for presentation to decision-making bodies.					
		4.C.1 Evaluate current regulatory environment and programs for new businesses.			Administration Department, Public Services Department	4 years	
		4.C.2 Evaluate current regulatory environment and programs for start-up and small businesses.					

5 - Economic Growth & Vitality

GOALS	OBJECTIVES	Action Items	Champion	Priority		Status
				(Short: 1-3 years Mid: 4-6 years Long: 7+ years)	Projected Duration	
<p>Promote Kirkwood as a "Business-Friendly" Community</p> <p>5</p>		<p>4.C.2 Develop a plan for creating new or additional programs.</p> <p>4.C.3 Research the possibility of creating incubator space within the City with partner organizations.</p>				
	<p>5.A. Monitor and improve the City's business attraction and retention programs.</p>	<p>5.A.1 Generate a list of appropriate questions for a survey.</p> <p>5.A.2 Identify the businesses to receive the survey and determine best delivery format for the survey to ensure maximum response.</p> <p>5.A.3 Develop a report that outlines new programs and make recommendations for improvement.</p>	<p>Public Services Department, Downtown Special Business District</p>	<p>Short</p>	<p>1 year</p>	
	<p>5.B. Develop an online resource center for all business-related issues and questions.</p>	<p>5.B.1 Determine content of online tool based on overall information needs that existing businesses and new startups are requesting.</p> <p>5.B.2 Determine lead and partner organizations and responsibilities (i.e. Chamber of Commerce, Local Real Estate Firms, City, etc.).</p> <p>5.B.3. Promote the one-stop center through economic development agencies, financial institutions and City information outlets.</p>	<p>Public Services Department, Downtown Special Business District, Administration Department</p>	<p>Short</p>	<p>2 years</p>	<p><u>ONLINE RESOURCE LAUNCHED</u></p>
	<p>5.C. Create Economic Development Strategy.</p>	<p>5.C.1 Review the current services provided for prospective and existing businesses.</p> <p>5.C.2 Create a formal plan/strategy for Economic Development.</p> <p>5.C.3 Consider the need of additional Staff resources to provide proper services.</p>	<p>Administration Department</p>	<p>Short</p>	<p>3 years</p>	
	<p>5.D. Conduct a comprehensive process and fee study to ensure Kirkwood is competitive with the region.</p>	<p>5.D.1 Survey comparable cities' development fees and review process timelines.</p> <p>5.D.2 Evaluate current fees and process to determine opportunities for revision.</p> <p>5.D.3 Adopt a revised fee schedule and amend Code of Ordinances to allow for more streamlined review process if necessary.</p>	<p>Administration Department, Public Services Department</p>	<p>Short</p>	<p>1 year</p>	<p>February 2021 – Many streamlined review processes were included in the Kirkwood By Design project with a focus on creating a new use category of "Permitted with Standards". These new regulations are anticipated to be adopted in February 2021.</p>

5 - Economic Growth & Vitality

GOALS	OBJECTIVES	Action Items	Champion	Priority (Short: 1-3 years Mid: 4-6 years Long: 7+ years)	Projected Duration	Status
		5.D.4 Review development fees and review process timelines on an annual basis – create a system for collecting customer feedback.				

MEMORANDUM

TO: P&Z COMMISSION
FROM: JONATHAN D. RAICHE, PLANNING & DEVELOPMENT SERVICES DIRECTOR *JDR*
SUBJECT: DOWNTOWN MASTER PLAN – FRAMEWORK PLAN REVISIONS
DATE: FEBRUARY 17, 2021
CC: BILL BENSING, PUBLIC SERVICES DIRECTOR
AMY LOWRY, PLANNER II
PATTI DODEL, ENGINEERING ADMIN. ASSISTANT



WHERE COMMUNITY AND SPIRIT MEET[®]

In March of 2018, the City’s consultant (DPZ Partners) presented the finalized Downtown Master Plan and Parking Study. After this presentation, the City Council reviewed the document and held a work session in May of 2018 which resulted in revisions to the Framework Plan included in the larger document. These revisions included the addition of multiple “Suggested Pedestrian Passages” and one additional area of “Open Space”.

In April of 2019, the City Council approved Ordinance 10575, which added “Multiple-family dwellings” as a permitted use in the B-2 District; however, the use was stipulated that it would only be permitted “when located on a property not designated as Suggested or Mandatory Retail in the Downtown Master Plan & Parking Study’s Framework Plan”. In May of 2019, the City Council held a work session to further discuss those streets that were identified as Suggested or Mandatory Commercial. The result of this meeting was the addition of several areas that would require a commercial component.

In January of 2020, the City concluded a Downtown Commercial Market Study which was one of the recommendations from the Downtown Master Plan and Parking Study. Part of the scope of this project was for the new consulting firm, PGAV Planners, to review the revised Framework Plan in the Downtown Master Plan and provide recommendations based upon their expertise and analysis. In January of 2021, the City Council revised the Framework Plan to remove the commercial requirement from two small parcels adjacent to the intersection of Clay Avenue and Adams Avenue in conjunction with a Site Plan Review request for the property at 144 West Adams Avenue. However, this revision was only one of the multiple recommendations from PGAV (see Exhibit A).

Many of these recommendations are based on a distinction between “suggested commercial” and “mandatory commercial” properties that does not currently exist in the Zoning Code. The recommendations would require a development to contain a commercial component only if it were located on a street identified as “mandatory commercial”. At the same time, the recommendations would also expand the streets that are identified as such. Under this structure, streets identified as “suggested commercial” would simply serve as a suggestion rather than a requirement. If the City chooses to implement these additional recommendations, it requires a text amendment to the Zoning Code as drafted in Exhibit B. The Planning & Zoning Commission may choose to assign a subcommittee to discuss the recommendations or may choose to act upon the recommendations from PGAV. If the Commission chooses to act, Staff would recommend the following motion:

“I move to recommend that the Framework Plan portion of the Downtown Master Plan & Parking Study be amended according to the recommendations from PGAV Planners and that the necessary Zoning Code text amendment be adopted to achieve the recommendations as referenced in the Staff memo dated February 17, 2021.”

EXHIBIT A – Downtown Commercial Market Study, Framework Plan Recommendations

FRAMEWORK PLAN
FRAMING DEVELOPMENT

See also A-Grid and B-Grid diagram on page 127

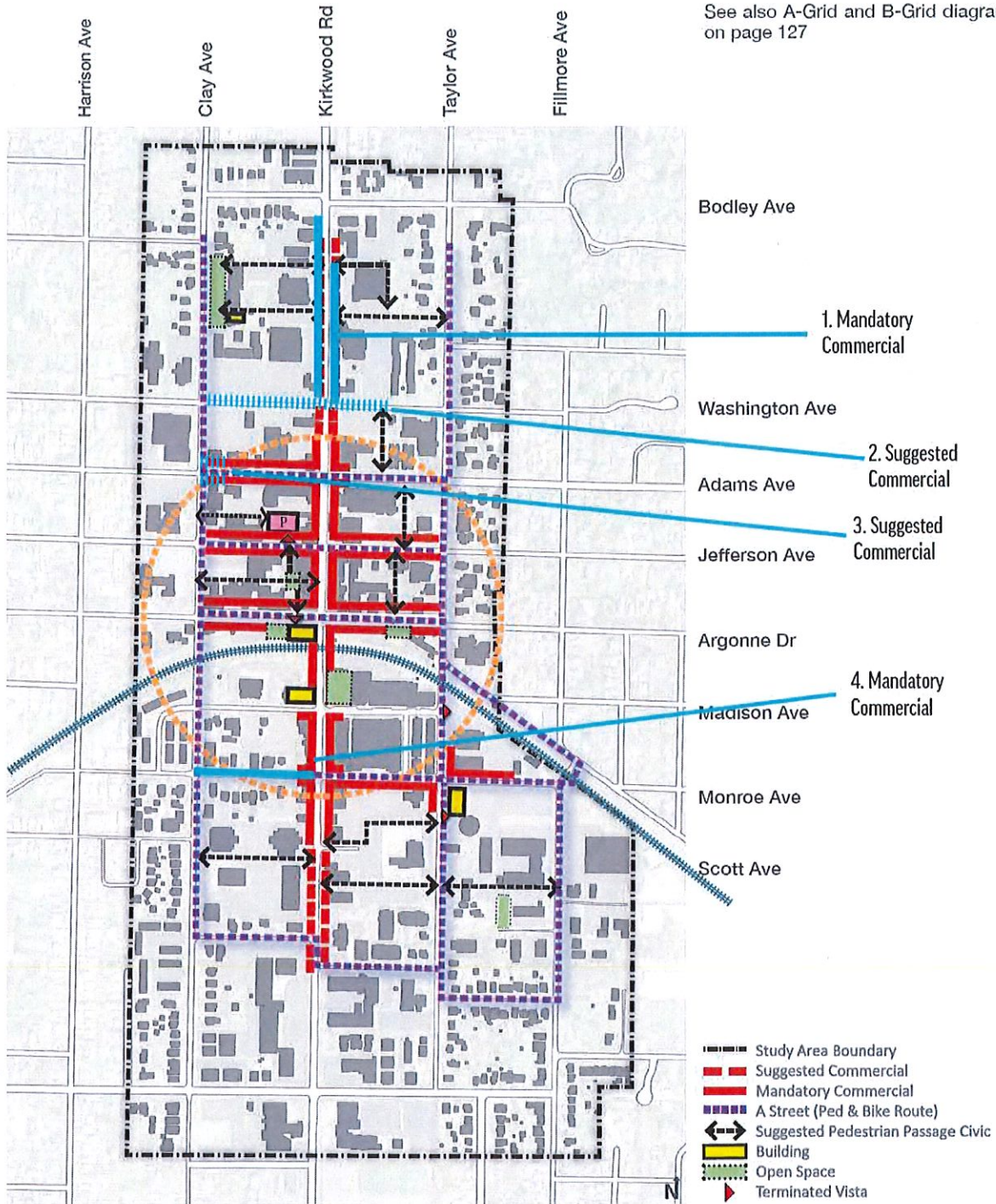


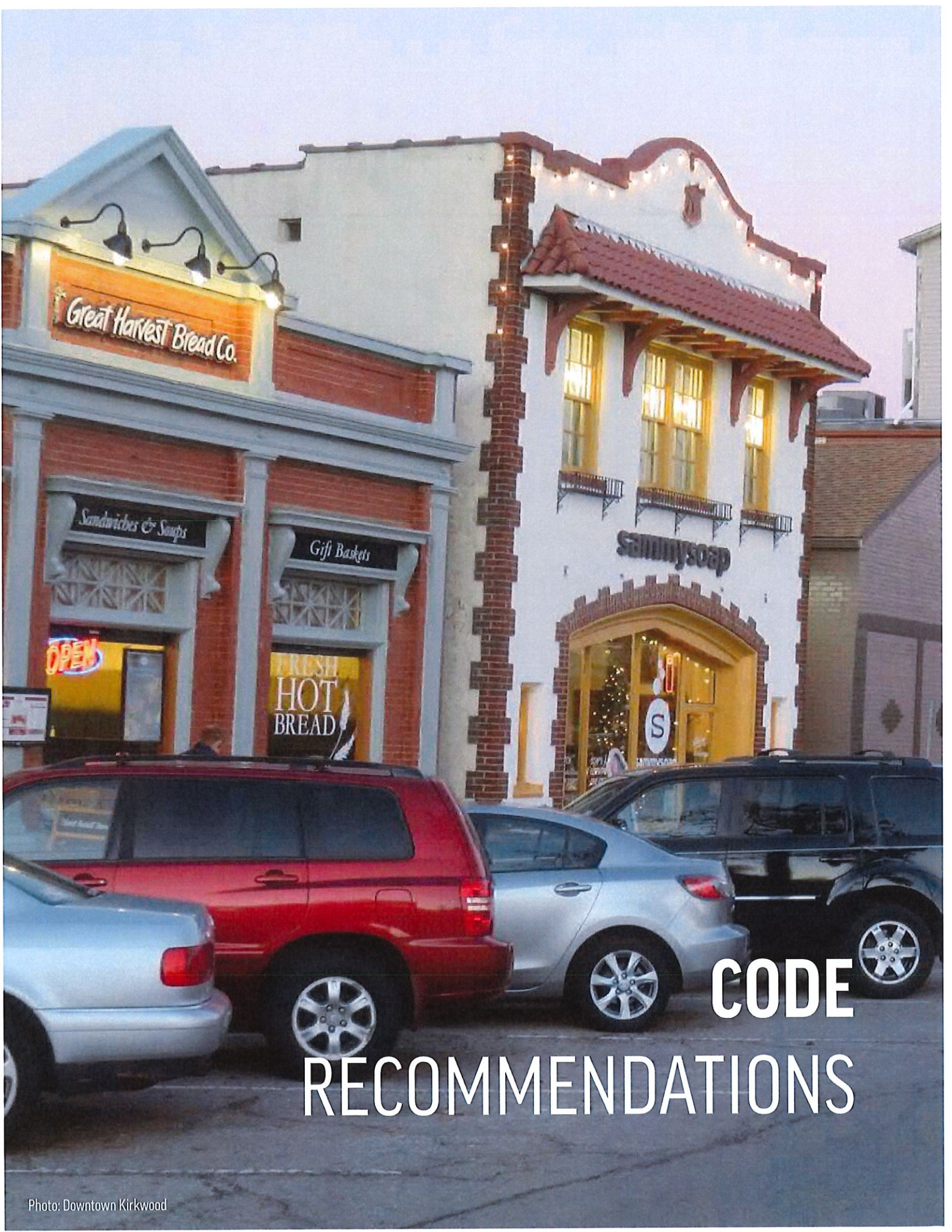
EXHIBIT B – Framework Plan Text Amendment

Section 510.2 (39) of the Current Zoning Code

(39) “Multiple-family dwellings (1,200 square feet per dwelling unit) when located on a property not designated as ~~Suggested-or~~ Mandatory ~~Retail Commercial~~ in the Downtown Master Plan & Parking Study's Framework Plan.”

Section 25-36(e)(3) of the Proposed Zoning Code

(3) In the B-2 District, unless otherwise approved as part of a mixed-use development, multi-family dwellings cannot be constructed on properties that are designated as ~~Suggested-or~~ Mandatory Commercial in the Downtown Master Plan ~~Study-Area & Parking Study's Framework Plan.~~



CODE RECOMMENDATIONS

Photo: Downtown Kirkwood

The framework plan, last updated in May of 2019, lays out a plan for development of Downtown Kirkwood from a land use and circulation perspective. While a useful tool for considering future development, given the findings of this market analysis, several changes are recommended.

The largest and most comprehensive recommended change includes a category change. Right now, Suggested and Mandatory Commercial is treated the same way, with a commercial component required by the framework plan for both (though it is simply a recommendation that can be amended). As a result of the market study, PGAV recommends changing the categories to Mandatory Commercial, meaning a commercial component is required as part of the use as mandated by the code. In this case, the second category, Suggested Commercial, simply suggests places in Downtown Kirkwood that could support a commercial component as part of a future use, but would not require it. This both simplifies the framework plan and creates several priority commercial areas. Other recommended changes include:

1. Mandatory Commercial on both sides of Kirkwood Road north of Washington Avenue. On the east side, the Mandatory Commercial stretches to the existing suggested pedestrian connection on the north end of the current Alpine Shop. On the west side, the Mandatory Commercial goes from Washington north to 479 N. Kirkwood, just south of Bodley. Right now, the framework plan calls for Suggested Commercial in this stretch. Again, if Kirkwood desires to be a walkable, dense district, a continuous street grid of commercial at grade is ideal and will help to maintain the healthy mix of uses.

(Note: A newly modeled development adjacent to this stretch has also been included later in this report.)

2. Suggested Commercial on Washington Ave. west of Kirkwood Road between Clay Avenue and Kirkwood Road and to the east for a half block off of Kirkwood Road, ending at the pedestrian access point at the western edge of the YMCA parcel. Currently, the adjacent areas are mostly parking with very few buildings. When considering a long-term vision for Downtown Kirkwood, encouraging pedestrian friendly commercial development at grade in these locations will be important. In order to maintain the healthy mix of uses that Downtown Kirkwood currently has, it is important that future development in these key areas include a commercial component.

(Note: Later in this report, PGAV has modeled the Washington Ave and Kirkwood Rd. intersection with several improvements. Should something like this be desired or implemented in Downtown Kirkwood, the street should be changed to Suggested or Mandatory Commercial in anticipation.)

3. Suggested Commercial for the two parcels on Adams Ave directly east of Clay Avenue. The parcels on the north and south side of Adams Avenue at this intersection are small and will be difficult to develop. While a commercial component would still be welcomed, the framework plan should be amended to also allow for small scale residential. Adjacent to the church and school, a lower intensity use is reasonable.
4. Mandatory Commercial on Monroe Ave between Clay Ave and Kirkwood Rd. This is already being used as commercial and should be planned as such for the future.

The City should also prioritize the pedestrian connections in the Downtown area, particularly on the eastern side of Kirkwood Road, near the new performing arts center. While these suggested pedestrian passages are already displayed on the framework plan, it is crucial that the City take steps to formally create these. Currently, pedestrians have to walk through parking lots or green space in many of these areas, with no traditional walkways. Signage, lighting, and paving will help to create safer connections and encourage additional development near the performing arts center.

FRAMEWORK PLAN

FRAMING DEVELOPMENT

See also A-Grid and B-Grid diagram on page 127

