



WHERE COMMUNITY AND SPIRIT MEET®

### **WORK SESSION MINUTES**

A work session of the Kirkwood City Council was held on October 20, 2016, at 5:30 p.m. Present were Mayor Griffin, Council Members Duwe, Edman, Luetzow, Sears, Ward, and Zimmer. Also in attendance were Chief Administrative Officer Russell Hawes, Assistant Chief Administrative Officer Georgia Ragland, City Attorney John Hessel, and Public Information Officer Beth von Behren. City Clerk Betty Montano was absent and excused.

### **APPROVAL OF WORK SESSION MINUTES**

Motion was made by Council Member Duwe and seconded by Council Member Zimmer to approve the meeting minutes of October 13, 2016. The minutes were unanimously approved.

### **SITE PLAN REVIEW PROPOSAL**

Director of Public Services Bill Bensing, City Planner Jonathan Raiche, and City Attorney John Hessel presented and discussed the Site Plan Review Proposal. Some of the issues discussed are as follows:

- City Staff and the Planning and Zoning Commission were given direction by the City Council to identify a tool or process which would address various issues identified by the Council as a result of an inflexible Zoning Code.
- The revisions were addressed and a discussion took place.
- Question was raised regarding when a Site Plan Review would be triggered for R-1 through R-4 zoning.
- The Pedestrian Bicycle Plan has been integrated throughout the document. A discussion took place regarding if the language should be broadened to include all applicable plans, not referencing a specific plan. Staff will work on re-wording the language.
- Council Member Sears joined the meeting.
- A discussion took place regarding site plan review of single-family residential and accessory structures. Staff currently reviews all single-family residential and accessory structure applications, but could look at other aspects such as; proportionality and lot size.
- Question was raised regarding if there should be an explanation added stating that all remedies be exhausted through the Planning and Zoning process before an item would go before the Board of Adjustment. City Attorney John Hessel will work on drafting language that would be legally acceptable.
- A discussion took place regarding public hearings being held for site plan reviews. It was the consensus of the council that the Planning and Zoning Commission hold public hearings for all site plan reviews, which would include the publication of legal ads and notice sent to surrounding property owners. There may need to be an increase in the cost for site plan review applications to cover the costs for public hearings.
- A discussion took place regarding incentives to ensure the maintenance of trees and to encourage developers to preserve trees.
- Council Member Ward joined the meeting.

### **CITY COUNCIL CHAMBER IMPROVEMENTS**

Chief Administrative Officer Russell Hawes presented and discussed the City Council Chamber Improvements. Some of the issues discussed are as follows:

- The City is recommending the replacement of carpet in the council chambers, judge's chambers, and under the dais.
- The City is also recommending the replacement of the audio system in the council chambers.
- The procurement process was followed, a scope of services and cost estimates were developed.
- The estimated costs come to \$28,500, which includes a contingency.

- Funding has been identified in a number of Capital Projects.
- A discussion took place. Question was raised if the possibility of Bluetooth connectivity had been considered. Staff will look into the idea.
- Legislation will be drafted to transfer the funds for this project.

The meeting was adjourned.

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Laurie Asche, CMC/MRCC  
Deputy City Clerk