



**Planning & Zoning Commission
Agenda
Wednesday, November 6, 2024, 7:00 p.m.
Kirkwood City Hall
139 S. Kirkwood Road
Kirkwood, MO 63122
Posted November 1, 2024**

- I. ROLL CALL**
- II. APPROVAL OF THE OCTOBER 16, 2024 MEETING MINUTES**
- II. UNFINISHED BUSINESS**
 - 1. PZ-13-25 ZONING CODE TEXT AMENDMENT – OUTDOOR LIGHTING**
Petitioner: City of Kirkwood
- III. NEW BUSINESS**
 - 1. PZ-15-25 ZONING CODE TEXT AMENDMENT – ACCESSORY STRUCTURE SIZE IN SECTION 25-42(i)**
Submitted: 10-18-24 Automatic Recommendation Date: 1-16-25
Petitioner: Will Schenck, Mission Architects LLC
 - 2. PZ-16-25 ZONING CODE TEXT AMENDMENT – MARIJUANA FACILITY OR MEDICAL MARIJUANA FACILITY IN SECTION 25-36(u)(3)**
Petitioner: City of Kirkwood
- IV. COMMISSION/STAFF (INTERNAL) ITEMS**
 1. Envision Kirkwood 2035 – Annual Update
 2. Development Project Update
 3. 2025 Commission Meeting Schedule
- V. PLANNING AND ZONING SCHEDULE:**
 1. November 20 and December 4.

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

Kirkwood Planning and Zoning Commission: Chair Jim Adkins, Commissioners Ron Evens, Tom Feiner, Sandy Washington, Mary Lee Salzer-Lutz, Darrell Scott, Allen Klippel, Karen Coulson and Justin Arnold.

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
MEETING MINUTES
October 16, 2024**

Members Present

Jim Adkins, Chair
Ron Evens, Secretary/Treasurer
Darrell Scott
Sandy Washington
Karen Coulson
Justin Arnold
Mary Lee Salzer-Lutz
Allen Klippel

Members Absent

Tom Feiner, Vice-Chair

Pursuant to notice of meeting duly given, the Planning and Zoning Commission convened on Wednesday, October 2nd at 7:00 p.m. in the City Hall Council Chambers. City Attorney John Hessel, Planning and Development Services Director Jonathan Raiche, Planner II Amy Lowry and Admin. Associate Steven Davies also attended the meeting.

1. Chair Adkins called the meeting to order at 7 p.m. and announced that Commissioner Feiner was absent and his absence was excused.
2. The motion was made by Commissioner Coulson and seconded by Commissioner Scott to approve the minutes for the October 2nd meeting as written. The minutes were approved by a vote of 6-0, with Commissioners Klippel and Salzer-Lutz abstaining.
3. **PZ-10-25 MAJOR SITE PLAN AND AMENDMENT TO SPECIAL USE PERMIT FOR VEHICLE SALE AND RENTAL – 10525 & 10725 MANCHESTER ROAD**
Presentation: Amy Lowry, Planner II, again reviewed that the eastern-most, 2-story building will remain for a parts department (with no public customer access) along with the front dock area. The parking in the eastern side of the lot along Manchester Road will remain along with the landscaping there. The site plan was revised to add 2 parking islands, additional landscaping, and fire lane striping. Note 1 on the plan is for the railing near the front dock to be repaired or replaced. Note 11 on the plan is for the existing fence to be removed and replaced with an 8' tall SimTek or approved equal. The applicant is proposing an additional 4 ADA parking spaces at 10725 Manchester based on required parking for that property.

The applicant is providing all required landscaping for the new parking areas. There will be a total of 23 new trees and 32 new shrubs on the property. Required open space is 2200 sq. ft. and the plan provides 3147 sq. ft. The typical planter box on the plans for the closed vehicle access will be approved by the Engineering Department. The proposed plan includes 2 new pole-mounted lights and 4 new building wall packs. In addition, the plan anticipates replacement of 2 lighting fixtures each on 2 existing poles in the front of the property. The lighting plan shall be revised as necessary to meet the minimum illumination requirements as well as the maximum off-site illumination requirements. Finally, the lighting plan shall be signed and sealed by a registered design professional.

Discussion and Motion: Planning and Development Services Director Jonathan Raiche said that the storm water plan would be reviewed and approved by the Metropolitan Sewer District.

Commissioner Washington read the results of the subcommittee report:

[Insert Report]

Commissioner Evens made a motion to approve PZ-10-25 Major Site Plan and Amendment to Special Use Permit for Vehicle Sale and Rental at 10525 and 10725 Manchester Road, subject to the conditions contained in the subcommittee report. Commissioner Salzer-Lutz seconded the motion. The Commission discussed the issue of the use of the parts building for auto repair. Paul Fusz, representing the Lou Fusz Properties LLC, said it would not be used for repair. Mr. Raiche added that outdoor uses would require additional special use approval. Commissioner Klippel made a motion to amend the subcommittee report to add a condition that no vehicle repair shall take place at the 10525 building. Commissioner Arnold seconded the motion and it passed unanimously by a vote of 8-0.

Chair Adkins then called for a vote on the motion to approve PZ-10-25, subject to the conditions in the amended subcommittee report. By a vote of 8-0, the Commission recommended approval of a Major Site Plan and Special Use Permit amendment for vehicle sale and rental for Lou Fusz Toyota at 10525 and 10725 Manchester Road. A public hearing before City Council is requested on this application

4. PZ-11-25 ZONING MAP TEXT AMENDMENT FOR TATTOO & BODY PIERCING STUDIO IN B-3, TABLE 35-1 AND SECTION 25-36(bb) and PZ-12-25 SPECIAL USE PERMIT FOR TATTOO & BODY PIERCING STUDIO – 11212 MANCHESTER ROAD

Presentation: Ms. Lowry again presented the proposal for a new tattoo/body piercing studio on the south side of Manchester Road, west of Geyer Road. The applicant proposes to occupy suite 11212 (instead of suites 11214 and 11216 as presented in the previous meeting) with about 1000 sq. ft. in tenant space. Ms.

Lowry presented the subcommittee discussion of note. Commissioner Scott read the results of the subcommittee report:

[Insert Report]

Discussion: Commissioner Klippel asked about the requirement of parental consent and the applicant, Rachele Lawrence, verified that parental consent is required for clients under the age of 18. Commissioner Evens noted that he believes this type of business should be in the I-1 Light Industrial district as it is not the right type of business for the B-3 Highway Business district. In response to Commissioner Klippel's question, Ms. Lawrence verified the proposed hours of 10 am to 10 pm came from her. Commissioner Scott noted that this location is across from North Kirkwood middle school, and down the street/across from the marijuana dispensary.

Motion for PZ-11-25: Commissioner Coulson made a motion to approve a Zoning Code Text Amendment to add Tattoo/Body Piercing Studio as a special use in the B-3 zoning district and to change the use-specific standards in Section 25-36(bb), subject to the conditions in the subcommittee report. Commissioner Salzer-Lutz seconded the motion and it passed by a vote of 6-2, with Commissioners Evens and Salzer-Lutz voting not in favor. A public hearing before City Council is requested on this text amendment.

Motion for PZ-12-25: Commissioner Scott made a motion to approve PZ-12-25 Special Use Permit for Tattoo/Body Piercing Studio at 11212 Manchester Road, subject to the conditions contained in the subcommittee report. Commissioner Washington seconded the motion and it passed by a vote of 6-2, with Commissioners Evens and Salzer-Lutz voting not in favor. A public hearing before City Council is requested on this SUP application.

5. PZ-13-25 ZONING CODE TEXT AMENDMENT – OUTDOOR LIGHTING

Presentation: Jonathan Raiche, Planning and Development Services Director, presented City Council discussion regarding adding a regulation to the lighting code to mandate a specific color temperature of outdoor lighting. The purpose of the City's outdoor lighting standards is "to strike a balance of safety and aesthetics by providing lighting regulations that protect drivers and pedestrians from glare and reduce, to reasonable limits, the trespass of artificial lighting onto neighboring properties and public or private rights-of-way." While brightness of illumination is regulated, color temperature is not. The Commission viewed both a color temperature scale provided by Mr. Raiche and a light box with an incandescent light bulb and LED bulbs ranging from 2700 to 6000 Kelvin. The Commission was asked to consider adding a new lighting standard to state "All lighting fixtures shall not exceed a Correlated Color Temperature (CCT) of two thousand seven hundred (2,700) Kelvin."

Discussion: In response to the Commission's questions about the origins of the

proposed change, Mr. Raiche stated that Mayor Gibbons requested that the Commission consider the change with regard to safety and aesthetics. He reported that at least three other nearby cities (including Ellisville, Brentwood, and Clayton) have regulations that limit maximum color temperature. In response to Commissioner Coulson's question, Mr. Raiche said this will only affect exterior commercial and multifamily project lighting as it is newly installed.

Commissioner Salzer-Lutz noted that people with disabilities might have issues with the brightness of lights. Mr. Raiche said that the change will not affect the minimum required illumination levels for both parking lots and sidewalks nor would it apply to streetlights. Commissioner Arnold said that he has an issue with going from the current no regulation on color temperature to the most restrictive without further data. Commissioner Scott mentioned that there are many individuals who could be affected by the color temperature of light, including those with M.S.

Mr. Raiche noted that for new commercial property projects the City has recently approved, the scale is usually 4000 – 5000 Kelvin. The Commission discussed the need for more information as to whether the proposal would (1) require more fixtures to meet the minimum illumination standards, (2) cost businesses more, or (3) have negative effects on safety. The Commission asked for examples of the lighting Kelvin scale at various developments in the City. Commissioner Washington suggested that the lights at Station Plaza appear to be warmer than in other areas.

Motion: After a presentation by Staff on a city-initiated Zoning Code Text Amendment on the color temperature of outdoor lighting, Commissioner Evens made a motion to continue the matter to the next meeting in order for Staff to provide data on whether additional fixtures may be needed to meet minimum code standards and whether there are safety concerns associated with different bulb color temperatures. Commissioner Salzer-Lutz seconded the motion and it passed unanimously.

6. PZ-14-25 ZONING CODE TEXT AMENDMENT – SIDEWALK REQUIREMENTS

Presentation: Mr. Raiche said that he had been asked by City Council to present a text amendment to remove the requirement for a new sidewalk in the case of residential additions that expand by 100% of the existing floor area. Mr. Raiche gave the Commission the conditions under which a new sidewalk is currently required: for new construction or for large additions where a public sidewalk already exists in the right of way on an adjacent lot or where the Kirkwood Pedestrian and Bicycle Plan includes a recommendation for a sidewalk on the proposed site. In response to the Commission's questions of why City Council is recommending the code change, Mr. Raiche cited Council's concerns that requiring a sidewalk for a large addition project may be burdensome. Mr. Raiche said that the intent of the code as currently written is to fill in sidewalk gaps.

Discussion: Commissioner Arnold said that the existing provision would contemplate a project so large in size that adding a sidewalk would not be a big deal. Commissioner Coulson noted the new sidewalk would help the neighbors. In response to Commissioner Evens' example question of whether a sidewalk would be required for a residential addition on Bodley Lane, Mr. Raiche said that the street is not on the pedestrian and bike plan and would not require a sidewalk. Mr. Raiche said that the provision might be waived by the Director of Public Services if it will not make a useful connection. He added that there might be times when the house with the sidewalk is the only one on the block, but we should start somewhere.

Motion: After a presentation by Staff on a city-initiated Zoning Code Text Amendment on sidewalk requirements under Section 25-69(a)(2), Commissioner Evens made a motion to approve the text amendment as submitted in Staff's memorandum. Commissioner Coulson seconded the motion. The Commission failed to recommend approval by a vote of 3-5, with only Commissioners Washington, Salzer-Lutz, and Klippel voting in favor. A public hearing before City Council is requested on this text amendment. Because the Commission recommended denial, a favorable vote of two-thirds of all members of City Council is required for approval.

7. **DEVELOPMENT PROJECT UPDATE**

Mr. Raiche said there is not much change from the last development project report, but the Napoli restaurant tenant finish is underway and the 7 Brew should be under construction soon.

There being no further business, motion was made by Commissioner Salzer-Lutz and seconded by Commissioner Washington to adjourn at 8:26 p.m. If there is no other business besides the continued item from this agenda, the continued issue may be held until there is business, however, the deadline for the next meeting has not yet passed. The next Planning and Zoning meeting will be November 6th at 7 p.m.

Jim Adkins, Chair

Ron Evens, 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

MEMORANDUM

TO: PLANNING & ZONING COMMISSION
FROM: JONATHAN RAICHE, PLANNING & DEVELOPMENT SERVICES DIRECTOR
SUBJECT: PZ-13-25: TEXT AMENDMENT REGARDING OUTDOOR LIGHTING REGULATIONS – COLOR TEMPERATURE

ADR



DATE: NOVEMBER 6, 2024

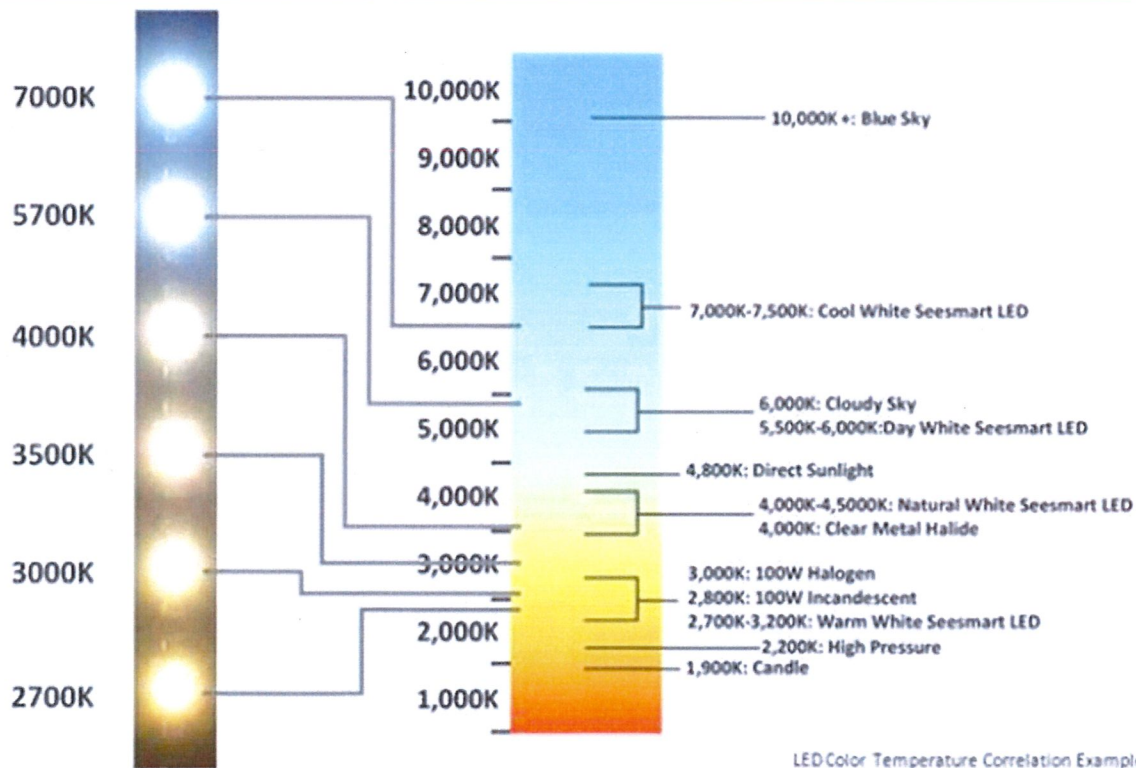
CC: AMY LOWRY, PLANNER II
LAUREN HOERR, PLANNER I

BACKGROUND

Staff introduced this topic to the Planning & Zoning Commission at their meeting on October 16, 2024. Based upon recent City Council discussion, Staff have been asked to prepare a text amendment to the Code that would require all outdoor lighting that is subject to Section 25-52 to be installed with a maximum color temperature of 2700K and to bring said item to the Planning & Zoning Commission for consideration. Below is a diagram that helps provide context about the range of Correlated Color Temperatures for modern lighting. At the introduction meeting, Staff summarized the current regulations on exterior lighting which include, but are not limited to, requiring full cut-off fixtures and a maximum level of off-site lighting. Both of these requirements help limit the amount of light pollution produced.

Basic LED Reference Example

Kelvin Color Temperature Scale Chart



LED Color Temperature Correlation Example

DISCUSSION

At the introduction meeting, the motivations for restricting the color temperature of exterior lighting to a lower range of Kelvin (e.g. 2700K or 3000K) included the fact that these ranges produce a warmer aesthetic to the development. Also discussed at the meeting was the potential health benefits from choosing warmer colored exterior lights. After the introduction, Staff obtained information from the International Dark Sky Association (IDSA) that cites a 2016 American Medical Association report. Said report recommends shielded light and lights that are lower than 3000K primarily due to negative effects on sleep quality found correlated with higher color temperature lighting fixtures. Similarly, the Illuminating Engineering Society (IES) has added a recommendation for using warmer color lights where possible to their list of “Five Principles for Responsible Outdoor Lighting”. The IES also acknowledges that there may be times when color temperatures above 3000K would be beneficial from a utilitarian/functional perspective. The IDSA recommends that exterior lighting be limited to 3000K or less with a preference for 2700K as the limit.

Staff found that the following communities have adopted regulations similar to what Kirkwood is considering:

| <u>Community</u> | <u>Regulation Summary</u> | <u>Degrees Kelvin Required</u> |
|------------------|--|--------------------------------|
| Ellisville | Lamps may not exceed a CCT of 2,700K | 2700 maximum |
| Brentwood | Lamps..other than single family/two-family ...may not exceed 3000K | 3000 maximum |
| Clayton | All exterior lighting installed after 3/9/2021 shall not exceed 3,001K | 3001 maximum |

During the introduction meeting, the P&Z Commission asked staff the following questions. Information that Staff gathered in response is provided after each question.

1) Can you please provide examples of the color temperature for recent completed commercial developments?

Staff compiled the following list of developments and sorted them into the primary lighting color temperature categories:

3000K – Commerce Bank

4000K – The James, Audi, Proper Cannabis, Kennelwood, Taco Buddha, Townes at Geyer Grove, Kirkwood Square (east of Fresh Thyme), CVS, No Leash Needed, Total Access Urgent Care, KirkWork Office Building

5000K – Plaza Tire, Waterway

2) Is there a cost different between 4000K and 2700K lighting fixtures?

Based upon discussion with the Public Service Department’s experience in purchasing exterior pole-mounted fixtures, there is no price difference based upon the color of the lighting.

3) Would 2700K require more fixtures/poles/etc. to meet the City’s minimum standards?

Based upon initial Staff research, it seems that the brightness of a fixtures can be increased to compensate for any loss in the amount of lighting due to the decreases color temperature of 2700K; however, Staff has contacted a local lighting professional who has agreed to provide additional information on this question. Staff hopes to have this additional information prior to the P&Z Commission meeting on November 6th and will provide this as an update at the meeting if available.

4) Does utilizing 2700K have a negative impact on safety?

As previously mentioned, the IDSA and AMA have both published information about the potential negative health affects exposure to higher color temperature lighting can have on an individual’s sleep

patterns. Staff reviewed information from various FHWA sources, including the 2023 FHWA Lighting Handbook, which indicated that lighting at 4000K likely increases the visibility of pedestrians and other objects for drivers. Staff did not find any information to show that this temperature of lighting is beneficial for non-roadway scenarios; however, FHWA's primary focus is on roadway safety. This FHWA research also indicates that there may be some benefit for roadway safety by utilizing 4000K lighting because it can increase alertness and enhance cognitive performance. Staff would recommend more research and discussion before changes are made to the color temperature of any roadway lighting requirements. However, this current text amendment would not affect the publicly installed roadway lighting.

Another FHWA document, Pedestrian Lighting Primer – April 2022, indicates that selecting a light color temperature in “a range of 3000K to 4000K obtains a balance between the potential negative impacts on health and the potential benefits to road user visibility”. While these regulations do not pertain to roadway lighting, staff believes this information should be considered when weighting the potential impacts on safety on private property.

REQUEST FOR COMMISSION ACTION

If the Commission chooses to include a requirement that limits color temperature of regulated exterior lighting, Staff recommends adding a new subsection 25-52 (d)(9) and renumbering all subsequent subsections thereafter. The new subsection would state: “All lighting fixtures shall not exceed a Correlated Color Temperature (CCT) of [two thousand seven hundred (2,700) Kelvin] or [three thousand (3,000) Kelvin].”



APPLICATION FOR PLANNING AND ZONING REVIEW

DATE: 10/18/2024 CASE NUMBER: PZ-15-2025
ZONING DISTRICT: LOCATOR NUMBER:
PROJECT ADDRESS:
PROJECT NAME:

ACTION REQUESTED

- CUP, Development Plan or Final Site Plan (circle one)
Development Plan, B4, B5, or R6 (circle one)
Final Site Plan, B4, B5, or R6 (circle one)
Site Plan Review, Minor or Major (circle one)
Site Plan Modification
Alternative Equivalency
Special Use Permit, Category:
Subdivision, Major
Subdivision Modification
Text Amendment Lot Coverage for Acc. Structures
Vacation, Right-of-Way or Easement (circle one)
Zoning Map Amendment, From to
Comments:

PETITIONER INFORMATION

I (We) hereby certify that I (we) have legal interest in the hereinabove described property and that all information given herein is true and a statement of fact
Name (Print): Aaron Telle Signature: Phone No.: 314.974.6811
Mailing Address: 1308 S Geyer City: Kirkwood State: MO Zip: 63122
E-mail Address: aaron@telletire.com
Petitioner's Status: Corporation Partnership Individual
Relationship of Petitioner to Property: Owner Tenant Option Holder (Attach Copy of Contract) Other

AGENT INFORMATION

Agent's Name: Will Schenck Signature: Phone No.: 314.504.8242
Mailing Address: 7666 Dale Ave City: Saint Louis State: MO Zip: 63117
E-mail Address: wschenck@mission-arch.com
(NOTE: The petitioner's agent, if listed, shall receive all official communication)

PROPERTY OWNERS

Signature required or submit proof petitioner has legal interest in property.
Name: Name:
Signature: Signature:
Address: Address:
City/State/Zip: City/State/Zip
Phone: Phone:

FOR CITY USE ONLY

Date Received: 10/18/24 Total Received: \$1,000.00 Agenda Date: 11/6/24
B-4/B-5 Development Plan: \$1,000 + Acres @ \$25/Acre or portion over one acre) = \$
B-4/B-5 Final Site Plan: \$1,000
B-4/B-5 Final Site Plan Amendment (when public hearing is not required): \$500
CUP (Single family), Dev Plan/Preliminary Plat: \$1,000 + Lots @ \$500/Lot = \$
CUP (Single family), Final Site Plan/Final Plat: Lots @ \$100/Lot = \$ + 1-1/4% of \$ = \$
CUP, (Multi family), Development Plan/Prel. Plat: \$1,000 + Dwelling units @ \$20/Each = \$
CUP, (Multi family), Final Site Plan/Final Plat: \$500 + 1-1/4% of = \$
CUP, Final Site Plan/Final Plat Amendment: Public Hearing required \$800, Public Hearing not required \$500
CUP, Final Site Plan Time Extension: \$300
Mixed Use in B2 Development Plan: \$1,000 (includes SPR fee) + \$25/acre or portion over one acre
Mixed use in B2 Final Site Plan: \$500
Mixed use in B2 Final Site Plan Amendment: Public Hearing required \$800, Public Hearing not required \$500
R6 Development Plan: \$1,000 + Dwelling units @ \$20/Unit = \$
R6 Final Site Plan: \$500
Sidewalk Waiver on feet @ \$30/Foot = \$ = \$
Site Plan Review (Major): \$1,000
Site Plan Review (Major): Amendment \$800 or Extension: \$300
Site Plan Review (Minor): \$500
Site Plan Review (Minor) Amendment \$500 or Extension: \$300
Special Use Permit: \$1,000 (waived if submitted with Site Plan Review)
Special Use Permit Amendment: \$800 (waived if submitted with Site Plan Review) or Extension: \$300
Subdivision (Major), Preliminary Plat Lots @ \$500/Lot = \$
Subdivision (Major), Final Plat/Improvement Plans: Lots @ \$100/Lot + 1.25% of \$ = \$
Subdivision (Major) Amendment to Final Plat or Improvement Plans: \$200
Subdivision Modification (Boundary Adjustment): \$300
Vacation, Easement: \$100
Vacation, Right-of-way: \$200
Zoning Code Text Amendment: \$1,000
Zoning Map Amendment: \$1,000

SUBCOMMITTEE ()

October 18, 2024

Zoning Text Amendment

Existing Code Section

25-42 (i) Maximum size and coverage in residential zoning districts. In all residential districts, the total of all accessory structures under roof, including those considered to be small accessory structures exempt from other sections of this article, shall not exceed a site coverage of 7% of the total lot area or no more than 1,500 square feet, whichever is less

Proposed Text Amendment to Section 25-42(i)

25-42 (i) Maximum size and coverage in residential zoning districts. In all residential districts, the total of all accessory structures under roof, including those considered to be small accessory structures exempt from other sections of this article, shall not exceed a site coverage of 7% of the total lot area **or no more than the footprint of the principal structure on the site, whichever is less.**

Dear Members of the Kirkwood Planning & Zoning,

The Kirkwood Zoning and Subdivision Code does not adequately allow for large lots to increase the allowable area of accessory structures. The 1,500 SF maximum represents 7% of a 1/2 Acre lot. However, a 1.75 Acre lot is also capped at this same 1,500 SF maximum. Many zoning codes in the Saint Louis area allow larger lots to increase their buildable accessory structure area in proportion to the lot size. This became apparent during a recent variance request (Case No: 14-2024) to build an accessory structure on the 1.75 Acre property at 1308 S Geyer Rd.

Thank you for your time and consideration.



Will Schenck, AIA, NCARB, LEED AP BD+C

Partner, Mission Architects LLC



WHERE COMMUNITY AND SPIRIT MEET®

October 24, 2024

Will Schenck
Mission Architects
7666 Dale Ave
St. Louis, MO 63117

SENT VIA EMAIL: wschenck@mission-arch.com

SUBJECT: PZ-15-25 Text Amendment for Lot Coverage Requirements for Accessory Structures, Section 25-42(i)

Mr. Schenck:

The City of Kirkwood Public Services Department is in receipt of your application for a Text Amendment for lot coverage requirements for accessory structures, Zoning and Subdivision Code Section 25-42(i). This item will be placed on the Planning and Zoning Commission agenda for its **meeting on Wednesday, November 6, 2024 at 7:00 p.m.** at Kirkwood City Hall, 139 South Kirkwood Road. City Staff will make an introduction presentation regarding the request at this meeting. I have enclosed the agenda for the meeting. You, or your representative, should attend this meeting to present this item to the Commission and answer any questions the Commission members may have.

The Planning and Zoning Commission will review the application in detail and provide further comments as necessary. This preliminary correspondence is not an approval or acceptance of any part of the application submitted. The applicant is further advised that it is the applicant's responsibility to follow the petition through the entire process and to satisfy all submittal requirements and deadlines. Also note, this application and review does not grant the applicant any special rights, privileges, or immunities, and that all provisions of the Kirkwood Code of Ordinances shall apply.

Sincerely,
CITY OF KIRKWOOD

A handwritten signature in cursive script that reads "Lauren Hoerr".

Lauren Hoerr, Planner I
314-822-5815, hoerrla@kirkwoodmo.org

Enclosure: November 6 Meeting Agenda

MEMORANDUM

TO: P&Z COMMISSION

FROM: JONATHAN D. RAICHE, PLANNING & DEVELOPMENT SERVICES DIRECTOR *JDR*

SUBJECT: PZ-16-25 STAFF-INITIATED TEXT AMENDMENT-MARIJUANA FACILITY OR MEDICAL MARIJUANA FACILITY

DATE: OCTOBER 31, 2024
REVISED – NOVEMBER 6, 2024

CC: AMY LOWRY, PLANNER II
LAUREN HOERR, PLANNER I
JOHN HESSEL, CITY ATTORNEY
RUSS HAWES, CHIEF ADMINISTRATIVE OFFICER



WHERE COMMUNITY AND SPIRIT MEET®

Staff has conducted a recent review of the City’s current regulations regarding Marijuana and Medical Marijuana facilities. Previously, the City amended its code in response to constitutional amendment 2 which was approved by the voters on November 6, 2018 and in response to constitutional amendment 3 which was approved by the voters on November 8, 2022. These constitutional amendments legalized medical marijuana and recreational marijuana respectively and subject to regulation. Both constitutional amendments allow cities to regulate the time, place, and manner of said facilities.

The City’s current regulations include one clause that requires a minimum separation of 500 feet between marijuana facilities or medical marijuana facilities *of the same type* [emphasis added]. This language was originally approved by the City in July of 2019 when recreational marijuana facilities were not permitted and the list of facility types were much fewer. As an example, constitutional amendment 3, and subsequently the City’s regulations, included separate definitions for a Comprehensive Marijuana Dispensary Facility and a Medical Marijuana Dispensary Facility. Amendment 3 also introduced a new category of microbusiness definitions which includes a Marijuana Microbusiness Dispensary Facility.

When the clause “of the same type” was enacted, there was only one type of dispensary available under the constitutional amendment. The City’s intention was to limit how many dispensaries could be located in close proximity to each other, how many cultivation facilities could be located in close proximity to each other, how many manufacturing facilities could be located in close proximity to each other, etc. The City enacted the rule with the understanding that the types of facilities were broken into categories of cultivation, dispensary, manufacturing, and testing facilities as stated in Section 24-36(u)(1).

As Staff recalls, the City’s original intention with including the language of “of the same type” to trigger the 500 feet separation requirement was an effort to ensure that the City’s limitation on medical marijuana facilities was not unduly burdensome. **Similarly, the City included the statement, “This section shall not prohibit one facility from holding multiple licenses.” Staff recalls that the intent of this statement was an attempt to recognize the possibility included in Amendment 3 for one entity to hold multiple cultivation licenses and to avoid being unduly burdensome.**

The City originally limited these facilities to the B-3 (dispensary only) and I-1 zoning districts, and required a buffer of 1,000 feet from all places of worship, elementary or secondary school, child day-care center, and parks which limited the overall number of eligible properties for consideration of marijuana facilities. Since

that time, the City has removed parks from the 1,000-foot buffer requirement, which made more properties eligible, and the City has also observed that the 1,000-foot separation rule, as measured by the state statute, similarly makes more properties eligible than originally estimated.

Staff has discussed this evolution of regulation with the City Attorney and has come to the conclusion that an amendment should be considered to avoid potential ambiguity in the current language. The combination of more properties being eligible and more types of licenses being added into the state regulations has brought staff to the point of recommending that the clauses “of the same type” and “**This section shall not prohibit one facility from holding multiple licenses**” be removed from the current regulations. In consultation with the City Attorney, we believe clarifying this restriction does not create an undue burden. This would further clarify the City’s original intention that a medical marijuana dispensary facility, comprehensive marijuana dispensary facility, or marijuana microbusiness dispensary facility would all be required to be separated from each other by 500 feet because they are all variations of the same type of facility, a dispensary. Similar restrictions have been enacted in the following communities: Ellisville, MO; St. Charles, MO; Fredericktown, MO; Pleasant Hill, MO; and Warrensburg, MO.

As a reminder, the City is not allowed to prohibit medical marijuana facilities and may only prohibit recreational marijuana facilities with the passage of a referendum by Kirkwood voters. Without such referendum, the City is allowed to establish ordinances governing the time, place, and manner of such facilities so long as such regulation are not unduly burdensome.

Recommendation

Staff recommends that the Zoning Code be amended as provided below and a motion be made with the following language:

I move to recommend approval of the Zoning Code Text Amendments regarding the regulation of marijuana facilities and medical marijuana facilities as follows based on the Staff memo dated October 29, 2024.

- 1. Revise the use-specific standard in Section 25-36(u)(3) to remove reference to “of the same type” and to eliminate the statement, “This section shall not prohibit one facility from holding multiple licenses”.**

MEMORANDUM

TO: PLANNING & ZONING COMMISSION
FROM: JONATHAN D. RAICHE, PLANNING & DEV. SERVICES DIRECTOR ADR
SUBJECT: ANNUAL UPDATE – ENVISION KIRKWOOD 2035
DATE: NOVEMBER 6, 2024
CC: AMY LOWRY, PLANNER II
 LAUREN HOERR, PLANNER I



WHERE COMMUNITY AND SPIRIT MEET®

As recommended in the “Implementation, Monitoring, & Metrics” chapter in the EnVision Kirkwood 2035 Comprehensive Plan, Staff has prepared the following annual update. In addition to the quarterly update format that uses the Quick Guide format for updates on the goals and objectives, Staff is providing a more in-depth report that focuses on progress on goals and objectives, and a summary of progress in the areas of land use and sub-area studies.

Separately, the Plan mentions that the annual report provides an opportunity to identify any revisions and updates needed in the Plan. It is important to note that the City conducted its first 5-year review of the plan between April and October of 2022 that resulted in very minor adjustments to the plan. The City has now conducted two annual reviews after the 5-year review was completed in October of 2022.

GOAL & OBJECTIVE PROGRESS

As part of the quarterly reports for EnVision Kirkwood 2035, Staff has provided the updated Quick Guide with information provided in the Status column for each objective of the plan. The plan includes a total of 18 goals and 52 objectives between the following four categories; Housing & Neighborhoods, Mobility & Infrastructure, Active Living & the Environment, and Economic Growth & Vitality.

In the first seven years of the plan, progress has been made in all 18 goals and 43 of the 52 objectives as indicated in the table below. There have also been 20 of the 52 objectives completed, but 10 of these 52 objectives have an “Ongoing” duration. This means of the 42 objectives that can be completed, 10 have been completed. In the following table, any objective that has reached the ongoing stage of implementation is considered to be complete. The fact that there are no overall goals completed is partly because 5 of the 18 goals have at least one objective that has an “ongoing” duration with no anticipated completion. Similarly, 5 of the 18 goals have an objective with a long-range priority that were anticipated to begin after year 7.

| Chapter | # of Goals (Objectives) | # of Ongoing Objectives | # of Goals (Objectives) with progress | # of Objectives Completed |
|---------------------------|-------------------------|-------------------------|---------------------------------------|---------------------------|
| Housing & Neighborhoods | 5 (12) | 2 of 12 | 5 of 5 (8 of 12) | 5 of 12 |
| Mobility & Infrastructure | 4 (15) | 5 of 15 | 4 of 4 (15 of 15) | 4 of 15 |
| Active Living & Environ. | 4 (12) | 3 of 12 | 4 of 4 (10 of 12) | 7 of 12 |
| Econ. Growth & Vitality | 5 (13) | 0 | 5 of 5 (10 of 13) | 4 of 13 |

Noteworthy areas of progress in the past year include the following:

1. Continued implementation of recommendations from the Downtown Master Plan which will help encourage higher density residential and mixed-use.
2. Issuance of the RFP for redevelopment of the public works center site.
3. Commencement of the Safe Routes to School and Southeast Kirkwood Connectivity plan to help increase safe bicycle and pedestrian connections throughout Kirkwood.
4. Major capital projects have been completed and are ongoing in with Kirkwood Electric and Kirkwood Water.
5. The City received another grant through East-West Gateway Council of Governments for construction of Phase 2 of the Grant's Trail/Gravois Greenway trail extension. This is the final funding piece for the full extension into downtown Kirkwood.

LAND-USE/ZONING SUMMARY

The City has received three rezoning requests in the past year. Each of these requests have been in an effort to allow smaller multi-family projects. One of the projects was approved, one was denied, and one is still under consideration. While not a rezoning action, notable land-use approvals include the final site plan approval for a 5-story mixed-use building with 42 condominium units and approximately 5,000 sf of commercial space located at the southwest corner of the intersection of South Taylor Avenue and East Monroe Avenue. This project is now under construction. The City also approved its first Comprehensive Marijuana Dispensary via a Special Use Permit for the property at 10855 Manchester Road.

Staff believes that the Land Use portion of the EnVision Kirkwood 2035 does not need to be revised based on any of the land-use actions that occurred this past year.

SUB-AREA STUDIES

Chapter 7 of EnVision Kirkwood 2035 identified six sub-areas of the City that would benefit from further in-depth study. The Downtown Master Plan & Parking Study was completed in 2018 and a refresher presentation was provided by DPZ Partners in January of 2020. To implement a recommendation from that plan, Staff hired PGAV to conduct an in-depth analysis of the Downtown Commercial Market. This study was conducted over the 4th quarter of 2019 and presented to the City Council in early 2020. The results have been shared with the Special Business District, Kirkwood – Des Peres Area Chamber of Commerce, posted on the City's website, and referenced by City Staff in discussions with multiple property owners, business owners, and/or developers. The City has seen renewed development interest with construction completed for a 5-story mixed-use building on the former UMB site (The James), downsizing of the Commerce Bank building to make way for a 4-story mixed-use building on the remainder of the Commerce Bank site, construction of an adaptive re-use for the former Down By The Station retail store into a full-service restaurant, and construction commencing of a 5-story mixed-use building across from the Kirkwood Performing Arts Center. In addition, the City has received 3 requests related to small multi-family projects in the Downtown Master Plan Study Area.

The City also conducted a specific commercial market analysis for the Kirkwood Road and Big Bend area identified in the plan. The analysis involved various property and business owners within the area and resulted in recommendations for potential uses in the area. Since that study, development interest in this area has been renewed with the completion of a new Plaza Tire at 915 S. Kirkwood Road, completion of a new office building (KirkWork) between Prospect and Big Bend, the completion of a dog day-care at 902 S. Kirkwood Road, the recent opening of the Hi-Pointe restaurant at 951 S. Kirkwood Road, and the recently completed day-care at 10555 Big Bend Boulevard.

While a formal sub-area study has not been conducted, the City has partnered with MoDOT on a Route 100 project for Manchester Road. The City's participation in the project has allowed the project to expand beyond the typical sidewalk installation for ADA access to include increased pedestrian safety and aesthetic enhancements. This project has successfully integrated 4 of the 5 recommendations from EnVision Kirkwood 2035 into the project. The corridor improvements include the following:

1. Reducing private access points wherever possible to provide safer access management.
2. Providing a landscape buffer between the sidewalk and the travel lanes for increased pedestrian safety.
3. Providing decorative stamped concrete areas with landscaping at key intersections, small entryway monuments at key locations, enhanced bus-shelters, and pedestrian-scale lighting throughout the corridor.

Construction of Phases 1 and 2 of this corridor improvement project were completed this past year. A land-use corridor study is scheduled in the City's strategic plan for the FY2027 budget.

The two sub-areas that have not yet had significant additional study completed at this point are the Meacham Park area and the Leffingwell Industrial area. The City has recently begun a Southeast Kirkwood Connectivity plan that will analyze the pedestrian and bicycle connectivity between Meacham Park and the rest of Kirkwood. This study will specifically address one of the recommendations from the sub-area portion of the EnVision Kirkwood 2035 plan.

Staff believes that the above mentioned studies and projects indicate clear progress in four of the six sub-areas identified within the EnVision Kirkwood 2035 within the first six years of implementation along with progress being made in a fifth sub-area. Continuing more formal study on the Manchester Road sub-area and pursuing the studies for the Meacham Park and Leffingwell areas will continue to be pursued by the City.

2024 – 3rd Quarter Update - EnVision Kirkwood 2035 Quick Guide

| 2 - Housing & Neighborhoods | | | | | | | |
|-----------------------------|---|---|---|--------------------------------------|--|-----------------------|------------------|
| | GOALS | OBJECTIVES | Action Items | Champion | Priority (Short: 1-3 years Mid: 4-6 years Long: 7+ years) | 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 | COMPLETED |
| | | 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 | |
| | | 2.C. Develop a homeowner brochure that addresses maintenance best practices and resources. | 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. | Public Services Department/ Building | Short | 1 year | |

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| | | | <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> | | | | |
| 3 | Preserve historic buildings and neighborhoods | <p>3.A. Strengthen city historic district and landmark regulations to preserve historic structures architectural character.</p> | <p>3.A.1 Establish a joint citizen/staff committee to review the demolition, addition and new construction processes.</p> <p>3.A.2 Review the adopted Landmarks Commission (Historic Preservation) Code.</p> <p>3.A.3 Update the historic inventory forms for landmark properties to identify features that should not be altered.</p> <p>3.A.4 Draft and prepare a new ordinance that protects landmarks, historic districts and historic homes from demolition as well as alterations that render them non-contributing.</p> | Public Services Department | Short | 3 years | <p><u>November 2023</u> – Draft ordinance completed by a joint committee of City Council and Landmarks and is awaiting City Council decision.</p> <p>COMPLETED</p> |
| | | <p>3.B. Strengthen current regulations to limit teardowns of existing historic buildings and promote rehabilitation.</p> | <p>3.B.1. Form a multi-disciplinary committee to review potential policies or regulations to discourage and/or regulate demolitions.</p> <p>3.B.2. Draft a recommendation for approval from City Council.</p> <p>3.B. 3. Adopt demolition limitation regulations.</p> | Public Services Department/ Planning | Mid | 2 years | <p><u>November 2023</u> – This topic was discussed as part of Objective 3.A. above and determined not to be pursued further.</p> <p>COMPLETED</p> |
| 4 | Promote housing to accommodate residents of various ages, abilities and socio-economic needs | <p>4.A. Support the development of senior-oriented housing and accessible home design.</p> | <p>4.A.1 Research implementation methods such as through minimum requirements or an incentive program.</p> <p>4.A.2. Set up a roundtable discussion with the building community to receive feedback. Distribute feedback.</p> <p>4.A.3. Write, present and approve an ordinance.</p> | Public Services Department | Long | 3 years | |
| | | <p>4.B. Encourage higher density residential/mixed-use in appropriate areas.</p> | <p>4.C.1. Determine the need for downtown housing.</p> <p>4.C.2 Determine action steps to incentivize dense residential developments near downtown if needed.</p> <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> | Public Services Department | Mid | 4 years | COMPLETED |

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| | | <p>4.C. Study the existing housing stock for residents of various ages, abilities, and socio-economic needs with the goal of increasing attainable housing</p> | <p>4.C.1 Conduct a housing Study</p> <p>4.C.2 Using the housing study data, establish attainable housing goals with attention given to balancing renovating small homes versus demolition/rebuild with larger, more expensive homes</p> <p>4.C.3 Evaluate incentive programs to increase attainable housing for broader socioeconomic groups</p> <p>4.C.4. Implement the appropriate incentive programs that are approved by the City Council</p> <p>4.C.5 Evaluate the progress of achieving the desired level of housing that is attainable for a broader socioeconomic demographic</p> | <p>Planning & Development Services Department</p> | <p>Mid</p> | <p>Ongoing</p> | <p>November 2024 – The City completed an attainable housing study and presented the findings to the City Council. The next step is for Staff to provide the Council with prioritized recommendations for implementation of the study.</p> |
| <p>5</p> | <p>Preserve and enhance neighborhood retail and services within existing neighborhood centers</p> | <p>5.A. Provide walkable connections between residential areas and neighborhood commercial areas.</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>Public Services Department</p> | <p>Mid</p> | <p>Ongoing</p> | <p>November 2024 – A new sidewalk project on East Essex between Longview and Woodlawn is scheduled to begin construction in December. This project will fill in part of the sidewalk gap to connect the Eastern City limit of Kirkwood to Downtown Kirkwood.</p> <p>The City completed construction of Geyer Road Phase 2 project which includes upgraded accessible curb ramps, curb extension to reduce crossing length across Geyer Road and the continuation of bicycle facilities on Geyer between Adams and Big Bend.</p> |
| | | <p>5.B. Review existing zoning regulations for identified neighborhood village retail areas.</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> | <p>Public Services Department/ Planning</p> | <p>Mid</p> | <p>3 years</p> | <p>COMPLETED</p> |

3 - Mobility & Infrastructure

| GOALS | OBJECTIVES | Action Items | Champion | Priority (Short: 1-3 years Mid: 4-6 years Long: 7+ years) | Projected Duration | Status | |
|-------|---|---|---|--|-----------------------|---------|--|
| 1 | Improve the maintenance and reliability of Kirkwood's infrastructure and utilities with consideration of technological advances | 1.A. Maintain and update a pavement condition index for all city streets. | 1.A.1 Update current PCI as projects are completed and maintenance is performed. 1.A.2 Consider a comprehensive review of city streets every 3 to 5 years to renew the PCI. 1.A.3 Incorporate short and long-term projects into the City Capital Improvement Plan. | Public Services Department, Street Department | Short | Ongoing | COMPLETED – ONGOING |
| | | 1.B. Implement the recommendations of the Electric Distribution Study. | 1.B.1 Integrate the modernization plans into the City's future CIP and finalize funding. 1.B.2 Create an implementation schedule. 1.B.3. Begin modernization upgrades per the implementation schedule. | Kirkwood Electric | Short | 5 years | <u>2024 Water Construction Projects</u> |
| | | 1.C. Implement the recommendations of the Water Distribution Study. | 1.C.1 Prioritize water main replacements based on critical need. 1.C.2. Utilize infrastructure renewal fee revenue to replace water mains. 1.C.3. When possible coordinate water infrastructure replacements with street reconstruction projects. 1.C.4 Implement other stated system improvements as practical. | Public Services Department, Water Department | Short | Ongoing | 1.C.1. <ul style="list-style-type: none"> • <u>Big Bend Rd. Water Main Replacement (Kirkwood to Fillmore)</u> – Contract awarded to JL Contracting. NTP date: 7/8/24. Waterline installation is 100% complete. Pipe testing is underway. 1.C.1. <ul style="list-style-type: none"> • <u>Rayner Rd. and Taylor Young Dr. Water Main Replacement</u> – Contract awarded to KJ Unnerstall (KJU). NTP date: 9/9/24. Pipe installation ongoing. 1. C.4. <ul style="list-style-type: none"> • <u>PRV Tie-In Loop (In-house)</u> – Completion of this proposed waterline tie-in will provide system redundancy, allowing |

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| | | | | | | <p>Kirkwood’s water system to backfeed Tree Court Industrial Park. 100% complete.</p> <p>1.C.4.</p> <ul style="list-style-type: none"> • <u>Isolation Valve Installs on Marshall Rd.’s 16”/ 20” Transmission Lines</u> – Installation of “insta-valves” will greatly enhance the resilience of the City’s water distribution system’s major transmission line, providing smaller shut-down sections (from 1062 Couch Ave. to 1906 Marshall Rd.) during times of routine maintenance and emergency repairs. Vendor quotes were received on 7/23/24. Awaiting Department Head’s permission to schedule and complete project. Project start anticipated spring of 2025. <p><u>2024 Water Design Projects</u></p> <p>1.C.4.</p> <ul style="list-style-type: none"> • <u>Park 1 Pump Station Replacement</u> – The City has partnered with Brown and Caldwell to design a new pump station to replace the existing station. The design’s completion is anticipated in October 2024. 90% complete. <p>1.C.3.</p> <ul style="list-style-type: none"> • <u>Woodgate Dr. and Lockett Rd. Water Main Replacements-</u> The City has partnered with GBA and Lochmueller to design Woodgate Dr. and Lockett waterline replacement projects. Woodgate will include street reconstruction |
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| | | | | | | | <p>design as part of Engineering's street replacement program. Design completion is anticipated in March 2025.</p> <p><u>2024 Water Tank Assessment Management Services Contract</u></p> <p>1.C.4.</p> <ul style="list-style-type: none"> <u>Assessment and Maintenance of the City's Water Towers and Tanks</u> – The City of Kirkwood's Water Department entered into a multi-year asset management professional service contract for the engineering, repair, sustainability, water quality management, and maintenance of water storage tanks, towers, and appurtenant facilities for the various water towers in the City's water system in the calendar years 2024-2034. The council accepted SEH Design Build's proposal. On 9/4/24, the contract was signed by the mayor. The contract's tank maintenance schedule is under review. Tank assessment and maintenance program to begin in 2025. |
| | | <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>1.D.4. Create an outreach program to encourage and educate homeowners and developers on the use of BMPs.</p> | <p>Public Services Department, City Forester</p> | <p>Short</p> | <p>2 years</p> | <p><u>COMPLETED – The City adopted an infill stormwater management ordinance and is currently in the early stages of conducting a stormwater master plan.</u></p> |

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| 2 | Become a more walkable and bike-able community | <p>2.A. Enhance sidewalk connectivity between neighborhoods, parks, schools and commercial areas.</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> | Public Services Department | Mid | Ongoing | <p>November 2024 – The City completed construction of the Geyer Road Phase 2 project which includes upgraded accessible curb ramps, curb extension to reduce crossing length across Geyer Road and the continuation of bicycle facilities from Geyer between Adams and Big Bend.</p> <p>The City of Kirkwood continues working with the Kirkwood School District on a Safe Routes to School plan. The project is anticipated to complete in Fall of 2024. The effort is funded by a Safe Streets and Roads for All grant through the Federal Highway Administration.</p> |
| | | <p>2.B. Identify key pedestrian routes for improved street lighting to promote safety.</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> | Kirkwood Electric, Public Services Department | Mid | 2 years | |
| | | <p>2.C. Consider adoption of a Complete Streets Ordinance.</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> | Public Services Department/Planning | Short | 2 years | <p>Action items 2.C.1 – 2.C.3 completed</p> <p>November 2024 – The Vision Zero Action Plan Implementation Committee began quarterly meetings in July of 2024. Oversight of implementation of the Complete Streets Ordinance may also be conducted by this same group.</p> |
| | | <p>2.D. Improve major intersections and identified gateways with enhanced streetscaping elements.</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>2.D.3 Prioritize the gateways within Kirkwood.</p> | Public Services Department | Long | 2 years | |

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| | | 2.D.4 Implement the recommendations of the gateway plan. | | | | | |
| | | 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 | November 2024 – The City is considering an STP grant application in 2025 to improve sidewalks on Argonne Drive from Downtown Kirkwood to the Community Center and resurface the street. |
| | | 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 | November 2024 – The City received a TAP Grant for the Phase 1 of the extension of Grant’s Trail into Downtown Kirkwood in 2023. Design of Phase 1 is underway. The City recently received a grant award through the Carbon Reduction Program through East West Gateway for Phase 2. The entire extension of Grant’s Trail/Gravois Greenway into Downtown Kirkwood is now funded. |
| 3 | Promote efficient and safe movement of people and goods throughout Kirkwood | 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 | November 2024 – The City has not adopted specific access management standards but reviews access management to implement improvements on a case-by-case basis in private and public projects. |
| | | 3.B. Install traffic calming elements at applicable locations. | 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 | |
| 4 | Evaluate and update parking standards City-wide | 4.A. Study the need for additional parking in the downtown area. | 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 | COMPLETED |

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| | | <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> | Public Services Department/Planning | Short | 4 years | COMPLETED |
| | | <p>4.C. Where feasible, create additional on-street parking to meet demand.</p> | <p>4.C.1 Conduct a feasibility study of possible road diet locations throughout Kirkwood.</p> <p>4.C.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.C.3 Pursue grant opportunities for road diet projects.</p> <p>4.C.4 Implement road diet projects with the goal of additional street parking and streetscape improvements.</p> | Public Services Department | Mid | 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 |
|---|---|--|---|-------------------------------|--|--------------------|--|
| 1 | Provide amenities that create opportunities for active & healthy lifestyles | <p>1.A. Implement the recommendations of the adopted Parks Master Plan.</p> | <p>1.A.1 Review and implement recommendations of 2005 Parks Master Plan.</p> <p>1.A.2 Determine if an update to 2005 Parks Master Plan needs to occur.</p> <p>1.A.3 Begin to Plan for a new Parks Master Plan.</p> | Park Board | Short | 5 years | November 2024 – The new Parks Master Plan is in progress. |
| | | <p>1.B. Promote and grow multi-generational fitness and health programs for all citizens.</p> | <p>1.B.1 Survey residents on new or additional classes and possible locations that should be considered.</p> <p>1.B.2 Review findings of survey and determine feasibility of new programs.</p> <p>1.B.3 Introduce new offerings and locations in recreation calendar and mailers.</p> | Parks & Recreation Department | Mid | 2 years | COMPLETED – ONGOING November 2024 - Additional staff may be required to increase offerings beyond the current status. |
| 2 | Maintain open space and natural areas | <p>2.A. Coordinate with outside organizations to help with continued support and stewardship of Kirkwood Natural Amenities.</p> | <p>2.A.1 Work with the existing organizations responsible for maintaining the parks to identify types of maintenance and stewardship needs.</p> | Parks & Recreation Department | Short | 3 years | November 2024 – Park Department works closely with outside organizations such as Open Space Council, Missouri Department of |

4 - Active Living & The Environment

| | | | | | Priority (Short: 1-3 years Mid: 4-6 years Long: 7+ years) | Projected Duration | Status |
|-------|--|--|---|-------------------------------|--|-----------------------|--|
| GOALS | OBJECTIVES | Action Items | | Champion | | | |
| | | 2.A.2 Identify potential partner agencies and organizations that could provide support to those areas. | | | | | Conservation and Meramec River Recreation Association for preserving appropriate parkland using nature based solutions. Rotary Club worked with Parks staff to plant 100 trees in the parks on 10/12/2024. |
| | | 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. | | | | | COMPLETED - ONGOING |
| | | 2.A.4 Review maintenance and stewardship programs and measure local impacts on an ongoing basis. | | | | | |
| | 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 | | Parks & Recreation Department | Short | 5 years | November 2024 – Kirkwood Parks volunteer program continues to strive for excellence. The goal is to reach 700 volunteers annually. Volunteers and groups assist with trail degradation, invasive plant removal tree planting, weeding beds, and more. The Volunteer Coordinator position is currently vacant. |
| | | 2.B.4 Identify other volunteer or civic groups to partner together | | | | | COMPLETED - ONGOING |
| | 2C. Integrate native plantings into city projects and private development that are low maintenance and require minimal care. | 2.C.1 Review existing native landscape programs and initiatives in nearby communities. | | | | | November 2024 – In the design of the train station renovation, a new outdoor space is being designed to include native small trees and native plantings. |
| | | 2.C.2 Decide the proper method to promote native plantings. | | | | | |
| | | 2.C.3 Enact a program to educate developers and residents of native plantings options, including trees, into new and infill developments. | | Public Services Department | Mid | 4 years | Park staff manages a contract to continue native rehabilitation of the wetlands at Greentree Park. Staff is working closely with landscape experts for exterior designs at the Community Center that integrate native plantings into front entrance updates. |
| 3 | Promote a thriving and healthy urban forest | 3.A. Develop a master plan for addressing the preservation and expansion of the urban forest. | 3.A.1 Identify issues and objectives to address. | | | | COMPLETED |
| | | | 3.A.2 Outreach to the community for feedback. | | | | |
| | | | 3.A.3 Establish an implementation plan between City and affiliated partners . | Public Services Department | Short | 4 years | |

4 - Active Living & The Environment

| | | | | | | Priority (Short: 1-3 years Mid: 4-6 years Long: 7+ years) | Projected Duration | Status |
|-------|--|--|--------------------------------------|----------|---------|--|-----------------------|--------|
| GOALS | OBJECTIVES | Action Items | | Champion | | | | |
| | 3.B. Create a tree preservation ordinance to protect old growth trees and promote new plantings. | 3.B.1 Determine a clear direction from the community. | Public Services Department | Short | 2 years | COMPLETED | | |
| | | 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. | | | | | | | |
| | 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. | Public Services Department | Short | 2 years | COMPLETED | | |
| | | 3.C.2 Apply for grants to fund recommendations of the inventory. | | | | | | |
| 4 | Increase Sustainability in the Community | 4.A. Partner with neighborhood groups and schools to facilitate community gardens. | Parks & Recreations Department | Short | Ongoing | COMPLETED - ONGOING | | |
| | | 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. Continue to educate the community about recycling and explore new recycling opportunities. | 4.B.1 Review current promotional practices. | Sanitation Department | Short | Ongoing | Action items 4.B.1 – 4.B.2 completed. | | |
| | 4.B.2 Develop new educational materials and distribute via various city media outlets. | | | | | | | |
| | 4.B.3 Seek partnerships with affiliated organizations to promote recycling program. | | | | | | | |
| | 4.B.4 Explore increasing recycling cart sizes. | | | | | | | |
| | 4.C. Create incentives for commercial and residential developers to practice green building. | 4.C.1 Determine what methods can be implemented to promote or require LEED-certified or green construction in Kirkwood. | Public Services Department/ Building | Long | 3 years | | | |
| | 4.C.2 Draft incentive program language and/or amendments to applicable codes. | | | | | | | |

4 - Active Living & The Environment

| 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.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> | | | | | |
| | <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> | <p>Administration Department</p> | <p>Short</p> | <p>Ongoing</p> | | |

5 - Economic Growth & Vitality

| 5 - Economic Growth & Vitality | | | | | | | |
|--|--|--|--|--|-----------------------|--|--|
| GOALS | OBJECTIVES | Action Items | Champion | Priority (Short: 1-3 years Mid: 4-6 years Long: 7+ years) | Projected Duration | Status | |
| <p>1</p> <p>Enhance Downtown with Entertainment Options</p> | <p>1.A. Support the development of a new downtown Performing Arts Center.</p> | <p>1.A.1 Finalize Development Plans.</p> <p>1.A.2 Plan for theater as hub of transitioning area on periphery of Downtown.</p> <p>1.A.3 Realize synergies with institutional facilities/tourism generators.</p> <p>1.A.4 Identify potential development options for adjacent real estate.</p> | <p>Parks & Recreation Department</p> | <p>Short</p> | <p>4 years</p> | <p>November 2024 – KPAC is expanding its offerings through a presenting concert series in addition to current rental contracts and building users. The Arts Commission utilizes The Gallery Program at KPAC committee members to enhance visual arts displays.</p> <p>The City closed on the contract to purchase land on Leffingwell so the public works facility and utilities buildings can be located out of the downtown area. The City issued an RFP for redevelopment of the current public works center site on September</p> | |

5 - Economic Growth & Vitality

| | | | | | | Priority (Short: 1-3 years Mid: 4-6 years Long: 7+ years) | Projected Duration | Status |
|----------|---|---|---|--|-------|--|-----------------------|--|
| GOALS | OBJECTIVES | Action Items | | Champion | | | | |
| | | | | | | | | 30, 2024 with responses due on December 16, 2024. |
| | 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. 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. | | Public Services Department, Administration Department | Mid | 5 years | | November 2024 – Staff continues to work with the SBD, Chamber, and local property owners and developers to solicit interest in developing a hotel Downtown. Consideration of a hotel was included in the City’s RFP for the public works center site. |
| 2 | Support a balance of mixed-use residential development in the Downtown Area | 2.A. Establish adaptive re-use program for older buildings. | 2.A.1 Evaluate best practices within the region and nation-wide. 2.A.2 Determine if fee incentives are appropriate. 2.A.3 Adopt adaptive re-use program. 2.A.4 Promote through affiliated partners such as the Chamber of Commerce. | Public Services Department, Downtown Special Business District | Long | 2 years | | |
| | | 2.B. Encourage mixed-use developments. | 2.B.1 Review and identify potential financial and regulatory incentives to encourage mixed-use development. 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. | Public Services Department/ Planning | Short | 1 year | | Regulatory incentives completed. Financial incentives not being pursued at this time. |
| 3 | Encourage High Quality Commercial Developments | 3.A. Adopt stronger architectural regulations. | 3.A.1 Review the adopted commercial architectural design principles. 3.A.2 Determine what specific districts or areas are the priority for creating sub-area plans. 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. | Public Services Department/ Building | Mid | 3 years | | COMPLETED |
| | | 3.B. Consider expanding the existing façade improvement incentive program. | 3.B.1 Identify commercial areas outside of the downtown area that would benefit from the establishment of a façade improvement program. | Public Services Department, Downtown Special Business District | Mid | 4 years | | |

5 - Economic Growth & Vitality

| | | | | | Priority (Short: 1-3 years Mid: 4-6 years Long: 7+ years) | Projected Duration | Status |
|-------|---|--|---|---|--|-----------------------|------------------|
| GOALS | OBJECTIVES | Action Items | Champion | | | | |
| | | <p>3.B.2 Determine if overall level of program funding and individual grant maximum is adequate .</p> <p>3.B.3 Determine if the program could include a sustainability component.</p> <p>3.B.4 Develop a process to implement the changes, and create measures to review efficacy of the program .</p> <p>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.</p> | | | | | |
| 4 | Foster business opportunities in Kirkwood | <p>4.A. Create a method for identifying underperforming properties in order to promote redevelopment.</p> | <p>4.A.1 Determine criteria of underperforming property traits.</p> <p>4.A.2 Establish an inventory of properties that fall within the outlined criteria.</p> <p>4.A.3 Establish partnerships with property owners and real estate professionals representing identified properties.</p> <p>4.A.4 Utilize economic incentives, when feasible, to promote key catalyst projects.</p> | Public Services Department | Short | 3 years | COMPLETED |
| | | <p>4.B. Evaluate appropriate incentives for desired businesses.</p> | <p>4.B.1 Evaluate the success of current financial incentive programs and revise incentives as needed.</p> <p>4.B.2 Research existing programs and develop overall criteria to determine incentive eligibility.</p> <p>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.</p> | Administration Department, Finance Department, Public Services Department | Long | 5 years | |
| | | <p>4.C. Promote a supportive environment for start-up and small businesses.</p> | <p>4.C.1 Evaluate current regulatory environment and programs for new businesses.</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> | Administration Department, Public Services Department | Mid | 4 years | |
| 5 | Promote Kirkwood as a "Business-Friendly" Community | <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> | Public Services Department, | Short | 1 year | |

5 - Economic Growth & Vitality

| GOALS | OBJECTIVES | Action Items | Champion | Priority (Short: 1-3 years Mid: 4-6 years Long: 7+ years) | Projected Duration | Status |
|-------|---|--|---|--|-----------------------|---|
| | | <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> | Downtown Special Business District | | | |
| | <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> | Public Services Department, Downtown Special Business District, Administration Department | Short | 2 years | <u>COMPLETED</u> |
| | <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> | Administration Department | Short | 3 years | |
| | <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>5.D.4 Review development fees and review process timelines on an annual basis – create a system for collecting customer feedback.</p> | Administration Department, Public Services Department | Short | 1 year | <p><u>PROCESS REVIEW COMPLETED</u></p> <p><u>FEE EVALUATION ONGOING</u></p> |