



AGENDA
PLANNING AND ZONING COMMISSION MEETING
CITY OF CREVE COEUR, MISSOURI
MONDAY, MARCH 4, 2019

6:30 PM

Pursuant to Section 610.022 RSMo, the Planning and Zoning Commission could, at any time during the meeting, vote to close the public meeting and move to closed session to discuss matters relating to litigation, legal actions and/or communications from the City Attorney as provided under Section 610.021(1) RSMo. and/or personnel matters under Section 610.021(13) RSMo. and/or employee matters under Section 610.021(3) RSMo. and/or real estate matters under Section 610.021(2) or other matters as permitted by Chapter 610.

Reports, documents, plans, and related materials are available for examination at the Creve Coeur Government Center, 300 North New Ballas Road, prior to the meeting.

Special disabled service may be arranged by contacting the Office of the City Administrator in advance.

CALL TO ORDER

ROLL CALL

Ms. Beth Kistner (Chair)
Mr. Tim Carney
Ms. Muriel Hall
Mr. Don Magruder
Mr. James Myers
Mr. Gene Rovak
Mr. Matthew Schuh
Mr. Carl Lumley, City Attorney
Mr. Jason Jaggi, Director of Community Development
Ms. Whitney Kelly, City Planner
Ms. Jessica Stutte, Planning Assistant/Recording Secretary

ACCEPTANCE OF THE AGENDA

APPROVAL OF MINUTES

- 1. February 19, 2019 Planning and Zoning Commission Draft Meeting Minutes**

PUBLIC COMMENT

An opportunity for members of the public to address the Planning and Zoning Commission regarding issues or concerns not already on the agenda for this meeting. Those wishing to speak will be asked to limit comments to three minutes and to complete a speaker card.

UNFINISHED BUSINESS**1. PUBLIC HEARING. Application #19-007: Text Amendments to Various Sections of the City's Zoning Ordinance, Chapter 405, to Allow for Certain Short Term Rentals Within Owner-Occupied Dwelling Units**

Jason Jaggi, Director of Community Development, on behalf of the City of Creve Coeur, has submitted for a text amendment to Section 405.450 Permitted Uses to allow short term rentals (such as AirBnB and VRBO) within owner-occupied dwelling units and to establish standards for such uses; and to define these uses within Section 405.120 Definition of Terms.

NEW BUSINESS**1. Capital Improvement Program Update FY2020-FY2024**

Matt Wohlberg, City Engineer for the City of Creve Coeur, will introduce the proposed update to the five-year Capital Improvement Program (CIP) to the Planning and Zoning Commission. The draft proposal is included in the Commission's packet for review, as is a copy of the presentation made to the City Council on Monday, February 25. Staff is not anticipating a vote at this time, but to continue the discussion to the March 18th meeting for any follow-up and recommendation. Following their review of the CIP, the Planning and Zoning Commission will be asked to make a recommendation to the City Council regarding the CIP.

2. PUBLIC HEARING. Application #19-002: Text Amendments to Various Sections of the Zoning Ordinance (Chapter 405) to Provide for Regulations Regarding Medical Marijuana Businesses.

Jason Jaggi, Director of Community Development, on behalf of the City of Creve Coeur, has submitted for text amendment to various sections of the Zoning Ordinance (Chapter 405) to provide land use regulations for medical marijuana processing and dispensaries to comply with recent state law.

WORK AGENDA

None

DEPARTMENT REPORTS

Director of Community Development

ADJOURNMENT

Posted: _____
Jason W. Jaggi
Director of Community Development



DRAFT MINUTES
PLANNING AND ZONING COMMISSION MEETING
CITY OF CREVE COEUR, MISSOURI
TUESDAY, FEBRUARY 19, 2019
6:30 PM

CALL TO ORDER

Mr. Gene Rovak, Acting-Chair, called the meeting to order at 6:30pm.

ROLL CALL

Beth Kistner	Commission Chair	(Absent)
Tim Carney	Commission Member	
Gene Rovak	Commission Member	
Muriel Hall	Commission Member	(Absent)
Don Magruder	Commission Member	
James Myers	Commission Member	
Matthew Schuh	Commission Member	

The following staff were also present: Carl Lumley, City Attorney; Jason Jaggi, Director of Community Development; Whitney Kelly, City Planner; and, Jessica Stutte, Planning Assistant/ Recording Secretary.

ACCEPTANCE OF THE AGENDA

Mr. Carney made a motion to approve the agenda. Mr. Schuh seconded. All in favor.

APPROVAL OF MINUTES

1. February 4, 2019 Planning and Zoning Commission Draft Meeting Minutes

Mr. Magruder made a motion to approve the minutes for February 4, 2019. Mr. Myers seconded. All in favor.

PUBLIC COMMENT

None

UNFINISHED BUSINESS

None

NEW BUSINESS

1. Application #19-002: Text Amendments to Various Sections of the Zoning Ordinance (Chapter 405) to Provide for Regulations Regarding Medical Marijuana Businesses. Request to UnTable

Mr. Magruder made a motion to untable the item, Mr. Carney seconded. All in favor.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Don Magruder, Commission Member
SECONDER:	Tim Carney, Commission Member
AYES:	Carney, Rovak, Magruder, Myers, Schuh
ABSENT:	Kistner, Hall

2. Application #19-004: Amended Site Concept Plan and Site Development Plan Approval for Danforth Plant Science Center Greenhouse B Expansion

Mr. David Kelm, said Danforth is looking to expand their greenhouses. He gave the timetable for the expansion. He said the glass would be acrylic, the height slightly taller and the lights LED.

Ms. Kelly, said the applicant was revising their Site Concept Plan and proposing the first related Site Development Plan. Ms. Kelly pointed out minor errors in the text regarding the size of the greenhouses proposed. Ms. Kelly said the drawings were correct and staff did not foresee any issues with the request.

Mr. Myers said the greenhouses sit low and have a low profile.

Mr. Rovak asked if the current lights were incandescent.

Mr. Kelm said some were.

Mr. Carney asked about connecting the drive to the new greenhouses.

Mr. Kelm said the drive would be cut off and all deliveries would go to the dock until phase 2.

Mr. Myers made a motion to approve the site concept and site development plan subject to the conditions in the staff report. Mr. Carney seconded. All in favor.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	James Myers, Commission Member
SECONDER:	Tim Carney, Commission Member
AYES:	Carney, Rovak, Magruder, Myers, Schuh
ABSENT:	Kistner, Hall

3. PUBLIC HEARING. Application #19-005: Conditional Use Permit and Site Development Plan for New Lighting and Building Improvements for Our Lady of the Pillar Catholic Church

Those speaking to the request were sworn in.

Mr. Carl Drafall, the architect, spoke to the proposed updates to the site. He said proposed changes include the steps and entrance to the sanctuary. He said the brick and limestone are deteriorating and becoming hazardous. He showed drawings of the proposed steps. He said the materials would look the same.

Mr. Drafall spoke to the lighting. He said there are lighting fixtures that would receive updates. He said the poles would be replaced with 16' high poles to meet city requirements. He showed wall light fixtures that would be replaced by pole lights.

Ms. Kelly said the church is pre-existing, non-conforming. She said the review of the lighting prompted a new CUP. She said the landscaping was suggested to bring the property in compliance. She said staff recommends approval.

Mr. Chris Fava, a resident, said he was in favor of the proposal.

Mr. Magruder asked if the applicant agreed with the conditions of the staff report.

Mr. Drafall said yes.

Mr. Lumley offered the exhibits to the record and the public hearing was closed.

Mr. Carney made a motion to recommend the approval of the application subject to the conditions contained in the draft ordinance. Mr. Magruder seconded. All in favor.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Tim Carney, Commission Member
SECONDER:	Don Magruder, Commission Member
AYES:	Carney, Rovak, Magruder, Myers, Schuh
ABSENT:	Kistner, Hall

4. PUBLIC HEARING. Application #19-006: an Amended Conditional Use Permit for the Creve Coeur Racquet Club at 12691 Conway Road

Those speaking to the request were sworn in.

Mr. Robert Streiler, the representing attorney for Creve Coeur Racquet Club, spoke to the history of Creve Coeur Racquet Club. He said they have been a good corporate citizen and listed some of the events they have hosted. He said it is a true asset to the community. He said the original CUP was issued in 1967 as a private members only club. He listed some of the conditions and noted the amendments in 1993. He said it was then again amended in 2003.

He said in 2007, Mr. Apted made a business decision and decided to lease some of the grounds to C4. The City issued a permit to C4. By 2015, the success of C4 was going well but parking became an issue. He said Mr. Apted tried to handle the parking internally, but the city sent him a violation notice.

Mr. Streiler said the lease with C4 ends in September 2019. He said Mr. Apted plans to resurface the tennis courts. Mr. Streiler said the City urged CCRC to update their CUP.

Mr. Streiler said there would be 110 parking spots available and they were requesting not to change the parking. He said the applicant was requesting seating be limited to 160 per the operational procedure for the last 30 years. He said he wanted to allow his members to participate in the USDA leagues.

He said the club would be private membership and not member owned. He said the hours would be changed to 5:30am to midnight. He asked for 1 weekend night per month, 6 days per year allowing for special permitting for grass parking within the setback lines.

He asked that the service road that is gravel and chip and seal remain as is. Mr. Streiler said Mr. Apted is open to cleaning up the road and adding some landscaping.

Mr. Dan Apted, the owner of Creve Coeur Racquet Club, clarified some issues with the road. He said the road was access for the HVAC people and for pool maintenance. Mr. Apted said the city had asked for the road to be paved, but he thought paving the road would create more problems. He asked that it be grandfathered to the site.

Mr. Apted spoke to the history of the club. He said they wanted to remain a family owned club. He said they wanted to get back to being a swim and racquet club. He said it rare to see a request that is downsizing. He said they are not adding volume but would like to expand the hours to benefit members.

Mr. Jason Jaggi, gave a background on the property and showed a slide detailing the CUP's through the years. He covered some of the complaints and concerns that had come before the city in recent years. Mr. Jaggi said that there have been some ongoing issues that kept creeping up.

Mr. Jaggi said updating the CUP would provide some balance and clear up the issues. He went over some of the goals for tonight. He said parking is an issue. He said a site plan is required by the city. Mr. Jaggi addressed the service road.

He addressed the buffer and the landscaping. He said more evergreens and fencing were options to consider.

Mr. Jaggi said they wanted to update the hours. He said they do want an updated site plan that accommodates the CUP.

Mr. Albert Sticks, a resident of Town & Country, came to speak on behalf of the applicant. He said he and his wife chose their house based on location to the schools and Creve Coeur Racquet Club. He said the Club has been wonderful to him and his family.

Ms. Laura Shapiro said she was here as a neighbor. She said she didn't object to any changes on the inside. She said in the summer the music is obnoxious and goes until midnight. She said the expansion to things outdoors negatively affects the neighbors. She said she opposed special events that are held outdoors. She said parking is a problem during events.

Ms. Ellie Huff, a resident and member, said this is a family spot. She said this is an important aspect for a healthy community. She said it creates a healthy social life. She said taking events away from the club would hurt Creve Coeur revenue and residents. She said there are more pros than cons with Creve Coeur Racquet Club.

Ms. Meredith Gardner showed where she lived nearby. She said she loved the idea of it going back to what it was. She said she was a member. She said the sounds are good and healthy. She said the unpaved service road signals that it is not for regular vehicles.

Ms. Ann Saladen, a swim coach, said she had been at CCRC for 25 years. She told a story about a swimmer and the swimmer's mother who had passed. She spoke to the good the club had done. She said CCRC is her happy place and her family.

Mr. Scott Edson, a resident of University City, said that taking the courts back from C4 would benefit the club. He said the dining area is very important for working parents. He said it is an asset to Creve Coeur and one of the reasons his family is trying to move into the city.

Mr. David Getz, a trustee for Conway Lake, said he didn't have any issues with the request. He said he would like some clarification regarding damage to the fence. He would like something written in to the CUP to prevent parking on the West side by the fence.

Mr. Streiler spoke to Mr. Getz's request regarding the fence. He said notices do go out that ask people to not park by the fence.

Mr. Streiler went over Mr. Jaggi's concerns about parking. He said they would like to continue to allow grass parking for about 5 events a year.

He said the gravel drive could also have a gate to prevent people from driving on the service road.

Mr. Streiler said landscaping was difficult. He said most neighbors enjoy the view and it would be hard to accommodate everyone in the neighborhood.

Mr. Rovak spoke to parking solutions and offered turf aggregate as a potential solution.

Mr. Schuh asked about the number of spots needed for overflow parking.

Mr. Streiler said it would be about 50 spots. He showed where the overflow parking typically occurs. He also showed where some people parked near the neighbor to the west. He said they could put something there to prohibit parking.

Mr. Schuh asked if the city required some sort of lot where would they put it?

Mr. Apted showed where they would put the lot. He said eliminating C4 would significantly help with the parking.

Mr. Schuh asked about a safe walkway and lighting.

Mr. Apted said there is a walkway and they finish by 8:45 and lighting isn't necessary.

Mr. Myers asked how often service trucks came in.

Mr. Apted gave an idea of how often trucks came in.

Mr. Myers asked if they had looked into outside parking.

Mr. Apted said he had.

Mr. Myers asked for clarification for the lots.

Mr. Apted said they only anticipate needing overflow parking for swim meets.

Mr. Myers asked about the charity events.

Mr. Apted said they are under the Club's control.

Mr. Myers asked about the music.

Mr. Apted said he did not think the music was loud. He said once in a while there is going to be fun. He said they are responsible with the music that is played.

Mr. Myers asked who owned the fence to the west.

Mr. Apted said it was owned by the residents.

Mr. Schuh asked Mr. Jaggi about the south side of the property and asked about the violation.

Mr. Jaggi said a temporary use permit could be issued twice a year. He said the request would exceed that. He said they were requesting up to 6 times a year, up to 50 vehicles each time.

Mr. Rovak said there were some solutions that could address the overflow parking.

Mr. Apted advised that the area for overflow parking has a rock base already.

Mr. Jaggi asked if there was anything the commission would like added to the list to develop a draft ordinance and site plan.

Mr. Carney said a new site plan would be very useful.

Mr. Magruder made a motion to continue to March 18, 2019, Mr. Carney seconded. All in favor.

RESULT:	CONTINUED [UNANIMOUS]	Next: 3/18/2019 6:30 PM
MOVER:	Don Magruder, Commission Member	
SECONDER:	Tim Carney, Commission Member	
AYES:	Carney, Rovak, Magruder, Myers, Schuh	
ABSENT:	Kistner, Hall	

5. PUBLIC HEARING. Application #19-007: Text Amendments to Various Sections of the City's Zoning Ordinance, Chapter 405, to Allow for Certain Short Term Rentals Within Owner-Occupied Dwelling Units

Those speaking to the request were sworn in.

Mr. Jaggi spoke to the draft ordinance. He said the need to monitor short-term rentals has increased. He said now is the time that regulation needs to begin. He said the city wants to be up front. Mr. Jaggi said the direction of the ordinance was from Council and addressed their concerns. He said some neighboring areas have banned short-term rentals, but they still occur.

He said the ordinance sets up a registration process. He went through the definition of short-term rental. He said this ordinance addressed owner-occupied properties. He said the time limit would be less than 30 consecutive days. He said there are also other requirements. He said it is not a permit. He said there is no implication that the city is inspecting the unit and a notice would be required to posted about that. He said there are limits to the number of occupants.

He said the max a property could be rented would be 180 days. He said renters and occupants have to park in the driveway or in a garage.

He said the owner would be required to keep a record of guests dating back 3 years. He said registration would be good for a year.

Mr. Rovak asked about the permitted uses and where was the 30-day max rental.

Mr. Jaggi said it was in the definition.

Mr. Magruder asked about the limit of 2 per room.

Mr. Schuh said 2 people seemed restrictive, and mentioned infants.

Mr. Jaggi said they were trying to address it as a party place.

Mr. Schuh said 2 people could rent the home and still have a party.

Mr. Jaggi said as long as more than 2 didn't stay over, it was fine.

Mr. Myers asked what was permitted now.

Mr. Jaggi said there weren't any clear limitations now.

Mr. Myers asked if homes are being sub-leased now.

Ms. Kelly said yes.

Mr. Jaggi, said this is to address lodging, not long term rental.

Mr. Schuh asked if his family could still use his home.

Ms. Kelly said yes, but this addresses strangers coming into the home.

Mr. Jaggi said they were working with the police to share information and keep issues from occurring. He said home owners renting out with a lot of violations would be limited.

Mr. Lumley said the ordinance would create accountability, and also to create some assurance for the neighbors.

Ms. Kelly said some safeguards were in place, like requiring the home to be owner-occupied.

Mr. Schuh said he liked the registration and the log requirements. He said those were good safeguards.

Mr. Myers asked about legal privacy concerns.

Mr. Lumley said the log is something required of hotels.

Mr. Schuh said he didn't agree with the parking requirements.

Ms. Kelly said this is to eliminate any parking problems.

Mr. Schuh said limiting parking to the driveway 100% of the time is burdensome.

Mr. Myers asked if this was to eliminate problems for neighbors.

Ms. Kelly said it was to prevent the road and lawn becoming a lot.

Mr. Carney said you are not allowed to park overnight on the street.

Mr. Jaggi said it was put in because it more of an intense use. There could be a lot of turnover. He said there are more restrictions than if it is a homeowner. He said the language was addressing some of the concerns they had received.

Mr. Rovak asked if they had looked at other cities and if the APA had any suggestions.

Mr. Jaggi said the APA suggests finding a solution that fits their area.

Mr. Lumley said parking is the most visible aspect of the problem. He said it gives the police an opening to noticing any problems. He said it isn't meant to constrain things, but it is meant to monitor potential problems.

Mr. Dan Clarkin, a resident, asked if it could be regulated in his own building. He wants his building to be safe. He said the dynamic would change with short-term rentals. He wants to protect the other owners more so than the investors.

Mr. Lumley said they private condominiums can create their own rules.

Mr. Clarkin suggested a registration fee and proof of insurance. He said some property owners will take shortcuts.

Mr. Myers asked about the security at Mr. Clarkin's condo.

Mr. Clarkin said they have a key entry.

Mr. Clarkin suggested a 1 car per bedroom limit.

Mr. Rovak suggested allowing rental to places that had separate exterior entry.

Mr. Jaggi said there were so many variables, they just focused on single family residential.

Mr. Myers said the primary problems revolve around noise, the secondary issue is parking. He said the pools are a flashpoint.

Mr. Schuh asked about renting accessory structures.

Mr. Jaggi said currently accessory structures were not permitted as a dwelling.

Mr. Karen Underwood said she supports the ordinance. She said she would like her condo to be in line with what the city comes up with.

Mr. Lumley offered the exhibits and the public hearing was closed.

Mr. Carney made a motion to continue to the next meeting, Mr. Magruder seconded. All in favor.

RESULT:	CONTINUED [UNANIMOUS]	Next: 3/4/2019 6:30 PM
MOVER:	Tim Carney, Commission Member	
SECONDER:	Don Magruder, Commission Member	
AYES:	Carney, Rovak, Magruder, Myers, Schuh	
ABSENT:	Kistner, Hall	

WORK AGENDA

None

DEPARTMENT REPORTS

Mr. Jaggi said the CIP update and the medical marijuana text amendment would be coming before the commission March 4th.

ADJOURNMENT

Mr. Carney made a motion to adjourn. All in favor. Meeting concluded at 9:14pm.



city of CREVE COEUR

300 North New Ballas Road • Creve Coeur, Missouri 63141
 (314) 432-6000 • Fax (314) 872-2539 • Relay MO 1-800-735-2966
www.creve-coeur.org

APPLICATION TO PLANNING AND ZONING COMMISSION
#19-007 TEXT AMENDMENTS TO VARIOUS SECTIONS OF THE CITY'S
ZONING ORDINANCE, CHAPTER 405, TO ALLOW
FOR CERTAIN SHORT TERM RENTALS WITHIN
OWNER-OCCUPIED DWELLING UNITS

FOR THE MEETING OF: Monday, March 4, 2019, 6:30 P.M.

LOCATION: City-Wide

REQUEST: Jason Jaggi, Director of Community Development, on behalf of the City of Creve Coeur, has submitted for a text amendment to Section 405.450 Permitted Uses to allow short term rentals (such as AirBnB and VRBO) within owner-occupied dwelling units and to establish standards for such uses; and to define these uses within Section 405.120 Definition of Terms.

ADDITIONAL INFORMATION: Staff has prepared revisions to the draft ordinance passed on the prior discussion by the Planning and Zoning Commission on February 19th.

Key Issues:

- Are the changes consistent with the purposes of the Zoning Code?
- Are the changes consistent with the purposes of the Comprehensive Plan?

Creve Coeur 2030 References

- Residential Development & Preservation

Zoning Code References

- Section 405.120: Definition Of Terms
- Section 405.450: Permitted Uses

APPLICANT: Jason W. Jaggi, AICP
 Director of Community Development
 City of Creve Coeur
 300 N. New Ballas Road
 Creve Coeur, MO 63141

REPORT PREPARED BY: Whitney Kelly, AICP, City Planner
DATE: February 26, 2019
ATTACHMENTS: Revised Draft Ordinance

Revisions Since Prior Meeting

During the prior meeting, the Commission asked for a couple of revisions to the Ordinance. There was an initial concern regarding the number of persons in a room, and for example, how to address when a couple may be traveling with a baby. The intent of this provision of the ordinance is to discourage overcrowding, and renting for large groups that is not compatible with the residential character of the neighborhood. As the enforcement of the regulation would be on a complaint basis, it would only be investigated or enforced should there be a problem. Therefore, Staff is recommending that the regulation remain as proposed.

The Commission also discussed the regulations requiring parking to be provided on a driveway or within a garage. Staff removed this provision from the ordinance. This would allow any parking of vehicles on an improved surface, or a public street. The proposed ordinance, including the strike through of the parking, is below:

Section 405.450 Permitted Uses

C. Short term Rental. Short term Rentals as defined in Section 405.120 are a permitted use subject to registration and the following specific standards:

1. Short term Rentals shall be permitted only in owner-occupied dwelling units which remain the owner's primary residence and shall be subject to all requirements of City and State building, fire, safety and occupancy codes and limits.
2. Short term rentals of a property shall be limited to 180 days in any calendar year.
3. ~~All off-street parking by residents and renters during a Short-term rental shall be provided on the driveway or within a garage.~~ No traffic shall be generated by such residence during any Short term Rental in greater volumes than would normally be expected in a residential neighborhood.
4. No more than two (2) occupants shall be allowed per bedroom.
5. The residential appearance of the home structure and its lot or site shall be maintained at all times in reasonable conformance with the surrounding neighborhood.
6. No Short term Rental shall occur within any accessory structure.
7. No persons other than the persons that occupy the dwelling as their primary residence shall be employed to work in connection with the Short term Rentals.
8. No exterior displays or signs other than a name plate as exempted in Section 405.930(E) shall be allowed. The owner shall post a legible notice near the primary entrance to the residence stating as follows: "This property is rented in 'as is' condition and has not been inspected by the City of Creve Coeur for purposes of any rental." The owner shall include this disclaimer in any advertising or online posting regarding Short Term Rentals.
9. The property owner shall maintain a record of the name, address and telephone number of all renters for three (3) years, to be produced upon request by the City.
10. The owner of the property shall register their intent to engage in Short Term Rentals by filing an affidavit in the form prescribed by the Director of Community Development with the City prior to the first rental, and by February 1 of each succeeding year for further rentals, acknowledging all applicable regulations and stating their name and mobile telephone contact information. If the owner will not be able to appear at the property within 30 minutes of a police request at any time during a Short term Rental, the affidavit shall include such contact information for a person who will be able to appear within 30 minutes of such a request and who has the owner's authorization to address any issues or problems that may arise at the property.
11. The owner or alternate contact shall upon notification from the Police Department that any person on the premises is engaged in disorderly conduct or violating any applicable law, ordinance, rule or regulation pertaining to the use and occupancy of the property shall respond in a timely and appropriate manner to immediately halt or prevent reoccurrence of such conduct, in cooperation with the police if necessary.

12. The Owner shall use reasonably prudent practices to ensure that there are no unreasonable noise or disturbances, disorderly conduct or violation of any applicable law, ordinance, rule or regulation during a Short term Rental of their property.
13. Any ordinance violations shall be subject to general penalties under the City Code of Ordinances. Additionally, in the event of material violations of the foregoing standards, the Director of Community Development may issue notice suspending all rights to use the property for Short term Rentals for such period of time as deemed appropriate under the circumstances, during which suspension all such uses shall cease. The Director of Community Development may apply such suspension to all properties in the City belonging to such owner or their affiliated persons or entities. Any such suspension may be appealed as provided in this Zoning Ordinance.

If there are any other discussion items or revisions to the Ordinance, Staff will be available for questions. The attached draft ordinance provides for a clean version with the strike through removed.

MOTION

If the Planning Commission has chosen to accept the revised draft ordinance as written, the following would be a suitable motion for this application:

“I move to recommend approval on the proposed text amendments to various section of the Zoning Ordinance as discussed with Application #19-007 to allow for short term rental of owner-occupied homes provided with certain conditions as discussed within the proposed draft ordinance for the meeting of March 4, 2019” (conditions may be added, eliminated, or modified by preceding motion).

APPENDIX 1: COMPREHENSIVE PLAN

Included and attached by reference. See body of report for specific excerpts.

APPENDIX 2: ZONING CODE

Included and attached by reference. See body of report for specific excerpts.

BILL NO. _____

ORDINANCE NO. _____

**AN ORDINANCE AMENDING VARIOUS SECTIONS OF THE CITY'S ZONING ORDINANCE,
CHAPTER 405, TO ALLOW FOR CERTAIN SHORT TERM RENTALS
WITHIN OWNER-OCCUPIED DWELLING UNITS**

WHEREAS, an application was submitted by the Department of Community Development for text amendments regarding various sections of the City's Zoning Ordinance to allow certain short term rentals in residential districts as a permitted use; and

WHEREAS, the Planning and Zoning Commission of the City of Creve Coeur, Missouri has recognized the need for such changes as set forth herein, to more effectively implement the goals of the Comprehensive Plan and the purposes of the Zoning Ordinance; and

WHEREAS, the Planning and Zoning Commission of the City of Creve Coeur, Missouri, held a public hearing thereon at the Creve Coeur Government Center on February 19, 2019, beginning at 6:30 p.m., or immediately following the close of the previous public hearing, and continued on to the March 4, 2019, beginning at 6:30 PM, or immediately following the close of the previous public hearing; and

WHEREAS, the Planning and Zoning Commission reviewed and, by a vote of ____ recommended approval of the subject amendments at its meeting on March 4, 2019; and

WHEREAS, notice of said public hearing had previously been published at least 15 days prior to the hearing in the St. Louis Countian, a newspaper of general circulation in the City of Creve Coeur and otherwise posted and published in accordance with the Zoning Ordinance; and

WHEREAS, all persons who presented themselves at said meeting and desiring to be heard were given an opportunity to be heard and a copy of the proposed ordinance has been made available for public inspection prior to its consideration by the City Council; and the Bill was read by title in open meeting two times before final passage by the City Council; and,

WHEREAS, the City Council being fully informed finds that amending the City Code of Ordinances would be in harmony with and bear a substantial relation to the public welfare, health, safety, comfort and convenience of the citizens of the City of Creve Coeur and in the public interest,

NOW THEREFORE, be it ordained by the City Council of the City of Creve Coeur, Missouri, as follows:

SECTION 1. Table A, Permitted and Conditional Uses, is amended by deleting all references to Bed and Breakfast Inns (NAICS 721191).

		ZONING DISTRICTS													
Use Code	2012 NAICS Title	A	B	C	D	AR	HE	PH	PO	RO	MX	PC	GC	CB	LI
721191	Bed and Breakfast Inns	€	€	€	€	€									

SECTION 2. Section 405.120 Definition of Terms of the Creve Coeur Code of Ordinances is hereby amended to include the following new definition as follows:

SHORT TERM RENTAL: A rental of any legally permitted owner-occupied dwelling unit, or a portion of such a legally permitted dwelling unit for a period of less than 30 consecutive days to a specific renter.

SECTION 3. Section 405.450 Permitted Uses is amended to include a new subsection C: Short term Rental as follows, with the remaining subsections re-lettered accordingly:

C. Short Term Rental. Short term rentals as defined in Section 405.120 are a permitted use subject to registration and the following specific standards:

1. Short term rental shall be permitted only in owner-occupied dwelling units which remain the owner's primary residence and shall be subject to all requirements of City and State building, fire, safety and occupancy codes and limits.
2. Short term rentals of a property shall be limited to 180 days in any calendar year.
3. No traffic shall be generated by such residence during any short term rental in greater volumes than would normally be expected in a residential neighborhood.
4. No more than two (2) occupants shall be allowed per bedroom.
5. The residential appearance of the home structure and its lot or site shall be maintained at all times in reasonable conformance with the surrounding neighborhood.
6. No short term rental shall occur within any accessory structure.
7. No persons other than the persons that occupy the dwelling as their primary residence shall be employed to work in connection with the short term rentals.
8. No exterior displays or signs other than a name plate as exempted in Section 405.930(E) shall be allowed. The owner shall post a legible notice near the primary entrance to the residence stating as follows: "This property is rented in 'as is' condition and has not been inspected by the City of Creve Coeur for purposes of any rental." The owner shall include this disclaimer in any advertising or online posting regarding short term rentals.
9. The property owner shall maintain a record of the name, address and telephone number of all renters for three (3) years, to be produced upon request by the City.
10. The owner of the property shall register their intent to engage in short term rentals by filing an affidavit in the form prescribed by the Director of Community Development with the City prior to the first rental, and by February 1 of each succeeding year for further rentals, acknowledging all applicable regulations and stating their name and mobile telephone contact information. If the owner will not be able to appear at the property within 30 minutes of a police request at any time during a short term rental, the affidavit shall include such contact information for a person who will be able to appear within 30 minutes of such a request and who has the owner's authorization to address any issues or problems that may arise at the property.
11. The owner or alternate contact shall upon notification from the Police Department that any person on the premises is engaged in disorderly conduct or violating any applicable law, ordinance, rule or regulation pertaining to the use and occupancy of the property shall respond in a timely and appropriate manner to immediately

halt or prevent reoccurrence of such conduct, in cooperation with the police if necessary.

12. The Owner shall use reasonably prudent practices to ensure that there are no unreasonable noise or disturbances, disorderly conduct or violation of any applicable law, ordinance, rule or regulation during a short term rental of their property.
13. Any ordinance violations shall be subject to general penalties under the City Code of Ordinances. Additionally, in the event of material violations of the foregoing standards, the Director of Community Development may issue notice suspending all rights to use the property for short term rentals for such period of time as deemed appropriate under the circumstances, during which suspension all such uses shall cease. The Director of Community Development may apply such suspension to all properties in the City belonging to such owner or their affiliated persons or entities. Any such suspension may be appealed as provided in this Zoning Ordinance.

Section 4. This ordinance shall become effective in accordance with Section 3.11 (g) of the City Charter.

ADOPTED THIS ____ DAY OF _____, 2019.

SCOTT SAUNDERS
PRESIDENT OF CITY COUNCIL

APPROVED THIS ____ DAY OF _____, 2019.

BARRY GLANTZ
MAYOR

ATTEST:

DEBORAH RYAN
CITY CLERK



city of CREVE COEUR

300 North New Ballas Road • Creve Coeur, Missouri 63141
 (314) 432-6000 • Fax (314) 872-2539 • Relay MO 1-800-735-2966
www.creve-coeur.org

APPLICATION TO PLANNING AND ZONING COMMISSION #19-007 TEXT AMENDMENTS TO VARIOUS SECTIONS OF THE CITY'S ZONING ORDINANCE, CHAPTER 405, TO ALLOW FOR CERTAIN SHORT TERM RENTALS WITHIN OWNER-OCCUPIED DWELLING UNITS

FOR THE MEETING OF: Tuesday, February 19, 2019, 6:30 P.M.

LOCATION: City-Wide

REQUEST: Jason Jaggi, Director of Community Development, on behalf of the City of Creve Coeur, has submitted for a text amendment to Section 405.450 Permitted Uses to allow short term rentals (such as AirBnB and VRBO) within owner-occupied dwelling units and to establish standards for such uses; and to define these uses within Section 405.120 Definition of Terms.

ADDITIONAL INFORMATION: In August 2017, Staff prepared a memo regarding short term rentals, to determine if the City wanted to provide for specific regulations regarding the use. At that time, the City Council determined that action was not needed and that the City should continue to monitor these types of uses to determine if future action can be taken. Since that time, additional municipalities within the St. Louis area have enacted ordinances to specifically regulate these types of uses within residential districts. In November 2018, based upon complaints regarding such uses, Council asked Staff to look into drafting legislation to allow such uses, as a permitted use within the Residential Districts, with certain requirements. Staff has prepared an amendment that would include all owner-occupied dwelling units regardless of the zoning district.

APPLICANT: Jason W. Jaggi, AICP
 Director of Community Development
 City of Creve Coeur
 300 N. New Ballas Road
 Creve Coeur, MO 63141

REPORT PREPARED BY: Whitney Kelly, AICP, City Planner
DATE: February 11, 2019
ATTACHMENTS: Draft Ordinance
 November 11, 2018 Memo to Council
 Short Term Rental Ordinances from St. Louis Area Municipalities
 August 14, 2017 Memo to Council

Key Issues:

- Are the changes consistent with the purposes of the Zoning Code?
- Are the changes consistent with the purposes of the Comprehensive Plan?

Creve Coeur 2030 References

- Residential Development & Preservation

Zoning Code References

- Section 405.120 Definition Of Terms
- Section 405.450 Permitted Uses

DISCUSSION

Short term rentals are generally defined as the offering of a dwelling unit for rent to one (1) or more guests for a period of less than 30 days. The concept of renting out an entire home, multi-family unit or one or more rooms within a home occupied by the owners for short stay lodging purposes has been a common practice for areas that are popular with tourists and other visitors. With the increasing popularity of websites such as Airbnb and Vacation Rental by Owner (VRBO), the short term rental industry is expanding, with listings in Creve Coeur.

Review of Other Municipalities' Regulations

As discussed in the prior Memo to Council attached, several cities in the St. Louis area have recently established regulations for short term rentals. The cities of Chesterfield, Clayton, Ladue, Frontenac and Hazelwood have banned their use.

The cities of Maplewood, Webster Groves, Ellisville and Ballwin allow them with restrictions. For example, the City of Maplewood adopted an ordinance in 2015 that allowed for short term rentals in residential districts as a conditional use provided that the home would be owner-occupied, no more than two rooms were being offered at one time, the owner of the short term vacation rental shall spend the night on-site at the short term vacation rental property at all times during the term of any short term vacation rental, adequate parking is provided on site, and the owner of any short term vacation rental shall be required to apply for and obtain a short term vacation rental permit and business license from the City before renting or advertising the availability of the short term vacation rental.

In Ellisville, a conditional use permit is required and the owner must reside in the home at least 275 days per year, obtain a business license as a short term rental, obtain a permit which is renewable every two years, limits guests to 14 consecutive days and 90 days per 12 month period, off-street parking is required, and the requirement that the owner maintain records for a three year period for each guest.

In Ballwin, short term rentals are listed as a form of home occupation but with specific restrictions that limit the area of the home available for short term rentals, defining the resident as the primary occupant of the property at least 180 days per year, requiring an occupancy inspection, the keeping of records of the guests for a 2 year period, and the parking of vehicles off-street.

In 2017, Webster Groves amended their ordinance to allow two options for short term rentals: a bed and breakfast which requires a conditional use permit and a standard short term rental which is approved by staff through issuance of a permit. The administrative permit places similar restrictions as Ellisville but limits the renting of two rooms with a maximum of 4 guests at a time. An annual occupancy inspection is also required.

PROPOSED REGULATIONS FOR CREVE COEUR

As discussed above, in November 2018, Council asked Staff to provide legislation to allow for short term rentals within the residential districts under certain conditions, as a permitted use.

Currently, the City does not specifically regulate short term rentals. For short term rental of the entire home in a residential district, the only option available is a Bed and Breakfast. Bed and Breakfast Uses (NAICS 721191) are listed as a conditional use in Single Family Districts in the Zoning Code, which is reviewed on an individual basis, and could include specific requirements regarding parking, and operational limitations. However, conditional uses within residential districts require certain buffering and setbacks that effectively prohibits the conversion of most homes into a commercial enterprise. Bed and Breakfast Inns are more intense in uses, and Staff does not foresee a market in Creve Coeur for such uses, therefore the Ordinance removes the category of Bed and Breakfast Inns as a commercial use within the residential districts.

		ZONING DISTRICTS													
Use Code	2012 NAICS Title	A	B	C	D	AR	HE	PH	PO	RO	MX	PC	GC	CB	LI
721191	Bed and Breakfast Inns	€	€	€	€	€									

Short Term Rental

The allowance for short term rentals has been included as a permitted use as a new category under Section 405.450 Permitted uses, similar to the regulations regarding home occupations, and Section 405.120 Definitional of Terms also includes a definition for Short Term Rental, as follows:

SHORT TERM RENTAL: A rental of any legally permitted owner-occupied dwelling unit, or a portion of such a legally permitted dwelling unit for a period of less than 30 consecutive days to a specific renter.

The regulations were intended to address concerns regarding the impact on transient uses within residential developments, while allowing for home-owners the option to operate a short term rental within their home, through a registration process and operational requirements, without the City specifically endorsing the use, nor will the property be inspected for such use. And enforcement will be on a complaint basis, with the Director of Community Development the option to rescind allowance of such use if it is found that the property is operating outside of the approved provisions.

The requirements include, that the property will have to remain as the owner's primary residence, and maintain the property in such a manner. Additionally, the home-owner will have to file an affidavit with the City and provide the contact information of a person responsible will need to be provided of a person who will be able to appear within 30 minutes of such a request and who has the owner's authorization to address any issues or problems that may arise at the property, should the home-owner be out of town at the time of use of the property as a short term rental. This was to address any concerns of renting out the property as a party location and/or any other disturbance. Occupancy is limited to two persons per bedroom, and that all off-street parking by residents and renters during a Short term rental shall be provided on the driveway or within a garage. And, that a record of all renters shall be maintained for a period of three years to be given to the City upon request.

Below is a complete list of proposed regulations:

Section 405.450 Permitted Uses

C. Short term Rental. Short term Rentals as defined in Section 405.120 are a permitted use subject to registration and the following specific standards:

1. Short term Rentals shall be permitted only in owner-occupied dwelling units which remain the owner's primary residence and shall be subject to all requirements of City and State building, fire, safety and occupancy codes and limits.
2. Short term rentals of a property shall be limited to 180 days in any calendar year.
3. All off-street parking by residents and renters during a Short term rental shall be provided on the driveway or within a garage. No traffic shall be generated by such residence during any Short term Rental in greater volumes than would normally be expected in a residential neighborhood.
4. No more than two (2) occupants shall be allowed per bedroom.
5. The residential appearance of the home structure and its lot or site shall be maintained at all times in reasonable conformance with the surrounding neighborhood.
6. No Short term Rental shall occur within any accessory structure.
7. No persons other than the persons that occupy the dwelling as their primary residence shall be employed to work in connection with the Short term Rentals.

8. No exterior displays or signs other than a name plate as exempted in Section 405.930(E) shall be allowed. The owner shall post a legible notice near the primary entrance to the residence stating as follows: "This property is rented in 'as is' condition and has not been inspected by the City of Creve Coeur for purposes of any rental." The owner shall include this disclaimer in any advertising or online posting regarding Short Term Rentals.
9. The property owner shall maintain a record of the name, address and telephone number of all renters for three (3) years, to be produced upon request by the City.
10. The owner of the property shall register their intent to engage in Short Term Rentals by filing an affidavit in the form prescribed by the Director of Community Development with the City prior to the first rental, and by February 1 of each succeeding year for further rentals, acknowledging all applicable regulations and stating their name and mobile telephone contact information. If the owner will not be able to appear at the property within 30 minutes of a police request at any time during a Short term Rental, the affidavit shall include such contact information for a person who will be able to appear within 30 minutes of such a request and who has the owner's authorization to address any issues or problems that may arise at the property.
11. The owner or alternate contact shall upon notification from the Police Department that any person on the premises is engaged in disorderly conduct or violating any applicable law, ordinance, rule or regulation pertaining to the use and occupancy of the property shall respond in a timely and appropriate manner to immediately halt or prevent reoccurrence of such conduct, in cooperation with the police if necessary.
12. The Owner shall use reasonably prudent practices to ensure that there are no unreasonable noise or disturbances, disorderly conduct or violation of any applicable law, ordinance, rule or regulation during a Short term Rental of their property.
13. Any ordinance violations shall be subject to general penalties under the City Code of Ordinances. Additionally, in the event of material violations of the foregoing standards, the Director of Community Development may issue notice suspending all rights to use the property for Short term Rentals for such period of time as deemed appropriate under the circumstances, during which suspension all such uses shall cease. The Director of Community Development may apply such suspension to all properties in the City belonging to such owner or their affiliated persons or entities. Any such suspension may be appealed as provided in this Zoning Ordinance.

COMPREHENSIVE PLAN

The Creve Coeur 2030 Plan's recommendations protect the physical characteristics of residential neighborhoods while guiding contextually-sensitive redevelopment as dictated by existing and future market forces. The proposed regulations are meant to maintain the residential development of a neighborhood, while allowing a home-owner the option to offer short term rental.

MOTION

If the Planning Commission has chosen to accept the draft ordinance as written, the following would be a suitable motion for this application:

"I move to recommend approval on the proposed text amendments to various section of the Zoning Ordinance as discussed with Application #19-007 to allow for short term rental of owner-occupied homes provided with certain conditions as discussed within the proposed draft ordinance for the meeting of February 19, 2019" (conditions may be added, eliminated, or modified by preceding motion).

APPENDIX 1: COMPREHENSIVE PLAN

Included and attached by reference. See body of report for specific excerpts.

APPENDIX 2: ZONING CODE

Included and attached by reference. See body of report for specific excerpts.



city of CREVE COEUR

300 North New Ballas Road • Creve Coeur, Missouri 63141
 (314) 432-6000 • Fax (314) 872-2539 • Relay MO 1-800-735-2966
www.creve-coeur.org

MEMO TO CITY ADMINISTRATOR AND CITY COUNCIL

Meeting Date: November 12, 2018

Subject: Short-Term Rentals in Residential Districts

Memo Prepared by: Jason W. Jaggi, AICP, Director of Community Development

Attachments: Short Term Rental Ordinances from St. Louis Area Municipalities

The City Council discussed short term rentals and their impacts on residential neighborhoods in August 2017. At that time, the City Council determined that action was not needed and that the City should continue to monitor these types of uses to determine if future action can be taken. Since that time, additional municipalities within the St. Louis area have enacted ordinances to specifically regulate these types of uses within residential districts. Some municipalities have either banned the use of short term rentals altogether or have allowed them with certain restrictions.

Based on periodic checks of the Airbnb website over the past year, the listings for properties within the City of Creve Coeur remains relatively low with generally 3-5 listings appearing on the site at any given time. There was a notable spike in listings associated with the PGA Championship event that was held in August and some of those listings appear to remain on the Airbnb website today. City staff and the Police Department did receive a complaint late this summer regarding a short term rental that was listed on the Airbnb website in Ward 4. The complaints involved parking on the streets and disruptive noise due to the gathering of people at the home. The homeowner is currently in municipal court due to the renting out of the entire house for short term rentals.

Based on staff's experience with the above short term rental case and the growing number of municipalities that have enacted ordinances specifically addressing short term rentals, staff recommends that the City proceed with establishing our own regulations concerning these uses.

Background

As noted in the August 2017 staff memo, the concept of renting out an entire home, multi-family unit or one or more rooms within a home occupied by the owners for short stay lodging purposes has been a common practice for areas that are popular with tourists and other visitors. With the increasing popularity of websites such as Airbnb and Vacation Rental by Owner (VRBO), the short term rental industry is expanding.

Short term rentals are generally defined as the offering of a dwelling unit for rent to one (1) or more guests for a period of less than 30 days. As previously stated, the City does not specifically regulate short-term rentals. For short-term rental of the entire home in a residential district, the only option currently available is a Bed and Breakfast. Bed and Breakfast Uses (NAICS 721191) are listed as a conditional use in Single Family Districts in the Zoning Code.

However there are no pre-qualifiers currently in the Zoning Code under Section 405.470 Conditional Uses. Therefore, it would be reviewed on the individual basis per site, and could include that the homeowner be present, etc. The NAICS defines Bed and Breakfast Inns as follows:

This U.S. industry comprises establishments primarily engaged in providing short-term lodging in facilities known as bed-and-breakfast inns. These establishments provide short-term lodging in private homes or small buildings converted for this purpose. Bed-and-breakfast inns are characterized by a highly personalized service and inclusion of a full breakfast in the room rate.

It should be noted that under the residential zoning districts, increased bufferyards and setbacks of 50-feet are required for all conditional uses. Previous discussions also involved categorizing short term rentals as a form of home occupations as long as the criteria for such a categorization is met; including that the homeowner must be present while a portion of the home is being rented out, no more than 25 percent of the floor area can be used for the home occupation, and the parking shall be provided off the street on a paved surface.

Review of Other Municipalities' Regulations

Several cities in the St. Louis area have recently established regulations for short-term rentals. The cities of Chesterfield, Clayton, Ladue, Frontenac and Hazelwood have banned their use, although a recent check on the Airbnb website showed the availability of short term rentals within some of these cities.

The cities of Maplewood, Webster Groves, Ellisville and Ballwin allow them with restrictions. For example, the City of Maplewood adopted an ordinance in 2015 that allowed for short-term rentals in residential districts as a conditional use provided that the home would be owner-occupied, no more than two rooms were being offered at one time, the owner of the short term vacation rental shall spend the night on-site at the short term vacation rental property at all times during the term of any short term vacation rental, adequate parking is provided on site, and the owner of any short term vacation rental shall be required to apply for and obtain a short term vacation rental permit and business license from the City before renting or advertising the availability of the short term vacation rental.

In Ellisville, a conditional use permit is required and the owner must reside in the home at least 275 days per year, obtain a business license as a short term rental, obtain a permit which is renewable every two years, limits guests to 14 consecutive days and 90 days per 12 month period, off-street parking is required, and the requirement that the owner maintain records for a three year period for each guest.

In Ballwin, short term rentals are listed as a form of home occupation but with specific restrictions that limit the area of the home available for short term rentals, defining the resident as the primary occupant of the property at least 180 days per year, requiring an occupancy inspection, the keeping of records of the guests for a 2 year period, and the parking of vehicles off-street.

In 2017, Webster Groves amended their ordinance to allow two options for short term rentals: a bed and breakfast which requires and conditional use permit and a standard short term rental which is approved by staff through issuance of a permit. The administrative permit places similar restrictions as Ellisville but limits the renting of two rooms with a maximum of 4 guests at a time. An annual occupancy inspection is also required.

The ordinances for each of these cities are attached for your review.

Options and Next Steps

Staff is seeking direction from the City Council on the desirability of short term rentals within residential neighborhoods in Creve Coeur. Based on this direction, staff will draft the appropriate legislation for review by the Planning and Zoning Commission with a public hearing with final approval by the City Council.

Moving forward, the following options are available:

1. Outright prohibition. This option would involve modifying the zoning code to declare that short term rentals are not an allowable use in residentially zoned areas of the City. Proactive enforcement would not be anticipated; however staff will respond on a complaint-basis.
2. Allow with restrictions. The City could choose to amend the zoning code to allow short term rentals with restrictions put in place. The options to allow the use are varied but could involve (1) a public review process such as a conditional use permit with a public hearing and review by the Planning and Zoning Commission and approval by the City Council or (2) an administrative permit and license issued by staff that would establish standards for short term rentals with the ability to revoke the license based on verified instances of non-compliance.

If the City Council would favor allowing short term rentals, staff believes that the following restrictions should be considered either through an administrative permit or through a conditional use permit process:

- The owner must reside in the home at all times when the unit is rented for short term stays.
- Restrict the number of rooms that can be rented out to perhaps no more than two (2).
- All parking associated with the use shall be provided on the driveway or within a garage and not on the street.
- No short term rentals shall occur within any accessory structure.
- Include a definition that specifies a short term rental as being for a period of less than 30 days.
- If an administrative permit for staff approval is implemented the following specific restrictions are suggested:
 - The owner shall provide an affidavit stating that he/she has read and understands the use limitations
 - The name of the owner and contact information shall be provided.
 - Limit the initial approval of the permit for 6 months with renewal based upon demonstration of compliance with the regulations. Every permit issued thereafter would be renewed on an annual basis.
 - Establish a permit fee.
- Include a penalty provision that would allow the City to revoke the permit after two (2) violations. The owner may appeal this decision to the City Council.

Staff is seeking direction from the City Council on this matter and will be available at the City Council meeting to answer any questions.

**BOARD BILL NO. 183 INTRODUCED BY: ALDERWOMAN INGRASSIA/ALDERMAN
TOM OLDENBURG/ALDERWOMAN HEATHER NAVARRO/ALDERWOMAN
CAROL HOWARD**

1 An ordinance authorizing the City's Building Division to develop and promulgate rules and
2 regulations to be approved by the Department of Safety, and consistent with Chapter 25 of the Revised
3 Code of the City of St. Louis and other applicable laws regarding Short Term Residential Rentals
4 within the City of St. Louis.

5 **BE IT ORDAINED BY THE CITY OF ST. LOUIS AS FOLLOWS:**

6 **SECTION ONE. Definitions.**

- 7 1. Booking service is any reservation and/or payment service provided by a person or entity that
8 facilitates a short-term rental transaction between an Owner and a prospective tourist or
9 transient user, and for which the person or entity collects or receives, directly or indirectly
10 through an agent or intermediary, a fee in connection with the reservation and/or payment
11 services provided for the short-term rental transaction.
- 12
- 13 2. Business entity is a corporation, partnership, or other legal entity that is not a natural person.
- 14
- 15 3. Commissioner is the Commissioner of the City's Building Division or his or her designee.
- 16
- 17 4. Division is the City's Building Division.
- 18
- 19 5. Dwelling Unit means single-family homes and any single unit in a multifamily dwelling, or
20 any building designed to occupied for Residential Use, or a room or rooms therein, which
21 provide living facilities for one or more persons, including permanent provisions for living,
22 sleeping and sanitation.

6. Hosting Platform is a natural person or business entity that participates in the Short-Term Residential Rental business by providing, and collecting or receiving a fee for, Booking Services through which an Owner may offer a Dwelling Unit for Tourist or Transient Use. Hosting Platforms usually, though not necessarily, provide Booking Services through an online platform that allows an Owner to advertise the Dwelling Unit through a website provided by the Hosting Platform and the Hosting Platform conducts a transaction by which potential tourist or transient users arrange Tourist or Transient Use and payment, whether the tourist or transient pays rent directly to the Owner or to the Hosting Platform.
7. Housing Conservation District Short-Term Residential Rental Inspection Certificate or Inspection Certificate is an annual permit that must be obtained by an Owner for a Residential Unit in order for the Owner to offer said Residential Unit for Tourist or Transient Use.
8. Owner means a natural person who is the owner of record of a Dwelling Unit recorded as holding title to the property in the official records of the City of St. Louis.
9. Permanent Resident is a natural person who occupies a Dwelling Unit for at least ninety (90) consecutive days per calendar year with intent to establish said Dwelling Unit as his or her Primary Residence. A Permanent Resident may be the owner or a lessee of a Dwelling Unit.
10. Primary Residence is a Permanent Resident's usual place of return for housing as documented by at least two of the following: motor vehicle registration; driver's license; voter registration; tax documents showing the Dwelling Unit as the Permanent Resident's residence; or a utility bill. A person may have only one Primary Residence.
11. Residential Use means use for occupancy of a Dwelling Unit by a Permanent Resident.

1
2 12. Short-Term Residential Rental is Tourist or Transient Use of a Dwelling Unit where all of the
3 following conditions are met:

- 4 (1) The Owner is a natural person and: Owner and Permanent Resident of the
5 Dwelling Unit offered for Tourist or Transient Use; or Permanent Resident of a
6 Dwelling Unit located within the same building as the Dwelling Unit offered for
7 Tourist or Transient Use by the Owner; or the Permanent Resident of a Dwelling
8 Unit located on real property that is immediately adjacent to the real property on
9 which the Dwelling Unit offered for Tourist or Transient Use by the Owner is
10 located; and
- 11 (2) The Owner is the holder of a current Housing Conservation District Short Term
12 Residential Rental Permit for the Dwelling Unit that is being offered for Tourist
13 or Transient Use by the Owner; and
- 14 (3) The Owner has complied all rules and regulations promulgated by the Division
15 pursuant to this ordinance, and no other requirement of federal or state law, or
16 City ordinance prohibits the Owner from renting, leasing, letting out or otherwise
17 allowing Short-Term Residential Rental of the Dwelling Unit; and
- 18 (4) The Dwelling Unit offered for Tourist or Transient Use is not a hotel, residential
19 hotel, and is not designated as low income, income restricted, below market rate
20 housing; and
- 21 (5) No real property or other taxes are owed by the Owner on the Dwelling Unit
22 being offered for Tourist or Transient Use.
- 23 (6) The Owner maintains liability insurance appropriate to cover the Short-Term
24 Residential Rental use in the aggregate of not less than \$500,000 or conducts each
25 Short-Term Residential Rental transaction through a Hosting Platform that

1 provides equal or greater coverage. Such coverage shall defend and indemnify the
2 Owner(s), as named additional insured, and any tenant(s) in the building for their
3 bodily injury and property damage arising from the Short-Term Residential Use.
4

5 13. Tourist or Transient Use is any use of a Dwelling Unit for occupancy for less than a thirty (30)
6 day term.
7

8 **SECTION TWO. Declaration of Policy.**

9 The City of St. Louis recognizes that Short Term Residential Rentals need to be regulated for the
10 safety and welfare of its residents and visitors. This ordinance provides the framework for the
11 development of a policy to meet this need, said policy shall be referred to as The City of St. Louis
12 Short Term Rental Policy.
13

14 **SECTION THREE. The City of St. Louis Short-Term Residential Rental Policy.**

15 A. In addition to any requirements set forth in this ordinance the Commissioner is hereby
16 authorized, to promulgate rules and regulations to govern Short-Term Residential Rentals
17 within the City of St. Louis consistent with this ordinance and all applicable laws, which rules
18 and regulations must be approved by the Department of Public Safety before being put into
19 effect. The rules and regulations promulgated pursuant to this ordinance shall be referred to as
20 The City of St. Louis Short-Term Residential Rental Policy.
21

22 B. The City of St. Louis Short-Term Residential Rental Policy shall be published on the
23 Division's website and available to the public at the Division's offices. Any changes or

additions to The City of St. Louis Short-Term Residential Rental Policy shall be published on the Division's website and available to the public at the Division's offices within twenty-four (24) hours prior to their becoming effective.

C. In addition to any rules and regulations promulgated pursuant to this ordinance, the following shall be part of The City of St. Louis Short-Term Residential Rental Policy:

SECTION FOUR. Short-Term Residential Rentals.

A. Each of the following requirements must be met before a Residential Unit may be offered for Short-Term Residential Rental:

- (1) The Owner is a natural person and: Owner and Permanent Resident of the Dwelling Unit offered for Tourist or Transient Use; or Permanent Resident of a Dwelling Unit located within the same building as the Dwelling Unit offered for Tourist or Transient Use by the Owner; or the Permanent Resident of a Dwelling Unit located on real property that is immediately adjacent to the real property on which the Dwelling Unit offered for Tourist or Transient Use by the Owner is located; and
- (2) The Owner is the holder of a current Housing Conservation District Short Term Residential Rental Permit for the Dwelling Unit that is being offered for Tourist or Transient Use by the Owner; and
- (3) The Owner has complied all rules and regulations promulgated by the Division pursuant to this ordinance, and no other requirement of federal or state law, or City ordinance prohibits the Owner from renting, leasing, letting out or otherwise allowing Short-Term Residential Rental of the Dwelling Unit; and

(4) The Dwelling Unit offered for Tourist or Transient Use is not a hotel, residential hotel, and is not designated as [low income, income restricted, below market rate housing; and

(5) No real property or other taxes are owed by the Owner on the Dwelling Unit being offered for Tourist or Transient Use.

(6) The Owner maintains liability insurance appropriate to cover the Short-Term Residential Rental use in the aggregate of not less than \$500,000 or conducts each Short-Term Residential Rental transaction through a Hosting Platform that provides equal or greater coverage. Such coverage shall defend and indemnify the Owner(s), as named additional insured, and any tenant(s) in the building for their bodily injury and property damage arising from the Short-Term Residential Use.

B. It shall be unlawful:

(1) To offer a Dwelling Unit for Tourist or Transient Use if any of the requirements set forth in this ordinance and The City of St. Louis Short-Term Residential Rental Policy, as may be revised from time-to-time, are not met.

(2) To offer a Dwelling Unit either directly or indirectly, including through a Hosting Platform, for Tourist or Transient Use for more than thirty (30) consecutive days or more than one-hundred and twenty (120) days in aggregate per calendar year.

(3) For a Business Entity to offer a Dwelling Unit either directly or indirectly, including through a Hosting Platform, for Tourist or Transient Use.

(4) For an Owner to offer a Dwelling Unit for rent to a Business Entity that will allow the use of a Residential Unit for Tourist or Transient Use.

(5) For a Business Entity to allow the use of a Dwelling Unit for Tourist or Transient Use.

1 **SECTION FIVE.** Annual Housing Conservation District Short-Term Residential Rental
 2 Certificate of Inspection.

3 A. It shall be unlawful for any Owner to offer either directly or indirectly, including through a
 4 Hosting Platform, a Dwelling Unit for Tourist or Transient Use without first securing a
 5 Housing Conservation District Short-Term Residential Rental Certificate of Inspection for
 6 said Dwelling Unit.

7
 8 B. Housing Conservation District Short-Term Residential Rental Certificate of Inspections shall
 9 expire twelve (12) months from the date of issuance, and must be renewed.

10
 11 C. It is the responsibility of the Owner to secure a Housing Conservation District Short-Term
 12 Residential Rental Certificate of Inspection.

13
 14 D. Only the Owner of a Dwelling Unit may apply for Housing Conservation District Short-Term
 15 Residential Rental Certificate of Inspection. It shall be unlawful for any Owner applying for
 16 a Housing Conservation District Short-Term Residential Rental Certificate of Inspection to
 17 make a false statement in the application. It shall be the responsibility of the Owner to
 18 inform prospective transient or tourist occupants of the maximum occupancy load and post a
 19 copy of the Housing Conservation District Short-Term Residential Rental Certificate of
 20 Inspection and a current copy of The City of St. Louis Short-Term Residential Rental Policy
 21 within the Dwelling Unit.

22
 23 E. Notwithstanding the provisions of any other ordinance it shall be unlawful to occupy or to
 24 allow occupancy of a Dwelling Unit beyond that number specified as legally allowed in the
 25 Housing Conservation District Short-Term Residential Rental Certificate of Inspection. It
 26 shall be the responsibility of the Owner to inform any prospective transient or tourist

occupants of a Dwelling Unit that said Dwelling Unit and the building in which it may be located is subject to the requirements of this ordinance, of the posted occupancy load of all the Dwelling Units within that building, and of any outstanding violations of this ordinance.

SECTION SIX. Housing Conservation District Short-Term Residential Rental Inspection Certificate or Inspection Certificate.

A. If the Dwelling Unit is available for inspection, the Commissioner shall inspect the unit within seven (7) working days from date of application for Certificate of Inspection unless the Owner approves a longer time. Failure to make an inspection within said seven days does not waive requirements of Certificate of Inspection.

B. The Certificate of Inspection will be issued for the proposed or actual Dwelling Unit and premises that comply with the exterior provisions of the International Property Maintenance Code, the Zoning Ordinance of the City of St. Louis, and the requirements of Exhibit "A" of this ordinance, which is attached to this ordinance and made a part hereof.

C. The Certificate of Inspection may be issued for the proposed or actual Dwelling Unit and premises that comply with the Zoning Code of the City of St. Louis and the requirements of Exhibit A and are in substantial but not complete compliance with the exterior provisions of the International Property Maintenance Code as determined by the Commissioner, but said building must meet total compliance within ten (10) calendar days after the date of issuance. When total compliance is not practical or feasible within the specified time period, extensions to the aforementioned compliance period may be granted at the discretion of the Commissioner.

1 D. No Certificate of Inspection can be issued when the Dwelling Unit, building or the premise
2 is in such condition as to warrant condemnation or when there are found to be conditions
3 existing that may imminently and adversely affect the health, safety and welfare of
4 occupants.

5 E. When long-term rehabilitation work is in progress with required building permits being
6 issued, a portion of that building may be occupied if that portion meets the requirements of
7 Exhibit "A" and the exterior portion of the building is in compliance with the International
8 Property Maintenance Code. That portion of the building that meets the requirements will be
9 inspected and a Certificate of Inspection with an occupancy load will be issued for that area
10 only. Additional areas will be required to be inspected after rehabilitation work is completed
11 and before those areas become occupied. A new application must be filed for these
12 additional areas.

13

14 **SECTION SEVEN. Reinspection of Dwelling Unit.**

15 A. The Commissioner may require reinspection of a Dwelling where he or she has reasonable
16 cause to believe that the Dwelling Unit to be re-inspected, and/or the building in which the
17 unit or units are located no longer comply with the standards for issuance of a Housing
18 Conservation District Short-Term Residential Rental Certificate of Inspection. Reasonable
19 cause to conduct a reinspection shall include, but not be limited to: (1) damage to the
20 building in which the Dwelling Unit to be re-inspected was impacted by wind, fire,
21 earthquake, an Act of God, or by man-made causes that jeopardize the health and safety of
22 the occupants; (2) a complaint made by an occupant of the Dwelling Unit to be re-inspected;
23 or (3) a documented complaint of the existence of conditions not in compliance with

standards for issuance of a Housing Conservation District Short-Term Residential Rental Certificate of Inspection from someone other than an occupant, including, but not limited to, police officers and inspectors employed by the Division of Building and Inspection or other City agencies. No reasonable cause shall be necessary to conduct a reinspection where an occupant of the Dwelling Unit to be re-inspected voluntarily permits the reinspection to be conducted.

B. If Dwelling Units or common areas are not accessible for reinspection, a request for reinspection shall be made in writing to the Owner designating the date and time on which the reinspection shall be made, giving at least seven (7) days' notice of the date on which the reinspection is to occur.

C. If the Commissioner determines that a Dwelling Unit should be re-inspected, the Owner or owner's agent shall be responsible for providing access to the Dwelling Unit and common areas for which a Certificate of Inspection has previously been issued. If entry for reinspection of a dwelling unit(s) is denied by the owner, owner's agent, and/or tenant, the Code Official may revoke the Certificate of Inspection for said dwelling unit(s), condemn the unit(s) for occupancy, and require vacation of the unit(s).

D. Should the Commissioner determine upon reinspection that a dwelling unit no longer complies with the standards for issuance of a Housing Conservation District Short-Term Residential Rental Certificate of Inspection, the Commissioner shall give the Owner notice of the deficiencies found by the inspection. This notice shall specify that such deficiencies must be corrected within ten (10) calendar days of the date of notice. It shall further state that if the deficiencies are not corrected within ten (10) calendar days of the date of the

1 notice that the Commissioner may revoke the Housing Conservation District Short-Term
2 Residential Rental Certificate of Inspection for such Dwelling Unit, order the Dwelling Unit
3 vacated, and may condemn it for occupancy. The Commissioner shall have authority to
4 grant extensions for completion of work necessary to eliminate deficiencies observed during
5 a reinspection where it is not feasible or possible to complete such work within ten (10)
6 calendar days of the date on which the notice was issued. Notwithstanding the foregoing, if
7 the Commissioner determines that a Dwelling Unit, or the building in which such unit is
8 located, is condemnable pursuant to the provisions of this ordinance or any other
9 ordinances, the Commissioner shall have authority to condemn such Dwelling Unit or
10 building pursuant to the applicable sections of the City of St. Louis Code of Ordinances,
11 without regard to the time limits specified above.
12

13 **SECTION EIGHT.**

14 A. The Commissioner shall implement and is charged with the enforcement of the requirements
15 of this ordinance and The City of St. Louis Short-Term Residential Rental Policy.
16

17 B. The Commissioner may adopt and promulgate such rules, policies and procedures as are
18 necessary for the administration of this ordinance. This ordinance is solely for the benefit of
19 the City of St. Louis and not for the benefit of any Owner, lessee, tenant, occupant, including
20 without limitation tourist or transient occupants. The City makes no warranties as a result of
21 inspections for securing a Housing Conservation District Short-Term Residential Rental
22 Certificate of Inspection.
23

1 C. Any person aggrieved by the decision of the Commissioner relative to this ordinance or The
2 City of St. Louis Short-Term Residential Rental Policy may file an appeal with the Board of
3 Building Appeals in the same manner and time period as provided in the Building Code of the
4 City of St. Louis.

5 **SECTION NINE.** Penalties for violation.

6 A. Any person or Business Entity who shall violate any provision of this ordinance or any of
7 the rules and regulations of The City of St. Louis Short-Term Residential Rental Policy shall
8 upon conviction thereof, be subject to a fine of not less than one-hundred dollars (\$100) nor
9 more than five-hundred dollars (\$500) or imprisonment for a term not to exceed ninety (90)
10 days, or both. Every day that a violation exists shall be deemed a separate violation.
11
12
13
14
15
16
17
18
19
20
21

1

2

3

4

EXHIBIT A5 **(Interior Only)**

6 1. SANITATION. General unsanitary conditions shall not be allowed within Public Areas,
7 Dwelling Unit or Basement. Trash, debris, rodent and insect infestation shall be
8 eliminated.

9

10 2. WALLS & CEILINGS. Plaster or tile shall not be missing, loose or broken. Required fire
11 resistance assemblies shall be maintained. Wall coverings shall not be loose, water
12 damaged or in bad repair.

13

14 3. ENTRY DOORS. Lock on entry door(s) shall be in good working order. Door(s) shall
15 latch properly for privacy. If entry door is a fire door, it shall have an operable self closer.
16 Common area entrance/exit door(s) where a door frame exists shall not be equipped with
17 double key or clasp type locking mechanism.

18

19 4. STRUCTURAL. Floors/joists shall not be missing, rotten, fire damaged, spalled, rusted or
20 broken. Floor covering shall not be torn or broken. There shall be no unsafe structural
21 conditions.

22

- 1 5. SAFETY. Sufficient exits shall be provided. Stair(s) shall not be missing, rotten, fire
2 damaged, spalled, rusted or broken. Handrail(s) or guardrail(s) shall not be missing, rotten
3 or broken. Operable entrance/exit doors shall be provided and maintained. Excessive
4 storage of any material shall not be permitted. Operable smoke detectors shall be provided
5 as required by Ordinance.
- 6
7 6. PLUMBING FIXTURES. No fixtures shall be missing, inoperable or defective. No pipe
8 or fixture shall be leaking or improperly connected. Hot water heater shall be required. Hot
9 water heater shall be operable, and properly vented. Hot water heater shall have a
10 temperature/pressure relief valve.
- 11
12 7. ELECTRICAL EQUIPMENT. Cover plates shall not be missing or broken. Switches or
13 outlets shall be operable, and of sufficient number. Fuses/Circuit breakers shall be
14 properly sized. Lighting fixtures shall not be defective. Excessive, defective or hazardous
15 extension cords shall not be allowed. Loose, hanging, frayed, bare wires or open splices
16 shall not be permitted. Defective or hazardous electrical services shall be prohibited.
- 17
18 8. MECHANICAL EQUIPMENT. Heating unit shall be operable. Furnace shall be properly
19 vented. Space heaters shall be properly vented (when applicable).
- 20
21 9. SPACE REQUIREMENTS. Occupancy load shall be limited by the most stringent of:
- 22 a. Minimum habitable gross floor area of 150 square feet for first occupant, plus 100
23 square feet for each additional occupant; or
- 24 b. Sleeping room area of a minimum of 70 square feet for first occupant, 50 square
25 feet for each additional occupant; and the master bedroom will be limited to a
26 maximum of two (2) occupants.

- 1 c. The master bedroom will be construed as the largest bedroom within said unit.
2 After an occupancy load has been established and unit is legally occupied, said unit
3 will still be considered to be legally occupied if an infant under the age of thirty
4 (30) months is found to be added to the legally occupied unit.
- 5 d. Minimum occupancy area requirements for living room and dining room as
6 reflected in the applicable Sections of Chapter Four of adopting Ordinance #68791
7 of the 2009 International Property Maintenance Code of the City of St. Louis.
- 8 e. Basement occupancies shall not be permitted unless they meet the following
9 requirements:
- 10 i. Floors and walls are weather tight so as to prevent entry of moisture.
- 11 ii. Minimum ceiling heights are in accordance with applicable sections of this
12 ordinance.
- 13 iii. Means of egress and emergency escape requirements as reflected in the
14 applicable sections of the current building code of the City of St. Louis.
- 15 iv. MINIMUM CEILING HEIGHT: Habitable spaces shall have a clear
16 ceiling height over the minimum area required by this code at not less than
17 7 feet (2134 mm) except that in attics or top half stories the ceiling height
18 shall be not less than 7 feet (2134 mm) over not less than one third of the
19 minimum area required by this code when used for sleeping, study or
20 similar activity. In calculating the floor area of such rooms, only those
21 portions of the floor area of the room having a clear ceiling height of 5 feet
22 (1524 mm) or more shall be included. Exception: Hallways, corridors,
23 bathrooms, toilet rooms, and habitable basements used as recreation rooms

1 shall have a ceiling height of not less than seven feet (2134 mm) to the
2 lowest projection from the ceiling.

3 f. Every bedroom shall be equipped with an operable window which complies with
4 the current adopted International Property Maintenance Code.

5 g. Toilet rooms and bathrooms shall be arranged and designed to provide privacy.

6 h. Every room used as a bedroom shall have access to at least one water closet
7 without passing through another room used as a bedroom.

8 i. The required dining room shall be located on the same level as the required
9 kitchen.

10 j. Kitchens, nonhabitable spaces, and public spaces shall not be used for sleeping
11 purposes.

Section 30. - Residential business accessory use.

[A] residential business accessory use, including any business, commercial activity, or service for a financial consideration, may be allowed in single-family dwelling districts of the city, provided it complies with the following criteria:

1. That the structures and property are used principally for a dwelling and as the primary residence of the person or persons conducting the residential business accessory use.
2. The residential business must be an accessory use of the dwelling with not more than ten percent of the gross floor area, including basements, attics, and fully attached enclosed garages, used or devoted to the residential business accessory use. This includes all areas used for office, manufacturing or assembly, receiving and shipping, sales display, and storage of raw or finished materials or merchandise.
3. Only one residential business accessory use may be located or operated from a dwelling unit or its premises. No residential business accessory use shall be conducted between the hours of 8:00 p.m. and 8:00 a.m.
4. Only the principal dwelling unit may be used for purposes of the residential business accessory use and no portions of carports, detached garages, sheds, trailers, vehicles or other accessory structure of any kind shall be used for residential business accessory use. No assembling, construction, manufacturing or processing, storage of materials or other operations shall be conducted except within fully enclosed permanent structures allowed in the dwelling district.
5. Only one residential business accessory use is allowed at any dwelling unit and no exterior entrances can be reserved for the exclusive use of the residential business accessory use. No display or sign related to the residential business accessory use can be visible from the exterior of the structures located on the premises of the dwelling unit.
6. No electric, pneumatic, gas and or other type of power equipment, not ordinarily found in a dwelling unit for home use, can be used in the residential business accessory use. Nor can such powered equipment ordinarily found in a dwelling unit for home use be used in a residential business accessory use in excess of the number ordinarily used in a dwelling unit for home use. Any equipment interfering with television or radio reception in adjacent dwelling units must not be used until it is equipped with appropriate filtering devices to stop such interference.
7. No onstreet parking of customers or employees of a residential business accessory use is allowed. Parking lots of any kind are not allowed. Paved driveways having lengths, widths and locations harmonious with dwelling units in the surrounding area may be used for customer and employee parking.
8. No alterations or changes to any structure shall be permitted that will change the residential nature or appearance of the dwelling structure or accessory structures.
9. Deliveries or pickups by commercial carrier shall not exceed one per week. Delivery or pickup from delivery services, such as United Parcel Service, Federal Express, United States Postal Service, etc., shall not exceed one per day. Delivery or pickup vehicles shall not restrict or interfere with traffic or parking on rights-of-way adjacent to the dwelling unit where the residential business accessory use is conducted.
10. The residential business accessory use shall not have more than one motor vehicle for delivery or pickup purposes licensed to, stored, operated from or located at the dwelling unit. All motor vehicles or trailers designed to carry passengers, freight or merchandise which by its [their] design, color, sign or distinctive character shows [show] that it is [they are] associated with a business shall be included as part of the residential business accessory use. No storage or parking of equipment, commercial motor vehicles,

trailers or device associated or used for the residential business accessory use is allowed at the dwelling unit except within fully enclosed structures. No motor vehicle, trailer or device in excess of 22 feet in length and/or having a gross weight, whether loaded or unloaded, in excess of 20,000 pounds and normally designed to carry passengers, freight, or merchandise is permitted in connection with any residential business accessory use.

11. No pedestrian or motor vehicle traffic generated by a residential business accessory use in excess of that which is normal for a single-family residence shall be permitted.
12. No hazardous material as defined by the United States Environmental Protection Agency or State of Missouri department of natural resources shall be used, stored or disposed of at any dwelling unit used by a residential business accessory uses.
13. Trash, refuse or garbage container[s] in excess of 100 gallons are not permitted for residential business accessory uses.
14. Outdoor display or sale of merchandise of a residential business accessory use shall not be permitted; and auction, basement, estate, garage, yard or other similar type sales shall not be allowed in excess of twice per calendar year and cannot exceed three consecutive days.
15. Short Term Residential Rentals

A. Definitions. As used in this subsection, the following terms shall have the prescribed meaning:

Permanent Resident. A property owner or lessee who maintains a dwelling as a primary residence as documented by at least two of the following:

- a. Motor vehicle registration;
- b. Driver's license;
- c. Voter registration;
- d. Bank statement; or
- e. Utility bill.

Such documentation shall not be retained by the City.

Short Term Residential Rental. The leasing of a dwelling, or portion thereof, to overnights guests.

B. Requirements and restrictions. In addition to all other pertinent and applicable federal, state, and local regulations, including but not limited to business license, tax, occupancy, fire, building, zoning, and property maintenance regulations, the following special conditions shall apply to short term residential rentals:

1. Short term residential rentals may only be offered by a permanent resident within the permanent resident's principal residential structure, not within a detached building or structure.
2. The permanent resident shall reside on the property at least 180 days within a one-year period.
3. Prior to offering short term residential rentals, the permanent resident must obtain an inspection and a permit from the city for short term residential rentals, and must renew the permit every two years from the date of issuance. Permits for short term residential rentals will be issued in accordance with the procedures and requirements for issuance of occupancy permits. Prior to issuance of a permit for short term residential rentals, the owner must provide, in writing, the name and telephone number of the permanent resident and the name

and telephone number of a local contact person that will be available 24 hours per day, seven days per week, for the purposes of responding within 45 minutes to complaints regarding the operation of the short term residential rental or the conduct of overnight guests. A permit fee of \$100.00 shall be paid to offset the cost of the inspection.

4. Maximum occupancy, including overnight guests, shall be as set forth in this Code.
 5. All vehicles of the permanent resident, overnight guests, and guests of overnight guests must be parked on the property or on the portion of the street directly contiguous to the property of the licensee.
 6. The owner shall maintain records of all short term residential rentals for a period of two years, available for inspection, which includes the following information: dates the dwelling was leased for short term residential rental; date(s) of stay, name and contact information.
 7. Short term rentals shall be subject to compliance with all applicable property maintenance, nuisance, zoning and building code regulations.
- C. Penalties for violation.
1. Any act in violation of the requirements set forth in this section is declared to be unlawful and shall be subject to Section 1.6 General Penalty.
 2. If a property owner or permanent resident is convicted of or pleads guilty to two citations for violations of this section which occur within 180 days of each other, the business license and permit allowing short term residential rentals on the property shall be subject to revocation pursuant to the procedures set forth in section 14-62.

Revocation and the licensee shall not be eligible for a business license or permit to conduct short term residential rentals for a period of one year.

(Ord. No. 2103, § 1, 7-23-90; Ord. No. 18-05, § 1, 4-23-18)

SPONSORED BY: COUNCIL MEMBER POOL
INTRODUCED BY: COUNCIL MEMBER POOL

BILL NO. 3523
ORDINANCE NO. 3312

AN ORDINANCE AMENDING TITLE IV, LAND USE, CHAPTER 400: ZONING REGULATIONS, OF THE MUNICIPAL CODE OF THE CITY OF ELLISVILLE, TO ADD REGULATIONS PERTAINING TO SHORT TERM RESIDENTIAL RENTALS AND TO ADD SHORT TERM RESIDENTIAL RENTALS AS CONDITIONAL USES IN THE “R-1”, “R-2”, “R-3”, “R-4A”, “R-4B”, “OS”, “WNU”, “C-3”, AND “C-4” ZONING DISTRICTS OF THE CITY OF ELLISVILLE, MISSOURI, AS PROVIDED HEREIN.

WHEREAS, the City has initiated text amendments to Title IV, Land Use, Chapter 400: Zoning Regulations, of the Municipal Code of the City of Ellisville, pertaining to the following: (1) providing regulations for a new Short Term Residential Rentals use; and (2) allowing Short Term Residential Rentals as a conditional use in the “R-1”, “R-2”, “R-3”, “R-4A”, “R-4B”, “OS”, “WNU”, “C-3”, AND “C-4” Zoning District of the City of Ellisville, Missouri; and

WHEREAS, public hearings were held by the Planning and Zoning Commission of the City of Ellisville on February 8, 2017 and March 8, 2017, pursuant to legal notices and Title IV, Land Use, of the Municipal Code of the City of Ellisville, to amend said land use regulations; and

WHEREAS, a public hearing was held by the Council of the City of Ellisville on March 15, 2017, pursuant to legal notices and Title IV, Land Use, of the Municipal Code of the City of Ellisville, to amend said land use regulations; and

WHEREAS, all persons present at such hearings were given an opportunity to be heard and were heard; and

WHEREAS, the Council finds that amendment of said land use regulations will not adversely affect the character of the neighborhood, traffic conditions, fire hazards, public utility facilities and other matters pertaining to the public health, safety and general welfare of the community; and

WHEREAS, a copy of the proposed Ordinance was made available for public inspection prior to its consideration by the Council.

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

SECTION 1: Title IV, Land Use, Chapter 400: Zoning Regulations, Article VII Supplemental Regulations, of the Municipal Code of the City of Ellisville, is hereby amended by adding a new Section titled “Short Term Residential Rentals,” as set forth in Exhibit “A”, which is attached hereto and made a part hereof, as if fully set forth herein.

SECTION 2: Title IV, Land Use, Chapter 400: Zoning Regulations, of the Municipal Code of the City of Ellisville, is hereby amended by adding “Short Term Residential Rentals” to the list of conditional uses set forth in each of the following Sections:

1. Section 400.200(C), “OS” Open Space Single-Family Residential Zoning District Conditional Uses;
2. Section 400.210(C), “R-1” Single-Family Residential Zoning District Conditional Uses;

BILL NO. 3523ORDINANCE NO. 3312

3. Section 400.220(C), "R-2" Planned Residential Zoning District Conditional Uses;
4. Section 400.230(C), "R-3" Residence District Regulations Conditional Uses;
5. Section 400.240(C), "R-4A" Residence District Regulations Conditional Uses;
6. Section 400.250(C), "R-4B" Residence District Regulations Conditional Uses;
7. Section 400.260(C), "WNU" Wildwood Non-Urban District Regulations Conditional Uses;
8. Section 400.290(C), "C-3" Commercial Zoning District Conditional Uses; and
9. Section 400.030(C), "C-4" Ellisville Business Park Zoning District Conditional Uses.

SECTION 3: All other Sections and Subsections of Title IV, Land Use, Chapter 400: Zoning Regulations, of the Municipal Code of the City of Ellisville shall remain in full force and effect.

SECTION 4: This Ordinance shall be in full force and effect from and after its passage and approval by the Council.

This Bill No. 3523 having been read by title or in full two times prior to passage and having been duly considered and voted upon was finally passed and approved this 15th day of March, 2017.

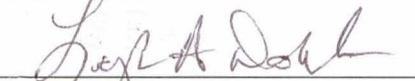
First Reading votes:DATE: 03/15/2017

	AYE	NAY	ABSTAIN
VOSS	X		
McGRATH	X		
CAHILL		X	
BAKER	X		
POOL	X		
DUFFY	X		
PAUL	X		

Second Reading votes:DATE: 03/15/2017

	AYE	NAY	ABSTAIN
	X		
	X		
		X	
	X		
	X		
	X		
	X		

ATTEST:


CITY CLERK

CITY OF ELLISVILLE


MAYOR ADAM Q. PAUL

Approved as to legal content and form:


City Attorney

EXHIBIT "A"

Add new section to Article VII Supplemental Regulations:

Section 400.xxx Short Term Residential Rentals

A. *Definitions.* As used in this Section, the following terms shall have the prescribed meaning:

PERMANENT RESIDENT

A property owner or lessee who maintains a dwelling as a primary residence as documented by at least two of the following:

- a. motor vehicle registration;
- b. driver's license;
- c. voter registration;
- d. tax return; or
- e. utility bill.

SHORT TERM RESIDENTIAL RENTAL

The leasing of a dwelling, or portion thereof, to overnights guests.

B. *Requirements and Restrictions.* In addition to all other pertinent and applicable federal, state, and local regulations, including but not limited to business license, tax, occupancy, fire, building, zoning, and property maintenance regulations, the following special conditions shall apply to Short Term Residential Rentals:

1. Short Term Residential Rentals may only be offered by a Permanent Resident within the Permanent Resident's principal residential structure, not within a detached building or structure.
2. The Permanent Resident shall reside on the property at least 275 days within in a one-year period.
3. A Permanent Resident must obtain a business license from the City prior to offering Short Term Residential Rentals.
4. Prior to offering Short-Term Residential Rentals, the Permanent Resident must obtain a permit from the City for Short-Term Residential Rentals, and must renew the permit every two (2) years from the date of issuance. Permits for Short Term Residential Rentals will be issued in accordance with the procedures and requirements for issuance of occupancy permits. Prior to issuance of a permit for Short Term Residential Rentals, the owner must provide, in writing, the name and telephone number of the Permanent Resident and the name and telephone number of a local contact person that will be available 24 hours per day, 7 days per week, for the purposes of responding within 45 minutes to complaints regarding the operation of the Short Term Residential Rental or the conduct of overnight guests.
5. Short Term Residential Rentals are limited to fourteen (14) consecutive days per guest and ninety (90) days per twelve (12) month period.
6. Maximum occupancy, including overnight guests, shall be as set forth in this Code.
7. All vehicles of the overnight guests, and guests of overnight guests must be parked on the property.

8. The owner shall maintain records of all Short Term Residential Rentals for a period of three (3) years, available for inspection, which includes the following information: dates the dwelling was leased for Short Term Residential Rental; date(s) of stay, name, contact information, and vehicle license plate information (if applicable) for each overnight guest.
9. Short Term Rentals shall be subject to compliance with all applicable property maintenance, nuisance, zoning and building code regulations.

C. Penalties for Violation.

1. Any act in violation of the requirements set forth in this Section is declared to be unlawful and shall be subject to Section 100.110 General Penalty.
2. If a property owner or Permanent Resident is convicted of or pleads guilty to two (2) citations for violations of this Section which occur within 180 days of each other, the business license and permit allowing Short Term Residential Rentals on the property shall be subject to revocation pursuant to the procedures set forth in Section 605.330 Revocation – Procedure and the licensee shall not be eligible for a business license or permit to conduct Short Term Residential Rentals for a period of one (1) year.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, AMENDING ORDINANCE 5573, AS AMENDED, CHAPTER 56, ZONING, SECTION 56-72 SR SINGLE FAMILY RESIDENTIAL DISTRICT PERMITTED USES TO ALLOW SHORT TERM VACATION RENTALS IN THE SR DISTRICT AS A CONDITIONAL USE.

WHEREAS, the Plan and Zoning Commission recommended approval by a vote of 6 ayes, 0 nays of the amendment to the SR District at their July 6, 2015 meeting; and

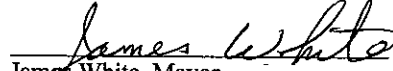
WHEREAS, the City Council held a public hearing on October 13, 2015 regarding the proposed amendment to the SR District.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, AS FOLLOWS:

Section I. Section 56-72, Permitted Uses, (4) Conditional Uses, is hereby amended by adding a new subsection (e) Short term vacation rentals that meet the requirements of article XIII, division 3, sections 14-800 to 14-804, short term vacation rentals of the city code.

Section II. This ordinance shall be in full force and effect fifteen (15) days after its passage and approval.

Passed this 13th day of October, 2015


James White, Mayor

Attest: 
Karen Scheidt, Acting City Clerk

Approved this 13th day of October, 2015


James White, Mayor

Attest: 
Karen Scheidt, Acting City Clerk

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, AMENDING ORDINANCE 5573, AS AMENDED, CHAPTER 14, BUSINESS AND BUSINESS REGULATIONS, BY ADDING ARTICLE XIII, DIVISION 3, SECTIONS 14-800 TO 14-804, SHORT TERM VACATION RENTALS, ESTABLISHING REGULATIONS GOVERNING SHORT TERM VACATION RENTALS.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, AS FOLLOWS:

Section I. Ordinance 5573, as amended, Chapter 14, Business and business regulations, is hereby amended by adding the following:

Section 14-800 Purpose:

- A. The purpose of this chapter is to establish regulations for short term vacation rentals in order to safeguard the peace, safety and general welfare of neighborhoods within the City of Maplewood by minimizing negative secondary affects related to short term vacation rentals including excessive noise, disorderly conduct, illegal parking, overcrowding, and excessive accumulation of refuse.
- B. This chapter is not intended to provide any owner of residential property with the right or privilege to violate any deed restriction or private conditions, governance or restrictions applicable to the property's owner that may prohibit the use of such owner's residential property for short term vacation rentals as defined in this chapter. Short term vacation rentals are not permitted in dwelling units that have deed restrictions for affordable housing purposes or other city imposed conditions of approval or restrictions would prohibit the use of such dwelling as a short term vacation rental as defined herein.

Section 14-801 Definitions:

- A. *Owner* means the person or entity that holds legal and equitable title to a short term vacation rental property and who resides there as the legal residence of such person.
- B. *Owner occupied* means the owner (or person controlling any entity that is the owner) resides in said short term vacation rental property as the owner's (or such controlling person's) legal residence.
- C. *Short term vacation rental* means a rental of any legally permitted dwelling unit, or a portion of such a legally permitted dwelling unit, located in a single family zoning district as defined by Section 56-71 to 56-73 of this code for a period of less than 30 consecutive calendar days, in compliance with the terms of this Ordinance Sections 14-800 to 14-804.
- D. *Short term vacation rental property* means the property in which a short term vacation rental is located.
- E. *Transient* means any person who occupies any rooms or accommodations within a short term vacation rental property for a period of less than thirty (30) continuous days.

Section 14-802 Short Term Vacation Rentals:

- A. Short term vacation rentals shall be permitted only in owner occupied single family residences within the SR Single Family Residential Zoning District and as permitted as provided in the zoning ordinance.
- B. Short term vacation rentals shall be subject to and shall comply with all requirements of the city and state building, fire, safety and occupancy codes and limits.
- C. The owner of the short term vacation rental shall spend the night on-site at the short term vacation rental property at all times during the term of any short term vacation rental.
- D. Not more than two (2) rooms in any dwelling unit may be rented at the same time as a short term vacation rental.
- E. The owner of any short term vacation rental shall be required to apply for and obtain a short term vacation rental permit and business license from the city before renting or advertising the availability of the short term vacation rental.
- F. A short term vacation rental permit shall be valid from July 1 and shall expire on the following June 30.
- G. Obtaining and renewing a short term vacation rental permit: The owner of the short term vacation rental property shall adhere to the following conditions and shall submit the following information on a short term vacation rental permit application form provided by the city, which shall include, at a minimum, the following information:

- (1) The name, address and telephone number of the owner of the short term vacation rental property.
 - (2) Such other information as the city manager or designee deems reasonably necessary to administer this chapter.
- H. Any false statements or false information provided in the application for a short term vacation rental permit shall be grounds for denial of permit, permit revocation or imposition of penalties as outlined in this Code of Ordinances.
 - I. A short term vacation rental permit application shall be denied if the owner has had a short term vacation rental permit revoked within the past twelve (12) months for the same or other short term vacation rental property. If a short term vacation rental permit is revoked twice, no short term vacation rental permit shall subsequently be issued for such owner or such short term vacation rental property.
 - J. Operational requirement: The owner shall use reasonable, prudent business practices to insure that the short term vacation rental property is used in a manner that complies with all applicable laws, rules and regulations pertaining to the use and occupancy of the short term vacation rental property.
 - K. The name, address and telephone number of a local contact person who shall be available 24 hours per day, 7 days per week, for the purpose of responding within 45 minutes to complaints regarding the condition, operation or conduct of occupants of the short term vacation rental unit or their guests, shall at all times be kept on file with the city.
 - L. The owner shall post the short term vacation rental permit on the exterior of the short term vacation rental property within plain view for the general public with a 24 hours a day, 7 days a week local contact phone number for complaints. The permit shall be between 8 ½" by 11" and 4" by 5" in size and shall be displayed at all times that the short term vacation rental property is being used for a short term vacation rental.
 - M. The owner or local contact shall upon notification that any Transient, occupant or guest of the short term vacation rental property has created unreasonable noise or disturbances, engaged in disorderly conduct or committed violation of any applicable law, rule or regulations pertaining to the use and occupancy of the short term vacation rental property, respond in a timely and appropriate manner to immediately halt or prevent reoccurrence of such conduct. Failure of the owner or local contact to respond to such calls or complaints regarding the condition, operation or conduct of the occupants and/or guests of a short term vacation rental in a timely and appropriate manner shall be grounds for revocation of the short term vacation rental permit and shall subject the owner to all administrative, legal and equitable remedies available to the city.
 - N. The owner or local contact shall use reasonably prudent business practices to insure that the occupants and/or guests of the short term rental unit do not create unreasonable noise or disturbances, engage in disorderly conduct or violate any applicable law, rule or regulation pertaining to the use and occupancy of the subject short term vacation rental property.
 - O. No amplified or reproduced sound shall be used outside or audible from the property line of any short term vacation rental property between the hours of 10:00 p.m. and 10:00 a.m.
 - P. Prior to rental of a short term vacation rental property, the owner shall:
 - (1) Obtain the contact information of all Transients, including the name, permanent address, telephone number and emergency contact for each person to occupy the short term rental vacation property.
 - (2) Require the Transient to execute a formal acknowledgement that he or she is legally responsible for compliance by all occupants or guests of the short term vacation rental unit with all applicable laws, rules and regulations pertaining to the use and occupancy of the short term vacation rental unit.
 - (3) Information required in Items (1) and (2) above shall be maintained by the owner for a period of three (3) years and shall be made available upon request to any officer of the city responsible for the enforcement of any provision of the municipal code or any applicable law, rule or regulation pertaining to the use and occupancy of the short term vacation rental property.
 - (4) On-site parking shall be allowed on approved driveway, garage and/or carport areas only.
 - (5) The number of occupants allowed to occupy any short term vacation rental property shall be limited to two (2) people per bedroom and no more than two (2) bedrooms within any short term vacation rental property shall be rented at the same time.
 - (6) The City Manager or designee shall have the authority to impose additional conditions on the use of any short term vacation rental property to insure that any potential secondary affects unique to the subject short term vacation rental unit are avoided or adequately mitigated.

- Q. The owner shall post the current short term vacation rental permit number on or in any advertisement appearing in any written publication or any website that promotes the availability or existence of a short term vacation rental property.

Section 14-803 Permit Procedure:

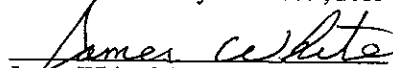
- A. Upon receiving an application for a permit for a short term vacation rental property that complies with the provisions of this chapter, the residents within 200 feet of the property lines of the subject property shall be notified of the application for short term vacation rental permit.
- B. The fee for a short term vacation rental permit shall be \$75 annually.

Section 14-804 Penalties and Enforcement:

- A. Upon request by the City Manager or designee, owners shall provide access to the short term vacation rental property and to any records related to the use and occupancy of the short term vacation rental property during normal business hours for the purpose of determining compliance with this chapter.
- B. Any person violating any of the provisions in this chapter shall be deemed guilty of a misdemeanor punishable pursuant to Section 1-11, General Penalty; Continuing Violations.
- C. In addition to any penalty imposed pursuant to Section 1-11 of this code, the City Manager or his designee may impose additional conditions on the use of any short term vacation rental permit pursuant to Section (P) (6) – Permits.
- D. Except as otherwise expressly provided in Sections 14-800 to 14-804, enforcement of Sections 14-800 to 14-804 is at the sole discretion of the city. Nothing in this chapter shall create a right of action on any person against the city or its agents for damages or to compel public enforcement of the provisions of Sections 14-800 and 14-804 against private parties.
- E. Pursuant to Chapter 1-11(c) of this code, each and every day during any portion of which a violation of this code or any other ordinance of this city is committed, continued or permitted, shall be a separate offense.

Section II. This ordinance shall be in full force and effect fifteen (15) days after its passage and approval.

Passed this 13th day of October, 2015


James White, Mayor

Attest:


Karen R. Scheidt, Acting City Clerk

Approved this 13th day of October, 2015


James White, Mayor

Attest:


Karen R. Scheidt, Acting City Clerk

EXHIBIT A Ord. 8981

Section 53.020. Definitions.

“Bed and Breakfast Facility” shall mean a type of short term rental where a portion of a single family residence may be used for temporary guest accommodations upon its owner being granted a conditional use permit under the provisions of Section 53.170 et seq. and a business license as provided in the Code.

“Short Term Rental” shall mean an accommodation for transient guests where, in exchange for compensation, a portion of a single family residence is provided for lodging for a period of time not to exceed fourteen (14) consecutive days.

Section 53.044. Development Standards for Short Term Rentals

The purpose of this section is to establish standards for short term rentals in order to safeguard the peace, safety and general welfare of neighborhoods within the City of Webster Groves by minimizing negative secondary affects related to short term rentals including excessive noise, disorderly conduct, illegal parking, overcrowding, and excessive accumulation of refuse.

a. Type One Short Term Rental: Bed and Breakfast Facilities

Bed and Breakfast facilities, shall be permitted upon meeting the conditions below, and upon compliance with the provisions of Section 53.170. et seq. and the issuance of a business license as provided in the Code. In making their determination whether or not approval of the application will have a detrimental effect upon the character of the neighborhood, the Plan Commission and City Council shall specifically consider the proximity of other Bed and Breakfast facilities to the applicant's proposed location and the detrimental effect two or more such facilities in close proximity to each other could have upon the residential character of the neighborhood. To protect these residential districts, the conditional use permit shall be revocable upon failure to abide by the conditions of the permit.

1. No less than fifty percent (50%) of the habitable space of the residence shall be for the exclusive use of the resident owner.
2. The owner of the residence to whom an occupancy permit has been issued shall maintain the B&B facility as his permanent residence and shall reside on the premises at all times that a B&B guest is registered.
3. The maximum number of guests at any one time may not exceed eight (8) but in no event may be residence be utilized for a number of individuals in excess of that number permitted by the applicable housing code provisions of the City of Webster Groves.

4. A B&B facility may not permit a guest to remain longer than fourteen (14) consecutive days, nor may it permit the same guest to reside within the facility more than a total of thirty (30) days per calendar year.
5. The B&B facility shall provide off street parking in a garage or surface spaces in the rear or side yard in the ratio of one (1) space per guest room plus one (1) space for the owner/manager. While the ratios may be adjusted at the time the conditional use is issued, the B&B facility must comply with the design and performance standards found in Section 53.170 et seq., particularly as they relate to parking.
6. The B&B facility may provide meals only to its guests and under no circumstances to members of the general public. No food preparation capabilities shall be provided in the guest rooms.
7. The B&B facility shall appear at all times as a single family residence.
8. The B&B facility must not generate activity or noise inimical to the character of a residential district nor permit it to fall below the standards of the City's housing code.
9. The B&B facility shall be required to be inspected annually for an occupancy permit, such inspection to be performed by the City with fee additional to that charged for the annual business license.
10. A Bed and Breakfast may place one, and only one, identification sign on its premises so long as it meets the following conditions:
 - a. The sign area shall not exceed three (3) square feet;
 - b. If illuminated, the light source must be external and provided by a light no greater in intensity than provided by one standard 50-watt electric light bulb;
 - c. The top of the sign may be no more than three (3) feet above grade, except if attached to the front of the Bed and Breakfast;
 - d. The sign must be designed and constructed of materials consistent with the design and materials of the house;
 - e. The owner of the Bed and Breakfast must obtain a permit in accordance with the provisions of Section 54.040 of the Code, as amended; and
 - f. The definitions contained in Chapter 54 of the Code as amended, shall govern all applications for a Bed and Breakfast identification sign.
- b. Type Two Short Term Rental

Type Two Short Term Rentals shall be permitted upon meeting the conditions below, and the issuance of a business license as provide in the Code. To protect the residential districts in which they are located, the Short Term Rental permit shall be revocable upon failure to abide by the conditions of the permit.

1. No more than two (2) rooms of the residence shall be used for the short term rental guest use.
 2. The owner of the residence to whom an occupancy permit has been issued shall maintain the short term rental location as his/her permanent residence and shall reside on the premises at all times that a short term rental guest is registered.
 3. The maximum number of guests at any one time may not exceed four (4) but in no event may the residence be utilized for a number of individuals in excess of that number permitted by the applicable housing code provisions of the City of Webster Groves.
 4. Short term rentals guests may not remain longer than fourteen (14) consecutive days, nor may it the same guest reside within the facility more than a total of thirty (30) days per calendar year.
 5. The Short Term Rental facility shall provide off street parking in a garage or surface spaces in a rear or side yard in the ratio of one (1) space per guest room plus one (1) space for the owner/operator.
 6. No food preparation capabilities shall be provided in the guest rooms.
 7. The Short Term Rental facility shall appear at all times as a single family residence and no identification signage of any kind shall be located on the premises.
 8. The Short Term Rental facility must not generate activity or noise inimical to the character of a residential district nor permit it to fall below the standards of the City's housing code.
 9. The Short Term Rental facility shall be required to be inspected annually for an occupancy permit, such inspection to be performed by the City with fee additional to that charged for the annual business license.
- c. Short Term Rental Notification Requirements
1. A packet of information with each Short Term Rental Permit will be provided upon approval of the permitted location. The packet will include the following:
 - a. The name and contact information of the responsible contact designated in the application;
 - b. Occupancy limits applicable to the property;
 - c. Restrictions on noise applicable under the City's housing code, including limitations on the use of amplified sound;
 - d. Parking restrictions;

- e. Trash collection schedule;
 - f. Information on applicable requirements of the Americans with Disabilities Act;
 - g. Other guidelines and requirements applicable to Short Term Rental uses.
2. The owner or operator of the Short Term Rental must provide renters a copy of the information listed in Section c.1. above and post the packet conspicuously in the rental rooms.
 3. The City of Webster Groves shall mail notice of the contact information for the responsible contact for all properties within three hundred (300) feet of the Short Term Rental use at the owner or operator's expense.

Section 53.054. Development Standards for Short Term Rentals

The purpose of this section is to establish standards for short term rentals in order to safeguard the peace, safety and general welfare of neighborhoods within the City of Webster Groves by minimizing negative secondary affects related to short term rentals including excessive noise, disorderly conduct, illegal parking, overcrowding, and excessive accumulation of refuse.

d. Type One Short Term Rental: Bed and Breakfast Facilities

Bed and Breakfast facilities, shall be permitted upon meeting the conditions below, and upon compliance with the provisions of Section 53.170. et seq. and the issuance of a business license as provided in the Code. In making their determination whether or not approval of the application will have a detrimental effect upon the character of the neighborhood, the Plan Commission and City Council shall specifically consider the proximity of other Bed and Breakfast facilities to the applicant's proposed location and the detrimental effect two or more such facilities in close proximity to each other could have upon the residential character of the neighborhood. To protect these residential districts, the conditional use permit shall be revocable upon failure to abide by the conditions of the permit.

11. No less than fifty percent (50%) of the habitable space of the residence shall be for the exclusive use of the resident owner.
12. The owner of the residence to whom an occupancy permit has been issued shall maintain the B&B facility as his permanent residence and shall reside on the premises at all times that a B&B guest is registered.
13. The maximum number of guests at any one time may not exceed eight (8) but in no event may be residence be utilized for a number of individuals in excess of that number permitted by the applicable housing code provisions of the City of Webster Groves.

14. A B&B facility may not permit a guest to remain longer than fourteen (14) consecutive days, nor may it permit the same guest to reside within the facility more than a total of thirty (30) days per calendar year.
 15. The B&B facility shall provide off street parking in a garage or surface spaces in the rear or side yard in the ratio of one (1) space per guest room plus one (1) space for the owner/manager. While the ratios may be adjusted at the time the conditional use is issued, the B&B facility must comply with the design and performance standards found in Section 53.170 et seq., particularly as they relate to parking.
 16. The B&B facility may provide meals only to its guests and under no circumstances to members of the general public. No food preparation capabilities shall be provided in the guest rooms.
 17. The B&B facility shall appear at all times as a single family residence.
 18. The B&B facility must not generate activity or noise inimical to the character of a residential district nor permit it to fall below the standards of the City's housing code.
 19. The B&B facility shall be required to be inspected annually for an occupancy permit, such inspection to be performed by the City with fee additional to that charged for the annual business license.
 20. A Bed and Breakfast may place one, and only one, identification sign on its premises so long as it meets the following conditions:
 - a. The sign area shall not exceed three (3) square feet;
 - b. If illuminated, the light source must be external and provided by a light no greater in intensity than provided by one standard 50-watt electric light bulb;
 - c. The top of the sign may be no more than three (3) feet above grade, except if attached to the front of the Bed and Breakfast;
 - d. The sign must be designed and constructed of materials consistent with the design and materials of the house;
 - e. The owner of the Bed and Breakfast must obtain a permit in accordance with the provisions of Section 54.040 of the Code, as amended; and
 - f. The definitions contained in Chapter 54 of the Code as amended, shall govern all applications for a Bed and Breakfast identification sign.
- e. Type Two Short Term Rental

Type Two Short Term Rentals shall be permitted upon meeting the conditions below, and the issuance of a business license as provide in the Code. To protect the residential districts in which they are located, the Short Term Rental permit shall be revocable upon failure to abide by the conditions of the permit.

10. No more than two (2) rooms of the residence shall be used for the short term rental guest use.
11. The owner of the residence to whom an occupancy permit has been issued shall maintain the short term rental location as his/her permanent residence and shall reside on the premises at all times that a short term rental guest is registered.
12. The maximum number of guests at any one time may not exceed four (4) but in no event may the residence be utilized for a number of individuals in excess of that number permitted by the applicable housing code provisions of the City of Webster Groves.
13. Short term rentals guests may not remain longer than fourteen (14) consecutive days, nor may it the same guest reside within the facility more than a total of thirty (30) days per calendar year.
14. The Short Term Rental facility shall provide off street parking in a garage or surface spaces in a rear or side yard in the ratio of one (1) space per guest room plus one (1) space for the owner/operator.
15. No food preparation capabilities shall be provided in the guest rooms.
16. The Short Term Rental facility shall appear at all times as a single family residence and no identification signage of any kind shall be located on the premises.
17. The Short Term Rental facility must not generate activity or noise inimical to the character of a residential district nor permit it to fall below the standards of the City's housing code.
18. The Short Term Rental facility shall be required to be inspected annually for an occupancy permit, such inspection to be performed by the City with fee additional to that charged for the annual business license.

f. Short Term Rental Notification Requirements

4. A packet of information with each Short Term Rental Permit will be provided upon approval of the permitted location. The packet will include the following:
 - a. The name and contact information of the responsible contact designated in the application;
 - b. Occupancy limits applicable to the property;
 - c. Restrictions on noise applicable under the City's housing code, including limitations on the use of amplified sound;
 - d. Parking restrictions;

- e. Trash collection schedule;
 - f. Information on applicable requirements of the Americans with Disabilities Act;
 - g. Other guidelines and requirements applicable to Short Term Rental uses.
5. The owner or operator of the Short Term Rental must provide renters a copy of the information listed in Section c.1. above and post the packet conspicuously in the rental rooms.
 6. The City of Webster Groves shall mail notice of the contact information for the responsible contact for all properties within three hundred (300) feet of the Short Term Rental use at the owner or operator's expense.

Section 53.064. Development Standards for Short Term Rentals

The purpose of this section is to establish standards for short term rentals in order to safeguard the peace, safety and general welfare of neighborhoods within the City of Webster Groves by minimizing negative secondary affects related to short term rentals including excessive noise, disorderly conduct, illegal parking, overcrowding, and excessive accumulation of refuse.

g. Type One Short Term Rental: Bed and Breakfast Facilities

Bed and Breakfast facilities, shall be permitted upon meeting the conditions below, and upon compliance with the provisions of Section 53.170. et seq. and the issuance of a business license as provided in the Code. In making their determination whether or not approval of the application will have a detrimental effect upon the character of the neighborhood, the Plan Commission and City Council shall specifically consider the proximity of other Bed and Breakfast facilities to the applicant's proposed location and the detrimental effect two or more such facilities in close proximity to each other could have upon the residential character of the neighborhood. To protect these residential districts, the conditional use permit shall be revocable upon failure to abide by the conditions of the permit.

21. No less than fifty percent (50%) of the habitable space of the residence shall be for the exclusive use of the resident owner.
22. The owner of the residence to whom an occupancy permit has been issued shall maintain the B&B facility as his permanent residence and shall reside on the premises at all times that a B&B guest is registered.
23. The maximum number of guests at any one time may not exceed eight (8) but in no event may be residence be utilized for a number of individuals in excess of that number permitted by the applicable housing code provisions of the City of Webster Groves.

24. A B&B facility may not permit a guest to remain longer than fourteen (14) consecutive days, nor may it permit the same guest to reside within the facility more than a total of thirty (30) days per calendar year.
25. The B&B facility shall provide off street parking in a garage or surface spaces in the rear or side yard in the ratio of one (1) space per guest room plus one (1) space for the owner/manager. While the ratios may be adjusted at the time the conditional use is issued, the B&B facility must comply with the design and performance standards found in Section 53.170 et seq., particularly as they relate to parking.
26. The B&B facility may provide meals only to its guests and under no circumstances to members of the general public. No food preparation capabilities shall be provided in the guest rooms.
27. The B&B facility shall appear at all times as a single family residence.
28. The B&B facility must not generate activity or noise inimical to the character of a residential district nor permit it to fall below the standards of the City's housing code.
29. The B&B facility shall be required to be inspected annually for an occupancy permit, such inspection to be performed by the City with fee additional to that charged for the annual business license.
30. A Bed and Breakfast may place one, and only one, identification sign on its premises so long as it meets the following conditions:
 - a. The sign area shall not exceed three (3) square feet;
 - b. If illuminated, the light source must be external and provided by a light no greater in intensity than provided by one standard 50-watt electric light bulb;
 - c. The top of the sign may be no more than three (3) feet above grade, except if attached to the front of the Bed and Breakfast;
 - d. The sign must be designed and constructed of materials consistent with the design and materials of the house;
 - e. The owner of the Bed and Breakfast must obtain a permit in accordance with the provisions of Section 54.040 of the Code, as amended; and
 - f. The definitions contained in Chapter 54 of the Code as amended, shall govern all applications for a Bed and Breakfast identification sign.
- h. Type Two Short Term Rental

Type Two Short Term Rentals shall be permitted upon meeting the conditions below, and the issuance of a business license as provide in the Code. To protect the residential districts in which they are located, the Short Term Rental permit shall be revocable upon failure to abide by the conditions of the permit.

19. No more than two (2) rooms of the residence shall be used for the short term rental guest use.
20. The owner of the residence to whom an occupancy permit has been issued shall maintain the short term rental location as his/her permanent residence and shall reside on the premises at all times that a short term rental guest is registered.
21. The maximum number of guests at any one time may not exceed four (4) but in no event may the residence be utilized for a number of individuals in excess of that number permitted by the applicable housing code provisions of the City of Webster Groves.
22. Short term rentals guests may not remain longer than fourteen (14) consecutive days, nor may it the same guest reside within the facility more than a total of thirty (30) days per calendar year.
23. The Short Term Rental facility shall provide off street parking in a garage or surface spaces in a rear or side yard in the ratio of one (1) space per guest room plus one (1) space for the owner/operator.
24. No food preparation capabilities shall be provided in the guest rooms.
25. The Short Term Rental facility shall appear at all times as a single family residence and no identification signage of any kind shall be located on the premises.
26. The Short Term Rental facility must not generate activity or noise inimical to the character of a residential district nor permit it to fall below the standards of the City's housing code.
27. The Short Term Rental facility shall be required to be inspected annually for an occupancy permit, such inspection to be performed by the City with fee additional to that charged for the annual business license.

i. Short Term Rental Notification Requirements

7. A packet of information with each Short Term Rental Permit will be provided upon approval of the permitted location. The packet will include the following:
 - a. The name and contact information of the responsible contact designated in the application;
 - b. Occupancy limits applicable to the property;
 - c. Restrictions on noise applicable under the City's housing code, including limitations on the use of amplified sound;
 - d. Parking restrictions;

- e. Trash collection schedule;
 - f. Information on applicable requirements of the Americans with Disabilities Act;
 - g. Other guidelines and requirements applicable to Short Term Rental uses.
8. The owner or operator of the Short Term Rental must provide renters a copy of the information listed in Section c.1. above and post the packet conspicuously in the rental rooms.
 9. The City of Webster Groves shall mail notice of the contact information for the responsible contact for all properties within three hundred (300) feet of the Short Term Rental use at the owner or operator's expense.

Section 53.074. Development Standards for Short Term Rentals

The purpose of this section is to establish standards for short term rentals in order to safeguard the peace, safety and general welfare of neighborhoods within the City of Webster Groves by minimizing negative secondary affects related to short term rentals including excessive noise, disorderly conduct, illegal parking, overcrowding, and excessive accumulation of refuse.

j. Type One Short Term Rental: Bed and Breakfast Facilities

Bed and Breakfast facilities, shall be permitted upon meeting the conditions below, and upon compliance with the provisions of Section 53.170. et seq. and the issuance of a business license as provided in the Code. In making their determination whether or not approval of the application will have a detrimental effect upon the character of the neighborhood, the Plan Commission and City Council shall specifically consider the proximity of other Bed and Breakfast facilities to the applicant's proposed location and the detrimental effect two or more such facilities in close proximity to each other could have upon the residential character of the neighborhood. To protect these residential districts, the conditional use permit shall be revocable upon failure to abide by the conditions of the permit.

31. No less than fifty percent (50%) of the habitable space of the residence shall be for the exclusive use of the resident owner.
32. The owner of the residence to whom an occupancy permit has been issued shall maintain the B&B facility as his permanent residence and shall reside on the premises at all times that a B&B guest is registered.
33. The maximum number of guests at any one time may not exceed eight (8) but in no event may be residence be utilized for a number of individuals in excess of that number permitted by the applicable housing code provisions of the City of Webster Groves.

34. A B&B facility may not permit a guest to remain longer than fourteen (14) consecutive days, nor may it permit the same guest to reside within the facility more than a total of thirty (30) days per calendar year.
 35. The B&B facility shall provide off street parking in a garage or surface spaces in the rear or side yard in the ratio of one (1) space per guest room plus one (1) space for the owner/manager. While the ratios may be adjusted at the time the conditional use is issued, the B&B facility must comply with the design and performance standards found in Section 53.170 et seq., particularly as they relate to parking.
 36. The B&B facility may provide meals only to its guests and under no circumstances to members of the general public. No food preparation capabilities shall be provided in the guest rooms.
 37. The B&B facility shall appear at all times as a single family residence.
 38. The B&B facility must not generate activity or noise inimical to the character of a residential district nor permit it to fall below the standards of the City's housing code.
 39. The B&B facility shall be required to be inspected annually for an occupancy permit, such inspection to be performed by the City with fee additional to that charged for the annual business license.
 40. A Bed and Breakfast may place one, and only one, identification sign on its premises so long as it meets the following conditions:
 - a. The sign area shall not exceed three (3) square feet;
 - b. If illuminated, the light source must be external and provided by a light no greater in intensity than provided by one standard 50-watt electric light bulb;
 - c. The top of the sign may be no more than three (3) feet above grade, except if attached to the front of the Bed and Breakfast;
 - d. The sign must be designed and constructed of materials consistent with the design and materials of the house;
 - e. The owner of the Bed and Breakfast must obtain a permit in accordance with the provisions of Section 54.040 of the Code, as amended; and
 - f. The definitions contained in Chapter 54 of the Code as amended, shall govern all applications for a Bed and Breakfast identification sign.
- k. Type Two Short Term Rental
- Type Two Short Term Rentals shall be permitted upon meeting the conditions below, and the issuance of a business license as provide in the Code. To protect the residential districts in which they are located, the Short Term Rental permit shall be revocable upon failure to abide by the conditions of the permit.

28. No more than two (2) rooms of the residence shall be used for the short term rental guest use.
29. The owner of the residence to whom an occupancy permit has been issued shall maintain the short term rental location as his/her permanent residence and shall reside on the premises at all times that a short term rental guest is registered.
30. The maximum number of guests at any one time may not exceed four (4) but in no event may the residence be utilized for a number of individuals in excess of that number permitted by the applicable housing code provisions of the City of Webster Groves.
31. Short term rentals guests may not remain longer than fourteen (14) consecutive days, nor may it the same guest reside within the facility more than a total of thirty (30) days per calendar year.
32. The Short Term Rental facility shall provide off street parking in a garage or surface spaces in a rear or side yard in the ratio of one (1) space per guest room plus one (1) space for the owner/operator.
33. No food preparation capabilities shall be provided in the guest rooms.
34. The Short Term Rental facility shall appear at all times as a single family residence and no identification signage of any kind shall be located on the premises.
35. The Short Term Rental facility must not generate activity or noise inimical to the character of a residential district nor permit it to fall below the standards of the City's housing code.
36. The Short Term Rental facility shall be required to be inspected annually for an occupancy permit, such inspection to be performed by the City with fee additional to that charged for the annual business license.

I. Short Term Rental Notification Requirements

10. A packet of information with each Short Term Rental Permit will be provided upon approval of the permitted location. The packet will include the following:
 - a. The name and contact information of the responsible contact designated in the application;
 - b. Occupancy limits applicable to the property;
 - c. Restrictions on noise applicable under the City's housing code, including limitations on the use of amplified sound;
 - d. Parking restrictions;

- e. Trash collection schedule;
 - f. Information on applicable requirements of the Americans with Disabilities Act;
 - g. Other guidelines and requirements applicable to Short Term Rental uses.
11. The owner or operator of the Short Term Rental must provide renters a copy of the information listed in Section c.1. above and post the packet conspicuously in the rental rooms.
 12. The City of Webster Groves shall mail notice of the contact information for the responsible contact for all properties within three hundred (300) feet of the Short Term Rental use at the owner or operator's expense.



City of Creve Coeur

To: Mayor and City Council
 From: Mark Perkins, City Administrator
 Date: February 25, 2019
 Re: Proposed FY2020-FY2024 Capital Improvement Program

The proposed Capital Improvement Program (CIP) for the five-year period beginning July 1, 2019 is provided herein. The overview of the proposed five-year capital plan includes both the Capital Fund and the Building Project Fund, along with its associated Debt Service.

While copies of this plan will be sent to the members of the City's committees, the proposed plan will be submitted to the Planning and Zoning Commission and Finance Committee for their review and comment. The schedule for when the proposed CIP will be discussed with the Planning and Zoning Commission, the Finance Committee, and the City Council is included at the end of this memorandum. According to the schedule, a public hearing before the City Council is scheduled for Monday, April 8. As in previous years, input from the public, City staff, and the City's boards, commissions, and committees has been considered as part of the CIP update.

CAPITAL FUND

Capital Fund Revenues

The ½ cent capital improvement sales tax is the major funding source for the Capital Fund in the CIP. Capital sales tax revenues are projected to be \$2,151,761 at the end of the current fiscal year (i.e. FY2019), which represents a 1% increase over the \$2,130,456 that the City received in FY2018. Sales tax revenues are projected to remain at the FY2019 level throughout the five-year plan, which is consistent with a decade-long trend of typically flat interest revenue.

An annual transfer of \$400,000 from the General Fund to the Capital Fund is proposed for each fiscal year in the proposed CIP. These transfers provide an important supplemental funding source for the City's street program. General Fund transfers to the Capital Fund are made in most years, and are appropriate based on the transportation-oriented revenue sources of the General Fund which include the County road and bridge revenues and gasoline tax revenues.

The City has been successful in obtaining grant funding for several projects to improve streets, sidewalks, and public facilities, as is indicated on the revenue detail on Exhibit A. City staff anticipates that the City will be able to continue to successfully obtain future grant funding during the course of the next five year program to supplement the proposed plan.

Capital Fund Expenditures

Capital outlay for the next five years ranges from approximately \$2.64 million to \$3.63 million annually. These figures will likely increase as federal transportation funds and local municipal park grant funds are secured for certain projects.

The purchase and construction of Millennium Park caused debt service to be a significant portion of the City's

CIP dollars. The retirement of this debt (\$4,250,897) six years ahead of schedule allowed the City to save a considerable amount in interest expenses.

Brief status updates for FY2019 CIP projects and highlights of the proposed projects in FY2020 through FY2024 projects follow. These project highlights are arranged to be consistent with their order in the spreadsheet in Exhibit A and the project descriptions in Exhibit B. Details about projects that ended in FY2018 have not been included.

9501 Building & Improvement Projects

1. Americans with Disabilities Act (ADA) Improvements / Community Development Block Grant (CDBG)
FY2019: \$23,850. FY2020 – FY2023: \$20,000 annually
FY2019 Funds have been dedicated for accessibility improvements to the pedestrian signals at the signalized intersection between Rocky Drive and Old Ballas Road. FY2020 funds are to be used for similar improvements to the signal at the intersection of North New Ballas Road and Magna Carta Drive. The application for these funds and commitment to a particular project typically occur one year prior to the fiscal year in which the funds are spent.
2. Government Center Renovations Design
FY2021: \$50,000. Future: \$200,000
This project involves designing renovations to the Creve Coeur Government Center to include modification to the City Council chamber, employee work spaces, and building equipment, such as the electrical service switchgear. Costs associated with the accessibility and safety improvements to the Government Center will be paid from the Building Project Bond Fund as outlined in Prop P.
3. Police Firing Range Improvements
FY2019: \$89,201.
This project included the demolition, disposal, and removal of the current target-retrieval system and bullet trap system in the Police Department's firing range. The existing range was built in 1974 and had an expected life of 15 years. The \$109,200 project cost was offset by private donations of \$25,000 and \$20,000 in proceeds from the Police Department's drug seizures. The cost to the City's Capital Fund was then reduced to a net \$32,101 when the remaining cost of the project was split between the Public Safety Fund and the Capital Fund.

9506 Park Development Projects

1. Park Improvements Grant Match
No funding specified in five year plan. Future: \$30,500.
This line item contains place holders for the City's matching funds for Municipal Park Grant applications, which the City pursues on odd-numbered fiscal years. The proposed CIP includes specific project descriptions for FY2021 (Ice Arena Refrigerant Switchover) and FY2023 (Tennis Court Replacement), with highlights of each below.
4. Golf Course Irrigation System Replacement Design and Grant Match
FY2018: \$10,500. FY2019: \$0.
The original intent for this project was to be the design and grant match for an application for a Municipal Park Grant for the replacement of the existing irrigation system at the Creve Coeur Golf Course. Originally estimated to cost \$450,000, the design found that this system would cost over \$800,000. This project was moved to be a "future project" as a result.

7. Ice Arena Improvements

FY2019: \$423,000 (design and construction)

The City was awarded a Municipal Park Grant to reimburse up to \$397,600 in construction costs related to improvements to the Creve Coeur Ice Arena, including roof beam reinforcement, new boards around the ice, a new sound system for the ice arena, repairs for the staff office area, a new boiler, and three new water heaters.

8. Park Bridge Replacement

Prior Years: \$75,007. FY2019: \$6,988.

In FY2019 the City had concept-level designs developed for the replacement of a maintenance bridge at the Creve Coeur Golf Course. A “future project” was created for the replacement of this bridge with drainage culverts.”

9. Parks Master Plan

FY2019: \$50,000.

This project included a study to provide the City with a guiding document to assist with planning for the future of City parks. The study will include an inventory and assessment of the parks, current maintenance needs, status of amenities compared to local and national standards, and recommendations for future improvements. The plan will provide clear direction for planning of maintenance and capital improvements and assist with securing outside funding to supplement the CIP.

10. Creve-Coeur-Frontenac Missouri Pacific Trail Study

FY2020: \$30,000.

This project will include surveying and engineering services to create a concept-level plan for a possible walking trail along the former Missouri Pacific Railroad corridor between Malcolm Terrace Park and Villa Coublay Drive. The intent of the project will be to determine whether constructing such a path is feasible. This plan would be coordinated with a similar effort by the City of Frontenac to investigate the possibility of a trail from Villa Coublay Drive east.

11. Dielmann Recreation Complex Parking Lot Lighting

FY2020: \$20,000. FY2021: \$20,000.

This project will involve a two-year effort to replace the lighting for the parking lots at the Dielmann Recreation Complex. The purpose of the project is to provide adequate and consistent light for the parking lots to increase safety and functionality of the lots.

12. Historic Building Renovation and Preservation

FY2019: \$14,093. FY2020: \$35,000. FY2021: \$100,000. FY2022: \$75,000.

The report completed in FY2019 led to recommendations for repairs to the Lake School house in Lake School Park and Hackman Cabin and Clester Cabin in Conway Park. These repairs include such things as new roofs and other improvements to help prevent rain and animals from entering the structures.

13. Ice Arena Compressor Replacement

FY2020: \$30,000.

The project involves the replacement of one (1) 100-ton ice rink plant compressor that is necessary to create and maintain the ice for the ice arena at the Dielmann Recreation Complex. The compressor is

one of the originals from the major renovation of the Ice Arena in 2003. It has internal damage that cannot be repaired, and it must be replaced.

14. Tennis Court Repairs

FY2019: \$34,585. FY2020: \$35,000.

This project involves the repairs to and resurfacing of the tennis courts in the City's parks in order to maintain the quality necessary for safe and enjoyable play. The courts at Beirne Park were repaired and repainted in FY2019. Similar repairs are planned for the courts of Conway Park in FY2020. The project at Conway Park will include converting one of the tennis courts into pickleball courts.

15. Dielmann Recreation Complex HVAC Replacement – Phase 2

FY2021: \$110,000.

This project involves the removal and replacement of the remaining air handler and condensing unit that serve the Dielmann Recreation Complex. The replacement of this equipment will complement and complete the air handler, condenser, and boiler units that were replaced in FY2018. The two units that are proposed to be replaced are beyond their useful lives, and the new units will be more reliable and more efficient.

16. Ice Arena Refrigerant Switch-Over (Grant Match)

FY2021: \$75,000

The Ice Arena cooling system currently uses R-22 refrigerant. Beginning January 1, 2020, the production and importation of R-22 refrigerant is prohibited due to environmental and health risks. Project cost is for a grant match for the cost of transitioning to an alternate cooling system, such as Ammonia or CO2, is estimated to be \$550,000. An application for a Municipal Park Grant is anticipated in FY2021.

17. Malcolm Terrace Park Trail Improvements (Grant Match)

FY2021: \$15,000.

This project involves resurfacing two asphalt trails and the parking lot at Malcolm Terrace Park. The cost reflects the City's portion (20%) of a \$75,000 project funded by a federal grant through the Recreational Trails Program. City staff will apply for the grant in FY2020, and, if successful, construction would be expected in FY2021.

18. Playground Safety Surface Replacement

Prior years: \$56,508. FY2021: \$75,000. FY2024: \$100,000.

This project includes the replacement of damaged areas and rejuvenation of the rubberized safety surface beneath the City's playgrounds. The surfaces beneath the playgrounds at Millennium Park were repaired in FY2017. Further repairs at Millennium Park are planned for FY2021, and the surface at Beirne Park is planned for replacement in FY2024.

19. City Entrance and Park Identification Signage Master Plan

FY2022: \$20,000.

This project includes working with a consultant to design new signs or monuments for the various points of entry into the City and the City's parks, as well as directional signs leading visitors to City facilities. This study was included among the goals of the City's Strategic Plan FY2018-2021.

20. Millennium Park Trail Study

FY2022: \$30,000.

This project will include surveying and engineering services to create a concept-level plan for a possible walking trail that extends south from the paved walking trail at Millennium Park. The intent of the project will be to determine whether constructing such a path is feasible. At least one bridge over the nearby creek appears to be necessary to complete the path.

21. Ice Arena Floor Replacement

FY2023: \$200,000.

This project involves replacing the rubberized flooring that is around the ice rink, in the player's locker rooms, and in the referee's changing room. Most of this flooring dates back to when the building was renovated in 2003. The existing floor is worn out and needs to be replaced before it becomes a tripping hazard.

22. Tennis Court Replacement Project (Grant Match)

FY2023: \$30,000.

The tennis courts at Beirne Park and Lake School Park are asphalt courts that have been overlaid several times and cannot be effectively overlaid in the future. Through this project, the City would replace these tennis courts with post-tensioned concrete courts, which reportedly last for decades. The amount shown represents the City's anticipated share of a Municipal Park Grant for the project.

9509 Stormwater Projects

1. Stormwater Improvements per Master Plan

FY2021: \$150,000. FY2024: \$150,000.

The Stormwater Master Plan update that was completed in 2012 identified and prioritized several stormwater projects throughout the City. In FY2021, funding is recommended to help address erosion of a creek next to South New Ballas Road.

4. Middlebrook Drive Stormwater Improvements

Prior Years: \$42,075/prior. FY2019: \$250,000.

This project includes replacing the culvert pipe under Middlebrook Drive and making associated repairs to the creek and the roadway. Construction of the project is expected to begin in FY2019 and to extend into FY2020. The project has been identified as a high priority by the Stormwater Committee.

9510 Street & Sidewalk Projects

The types of several federal roadway grants are abbreviated due to the length of their names. These include the Surface Transportation Program (STP) and the Transportation Alternatives Program (TAP) grants.

1. Street and Sidewalk Maintenance Program

FY2019: \$1,250,000. FY2020: \$1,281,250.

Much of the Capital Fund CIP expenditures are dedicated to preserving the City's streets and sidewalks through concrete slab replacement, asphalt resurfacing, microsurfacing, sidewalk repairs and improvements, and other preservation techniques. Priorities are guided by the City's infrastructure management program and street rating system.

2. Street Reconstruction

FY2019: \$300,000. FY2020: \$365,000. FY2021: \$300,000. FY2023: \$300,000. FY2024: \$300,000.

Several of the City's streets are in poor condition and require extensive rehabilitation or reconstruction. Among these are 'composite' streets – old concrete base pavement with asphalt overlay – that are beyond their useful lives. In FY2018, the City started work in the Ladue Estates subdivision, and work will continue in this subdivision in FY2019 and FY2020. The FY2022 budget has been reduced to zero in order to compensate for the work expected on Mosley Road that year.

5. North New Ballas Sidewalk Phase 2A (federal TAP grant)

Prior Years: \$120,747. FY2019: \$140,000.

This project involves adding a sidewalk along the west side of New Ballas Road from Ladue Road to De Smet Jesuit High School. Design and easement acquisition were completed in FY2018, and construction will take place in late FY2019. The anticipated amount of grant funding the City will receive for this project will be \$154,400, or approximately 60% of the total estimated cost of the project.

6. Signal Enhancement Projects

Prior Years: \$95,792. FY2019: \$98,136.

The City has partnered with the Missouri Department of Transportation (MoDOT) and the Olive Boulevard Transportation Development District (Olive TDD) to include illuminated street name signs onto several new traffic signals along Lindbergh Boulevard and Olive Boulevard in FY2018 and FY2019. A separate project with the Olive TDD will add sidewalk lighting and illuminated street name signs along New Ballas Road from Old Ballas Road to Olive Boulevard. The City's costs in FY2019 will be offset by approximately \$62,000 from the Olive TDD and \$25,705 from a development escrow that was set aside for this type of work on New Ballas Road.

8. Coeur de Ville Drive Improvements (federal STP grant)

Prior Years: \$759,274. FY2019: \$67,300.

This project began as a roadway and sidewalk improvement project with federal STP funding. The scope of the sidewalk work along Coeur de Ville grew beyond that which was anticipated by City staff, and this resulted in a second design and construction effort for three sections of sidewalk – the "Phase 2" sidewalk improvements. These Phase 2 improvements will be completed in FY2019.

9. Craig Road Improvements (Design and Grant Match)

FY2019: \$39,800. FY2021: \$50,000. FY2023: \$50,000. FY2024: \$10,000.

A traffic study is currently underway to identify possible solutions for the non-standard intersections at Olde Cabin Road and at Office Parkway. The concept plan developed in FY2019 will be refined into a preliminary design for the purposes of applying for federal STP funding in FY2021. The funding included in FY2023 and FY2024 represents the City's anticipated share of the design and right-of-way phases of a grant-funded roadway improvement project. The eventual improvements to Craig Road will focus on pavement resurfacing, re-aligned intersections, and better pedestrian connectivity.

10. Emerson Road Improvement Project (federal STP grant)

Prior Years: \$20,789. FY2019: \$54,719. FY2020: \$603,000.

The project includes pavement widening and resurfacing, new curb and gutter, and enclosed stormwater facilities along the City-maintained section of Emerson Road from Old Ballas Road to De Smet Jesuit High School. Construction is expected in FY2020. The City received a federal STP grant that will reimburse up to \$444,000 (73%) of the construction costs.

11. Fernview Drive Resurfacing (federal STP grant)
FY2019: \$56,423. FY2021: \$336,000.
This project involves asphalt pavement resurfacing along Fernview Drive from Gallagher Road to Olive Boulevard. The City was awarded a federal STP grant which will reimburse up to \$250,000 (approximately 75%) of the construction cost. Construction of the project is scheduled for FY2021.
12. Fernview Sidewalk Concept Plan
FY2020: \$35,000
Sidewalks were not included as part of the Fernview Drive Resurfacing Project, because further study and public outreach is required to determine the feasibility of adding sidewalks. This study is meant to do just that so that the City and the residents along Fernview better understand what is involved with adding a sidewalk to Fernview Drive. If a sidewalk is found to be feasible, this concept plans could be useful in securing federal TAP funding for the project.
13. Mosley Road Improvement Project (federal STP grant)
FY2019: \$140,596. FY2020: \$20,000. FY2021: \$130,000. FY2022: \$1,245,000.
This project involves roadway resurfacing, sidewalk upgrades, drainage improvements, and partial roadway reconstruction for Mosley Road, from Olive Boulevard to Ladue Road. Design began in FY2019, easement acquisition is expected to begin in FY2020 and end in FY2021, and construction is expected to be in FY2022. The City was awarded a federal STP grant of \$760,000 for this project.
14. New Ballas Road Improvement Project – Phase 1 (Design and Grant Match)
FY2021: \$150,000. FY2022: \$36,000. FY2023: \$204,000.
This project involves the replacement of approximately 25% of the roadway pavement, joint repairs, sidewalk improvements, and signal improvements to North New Ballas Road, from Olive Boulevard to Craig Road. The amounts shown represent the full design cost in FY2021 and 80% of the costs associated with easement acquisition in FY2022 and construction in FY2023. The total cost of this project is estimated to be \$1,300,000.
15. Old Olive/Lindbergh Intersection Reconstruction (Design and Grant Match)
FY2019: \$32,000. FY2022: \$125,000. FY2023: \$10,000. FY2024: \$215,000.
This project involves the reconstruction and reorientation of the intersection of Old Olive Street Road at Lindbergh Boulevard. The current intersection allows only limited access and turning movements. The proposed intersection would have a traffic signal and a designated crossing for a bicycle and pedestrian trail. The total cost of this project is estimated to be approximately \$2,500,000. The amounts shown are the City's share following successful applications for cost-share funding from MoDOT and federal STP grant funding from East-West Gateway. Applications for these funding sources is expected in FY2020.
16. New Ballas Road Improvements – Phase 2 (Design and Grant Match).
FY2024: \$100,000.
This project would involve roadway, sidewalk, and signal improvements along South New Ballas Road, generally from Conway Road to Ladue Road. The cost shown represents the estimated design fee for the project. Costs associated with easement acquisition and construction are expected to exceed \$1,000,000. Construction of this phase of improvements to New Ballas Road would be in FY2026.

9516 Capital Equipment

Proposed funding for capital equipment ranges from \$123,948 to \$601,330 per year over the next five years. Only capital equipment with a cost of \$20,000 or more, and a useful life of five years or longer, are included in the CIP.

1. Public Works Capital Equipment
FY2019: \$312,272. FY2020: \$88,948.
A two-ton truck, a ¾-ton pickup truck, and a leaf vacuum were purchased in FY2019. The final purchase may be a one-ton dump truck or a used bucket truck. Either way, these purchases will be within the specified budget. Purchases for FY2020 include a one-ton dump truck. Costs and equipment purchases vary and will be described in detail at the City Council work session on March 25.
3. Comprehensive Hardware and Software System – Phase 2
Prior Years: \$59,173. FY2019: \$98,000.
This project includes Phase 2 of a comprehensive software system purchase with Tyler Technologies to improve city processes pertaining to applicant tracking, miscellaneous accounts receivable, asset management, permitting and land management, code enforcement and a customer portal for permitting and inspections. In FY18, the hardware necessary to host Phase 1, Phase 2 software and all city data was purchased (\$65,000). Also in FY18, the software modules for Phase 1 including general ledger, budgeting and payroll/human resources and was purchased from the General Fund.
4. Police Investigations Vehicle Replacement
FY2019: \$30,000.
This involves the purchase of a 2018 Dodge Durango Special Service Package AWD Sport Utility vehicle for investigative and surveillance purposes for the Police Department. The 10-year-old Chevrolet TrailBlazer may be sold at auction and is anticipated to offset expenses by \$10,000.
5. Golf Course Sprayer Replacement
FY2020: \$35,000.
This purchase will be for a new spray system and chassis for turf maintenance and treatment. The new sprayer would replace the current 1997 Toro 3100 workman and the 2004 Toro spray system used by the Creve Coeur Golf Course. The chassis is 22 years old with a life expectancy of 12 to 14 years, and the current spray system is 15 years old with a life expectancy of a 12 to 14 years.
6. Phone System Replacement
FY2021: \$48,500.
This project involves the replacement of the phone system used by the City's staff. The City's current phone system will no longer be warranted or supported after 2021. Functioning and reliable phones are essential for City staff to complete their work.

Administration

Project Manager (\$447,182/FY2020-FY2024 total) – This item includes the costs associated with the salary and benefits for a full-time employee to oversee the Capital Improvement Program in the field. City staff have been successful in obtaining grants to offset costs associated with capital improvements. Grant administration requires oversight by Public Works staff to monitor costs and schedules associated with large grant projects as well as staff to oversee construction of those projects in the field.

Capital Fund - Future Project List

A list of potential projects for a future CIP is included. Future projects are identified as projects with either no available funding or with a scope and/or estimate that has not been fully developed. These projects are *not* part of the five-year CIP, but may warrant future consideration for funding.

BUILDING PROJECT FUND (PROP P)

Building Project Fund Revenues

In November 2016, Creve Coeur residents voted to approve a \$10.69 million bond measure to provide funding to build a new building for the Police Department and to make accessibility and security improvements to the existing Government Center building at 300 North New Ballas Road. The bonds were publically sold and the revenue was received by the City in FY2017.

Building Project Fund Expenses

9501 – Building Design and Construction

1. Police Building Professional Services
Prior Years: \$975,914. FY2019: \$200,000. FY2020: \$25,000.
Professional services are necessary for the construction of the new Police Department building and include site survey, building design, site layout, permitting, bidding, and construction inspection. These services also include the consultant hired as the City's representative and project manager for the project. A majority of the design was completed in FY2017-FY2018. Construction-related professional services began in FY2018 and are expected to be finished with the anticipated completion of the building in FY2019. A small contingency budget is included in FY2020.
2. Police Building Site Work and Building Construction
Prior Years: \$1,103,280. FY2019: 6,924,209. FY2020: \$304,313.
This phase of the project includes the site work, building construction, finishes, and furnishing of the new building for the Police Department. The original plan involved having the site work and construction complete in FY2019. There have been some delays due to weather and other circumstances, so a contingency is included in FY2020.
3. Government Center Accessibility and Security Improvement
FY2022: \$521,059.
This project involves assessment of and improvements to various aspects of the Creve Coeur Government Center building in order to bring the building into better compliance with current accessibility and security standards and expectations. These improvements were specifically outlined in the bond referendum.

9514 – DEBT SERVICE

Debt Service Revenues

The debt service revenues associated with the Building Project Fund will be collected from real estate and property taxes for the next 20 years (sunset in 2037). The tax collection revenue and interest from the estimated \$0.08 tax levy is estimated to generate approximately \$4.01 million for FY2020-FY2024.

Debt Service Expenses

The debt service expenses associated with the Building Project Fund will be paid through the real and property taxes for the next 20 years (sunset in 2037). The debt service expenditures, including interest and principal expenses, are estimated to be approximately \$3.57 million for FY2020-FY2024.

CITIZEN COMMENTS AND STAFF RESPONSES

Several comments and suggestions were submitted for consideration. These comments and the staff responses will be presented to the City Council at the Work Session on Monday, February 25. Afterward, these will be posted to the City's website along with the other CIP documentation.

ATTACHMENTS

- Capital Improvement Plan Schedule
- Exhibit A – CIP FY2020-FY2024 Spreadsheet (Capital Fund & Building Project Fund)
- Exhibit B – CIP FY2020-FY2024 Summary Report and Project Descriptions
Capital Fund, Future Projects, and Building Project Fund
- Exhibit C – CIP FY2015-FY2024 Ten-Year Overview Spreadsheet
- Exhibit D – Capital Fund Future Project List

ALL PROJECT DESCRIPTIONS

This report and all of its attachments can be found on the City's website at www.creve-coeur.org/cip.

- CC:
- Planning & Zoning Commission
 - Finance Committee
 - Arts Committee
 - Economic Development Committee
 - Stormwater Committee
 - Parks & Historic Preservation Committee
 - Horticulture, Ecology & Beautification Committee
 - Energy & Environment Committee

Schedule for Annual CIP Update

Capital Improvement Program - Fiscal Years 2020-2024

December 10, 2018 – February 4, 2019	CIP public comment period: City staff solicits input from residents, City committees, staff, and other stakeholders
January 8, 2019	CIP discussion at monthly Department Head meeting
February 4, 2019	Deadline for staff to submit all new and updated CIP project sheets
February 11, 2019	Staff meeting to review the draft CIP.
February 19, 2019	Staff meeting to review final draft of CIP prior to submission to City Council and others.
February 25, 2019	City Administrator submits the draft CIP to City Council, Planning & Zoning Commission, and Finance Committee City Council Work Session #1 – CIP Overview
March 1, 2019	Deadline to submit public hearing notice to City Clerk for publication
March 4, 2019	Presentation of CIP to the Planning & Zoning Commission
March 18, 2019	Follow-up Meeting with Planning & Zoning Commission (if necessary)
March 19, 2019	Review CIP with the Finance Committee
March 25, 2019	City Council Work Session #2 – Review Fleet, Roadway, and Sidewalk Programs
April 8, 2019	Public Hearing before City Council Possible approval by City Council

Schedule revised January 27, 2019.

EXHIBIT A
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FY2020 - FY2024

CAPITAL FUND

9501 GOVERNMENT FACILITIES	FY2018 BUDGETED	FY2018 ACTUAL	FY2019 BUDGETED	FY2019 PROJECTED	FY2020 PROJECTED	FY2021 PROJECTED	FY2022 PROJECTED	FY2023 PROJECTED	FY2024 PROJECTED
01 Accessibility Improvements (CDBG)	20,000	20,000	20,000	23,850	20,000	20,000	20,000	20,000	20,000
02 Government Center Renovations (Design)	-	-	-	-	-	50,000	-	-	-
03 Police Firing Range Improvements	75,000	-	-	89,201	-	-	-	-	-
Subtotal (Government Facilities)	95,000	20,000	20,000	113,051	20,000	70,000	20,000	20,000	20,000
% of Total Capital Fund Outlay	3%	1%	1%	3%	1%	2%	1%	1%	1%

9506 PARKS AND RECREATIONAL FACILITIES	FY2018 BUDGETED	FY2018 ACTUAL	FY2019 BUDGETED	FY2019 PROJECTED	FY2020 PROJECTED	FY2021 PROJECTED	FY2022 PROJECTED	FY2023 PROJECTED	FY2024 PROJECTED
01 Dielmann Recreation Complex HVAC Replacement	-	130,015	-	-	-	-	-	-	-
02 Dielmann Recreation Complex Parking Lot Retaining Wall	25,000	28,899	-	-	-	-	-	-	-
03 Golf Course Cart Path, Bridge & Fence Replacement (Muni Park Grant)	-	516,588	-	-	-	-	-	-	-
04 Golf Course Irrigation Replacement (Design and Grant Match)	-	10,500	22,500	-	-	-	-	-	-
05 Ice Arena Office Area Improvements	25,000	-	-	-	-	-	-	-	-
06 Ice Arena Roof Beam Repair	-	94,184	-	-	-	-	-	-	-
07 Ice Arena Improvements (Municipal Park Grant)	-	-	20,000	423,000	-	-	-	-	-
08 Park Bridge Replacement	200,000	32,476	30,000	6,988	-	-	-	-	-
09 Parks Master Plan	-	-	50,000	50,000	-	-	-	-	-
10 Creve-Coeur-Frontenac Missouri Pacific Trail Study	-	-	-	-	30,000	-	-	-	-
11 Dielmann Recreation Complex Parking Lot Lighting	-	-	-	-	20,000	20,000	-	-	-
12 Historic Building Rehabilitation and Preservation	30,000	-	-	14,093	35,000	100,000	75,000	-	-
13 Ice Arena Compressor Replacement	-	-	-	-	30,000	-	-	-	-
14 Tennis Court Repairs	50,000	800	-	34,585	35,000	-	-	-	-
15 Dielmann Recreation Complex HVAC Replacement - Phase 2	-	-	-	-	-	110,000	-	-	-
16 Ice Arena Refrigerant Switch Over (Grant Match)	-	-	-	-	-	75,000	-	-	-
17 Malcolm Terrace Park Trail Improvements (Grant Match)	-	-	-	-	-	15,000	-	-	-
18 Playground Safety Surface Replacement	-	-	-	-	-	75,000	-	-	100,000
19 City Entrance & Park Identification Signage Master Plan	-	-	20,000	-	-	-	20,000	-	-
20 Millennium Park Trail Study	-	-	-	-	-	-	30,000	-	-
21 Ice Arena Floor Replacement	-	-	-	-	-	-	-	200,000	-
22 Tennis Court Replacement Project (Grant Match)	-	-	-	-	-	-	-	30,000	-
Subtotal (Parks and Recreational Facilities)	330,000	813,462	142,500	528,666	150,000	395,000	125,000	230,000	100,000
% of Total Capital Fund Outlay	10%	21%	4%	13%	6%	11%	4%	9%	4%

9509 STORMWATER	FY2018 BUDGETED	FY2018 ACTUAL	FY2019 BUDGETED	FY2019 PROJECTED	FY2020 PROJECTED	FY2021 PROJECTED	FY2022 PROJECTED	FY2023 PROJECTED	FY2024 PROJECTED
01 Stormwater Improvements Per Master Plan	-	-	-	-	-	150,000	-	-	150,000
02 Golf Course Dam Stabilization, Pond Siltation Removal Phase I	70,000	-	-	-	-	-	-	-	-
03 Alden Lane Culvert Improvements	-	141,936	-	-	-	-	-	-	-
04 Middlebrook Drive Stormwater Improvements	250,000	6,434	250,000	250,000	-	-	-	-	-
Subtotal (Stormwater)	320,000	148,370	250,000	250,000	-	150,000	-	-	150,000
% of Total Capital Fund Outlay	9%	4%	8%	6%	0%	4%	0%	0%	6%

Attachment: CIP FY2020-FY2024 - Exhibit A - 5-Year Spreadsheet (Capital Improvement Program Update FY2020-FY2024)

EXHIBIT A
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FY2020 - FY2024

CAPITAL FUND

9510 STREETS AND SIDEWALKS	FY2018 BUDGETED	FY2018 ACTUAL	FY2019 BUDGETED	FY2019 PROJECTED	FY2020 PROJECTED	FY2021 PROJECTED	FY2022 PROJECTED	FY2023 PROJECTED	FY2024 PROJECTED
01 Street and Sidewalk Maintenance Program	1,125,000	1,075,782	1,250,000	1,250,000	1,281,250	1,313,281	1,346,113	1,379,766	1,414,260
02 Street Reconstruction/Rehabilitation Program	300,000	79,520	300,000	455,039	365,000	300,000	-	300,000	300,000
03 Ladue Road Emergency Repair	-	771,860	-	-	-	-	-	-	-
04 Old Olive Street Road Great Streets Study	50,000	50,000	-	-	-	-	-	-	-
05 North New Ballas Sidewalk Phase 2A (TAP Grant)	25,000	100,616	285,000	140,000	-	-	-	-	-
06 Signal Enhancement Projects	-	95,792	100,000	98,136	-	-	-	-	-
07 Warson Road Improvement Project (STP Grant)	588,000	235,602	-	340,587	-	-	-	-	-
08 Coeur De Ville Drive Improvements (STP Grant)	20,000	14,592	80,000	67,300	-	-	-	-	-
09 Craig Road Improvements (Design & Grant Match)	40,000	-	40,000	39,800	-	50,000	-	50,000	10,000
10 Emerson Road Improvement Project (STP Grant)	65,000	20,789	34,508	54,719	603,000	-	-	-	-
11 Fernview Drive Resurfacing (STP Grant)	-	-	50,000	56,423	-	336,000	-	-	-
12 Fernview Sidewalk Concept Plan					35,000				
13 Mosley Road Improvement Project (STP Grant)	-	-	150,000	140,596	20,000	130,000	1,245,000	-	-
14 New Ballas Road Improvement Project - Phase 1 (Design & Grant Match)	-	-	-	-	-	150,000	36,000	204,000	-
15 Old Olive/Lindbergh Intersection Reconstruction (Design & Grant Match)	-	-	-	32,000	-	-	125,000	10,000	215,000
16 New Ballas Road Improvements - Phase 2 (Design & Grant Match)	-	-	-	-	-	-	-	-	100,000
Subtotal (Streets and Sidewalks)	2,213,000	2,444,553	2,289,508	2,674,600	2,304,250	2,279,281	2,752,113	1,943,766	2,039,260
% of Total Capital Fund Outlay	64%	64%	71%	65%	86%	63%	84%	74%	76%

9516 CAPITAL EQUIPMENT	FY2018 BUDGETED	FY2018 ACTUAL	FY2019 BUDGETED	FY2019 PROJECTED	FY2020 PROJECTED	FY2021 PROJECTED	FY2022 PROJECTED	FY2023 PROJECTED	FY2024 PROJECTED
01 Public Works Capital Equipment	328,638	255,817	312,372	312,372	88,948	601,330	278,075	356,290	297,506
02 Ice Resurfacing Vehicle Replacement	156,000	69,500	-	-	-	-	-	-	-
03 Comprehensive Hardware and Software System - Phase 2	-	59,173	98,000	98,000	-	-	-	-	-
04 Police Investigations Vehicle Replacement	-	-	30,000	30,000	-	-	-	-	-
05 Golf Course Sprayer Replacement	-	-	-	-	35,000	-	-	-	-
06 Phone System Replacement	-	-	-	-	-	48,500	-	-	-
Subtotal (Capital Equipment)	484,638	384,490	440,372	440,372	123,948	649,830	278,075	356,290	297,506
% of Total Capital Fund Outlay	14%	10%	14%	11%	5%	18%	9%	13%	11%

ADMINISTRATION	FY2018 BUDGETED	FY2018 ACTUAL	FY2019 BUDGETED	FY2019 PROJECTED	FY2020 PROJECTED	FY2021 PROJECTED	FY2022 PROJECTED	FY2023 PROJECTED	FY2024 PROJECTED
Project Manager	-	-	83,000	83,000	85,075	87,202	89,382	91,616	93,907
Subtotal (Administration)	-	-	83,000	83,000	85,075	87,202	89,382	91,616	93,907
% of Total Capital Fund Outlay	0%	0%	3%	2%	3%	2%	3%	3%	3%

Attachment: CIP FY2020-FY2024 - Exhibit A - 5-Year Spreadsheet (Capital Improvement Program Update FY2020-FY2024)

EXHIBIT A
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FY2020 - FY2024

CAPITAL FUND

TOTAL CAPITAL FUND OUTLAY	FY2018 BUDGETED	FY2018 ACTUAL	FY2019 BUDGETED	FY2019 PROJECTED	FY2020 PROJECTED	FY2021 PROJECTED	FY2022 PROJECTED	FY2023 PROJECTED	FY2024 PROJECTED
	3,442,638	3,810,875	3,225,380	4,089,689	2,683,273	3,631,313	3,264,570	2,641,673	2,700,673

9514 DEBT SERVICE	FY2018 BUDGETED	FY2018 ACTUAL	FY2019 BUDGETED	FY2019 PROJECTED	FY2020 PROJECTED	FY2021 PROJECTED	FY2022 PROJECTED	FY2023 PROJECTED	FY2024 PROJECTED
N/A	-	-	-	-	-	-	-	-	-
Subtotal	-	-	-	-	-	-	-	-	-
% of Total Year End Figures	0%	0%	0%	0%	0%	0%	0%	0%	0%

TOTAL YEAR END FIGURES (Capital Outlay & Debt Service) - CAPITAL FUND	FY2018 BUDGETED	FY2018 ACTUAL	FY2019 BUDGETED	FY2019 PROJECTED	FY2020 PROJECTED	FY2021 PROJECTED	FY2022 PROJECTED	FY2023 PROJECTED	FY2024 PROJECTED
	3,442,638	3,810,875	3,225,380	4,089,689	2,683,273	3,631,313	3,264,570	2,641,673	2,700,673

CAPITAL FUND REVENUES	FY2018 BUDGETED	FY2018 ACTUAL	FY2019 BUDGETED	FY2019 PROJECTED	FY2020 PROJECTED	FY2021 PROJECTED	FY2022 PROJECTED	FY2023 PROJECTED	FY2024 PROJECTED
Beginning Fund Balance (estimated Cash Basis as of July 1)	1,053,493	1,702,929	1,887,040	1,887,040	749,241	1,604,329	892,577	889,568	833,456
Estimated Capital Improvement Sales Tax Revenue (1/2 Cent)	2,108,030	2,130,456	2,130,456	2,151,761	2,151,761	2,151,761	2,151,761	2,151,761	2,151,761
Estimated Interest Revenue	7,500	(468)	3,800	3,000	3,000	3,800	3,800	3,800	3,800
Est. Addtnl Revenue (Outside agencies, grants, reimbursement & other)	407,045	664,998	322,000	392,129	983,600	354,000	696,000	20,000	20,000
Proceeds from Equipment Sales	20,000	-	10,000	5,000	-	10,000	10,000	10,000	10,000
General Fund Transfers In	400,000	1,200,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000
Public Safety Transfer In	125,000	-	-	-	-	-	-	-	-
Total Revenues & General Fund Transfers In - Capital Fund	3,067,575	3,994,986	2,866,256	2,951,890	3,538,361	2,919,561	3,261,561	2,585,561	2,585,561
Total Anticipated Year End Expenditures	3,442,638	3,810,875	3,225,380	4,089,689	2,683,273	3,631,313	3,264,570	2,641,673	2,700,673
Ending Fund Balance (Cash Basis) - Capital Fund	678,430	1,887,040	1,527,916	749,241	1,604,329	892,577	889,568	833,456	718,344

ESTIMATED ADDITIONAL CAPITAL FUND REVENUE (FUNDING SOURCES)	FY2018 BUDGETED	FY2018 ACTUAL	FY2019 BUDGETED	FY2019 PROJECTED	FY2020 PROJECTED	FY2021 PROJECTED	FY2022 PROJECTED	FY2023 PROJECTED	FY2024 PROJECTED
Community Development Block Grants for ADA Improvements	20,000	20,000	20,000	23,850	20,000	20,000	20,000	20,000	20,000
Warson Road Improvement Project (STP Grant)	367,045	133,438	-	231,247	10,000	-	-	-	-
STL County Muni Park Grant / Cart Path and Bridge Improvements	-	435,595	-	-	-	-	-	-	-
Emerson Road Improvement Project (STP Grant)	-	-	-	-	444,000	-	-	-	-
Police Firing Range - Proceeds from Police Department Drug Seizures	20,000	-	-	-	-	-	-	-	-
Donations for Police Firing Range Improvements	-	25,000	-	-	-	-	-	-	-
North New Ballas Sidewalk Improvement Project (TAP Grant)	-	42,400	212,000	-	112,000	-	-	-	-
Fernview Drive Improvement Project (STP Grant)	-	-	-	-	-	250,000	-	-	-
North New Ballas Lighting and Signal Enhancements - Olive TDD	-	-	60,000	62,000	-	-	-	-	-
North New Ballas Signal Enhancements - Development Escrow	-	-	30,000	25,705	-	-	-	-	-
Ladue Court Escrow Reimbursement	-	-	-	17,226	-	-	-	-	-
Ice Arena Improvements - Municipal Park Grant	-	-	-	-	397,600	-	-	-	-
Mosley Road Improvements - North Phase	-	-	-	-	-	84,000	676,000	-	-
Police Firing Range - Capital Fund Reimbursement from Public Safety Fund	-	-	-	32,101	-	-	-	-	-
Insurance Proceeds - Public Works Gate	-	8,565	-	-	-	-	-	-	-
Municipal Park Planning Grant	-	-	6,400	6,400	-	-	-	-	-
Subtotal	407,045	664,998	322,000	392,129	983,600	354,000	696,000	20,000	20,000

EXHIBIT A
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FY2020 - FY2024

BUILDING PROJECT BOND FUND (PROP P)

BUILDING PROJECT BOND FUND REVENUES	FY2018 BUDGETED	FY2018 ACTUAL	FY2019 BUDGETED	FY2019 PROJECTED	FY2020 PROJECTED	FY2021 PROJECTED	FY2022 PROJECTED	FY2023 PROJECTED	FY2024 PROJECTED
Beginning Fund Balance (estimated Cash Basis as of July 1)	10,465,433	10,465,433	8,739,611	8,739,611	1,649,002	1,326,589	1,330,539	813,430	817,380
Estimated Bond Proceeds		-	-	-	-	-	-	-	-
Estimated Interest Revenue	80,500	125,877	33,600	33,600	6,900	3,950	3,950	3,950	3,950
Transfers In	-		-	-	-	-	-	-	-
Total Revenues & Transfers In	80,500	125,877	33,600	33,600	6,900	3,950	3,950	3,950	3,950
9501 BUILDING DESIGN AND CONSTRUCTION	FY2018 BUDGETED	FY2018 ACTUAL	FY2019 BUDGETED	FY2019 PROJECTED	FY2020 PROJECTED	FY2021 PROJECTED	FY2022 PROJECTED	FY2023 PROJECTED	FY2024 PROJECTED
01 Police Building Professional Services	781,320	748,419	200,000	200,000	25,000	-	-	-	-
02 Police Building Site Work and Building Construction	3,935,384	1,103,280	5,460,217	6,924,209	304,313	-	-	-	-
03 Government Center Assessibility & Security Improvements	-	-	-	-	-	-	521,059	-	-
Transfers Out	-		-	-	-	-	-	-	-
Total Anticipated Year End Expenditures & Transfers	4,716,704	1,851,699	5,660,217	7,124,209	329,313	-	521,059	-	-
Ending Fund Balance (Cash Basis) - Building Project Bond Fund (Prop P)	5,829,229	8,739,611	3,112,994	1,649,002	1,326,589	1,330,539	813,430	817,380	821,330
9514 DEBT SERVICE	FY2018 BUDGETED	FY2018 ACTUAL	FY2019 BUDGETED	FY2019 PROJECTED	FY2020 PROJECTED	FY2021 PROJECTED	FY2022 PROJECTED	FY2023 PROJECTED	FY2024 PROJECTED
DEBT SERVICE (PROP P) REVENUES									
Beginning Fund Balance (estimated Cash Basis as of July 1)	-	-	258,532	258,532	380,522	509,235	590,129	664,822	738,166
Estimated Property Tax Collection Revenue	769,471	824,154	832,396	832,396	840,719	790,000	790,000	790,000	790,000
Estimated Interest Revenue	400	-	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Total Anticipated Revenues	769,871	824,154	833,396	833,396	841,719	791,000	791,000	791,000	791,000
DEBT SERVICE (PROP P) EXPENSES									
Estimated Expenditures	-	636	-	-	-	-	-	-	-
Estimated Interest Expenses	259,206	244,986	291,406	291,406	283,006	270,106	261,306	247,656	233,556
Estimated Principal Expenses	310,000	320,000	420,000	420,000	430,000	440,000	455,000	470,000	480,000
		-							
Total Anticipated Expenditures	569,206	565,622	711,406	711,406	713,006	710,106	716,306	717,656	713,556
Ending Cash Balance	200,665	258,532	380,522	380,522	509,235	590,129	664,822	738,166	815,610

CAPITAL IMPROVEMENT PROGRAM SUMMARY

TOTAL COMBINED CAPITAL PROGRAM (CAPITAL FUND & BUILDING PROJECT BOND FUND)	FY2018 BUDGETED	FY2018 ACTUAL	FY2019 BUDGETED	FY2019 PROJECTED	FY2020 PROJECTED	FY2021 PROJECTED	FY2022 PROJECTED	FY2023 PROJECTED	FY2024 PROJECTED
Total Combined Revenues & Transfers In	3,917,946	4,945,017	3,733,252	3,818,885	4,386,980	3,714,511	4,056,511	3,380,511	3,380,511
Total Combined Anticipated Year End Expenditures & Transfers	8,728,548	6,228,196	9,597,003	11,925,304	3,725,592	4,341,419	4,501,935	3,359,329	3,414,229
Ending Fund Balance (Cash Basis) - All Capital Funds	6,708,324	10,885,184	5,021,432	2,778,765	3,440,153	2,813,245	2,367,820	2,389,002	2,355,284



CITY OF CREVE COEUR

FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

CAPITAL FUND

BUILDING PROJECT BOND FUND

FISCAL YEARS 2020-2024

EXECUTIVE SUMMARY

FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

CAPITAL FUND

BUILDING PROJECT BOND FUND

FISCAL YEARS 2020-2024



EXECUTIVE SUMMARY

The Capital Improvement Program (CIP) is the City's long-range plan for improvements to infrastructure, parks, and other community facilities. The CIP is a tool to assess the long-term capital needs, values, and desires of the City and to establish funding of high-priority projects in a timely, cost-effective manner. This plan is a living document and is subject to amendment by the City Council.

The CIP is intended to ensure that policy makers are responsible to the citizens of Creve Coeur with respect to the expenditure of City funds for capital improvements.

To be eligible for the CIP, projects or equipment must have a useful life of at least five years and a minimum cost of \$20,000.

CIP Goals

The following are goals of the CIP:

- Provide a planned replacement of deteriorating infrastructure
- Repair deteriorated infrastructure
- Improve operational or functional aspects of existing infrastructure
- Add new facilities and improve the community's infrastructure to enhance the quality of life in Creve Coeur
- Provide for planned replacement of major equipment required for City operations

Relationship between the CIP and the Creve Coeur 2030 Comprehensive Plan

According to the Creve Coeur 2030 Comprehensive Plan: *"Within the Creve Coeur 2030 Comprehensive Plan Update, many projects are identified or implied, as specific projects or as conceptual ideas. These projects and others, resulting from recommendations of the Comprehensive Plan, should be developed and incorporated in the City's annual CIP review process. Further detail and refinement of identified and conceptual projects, facilities, or infrastructure improvement needs will be required as the implementation of the Comprehensive Plan occurs."*

CIP Criteria

A special set of criteria has been identified to assist in assessing and prioritizing CIP projects. Proposed projects reflect the goals of the Comprehensive Plan through their demonstration of these criteria:

- *Public Safety*: focused on preserving and protecting the general public from harm and reducing risk exposure
- *Condition of Existing Facility*: maintaining City infrastructure and facilities in a serviceable condition

- *Operating Efficiency*: equipment or facilities improvements to streamline work processes or benefit from technological advancements; projects which reduce the cost of operations will receive priority. Projects which increase the cost of operations shall have identified trade-offs to support those additional costs
- *Citizen Demand*: level of demonstrated citizen support or demand, including support of City boards, committees and commissions
- *Economic Growth*: projects focused on attracting businesses, residents or visitors to the City
- *Protection & Conservation*: improvements to park system or historical landmarks for future generations or reduce environmental impact
- *Beautification*: aesthetic improvements to natural habitats or frequently traveled or visited areas within the City for public enjoyment such as the use of public art on public lands
- *Coordination (projects, regulations, City-adopted plans)*: coordination between multiple projects or agencies to reduce costs or minimize disruption to services, meet state or federal law requirements, or identified in other City-adopted plans
- *Availability of Outside Funding*: projects that are likely to be considered for grant funding or shared cost programs

Development and Adoption of the CIP

By City charter, a five-year CIP is proposed by the City Administrator to the City Council, no later than the second regular meeting in February of each year.

Prior to submittal to the City Council, public input is obtained through the City newsletter, website, and City boards, committees, and commissions.

Prior to the City Council adoption, and as required by City charter, the plan is submitted to the Finance Committee for recommendations and comments. The Planning & Zoning Commission also reviews the plan emphasizing the location, extent, and character of the proposed projects prior to City Council review, approval, and adoption. A public hearing is held by the City Council annually in March or April, prior to adoption.

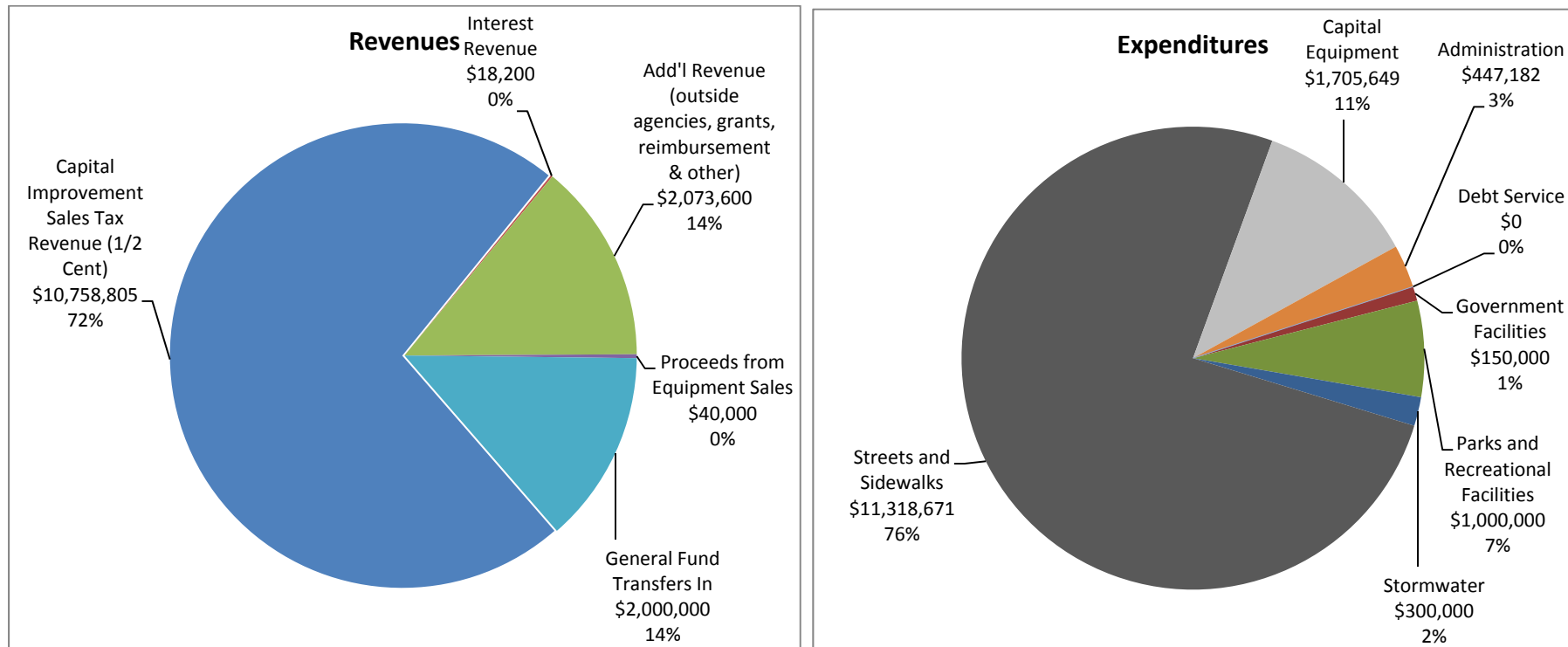
The CIP includes a description of each project with details regarding justification, cost estimate, operating and maintenance budget impact, and funding sources.

2020-2024 CIP Overview

Capital Fund

Over the next five years, the projected revenues for capital projects total approximately \$14.89 million. The 1/2 cent Capital Improvement Sales Tax serves as the primary funding source for these projects. The balance is covered by grants and transfers from the general fund. The total cost of capital projects over the next five years is estimated at \$14.92 million. Several projects in the five-year CIP include grant matches and are noted accordingly on project sheets. If the City is awarded a specified grant, future capital improvement plans will include the total associated expenses and revenues in the applicable years.

Capital Fund Revenues and Expenses by Category for FY2020 - FY2024



Building Project Bond Fund (Prop P)

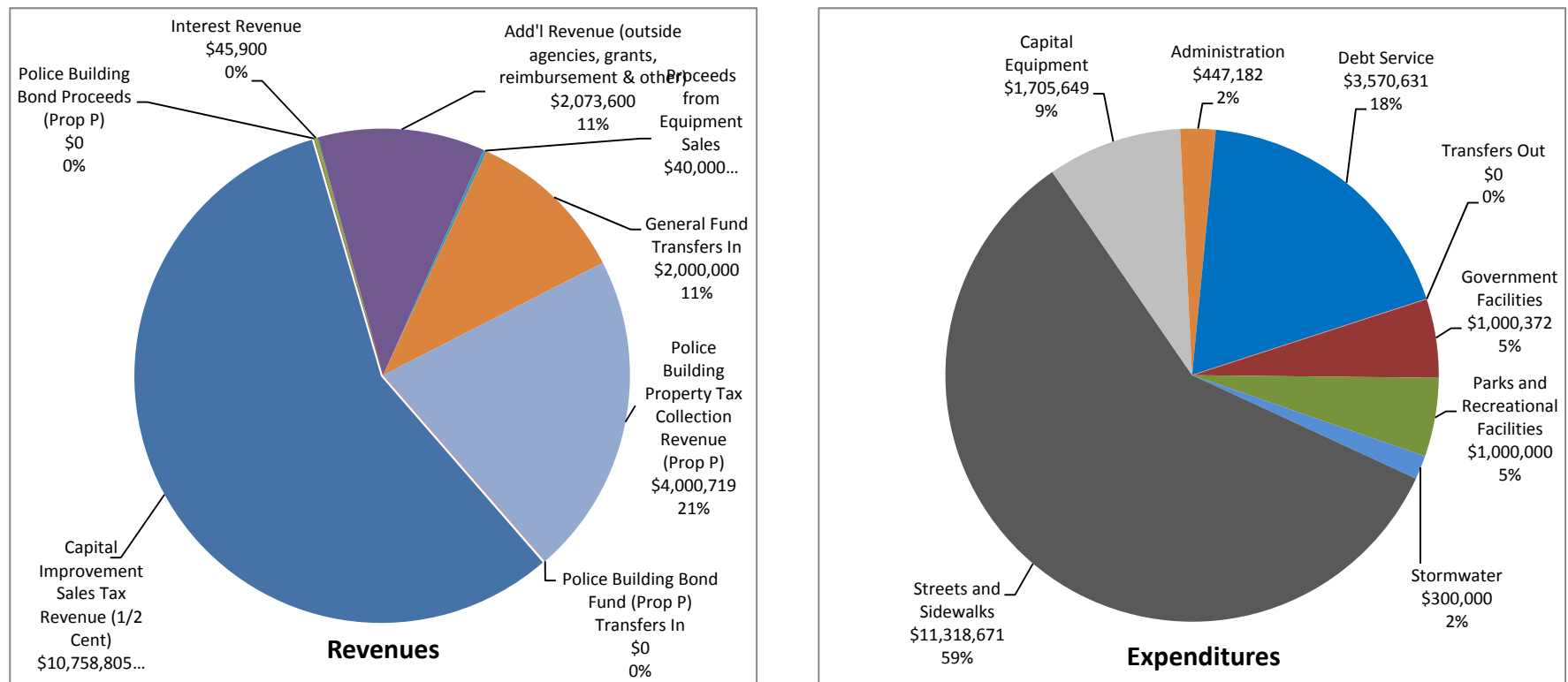
In November 2016, Creve Coeur voters approved a ballot measure authorizing the issuance of general obligation bonds of \$10.69 million for the purpose of constructing, furnishing and equipping a new police station on the existing government center property and making safety, security and accessibility

renovations to the existing government center. The expenses for the police building began in FY18 and will continue through FY2020. Accessibility and security improvements to the existing Government Center building are planned for FY2022. The debt service for Prop P will be paid through a 20-year real estate and personal property tax levy, which is anticipated to sunset in 2037.

Combined Capital Fund and Building Project Bond Fund

Over the next five years, the total projected revenues for capital projects in both the Capital and the Building Project Bond funds are estimated to be approximately \$18.92 million. The 1/2 cent Capital Improvement Sales Tax and the Building Project Bond Property Tax Collection serve as the primary funding sources for FY2020-FY2024. The total combined projected expenses for capital projects over the next five years is estimated at \$19.14 million.

Combined Capital Fund & Building Project Bond Fund Revenues and Expenses by Category for FY2020 - FY2024



*Bond proceeds for the Building Project Bond Fund occurred in FY2017 and therefore are not reflected in FY2020-FY2024 total revenues.

For more information about the CIP, contact Matt Wohlberg, City Engineer, at mwohlberg@crevecoeurmo.gov or (314) 442-2084.

CAPITAL FUND PROJECTS

FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

FISCAL YEARS 2020-2024



CAPITAL FUND**9501 – GOVERNMENT FACILITIES**

CAPITAL FUND

FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM**FISCAL YEARS 2020-2024**

9501 GOVERNMENT FACILITIES - 01

ACCESSIBILITY IMPROVEMENTS (CDBG)

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Future
\$20,000	\$20,000	\$0	\$23,850	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	

Project Description:

In FY2020, approximately \$20,000 of Community Development Block Grant (CDBG) funds have been committed to providing accessibility improvements to the intersection of North New Ballas Road at Magna Carta Drive. This project follows recent efforts to improve pedestrian accessibility along North New Ballas Road and will complement the completion of the Police Building and the pavement improvements to Magna Carta Drive that are expected to will follow.

Existing Condition:

Projects are designed to improve facilities that are out of compliance with the current Americans with Disabilities Act (ADA) regulations.

Justification: *Public Safety; Coordination; Availability of Outside Funding*

Each project seeks to improve ADA compliance through accessibility improvements to government facilities and along public pedestrian routes. The focus of these projects is to provide public safety as well as to upgrade existing facilities.

Operating Budget Impact:

None. Projects that are undertaken as part of this program are relatively small in scope, and the City typically receives 100% reimbursement for the project costs through the CDBG federal grant.

Comments:

The City is designating this funding with the anticipation of receiving grant funding in the amount of \$20,000 from the CDBG Commission. This is an annual grant available to municipalities to address accessibility projects. Scheduling of this project is subject to a successful grant application and availability of grant funding.

The funding shown in Prior Years reflects improvements to the pedestrian signal on North New Ballas Road north of Rocky Drive and south of Old Ballas Road in FY2019.

Expenditure Type:

Planning, Design & Engineering	\$	
Land Acquisition	\$	
Construction	\$	20,000
Equipment	\$	
Other	\$	
Annual Total	\$	20,000

9501 GOVERNMENT FACILITIES - 02

GOVERNMENT CENTER RENOVATIONS (DESIGN)

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Future
\$250,000	\$0	\$250,000	\$0	\$0	\$50,000	\$0	\$0	\$0	\$200,000

Project Description:

This project involves designing renovations to the Creve Coeur Government Center following the Police Department's move to the new Police Building. The design is expected to include modifications to the City Council chamber, employee work spaces, and building equipment, such as the electrical service switchgear. Funds are specified in FY2021 for the development of preliminary plans that will help the City determine the scope and cost of various options for improvements to the Government Center.

Existing Condition:

The Creve Coeur Government Center has inadequate space for staff, meetings, archives, and storage. The existing Police Department and the rest of the Government Center will require extensive renovations to move departments to more accessible locations and to make the Government Center more accommodating, helpful, and useful for both residents and staff.

Justification: Operating Efficiency; Condition of Existing Facility

Renovation of the Government Center will require careful design in order to create a building layout that promotes efficient and effective service to the City's residents.

Operating Budget Impact:

None.

Comments:

Construction funds will be programmed in the appropriate fiscal years once the renovation plans and the construction schedule become more clearly defined.

Expenditure Type:

Planning, Design & Engineering	\$ 250,000
Land Acquisition	\$
Construction	\$
Equipment	\$
Other	\$
Total	\$ 250,000

CAPITAL FUND**9506 – PARKS AND RECREATIONAL FACILITIES**

CAPITAL FUND

FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM**FISCAL YEARS 2020-2024**

9506 PARKS AND RECREATIONAL FACILITIES – 01

PARK IMPROVEMENTS (GRANT MATCH)

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Future
TBD	TBD	\$30,500	\$0	\$0	\$0	\$0	\$0	\$0	\$30,500

Project Description:

Funds listed in this account represent the City's anticipated matching funds for projects funded through Municipal Park Grants, for which the City can apply every two years. The CIP includes specific project descriptions for FY2021 and FY2023. It is anticipated that, if successful, the grant in FY2021 will be used to assist with the Ice Arena Refrigerant Switch Over and that the grant in FY2023 will be used to replace the tennis courts at Beirne Park and Lake School Park. Please refer to those specific project sheets for more information.

Existing Condition:

Numerous aspects of the City's parks (including tennis courts, playgrounds, walking paths, pavilions, ball fields, and other amenities) require maintenance, improvements, or replacement.

Justification: *Availability of Outside Funding; Condition of Ex. Facility; others depend upon the project*
Park grants are competitive. By budgeting for the local match, a grant application can be completed without searching for available funds or making amendments to the program. Available grants may help to address any number of CIP criteria including, but not limited to, improving condition of existing facilities, operating efficiency, beautification, and protection and conservation of the park system or historical landmarks. Finally, these projects are supported by the Parks Master Plan and/or the needs assessments of the Dielmann Recreation Complex (FY2014) and Golf Course (FY2016) and the Parks Master Plan that is underway and expected to be completed in FY2019.

Operating Budget Impact:

The improvements brought by these projects typically replace old or failing systems that require significant maintenance. These improvements should reduce operating costs.

Comments:

The current maximum amount of funding that the City is eligible for through the Municipal Park Grant program is currently \$475,000 for a given project. These grants are competitive, and the City's contribution to the project affects the project application score and likelihood of a funding award. The City plans to provide a 6% grant match for its projects in order to maximize the number of points related to the City's contribution, which would make the grant match about \$30,500 for a project that receives the maximum grant funding.

Expenditure Type:

Planning, Design & Engineering	\$	
Land Acquisition	\$	
Construction	\$	30,500
Equipment	\$	
Other	\$	
Total (Future Grant Match)	\$	30,500

Anticipated Municipal Park Grant Application Schedule:

FY2021 – Ice Arena Refrigerant Switchover

FY2023 – Beirne Park and Lake School Park Tennis Court Replacement

FY2025 – Golf Course Irrigation Replacement

FY2027 – Lake School Park Playground Replacement

9506 PARKS AND RECREATIONAL FACILITIES – 10

CREVE-COEUR-FRONTENAC MISSOURI PACIFIC TRAIL STUDY

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Future
\$30,000	TBD	\$30,000	\$0	\$30,000	\$0	\$0	\$0	\$0	TBD

Project Description:

This project will include surveying and engineering services to create a concept-level plan for a possible walking trail along the former Missouri Pacific Railroad corridor between Malcolm Terrace Park and Villa Coublay Drive. The intent of the project will be to determine whether constructing such a path is feasible. This plan would be coordinated with a similar effort by the City of Frontenac to investigate the possibility of a trail from Villa Coublay Drive east.

Existing Condition:

The area to be studied is a wooded utility corridor.

Justification: *Coordination, Availability of Outside Funding, Citizen Demand*

Residents have requested that the City investigate and create new paths and trails through the recent Citizen Survey, and both the Comprehensive Plan Creve Coeur 2030 and the City's Strategic Plan identify such efforts as near-term priorities.

Operating Budget Impact:

A new trail will require maintenance, but the costs of this maintenance are expected to be limited by the use of wood chips as the walking surface.

Comments:

Construction of this trail would qualify for funding through a Municipal Park Grant or a Recreational Trails Grant.

Expenditure Type:

Planning, Design & Engineering	\$ 30,000
Land Acquisition	\$
Construction	\$
Equipment	\$
Other	\$
Total	\$ 30,000

9506 PARKS AND RECREATIONAL FACILITIES – 11

DIELMANN RECREATION COMPLEX PARKING LOT LIGHTING

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Future
\$40,000	\$0	\$40,000	\$0	\$20,000	\$20,000	\$0	\$0	\$0	\$0

Project Description:

This project will include replacing the existing light fixtures with new and additional LED light fixtures for the two parking lots at the Dielmann Recreation Complex. The purpose of the project is to provide adequate and consistent light for the parking lots to increase safety and functionality of the lots.

Existing Condition:

Currently, the parking lots are lit with light poles that were installed by and are maintained by Ameren. The front parking lot has some older and some newer light fixtures, and the back parking lot only has two light poles, but needs several more to cover the entrance and underserved sections of the lot.

Justification: *Public Safety; Operating Efficiency; Condition of Existing Facility*

The safety of the users of the Dielmann Recreation Complex is a primary concern, and the new lights will help limit the City's risk expose. The current poles provide minimal, inadequate coverage, and these light poles need frequent maintenance. The new poles will have LED fixtures that will provide better, more consistent light output.

Operating Budget Impact:

The project would not change that the City currently pays a monthly fee to Ameren for replacing bulbs that go out and for fixing damages that occur to the poles that are out of the City's control (e.g. wind or storm damage). However, the new LED lights should result in lower monthly electric bills.

Comments:

None.

Expenditure Type:

Planning, Design & Engineering	\$ 40,000
Land Acquisition	\$
Construction	\$
Equipment	\$
Other	\$
Total	\$ 40,000

9506 PARKS AND RECREATIONAL FACILITIES – 12

HISTORIC BUILDING REHABILITATION AND PRESERVATION

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Future
\$40,000	\$0	\$40,000	\$14,093	\$35,000	\$100,000	\$75,000	\$0	\$0	TBD

Project Description:

This project involves the assessment, improvement, and preservation of three locally historic buildings that are located in the City's Parks: Hackman Cabin and Clester Cabin in Conway Park, and Lake School House in Lake School Park. Following an assessment of these buildings in FY2019, building repairs and stabilization efforts are recommended for the preservation of the structures, with Lake School House in FY2020, Hackman Cabin in FY2021, and Clester Cabin in FY2022.

Existing Condition:

All three of the buildings need significant repairs and improvements to help keep rain and/or animals from entering the buildings.

Justification: *Protection and Conservation; Operating Efficiency; Condition of Existing Facility*

The Parks and Historic Preservation Committee requested that the City invest into these buildings, as they are considered to be part of the heritage of Creve Coeur.

Operating Budget Impact:

Structural repairs to stabilize these buildings are expected to decrease future operating costs for building repairs.

Comments:

Funding in prior years includes the assessment of the cabins in FY2019 and the installation of informational signs for these buildings and the Tappmeyer House in FY2019.
A new roof was added to the Lake School House within the past five years.

Expenditure Type:

Planning, Design & Engineering	\$ 9,300
Land Acquisition	\$
Construction	\$ 210,000
Equipment	\$ 4,793
Other	\$
Total	\$ 224,093

9506 PARKS AND RECREATIONAL FACILITIES – 13

ICE ARENA COMPRESSOR REPLACEMENT

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Future
\$30,000	\$0	\$30,000	\$0	\$30,000	\$0	\$0	\$0	\$0	\$0

Project Description:

The project involves the replacement of one (1) 100-ton ice rink plant compressor that is necessary to create and maintain the ice for the ice arena at the Dielmann Recreation Complex.

Existing Condition:

The existing unit is over its recommended hours use total of 45,000 hours. Furthermore, the compressor has internal damage that cannot be repaired and that is causing it to leak oil.

Justification: *Operating Efficiency; Condition of Existing Facility*

The ice plant is made up of three (3) 100-ton compressors, with two running in service and the third as the backup. The system operates in this fashion to allow for servicing of any one compressor at any time and still have two in service to meet the demands of the rink. The compressor is one of the originals from the major renovation of the Ice Arena in 2003.

Operating Budget Impact:

The new compressor is expected to reduce operating costs by requiring less maintenance. There will be a little savings on time and material by not having to add oil to the compressor.

Comments:

None.

Expenditure Type:

Planning, Design & Engineering	\$
Land Acquisition	\$
Construction	\$
Equipment	\$ 30,000
Other	\$
Total	\$ 30,000

9506 PARKS AND RECREATIONAL FACILITIES – 14

TENNIS COURT REPAIRS

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Future
\$70,635	\$0	\$70,635	\$35,635	\$35,000	\$0	\$0	\$0	\$0	\$0

Project Description:

This project involves repairs to and resurfacing of the tennis courts in the City's parks in order to maintain the quality of courts necessary for safe and enjoyable play. Improvements to Conway Park are planned for FY2020. These improvements will include minor repairs, repainting, and conversion of one of the courts into pickleball courts.

Existing Condition:

The courts at Conway Park have held up well to recent park improvements, but these courts are in need of rejuvenation.

Justification: *Condition of Existing Facility; Beautification; Citizen Demand; Public Safety*

Tennis courts need to be meticulously maintained in order to make them suitable for play. Cracks, divots, and other defects can influence the bounce of the ball or cause players to trip, and neither condition encourages use of the courts. There has also been a growing demand to add pickleball courts to the City's parks.

Operating Budget Impact:

Maintenance of the tennis courts has increasingly become the job of the City's Public Works staff. Such work is time consuming. New tennis court surfaces would eliminate the need for significant repair efforts in the near future.

Comments:

Tennis court improvements would qualify for funding through the Municipal Park Grant program, but these funds are being used for other City projects.

The courts at Beirne Park were repaired and repainted in FY2018, the cost of which is listed as "prior years."

Expenditure Type:

Planning, Design & Engineering	\$	
Land Acquisition	\$	
Construction	\$	70,635
Equipment	\$	
Other	\$	
Total	\$	70,635

9506 PARKS AND RECREATIONAL FACILITIES – 15

DIELMANN RECREATION CENTER HVAC REPLACEMENT – PHASE 2

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Future
\$110,000	\$0	\$110,000	\$0	\$0	\$110,000	\$0	\$0	\$0	\$0

Project Description:

This project involves the removal and replacement of the remaining air handler and condensing unit that serve the Dielmann Recreation Complex. The replacement of this equipment will complement and complete the air handler, condenser, and boiler units that were replaced in FY2018.

Existing Condition:

The Dielmann Recreation Complex uses two air handlers and two condensing units for its heating and air conditioning. The two units that are proposed to be replaced are beyond their useful lives.

Justification: *Operating Efficiency; Condition of Existing Facility*

New units will be more efficient than the existing units, and the new units are expected to require little or no maintenance for several years.

Operating Budget Impact:

Increased efficiency and limited maintenance should result in lower operating costs.

Comments:

None.

Expenditure Type:

Planning, Design & Engineering	\$
Land Acquisition	\$
Construction	\$
Equipment	\$ 110,000
Other	\$
Total	\$ 110,000

9506 PARKS AND RECREATIONAL FACILITIES – 16

ICE ARENA REFRIGERANT SWITCH-OVER (GRANT MATCH)

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Future
\$75,000	TBD	\$75,000	\$0	\$0	\$75,000	\$0	\$0	\$0	\$0

Project Description:

The current system that cools the ice operates using R-22 (Freon), a product that is already becoming more expensive and will soon become unavailable as a coolant. This project would include transitioning the current cooling system, through retrofit or replacement of the existing equipment, to an alternative coolant such as Ammonia or CO₂. The total cost of this project is estimated to be \$550,000. The City Share reflects the remaining \$75,000 if the City is awarded a \$475,000 Municipal Park Grant. The full project cost will be programmed into the appropriate fiscal years if the City is successful in obtaining a grant for the project.

Existing Condition:

The existing equipment is currently operational, but the three compressors in this system have required frequent maintenance. Even small repairs to the system can result in a loss of coolant and, therefore, require a system “charge” or refill. Vendors who do these repairs are responsible for disposing of lost Freon, and the City often incurs service charges associated with these disposals.

Justification: *Operating Efficiency; Condition of Existing Facility; Coordination; Availability of Outside Funding; Protection & Conservation*

This project directly affects operational efficiency. Under the U.S. Clean Air Act & the Montreal Protocol on Substances that Deplete the Ozone Layer, use of R-22 refrigerant is being phased out of use because of the damage these types of substances can cause to the earth’s ozone layer. Starting on January 1, 2020, the U.S. will no longer produce or import R-22; should there be any repair or catastrophic system failure after that date, the City may be unable to recharge the system to maintain cooling.

Operating Budget Impact:

Once the switch over occurs, the cost of maintaining the system will be included in the building’s preventive maintenance contract. The real savings will be seen when the system moves away from the expensive R-22 cost, simply due to the lack of supply for R-22 coolant.

Comments: A grant will be applied for in FY2021 and, if approved, the switchover will take place in FY2021.

Expenditure Type:

Planning, Design & Engineering	\$ 25,000
Land Acquisition	\$
Construction	\$
Equipment	\$ 50,000
Other	\$
Total (Grant Match)	\$ 75,000

9506 PARKS AND RECREATIONAL FACILITIES – 17

MALCOLM TERRACE PARK TRAIL IMPROVEMENTS (GRANT MATCH)

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Future
\$15,000	TBD	\$15,000	\$0	\$0	\$15,000	\$0	\$0	\$0	\$0

Project Description:

The project involves resurfacing two asphalt trails and the parking lot at Malcolm Terrace Park. The amount of \$15,000 represents the City's portion of the cost for a \$75,000 project that is funded by a federal grant through the Recreational Trails Program. The actual cost of the project will be programmed into the Capital Improvement Plan if the City is awarded the grant.

Existing Condition:

Asphalt paths are in use at Beirne Park, Conway Park, Malcolm Terrace Park, and Millennium Park. Most of these trails are in good condition and need preventative maintenance to preserve their condition. The paths at Malcolm Terrace Park and an access path to Beirne Park, however, are in poor condition and require resurfacing and localized replacement.

Justification: *Public Safety; Cond. of Existing Facility; Availability of Outside Funding; Citizen Request*

The City's parks are a sense of pride for Creve Coeur, and the City is obligated to provide adequate and safe access to the parks. Pursuit of grant funding to assist with maintaining this access allows the City to meet its obligations at a reduced cost.

Operating Budget Impact:

Asphalt path maintenance can be costly. Replacement of the paths at Malcolm Terrace Park will reduce maintenance costs for the near future.

Comments:

The Recreational Trails Program provides up to 80% reimbursement of construction costs for projects totaling up to \$125,000. The City's applications for this grant in FY2017 and FY2018 were not successful, but another attempt will be made in FY2020. Should a grant be awarded for this project, the City would have three years to complete the project. Construction would be expected in FY2021.

Expenditure Type:

Planning, Design & Engineering	\$	
Land Acquisition	\$	
Construction	\$	15,000
Equipment	\$	
Other	\$	
Total (City Share)	\$	15,000

9506 PARKS AND RECREATIONAL FACILITIES – 18

PLAYGROUND SAFETY SURFACE REPLACEMENT

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Future
\$75,000	TBD	\$75,000	\$56,508	\$0	\$75,000	\$0	\$0	\$100,000	\$75,000

Project Description:

This project involves the replacement of damaged areas and rejuvenation or replacement of the rubberized safety surface beneath the City's playgrounds. The surface of the original playground at Millennium Park was replaced in FY2017, because it was the most urgent need. Several other playgrounds will require attention in the near future. The second playground at Millennium Park is scheduled for FY2021, and the surface beneath the playground at Beirne Park is scheduled for FY2024.

Existing Condition:

The rubberized surface beneath the City's playgrounds in Millennium Park, Conway Park, and Beirne Park provides the required protection for children and other users against injury from a fall off of the playground or swing set. The edges of the newer playground surface at Millennium Park were repaired in FY2017, but this surface will need to be replaced by FY2021. Staff will continue to evaluate the surfaces at Conway Park and Beirne Park and will recommend repairs or replacement to these surfaces accordingly. At this time, the safety surface at Beirne Park is expected to be the next to need replacement after Millennium Park.

Justification: *Public Safety; Availability of Outside Funding; Condition of Existing Facility*

Keeping the safety surface of the City's playgrounds in good condition is required for the continuing use of the playgrounds and the safety of the playgrounds' users.

Operating Budget Impact:

None.

Comments:

This work would qualify for grant funding through the Municipal Parks Grant program, but the next several grant opportunities will be directed toward other needs.

Expenditure Type:

Planning, Design & Engineering	\$	
Land Acquisition	\$	
Construction	\$	175,000
Equipment	\$	
Other	\$	
Total (FY2021 & FY2024)	\$	175,000

9506 PARKS AND RECREATIONAL FACILITIES – 19

CITY ENTRANCE AND PARK IDENTIFICATION SIGNAGE MASTER PLAN

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Future
\$20,000	\$0	\$20,000	\$0	\$0	\$0	\$20,000	\$0	\$0	\$0

Project Description:

This project includes the City contracting with a consultant to design new City Entrance signs/monuments, Park Identification signs/monuments, and directional sign leading visitors to City Facilities.

Existing Condition:

City entrance signs are about 15 years old and some are damaged and in need of replacement. We have the same issue with the directional signs leading visitors to City facilities. There has been an interest expressed by the Park and Historical Preservation Committee to construct new signage/monuments at the entrance of each City Park.

Justification: *Condition of Existing Equipment; Beautification; Coordination*

Existing signs are old and in need of replacement. Some signs are missing and others are damaged beyond repair. The park identification signs are extremely old and require replacement, however, a couple of parks have brick monument signs that are fairly new. Development of a Sign Masterplan was included as an action item in the FY2018-2021 Strategic Plan.

Operating Budget Impact:

This is a design and cost estimate for the purchase and construction new signage. There is no effect on the operating budget. Once designed, we can obtain cost estimates and budget funding in future years for the manufacturing and installation of the new signs/monuments.

Comments:

By reviewing the entire signage needs of the city, we will have an opportunity to evaluate the current sign types and locations. Although the signs for Parks may be different than the City Entrance signs, we can create a signage theme so that there are similarities with all City signs thus creating sign branding unique to Creve Coeur.

Expenditure Type:

Planning, Design & Engineering	\$ 20,000
Land Acquisition	\$
Construction	\$
Equipment	\$
Other	\$
Total	\$ 20,000

9506 PARKS AND RECREATIONAL FACILITIES – 20

MILLENNIUM PARK TRAIL STUDY

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Future
\$30,000	TBD	\$30,000	\$0	\$0	\$0	\$30,000	\$0	\$0	TBD

Project Description:

This project will include surveying and engineering services to create a concept-level plan for a possible walking trail that extends south from the paved walking trail at Millennium Park. The intent of the project will be to determine whether constructing such a path is feasible. At least one bridge over the nearby creek appears to be necessary to complete the path.

Existing Condition:

The area to be studied is a wooded area with no formal paths.

Justification: *Coordination, Availability of Outside Funding, Citizen Demand*

Residents have requested that the City investigate and create new paths and trails through the recent Citizen Survey, and both the Comprehensive Plan Creve Coeur 2030 and the City's Strategic Plan identify such efforts as near-term priorities.

Operating Budget Impact:

A new trail will require maintenance, but the costs of this maintenance are expected to be limited by the use of wood chips as the walking surface.

Comments:

Construction of this trail would qualify for funding through a Municipal Park Grant or a Recreational Trails Grant.

Expenditure Type:

Planning, Design & Engineering	\$ 30,000
Land Acquisition	\$
Construction	\$
Equipment	\$
Other	\$
Total	\$ 30,000

9506 PARKS AND RECREATIONAL FACILITIES - 21

ICE ARENA FLOORING REPLACEMENT

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Future
\$200,000	\$0	\$200,000	\$0	\$0	\$0	\$0	\$200,000	\$0	\$0

Project Description:

This project involves replacing the rubberized flooring that is around the ice rink, in the player's locker rooms, and in the referee's changing room.

Existing Condition:

A majority of the flooring is the original floor from the major renovation project in 2003 and is near the end of its useful life. Some smaller areas have been replaced due to high traffic areas, including the areas beneath the player's benches and near the public entrance gate area that leads onto the ice rink.

Justification: *Public Safety; Condition of Existing Facility*

The project will focus on preserving and protecting the general public from harm when using the ice rink for public skating, special events, or ice rentals and will reduce the City's risk exposure. The project will update the aging flooring and provide an aesthetic look to match the rest of the facility.

Operating Budget Impact:

The rink's ice will need to be taken out to allow the concrete floor temperature to rise to the manufacturer's recommendation to warranty the installation. This will cause a shutdown of the ice for approximately three weeks, two for the floor project and one for the removal and installation of new ice. The Ice Arena will schedule the replacement of the flooring to coincide with a shutdown of the ice in order to limit the construction impact on ice users and possible revenue losses. Once the floor is installed, there will be minimal upkeep involved.

Comments:

None.

Expenditure Type:

Planning, Design & Engineering	\$	
Land Acquisition	\$	
Construction	\$	200,000
Equipment	\$	
Other	\$	
Total	\$	200,000

9506 PARKS AND RECREATIONAL FACILITIES – 22

TENNIS COURT REPLACEMENT PROJECT (GRANT MATCH)

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Future
\$30,000	TBD	\$30,000	\$0	\$0	\$0	\$0	\$30,000	\$0	\$0

Project Description:

In FY2023, the City plans to apply for a Municipal Park Grant to substantially fund the replacement of the courts at Lake School Park and Beirne Park with post-tensioned concrete courts. The amount shown in FY2023 is the City's planned grant match for a project that is expected to cost approximately \$500,000. Upon successfully obtaining the grant, the actual costs will be programmed into the FY2023 capital budget through a budget adjustment.

Existing Condition:

The courts at Lake School Park and Beirne Park are asphalt courts that have been overlaid several times and cannot be effectively overlaid in the future.

Justification: *Availability of Outside Funding; Protection & Conservation; Beautification; Citizen Demand; Public Safety*

Tennis courts need to be meticulously maintained in order to make them suitable for play. Cracks, divots, and other defects can influence the bounce of the ball or cause players to trip, and neither condition encourages use of the courts.

Operating Budget Impact:

Maintenance of the tennis courts has increasingly become the job of the City's Public Works staff. Such work is time consuming. New tennis courts would eliminate the need for significant repair efforts in the near future.

Comments:

The courts at Beirne Park were repaired and repainted in FY2018, but additional maintenance or improvements to the Beirne Park courts may no longer be effective.

Expenditure Type:

Planning, Design & Engineering	\$	
Land Acquisition	\$	
Construction	\$	30,000
Equipment	\$	
Other	\$	
Total (Grant Match)	\$	30,000

CAPITAL FUND**9509 – STORMWATER**

CAPITAL FUND

FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM**FISCAL YEARS 2020-2024**

9509 STORMWATER - 01

STORMWATER IMPROVEMENTS PER MASTER PLAN

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Future
\$0	\$0	\$0	\$0	\$0	\$150,000	\$0	\$0	\$150,000	\$150,000

Project Description:

The 2012 Stormwater Master Plan update identified numerous stormwater-related projects that involve streams and public infrastructure. The City aims to address these issues over time as funding allows and using the master plan benefit rating as a guide. The scope of work for some of the projects listed in the master plan is greater than what this program can afford at the current funding level. These projects have been treated as separate items in the Capital Improvement Plan, but funding for such projects typically replaces the annual funding in this account.

In FY2021, funding is recommended to help address erosion of a creek next to South New Ballas Road.

Existing Condition:

Issues under consideration typically exhibit erosion, deteriorated infrastructure, and/or flooding.

Justification: *Condition of Existing Facility; Public Safety; Citizen Demand, Coordination*

The Stormwater Committee reviewed the issues in the Stormwater Master Plan and agreed that the City's use of public funds should be limited to projects to resolve issues that involve public infrastructure and/or public conveyances of water. Such issues may never be adequately or correctly resolved without the City's initiative, funding, and oversight.

Operating Budget Impact:

None.

Comments:

Funding for FY2017-FY2018 (\$150,000/year) were used to offset the expense of the Golf Course Dam Stabilization and Siltation Removal project (FY2017) and the Alden Lane Culvert Repair Project (FY2018). Funding for FY2019 and FY2020 will be used to offset the cost of the Middlebrook Drive Stormwater Improvements.

Expenditure Type:

Planning, Design & Engineering	\$ 50,000
Land Acquisition	\$
Construction	\$ 100,000
Equipment	\$
Other	\$
Annual Total (FY21 & FY24):	\$ 150,000

9509 STORMWATER – 04

MIDDLEBROOK DRIVE STORMWATER IMPROVEMENTS

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Future
\$292,075	\$0	\$292,075	\$42,075	\$250,000	\$0	\$0	\$0	\$0	\$0

Project Description:

This project involves replacing a failing culvert pipe beneath Middlebrook Drive and making associated repairs to the impacted area of the roadway and the stream. The project will include decorative elements, similar to those included in the Chilton Lane culvert replacement project in 2013. Easements will be required from the adjacent properties in order to complete the project. Trees and bushes will be included in the restoration of disturbed area to replace some of the vegetation that will be removed.

Existing Condition:

The culvert pipe is both undersized and failing, with increasing impact to the pavement of Middlebrook Drive above. In a heavy rain event, the creek flow exceeds the culvert capacity, and the creek overtops the street. The voids around the culvert were addressed in 2014 following a partial collapse of the roadway, but this repair was never expected to last more than a few years.

Justification: *Public Safety; Condition of Existing Facility; Beautification; Coordination*

Analysis of the stream found that the existing culvert pipe does not meet current size requirements, so lining the pipe or in-kind replacement would not be permissible. The Stormwater Committee identified the replacement of this culvert as a high priority in 2016, because the failure of this culvert would limit access to or isolate several homes along Middlebrook Drive. This issue rated highest among reviewed stormwater issues with 175 points, and the project has a benefit-to-cost ratio is 0.6, according to the metrics used in the Stormwater Master Plan.

Operating Budget Impact:

City staff has repeatedly patched the roadway pavement above this culvert, with a significant repair in 2014. This project will eliminate this problem and future needs for such maintenance.

Comments:

The design for this project was completed in FY2013. This project was originally scheduled to be constructed in FY2014; however, the Metropolitan St. Louis Sewer District's (MSD) planned sanitary sewer replacement for this area began in 2016. The City's project was re-scheduled for 2019 (FY2019-FY2020) to allow adequate time for MSD to complete its project and for the City to acquire the easements needed for the project. This project uses funding originally set aside for the FY2019 and FY2020 Stormwater Master Plan projects.

Expenditure Type:

Planning, Design & Engineering	\$ 10,000
Land Acquisition	\$ 1,000
Construction	\$ 250,000
Equipment	\$
Other (Design FY2013)	\$ 31,075
Total	\$ 292,075

CAPITAL FUND**9510 – STREETS AND SIDEWALKS**

CAPITAL FUND

FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM**FISCAL YEARS 2020-2024**

9510 STREETS AND SIDEWALKS – 01

STREET AND SIDEWALK MAINTENANCE PROGRAM

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Future
\$1,281,250	\$0	\$1,281,250	\$1,250,000	\$1,281,250	\$1,313,281	\$1,346,113	\$1,379,766	\$1,414,260	\$0

Project Description:

The project includes concrete pavement replacement, asphalt pavement resurfacing, asphalt pavement maintenance, microsurfacing, roadway striping, and sidewalk replacement for the annual maintenance of the City's roadway and sidewalk networks.

Existing Condition:

While the majority of the City's pavement network is in good condition, annual and on-going evaluation of pavement and sidewalk conditions find ageing and failing pavement and sidewalks that need to be addressed.

Justification: *Public Safety; Condition of Existing Facility; Coordination; Citizen Demand*

The City uses a pavement management system to track pavement conditions, and the City aims to evaluate the condition of each street on a four-year rotation. The pavement condition data assists with the prioritization of pavement repairs and maintenance and helps the City preserve its existing infrastructure as efficiently as possible. Federal regulations require that sidewalks meet accessibility standards so that all users have an opportunity to travel safely. The City's sidewalk maintenance program follows the federal regulations and supports the City's Pedestrian Plan.

Operating Budget Impact:

Pavement and sidewalk maintenance programs will improve and preserve the infrastructure and will result in a reduction in the number of pothole repairs and other on-going maintenance needs.

Comments:

Approximately 10% of the annual street and sidewalk improvements are directed toward accessibility improvements to the City's sidewalk network in support of the accessibility transition plan. Larger projects, such as grant-funded improvements, are described in separate project sheets.

Expenditure Type:

Planning, Design & Engineering	\$	
Land Acquisition	\$	
Construction	\$	1,281,250
Equipment	\$	
Other	\$	
Total (FY2020)	\$	1,281,250

9510 STREETS AND SIDEWALKS – 02

STREET RECONSTRUCTION/REHABILITATION

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Future
\$300,000	\$0	\$300,000	\$300,000	\$365,000	\$300,000	\$0	\$300,000	\$300,000	\$0

Project Description:

The City plans to fully or substantially replace sections of failed residential roadways as part of this project. The various needs of the pavement network are evaluated each year to determine which streets will be reconstructed. The FY2018-FY2020 projects involve rehabilitation of the Ladue Estates subdivision. Funding in FY2022 will be used to offset the costs for the “South Phase” improvements to Mosley Road. Projects in FY2023 and beyond will be determined after future reviews of pavement conditions.

Existing Condition:

Residential streets that are considered for reconstruction have reached the end of their useful lives and are generally in too poor of condition to gain long-term benefits from the City’s typical pavement maintenance programs.

Justification: *Public Safety; Condition of Existing Facility; Citizen Demand*

All of the City’s streets will eventually reach the end of their useful lives, fail at a structural level, and require reconstruction. This program provides the City with a tool to address some of its residential streets that are in poor or failing condition that typical maintenance programs can no longer improve.

Operating Budget Impact:

Streets with failing pavement typically require frequent maintenance in the form of pothole patching and emergency pavement repairs, which City staff often performs to address the issues as quickly as possible. Allocation of funds for reconstruction also allows for more of the maintenance budget to be used for maintaining and preserving streets that are in better condition. This allows for the needs of more streets and sidewalks to be addressed and will reduce the number of calls for City staff to make repairs.

Comments:

The budget projections are based upon planned roadway replacement and rehabilitation. These plans typically change due to pavement failures or coordination with utilities or other projects. The amount of funding in FY2020 is greater than normal, because it includes \$65,000 of surplus funding that resulted from reducing the scope of the FY2018 rehabilitation project at Ladue Estates Drive East.

Expenditure Type:

Planning, Design & Engineering	\$	
Land Acquisition	\$	
Construction	\$	365,000
Equipment	\$	
Other	\$	
Total (FY2020)	\$	365,000

**Street Reconstruction/Rehabilitation Candidate
Examples (in Alphabetical Order)**

Street Name	Pavement Condition Index (0 – 100)
Country Fair Lane (Interior Loop)	87
Conway Garden Court	62
Ladue Estates Drive	38
Ladue Estates Drive South	42
Ladue Estates Drive West	52
Ladue Meadows Drive	77
Magna Carta Drive	56
Mosley Road	50
Sherwyn Drive	52
Winrock Drive	50

9510 STREETS AND SIDEWALKS – 09

CRAIG ROAD IMPROVEMENTS (DESIGN AND GRANT MATCH)**CAPITAL FUND**

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Future
\$339,800	TBD	\$339,800	\$39,800	\$0	\$50,000	\$0	\$50,000	\$0	\$200,000

Project Description:

The project involves improvements to the intersection layout, pavement, and sidewalks of Craig Road between Old Ballas Road and Olive Boulevard. The project includes several phases: concept development and traffic study (FY2019), preliminary design and grant application (FY2021), final design (FY2023), and construction (FY2025). The costs shown are for the full design cost and for an estimated 20% of the construction cost. The full cost of the project will be included upon award of a grant for the project.

Existing Condition:

The pavement of Craig Road is currently in fair condition, but its traffic flow is hampered by non-standard intersections with Olde Cabin Road and Office Parkway. The sidewalks along Craig Road are generally inadequate and have poor accessibility at the intersections.

Justification: *Public Safety; Cond. of Existing Facility; Availability of Outside Funding; Citizen Request*

Craig Road receives significant traffic from the Creve Coeur Executive Office Park and from those traveling between Olive Boulevard and New Ballas Road. Improvements to the intersections along Craig Road are recommended to improve the flow and safety of this traffic and to provide better sidewalk crossings at these intersections.

Operating Budget Impact:

The pavement and sidewalks of Craig Road are in increasing need of maintenance. Roadway resurfacing and sidewalk reconstruction would reduce future maintenance costs.

Comments:

Craig Road was recently reclassified to become eligible for federal roadway grants. Improvements to the sidewalk system in the Creve Coeur Executive Office Park are being pursued through the Transportation Alternatives Program grant, which may coincide with or incorporate this project.

Expenditure Type:

Planning, Design & Engineering	\$ 139,800
Land Acquisition	\$
Construction (FY2025)	\$ 200,000
Equipment	\$
Other	\$
Total (Design and Grant Match)	\$ 339,800

9510 STREETS AND SIDEWALKS – 10

EMERSON ROAD IMPROVEMENT PROJECT (FEDERAL STP GRANT)

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Future
\$678,508	\$444,000	\$234,508	\$75,508	603,000	\$0	\$0	\$0	\$0	\$0

Project Description:

The project includes pavement widening and resurfacing, new curb and gutter, and enclosed stormwater facilities along the City-maintained section of Emerson Road from Old Ballas Road to De Smet Jesuit High School. In FY2016, the City was awarded a federal grant that will fund up to \$444,000, which is approximately 74% of the estimated construction cost for the project.

Existing Condition:

The existing roadway pavement is in marginal condition: its edges are deteriorating, a retaining wall supporting the street is failing, and the street width is insufficient. The City's portion of Emerson Road was found to have an average pavement condition index (PCI) of 44 in 2016, which indicates that the pavement is in need of significant improvements.

Justification: *Public Safety; Condition of Existing Facility; Availability of Outside Funding*

Emerson Road does not meet current standards for width and safety. The project will increase the roadway width and will improve drivers' sight lines by lowering the peak of the hill just north of De Smet Jesuit High School.

Operating Budget Impact:

Fixing the street and the failing headwall will reduce the number of maintenance calls to fix Emerson.

Comments:

The Emerson Road Improvement Project follows a concept plan that was developed for Emerson Road in FY2011. The sidewalk improvements that were part of this concept plan will be completed through the Emerson Road Sidewalk Improvement Project in FY2017, for which the City received a federal grant to assist with construction costs. The Missouri Department of Transportation owns Emerson Road south of De Smet Jesuit High School.

Expenditure Type:

Planning, Design & Engineering	\$ 71,508
Land Acquisition	\$ 4,000
Construction	\$ 603,000
Equipment	\$
Other	\$
Total	\$ 678,508

9510 STREETS AND SIDEWALKS – 11

FERNVIEW DRIVE RESURFACING (FEDERAL STP GRANT)

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Future
\$392,423	\$250,000	\$142,423	\$56,423	\$0	\$336,000	\$0	\$0	\$0	\$0

Project Description:

This project involves asphalt pavement resurfacing along Fernview Drive from Gallagher Road to Olive Boulevard. The City was awarded a federal grant that will reimburse up to \$250,000 (approximately 74%) of the construction cost for this project.

Existing Condition:

Fernview Drive consists of an asphalt street with concrete curbs and gutters between Gallagher Road and Olive Boulevard. Fernview Drive has sections that are currently in good condition, but some sections have deteriorated. Fernview has an average pavement condition index (PCI) of 59, meaning that it is in “fair” condition with the need for a resurfacing soon. This average PCI balances very good sections with PCI in the 80’s with poor sections with PCI in the 40’s.

Justification: *Public Safety; Availability of Outside Funding; Citizen Demand*

The roadway resurfacing is needed to maintain the pavement along Fernview Drive before more substantial rehabilitation becomes necessary. Fernview is used by about 4,300 vehicles per day, making it one of the most heavily traveled City streets in a residential area.

Operating Budget Impact:

The project will result in less need for City staff to patch Fernview Drive. Future maintenance expenses are expected to be lower due to this project.

Comments:

Sidewalks were not included as part of this project, because further study and public outreach is required to determine the feasibility of adding sidewalks to Fernview Drive. A separate “future project” has been included in this Capital Improvement Plan for Fernview and Bellerive Estates sidewalks.

Expenditure Type:

Planning, Design & Engineering	\$ 56,423
Land Acquisition	\$
Construction	\$ 336,000
Equipment	\$
Other	\$
Total	\$ 392,423

9510 STREETS AND SIDEWALKS – 12

FERNVIEW SIDEWALK CONCEPT PLAN

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Future
\$35,000	\$0	\$35,000	\$0	\$35,000	\$0	\$0	\$0	\$0	TBD

Project Description:

This project will extend the design for the Fernview Drive Improvement Project to review the options for and feasibility of adding a sidewalk along Fernview Drive between Olive Boulevard and Gallagher Road. This will be a separate project from the roadway resurfacing project on Fernview Drive. This project will involve public outreach, as public support will be essential if easements are necessary to construct the sidewalk.

Existing Condition:

There are no sidewalks along Fernview Drive, a street that carries over 4,000 vehicles on an average day. Most of the subdivisions on the east and west sides of Fernview Drive have sidewalks, but these stop short of Fernview.

Justification: *Public Safety; Availability of Outside Funding; Citizen Demand; Coordination*

Residents have requested that the City add sidewalks and better pedestrian connectivity through the recent Citizen Survey. The addition of sidewalks to Fernview is supported by both the Comprehensive Plan Creve Coeur 2030 and the City's Strategic Plan.

Operating Budget Impact:

None.

Comments:

The City has received a federal grant for improvements to the pavement of Fernview Drive, and a project to add a sidewalk to Fernview would also qualify for grant funding. A "future project" is included in this Capital Improvement Plan for Fernview and Bellerive Estates sidewalks. This study will involve only Fernview Drive.

Expenditure Type:

Planning, Design & Engineering	\$ 35,000
Land Acquisition	\$
Construction	\$
Equipment	\$
Other	\$
Total	\$ 35,000

9510 STREETS AND SIDEWALKS – 13

MOSLEY ROAD IMPROVEMENT PROJECT (FEDERAL STP GRANT)

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Future
\$1,622,364	\$760,000	\$862,364	\$227,364	\$20,000	\$130,000	\$1,245,000	\$0	\$0	\$0

Project Description:

Improvements to Mosley Road will involve roadway resurfacing, localized roadway reconstruction adjust the vertical alignment, and sidewalk improvements from Olive Boulevard to Ladue Road. The City was awarded a federal Surface Transportation Program (STP) grant for 80% of the anticipated costs for the right-of-way and construction phases for the improvements between Olive Boulevard and Tureen Drive. The design for the project and the improvements south of Tureen Drive will be fully funded by the City. This project has been included in previous capital improvement plans as two phases. The two phases will be combined into one project to limit certain construction costs and to limit the impact on residents along Mosley Road.

Existing Condition:

Mosley Road is an asphalt street that last saw major roadway work in 2000 with the addition of the existing sidewalk. The pavement is failing in areas, but the general need for the roadway is resurfacing. The roadway width is also inconsistent, with some areas less than 20 feet wide. Mosley Road was found to have an average pavement condition index (PCI) of 54 in 2016, which indicates that the pavement is a good candidate for resurfacing.

Justification: *Public Safety; Condition of Ex. Facility; Citizen Demand; Availability of Outside Funding*

Of the City's principal roadways, the condition of Mosley Road is one of the worst. Complaints are common regarding the pavement condition, poor ride quality, and stormwater drainage issues. A preliminary design completed in FY2015 for Mosley Road also found several areas where the vertical or horizontal alignments do not meet design standards.

Operating Budget Impact:

The City completes significant pavement patching along Mosley Road nearly every year. Completing this project would eliminate this need and expense.

Comments:

A conceptual design for Mosley Road was completed for \$86,768 in FY2014-FY2016. FY2022 Roadway Reconstruction funds will be used to offset the cost of the improvements to Mosley south of Tureen Drive.

Expenditure Type:

Planning, Design & Engineering	\$ 227,364
Land Acquisition	\$ 150,000
Construction	\$ 1,245,364
Equipment	\$
Other	\$
Total	\$ 1,622,364

9510 STREETS AND SIDEWALKS – 14

NEW BALLAS ROAD IMPROVEMENTS – PHASE 1 (DESIGN & GRANT MATCH)

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Future
\$390,000	TBD	\$390,000	\$0	\$0	\$0	\$150,000	\$36,000	\$204,000	\$0

Project Description:

The project includes the replacement of approximately 25% of the concrete pavement, joint replacement, and diamond grinding of the pavement surface along North New Ballas Road between Olive Boulevard and Craig Road. The project would also include sidewalk improvements and updates to highlight the signal at Cityplace Drive and the four-way stop at American Legion Drive. The City applied for federal Surface Transportation Program funding for this project in FY2019. The amount shown represents 100% of the design and 80% of the estimated cost for the right-of-way and construction phases of the project. The full project cost will be included in the appropriate fiscal years if the City is successfully obtains a grant for this work.

Existing Condition:

Areas of the concrete pavement are in good condition, but many areas are in poor condition and require replacement. Joint deterioration is the primary issue along this section of North New Ballas Road, and this issue causes poor ride quality. Much of the existing sidewalk was constructed in the early 1990's and falls short of the current accessibility standards. This section of North New Ballas Road was found to have an average pavement condition index (PCI) of 75 in 2016.

Justification: *Public Safety; Condition of Existing Facility; Availability of Outside Funding; Beautification*

New Ballas Road is the City's largest street and one of two City-maintained streets classified as a minor arterial. Preservation of this street's pavement is a high priority, both for the traveling public and to control future costs. The deteriorating concrete pavement, sidewalks, curbs, and entrances require a significant investment to correct, and grant assistance for the work will make affording these improvements much more manageable. An alternative to grant funding would be to devote approximately 10% of the City's annual concrete repairs to this section of New Ballas Road for the next 5-10 years.

Operating Budget Impact:

This project will eliminate joint patching needs and sidewalk issues that require staff attention.

Comments:

None.

Expenditure Type:

Planning & Design (FY2022)	\$ 150,000
Land Acquisition (FY2023)	\$ 36,000
Construction (FY2024)	\$ 204,000
Equipment	\$
Other	\$
Total (Design & Grant Match)	\$ 390,000

9510 STREETS AND SIDEWALKS – 15

OLD OLIVE/LINDBERGH INTERSECTION RECONSTRUCTION (DESIGN & GRANT MATCH)

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Future
\$382,000	TBD	\$382,000	\$32,000	\$0	\$0	\$125,000	\$10,000	\$215,000	\$0

Project Description:

This project involves the reconstruction of the intersection of Lindbergh Boulevard and Old Olive Street Road in order to provide full access in all directions. A traffic signal would be added to this intersection, as would a pedestrian/bicycle crossing. The costs shown represent approximately 10% of what is expected to be a \$2.5 million project. Staff plans to apply for the MoDOT Cost Share program for approximately 50% of the cost of the project and then to apply for federal Surface Transportation Program funding for approximately 40% of the project cost. Both applications are anticipated for FY2020. If the City is awarded this funding, then the full cost and grant funding will be included in the appropriate years.

Existing Condition:

The existing intersection of Lindbergh Boulevard and Old Olive Street Road allows only right-in, right-out access for Old Olive on both sides of Lindbergh. A concrete barrier along the Lindbergh median prohibits any east-west vehicular or pedestrian crossing of this intersection.

Justification: *Availability of Outside Funding; Coordination*

The proposed improvements to this intersection are supported by the Comprehensive Plan Creve Coeur 2030 and the 39 North Master Plan, and these improvements provide the best chance for a pedestrian or bicycle crossing of Lindbergh Boulevard in that area.

Operating Budget Impact:

The City will most likely need to take over the maintenance of Old Olive Street Road from the Missouri Department of Transportation in return for the funding for this project. The ongoing maintenance cost for Old Olive Street Road could be significant.

Comments:

Conceptual plans for this intersection have been developed as part of the Old Olive great streets study, which was completed through a partnership of St. Louis County, the St. Louis Economic Development Partnership, and the City of Creve Coeur. Funding in “prior years” represents design costs in FY2019 to refine the project plans and estimates in preparation for the funding applications. Future improvements to Old Olive Street Road are likely to qualify for federal funding, although the classification of Old Olive may change following its removal from the state roadway system.

Expenditure Type:

Planning, Design & Engineering	\$ 157,000
Land Acquisition	\$ 10,000
Construction	\$ 215,000
Equipment	\$
Other	\$
Total (Design & Grant Match)	\$ 382,000

9510 STREETS AND SIDEWALKS – 16

NEW BALLAS ROAD IMPROVEMENTS – PHASE 2 (DESIGN & GRANT MATCH)

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Future
\$425,000	TBD	\$425,000	\$0	\$0	\$0	\$0	\$0	\$100,000	\$325,000

Project Description:

The project includes pavement resurfacing, concrete curb and sidewalk replacement, and accessibility improvements along New Ballas Road from Conway Road to Ladue Road. The project will also include extending the existing planted median toward Conway Road, pedestrian connections to the bus stops along the east side of New Ballas, and a review of the traffic operations at New Ballas and Ladue Road. The grant match for Phase 1 (\$425,000) includes 100% of the design costs and 20% of the estimated land acquisition and construction costs. The full project cost will be included in the appropriate fiscal years if the City is successful in obtaining a grant for the work.

Existing Condition:

The asphalt pavement is generally in good condition, but many of the concrete sidewalks, curbs, and entrances are in poor condition. Although much of the sidewalk and curbing was replaced in FY2019, areas still fall short of the current accessibility standards. South New Ballas Road was found to have an average pavement condition index (PCI) of 70 in 2016, which indicates that the pavement is generally in “very good” condition and that is currently an appropriate candidate for pavement preservation. The pavement will be 20 years old at the time of the anticipated construction for this project, and the pavement condition is expected to have deteriorated by then to the point that resurfacing is necessary.

Justification: *Public Safety; Condition of Existing Facility; Availability of Outside Funding; Beautification*

New Ballas Road is the City’s largest street and one of two City-maintained streets classified as a minor arterial. Preservation of this street’s pavement is a high priority, both for the traveling public and to control future costs. The deteriorating sidewalks, curbs, and entrances require a significant investment to correct, and grant assistance for the work will make affording these improvements much more manageable.

Operating Budget Impact:

This project will eliminate pavement patching needs and sidewalk issues that require staff attention.

Comments:

The City applied for federal grant assistance for improvements to this section of New Ballas Road in FY2015, but the application was unsuccessful due to the good condition of the road at that time. This project is the second of what is expected to be four phases of work along New Ballas Road.

Expenditure Type:

Planning & Design (FY2024)	\$ 100,000
Land Acquisition (FY2025)	\$ 25,000
Construction (FY2026)	\$ 300,000
Equipment	\$
Other	\$
Total (Design & Grant Match)	\$ 425,000

CAPITAL FUND**9516 – CAPITAL EQUIPMENT**

CAPITAL FUND

FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FISCAL YEARS 2020-2024

9516 CAPITAL EQUIPMENT - 01

PUBLIC WORKS CAPITAL EQUIPMENT

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Future
\$88,948	\$0	\$88,948	\$312,372	\$88,948	\$601,330	\$278,075	\$356,290	\$297,506	\$0

Project Description:

Capital equipment includes City equipment costing greater than \$20,000 and having a useful life of at least five years based on replacement schedule. The Public works equipment listed below is for the replacement of existing equipment that is 16 years old.

Existing Condition:

The current equipment has reached the end of its useful and dependable life. Significant maintenance costs can be expected if this equipment is kept in service.

Justification: *Public Safety; Condition of Existing Facility; Operating Efficiency*

Replacement of the equipment noted below is necessary to provide services to the residents and repair the City's infrastructure. Without replacement, it will not only have an effect on public safety, it will also affect the City's operating efficiency due to down time for equipment repairs.

Operating Budget Impact:

Replacement of older equipment helps reduce the overall annual maintenance costs of the Public works fleet. Holding on to older equipment will likely result in significant increases in repair bills and a reduction in efficiency and ability to provide service to the residents due to an increase in downtime cause by equipment failure.

Comments:

The following major equipment purchases are planned for FY2020 as replacements for older equipment:

- One-ton Dump Truck with Plow and Spreader\$ 88,948
- \$ 88,948

Public Works staff plans to trade-in or sell the replaced equipment at auction after the new replacement vehicle arrives. The amount of revenue from the auctioned equipment will help offset the cost to purchase new equipment.

Expenditure Type:

Planning, Design & Engineering	\$	
Land Acquisition	\$	
Construction	\$	
Equipment	\$	88,948
Other	\$	
Total (FY2020)	\$	88,948

9516 CAPITAL EQUIPMENT – 05

GOLF COURSE SPRAYER REPLACEMENT

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Future
\$35,000	\$0	\$35,000	\$0	\$35,000	\$0	\$0	\$0	\$0	\$0

Project Description:

Purchase a new sprayer to replace the current combination of a 1997 Toro 3100 workman and 2004 Toro Spray system.

Existing Condition:

The current spray system and chassis are aging, and replacement should occur in FY21. The current chassis is 21 years old and has 3394 hours operating time, with an average of approximately 130 hours per year. The life expectancy of the chassis is 12 to 14 years. The current spray system is 14 years old, with an average life expectancy of 10 to 12 years.

Justification: *Condition of Existing Unit; Operating Efficiency*

The current chassis and sprayer combination has passed its useful life and is becoming costly and time-consuming to maintain. The operating efficiency of the course would increase by use of new sprayer technologies such as speed and turn control, spraying accuracy as well as reduced emissions.

Operating Budget Impact:

Maintenance and repair costs are approximately \$750 annually; however, as the unit ages the cost of maintenance can substantially increase. The anticipated annual maintenance costs for a newer unit for the first 5 years is less than \$200 per year.

Comments:

The city only has one sprayer and the downtime caused by maintenance repairs can impact pesticide control on all turf areas. Increased pressure from disease and weeds will have a negative impact on turf conditions and can deter golfers from play. Greens are sprayed every 10 to 14 days throughout the growing season to prevent disease pathogens from infecting play areas, as well as foliar fertilizer application. Greens are sprayed around 10 times annually to apply pre and post emergence weed and insect control. Fairways, tees, and rough areas are sprayed as much as 10 times annually to prevent and cure disease, insects, and weeds. A new sprayer is preferred to a used one due to lack of quality used sprayers available to purchase. Upon arrival of purchased sprayer, the old spray system would be traded in or sent to auction to help offset cost. The current chassis would be used by golf maintenance staff as a material handler.

Expenditure Type:

Planning, Design & Engineering	\$	
Land Acquisition	\$	
Construction	\$	
Equipment	\$	35,000
Other	\$	
Total	\$	35,000

9516 CAPITAL EQUIPMENT – 05

PHONE SYSTEM REPLACEMENT

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Future
\$48,500	\$0	\$48,500	\$0	\$0	\$48,500	\$0	\$0	\$0	\$0

Project Description:

This project involves the replacement of the phone system used by the City's staff. The existing system will no longer be warranted or supported after 2021.

Existing Condition:

While the existing system is in fair condition, it seems likely that it will need a software or server upgrade in or around FY2021. .

Justification: *Condition of Existing Unit; Operating Efficiency*

Technical support for the phone system is essential to keeping it functional. The City's staff cannot perform their jobs without a functional phone system.

Operating Budget Impact:

A monthly licensing fee would be added to the operating budget of approximately \$25,800/year. This fee would be slightly offset by eliminating current PRI for phone (\$10,092/year) and phone maintenance (\$2,000/year).

Comments:

Due to Toshiba eliminating its telecommunications division, the current phone system will be unsupported in 2021, requiring the need to move to a new system that is up to date and supported.

Expenditure Type:

Planning, Design & Engineering	\$	
Land Acquisition	\$	
Construction	\$	
Equipment	\$	48,500
Other	\$	
Total	\$	48,500

CAPITAL FUND**ADMINISTRATION**

CAPITAL FUND

CAPITAL IMPROVEMENT PROGRAM**FISCAL YEARS 2020-2024**

ADMINISTRATION

PROJECT MANAGER

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Future
\$85,075	N/A	\$85,075	\$83,000	\$85,075	\$87,202	\$89,382	\$91,616	\$93,906	\$0

Description:

This item includes the costs associated with the full-time salary and benefits for a Project Manager to oversee projects in the Capital Improvement Fund.

Existing Condition:

The project manager assists the Public Works Department-Administration Division with monitoring construction activity, preparing contract documents, performing design surveys, and developing review processes in order to ensure compliance with codes and specifications for capital improvement projects for the City of Creve Coeur.

Justification: *Operating Efficiency*

The responsible and effective administration of the City's capital improvement projects, and grant-related projects in particular, requires significant staff time. Projects often have similar schedules, and multiple projects often require immediate attention at the same time. The City's Public Works Administration staff is too small to consistently accommodate the demands of these projects while also meeting the expectations for the various other services provided by the Department of Public Works.

Operating Budget Impact:

Annual costs for this position may include ongoing employee training, city equipment, cell phone, and general supplies, which are anticipated to be approximately \$1,000 per year.

Comments:

Prior to FY2019, this position was fully funded through the General Fund – Public Works/Administration operating budget.

Expenditure Type:

Planning, Design & Engineering	\$	
Land Acquisition	\$	
Construction	\$	
Equipment	\$	
Other	\$	85,075
Total (FY2020)	\$	85,075

CAPITAL FUND**FUTURE PROJECTS**

CAPITAL FUND

CAPITAL IMPROVEMENT PROGRAM**FISCAL YEARS UNKNOWN**

PARKS AND RECREATIONAL FACILITIES

FUTURE PROJECT: BEIRNE PARK PEDESTRIAN BRIDGE REPLACEMENT

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 20__	FY 20__	FY 20__	FY 20__	FY 20__	Future
\$150,000	TBD	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000

Project Description:

This project would involve the removal and replacement of a wooden pedestrian bridge that crosses Monsanto-Sunswept Creek to connect Foxbrook Drive to Beirne Park. The replacement bridge would be a pre-fabricated steel bridge with a wooden walking surface, smaller in width but similar in construction to those at the Creve Coeur Golf Course.

Existing Condition:

The existing bridge is made of steel trusses that support a wooden walking surface and wooden safety rails. The wooden elements of the bridge are deteriorating, and several elements have already been replaced.

Justification: *Public Safety; Condition of Existing Facility; Availability of Outside Funding; Citizen Demand*
The condition of some of the wooden walking surface has become a concern due to the uneven and sometimes slick surface.

Operating Budget Impact:

Public Works staff makes periodic repairs to this bridge following inspections and in response to complaints from nearby residents who use the bridge to access the park. A new, pre-fabricated bridge would virtually eliminate maintenance costs for the near future.

Comments:

This project would qualify for a Municipal Park Grant.

An alternative to this project would be to have the City's Public Works staff replace the wooden elements of the bridge. The cost of this work would be substantially less than the proposed pre-fabricated bridge.

The next revisions to the regulatory flood plain are expected to identify a floodway and a 100-year flood plain for the section of Monsanto-Sunswept Creek that this bridge spans. The impact to this bridge will be that changes to it might require a more significant design effort than if completed previously.

Expenditure Type:

Planning, Design & Engineering	\$ 50,000
Land Acquisition	\$
Construction	\$ 100,000
Equipment	\$
Other	\$
Total	\$ 150,000

STREETS AND SIDEWALKS

FUTURE PROJECT: BRIDGE AND CULVERT REHABILITATION

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 20__	FY 20__	FY 20__	FY 20__	FY 20__	Future
UNKNOWN	\$0	UNKNOWN	\$0	\$0	\$0	\$0	\$0	\$0	UNKNOWN

Project Description:

The City is responsible for the maintenance of several drainage culverts that carry creeks and streams beneath the City's roadways. This project involves the design and construction needed to address maintenance, repair, or replacement of these culverts as they become necessary.

Existing Condition:

Four of the City's culverts appear on the State of Missouri's state-wide register and are inspected annually by both City and State staff. These culverts are currently in good condition.

Justification: *Public Safety*

Past projects to repair culverts at Chilton Lane, Alden Lane, and Middlebrook Lane were undertaken after the failures of these culverts and when those failures threatened the roadway above. Effective and structurally sound culverts are required to keep stormwater from becoming a hazard to the driving public.

Operating Budget Impact:

Regular inspections will require some staff time to undertake. Consultants may be required to specific issues.

Comments:

None.

Expenditure Type:

Planning, Design & Engineering	\$	TBD
Land Acquisition	\$	TBD
Construction	\$	TBD
Equipment	\$	
Other	\$	
Total	\$	TBD

PARKS AND RECREATIONAL FACILITIES

FUTURE PROJECT: CERTIFIED NATURE EXPLORER CLASSROOM

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 20__	FY 20__	FY 20__	FY 20__	FY 20__	Future
\$25,000	\$0	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000

Project Description:

The proposed outdoor classroom could be located in Malcom Terrace Park or Millennium Park. This classroom would include elements such as music & movement area, a place to do nature art, a place to build, climb or crawl, a place to gather or play in water and will include signage throughout.

Existing Condition:

None.

Justification: *Protection & Conservation; Beautification*

The goal will be to create an area that can be utilized for both programming provided by the City as well as a place for birthday parties, meeting place for play or scout groups and outdoor classroom for local schools. Having a Certified Nature Explorer Classroom in a Creve Coeur park supports the CIP criteria by enhancing the usefulness and beautification of the environment by providing a nature-rich outdoor space for current and future generations to use the natural world as an integral part of learning.

Operating Budget Impact:

Minimal impact to the operating budget is anticipated – similar to adding playground equipment.

Comments:

None.

Expenditure Type:

Planning, Design & Engineering	\$	
Land Acquisition	\$	
Construction	\$	25,000
Equipment	\$	
Other	\$	
Total	\$	25,000

PARKS AND RECREATIONAL FACILITIES

FUTURE PROJECT: CREEKSIDE/BELLERIVE TRAIL (GRANT MATCH)

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 20__	FY 20__	FY 20__	FY 20__	FY 20__	Future
\$25,000	TBD	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000

Project Description:

The project involves the creation of a new asphalt trail to extend from the Creekside at Mason subdivision to Bellerive Elementary School, which would provide a pedestrian connection from Rue de Fleur and Bellerive Estates Drive to Mason Road. The amount of \$25,000 represents the City's portion of the cost for a \$125,000 project that is funded by a federal grant through the Recreational Trails Program (RTP). The actual cost of the project will be programmed into the appropriate years of the Capital Improvement Plan if the City is awarded the grant.

Existing Condition:

Several parcels of common ground connect along the south side of the creek and provide the opportunity for a pedestrian and bicycle pathway.

Justification: *Public Safety; Availability of Outside Funding; Citizen Request*

The City's parks are a sense of pride for Creve Coeur, and the City is obligated to provide adequate and safe access to the parks. Pursuit of grant funding to assist with maintaining this access allows the City to meet its obligations at a reduced cost.

Operating Budget Impact:

The City may assume responsibility to mow and otherwise maintain the common ground areas where the paths would be installed. Mowing costs are estimated to be approximately \$2,000/year.

Comments:

Support from the Parkway School District and the subdivision trustees will be sought before the City pursues a grant for this project. Easements will be required to construct the project.

Expenditure Type:

Planning, Design & Engineering	\$	
Land Acquisition	\$	
Construction	\$	25,000
Equipment	\$	
Other	\$	
Total (Grant Match)	\$	25,000

PARKS AND RECREATIONAL FACILITIES

FUTURE PROJECT: CONWAY PARK LAKE DREDGING

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 20__	FY 20__	FY 20__	FY 20__	FY 20__	Future
\$250,000	N/A	\$250,000	\$0	\$0	\$0	\$0	\$0	\$0	\$250,000

Project Description:

The project involves the removal of silt and other debris that has accumulated at the bottom of the lake at Conway Park.

Existing Condition:

This sediment has reduced the depth of the lake to the point where the fountain can no longer be used and the overall health of the pond is diminishing.

Justification: *Condition of Existing Facility; Beautification*

The lake at Conway Park is a key element of the landscape toward the north end of the park. Maintaining this as a healthy and attractive lake will help to preserve the visual appeal of Conway Park and will help to provide a positive experience for park patrons.

Operating Budget Impact:

Maintaining the fountain requires more significant staff time than if the fountain were in deeper water.

Comments:

None.

Expenditure Type:

Planning, Design & Engineering	\$ 30,000
Land Acquisition	\$
Construction	\$ 220,000
Equipment	\$
Other	\$
Total (Grant Match)	\$ 250,000

PARKS AND RECREATIONAL FACILITIES

FUTURE PROJECT: CONWAY PARK PATH RECONSTRUCTION

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 20__	FY 20__	FY 20__	FY 20__	FY 20__	Future
\$260,000	TBD	\$260,000	\$0	\$0	\$0	\$0	\$0	\$0	\$260,000

Project Description:

This project would involve the full-depth reclamation of the pavement of the asphalt walking path at Conway Park and the construction of a new, 10-foot-wide asphalt path over the newly fortified base. This method is preferred, because the existing path and its base would be ground up and integrated into the soil to provide a strong base for the new path.

Existing Condition:

The walking path at Conway Park is approximately 0.8 miles long. It connects the parking lot at the south end of the park to the City's dog park, and it loops around the park's lake to provide a commonly used walking path. This asphalt path is typically 6-7 feet wide. It has begun to fail in multiple locations, in part because the path is barely wide enough to allow all of the tires of the City's maintenance vehicles to consistently remain on the pavement. The result is that these vehicles put a lot of stress on the edges of the asphalt, and this has caused sections of the asphalt to crack.

Justification: *Cond. of Existing Facility; Beautification; Citizen Demand; Availability of Outside Funding*

The dog park is one of the most popular amenities in the City's parks, and staff has received requests from park patrons to repair this path. The current choice is to either replace sections of the path at its current width or to replace all of the path at a width that allows for better access. Some of the broken areas of the path have developed into hazards, and these areas have been temporarily closed until the City's Public Works crews or a contractor can replace that section of path.

Operating Budget Impact:

The existing path requires annual repairs. The proposed path would reduce or eliminate such maintenance for the foreseeable future.

Comments:

This work would qualify for funding through a Municipal Park Grant.

Expenditure Type:

Planning, Design & Engineering	\$ 10,000
Land Acquisition	\$
Construction	\$ 250,000
Equipment	\$
Other	\$
Total (Grant Match)	\$ 260,000

PARKS AND RECREATIONAL FACILITIES

FUTURE PROJECT: DIELMANN RECREATION COMPLEX RENOVATIONS - PHASE 2

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 20__	FY 20__	FY 20__	FY 20__	FY 20__	Future
UNKNOWN	TBD	TBD	\$0	\$0	\$0	\$0	\$0	\$0	UNKNOWN

Project Description:

A needs analysis for the Dielmann Recreation Complex was completed in 2013 and used as a guide for Round 15 Municipal Park Grant Commission construction grant awarded in 2015. Phase I renovations included updates to the lobby, creation of a centralized check-in desk for the building, and updated and expanded meeting room space, as well as energy efficiency upgrades. Future phases could include additional energy efficiency upgrades such as interior and exterior lighting, parking lot modifications for better traffic flow, additional updates to the East Meeting Room, such as the addition of a catering kitchen, direct entry from the east parking lot, a north facing clearstory for additional light in the ice arena, and additional on-ice lounge or locker room facilities.

Existing Condition:

The existing building is functional but inefficient from staffing, logistic, and energy standpoints.

Justification: *Availability of Outside Funding; Beautification; Citizen Demand; Operating Efficiency; Condition of Existing Facility*

This project was designed based on public input, and may be possible for future grant funding; however, several other priority projects have been slated for Municipal Park Grant funding for FY2019-FY2023.

Operating Budget Impact:

TBD

Comments:

CIP grant matches for FY2019-FY2023 have been earmarked for other upgrades or improvements at the Creve Coeur Golf Course and Park System.

Expenditure Type:

Planning, Design & Engineering	\$
Land Acquisition	\$
Construction	\$
Equipment	\$
Other	\$
Total	\$ TBD

STREETS AND SIDEWALKS

FUTURE PROJECT: DOWNTOWN STREETScape AND INFRASTRUCTURE

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 20__	FY 20__	FY 20__	FY 20__	FY 20__	Future
UNKNOWN	TBD	UNKNOWN	\$0	\$0	\$0	\$0	\$0	\$0	UNKNOWN

Project Description:

The downtown plan calls for a significant investment into the City's Central Business District, which is generally the area bounded by Olive Boulevard on the north, Old Ballas Road on the east and south, and Interstate 270 on the west. Improvements to the public rights of way in this area include pavement, gutters, wide sidewalks, cross-walks, signals, and street furniture beyond items that are developer expenses.

Existing Condition:

Excluding the perimeter roads, only the Studt Avenue pavement meets the downtown zoning requirements. Everything else will need to be purchased.

Justification: *Economic Growth; Public Safety; Beautification*

The City has had this district in the Comprehensive Plan since 1969, and it is not reasonable to expect that all of the costs within the public rights-of-way can be borne by the development community. Without public investment, the likelihood of development is increasingly remote. Proposed improvements are supported by the 2006 Creve Coeur Central Business District / Downtown Area Implementation Strategy Report.

Operating Budget Impact:

Operating costs are unknown, but these are expected to be low. The City will be required to enter into a maintenance agreement with the Missouri Department of Transportation for any non-standard or decorative features along Olive Boulevard.

Comments:

Median planters and street lights will be extended east along Olive Boulevard through the Central Business District by the Olive Boulevard Transportation Development District in 2016. Further enhancements to Olive Boulevard may not be possible due to limited right of way.

Expenditure Type:

Planning, Design & Engineering	\$
Land Acquisition	\$
Construction	\$
Equipment	\$
Other	\$
Total	\$ TBD

STREETS AND SIDEWALKS

FUTURE PROJECT: FALAISE SIDEWALK FEASIBILITY STUDY

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 20__	FY 20__	FY 20__	FY 20__	FY 20__	Future
\$20,000	N/A	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000

Project Description:

This project will explore the feasibility of a sidewalk along Falaise Drive, from Cross Creek Drive to Hibler Road.

Existing Condition:

There are currently no sidewalks along Falaise Drive. Pedestrians have the option to use the paved shoulder of Falaise, but this shoulder is not technically accessible. The streets to the north and south (Cross Creek Drive and Hibler Road, respectively) both have concrete sidewalks.

Justification: *Public Safety; Availability of Outside Funding; Citizen Demand; Coordination*

Some residents of the Country Forest Subdivision have requested that the City add a sidewalk to Falaise Drive. In addition, a majority of residents requested better pedestrian connectivity through the recent Citizen Survey. The addition of sidewalks to Falaise is supported by both the Comprehensive Plan Creve Coeur 2030 and the City's Strategic Plan.

Operating Budget Impact:

None.

Comments:

This project would involve public meetings to discuss the options available for the sidewalk.

Expenditure Type:

Planning, Design & Engineering	\$ 20,000
Land Acquisition	\$
Construction	\$
Equipment	\$
Other	\$
Total	\$ 20,000

STREETS AND SIDEWALKS

FUTURE PROJECT: FERNVIEW AT OLIVE INTERSECTION IMPROVEMENTS

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 20__	FY 20__	FY 20__	FY 20__	FY 20__	Future
\$850,000	TBD	TBD	\$0	\$0	\$0	\$0	\$0	\$0	\$850,000

Project Description:

This project involves improvements to the intersection of Fernview Drive at Olive Boulevard, including new traffic signals, pavement widening, pedestrian facilities, and illuminated street name signs.

Existing Condition:

The intersection of Fernview Drive and Olive Boulevard has old traffic signal equipment and poor islands and grades, and these conditions combine to create a barrier for future sidewalk projects along Olive Boulevard and along Fernview Drive.

Justification: *Public Safety; Availability of Outside Funding; Condition of Existing Facility*

The intersection improvements at Fernview and Olive would allow for pedestrian improvements where no pedestrian facilities currently exist.

Operating Budget Impact:

The City would need to maintain illuminated street name signs and other non-standard items added to the intersection of Fernview and Olive, but this expense is expected to be minimal.

Comments:

Olive Boulevard is owned and maintained by the Missouri Department of Transportation and this project would require MoDOT approval and permitting. Olive Boulevard and Fernview Drive qualify for federal grant assistance. The City could receive up to 80% reimbursement for costs related to this project if such a grant was awarded.

Expenditure Type:

Planning, Design & Engineering	\$ 100,000
Land Acquisition	\$
Construction	\$ 750,000
Equipment	\$
Other	\$
Total	\$ 850,000

STREETS AND SIDEWALKS

FUTURE PROJECT: FERNVIEW DRIVE / BELLERIVE ESTATES DRIVE SIDEWALK

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 20__	FY 20__	FY 20__	FY 20__	FY 20__	Future
\$1,050,000	TBD	TBD	\$0	\$0	\$0	\$0	\$0	\$0	\$1,050,000

Project Description:

The project will involve the addition of a sidewalk along Fernview Drive and Bellerive Estates Drive to connect the sidewalk on Mason Manor Drive to Olive Boulevard. These streets serve as the main roadway for much of the residential area in Ward 4 and have recently been reclassified as “minor collectors.” This reclassification allows for roadway and sidewalk improvements to be considered for federal grants.

Existing Condition:

No sidewalk currently exists along Fernview Drive or Bellerive Estates Drive, and no continuous sidewalk exists through the surrounding residential neighborhoods.

Justification: *Public Safety; Availability of Outside Funding*

The addition of a sidewalk along both Fernview Drive and Bellerive Estates Drive would provide a designated area for pedestrians that would be safer than the street, which is the only current option. Fernview Drive and Bellerive Estates Drive are each listed as “third priority” in the Creve Coeur Pedestrian Plan.

Operating Budget Impact:

This sidewalk would not significantly impact the City’s operating budget, but maintaining the sidewalk as an accessible pedestrian route would eventually become part of the capital improvement program.

Comments:

The proposed sidewalk would pass through approximately 50 properties. It is likely that the City would need to acquire easements from some of the affected property owners in order to adjust the lawns and driveways to allow the sidewalk to pass through. Fernview Drive and Bellerive Estates Drive were recently reclassified as “minor collector” roadways, a classification which qualifies these streets for federal grant assistance. The City would likely apply for a federal Transportation Alternatives Program grant for this project. This grant would require an aggressive schedule for easement acquisition.

Expenditure Type:

Planning, Design & Engineering	\$ 150,000
Land Acquisition	\$ 150,000
Construction	\$ 750,000
Equipment	\$
Other	\$
Total	\$ 1,050,000

PARKS AND RECREATIONAL FACILITIES

FUTURE PROJECT: GOLF COURSE IRRIGATION SYSTEM REPLACEMENT

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						Future
			Prior Years	FY 20__	FY 20__	FY 20__	FY 20__	FY 20__	
\$875,000	TBD	\$875,000	\$10,500	\$0	\$0	\$0	\$0	\$0	\$860,000

Project Description:

This project includes replacing the current irrigation system with a new system that will use less water and will allow better control over irrigation. The cost shown above includes the design of the new irrigation system that was completed in FY2018. The anticipated construction cost is up to \$860,000, if the current trend of increasing materials costs continues.

Existing Condition:

The current irrigation system is over 40 years old. Required repairs have been increasing annually. The current setup is very limited in its ability to isolate areas of the system. Therefore, when there is a break or other repair is required, there is a significant area of the system that must closed-off and drained before it can be repaired. Not only does this result in water waste, but it also endangers the health of the turf, resulting in additional watering, chemical, and labor costs to bring that area back to health.

Justification: *Cond. of Ex. Facility; Operating Efficiency; Conservation; Outside Funding, Coordination*

The current system is becoming unserviceable because of its age. Additionally, a newer system can be controlled more specifically to both minimize the system loss when a repair is required, increasing the overall efficiency. Replacement of the irrigation system was recommended by the Golf Course Needs Assessment that was completed in FY2015.

Operating Budget Impact:

Once the initial install of the system has occurred, the cost of upkeep will be minimal for the next 10 years. A new irrigation system will require less maintenance and will better conserve water resources.

Comments:

Grant funding is possible through the St. Louis Municipal Park Grant Commission. This grant has a maximum award of \$475,000 per project requiring the City to match at least 5% of the project total. Costs shown for prior years includes the design of the new irrigation system in FY2018.

Expenditure Type:

Planning, Design & Engineering	\$ 15,000
Land Acquisition	\$
Construction	\$ 430,000
Equipment	\$ 430,000
Other	\$
Total	\$ 875,000

PARKS AND RECREATIONAL FACILITIES

FUTURE PROJECT: GOLF COURSE MAINTENANCE BRIDGE

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 20__	FY 20__	FY 20__	FY 20__	FY 20__	Future
\$150,000	\$0	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000

Project Description:

This project involves the replacement of the vehicular maintenance bridge at the Creve Coeur Golf Course with a pair of drainage culverts. A study in FY2019 found that construction of culverts would give the City more flexibility and would cost less than construction of a new bridge.

Existing Condition:

The existing bridge consists of old utility poles laid across the channel with wooden planks attached to the top to create a driving surface. The bridge is sinking on one side, the wood is rotting, and the planks often break and need to be replaced.

Justification: *Public Safety; Condition of Existing Facility; Operating Efficiency*

The existing bridge is used on a limited basis due to its condition. It is closed to heavy vehicles. Replacement of the bridge would allow for more use of the southeast corner of the golf course property.

Operating Budget Impact:

This maintenance bridge serves as the most direct access to the southeastern corner of the Golf Course. Using alternate routes takes longer and can cause damage to the course.

Comments:

None.

Expenditure Type:

Planning, Design & Engineering	\$ 45,000
Land Acquisition	\$
Construction	\$ 105,000
Equipment	\$
Other	\$
Total	\$ 150,000

PARKS AND RECREATIONAL FACILITIES

FUTURE PROJECT: GOLF COURSE SOUTH FENCE REPLACEMENT

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 20__	FY 20__	FY 20__	FY 20__	FY 20__	Future
\$75,000	\$0	\$75,000	\$0	\$0	\$0	\$0	\$0	\$0	\$75,000

Project Description:

This project involves the replacement of a deteriorated fence along the south property line of the Creve Coeur Golf Course. This fence is in two sections, one on each side of Marford Drive.

Existing Condition:

All of the existing fence is old and in some state of disrepair. The fence on the east side of Marford Drive no longer reaches the ground, as the hillside below has eroded over time to the point where some of the fence footings are exposed. The fence on the west side of Marford Drive is overgrown with dense brush, and its condition has not been determined.

Justification: *Public Safety; Condition of Existing Facility; Citizen Demand*

Several residents on the east side of Marford Drive whose properties share the fence line with the Golf Course have requested that this fence be replaced. The fence is necessary to separate residential areas from areas of active play on the course.

Operating Budget Impact:

None.

Comments:

The replacement of the fence on the east side of Marford Drive is estimated to cost approximately \$25,000, and the fence on the west side of Marford Drive would be \$50,000 or more.

Expenditure Type:

Planning, Design & Engineering	\$ 5,000
Land Acquisition	\$ 0
Construction	\$ 70,000
Equipment	\$
Other	\$
Total	\$ 75,000

STORMWATER / PARK AND RECREATIONAL FACILITIES

FUTURE PROJECT: GOLF COURSE STORMWATER SYSTEM IMPROVEMENTS (PHASE 2)

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 20__	FY 20__	FY 20__	FY 20__	FY 20__	Future
\$1,700,000	\$0	\$1,700,000	\$0	\$0	\$0	\$0	\$0	\$0	\$1,700,000

Project Description:

The scope of this project includes improvements to the lakes, dam, and drainage channels at the Creve Coeur Golf Course. Future projects include: dam replacement, south channel improvements, silt removal of the northern three lakes, and replacing the gabion rock lining the lakes with boulders and aquatic plants.

Existing Condition:

The lake system that runs through the Creve Coeur Golf Course was originally constructed as a series of stormwater detention lakes as part of the Creve Coeur Executive Office Park development, which is immediately north of the golf course. The dam at the south end of this system failed in 2013, and a temporary repair was made to the dam in FY2017. The lakes have accumulated silt, and the lakes are no longer deep enough to allow for fountains or to be healthy enough to resist algae growth during the summer.

Justification: *Condition of Existing Facility; Beautification, Citizen Demand*

The lakes are filling in with silt and debris, which must be removed to restore adequate water depth to support healthy ponds that continue to function as settlement basins. Suspended solids are significant pollutants in stormwater runoff, and settling ponds are recommended at the upstream end of a retention/detention system to allow the solids to settle out of the stormwater before the water flows into area creeks and streams.

Operating Budget Impact:

The anticipated maintenance costs for the stormwater facilities are expected to be approximately \$15,000 per year for the next 20 years.

Comments:

The City has invested approximately \$250,000 in studies, design, and repairs to this system from FY2013-FY2017. The most significant of these costs came in FY2017 for a project to remove silt from the southern-most lake and to stabilize the dam.

Expenditure Type:

Planning, Design & Engineering	\$ 150,000
Land Acquisition	\$
Construction	\$ 1,500,000
Equipment	\$ 50,000
Other	\$
Total	\$ 1,700,000

STREETS AND SIDEWALKS

FUTURE PROJECT: LADUE ROAD IMPROVEMENTS AT I-270

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 20__	FY 20__	FY 20__	FY 20__	FY 20__	Future
UNKNOWN	TBD	TBD	\$0	\$0	\$0	\$0	\$0	\$0	UNKNOWN

Project Description:

The project will require the evaluation of the traffic flow of Ladue Road between New Ballas Road and Coeur de Ville Drive, including the Ladue Road interchange at Interstate 270. Following the traffic study, the project would involve the design and construction of improvements to provide better traffic management and access to get on and off I-270.

Existing Condition:

Ladue Road intersects New Ballas Road, Emerson Road, Interstate 270, and Coeur de Ville within a quarter of a mile. This area is heavily used during morning and evening rush hours as commuters use this route for work, local hospitals, and schools. Turning lane lengths are generally inadequate to accommodate this congestion, and several of the turning movements from these intersections are in conflict.

Justification: *Public Safety; Condition of Existing Facility*

The existing intersection and roadway configuration causes traffic congestion and difficulties navigating across lanes of traffic to gain access to I-270. Improvement of access to Interstate 270 at Ladue Road would provide motorists with a better alternative to access the highway and could relieve pressure at the Olive/270 interchange.

Operating Budget Impact:

The City will be required to maintain any decorative and/or non-standard facilities that are installed within the rights of way of the Missouri Department of Transportation (MoDOT), including Interstate 270, Emerson Road, Ladue Road, and Coeur de Ville Drive.

Comments:

Interstate 270, Emerson Road, Ladue Road, and Coeur de Ville Drive are owned and maintained by MoDOT, and improvements to these roadways will require MoDOT approval. The City will explore grant and cost-sharing opportunities to implement this project. If changes are required to the I-270 overpass at Ladue Road, the scale and cost of this project will likely exceed what can be expected to receive federal funding through the Surface Transportation Program, which is typically sought for major roadway projects. Other funding sources may be required.

Expenditure Type:

Planning, Design & Engineering	\$
Land Acquisition	\$
Construction	\$
Equipment	\$
Other	\$
Total	\$ TBD

STREETS AND SIDEWALKS

FUTURE PROJECT: LADUE ROAD RESURFACING (DESIGN AND GRANT MATCH)

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 20__	FY 20__	FY 20__	FY 20__	FY 20__	Future
\$500,000	TBD	\$500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$500,000

Project Description:

The project will involve asphalt resurfacing, full-depth asphalt pavement repairs, signal improvements, and sidewalk improvements along Ladue Road, from Emerson Road to Lindbergh Boulevard. Staff plans to apply for federal grant assistance for this project. The grant match for this phase includes 100% of the design, and 80% of the land acquisition and construction costs. The full project cost is expected to be approximately \$2.5 million and will be included in the appropriate fiscal years if the City successfully obtains a grant for this work.

Existing Condition:

Ladue Road is an asphalt minor arterial roadway in Creve Coeur that was last repaved by St. Louis County in 2012 as part of the transfer of the street following the closure and reconstruction of Interstate 64 (Highway 40). Ladue Road is currently in good condition, but several of the full-depth repairs that were completed in 2012 have begun to fail. The asphalt pavement will be over 20 years old by the time a project with grant funding reaches construction, and it is expected that the pavement will need to be resurfaced at that time.

Justification: *Public Safety; Condition of Existing Facility; Availability of Outside Funding*

Approximately 10,000 vehicles use Ladue Road each day. Preservation of the pavement of Ladue Road is a high priority.

Operating Budget Impact:

Resurfacing Ladue Road should have minimal impact on the operating budget. Most of the repairs and improvements to Ladue Road become capital improvement projects due to the scope and location of the work.

Comments:

Due to the scope of this project, it may need to be separated into two phases.

Expenditure Type:

Planning, Design & Engineering	\$ 250,000
Land Acquisition	\$ 50,000
Construction	\$ 200,000
Equipment	\$
Other	\$
Total (Design & Grant Match)	\$ 500,000

PARKS AND RECREATIONAL FACILITIES

FUTURE PROJECT: LAKE SCHOOL PARK PLAYGROUND REPLACEMENT

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 20__	FY 20__	FY 20__	FY 20__	FY 20__	Future
\$350,000	TBD	\$350,000	\$0	\$0	\$0	\$0	\$0	\$0	\$350,000

Project Description:

This project would involve the replacement of the playground at Lake School Park. The new playground would have accessible components and would have a suitable safety surface beneath it.

Existing Condition:

The existing playground at Lake School Park was constructed in 2003. It is in poor condition, and replacement parts for some of the elements are no longer available. The retaining walls and mulch that were used beneath the playground do not provide the fall protection that is required for new playgrounds.

Justification: *Public Safety; Condition of Existing Facility; Availability of Outside Funding*

Sections of the existing playground have been or will soon be closed due to the current conditions and the inability to find replacement parts.

Operating Budget Impact:

Public Works staff maintains this playground and the areas around it. As its condition worsens, staff will spend increasing amounts of time inspecting the playground and making repairs. A new playground will require less staff time.

Comments:

This project would qualify for a Municipal Park Grant, and an application for this project is anticipated in FY2027. If a Municipal Park Grant helps to pay for this playground, then nearly all of the cost of the project will be covered by the grant. The playground may not be able to be maintained in good working order for that long, and it may need to be closed for a time before it can be replaced.

Expenditure Type:

Planning, Design & Engineering	\$	
Land Acquisition	\$	
Construction	\$	350,000
Equipment	\$	
Other	\$	
Total	\$	350,000

PARKS AND RECREATIONAL FACILITIES / STORMWATER

FUTURE PROJECT: MALCOLM TERRACE PARK BRIDGE AND STREAM REHABILITATION

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 20__	FY 20__	FY 20__	FY 20__	FY 20__	Future
\$500,000	\$0	\$500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$500,000

Project Description:

This project involves the rehabilitation of a section of Deer Creek in Malcolm Terrace Park that has eroded its banks and threatens a vehicular bridge at the end of Townsend Drive. This bridge is currently closed due to the erosion around its foundations. The creek bank stabilization would extend around and upstream from this bridge.

Existing Condition:

A structural review in FY2017 found that the bridge remains structurally sound. The concern is the erosion around the bridge's foundations. There is little vegetation or armoring along the stream banks to limit further erosion of the stream banks in this area.

Justification: *Public Safety; Operating Efficiency*

The bridge provides the best vehicular access to the south portion of Malcolm Terrace Park, and this access is the most convenient and efficient to use for maintenance and emergency vehicles.

Operating Budget Impact:

There is a nominal additional cost for maintenance staff to use the low-water crossing upstream of this bridge, but this bridge is not always accessible. When it is not accessible, maintenance is postponed.

Comments:

The City received a Bridge Engineering Assistance Program (BEAP) grant from the Missouri Department of Transportation (MoDOT) in FY2017 that fully funded a preliminary review of the Malcolm Terrace Park bridge. This review found that the existing bridge can be used in place.

Expenditure Type:

Planning, Design & Engineering	\$ 50,000
Land Acquisition	\$ 0
Construction	\$ 450,000
Equipment	\$
Other	\$
Total	\$ 500,000

STREETS AND SIDEWALKS

FUTURE PROJECT: MASON ROAD SIDEWALK INFILL

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 20__	FY 20__	FY 20__	FY 20__	FY 20__	Future
\$1,435,000	TBD	TBD	\$10,000	\$0	\$0	\$0	\$0	\$0	\$1,425,000

Project Description:

The project involves the City's participation in a joint, five-phase project with Saint Louis County and the City of Town and Country to create a continuous pedestrian route along Mason Road between Clayton Road and Olive Boulevard. The amount of \$1,435,000 represents the estimated cost to the City for its portion of three phases of the project, plus \$10,000 for the City's share of the cost to develop a concept plan for the sidewalk. The actual contributions to the project will be programmed into the appropriate fiscal years if the partnership is successful in obtaining one or more federal grants for the various phases of the project. These projects are envisioned to be added onto future St. Louis County projects to improve Mason Road.

Existing Condition:

No continuous sidewalk currently exists along Mason Road from Conway Road to Olive Boulevard. Gaps are present between Conway Road and Ladue Road and then for much of Mason Road between Ladue Road and Hibler Road.

Justification: *Public Safety; Coordination; Availability of Outside Funding; Citizen Demand*

This project will provide pedestrian accessibility along Mason Road where few pedestrian facilities currently exist. Completion of the sidewalk along Mason Road identified as a "Second Priority" project in the Creve Coeur Pedestrian Plan.

Operating Budget Impact:

None.

Comments:

Mason Road is owned and maintained by Saint Louis County. The City and the City of Town and Country developed a conceptual design plan for a continuous pedestrian route along Mason Road from Clayton Road to Olive Boulevard in FY2017. St. Louis County has recently been awarded a federal grant to provide new sidewalks at the intersections of Mason Road with Conway Road. Future improvements to the Mason Road sidewalk will qualify for federal grant assistance, which would likely come through the Surface Transportation Program (if with a St. Louis County roadway project) or the Transportation Alternatives Program (if as stand-alone projects).

Expenditure Type:

Planning, Design & Engineering	\$ 235,000
Land Acquisition	\$ 250,000
Construction	\$ 950,000
Equipment	\$
Other	\$
Total	\$ 1,435,000

PARKS AND RECREATIONAL FACILITIES

FUTURE PROJECT: MILLENNIUM PARK PARKING LOT LIGHTING

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 20__	FY 20__	FY 20__	FY 20__	FY 20__	Future
\$80,000	\$0	\$80,000	\$0	\$0	\$0	\$0	\$0	\$0	\$80,000

Project Description:

The project would involve adding lights to the parking lot at Millennium Park. These lights would be of the same style and would resemble the layout of the parking lot lights of the new Barnes Jewish Hospital parking lots adjacent to the Millennium Park lot.

Existing Condition:

The Millennium Park parking lot is currently not lit.

Justification: *Public Safety; Coordination*

Parking lot lighting will improve public safety for the lot in the evenings and will make the lighting consistent between the new and existing parking lots.

Operating Budget Impact:

There will be an on-going electrical bill for the lights, but this cost is expected to be low.

Comments:

None.

Expenditure Type:

Planning, Design & Engineering	\$ 10,000
Land Acquisition	\$
Construction	\$
Equipment	\$ 70,000
Other	\$
Total	\$ 80,000

PARKS AND RECREATIONAL FACILITIES

FUTURE PROJECT: MILLENNIUM PARK PLAYGROUND REPLACEMENT

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 20__	FY 20__	FY 20__	FY 20__	FY 20__	Future
\$400,000	TBD	\$400,000	\$0	\$0	\$0	\$0	\$0	\$0	\$400,000

Project Description:

This project would involve the replacement of the equipment and safety surface of the main playground at Millennium Park.

Existing Condition:

The existing playground at Millennium Park was constructed in the early 2000's. It is heavily used, especially by camps over the summer. The equipment is ageing, and replacement parts for the playground are becoming more difficult to find.

Justification: *Public Safety; Condition of Existing Facility; Availability of Outside Funding*

If replacement parts cannot be found for a playground element, then that section of the playground may be closed to use.

Operating Budget Impact:

Public Works staff maintains this playground and the areas around it. As its condition worsens, staff will spend increasing amounts of time inspecting the playground and making repairs. A new playground will require less staff time.

Comments:

This project would qualify for a Municipal Park Grant.

Expenditure Type:

Planning, Design & Engineering	\$	
Land Acquisition	\$	
Construction	\$	400,000
Equipment	\$	
Other	\$	
Total	\$	400,000

STREETS AND SIDEWALKS

NEW BALLAS ROAD IMPROVEMENT PROJECT – PHASE 3 (DESIGN & GRANT MATCH)

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 20__	FY 20__	FY 20__	FY 20__	FY 20__	Future
\$350,000	TBD	\$350,000	\$0	\$0	\$0	\$0	\$0	\$0	\$350,000

Project Description:

The project includes pavement resurfacing, concrete curb replacement, illuminated street name signs, and accessibility improvements along New Ballas Road from Ladue Road to Magna Carta Drive. Construction for this project is envisioned to be the third of four phases of improvements to New Ballas Road, with the ultimate limits of work extending from Conway Road to Craig Road.

Staff plans to apply for federal grant assistance for this project. The grant match for this phase includes 100% of the design, and 80% of the land acquisition and construction costs. The full project cost will be included in the appropriate fiscal years if the City successfully obtains a grant for this work.

Existing Condition:

The asphalt pavement along New Ballas Road is generally in good condition, but many of the concrete sidewalks, curbs, and entrances are in poor condition. Much of the existing sidewalk falls short of the current accessibility standards. North New Ballas Road was found to have an average pavement condition index (PCI) of 72 in 2016, indicating the pavement was generally in “very good” condition at that time. New Ballas Road was last resurfaced in 2008, meaning that it will be over 20 years old and will need to be resurfaced by the time this project moves to construction.

Justification: *Public safety; Condition of Existing Facility; Availability of Outside Funding; Beautification*

New Ballas Road is the City’s largest street and one of two City-maintained streets classified as a minor arterial. Preservation of this street’s pavement is a high priority, both for the traveling public and to control future costs. The deteriorating sidewalks, curbs, and entrances require a significant investment to correct, and grant assistance for the work will make affording these improvements much more manageable.

Operating Budget Impact:

This project will eliminate pavement patching needs and sidewalk issues that require staff attention.

Comments:

The design for the Phase 3 improvements will include the design of Phase 4 (i.e. Magna Carta to Olive) in an effort to maximize efficiency and continuity of the design.

Expenditure Type:

Planning & Design	\$ 200,000
Land Acquisition	\$ 20,000
Construction	\$ 230,000
Equipment	\$
Other	\$
Total (Design and Grant Match)	\$ 450,000

STREETS AND SIDEWALKS

NEW BALLAS ROAD IMPROVEMENT PROJECT – PHASE4 (DESIGN & GRANT MATCH)

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 20__	FY 20__	FY 20__	FY 20__	FY 20__	Future
\$270,000	TBD	\$270,000	\$0	\$0	\$0	\$0	\$0	\$0	\$270,000

Project Description:

The project includes pavement resurfacing, concrete curb replacement, illuminated street name signs, and accessibility improvements along New Ballas Road from Magna Carta Drive to Olive Boulevard. Construction for this project is envisioned to be the fourth and final phase of improvements to New Ballas Road, with the ultimate limits of work extending from Conway Road to Craig Road.

Staff plans to apply for federal grant assistance for this project. The grant match for this phase includes 100% of the design, and 80% of the land acquisition and construction costs. The full project cost will be included in the appropriate fiscal years if the City successfully obtains a grant for this work.

Existing Condition:

The asphalt pavement along New Ballas Road is generally in good condition, but many of the concrete sidewalks, curbs, and entrances are in poor condition. Much of the existing sidewalk falls short of the current accessibility standards. North New Ballas Road was found to have an average pavement condition index (PCI) of 72 in 2016, indicating the pavement was generally in “very good” condition at that time. New Ballas Road was last resurfaced in 2008, meaning that it will be over 20 years old and will need to be resurfaced by the time this project moves to construction.

Justification: *Public safety; Condition of Existing Facility; Availability of Outside Funding; Beautification*

New Ballas Road is the City’s largest street and one of two City-maintained streets classified as a minor arterial. Preservation of this street’s pavement is a high priority, both for the traveling public and to control future costs. The deteriorating sidewalks, curbs, and entrances require a significant investment to correct, and grant assistance for the work will make affording these improvements much more manageable.

Operating Budget Impact:

This project will eliminate pavement patching needs and sidewalk issues that require staff attention.

Comments:

The design for the Phase 4 improvements will be completed as part of a joint design for Phases 3 and 4, if the City is awarded a federal grant for Phase 3.

Expenditure Type:

Planning & Design	\$ 20,000
Land Acquisition	\$ 20,000
Construction	\$ 230,000
Equipment	\$
Other	\$
Total (Design and Grant Match)	\$ 270,000

STREETS AND SIDEWALKS

FUTURE PROJECT: NEW BALLAS ROAD/OLIVE BOULEVARD INTERSECTION IMPROVEMENTS

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 20__	FY 20__	FY 20__	FY 20__	FY 20__	Future
\$1,850,000	TBD	TBD	\$0	\$0	\$0	\$0	\$0	\$0	\$1,850,000

Project Description:

This project will improve the geometry of the intersection by re-aligning the through lanes and extending turn lanes. The traffic signals (to be installed by MoDOT in FY2019) will need to be relocated for this project.

Existing Condition:

The New Ballas Road lane alignment is offset between the north and south sides of Olive Boulevard. Pedestrian facilities at this intersection are limited, and the existing signal equipment and medians force the one crosswalk across Olive to be crooked.

Justification: *Public Safety; Condition of Existing Facility; Availability of Outside Funding*

The intersection of Olive Boulevard and North New Ballas Road is one of the principal intersections in the City. The geometry and visibility of the intersection pose potential hazards. Improvements to this intersection would also impact and improve the pedestrian crossings. Sidewalks along both Olive Boulevard and North New Ballas Road are listed at "first priority" in the Creve Coeur Pedestrian Plan.

Operating Budget Impact:

No significant operating budget increase is anticipated to result from this project.

Comments:

Olive Boulevard is owned and maintained by the Missouri Department of Transportation and this project would require MoDOT approval and permitting. Olive Boulevard and New Ballas Road qualify for federal grant assistance. The City could receive up to 80% reimbursement for costs related to this project if such a grant were awarded.

Expenditure Type:

Planning, Design & Engineering	\$ 200,000
Land Acquisition	\$ 150,000
Construction	\$ 1,500,000
Equipment	\$
Other	\$
Total	\$ 1,850,000

STREETS AND SIDEWALKS

FUTURE PROJECT: NEW BALLAS SIDEWALK IMPROVEMENTS PHASE 2B

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 20__	FY 20__	FY 20__	FY 20__	FY 20__	Future
\$400,000	TBD	TBD	\$0	\$0	\$0	\$0	\$0	\$0	\$400,000

Project Description:

This project is designed to fill in the gap in the pedestrian network on the west side of New Ballas Road between Magna Carta Drive and Rocky Drive. This project would involve removing and replacing a retaining wall and landscaping within the project limits.

Existing Condition:

Following the completion of the North New Ballas Sidewalk Improvements Phase 2A Project, there will be a continuous sidewalk along both sides of North New Ballas Road from Ladue Road to Magna Carta Drive. No sidewalk exists between Magna Carta Drive and Rocky Drive on the west side of North New Ballas Road.

Justification: *Public Safety; Citizen Demand; Availability of Outside Funding*

Providing a sidewalk where none exists would improve accessibility and protect the general public walking along the area. New Ballas Road is identified as a “first priority” in the Creve Coeur Pedestrian Plan.

Operating Budget Impact:

None.

Comments:

It will be necessary to obtain easements for this project. New Ballas Road is classified as a minor arterial roadway and therefore qualifies for federal grant assistance for roadway and sidewalk projects.

The City was awarded a federal Transportation Alternatives Program grant in FY2018 for the “Phase 2A” sidewalk improvements. “Phase 2A” involves creating a new sidewalk from Ladue Road to the existing sidewalk at De Smet High School. Construction of this project will be completed in late FY2019.

Expenditure Type:

Planning, Design & Engineering	\$	50,000
Land Acquisition	\$	25,000
Construction	\$	325,000
Equipment	\$	
Other	\$	
Total	\$	400,000

STREETS AND SIDEWALKS

FUTURE PROJECT: OFFICE PARK ROADWAY AND SIDEWALK IMPROVEMENTS

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 20__	FY 20__	FY 20__	FY 20__	FY 20__	Future
\$1,350,000	TBD	TBD	\$0	\$0	\$0	\$0	\$0	\$0	\$1,350,000

Project Description:

The project will involve asphalt pavement resurfacing and sidewalk replacement along Olde Cabin Road, Office Parkway, and Craig Road within the Creve Coeur Executive Office Park. The new sidewalk would be increased to at least six feet wide to be consistent with the Creve Coeur Pedestrian Plan and would include sidewalk lighting. Roadway improvements would include the changes to several intersections along Craig Road that will be recommended through a concept study in FY2019.

Existing Condition:

The pavement within the Creve Coeur Executive Office Park is generally in fair condition: the micro-surfacing from 2011 is wearing off and pavement repairs are becoming more frequent. The sidewalks within the Office Park are generally structurally sound, but these sidewalks are not technically accessible. Any further micro-surfacing or resurfacing would require that the City address the accessibility issues along the sidewalk at the same time.

Justification: *Condition of Existing Facility; Coordination; Economic Development; Availability of Outside Funding*

The roads and sidewalks within the Creve Coeur Executive Office Park are heavily used by the businesses located there and serve as the means to access the City's Dielmann Recreational Complex. Maintenance of the pavement will be needed soon, and the scope of the sidewalk improvements and the longer life of the pavement resurfacing make a resurfacing project for the pavement repairs more logical than another surface treatment. Sidewalks along Craig Road (South of Olive), Office Parkway, and Olde Cabin Road are listed as "third priority" sidewalks in the Creve Coeur Pedestrian Plan.

Operating Budget Impact:

None.

Comments:

The cost breakdown for the project includes approximately 75% for sidewalk replacement, lighting, and curbing, and 25% for pavement resurfacing. These sidewalk improvements qualify for federal grant assistance, but an application failed in 2015.

Expenditure Type:

Planning, Design & Engineering	\$ 100,000
Land Acquisition	\$ 50,000
Construction	\$ 1,200,000
Equipment	\$
Other	\$
Total	\$ 1,350,000

STREETS AND SIDEWALKS

FUTURE PROJECT: OLD OLIVE STREET ROAD IMPROVEMENTS

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 20__	FY 20__	FY 20__	FY 20__	FY 20__	Future
TBD	TBD	TBD	\$0	\$0	\$0	\$0	\$0	\$0	TBD

Project Description:

This project involves the transformation of Old Olive Street Road from part of the state-maintained Olive/Lindbergh interchange to a City-maintained street that incorporates a new intersection at Old Olive Street Road and Lindbergh Boulevard, improved pedestrian access, street lighting, and other “great streets” elements into its design. The City entered into a partnership with the St. Louis Economic Development Partnership (SLEDP) and St. Louis County in FY2018 to begin a study into what this project would entail.

Existing Condition:

Old Olive Street Road is currently owned and maintained by the Missouri Department of Transportation. Old Olive is on the state’s roadway network, because its two halves serve as two ramps for the interchange of Olive Boulevard and Lindbergh Boulevard. An upcoming project by St. Louis County will overhaul this interchange, which will end the State’s need for Old Olive Street Road. Current discussions involve transitioning Old Olive Street Road from the State network to the City’s network.

Justification: *Beautification; Citizen Demand; Condition of Existing Facility; Availability of Outside Funding*

Improvements to Old Olive Street Road would be consistent with the Comprehensive Plan Creve Coeur 2030 and the 39 North Master Plan. The Creve Coeur Pedestrian Plan lists sidewalks along Old Olive Street Road as “second priority.”

Operating Budget Impact:

Adding Old Olive Street Road to the City’s network will increase operations and maintenance costs. If Old Olive is provided to the City in good condition, the initial maintenance costs would be expected to be low.

Comments:

Old Olive Street Road qualifies for federal grant assistance.

Improvements to Old Olive Street Road will be significant, and these will probably be completed in up to three phases. The intersection of Lindbergh Boulevard and Old Olive Street Road has been included in the CIP as a separate project, and this project is not included among the three phases of improvements.

Expenditure Type:

Planning, Design & Engineering	\$
Land Acquisition	\$
Construction	\$
Equipment	\$
Other	\$
Total	\$ TBD

PARKS AND RECREATIONAL FACILITIES

FUTURE PROJECT: PARK PLAYGROUND SAFETY SURFACE REPAIRS

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 20__	FY 20__	FY 20__	FY 20__	FY 20__	Future
\$75,000	TBD	TBD	\$0	\$0	\$0	\$0	\$0	\$0	\$75,000

Project Description:

This project involves the replacement of damaged areas and rejuvenation of the rubberized safety surface beneath the City's playgrounds.

Existing Condition:

The City has four playgrounds in three parks that use a rubberized safety surface to provide the required fall protection against injury if a child were to fall off of a playground or swing set. The surfaces in Millennium Park were originally installed in 2002 and 2006, Beirne Park in 2009, and Conway Park in 2011. These surfaces begin to show significant wear after about 10-12 years of use, at which time replacement or significant maintenance is recommended.

Justification: *Public Safety; Availability of Outside Funding; Condition of Existing Facility*

Keeping the safety surface of the City's playgrounds in good condition is required for the continuing use of the playgrounds and the safety of the playgrounds' users.

Operating Budget Impact:

None.

Comments:

This work would qualify for grant funding through the Municipal Park Grant program.

Expenditure Type:

Planning, Design & Engineering	\$	
Land Acquisition	\$	
Construction	\$	75,000
Equipment	\$	
Other	\$	
Total (Per Park)	\$	75,000

PARKS AND RECREATIONAL FACILITIES / GOVERNMENT FACILITIES

FUTURE PROJECT: PUBLIC ART IN CITY PARKS AND PROPERTIES

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 20__	FY 20__	FY 20__	FY 20__	FY 20__	Future
TBD	TBD	TBD	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Project Description:

This project would involve commissioning, installing, and/or renting art pieces to be displayed on City properties and in the City's parks.

Existing Condition:

Several art pieces are currently on display at the Creve Coeur Government Center, Millennium Park, Conway Park, and Malcolm Terrace Park.

Justification: *Beautification; Citizen Demand*

The Creve Coeur Arts Committee seeks to identify locations and install art on public lands to further the goals of the Public Art Master Plan, which was approved in 2012.

Operating Budget Impact:

City staff will encourage the artists to incorporate ease of maintenance into his design. Ongoing maintenance of the art pieces may be required, but these costs are anticipated to be minimal.

Comments:

The art projects will require reviews from the Parks and Historic Preservation Committee (if located in a park) and the Arts Committee.

Expenditure Type:

Planning, Design & Engineering	\$
Land Acquisition	\$
Construction	\$
Equipment	\$
Other	\$
Total	\$ TBD

GOVERNMENT FACILITIES

FUTURE PROJECT: PUBLIC WORKS EQUIPMENT STORAGE BUILDING

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 20__	FY 20__	FY 20__	FY 20__	FY 20__	Future
\$300,000	TBD	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000

Project Description:

The project involves the planning, design, engineering and construction for the demolition of the existing residential structure at 1030 North Lindbergh Boulevard and construction of an equipment storage shed at this property. The new building will have a floor area of approximately 5,600 square feet and will house the City's leaf vacuums, limb chippers, and other equipment that is stored on this site when not in use. The total project cost is estimated to be \$300,000. Planning, design and engineering (\$50,000) will provide better estimates of cost to be programmed into the appropriate future fiscal year.

Existing Condition:

The existing house is deteriorated and has little value to the operations of the Public Works Department. The basement stays wet, the grading and the subsurface drains are such that storm water infiltrates through the back door of the basement, and the roof and chimney leak into the upstairs portion of the house. The site currently provides no shelter for the City's equipment that is stored there.

Justification: *Condition of Existing Facility; Operating Efficiency*

The existing structure on this site provides little benefit to the Public Works Department. The property at 1030 N. Lindbergh Blvd is used as an equipment storage lot, a transfer station for the leaf and limb collection programs, a project supply lot, and a restroom facility for City workers. Currently the equipment is stored outside in the elements, which cause accelerated aging through exposure to UV as well as extreme temperature change, rain, and snow.

Operating Budget Impact:

A new structure will have water, electric and sewer hookups, but monthly utility costs are expected to be minimal (approximately \$3,000/annually). The structure proposed would be a concrete block building with a metal roof requiring minimal maintenance. Another positive impact on the operating budget will be a reduction in maintenance on equipment as well as increasing its service life.

Comments:

None.

Expenditure Type:

Planning, Design & Engineering	\$ 50,000
Land Acquisition	\$
Construction	\$ 250,000
Equipment	\$
Other	\$
Total	\$ 300,000

STREETS AND SIDEWALKS

FUTURE PROJECT: STUDDT EXTENSION – OLD BALLAS ROAD TO CRAIG ROAD

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 20__	FY 20__	FY 20__	FY 20__	FY 20__	Future
>\$1,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	>\$1,000,000

Project Description:

This downtown plan recommended that Studdt Avenue be extended east beyond Old Ballas Road, to Craig Road. This will require the purchase of the office building at 677 Craig Road prior to construction of the road.

Existing Condition:

The office property is in fair condition but is small and does not appear to be fully occupied. It was appraised by the St. Louis County Assessor at \$825,500 in 2018. There is no right-of-way present and no reusable pavement.

Justification: *Public Safety; Condition of Existing Facility*

The intersection of North New Ballas Road and Olive Boulevard has a very low level of service for those going northbound to Olive Boulevard. Extending Studdt Avenue would draw motorists well east of New Ballas Road, through the future downtown area, before turning on Craig Road to reach Olive Boulevard. Connecting Studdt Avenue to Craig Road will also extend alternate access to the Creve Coeur Fire Department. Proposed improvements are supported by the 2005 Creve Coeur Central Business District Land Use Plan.

Operating Budget Impact:

Unknown.

Comments:

None.

Expenditure Type:

Planning, Design & Engineering	\$
Land Acquisition	\$
Construction	\$
Equipment	\$
Other	\$
Total	\$ >1,000,000

STREETS AND SIDEWALKS

FUTURE PROJECT: TRAIL CONNECTIVITY STUDIES

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 20__	FY 20__	FY 20__	FY 20__	FY 20__	Future
TBD	TBD	TBD	\$0	\$0	\$0	\$0	\$0	\$0	TBD

Project Description:

This project will involve the study of possible off-street trail connections to improve walkability and bikeability in Creve Coeur. Several trail areas have been identified for future review and consideration including, but not limited to, an area between Conway and Ladue roads, an area between Malcom Terrace Park to Spodee Road, and a trail connection near Millennium Park, from Mason Road through the Creekside at Mason Subdivision to Bellerive Elementary School.

Existing Condition:

While there are trails in several Creve Coeur parks, there are opportunities to create a more extensive greenway and pathway network for bicycle and pedestrian connectivity throughout the city.

Justification: *Citizen Demand; Protection & Conservation; Beautification; Coordination; Avail. of Outside Funding*
The Creve Coeur 2030 Comprehensive Plan and the Strategic Plan FY18-20 suggest the development of greenways to increase connectivity in Creve Coeur as an action item. A more robust trail network will provide better public access to community amenities and a variety of on- and off-street connections to promote cycling and walking as viable transportation options.

Operating Budget Impact:

Increasing the City trail infrastructure would require ongoing maintenance that would could impact the operating budget. In addition, proposed trails would most likely require easements from all property owners along the trail with associated costs that are yet to be determined.

Comments:

The design and construction of a new trail would qualify for federal and state grants. A study into a particular trail would be encouraged by support from residents directly along that trail, particularly those from whom the City would require easements for the project. Such support would be critical to successfully completing a project with grant funding and the specific schedules that accompany that funding.

Expenditure Type:

Planning, Design & Engineering	\$
Land Acquisition	\$
Construction	\$
Equipment	\$
Other	\$
Total	\$ TBD

STREETS AND SIDEWALKS

FUTURE PROJECT: WEST OLIVE MEDIAN ENHANCEMENTS PHASE II (MASON TO FERNVIEW) CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 20__	FY 20__	FY 20__	FY 20__	FY 20__	Future
\$2,200,000	\$0	\$2,200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$2,200,000

Project Description:

This project includes the construction of landscaped medians with decorative lighting in the medians along Olive Boulevard. Additional right-turn lanes may also be constructed to help manage traffic at signalized intersections. Replacement of traffic control signals with an upgraded black powder coat, Accessible Pedestrian Signals/cross walk signals, and illuminated street name signs are also planned as part of this project.

Existing Condition:

Olive Boulevard from Mason Road west to Fernview Drive is typically four lanes wide with a two-way lane between the east-bound and west-bound lanes. There are many points to make left turns to either the north or south, thus causing congestion and safety concerns.

Justification: *Public Safety; Economic Development; Beautification*

Olive Boulevard serves as a principal roadway in Creve Coeur. Improvements to the traffic flow and aesthetics along Olive will benefit many residents and visitors to the City.

Operating Budget Impact:

The City will be required to maintain any decorative and/or non-standard facilities that are installed within the Olive Boulevard right of way.

Comments:

The Missouri Department of Transportation (MoDOT) owns and operates Olive Boulevard. MoDOT will require that the City enter into a maintenance agreement for any decorative and/or non-standard items. This project will require MoDOT approval and permitting.

Expenditure Type:	
Planning, Design & Engineering	\$ 200,000
Land Acquisition	\$
Construction	\$ 2,000,000
Equipment	\$
Other	\$
Total	\$ 2,200,000

STREETS AND SIDEWALKS

FUTURE PROJECT: WEST OLIVE MEDIAN IRRIGATION CONTROL

CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 20__	FY 20__	FY 20__	FY 20__	FY 20__	Future
\$40,000	\$0	\$40,000	\$0	\$0	\$0	\$0	\$0	\$0	\$40,000

Project Description:

This project will involve evaluating the City's existing irrigation control system for the landscaped medians along Olive Boulevard from Cross Creek Drive to Mason Road. Following the evaluation, the project would include making adjustments or replacements to the system to make it function properly and efficiently.

Existing Condition:

The plants in the landscaped medians of Olive Boulevard rely upon an irrigation system to survive. The median irrigation control system is not fully connected to the irrigation system and does not function as it was intended. The system is currently running off of batteries and is often operated manually, which can be daily, on-site operation of the system at certain times of the year.

Justification: *Condition of Existing Facility; Economic Development; Beautification*

The City has invested in and takes pride in its landscaped medians. A functional irrigation system is vital to keeping the plants in the medians alive and thriving.

Operating Budget Impact:

On-site staff operation of the irrigation system, and the staff time needed for the traffic control and the safety concerns about working in the Olive medians, could be avoided with a wireless operational system that allows for controlling the system from an office.

Comments:

Proper functionality of the irrigation system is recommended prior to implementing any new, long-term planting plans for the Olive medians.

Expenditure Type:

Planning, Design & Engineering	\$	
Land Acquisition	\$	
Construction	\$	
Equipment	\$	40,000
Other	\$	
Total	\$	40,000

STREETS AND SIDEWALKS

FUTURE PROJECT: WEST OLIVE SIDEWALK CONCEPT STUDY (MASON TO WEST CITY LIMIT) CAPITAL FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 20__	FY 20__	FY 20__	FY 20__	FY 20__	Future
\$95,600	\$0	\$95,600	\$5,600	\$0	\$0	\$0	\$0	\$0	\$95,600

Project Description:

The project involves engineering design services to evaluate the available options and to develop a preliminary plan to create a continuous, accessible pedestrian route along approximately 7,000 linear feet of the south side of Olive Boulevard, from Mason Road to Highway 141. The intent would be to provide a continuous sidewalk through both Creve Coeur and the City of Chesterfield. Infill sidewalk and accessibility improvements will be needed between Mason Road and Fernview Drive, but intersection improvements, retaining walls, and a pedestrian crossing at Creve Coeur Creek will likely be required to extend the sidewalk to Highway 141.

Existing Condition:

No continuous sidewalk currently exists along the south side of Olive Boulevard between Mason Road and the west city limit near Highway 141. Significant obstacles to creating this sidewalk include the intersection of Olive at Fernview, the crossing of Creve Coeur Creek, and existing grades.

Justification: *Public Safety; Coordination; Availability of Outside Funding*

The project will add and improve pedestrian accessibility along Olive Boulevard. This project would qualify for a federal Transportation Alternatives Program grant due to the sidewalk improvements, and it may qualify for a federal Surface Transportation Program grant with the anticipated traffic signal and intersection improvements at Fernview and Olive. A concept plan will allow the City to understand the scope of work for this project and will assist the City in any grant application(s) for the project. This sidewalk is identified as a "first priority" in the Creve Coeur Pedestrian Plan.

Operating Budget Impact:

None.

Comments:

Olive Boulevard is owned and maintained by the Missouri Department of Transportation, and this design would need to be approved by MoDOT. A portion of this concept design (from Fernview west to Mill Crossing) was developed in FY2013-FY2014, but this study was postponed indefinitely and was moved to a future project.

Expenditure Type:

Planning, Design & Engineering	\$ 95,600
Land Acquisition	\$
Construction	\$
Equipment	\$
Other	\$
Total	\$ 95,600

Additional Comments:

The original intent was to develop a plan to create a continuous sidewalk along Olive Boulevard through both Creve Coeur and Chesterfield. Chesterfield informed the City in the fall of 2015 that they were no longer interested in participating in this plan, negating the overall goal for the project. Furthermore, with the cost of projects increasing, the City decided to focus on maintenance and improvements to the City's infrastructure, as opposed to a study in how to improve MoDOT's infrastructure.

BUILDING PROJECT BOND FUND PROJECTS

FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

FISCAL YEARS 2020-2024



BUILDING PROJECT BOND FUND (PROPOSITION P)**9501 – POLICE BUILDING CONSTRUCTION**

BUILDING PROJECT BOND FUND

FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM**FISCAL YEARS 2020-2024**

9501 POLICE BUILDING CONSTRUCTION – 01

PROPOSITION P

PROFESSIONAL SERVICES

BUILDING PROJECT BOND FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Future
\$1,200,914	\$0	\$1,200,914	\$1,175,914	\$25,000	\$0	\$0	\$0	\$0	

Project Description:

Professional services for the construction of the new Police Department building are required for site survey, building design, site layout, permitting, bidding, and construction inspection. These services include the consultant hired as the City's representative and project manager for the project. A majority of the design was completed in in FY2017 and FY2018. Construction-related services began in FY2018 and are expected to be finished with the anticipated completion of the building in FY2019. Some design costs may extend into FY2020.

Existing Condition:

None.

Justification: *Public Safety; Citizen Demand; Coordination; Operating Efficiency*

These services are necessary for the Police Building Project, and staff does not have the capacity to provide these services.

Operating Budget Impact:

None.

Comments:

The residents of Creve Coeur passed Proposition P in FY17 to provide funding for a new police station and accessibility, safety, and security improvements to the Creve Coeur Government Center.

Expenditure Type:

Police Building Design Services	\$ 712,322
Owner Rep/Project Manager	\$ 345,374
Survey & Other Design Services	\$ 62,500
Land Acquisition	\$
Construction	\$
Equipment	\$
Other (Contingency)	\$ 80,718
Total	\$ 1,200,914

9501 POLICE BUILDING CONSTRUCTION – 02

PROPOSITION P

SITE WORK AND BUILDING CONSTRUCTION

BUILDING PROJECT BOND FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Future
\$8,331,802	\$0	\$8,331,802	\$8,027,489	\$304,313	\$0	\$0	\$0	\$0	\$0

Project Description:

This phase of the project includes all aspects of the site work, building construction, finishes, and furnishing of the new building for the Police Department. The City has hired United Construction to complete the majority of these construction services. Site work is expected to be complete in FY2018, and the building is expected to be complete, fully functional, and occupied in FY2019.

Existing Condition:

The existing Police Department is housed in the Creve Coeur Government Center building, and the existing facilities were found to be inadequate and inefficient to renovate.

Justification: *Public Safety; Citizen Demand; Coordination; Operating Efficiency*

A new police building was found to be the most appropriate means to provide for the current and future needs of the Police Department, which will allow the Police Department to continue to provide excellent services to the residents of Creve Coeur.

Operating Budget Impact:

None.

Comments:

None.

Expenditure Type:

Planning, Design & Engineering	\$	
Land Acquisition	\$	
Construction	\$	7,642,489
Equipment	\$	385,000
Other (Contingency)	\$	304,313
Total	\$	8,331,802

9501 POLICE BUILDING CONSTRUCTION – 03

PROPOSITION P

GOVERNMENT CENTER ACCESSIBILITY AND SECURITY IMPROVEMENTS

BUILDING PROJECT BOND FUND

Total Project Cost	Outside Funding Source	City Share	Estimated Total Capital Costs						
			Prior Years	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Future
\$521,059	\$0	\$521,059	\$0	\$0	\$0	\$521,059	\$0	\$0	

Project Description:

This project involves assessment of and improvements to various aspects of the Creve Coeur Government Center building in order to bring the building into better compliance with current accessibility and security standards and expectations.

Existing Condition:

The Creve Coeur Government Center is a renovated elementary school. Several aspects of the layout and features of the building do not meet the current standards for accessibility or security.

Justification: *Public Safety; Citizen Demand; Coordination*

These improvements were specifically outlined in the bond referendum. As a public building, the Creve Coeur Government Center is expected to be accessible and secure, both for visitors and City staff.

Operating Budget Impact:

Accessibility and security renovations are expected to have minimal impact on the operating budget. These renovations may replace ageing equipment or facilities, which should decrease the maintenance costs associated with them.

Comments:

The residents of Creve Coeur passed Proposition P in FY17 to provide funding for a new police station and accessibility, safety, and security improvements to the Creve Coeur Government Center.

Expenditure Type:

Planning, Design & Engineering	\$ 50,000
Land Acquisition	\$
Construction	\$ 396,059
Equipment	\$ 75,000
Other	\$
Total	\$ 521,059

EXHIBIT C
TEN-YEAR CAPITAL IMPROVEMENT PROGRAM
(COMBINED CAPTIAL FUND AND BUILDING PROJECT FUND)
REVENUE AND EXPENDITURES SUMMARY FY2015-FY2024

REVENUES	Actual 2015	Actual 2016	Actual 2017	Actual 2018	Projected 2019	Projected 2020	Projected 2021	Projected 2022	Projected 2023	Projected 2024
Beginning Fund Balance (est. Cash Basis as of July 1)	720,228	1,326,656	2,188,311	12,168,363	10,885,184	2,778,765	3,440,153	2,813,245	2,367,820	2,389,002
City Sales Tax	2,026,656	2,056,301	2,057,326	2,130,456	2,151,761	2,151,761	2,151,761	2,151,761	2,151,761	2,151,761
Building Project Bond Fund (Prop P)			10,843,381	0	0	0	0	0	0	0
Interest on Investments	1,326	1,092	2,923	125,409	37,600	10,900	8,750	8,750	8,750	8,750
Building Project Property Tax Collection			0	824,154	832,396	840,719	790,000	790,000	790,000	790,000
Other Agency Funding	465,735	627,305	662,851	664,998	392,129	983,600	354,000	696,000	20,000	20,000
Proceeds from Equipment Sales	29,963	15,440	10,420	0	5,000	0	10,000	10,000	10,000	10,000
Transfers In from Other Funds	400,000	400,000	400,000	1,200,000	400,000	400,000	400,000	400,000	400,000	400,000
TOTAL REVENUES	2,923,680	3,100,138	13,976,901	4,945,017	3,818,885	4,386,980	3,714,511	4,056,511	3,380,511	3,380,511

EXPENDITURES	Actual 2015	Actual 2016	Actual 2017	Actual 2018	Projected 2019	Projected 2020	Projected 2021	Projected 2022	Projected 2023	Projected 2023
Government Facilities	131,123	133,986	482,677	1,871,699	7,237,260	349,313	70,000	20,000	20,000	20,000
Parks and Recreational Facilities	70,698	551,553	163,003	813,462	528,666	150,000	395,000	125,000	230,000	100,000
Stormwater	17,313	40,405	198,457	148,370	250,000	0	150,000	0	0	150,000
Streets and Sidewalks	1,971,768	1,492,533	2,900,591	2,444,553	2,674,600	2,304,250	2,279,281	2,752,113	1,943,766	2,039,260
Capital Equipment	171,385	325,710	252,121	384,490	440,372	123,948	649,830	278,075	356,290	297,506
Administration	0	0	0	0	83,000	85,075	87,202	89,382	91,616	93,907
Debt Service	0	0	0	565,622	711,406	713,006	710,106	716,306	717,656	713,556
Transfers Out	0	0	0		0	0	0	0	0	0
TOTAL CAPITAL EXPENDITURES	2,362,287	2,544,187	3,996,849	6,228,196	11,925,304	3,725,592	4,341,419	4,501,935	3,359,329	3,414,229
ENDING FUND BALANCE (CASH BASIS)	1,281,621	1,882,607	12,168,363	10,885,184	2,778,765	3,440,153	2,813,245	2,367,820	2,389,002	2,355,284

EXHIBIT D
CAPITAL FUND FUTURE PROJECT LIST

FUTURE PROJECT LIST (in alphabetical order)	ESTIMATED COST	NOTES
Beirne Park Pedestrian Bridge Replacement	\$ 150,000	
Bridge and Culvert Rehabilitation	Unknown	Project intended to help plan for projects similar to the recent culvert failures on Alden, Chilton, and Middlebrook.
Certified Nature Explorer Classroom	\$ 25,000	Transferred from CIP FY17-FY21 to Future Project List
City Entrance Signage Upgrade/Replacement	Unknown	Per 39 North branding/marketing plan; Study included in CIP for FY2022 (originally FY2019).
Conway Park Lake Dredging	\$ 250,000	Project involves design and sediment removal to improve the Conway Park lake.
Conway Park Path Reconstruction	\$ 260,000	The existing path would be recycled into a new base for a wider and stronger path.
Creekside/Bellerive Estates Trail	\$ 125,000	A Recreational Trails Program grant application is envisioned for this project.
Dielmann Recreation Complex Renovations - Phase II	Unknown	Phase I was completed in FY2015-FY2016.
Downtown Streetscape and Infrastructure	Unknown	Per Business District / Downtown Area Implementation Strategy Plan
Falaise Sidewalk Feasibility Study	\$ 20,000	Multiple requests have been made to explore this sidewalk.
Fernview at Olive Intersection Improvements	\$ 850,000	Located in MoDOT right of way.
Fernview Drive/Bellerive Estates Drive Sidewalk Project	\$ 1,050,000	Per Pedestrian Plan; Fernview Sidewalk Feasibility Study in CIP for FY2020.
Golf Course Irrigation System Replacement	\$ 875,000	Moved to Future Projects from CIP due to cost and other needs.
Golf Course Maintenance Bridge	\$ 150,000	Removed from five-year CIP in FY2018. Formerly "Parks Bridge Replacement Project."
Golf Course South Fence Replacement	\$ 75,000	Replacement of the fence along the south side of the Golf Course. Adjacent residents requested this fence to be replaced.
Golf Course Stormwater System Improvements (Phase 2)	\$ 1,700,000	Phase 1 Improvements completed in FY2016-FY2017
Ladue Road Improvements at I-270	Unknown	Located in MoDOT right of way.
Ladue Road Resurfacing	\$ 2,500,000	Likely to become two phases of improvements due to project size.
Lake School Park Playground Replacement	\$ 350,000	The existing playground was installed in 2003 and is becoming obsolete.
Lindbergh Boulevard Streetscape Enhancement Project	Unknown	Signal Enhancements Project on Lindbergh in FY2018 reduced this project scope; Phase I - transferred from CIP FY2019 to Future Project List pending implementation of "39 North"
Malcolm Terrace Park Bridge and Stream Rehabilitation	\$ 500,000	Formerly "Parks Bridge Replacement Project." Stream bank stabilization and protection for a vehicular bridge in Malcolm Terrace Park
Mason Road Sidwalk Infill	\$ 1,435,000	Project in coordination with St. Louis County, with possible grant funding; transferred from CIP FY2017-FY2021 to Future Project List
Millennium Park Parking Lot Lighting	\$ 80,000	
Millennium Park Playground Replacement	\$ 350,000	The existing playground was installed in the early 2000's and is becoming obsolete.
New Ballas Road Improvement Project - Phase 3	\$ 1,450,000	Moved to Future Projects with reorganization of grant applications; federal grant application anticipated in FY2023; includes design for phases 3 and 4.
New Ballas Road Improvement Project - Phase 4	\$ 1,270,000	Moved to Future Projects with reorganization of grant applications in FY2019; federal grant application anticipated in FY2024
New Ballas Road / Olive Boulevard Intersection Improvements	\$ 1,850,000	Cost estimate updated FY2018; Signal Enhancements Project on Olive in FY2018 included this intersection
New Ballas Sidewalk Phase 2B - Magna Carta Drive to Rocky Drive	\$ 400,000	Easements required; grant funding possible; Cost estimate updated FY2018; Federal grant awarded for Phase 2A project (Ladue to De Smet), with construction in FY2019
Office Park Roadway and Sidewalk Improvements	\$ 1,350,000	Project includes both sidewalk improvements and roadway improvements; cost updated F2018
Old Olive Street Road Improvements	Unknown	Planning study with St. Louis County and St. Louis Economic Development Partnership in FY2018 to shape the scope of this project; possible future federal grant application
Park Playground Safety Surface Repairs (each)	\$ 75,000	Included in CIP FY2021 and FY2024; additional surfaces need repair in future
Public Art in City Parks and Properties	Unknown	
Public Works Equipment Storage Building	\$ 300,000	Transferred from CIP FY16-FY20 to Future Project List
Stuadt Extension from Old Ballas Road to Craig Road	\$ 1,000,000	Per Central Business District Land Use Plan 2005
Trail Connectivity Studies	Unknown	Per Comprehensive Plan 2030 and Strategic Plan FY18-20; scope, location and cost TBD; studies of trails at Malcolm Terrace Park and Millennium Park included in FY2020
West Olive Median Enhancements, Phase II - Mason to Fernview	\$ 2,200,000	
West Olive Median Irrigation Control	\$ 40,000	
West Olive Sidewalk Concept Study - Mason to West City Limit	\$95,600	Cost includes \$5,600 from FY2014; Tranferred from CIP FY17-FY21 due to loss of interest by area cities for connections to this sidewalk

Future Projects are identified projects which either have no available funding or do not have a fully developed scope or estimate. See Future Project Sheets for more information.

*New projects in bold

**CITIZEN RECOMMENDATIONS AND STAFF RESPONSES
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEARS 2020-2024**

Each recommendation is summarized below, generally in the order that the request was received. All of the recommendations and the corresponding responses from City staff are attached.

1. Dan Creston (415 Sheffield Estate Drive)
 - Add a sidewalk to Mason Road.
2. Cathy Luh (12233 Kingshill Drive)
 - Add a sidewalk to Falaise Drive.
3. Jane Ryley (954 North Spoede Road)
 - Add a traffic signal at Olive Boulevard and Barre Haven Drive.
4. Al Fischer (12206 Princetowne Drive)
 - Repair Princetowne Drive
5. Randy Dunn (20 Beacon Hill Drive)
 - Replace street signs with illuminated, white signs with black letters.
6. Michael Tessler (13523 Weston Park Drive, Town and Country)
 - Improve median of Craig Road just south of Olive Boulevard.
7. Melissa Inkley (12958 Ferntop Lane)
 - Repair the drainage culvert behind this home.
 - Provide asphalt overlay for Ferntop Lane, Fernway Lane, and Ferngate Lane
 - Replace stop sign posts and street sign posts in Fernwood subdivision with the decorative posts.
8. Robert Kent (13084 Ferntrails Lane)
 - Inventory sidewalks
 - Survey residents to determine interest in adding a sidewalk to their street
 - Establish a cost-share program for sidewalk repairs
 - Survey residents to determine interest in street lights
 - Set up a capital fund to add street lights to subdivisions
 - Revise pavement program to reach a condition goal in the next 5-10 years
 - Suspend capital expenditures for the Dielmann Recreation Complex
 - Convert golf course and Dielmann Recreation Complex into a park and updated community facility.
9. Country Forest Subdivision Trustees
 - Include appearance as part of the criteria for selecting streets to repair.
 - Resurface the streets in the Country Forest Subdivision.
10. Bob Hurster (561/567 Sarah Lane), Board President, Villas at Golfview Condominiums
 - Install new drains on Sarah Lane to prevent stormwater from entering parking lot.
11. Scott Alton (439 Ridgecorde Place; 11457 Olde Cabin Road)
 - Repave Craig Road.

12. David McCoy (831 Montmartre Court) on behalf of the Parks and Historic Preservation Committee
Nancy Litzinger (764 Aramis Drive)
 - Provide \$100,000 for improvements to cabins and Lake School house.
13. David McCoy (831 Montmartre Court) on behalf of the Parks and Historic Preservation Committee
 - Increase the number of walking and biking trails.
14. Joanna Schillinger (62 Tealwood Drive)
 - Replace rock slope along Lindbergh Boulevard with a wall.

From: "Dan Creston" <dan.creston@gmail.com>

Date: December 1, 2018 at 9:33:29 AM CST

To: <ssott@crevecoeurmo.gov>

Subject: Capital Projects

Hi Sharon – Saw a post on Facebook looking for Capital Improvement suggestions. I'm not sure if Mason Road from Conway to Ladue is in Creve Coeur or Town and Country? If it is in Creve Coeur we could use a full sidewalk for the length of Mason Road from Conway to Ladue. There is some sidewalk there but it is inconsistent.

Thanks,

Dan Creston

Trustee Sheffield Estates

Dan Creston

Creston Consulting, LLC

Start-up / Small Business Consulting

415 Sheffield Estate Dr.

Creve Coeur, MO 63141

314-542-4042 office

314-575-4192 cell

dan.creston@gmail.com

www.archgrants.org

www.stlouisarchangels.com

From: "Dan Creston" <dan.creston@gmail.com>

Date: December 28, 2018 at 3:00 PM CST

To: <mwohlberg@crevecoeurmo.gov>

Subject: Sidewalk on Mason

Not sure if I sent this to you or not a few weeks ago, but is Mason between Conway & Ladue Creve Coeur? If so request a full sidewalk on Mason, only part of it is covered now.

Thanks

Dan Creston

Sheffield Estates

Sent from my iPhone

Dan Creston

Cell: 314-575-4192



Matt Wohlberg <mwohlberg@crevecoeurmo.gov>

Re: Sidewalk on Mason

1 message

Matt Wohlberg <mwohlberg@crevecoeurmo.gov>
 To: Dan Creston <dan.creston@gmail.com>
 Bcc: Matt Wohlberg <mwohlberg@crevecoeurmo.gov>

Fri, Jan 4, 2019 at 11:22 AM

Dan,

I think you may have submitted something, because the topic sounds familiar. Unfortunately, I cannot find a previous message.

Regardless, this is a good suggestion. There would be several agencies involved with adding this sidewalk: Mason Road is owned and maintained by St. Louis County, the south half of this section of Mason is in Town and Country, and the north half of this section of Mason is in Creve Coeur. Several years ago, Town and Country and Creve Coeur developed a plan to add a sidewalk or bike trail to Mason Road and reviewed it with St. Louis County. We found that it was not really feasible to try to create the sidewalk separately from roadway improvements, but we are in a good position to add the sidewalk or trail to the next St. Louis County project to improve Mason.

This project is currently listed as a "future project" in the CIP, because we do not know which year it would be built. I think that it will continue to be a future project in the current iteration of the CIP forecast.

I hope that this helps. Please let me know if you would like to discuss this or anything else.

Thank you,

Matt

CITY OF CREVE COEUR

Matt Wohlberg, PE, CFM
 City Engineer

300 N. New Ballas Road
 Creve Coeur, MO 63141
 Phone: (314) 442-2084
 Fax: (314) 872-2505

www.creve-coeur.org

On Fri, Dec 28, 2018 at 3:00 PM Dan Creston <dan.creston@gmail.com> wrote:

Not sure if I sent this to you or not a few weeks ago, but is Mason between Conway & Ladue Creve Coeur? If so request a full sidewalk on Mason, only part of it is covered now.

Thanks

Dan Creston

Sheffield Estates

Sent from my iPhone

Dan Creston

Cell: 314-575-4192

Attachment: CIP FY2020-FY2024 - Citizen Recommendations (Capital Improvement Program Update FY2020-FY2024)

From: **Cathy Luh** <cathyluh@icloud.com>
Date: Mon, Dec 3, 2018 at 3:26 PM
Subject: Capital improvements
To: <sscott@crevecoeurmo.gov>

Hi,

I love on Kingshill and walk extensively around my neighborhood. I appreciate the sidewalk addition along Coeur de Ville a few years back, and the sidewalk widening on Coeur de Ville up to Olive more recently.

It would be great — and safer— to have a sidewalk along the stretch where Cross Creek Dr becomes Falaise near the “Country Forest” subdivision signs. I personally turn onto Country Glen lane, so that stretch is most important to me.

Thanks,
Cathy Luh
12233 Kingshill Dr
63141

Sent from my iPhone



Matt Wohlberg <mwohlberg@crevecoeurmo.gov>

Re: Capital improvements

Matt Wohlberg <mwohlberg@crevecoeurmo.gov>
 To: Sharon Stott <sstott@crevecoeurmo.gov>
 Bcc: Matt Wohlberg <mwohlberg@crevecoeurmo.gov>

Tue, Dec 4, 2018 at 3:49 PM

Hi Sharon,

We have had several variations of this request over the past few years. Unfortunately, while there are some in the Country Forest subdivision who think that a sidewalk is a good idea, there are others who think that one is a bad idea.

I think that it would be appropriate to add a future project for this sidewalk, with the first step in the project being a feasibility study. The intent would be to create a continuous walking path to connect the existing sidewalks at Hibler Road and at Cross Creek Drive. We will need to get the support of the neighborhood before we move forward with a design. The feasibility study would give us the cost and easement information we would need to have the necessary discussions with the subdivision. All of this will take time.

In the meantime, we plan to continue sidewalk repairs and improvements along Cross Creek Drive and Tempo Drive in the next fiscal year.

Thank you,

Matt

CITY OF CREVE COEUR

Matt Wohlberg, PE, CFM
 City Engineer

300 N. New Ballas Road
 Creve Coeur, MO 63141
 Phone: (314) 442-2084
 Fax: (314) 872-2505

www.creve-coeur.org

On Mon, Dec 3, 2018 at 4:37 PM Sharon Stott <sstott@crevecoeurmo.gov> wrote:
 CIP...

----- Forwarded message -----

From: **Cathy Luh** <cathyluh@icloud.com>
 Date: Mon, Dec 3, 2018 at 3:26 PM
 Subject: Capital improvements
 To: <sstott@crevecoeurmo.gov>

Hi,

I love on Kingshill and walk extensively around my neighborhood. I appreciate the sidewalk addition along Coeur de Ville a few years back, and the sidewalk widening on Coeur de Ville up to Olive more recently.

It would be great — and safer— to have a sidewalk along the stretch where Cross Creek Dr becomes Falaise near the "Country Forest" subdivision signs. I personally turn onto Country Glen lane, so that stretch is most important to me.

Thanks,
 Cathy Luh

Attachment: CIP FY2020-FY2024 - Citizen Recommendations (Capital Improvement Program Update FY2020-FY2024)

12233 Kingshill Dr
63141

Sent from my iPhone

--

Sharon Stott
Assistant City Administrator
City of Creve Coeur
300 N. New Ballas Road
Creve Coeur, MO 63141
P| 314-872-2516
F| 314-872-2539
sscott@crevecoeurmo.gov
www.creve-coeur.org

From: **Ryley, Jane (ELS-STL)** <J.Ryley@elsevier.com>
 Date: Tue, Dec 4, 2018 at 11:08 AM
 Subject: Capital Improvement Projects --- City of Creve Coeur
 To: sstott@crevecoeurmo.gov <sstott@crevecoeurmo.gov>

Attn: Sharon Stott, Assistant City Administrator, c/o CIP Ideas, City of Creve Coeur, [300 N. New Ballas Rd., Creve Coeur, MO 63141](#).

Dear Ms. Stott,

I received the below announcement through my enrolment in the Next Door neighborhood program.

Citizen Input for Capital Improvement Projects

The city is seeking ideas for capital improvement projects from Creve Coeur residents. Capital improvements include projects such as the construction of sidewalks, street resurfacing and improvements to the stormwater system. If you would like the city to consider a project, please submit your ideas by February 4, 2019, to sstott@crevecoeurmo.gov or write to: Sharon Stott, Assistant City Administrator, c/o CIP Ideas, City of Creve Coeur, 300 N. New Ballas Rd., Creve Coeur, MO 63141.

The idea I would like to submit is for the installation of a traffic light at the intersection of Barre Haven Drive and Olive Boulevard.

I live in the Briarcliff subdivision, and the nightly traffic through our neighborhood is constant. Understandably, the employees of the businesses at the intersection in question, as well as the residents of the WestChase apartments, must cut through Briarcliff in order to travel east on Olive or south on Spoede via the North Spoede/Olive intersection light. (Of note, there are signs indicating through traffic is prohibited.) However, a left turn onto Olive from Barre Haven at rush hour, is both virtually impossible and dangerous.

As a resident, I've long been aware of the volume of traffic, based upon noise level. However I recently installed a Ring video doorbell on my residence. I now have proof that between the hours of approximately 4 pm and 6 pm, one vehicle per minute passes by the intersection of North Spoede and Wilton Royal.

I realize there is a short distance between the light at Spoede/Olive, the Barre Haven/Olive intersection, and the Graeser/Olive intersection. However if the lights were timed appropriately, motorists would have clear passage through that area.

I appreciate the opportunity to express my idea. If I can further clarify the benefits to the entire community of such an initiative, please let me know.

Best wishes,

Jane Ryley

954 N. Spoede Rd.

St. Louis, MO 63146

Cell: 314-397-2011

E-mail: j.ryley@elsevier.com



Matt Wohlberg <mwohlberg@crevecoeurmo.gov>

Re: Capital Improvement Projects --- City of Creve Coeur

1 message

Matt Wohlberg <mwohlberg@crevecoeurmo.gov>

Tue, Dec 4, 2018 at 1:26 PM

To: Sharon Stott <sstott@crevecoeurmo.gov>

Cc: Jim Heines <jheines@crevecoeurmo.gov>

Hi Sharon,

Almost anything concerning a traffic signal on Olive would be a MoDOT issue.

I would not necessarily recommend adding a signal at Barre Haven and Olive to MoDOT. The signal would be too close to the existing signals at Graeser and Spoede to meet the MoDOT spacing standards. It might be more difficult than Ms. Ryley thinks to coordinate the timing of the signals, and I think that it would make the area more congested. The recommendation would probably fail before it started. I suppose we could ask MoDOT to review it, even if the outlook is not very good.

Perhaps you can share the following with Ms Ryley:

Thank you for the suggestion. We will ask MoDOT to review whether an additional signal would be feasible at the intersection of Olive and Barre Haven. However, the City's Public Works staff feels that adding this signal will be unlikely due to the close proximity to the signals at Olive and Spoede and at Olive and Old Olive. MoDOT typically requires at least 1/4 to 1/2 mile between new signals, and the addition of a signal at Barre Haven and Olive would be within about 500 feet of the signal at Spoede.

Thank you,

Matt

CITY OF CREVE COEUR

Matt Wohlberg, PE, CFM
City Engineer

300 N. New Ballas Road
Creve Coeur, MO 63141
Phone: (314) 442-2084
Fax: (314) 872-2505

www.creve-coeur.org

On Tue, Dec 4, 2018 at 12:10 PM Sharon Stott <sstott@crevecoeurmo.gov> wrote:

Matt,

I gather a traffic signal would be a MODOT issue. Is this something we would normally recommend to MODOT? Any comments I can share with Ms. Ryley?

Thank you.

Sharon

----- Forwarded message -----

From: **Ryley, Jane (ELS-STL)** <J.Ryley@elsevier.com>

Date: Tue, Dec 4, 2018 at 11:08 AM

Attachment: CIP FY2020-FY2024 - Citizen Recommendations (Capital Improvement Program Update FY2020-FY2024)

Subject: Capital Improvement Projects --- City of Creve Coeur
 To: sscott@crevecoeurmo.gov <sscott@crevecoeurmo.gov>

Attn: Sharon Stott, Assistant City Administrator, c/o CIP Ideas, City of Creve Coeur, 300 N. New Ballas Rd., Creve Coeur, MO 63141.

Dear Ms. Stott,

I received the below announcement through my enrolment in the Next Door neighborhood program.

Citizen Input for Capital Improvement Projects

The city is seeking ideas for capital improvement projects from Creve Coeur residents. Capital improvements include projects such as the construction of sidewalks, street resurfacing and improvements to the stormwater system. If you would like the city to consider a project, please submit your ideas by February 4, 2019, to sscott@crevecoeurmo.gov or write to: Sharon Stott, Assistant City Administrator, c/o CIP Ideas, City of Creve Coeur, 300 N. New Ballas Rd., Creve Coeur, MO 63141.

The idea I would like to submit is for the installation of a traffic light at the intersection of Barre Haven Drive and Olive Boulevard.

I live in the Briarcliff subdivision, and the nightly traffic through our neighborhood is constant. Understandably, the employees of the businesses at the intersection in question, as well as the residents of the WestChase apartments, must cut through Briarcliff in order to travel east on Olive or south on Spoede via the North Spoede/Olive intersection light. (Of note, there are signs indicating through traffic is prohibited.) However, a left turn onto Olive from Barre Haven at rush hour, is both virtually impossible and dangerous.

As a resident, I've long been aware of the volume of traffic, based upon noise level. However I recently installed a Ring video doorbell on my residence. I now have proof that between the hours of approximately 4 pm and 6 pm, one vehicle per minute passes by the intersection of North Spoede and Wilton Royal.

I realize there is a short distance between the light at Spoede/Olive, the Barre Haven/Olive intersection, and the Graeser/Olive intersection. However if the lights were timed appropriately, motorists would have clear passage through that area.

I appreciate the opportunity to express my idea. If I can further clarify the benefits to the entire community of such an initiative, please let me know.

Best wishes,

Jane Ryley

954 N. Spoede Rd.

St. Louis, MO 63146

Cell: 314-397-2011

E-mail: j.ryley@elsevier.com

--

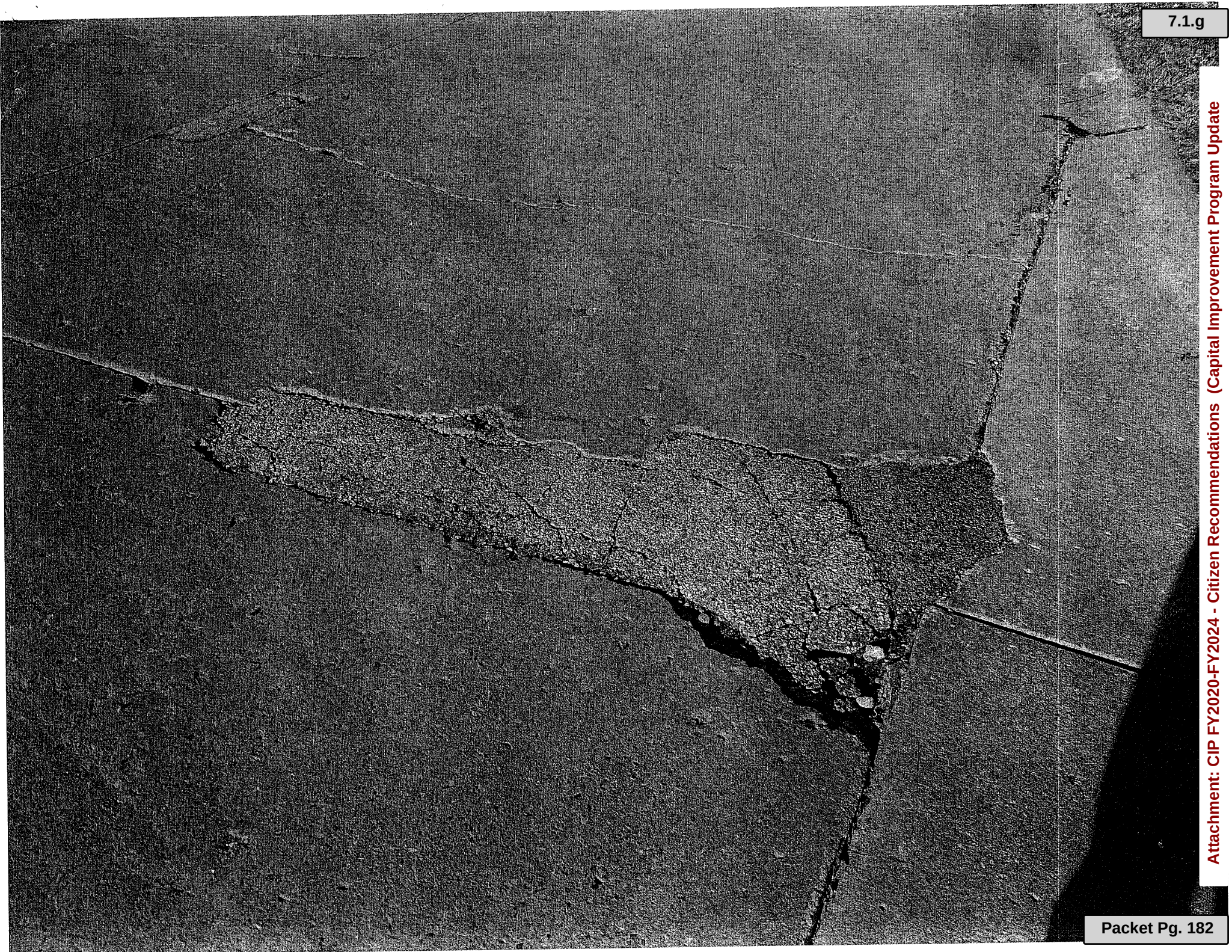
Sharon Stott
Assistant City Administrator
City of Creve Coeur
300 N. New Ballas Road
Creve Coeur, MO 63141
P| 314-872-2516
F| 314-872-2539
sscott@crevecoeurmo.gov
www.creve-coeur.org

AL FISCHER
12206 PRINCE TOWNE
CREVE COEUR, MO.

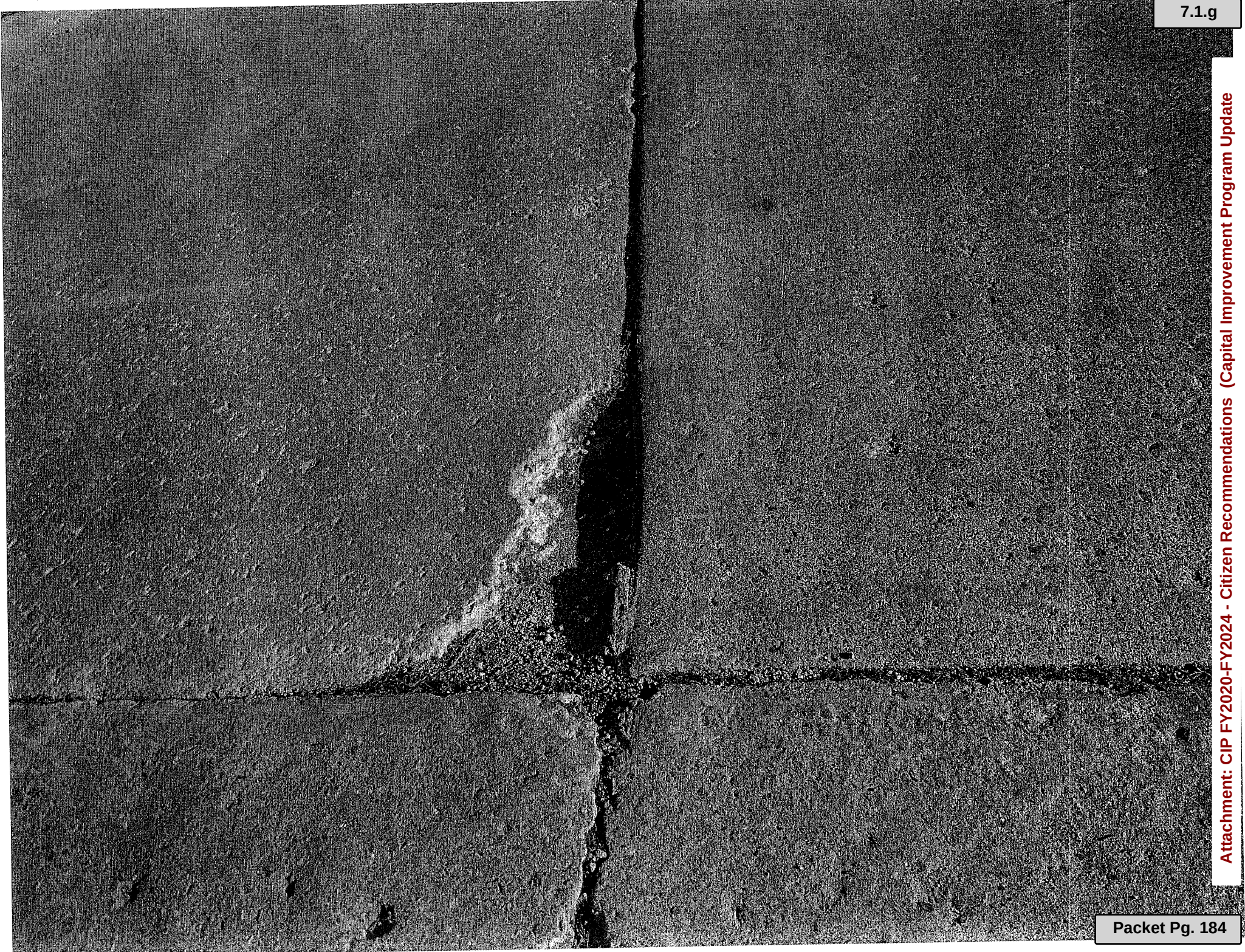
63141

314-434-5815

1 JAN 2019

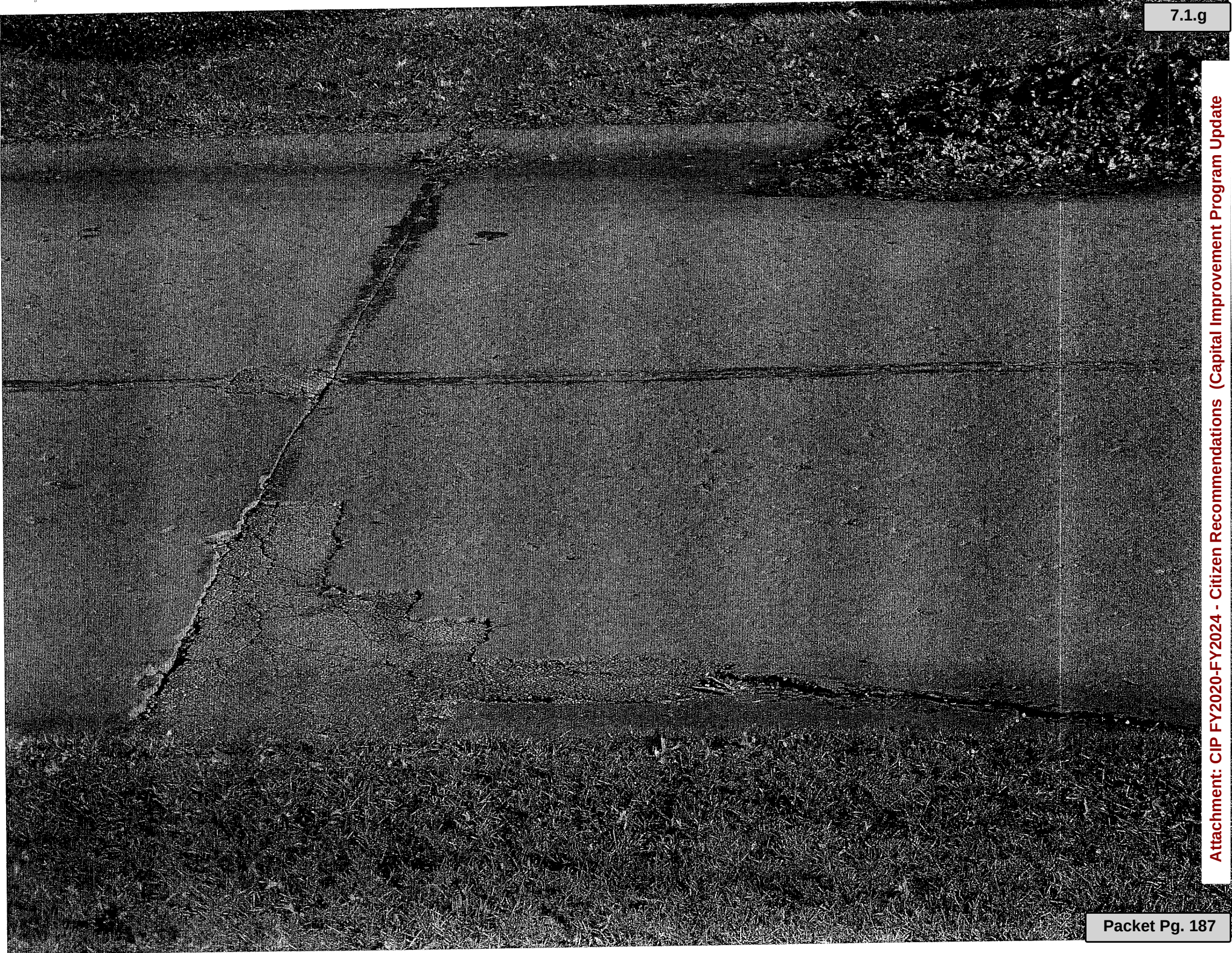


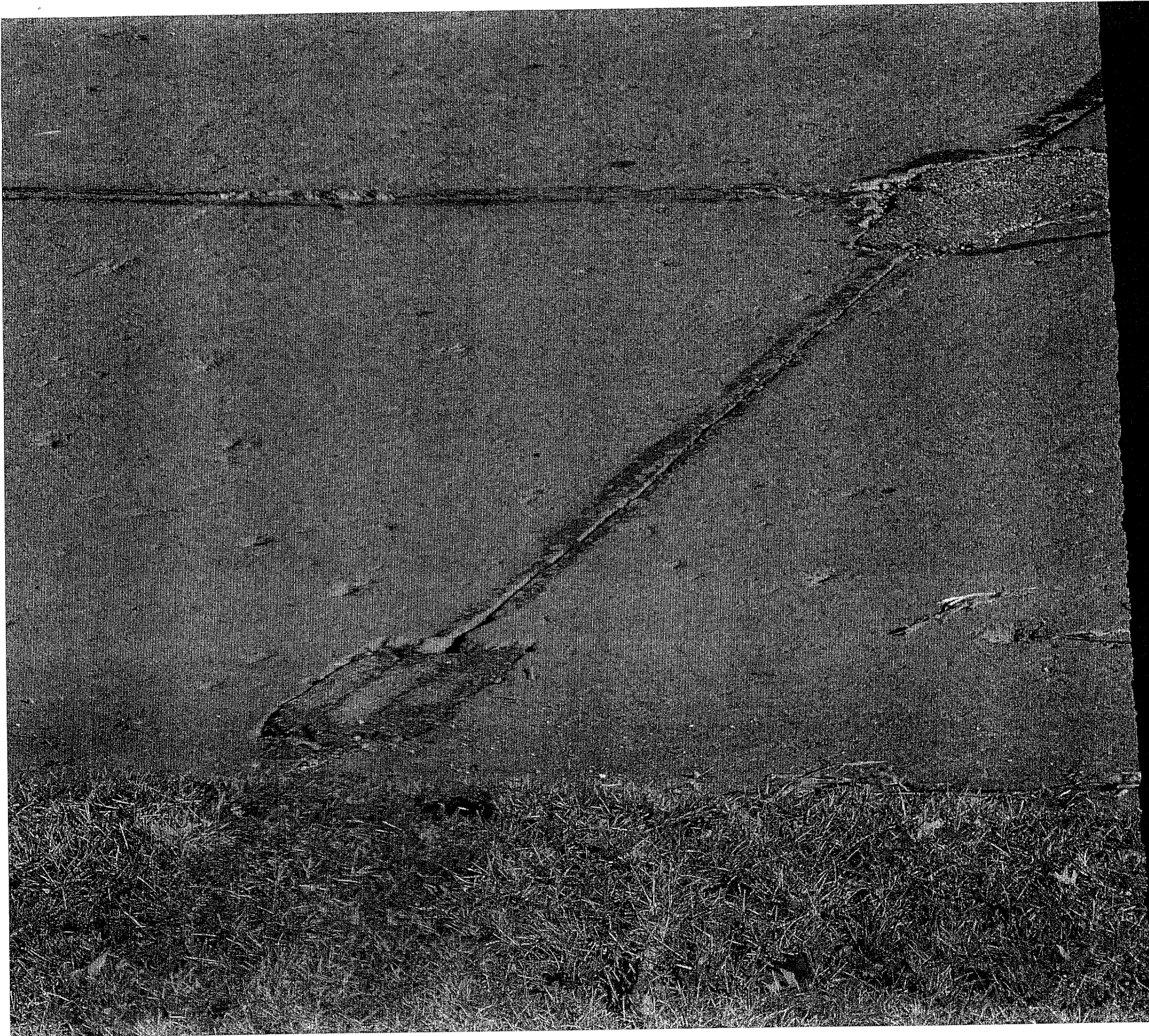




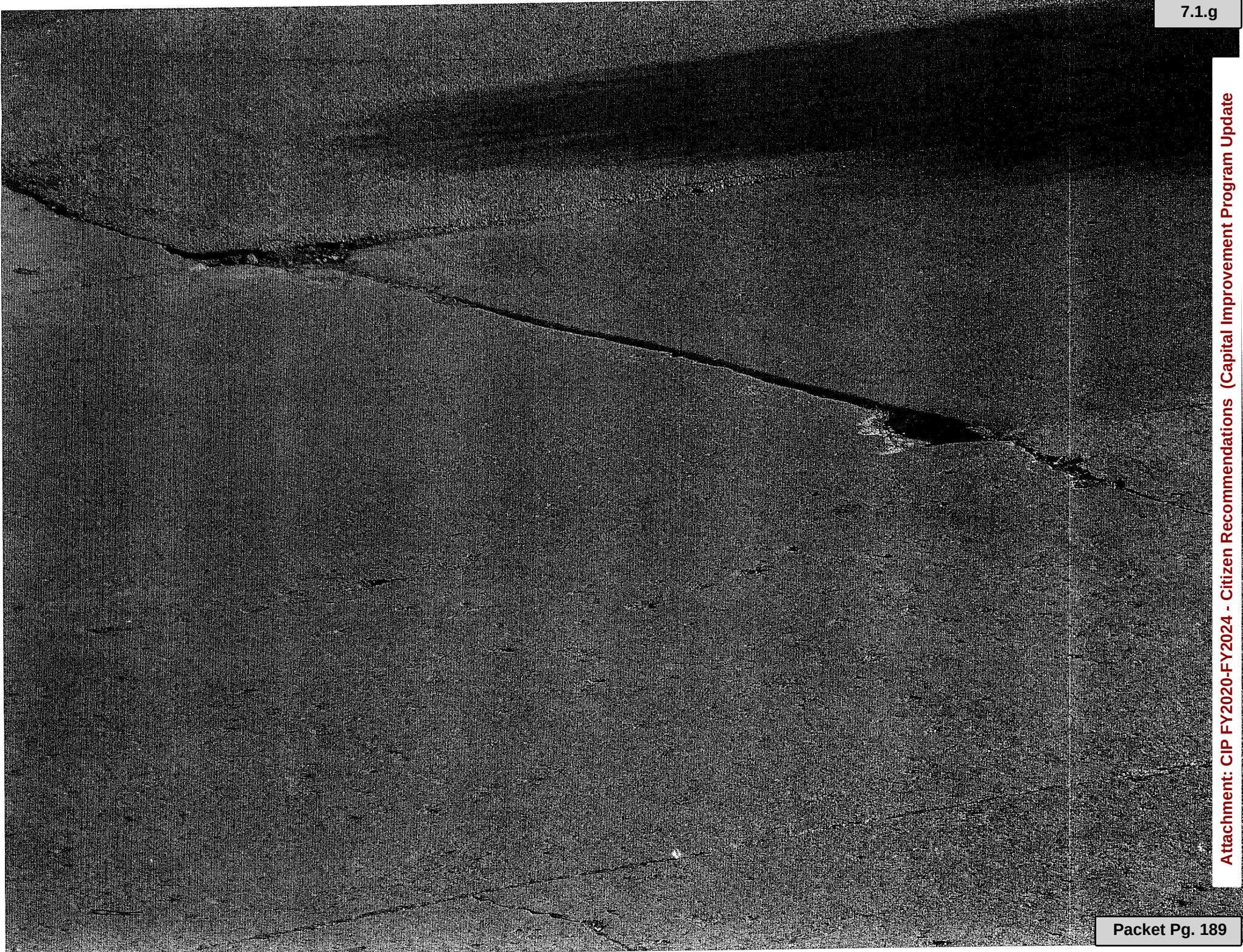


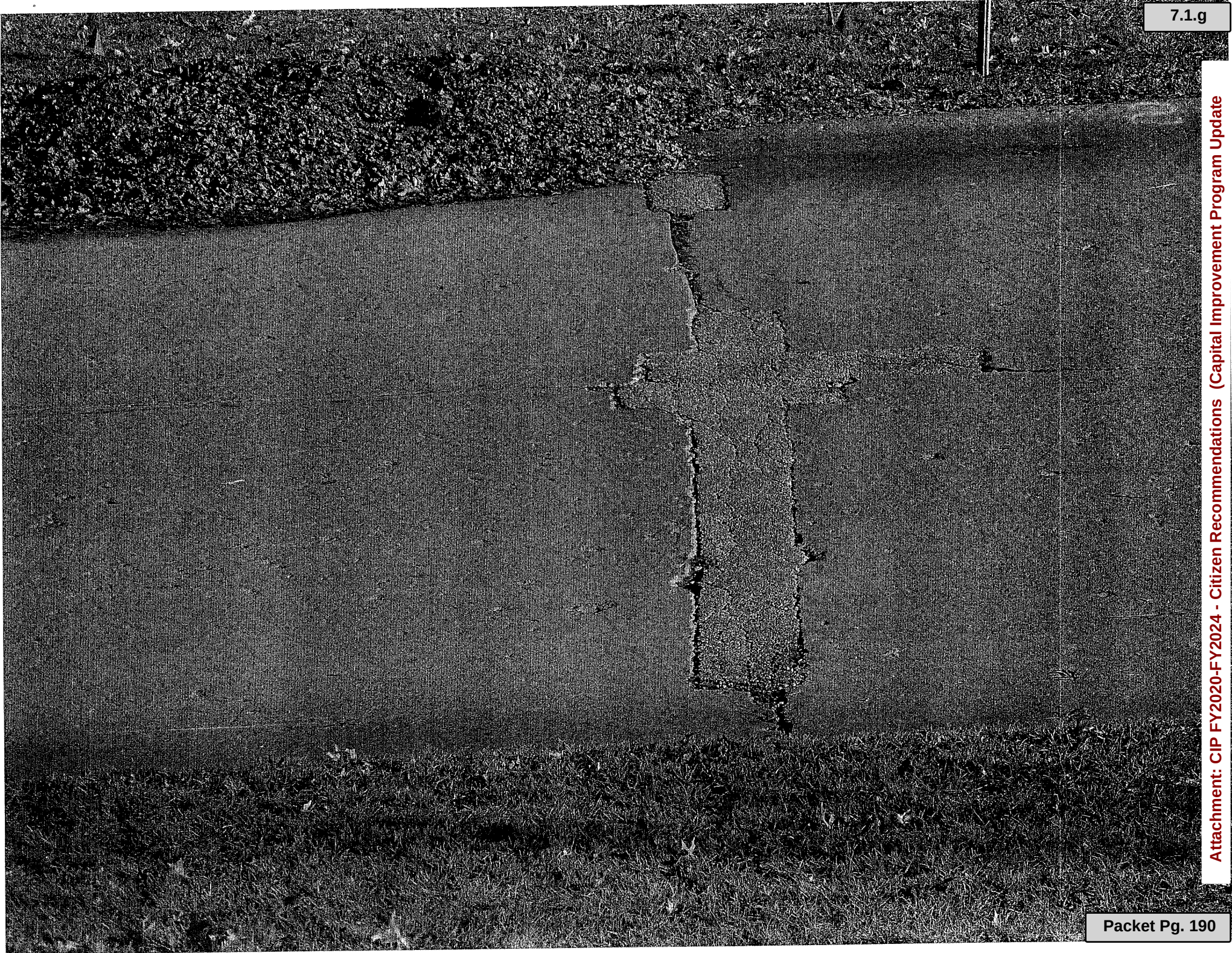




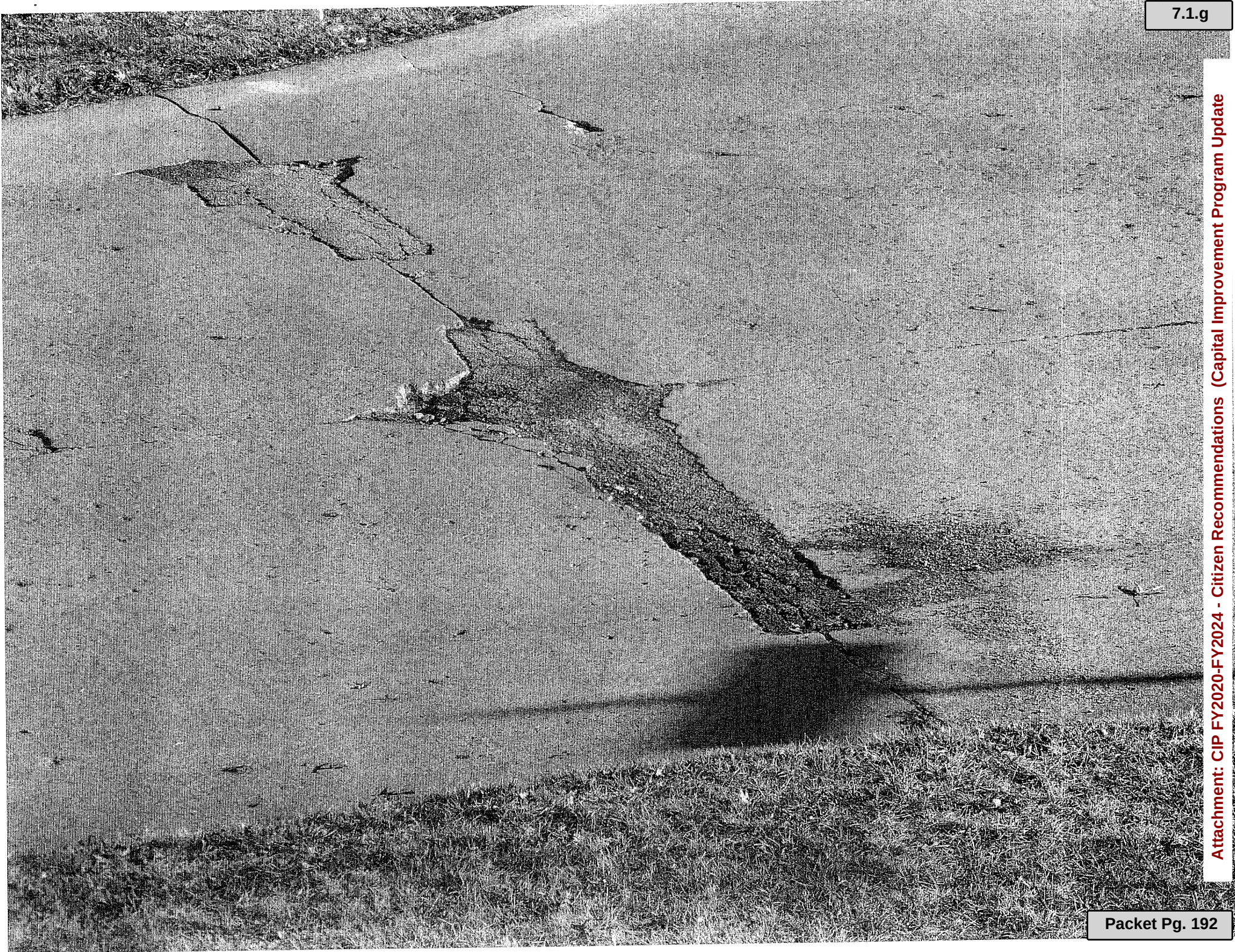


7.1.g

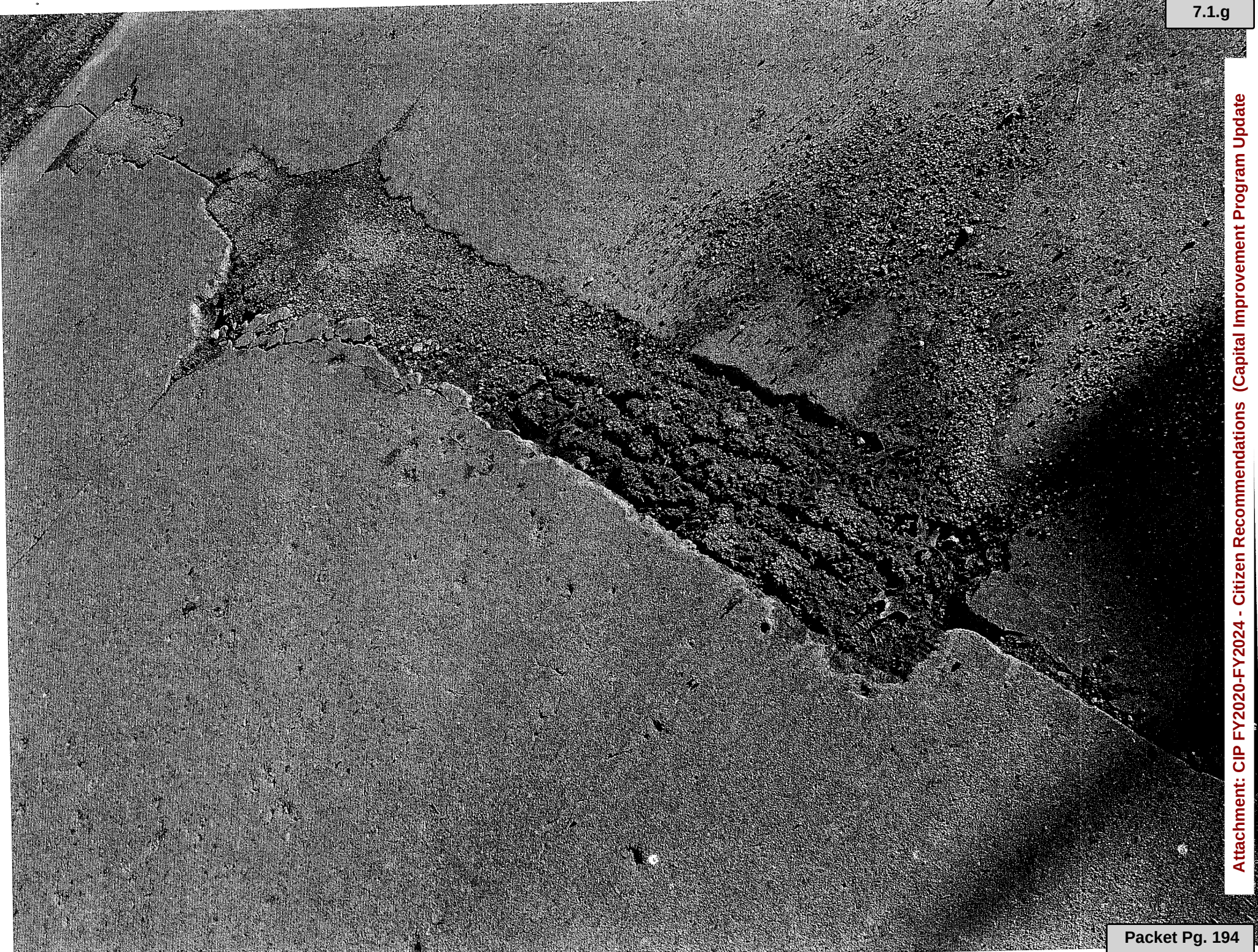




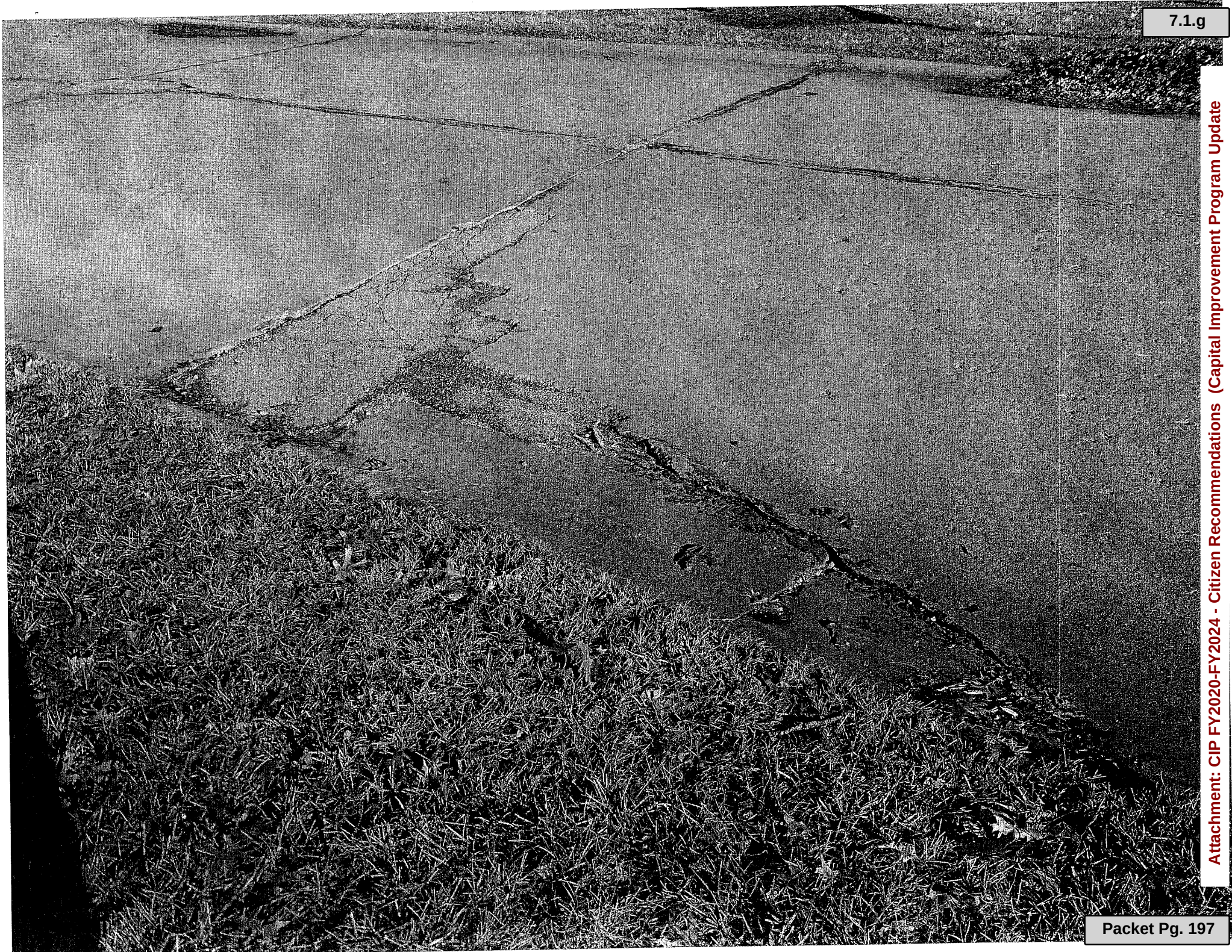




POTH OLES









Mr. Fischer and I spoke on the phone to discuss his request for pavement maintenance on Princetowne Drive near his home. He stated that the concrete slabs in front of his house have been in disrepair for some time, and he wanted the City to replace them instead of patching them again with asphalt.

I told Mr. Fischer that City's concrete program projections include Princetowne Drive for improvements in FY2021 (i.e. the summer of 2021), but that this plan is re-evaluated each spring to make sure that it remains relevant.

Matt Wohlberg

City Engineer



Matt Wohlberg <mwohlberg@crevecoeurmo.gov>

street signs

1 message

Randy Dunn <randun50@yahoo.com>

Sat, Jan 5, 2019 at 9:46 AM

Reply-To: Randy Dunn <randun50@yahoo.com>

To: mwohlberg@crevecoeurmo.gov

Matt, here is my recommendation and I am sure there is some federal grant money available for this, but to update all of the street signs to the white background with bold black lettering. Green was for the nineties and is so ugly and dated. All of the cities in St. Charles County have switched to that, City of Manchester has, and are much easier to see, especially at night. With an aging population this seems like a no brainer. And light up the signs like you do now on the major streets and intersections. Green is ugly and dated. Creve Coeur is a city that usually leads the way, but here is something you are way behind on. So this one seems the easiest, will update the city and taken it from the 1990s to 2020.

That is my two cent opinion for a project for 2019. Thank you for your hard work for the City.

Randy Dunn

Attachment: CIP FY2020-FY2024 - Citizen Recommendations (Capital Improvement Program Update FY2020-FY2024)



Matt Wohlberg <mwohlberg@crevecoeurmo.gov>

Re: street signs

1 message

Matt Wohlberg <mwohlberg@crevecoeurmo.gov>
 To: Randy Dunn <randun50@yahoo.com>
 Bcc: Matt Wohlberg <mwohlberg@crevecoeurmo.gov>

Mon, Jan 7, 2019 at 8:15 AM

Mr. Dunn,

Thank you for the suggestion for the Capital Improvement Plan.

The City strives to keep its street signs up to date with respect to the requirements of the Manual for Uniform Traffic Control Devices (MUTCD). The green background and white lettering on our street name signs is the current standard in the MUTCD, although alternate backgrounds of brown, blue, and white are allowed. The brown background is typically reserved for historic areas (as with the Ladue Estates subdivision's signs), which would leave blue and white as the alternate options.

I do not have an estimate of the cost to replace the signs, but I imagine it would be enough that we would need to consider changing the color of the street name signs to either white or blue the next time a change in standard or normal wear and tear causes the City to replace all of its street name signs. These were recently replaced, so I do not think that we will be due to change out the signs in the near future. Aside from cost, our staff would not be immediately available to replace the street name signs. For now, we are focusing on completing the replacement of the wooden stop sign posts with decorative posts throughout the City.

The illuminated street name signs are generally feasible at traffic signals, but these would be impractical at most intersections without a traffic signal. The main reason would be a lack of a power source, but the cost of the illuminated signs would also be a concern. The estimated cost to add illuminated signs to two intersections on New Ballas Road is approximately \$20,000 per intersection.

Your suggestion of grant funding is a good one. The major roadways in and through Creve Coeur qualify for federal grant funding, and the City does intend to add illuminated street name signs for signalized intersections as part of its roadway grant applications. Unfortunately, it does not appear that we would be successful in getting grant funding for a project that involved only street signs.

I hope that this helps. Please let me know if you would like to discuss anything.

Thank you,

Matt

CITY OF CREVE COEUR

Matt Wohlberg, PE, CFM
 City Engineer

300 N. New Ballas Road
 Creve Coeur, MO 63141
 Phone: (314) 442-2084
 Fax: (314) 872-2505

www.creve-coeur.org

On Sat, Jan 5, 2019 at 9:46 AM Randy Dunn <randun50@yahoo.com> wrote:

Matt, here is my recommendation and I am sure there is some federal grant money available for this, but to update all of the street signs to the white background with bold black lettering. Green was for the nineties and is so ugly and

Attachment: CIP FY2020-FY2024 - Citizen Recommendations (Capital Improvement Program Update FY2020-FY2024)

dated. All of the cities in St. Charles County have switched to that, City of Manchester has, and are much easier to see, especially at night. With an aging population this seems like a no brainer. And light up the signs like you do now on the major streets and intersections. Green is ugly and dated. Creve Coeur is a city that usually leads the way, but here is something you are way behind on. So this one seems the easiest, will update the city and taken it from the 1990s to 2020.

That is my two cent opinion for a project for 2019. Thank you for your hard work for the City.

Randy Dunn



Matt Wohlberg <mwohlberg@crevecoeurmo.gov>

Capital Improvement Project / Office Park Entrance

1 message

Michael Tessler <mtessler@buiusa.com>

Mon, Jan 7, 2019 at 7:19 AM

To: "mwohlberg@crevecoeurmo.gov" <mwohlberg@crevecoeurmo.gov>

Good morning,

Some time back, the city updated the entrance to the Creve Coeur Executive Office Park (Olive/Craig) and replaced a dated sign. There is a long bed behind the sign that is very much in need of attention (repairing, removal, ??). As you consider projects, I hope you will consider the area beyond the entrance sign as it is rather unsightly. Thank you in advance for your consideration.

MT



Michael Tessler | President

11433 Olde Cabin Road, Third Floor, Saint Louis, Missouri 63141

Office: 314-392-2841 | 800-645-2841 | mtessler@buiusa.com

Fax: 314-392-2842

Website: www.buiusa.com

This e-mail and any attachments are confidential and may also be privileged. If you are not the named recipient, please notify the sender immediately and delete the contents of this message without disclosing the contents to anyone, using them for any purpose, or storing or copying the information in any medium. BUI and its employees do not provide legal or tax advice. The information provided in this electronic message has been provided for informational purposes only, and should not be relied upon as legal or tax advice. You should consult your own tax and legal advisors for legal and tax advice.

Attachment: CIP FY2020-FY2024 - Citizen Recommendations (Capital Improvement Program Update FY2020-FY2024)



Matt Wohlberg <mwohlberg@crevecoeurmo.gov>

Re: Capital Improvement Project / Office Park Entrance

Matt Wohlberg <mwohlberg@crevecoeurmo.gov>
 To: Michael Tessler <mtessler@buiusa.com>
 Bcc: Matt Wohlberg <mwohlberg@crevecoeurmo.gov>

Wed, Jan 23, 2019 at 9:19 AM

Mr. Tessler,

I agree that the median is not attractive. We have been on hold with this median until a few things are figured out. The City is currently planning for roadway and sidewalk modifications to Craig Road from Olive Boulevard to Olde Cabin Road. The City is also anticipating some level of development along the east side of Craig immediately south of Olive. Both of these projects will likely require some changes to the Craig median, and we would wait until then for any long-term changes.

That does not mean that we must do nothing until then. We will explore short-term updates to the median to improve how it looks in the meantime.

Thank you,

Matt

CITY OF CREVE COEUR

Matt Wohlberg, PE, CFM
 City Engineer

300 N. New Ballas Road
 Creve Coeur, MO 63141
 Phone: (314) 442-2084
 Fax: (314) 872-2505

www.creve-coeur.org

On Mon, Jan 7, 2019 at 7:19 AM Michael Tessler <mtessler@buiusa.com> wrote:

Good morning,

Some time back, the city updated the entrance to the Creve Coeur Executive Office Park (Olive/Craig) and replaced a dated sign. There is a long bed behind the sign that is very much in need of attention (repairing, removal, ??). As you consider projects, I hope you will consider the area beyond the entrance sign as it is rather unsightly. Thank you in advance for your consideration.

MT

Michael Tessler | President



11433 Olde Cabin Road, Third Floor, Saint Louis, Missouri 63141

Office: 314-392-2841 | 800-645-2841 | mtessler@buiusa.com

Fax: 314-392-2842

Website: www.buiusa.com

This e-mail and any attachments are confidential and may also be privileged. If you are not the named recipient, please notify the sender immediately and delete the contents of this message without disclosing the contents to anyone, using them for any purpose, or storing or copying the information in any medium. BUI and its employees do not provide legal or tax advice. The information provided in this electronic message has been provided for informational purposes only, and should not be relied upon as legal or tax advice. You should consult your own tax and legal advisors for legal and tax advice.



Matt Wohlberg <mwohlberg@crevecoeurmo.gov>

CIP Project Ideas

1 message

Melissa Inkley <inkley4@yahoo.com>

Tue, Jan 8, 2019 at 2:26 PM

To: mwohlberg@crevecoeurmo.gov

Cc: sbaseley@crevecoeurmo.gov

Good Afternoon Matt,

We'd like to submit a few project ideas for the capital improvement plan committees consideration. Thank you for the opportunity to submit project ideas for consideration.

1. Consider fixing the culvert behind 12958 Ferntop Ln, which also is adjacent to 943 Ferngate Ln. The bottom of the pipe is rusted out, and there's some major drainage, erosion, and sinkhole issues. This has been discussed with MSD, which says it's a subdivision/city issue. Some funds from previous CIPs have been used to correct drainage issues in other parts of the city, so we would like this to be considered here, as well.
2. Consider resurfacing/repaving the Fernwood Manor part of the Fernwood subdivision (starting at Ferntop and going south on Ferngate and Fernway). Plats 1, 2, and 3 of Fernwood have been repaved, and this would look more cohesive if the rest of the subdivision was, as well, in addition to helping with potholes, cracks, etc.
3. Consider replacing the street posts and signs in Fernwood Manor and other parts of Fernwood plats 1, 2, and 3. The posts on Fernview drive have been already upgraded to black steel posts, and it would be nice if the rest of our street posts were, as well. Perhaps this is already included in a future plan, but if not, we would like for it to be considered.

Thanks,

Melissa Inkley
314-277-8532

Attachment: CIP FY2020-FY2024 - Citizen Recommendations (Capital Improvement Program Update FY2020-FY2024)



Matt Wohlberg <mwohlberg@crevecoeurmo.gov>

Re: CIP Project Ideas

1 message

Matt Wohlberg <mwohlberg@crevecoeurmo.gov>

Tue, Jan 22, 2019 at 7:56 AM

To: Melissa Inkley <inkley4@yahoo.com>

Cc: Sue Baseley <sbaseley@crevecoeurmo.gov>

Bcc: Jim Heines <jheines@crevecoeurmo.gov>, Michael Fogg <mfogg@crevecoeurmo.gov>, Matt Wohlberg <mwohlberg@crevecoeurmo.gov>

Ms. Inkley,

Thank you for your suggestions for the Capital Improvement Plan. My responses below are numbered to correspond to your requests:

1. Culvert Repair. The stormwater pipe that you mentioned is shown on MSD's facility maps and is part of their system to maintain. The City would need to defer to MSD for the maintenance or replacement of this pipe. The pipe is made of corrugated metal. As you and I have observed, the pipe is rusting out at the bottom. It appears to me that the pipe remains functional, but it will need to be addressed in time. I will discuss this pipe and the potential to include it as a future capital improvement project with the Stormwater Committee at their next meeting, which will be Wednesday, February 13.
2. Asphalt Repaving. The City plans to replace the top layer of asphalt for the asphalt portions of Ferntop, Gallagher, and Ferntrails within the next two years to coincide with the resurfacing of Fernview Drive. We are not currently planning any asphalt overlay of concrete roadways, as we have found this to be a long-term maintenance problem. The area that you mentioned was included in last summer's concrete slab replacement program, which addressed the worst portions of Fernway and Ferngate. Staff will continue to monitor these streets for future concrete replacement, pothole patching, and crack sealing needs.
3. Sign posts. We are working through the City to replace all of these posts with the decorative posts. The main roads, like Fernview, were addressed first, and now we are working through the subdivisions. It may be a few years before the program is finished.

I hope that these responses are helpful. Please let me know if I did not address your questions or if you would like to discuss anything else.

Thank you,

Matt

CITY OF CREVE COEUR

Matt Wohlberg, PE, CFM
City Engineer

300 N. New Ballas Road
Creve Coeur, MO 63141
Phone: (314) 442-2084
Fax: (314) 872-2505

www.creve-coeur.org

On Tue, Jan 8, 2019 at 2:27 PM Melissa Inkley <inkley4@yahoo.com> wrote:

Good Afternoon Matt,

We'd like to submit a few project ideas for the capital improvement plan committees consideration. Thank you for the opportunity to submit project ideas for consideration.

Attachment: CIP FY2020-FY2024 - Citizen Recommendations (Capital Improvement Program Update FY2020-FY2024)

1. Consider fixing the culvert behind 12958 Ferntop Ln, which also is adjacent to 943 Ferngate Ln. The bottom of the pipe is rusted out, and there's some major drainage, erosion, and sinkhole issues. This has been discussed with MSD, which says it's a subdivision/city issue. Some funds from previous CIPs have been used to correct drainage issues in other parts of the city, so we would like this to be considered here, as well.
2. Consider resurfacing/repaving the Fernwood Manor part of the Fernwood subdivision (starting at Ferntop and going south on Ferngate and Fernway). Plats 1, 2, and 3 of Fernwood have been repaved, and this would look more cohesive if the rest of the subdivision was, as well, in addition to helping with potholes, cracks, etc.
3. Consider replacing the street posts and signs in Fernwood Manor and other parts of Fernwood plats 1, 2, and 3. The posts on Fernview drive have been already upgraded to black steel posts, and it would be nice if the rest of our street posts were, as well. Perhaps this is already included in a future plan, but if not, we would like for it to be considered.

Thanks,

Melissa Inkley
314-277-8532

From: ROBERT Kent [mailto:bobsbrokenheart@att.net]

Sent: Tuesday, January 08, 2019 10:05 PM

To: Carole Lutkemeyer <9thinning@charter.net>

Subject: Fw: SUGGESTIONS FOR 2019 CREVE COEUR CAPITAL IMPROVEMENT BUDGET

Dear Ms. Stott:
Assistant City Administrator

For the record as a Citizen Suggestion for the Capital Improvement Plan which the City has solicited.

Following are my suggestions for items to be included in the Creve Coeur Capital improvement Budget:

1) SIDEWALKS

It is suggested that the the City take an Inventory of all of the existing sidewalks in the City to determine which of the 300 plus streets have sidewalks partial sidewalks or no sidewalks. This can be accomplished at no additional cost by having the Public Works Truck Drivers who man the leaf & Limb trucks take the survey as the other workers are vacuuming the leaves or shredding the limbs into the trailer hoppers. There are periods of time when the drivers are just sitting waiting for the process to be completed where they would have time to record the street sidewalks or absence thereof on a clip board.

it took me just two days to inventory Ward iv's 90 streets.

Once the inventory is complete then the street residents can be surveyed to determine if they want sidewalks or not. If less than a majority want sidewalks then that street can be stricken from the list for the next say five years.

Once the streets that the residents have indicated want sidewalks then a five year plan can be drawn up to provide sidewalks and the cost spread accordingly in the CIP Program.

Secondly, It it proposed that the City set up a capital investment fund of \$250,000 for sidewalks to be matched by citizens who want their existing sidewalks replaced now. Each year the residents would submit the amount of sidewalk in front of their homes that they want replaced and they would match the cost (50%) resident 50% City. Pleas see the Chicago,Illinois plant that has worked for years.

2) Streetlights

Th same Public works drivers can inventory all of the streets that have streetlights and those that do not. Again, the residents can be surveyed tot determine if they want streetlights and those that do not. Then set up a capital investment amount to provide those sidewalks over a five, seven or ten year time period depending on the cost.

3) Streets

We have Pavement Condition Indexes (PCI) for all of the streets in the City. It is suggested that a level of condition be selected as a goal for all streets of say 80.

Then based upon costs for concrete asphalt and combinations a total cost be calculated to bring all of the streets up to this level. Divide that total cost by five, seven or ten years to determine the Capital improvement Dollars per year to attain that level. By optimization, you will be able to determine the time and level that the City can attain with X amount of dollars per year.

It then might be wise to lock in contractors by bid over a sustained number of years to achieve these goals. leave the Public Works out of it.

4) The new Park Master Plan will soon be completed. I should include some "pocket parks for Ward IV which has no City parks.

Also, th City spent over \$800,000 last year on the Dielmann Complex which is losing money each year. It is suggested that with the opening of new modern Ice skating and golf venues in the nearby county that losses will increase significantly. It is suggested that the CIP expenditures for the Dielmann Complex be suspended and the money used for bicycle and hiking trails that the citizens have been asking for over twelve years in the Citizen Survey which to date have been largely ignored.

This complex should be analyzed for conversion to a park for all citizen use and consideration for a multipurpose facility conversion which more closely meets the needs of all citizens. A bond Issue to suppor this conversion has been shown in the Citizen Surveys to have support of the general citizenry.

Thank you for including these suggestions in the record and consideration in the forthcoming Capital Improvement Plan

Sincerely,

Robert W. Kent
13084 Ferntrails lane
CreveCoeur, Missouri 63141
Ward IV



Matt Wohlberg <mwohlberg@crevecoeurmo.gov>

Re: FW: SUGGESTIONS FOR 2019 CREVE COEUR CAPITAL IMPROVEMENT BUDGET

1 message

Matt Wohlberg <mwohlberg@crevecoeurmo.gov>

Mon, Jan 28, 2019 at 8:11 AM

To: bobsbrokenheart@att.net

Cc: Sharon Stott <sstott@crevecoeurmo.gov>, Mark Perkins <mperkins@crevecoeurmo.gov>

Bcc: Matt Wohlberg <mwohlberg@crevecoeurmo.gov>, Jim Heines <jheines@crevecoeurmo.gov>

Mr. Kent,

Thank you for your suggestions for the Capital Improvement Plan. These will be included as part of the record.

I have some comments in response to your suggestions.

1. Sidewalks.

- The City has an inventory of the 40 miles of sidewalk that it maintains. \$100,000 is typically allocated in each year's capital budget for maintenance of these sidewalks.
- It would not be appropriate for the drivers of the leaf-collection or limb-collection trucks to attempt to keep track of the presence or condition of sidewalks during the leaf or limb programs. These drivers are responsible to stay aware of their surroundings, especially the road, in order to keep their crew safe. This is a full-time job that should not be distracted by other tasks.
- New and better sidewalks and trails were a common request in the 2018 Community Survey. While our current focus is on maintaining the existing sidewalks, we are adding sidewalks where we can. New sidewalks, like the one to be added along New Ballas Road this spring, require several years of planning and grant funding to make them a reality.
- Extending sidewalks on streets where the sidewalk runs along only part of that street can make sense when there is a place for that extended sidewalk to lead. Taking Fernview Drive as an example, the time to complete all of the sidewalks that stop short along the streets adjoining Fernview would be when a sidewalk is added to Fernview Drive. The Fernview sidewalk project is included as a "future project" in the current CIP, and it is expected that strong public support and grant funding would be required to proceed with that project.
- Staff will review the possibility of adding a cost-share program into the FY2021 program (i.e. next year). The program in Chicago has already stopped taking applications for the current year, and we feel that it would be too late to consider starting a program like this for the current construction year. It is impossible to know what level of interest or participation residents would have, but it will be interesting to find out.

2. Street Lights

- The City has a procedure in place for subdivisions to add street lights. Through this program, the subdivision's trustees coordinate the location of the lights and the installation of the conduit needed to power the lights. Ameren then installs the street lights, and the City pays for the electricity and maintenance of the lights.
- Unfortunately, I did not find this policy readily available on the City's website. We will add information on this policy to the Public Works page.

3. Streets

- The City hired a consultant named IMS in 2016 to review its pavement conditions and its pavement maintenance budget. IMS concluded that the City's current maintenance budget is appropriate to maintain the City's average pavement conditions.
- Multi-year paving contracts may not be necessary or feasible. The City receives competitive bids for its pavement projects each year, and the cost of the work has generally been lower than or equal to expectations. In addition, a multi-year roadway repair contract would need to define the scope of work for each year, and that would limit or eliminate the flexibility needed when conditions change.
- The Department of Public Works plays a central role in the planning and execution of the City's roadway maintenance programs, so leaving Public Works out of the paving programs is currently not an option. Even if multi-year projects were put into place, someone at the City would need to set up and run these programs. Presumably, that would remain the responsibility of the Department of Public Works.

4. Parks and Golf Course

Attachment: CIP FY2020-FY2024 - Citizen Recommendations (Capital Improvement Program Update FY2020-FY2024)

- The City has included increasing the number of its parks as one of its goals in the strategic plan. Ward 4 is a primary focus of this goal. The City will continue to consider opportunities for parks in Ward 4 as they present themselves.
- The amount spent on the Dielmann Recreation Complex and the Creve Coeur Golf Course last year was offset by about \$455,000 in grant funding, which would account for more than half of the capital investments there.
- According to the 2018 Community Survey, a majority of the residents polled stated that they were in favor of the City continuing to operate the golf course (see question 15). The survey can be found on the City's website at <http://www.creve-coeur.org/DocumentCenter/View/8451/Creve-Coeur-2018-Survey-Findings-Report-and-Appendices>.
- While I could not find reference to a bond issue in the 2018 survey, there is a question about the level of support for a new sales tax to fund parks and stormwater improvements (question 16). A majority responded that they would be in favor of such a tax, which would provide improvements to all of the City's parks, not just the golf course.

Again, thank you for the suggestions for improving Creve Coeur.

Sincerely,

CITY OF CREVE COEUR

Matt Wohlberg, PE, CFM
City Engineer

300 N. New Ballas Road
Creve Coeur, MO 63141
Phone: (314) 442-2084
Fax: (314) 872-2505

www.creve-coeur.org

From: ROBERT Kent [mailto:bobsbrokenheart@att.net]
Sent: Tuesday, January 08, 2019 10:05 PM
To: Carole Lutkemeyer <9thinning@charter.net>
Subject: Fw: SUGGESTIONS FOR 2019 CREVE COEUR CAPITAL IMPROVEMENT BUDGET

Dear Ms. Stott:

Assistant City Administrator

For the record as a Citizen Suggestion for the Capital Improvement Plan which the City has solicited.

Following are my suggestions for items to be included in the Creve Coeur Capital improvement Budget:

1) SIDEWALKS

It is suggested that the the City take an Inventory of all of the existing sidewalks in the City to determine which of the 300 plus streets have sidewalks partial sidewalks or no sidewalks. This can be accomplished at no additional cost by having the Public Works Truck Drivers who man the leaf & Limb trucks take the survey as

the other workers are vacuuming the leaves or shredding the limbs into the trailer hoppers. There are periods of time when the drivers are just sitting waiting for the process to be completed where they would have time to record the street sidewalks or absence thereof on a clip board.

it took me just two days to inventory Ward iv's 90 streets.

Once the inventory is complete then the street residents can be surveyed to determine if they want sidewalks or not. If less than a majority want sidewalks then that street can be stricken from the list for the next say five years.

Once the streets that the residents have indicated want sidewalks then a five year plan can be drawn up to provide sidewalks and the cost spread accordingly in the CIP Program.

Secondly, It it proposed that the City set up a capital investment fund of \$250,000 for sidewalks to be matched by citizens who want their existing sidewalks replaced now. Each year the residents would submit the amount of sidewalk in front of their homes that they want replaced and they would match the cost (50%) resident 50% City. Pleas see the Chicago, Illinois plant that has worked for years.

2) Streetlights

Th same Public works drivers can inventory all of the streets that have streetlights and those that do not. Again, the residents can be surveyed tot determine if they want streetlights and those that do not. Then set up a capital investment amount to provide those sidewalks over a five, seven or ten year time period depending on the cost.

3) Streets

We have Pavement Condition Indexes (PCI) for all of the streets in the City. It is suggested that a level of condition be selected as a goal for all streets of say 80. Then based upon costs for concrete asphalt and combinations a total cost be calculated to bring all of the streets up to this level. Divide that total cost by five, seven or ten years to determine the Capital improvement Dollars per year to attain that level. By optimization, you will be able to determine the time and level that the City can attain with X amount of dollars per year.

It then might be wise to lock in contractors by bid over a sustained number of years to achieve these goals. leave the Public Works out of it.

4) The new Park Master Plan will soon be completed. I should include some "pocket parks for Ward IV which has no City parks.

Also, th City spent over \$800,000 last year on the Dielmann Complex which is losing money each year. It is suggested that with the opening of new modern Ice skating and golf venues in the nearby county that losses will increase significantly. It is suggested that the CIP expenditures for the Dielmann Complex be suspended and the money used for bicycle and hiking trails that the citizens have been asking for over twelve years in the Citizen Survey which to date have been largely ignored.

This complex should be analyzed for conversion to a park for all citizen use and consideration for a multipurpose facility conversion which more closely meets the needs of all citizens. A bond Issue to support this conversion has been shown in the Citizen Surveys to have support of the general citizenry.

Thank you for including these suggestions in the record and consideration in the forthcoming Capital Improvement Plan

Sincerely,

Robert W. Kent

13084 Ferntrails lane

CreveCoeur, Missouri 63141

Ward IV

January 15, 2019

Matt Wohlberg
City Engineer, c/o CIP Ideas
City of Creve Coeur
300 N. Ballas Road
Creve Coeur, MO 63141

RECEIVED
JAN 15 2019
C.C. Public Works

This request for a capital improvement project comes from the Country Forest Subdivision in Creve Coeur. Country Forest contains over 78 acres with eight streets branching off the City owned Falaise Drive. The property contains 148 residences, established in 1972.

Repaving the streets in the subdivision is our recommendation for a project. Following is the rationale for this request coming from the subdivision.

The agenda for the Country Forest Subdivision Annual Homeowners meetings in each of the past three years has shared the concern about the appearance of the streets in the subdivision. The HOA meetings are well attended by 70 or more homeowners. The Ward III council members also attend our annual meetings. The most recent meeting, October 11, 2018, shared that the streets are rated and placed on 3-year cycle for repair by the City. As was the case last year, our neighborhood is not on the 3-year cycle. The City's present criteria for repair are limited to structural concerns only.

A motion was made that the Trustees would contact Creve Coeur about considering the appearance of the streets as well as structural criteria. The present appearance leaves the perception of a run-down subdivision. We have a history of issues with wear and with gravel coming up from the last micro surfacing. The motion was unanimously approved.

Trustees sent a November 15th letter with photos to the Director of Public Works, James Heines, about structural road erosion at the entrance on Falaise and the black ice issue in winter as cars slide into the retaining wall. Since the road is lower than the drain by the wall, water cannot flow into the drain from the street. The water collects, forms puddles and freezes. The road has decayed into a series of concave pockets along the drain over recent years.

At the Ward III Town Hall Meeting last November, Trustees also mentioned this structural condition and the unsightly appearance of the streets and the homeowners request to include street appearance as one of criteria for repair. Mayor Glantz and the Ward III council members attended that Town Hall meeting.

Representing these 148 homeowners in Creve Coeur, we heartily encourage the CIP fund to include a project for street resurfacing in the Country Forest Subdivision.

Trustee Jack Groneck
12344 Woodline Drive



Trustee Roger Naney
430 Meadow Green Place



Trustee Richard Lodholz
412 Falaise Drive



Copy: Ward III Council Member, Charlotte D'Alfonso
Ward III Council Member, Dr. Robert Hoffman

Attachment: CIP FY2020-FY2024 - Citizen Recommendations (Capital Improvement Program Update FY2020-FY2024)

Page 1



The photos were taken to the west of this curve at the entrance. They show the problem with drainage along Falaise Drive with the drain swale along the wall now being higher than the road bed.

Water collects and freezes since it cannot flow into the originally constructed drain.

Photos taken first week of November 2018

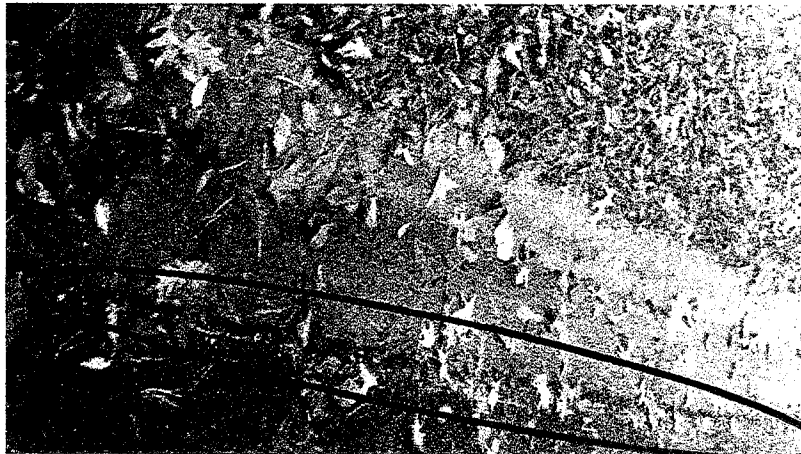




Page 2

The problem situation with the south side of Falaise Drive as you enter the Country Forest Subdivision at the north entrance is shown in the photos to the left.

The roadbed is below the concrete drain at the base of the wall. Water collects in the drain, but water also collects in the road outside the drain because the drain is above the road.



Over the past three years this issue has not been addressed and concave pockets have been formed and contain puddles, which cause the pavement to continue to erode.

The road must be higher than the edge of the drain so that water can flow into the drain swale and down Falaise to the curve at the entrance.

This situation enhances the black ice condition that has caused multiple wrecks as cars slide into the wall.



This is a structural problem and fits the city's criteria for road repair.



Matt Wohlberg <mwohlberg@crevecoeurmo.gov>

Capital Improvement Plan Request

1 message

Matt Wohlberg <mwohlberg@crevecoeurmo.gov>
To: Richard Lodholz <rlodholz@sbcglobal.net>

Mon, Feb 25, 2019 at 10:38 AM

Dr. Lodholz,

Thank you for the request that you and your fellow trustees submitted for consideration for the City's Capital Improvement Plan.

While I think that the City needs to consider roadway work in your subdivision, I do not think that the City can use aesthetics as a repair criteria. The reason is that this would be rather subjective, as many who report pavement concerns claim that their street is the worst in town. There is good reason for that, as people naturally tend to pay the most attention to their street, because they see and use that one the most.

That is not to say that the streets in the Country Forest subdivision need no repairs. As you pointed out, the edge of the asphalt along the north end of Falaise could be improved, and the microsurfacing from several years ago is wearing off throughout the subdivision. These are issues that we will need to consider as we prepare the pavement maintenance program for this year and the projections for the next few years.

Thank you,

Matt

CITY OF CREVE COEUR

Matt Wohlberg, PE, CFM
City Engineer

300 N. New Ballas Road
Creve Coeur, MO 63141
Phone: (314) 442-2084
Fax: (314) 872-2505

www.creve-coeur.org

Attachment: CIP FY2020-FY2024 - Citizen Recommendations (Capital Improvement Program Update FY2020-FY2024)

The Villas at Golfview Condominium Association
 561/567 Sarah Lane
 Creve Coeur, Missouri 63141
 January 20, 2019

Re: 2019 Creve Coeur Capital Improvement Project Idea

Matt Wohlberg, City Engineer
 c/o CIP Ideas
 City of Creve Coeur
 300 N. New Ballas Rd.
 Creve Coeur, Missouri 63141

Dear Mr. Wohlberg,

The Villas at Golfview is a complex consisting of two buildings, each housing twenty-one condominiums. The buildings are situated below street level and toward the middle of Sarah Lane on the west side of the street.

Sarah Lane is constructed so it declines on each end and plateaus along The Villas at Golfview property. There are two storm sewer cisterns located on the west side of the street, approximately 75 to 85 feet in either direction from our property and both on the downhill. Two fire hydrants are located on the flatter section of Sarah Lane, but not one storm sewer cistern. Consequently, water runoff from rain, snowmelt, and the fire hydrants flows from a good portion of Sarah Lane to the center of the length of the street and down onto our property. Our property also gets a great amount of runoff from the parking lot of the condominium complex located directly across the street from our property. The water runoff creates hazardous pools of water on our parking lot in front of the building entrance at 561, has caused leakage into and damage to the interior of the garage at 561, floods the interior of the garages at both 561 and 567, and causes additional drainage problems around the entire perimeter of our property.

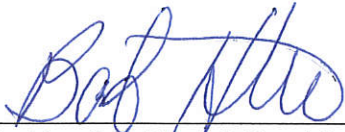
We have grated trench drains constructed across the entrances to our garages and an underground drainage system to handle water runoff from our property. However, this is not capable of handling the additional runoff from the street and the property directly across the street. There is a full but small blacktop berm across our entrance drive and a partial one across our exit drive. However, these lips are not effective in stopping or diverting the water runoff.

We would like to propose that trench drains with appropriate load rated steel grates be constructed on the street across the entire entrance and exit drives of our parking lot. A drainage system such as this would collect the water running off of Sarah Lane and the property directly across the street before it can flow onto our property, finally stopping the long time and continuous damage to our parking lot, buildings, and land, and the hazardous pooling of water on our parking lot and at the immediate left of our exit drive on Sarah Lane.

The Villas at Golfview Condominium Association appreciates your taking the time to read, discuss, and entertain our idea as a Creve Coeur Capital Improvement Project in 2019. Forty-two families thank you for your serious consideration and acceptance of our proposal.

Very respectfully,

The Villas at Golfview Condominium Association



Bob Hurster, Board President
rhurster@charter.net
(314) 616-2901

cc: Karla Rebello
RAFCO Properties
7700 Forsyth, Suite 100
Clayton, MO 63105
karla@rafcoprop.com
(314) 721-8427



Matt Wohlberg <mwohlberg@crevecoeurmo.gov>

2019 Creve Coeur Capital Improvement Plan Project Idea

1 message

Matt Wohlberg <mwohlberg@crevecoeurmo.gov>
To: rhurster@charter.net

Mon, Feb 25, 2019 at 11:51 AM

Mr. Hurster,

Thank you for submitting your request for consideration in the City's Capital Improvement Plan.

I think that your request needs some investigation, and it may take a few years to resolve the drainage situation of Sarah Lane with respect to your parking lot entrances. I will ask MSD to review this as we do.

The map of MSD facilities appears to show two of the trench drains from your parking lot, and it may be that the system was designed to use your parking lot to collect stormwater. This, in particular, is something that I want to investigate, because it is not necessarily common. It may also have implications for how we repair Sarah Lane and the sidewalks along it.

In order to make the sidewalks along Sarah comply with accessibility requirements, nearly all of the entrances along Sarah Lane will need to be replaced, including the ones at the Villas at Golfview. Doing so could easily keep the water off of your entrances, but we will need to figure out where the water goes from there. The grated drains are a good idea, but I am not yet sure where those drains would lead.

Again, thank you for the suggestion. I am sure that we will be in touch regarding this issue and future improvements to Sarah Lane.

Thank you,

Matt

CITY OF CREVE COEUR

Matt Wohlberg, PE, CFM
City Engineer

300 N. New Ballas Road
Creve Coeur, MO 63141
Phone: (314) 442-2084
Fax: (314) 872-2505

www.creve-coeur.org

Attachment: CIP FY2020-FY2024 - Citizen Recommendations (Capital Improvement Program Update FY2020-FY2024)

Melman, Alton & Co., LLC.

7777 BONHOMME, SUITE 1203 • ST. LOUIS, MISSOURI 63105
 TELEPHONE: (314) 721-7070 • FAX: (314) 721-7075

Certified Public Accountants

January 22, 2019

Matt Wohlberg City Engineer
 c/o CIP Ideas
 City of Creve Coeur
 300 N. New Ballas Rd.
 Creve Coeur, MO 63141

Dear Mr. Wohlberg,

I hope that you are doing well. My name is Scott Alton, and I am a Certified Public Accountant at Melman, Alton, & Co, LLC. I have been a homeowner in Creve Coeur for almost 20 years. I respectfully request the following improvement to be considered for funding under the upcoming capital improvement program.

In July 2019 my firm, Melman, Alton, & Co, LLC, will be moving from Clayton to the Fairways Building located at 11457 Olde Cabin Rd, St. Louis, MO 63141-7116. I have been to the building numerous times and noticed the road leading back to Olde Cabin road is in need of **repaving** as highlighted on the attached map. It appears that it has been many years since the road has been repaved and the patch-work that has taken place in the past does not look professional, and does not live up to the high standards of Creve Coeur. Although the road has received some patch-work, it has continued to deteriorate and now is somewhat of an eyesore. This road receives a great deal of traffic from the many businesses located in the area, as well as the ice arena and golf course. This is one of the first things that visitors to the area see and it would be great for the City of Creve Coeur if visitors have a positive first impression of our city.

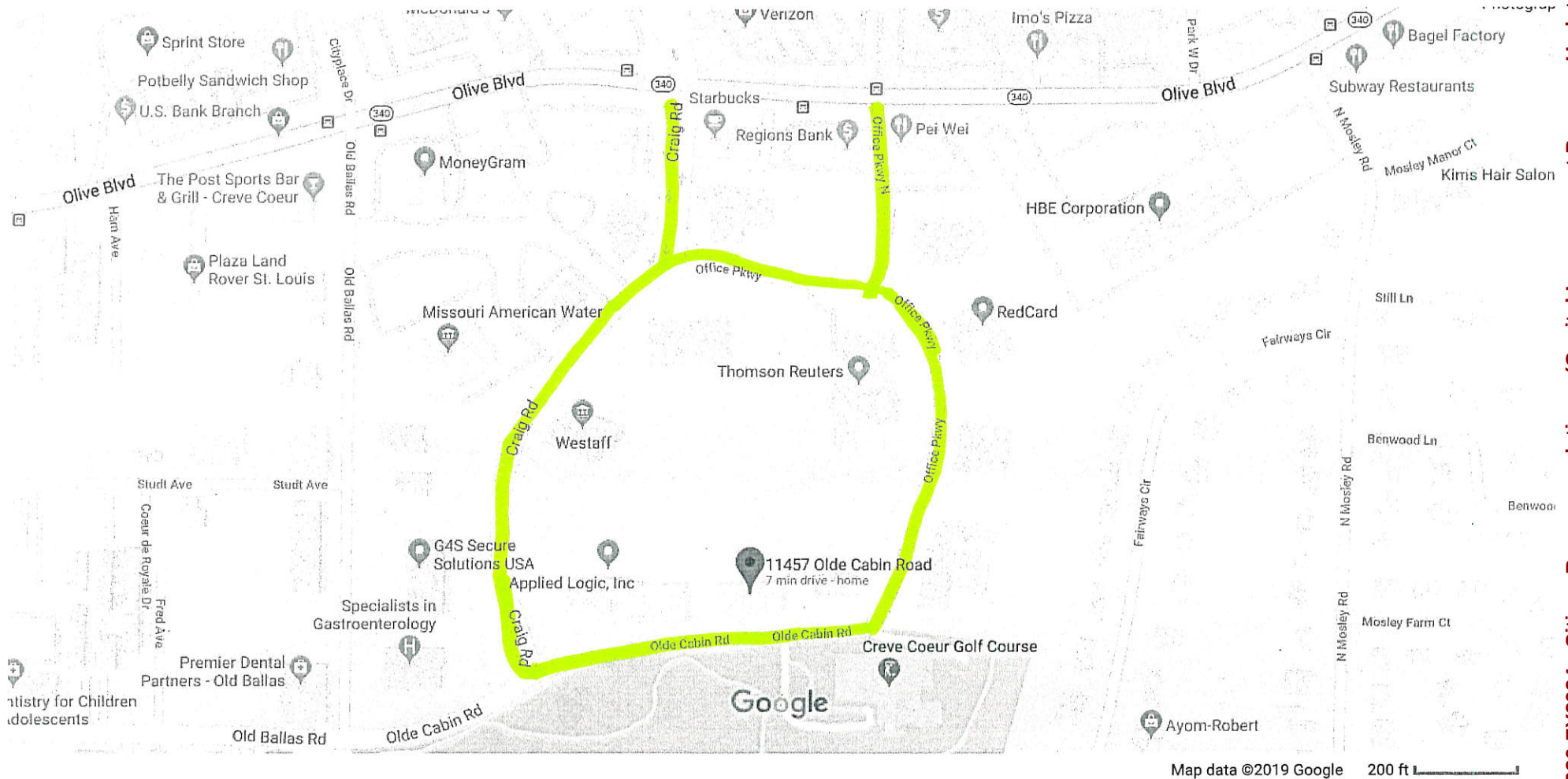
Sincerely,



Scott T. Alton, P.C., CPA

Enclosures:

Google Maps 11457 Olde Cabin Rd





Matt Wohlberg <mwohlberg@crevecoeurmo.gov>

CIP Submittal for Craig Road

1 message

Matt Wohlberg <mwohlberg@crevecoeurmo.gov>
To: salton@melaltoncpa.com

Mon, Feb 25, 2019 at 12:11 PM

Mr. Alton,

Thank you for your request to add pavement improvements to the Creve Coeur executive office park to the Capital Improvement Program. I apologize that it has taken so long to respond to your request.

First, it is great news that your firm will be moving into Creve Coeur! I hope that the move goes smoothly and that your company enjoys much success here.

Second, I agree that the streets in the Creve Coeur executive office park (Craig, Olde Cabin, Office Parkway, and Office Parkway North) need work. We have some long-range plans for this area, which I will touch on below, but there are areas of the pavement, curbing, and sidewalks that need immediate attention. These areas should be addressed through our annual paving and pavement maintenance programs, and these should improve the area in the short term.

The City understands that significant work is needed in the office park, and we have begun a process to review whether it makes sense to pursue larger improvements to the area or to rebuild what is there today. In particular, we are reviewing the layouts of the intersections of Craig at Olde Cabin and Craig at Office Parkway to make these better for cars, bikes, and pedestrians. In addition to this, we are planning for the eventual replacement of the sidewalk in the interior of the roadway loop with a wider sidewalk to accommodate all of the pedestrians who walk this route.

Part of this planning process will involve public meetings, and we will make sure that you are invited. The first meeting will not be for a few months.

The current capital improvement plan includes design work and an application for federal funding to help pay for the improvements to Craig Road. If successful, that project would be implemented in 6-7 years. While I would not want to repave Craig if we might tear it up in a few years, we certainly cannot do nothing until then, and that is where the pavement and sidewalk repairs come in.

I hope this helps explain where we stand on Craig Road. Please let me know if you would like to discuss anything further.

Thank you,

Matt

CITY OF CREVE COEUR

Matt Wohlberg, PE, CFM
City Engineer

300 N. New Ballas Road
Creve Coeur, MO 63141
Phone: (314) 442-2084
Fax: (314) 872-2505

www.creve-coeur.org

Attachment: CIP FY2020-FY2024 - Citizen Recommendations (Capital Improvement Program Update FY2020-FY2024)



Matt Wohlberg <mwohlberg@crevecoeurmo.gov>

CIP Request

1 message

David McCoy <dmc831@gmail.com>

Sat, Feb 2, 2019 at 12:15 AM

To: "Wohlberg, Matt" <mwohlberg@ci.creve-coeur.mo.us>

Cc: David Hoffman <dzhoffma1@gmail.com>, David Russell <bookbikebeyond1@gmail.com>, Jason Valvero <jvalvero@crevecoeurmo.gov>, Nancy Litzinger <nancywl@sbcglobal.net>, Phyllis Cantor <pcantor@aol.com>, Rick Darrow <rsdarrow@icloud.com>, Roberta Horwitz <cap1206@aol.com>, Rupi Pujji <pujjir@sbcglobal.net>, Sue Baseley <sbaseley@yahoo.com>

Hi Matt,

The city recently paid for an assessment of the log cabins located in Conway Park. The assessment has determined the cabins are in need of urgent maintenance to prevent them from further environmental damage and eventually restore them to a condition that would allow them to be opened to the public. Initially it is estimated approximately \$100K is needed for urgent repairs and additional investment will be needed in future years to complete the work. The total estimated amount and time-frame will be obtained from the assessment when it is completed in the next few weeks. The log cabins provide historical value to the city and its citizens and the justification for funding this work is based on meeting several of the criteria for CIP investments including Protection and Conservation of historical landmarks of which we have few in Creve Coeur. If the log cabins were in suitable condition to open to the public they have the potential to provide income by renting them for events. I am submitting this request on behalf of the Parks and Historical Preservation Committee.

Thanks

Dave McCoy

PHP Chairperson

Attachment: CIP FY2020-FY2024 - Citizen Recommendations (Capital Improvement Program Update FY2020-FY2024)



Matt Wohlberg <mwohlberg@crevecoeurmo.gov>

Re: CIP Request

1 message

Matt Wohlberg <mwohlberg@crevecoeurmo.gov>

Mon, Feb 25, 2019 at 12:21 PM

To: David McCoy <dmc831@gmail.com>

Cc: "Wohlberg, Matt" <mwohlberg@ci.creve-coeur.mo.us>, David Hoffman <dzhoffma1@gmail.com>, David Russell <bookbikebeyond1@gmail.com>, Jason Valvero <jvalvero@crevecoeurmo.gov>, Nancy Litzinger <nancywl@sbcglobal.net>, Phyllis Cantor <prcantor@aol.com>, Rick Darrow <rsdarrow@icloud.com>, Roberta Horwitz <cap1206@aol.com>, Rupi Pujji <pujjir@sbcglobal.net>, Sue Baseley <sbaseley@yahoo.com>

Hi Dave,

Thank you for the suggestion for adding repairs to the cabins and Lake School house to the capital improvement plan.

We have received the report from Tim Kilby, and I will scan it and send you and your committee a copy for review.

The report identifies several "must do" projects for each building. Staff has recommended that the City complete these improvements if the City is to keep the buildings in place, and the proposed capital improvement plan includes approximately \$200,000 over the next three years for this work.

Unfortunately, I do not think that either of the cabins or Lake School house would be suitable for hosting any events. At best, I think that the cabins and school house, once stabilized, could be open for periodic tours of small groups of people.

Please let me know if you would like to discuss anything further.

Thank you,

Matt

CITY OF CREVE COEUR

Matt Wohlberg, PE, CFM
City Engineer

300 N. New Ballas Road
Creve Coeur, MO 63141
Phone: (314) 442-2084
Fax: (314) 872-2505

www.creve-coeur.org

On Sat, Feb 2, 2019 at 12:15 AM David McCoy <dmc831@gmail.com> wrote:

Hi Matt,

The city recently paid for an assessment of the log cabins located in Conway Park. The assessment has determined the cabins are in need of urgent maintenance to prevent them from further environmental damage and eventually restore them to a condition that would allow them to be opened to the public. Initially it is estimated approximately \$100K is needed for urgent repairs and additional investment will be needed in future years to complete the work. The total estimated amount and time-frame will be obtained from the assessment when it is completed in the next few weeks. The log cabins provide historical value to the city and its citizens and the justification for funding this work is based on meeting several of the criteria for CIP investments including Protection and Conservation of historical landmarks of which we have few in Creve Coeur. If the log cabins were in suitable condition to open to the public they have the potential to provide income by renting them for events. I am submitting this request on behalf of the Parks and Historical Preservation Committee.

Attachment: CIP FY2020-FY2024 - Citizen Recommendations (Capital Improvement Program Update FY2020-FY2024)

Thanks

Dave McCoy

PHP Chairperson



Matt Wohlberg <mwohlberg@crevecoeurmo.gov>

CIP Request

1 message

David McCoy <dmc831@gmail.com>

Sun, Feb 3, 2019 at 12:13 AM

To: "Wohlberg, Matt" <mwohlberg@ci.creve-coeur.mo.us>

Cc: David Hoffman <dzhoffma1@gmail.com>, David Russell <bookbikebeyond1@gmail.com>, Jason Valvero <jvalvero@crevecoeurmo.gov>, Nancy Litzinger <nancywl@sbcglobal.net>, Phyllis Cantor <prcantor@aol.com>, Rick Darrow <rsdarrow@icloud.com>, Roberta Horwitz <cap1206@aol.com>, Rupi Pujji <pujjir@sbcglobal.net>, Sue Baseley <sbaseley@yahoo.com>

Hi Matt,

From the most recent city survey it was clear that increasing the number of walking/biking trails was a high priority. Creve Coeur ranks below the national average for number of trails in similar cities. To respond to citizen needs Creve Coeur must make an annual investment in trail development. Trail costs can vary but can also be supplemented from state and federal grants. The city should allocate \$250K per year for the next five years to develop new trails which could amount to 1-2 miles of trails per year depending on the type (see attached cost estimates from 2010 which would increase by 20% due to inflation). If grant money is received the actual amount used could be less. This request meets several of the CIP criteria but specifically "Citizen Demand: level of demonstrated citizen support or demand, including support of City boards, committees and commissions."

I am submitting this CIP request on behalf on the Parks and Historical Preservation committee.

Other state and federal grant references are listed as links below.

<https://mostateparks.com/page/61220/recreational-trails-program-rtp-grants>

https://www.fhwa.dot.gov/environment/recreational_trails/

Thank you

David McCoy

Parks and Historical Preservation Committee Chairperson



appendix_b__trailcosts.pdf

220K

Attachment: CIP FY2020-FY2024 - Citizen Recommendations (Capital Improvement Program Update FY2020-FY2024)



Matt Wohlberg <mwohlberg@crevecoeurmo.gov>

Re: CIP Request

1 message

Matt Wohlberg <mwohlberg@crevecoeurmo.gov>

Mon, Feb 25, 2019 at 12:41 PM

To: David McCoy <dmc831@gmail.com>

Cc: "Wohlberg, Matt" <mwohlberg@ci.creve-coeur.mo.us>, David Hoffman <dzhoffma1@gmail.com>, David Russell <bookbikebeyond1@gmail.com>, Jason Valvero <jvalvero@crevecoeurmo.gov>, Nancy Litzinger <nancywl@sbcglobal.net>, Phyllis Cantor <prcantor@aol.com>, Rick Darrow <rsdarrow@icloud.com>, Roberta Horwitz <cap1206@aol.com>, Rupi Pujji <pujjir@sbcglobal.net>, Sue Baseley <sbaseley@yahoo.com>

Hi Dave,

Thank you for the suggestion to add bicycle and pedestrian trails to Creve Coeur.

The proposed Capital Improvement Plan includes studies to add trails or sidewalks in three locations: from Malcolm Terrace Park into Frontenac, in the wooded area of Millennium Park, and along Fernview Drive. These studies will review the feasibility and estimated cost of each so that we can best prepare to complete these projects. Public meetings to discuss these projects will be important, especially if we expect to need easements from homeowners to make the projects possible.

In addition, the proposed capital improvement plan includes the reconfiguration of the intersection of Lindbergh Boulevard and Old Olive Street Road. Doing so would create a pedestrian and bicycle crossing at this intersection that does not currently exist, and this would open possibilities for what has been envisioned for Old Olive in terms of a pedestrian-and-bicycle-friendly environment.

Until we have a decent estimate for each project, I would not want to set an annual investment amount or an annual goal for the length of path or sidewalk to construct. Easements, design, and permitting can significantly increase the expected cost of a project.

Please let me know if you would like to discuss anything.

Thank you,

Matt

CITY OF CREVE COEUR

Matt Wohlberg, PE, CFM
City Engineer

300 N. New Ballas Road
Creve Coeur, MO 63141
Phone: (314) 442-2084
Fax: (314) 872-2505

www.creve-coeur.org

On Sun, Feb 3, 2019 at 12:13 AM David McCoy <dmc831@gmail.com> wrote:

Hi Matt,

From the most recent city survey it was clear that increasing the number of walking/biking trails was a high priority. Creve Coeur ranks below the national average for number of trails in similar cities. To respond to citizen needs Creve Coeur must make an annual investment in trail development. Trail costs can vary but can also be supplemented from state and federal grants. The city should allocate \$250K per year for the next five years to develop new trails which could amount to 1-2 miles of trails per year depending on the type (see attached cost estimates from 2010 which would increase by 20% due to inflation). If grant money is received the actual amount used could be less. This request meets several of the CIP criteria but specifically "Citizen Demand: level of demonstrated citizen support or demand, including support of City boards, committees and commissions."

I am submitting this CIP request on behalf on the Parks and Historical Preservation committee.

Other state and federal grant references are listed as links below.

Attachment: CIP FY2020-FY2024 - Citizen Recommendations (Capital Improvement Program Update FY2020-FY2024)

<https://mostateparks.com/page/61220/recreational-trails-program-rtp-grants>

https://www.fhwa.dot.gov/environment/recreational_trails/

Thank you
David McCoy
Parks and Historical Preservation Committee Chairperson



Matt Wohlberg <mwohlberg@crevecoeurmo.gov>

Capital improvement suggestion

1 message

Johanna Schillinger <johannaschillinger15@gmail.com>
To: mwohlberg@crevecoeurmo.gov

Sat, Feb 9, 2019 at 2:36 PM

I saw your request for citizen input for Creve Coeur capital improvement projects and wanted to send a suggestion. You may not be able to consider the following because Lindbergh is a state highway, but I live in Tealwood subdivision and the white stack stone wall that runs along Lindbergh between South Tealwood entrance and North Tealwood entrance and the adjacent sidewalk are both an eyesore and dangerous. A survey paid for by a resident of the subdivision shows that this wall does not belong to the subdivision. I do not believe the State of Missouri will do anything about it because of the shortage of funds for roads that already exists. Lindbergh is heavily traveled just south of Bayer and highly visible. It would be nice to have a wall that is sturdy and can hold up the hill. It seems like walking along the sidewalk could be dangerous because the mud is washing down from the hill on the walk and the stones are loose.

The Creve Coeur newsletter indicated the deadline for these requests was Feb. 4, but I hope you will be willing to consider this improvement idea.

Sincerely

Johanna Schillinger

62 Tealwood Dr

Creve Coeur, MO. 63141

314-956-9495



Virus-free. www.avast.com

Attachment: CIP FY2020-FY2024 - Citizen Recommendations (Capital Improvement Program Update FY2020-FY2024)



Matt Wohlberg <mwohlberg@crevecoeurmo.gov>

Re: Capital improvement suggestion

1 message

Matt Wohlberg <mwohlberg@crevecoeurmo.gov>

Mon, Feb 25, 2019 at 1:07 PM

To: Johanna Schillinger <johannaschillinger15@gmail.com>

Ms. Schillinger,

Thank you for your suggestion for the capital improvement plan.

Whether this slope was once a stacked-stone wall or whether it was meant to be a slope lined with stones, I think that the original intent was to be decorative and functional. If the slope is improved in some way, either by the City or MoDOT, it would be more structural than decorative.

I think that the City will defer to MoDOT for how to handle this wall in their right of way. Even though it is possible that MoDOT would permit the City to install a new wall or some other slope protection, the City has numerous projects in its own right of way that requires our focus. I will ask MoDOT to review it.

Thank you,

Matt

CITY OF CREVE COEUR

Matt Wohlberg, PE, CFM
City Engineer

300 N. New Ballas Road
Creve Coeur, MO 63141
Phone: (314) 442-2084
Fax: (314) 872-2505

www.creve-coeur.org

On Sat, Feb 9, 2019 at 2:36 PM Johanna Schillinger <johannaschillinger15@gmail.com> wrote:

I saw your request for citizen input for Creve Coeur capital improvement projects and wanted to send a suggestion. You may not be able to consider the following because Lindbergh is a state highway, but I live in Tealwood subdivision and the white stack stone wall that runs along Lindbergh between South Tealwood entrance and North Tealwood entrance and the adjacent sidewalk are both an eyesore and dangerous. A survey paid for by a resident of the subdivision shows that this wall does not belong to the subdivision. I do not believe the State of Missouri will do anything about it because of the shortage of funds for roads that already exists. Lindbergh is heavily traveled just south of Bayer and highly visible. It would be nice to have a wall that is sturdy and can hold up the hill. It seems like walking along the sidewalk could be dangerous because the mud is washing down from the hill on the walk and the stones are loose.

The Creve Coeur newsletter indicated the deadline for these requests was Feb. 4, but I hope you will be willing to consider this improvement idea.

Sincerely

Johanna Schillinger
62 Tealwood Dr
Creve Coeur, MO. 63141
314-956-9495



Virus-free. www.avast.com

Attachment: CIP FY2020-FY2024 - Citizen Recommendations (Capital Improvement Program Update FY2020-FY2024)



CAPITAL IMPROVEMENT PLAN

FISCAL YEARS
2020 - 2024

GOALS OF THE CIP



- Plan for replacement and major repair of city infrastructure
- Improve operational or functional aspects of existing infrastructure
- Add new facilities and improve the community's infrastructure to enhance the quality of life in Creve Coeur
- Provide for planned replacement of major equipment required for City operations

CIP CRITERIA



- Public Safety
- Condition of Existing Facility
- Operating Efficiency
- Citizen Demand
- Economic Growth
- Protection & Conservation
- Beautification
- Coordination (projects, regulations, City-adopted plans)
- Availability of Outside Funding

CHANGES IN 2019



- Names of fund categories
- Organization of Parks and Facilities projects
- Generally chronological order of projects

CIP FUNDS



CAPITAL FUND

- Government Facilities
- Parks and Recreational Facilities
- Stormwater
- Streets and Sidewalks
- Capital Equipment

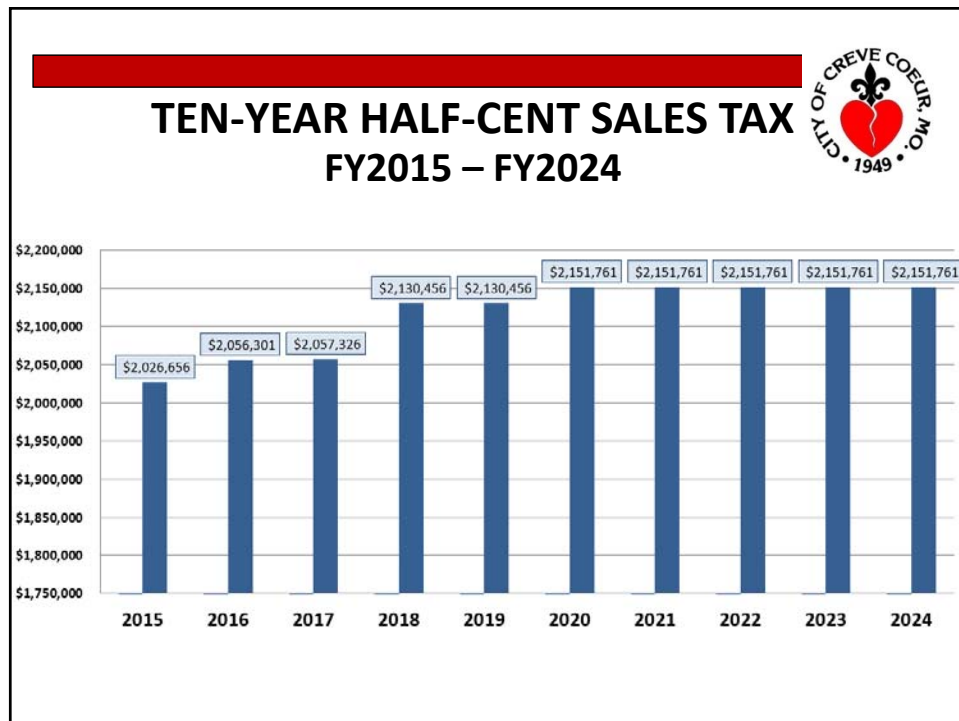
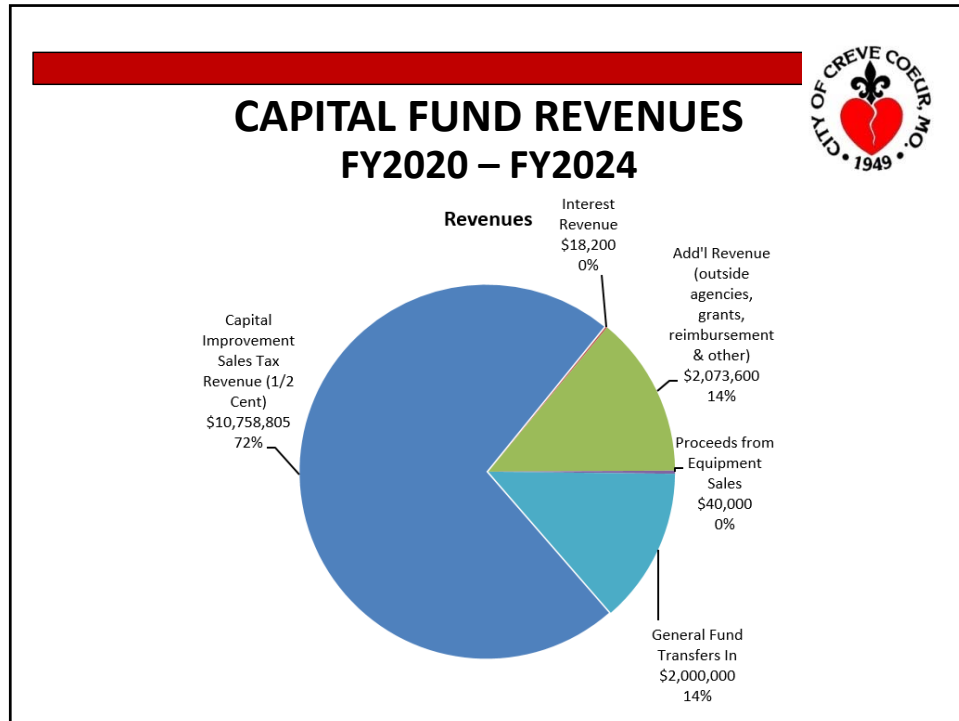
POLICE BUILDING FUND

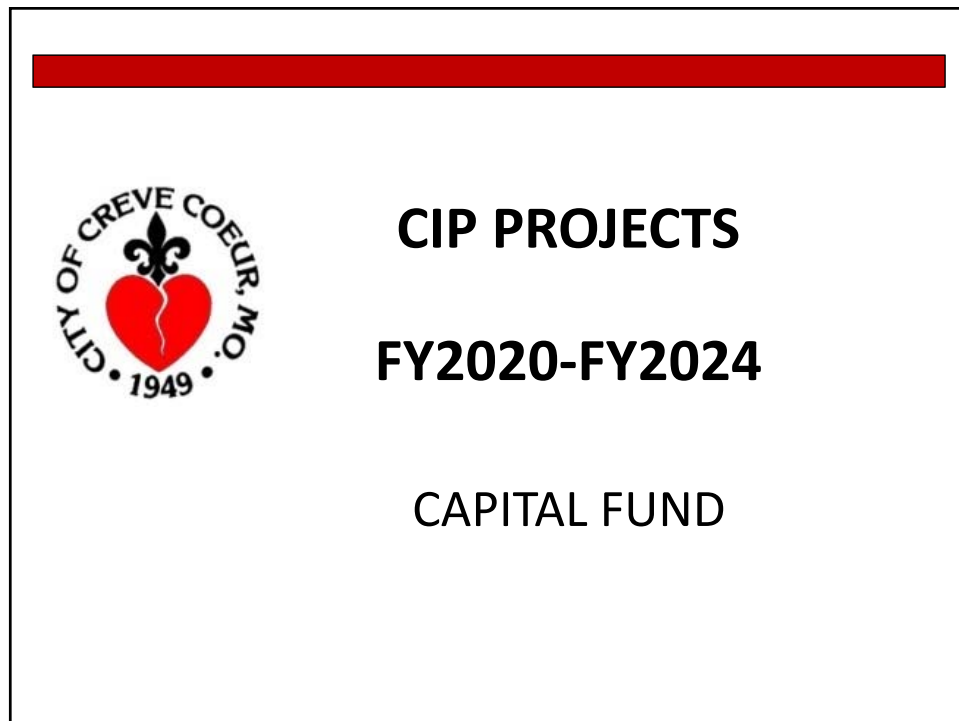
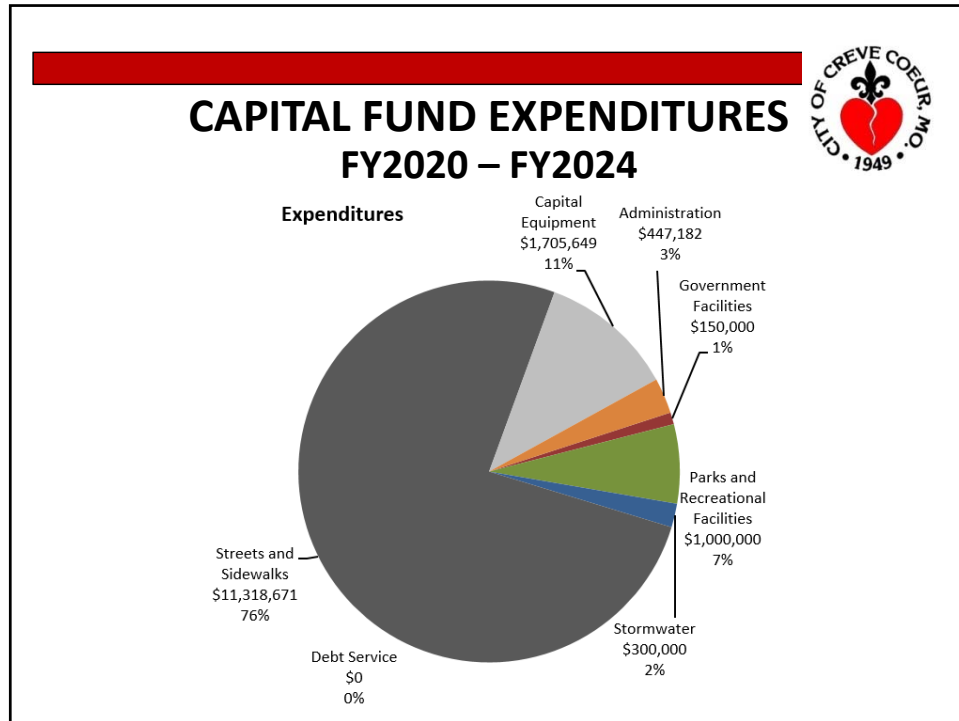
- Building Construction
- Debt Service

CIP REVENUES AND EXPENDITURES



CAPITAL FUND





GOVERNMENT FACILITIES



ACCESSIBILITY IMPROVEMENTS

- FY2020-FY2024 - \$20,000 annually
- CDBG grant

GOVERNMENT CENTER RENOVATIONS (DESIGN)

- FY2021 - \$50,000
- Future - \$200,000

PARKS AND RECREATIONAL FACILITIES (1 OF 4)



CREVE-COEUR-FRONTENAC MISSOURI PACIFIC TRAIL STUDY

- FY2020 - \$30,000

DIELMANN RECREATION COMPLEX PARKING LOT LIGHTING

- FY2020 - \$20,000
- FY2021 - \$20,000

HISTORIC BUILDING REHABILITATION AND PRESERVATION

- FY2020 - \$35,000
- FY2021 - \$100,000
- FY2022 - \$75,000

PARKS AND RECREATIONAL FACILITIES (2 OF 4)



ICE ARENA COMPRESSOR REPLACEMENT

- FY2020 - \$30,000

TENNIS COURT REPAIRS

- FY2019 - \$34,585 (Beirne Park)
- FY2020 - \$35,000 (Conway Park)

DIELMANN COMPLEX HVAC REPLACEMENT (PHASE 2)

- FY2021 - \$110,000

PARKS AND RECREATIONAL FACILITIES (3 OF 4)



ICE ARENA REFRIGERANT SWITCH-OVER

- FY2021 - \$75,000 (Grant match)
- Municipal Park Grant Application in FY2021

MALCOLM TERRACE PARK TRAIL IMPROVEMENTS

- FY2021 - \$15,000 (Grant match)
- Recreational Trails Program Grant Application in FY2020

PLAYGROUND SAFETY SURFACE REPLACEMENT

- FY2021 - \$75,000
- FY2024 - \$100,000

PARKS AND RECREATIONAL FACILITIES (4 OF 4)



CITY ENTRANCE & PARK IDENTIFICATION SIGNAGE PLAN

- FY2022 - \$20,000

MILLENNIUM PARK TRAIL STUDY

- FY2022 - \$30,000

ICE ARENA FLOOR REPLACEMENT

- FY2023 - \$200,000

TENNIS COURT REPLACEMENT PROJECT

- FY2023 - \$30,000 (Grant match)
- Municipal Park Grant Application in FY2023

STORMWATER



STORMWATER IMPROVEMENTS PER MASTER PLAN

- FY2021 - \$150,000
- FY2024 - \$150,000

STREETS AND SIDEWALKS (1 OF 5)



STREET AND SIDEWALK MAINTENANCE PROGRAM

- FY2020 - \$1,281,250
- 2.5% annual increase
- Work Session March 25

STREET RECONSTRUCTION/REHABILITATION PROGRAM

- FY2020 - \$365,000
- FY2021, FY2023, FY2024 - \$300,000
- FY2022 – Mosley Road
- Work Session March 25

STREETS AND SIDEWALKS (2 OF 5)



CRAIG ROAD IMPROVEMENTS

- FY2019 - \$39,800 (Traffic study and concept plan)
- FY2021, FY2023 (Design)
- FY2024 - \$10,000 (Grant match)
- FY2025 - \$200,000 (Grant match)
- STP Grant Application in FY2021

EMERSON ROAD IMPROVEMENTS

- Prior Years - \$75,508
- FY2020 - \$603,000 (Construction)
- STP Grant Awarded (\$444,000)

STREETS AND SIDEWALKS (3 OF 5)



FERNVIEW DRIVE RESURFACING

- Prior Years - \$56,423
- FY2021 - \$336,000 (Construction)
- STP Grant Awarded (\$250,000)

FERNVIEW SIDEWALK CONCEPT PLAN

- FY2020 - \$35,000

STREETS AND SIDEWALKS (4 OF 5)



MOSLEY ROAD IMPROVEMENT PROJECT

- FY2020 - \$20,000 (Design)
- FY2022 - \$130,000 (Easements)
- FY2023 - \$1,245,000 (Construction)
- STP Grant Awarded (\$760,000)

NEW BALLAS ROAD IMPROVEMENTS (PHASE 1)

- FY2021 - \$150,000 (Design)
- FY2022 - \$36,000 (Easements – Grant match)
- FY2023 - \$204,000 (Construction – Grant match)
- STP Grant Application in FY2019

STREETS AND SIDEWALKS (5 OF 5)



OLD OLIVE/LINDBERGH INTERSECTION RECONSTRUCTION

- FY2019 - \$32,000 (Preliminary Design)
- FY2022 - \$125,000 (Design)
- FY2023 – \$10,000 (Easements – Grant match)
- FY2024 - \$215,000 (Construction – Grant match)
- MoDOT Matching Funds Application in FY2020
- STP Grant Application in FY2020

NEW BALLAS ROAD IMPROVEMENTS (PHASE 2)

- FY2024 - \$100,000 (Design)
- STP Grant Application in FY2021

CAPITAL EQUIPMENT



Assess and plan for long-term capital equipment needs

Capital equipment

- \$20,000 or more
- 5+ years of useful life

\$1.7 million for five-year plan

CAPITAL EQUIPMENT



PUBLIC WORKS CAPITAL EQUIPMENT

- Work session March 25

GOLF COURSE SPRAYER REPLACEMENT

- FY2020 - \$35,000

PHONE SYSTEM REPLACEMENT

- FY2021 – \$48,500

ADMINISTRATION



PROJECT MANAGER

- Salary & benefits for full-time position (avg. \$89,436 annually FY2020-FY2024)
- Budgeted in General Fund/PW-Admin operating budget prior to FY2019
- Responsible for administration of the CIP projects and grant-related projects

CIP PROJECTS AT THE DIELMANN RECREATION COMPLEX



PARKS AND RECREATIONAL FACILITIES PROJECTS

- Dielmann Complex Parking Lot Lighting (\$40,000)
- Ice Arena Compressor Replacement (\$30,000)
- Dielmann Complex HVAC Replacement Phase 2 (\$110,000)
- Ice Arena Refrigerant Switch-Over (\$75,000 – Grant match)
- Ice Arena Floor Replacement (\$200,000)

CAPITAL EQUIPMENT

- Golf Course Sprayer Replacement (\$35,000)

TOTAL FOR FY2020-FY2024 = \$490,000

FUTURE PROJECTS



Moved from 5-Year CIP to Future Project List

- Golf Course Irrigation Replacement

Future Projects partially addressed in FY2020-FY2024

- Government Center Renovations Design
- Creve-Coeur-Frontenac Missouri Pacific Trail
- City Entrance & Park Identification Signage Master Plan
- Millennium Park Trail
- Craig Road Improvements
- Fernview Sidewalk
- New Ballas Road Improvements – Phase 2



CIP PROJECTS

FY2020-FY2024

**BUILDING PROJECT BOND FUND
(PROPOSITION P)**

BUILDING PROJECT FUND OVERVIEW



November 2016 – Voters approved \$10.69 million bond measure to build a new police station

Bonds sold and revenue received in FY2017

Debt will be paid off through real estate and property tax (\$0.080) annually for 20 years (sunset 2037)

Police building construction anticipated to be complete at the end of FY2019

BUILDING PROJECT FUND OVERVIEW



POLICE BUILDING PROFESSIONAL SERVICES

- Prior Years - \$948,419
- FY2020 - \$25,000 (Contingency)

POLICE BUILDING CONSTRUCTION

- Prior Years - \$8,027,489
- FY2020 - \$304,313 (Contingency)

GOVERNMENT CENTER ACCESSIBILITY & SECURITY

- FY2022 - \$521,059



QUESTIONS?

<http://www.creve-coeur.org/95/Capital-Improvement-Program>



city of CREVE COEUR

300 North New Ballas Road • Creve Coeur, Missouri 63141
(314) 432-6000 • Fax (314) 872-2539 • Relay MO 1-800-735-2966
www.creve-coeur.org

APPLICATION TO PLANNING AND ZONING COMMISSION #19-002 TEXT AMENDMENTS TO VARIOUS SECTIONS OF THE CITY'S ZONING ORDINANCE, CHAPTER 405, TO ALLOW FOR MEDICAL MARIJUANA RELATED USES

FOR THE MEETING OF: Monday, March 4, 2019, 6:30 P.M.

LOCATION: All Office, Commercial and Light Industrial Zoning Districts

REQUEST: Jason Jaggi, Director of Community Development, on behalf of the City of Creve Coeur, has submitted for text amendment to various sections of the Zoning Ordinance (Chapter 405) to provide land use regulations for medical marijuana cultivation, processing, testing and dispensary uses to comply with recent state law.

ADDITIONAL INFORMATION: The Planning and Zoning Commission will conduct a Public Hearing on this request on Monday, March 4, 2019 for recommendation to the City Council. Meetings are held at 6:30 P.M., in the Council Chambers of the Creve Coeur Government Center located at 300 North New Ballas Road. Additional information is available at the Government Center, Planning Division offices, and on the City's website at www.creve-coeur.org under the Planning Projects page.

Key Issues:

- Are the changes consistent with the purposes of the Zoning Code?
- Are the changes consistent with the purposes of the Comprehensive Plan?

Creve Coeur 2030 References

- NA

Zoning Code References

- Section 405.120 Definition of Terms
- Section 405.210: Regulation of Uses
- Section 405.470: Conditional Uses

APPLICANT: Jason W. Jaggi, AICP
Director of Community Development
City of Creve Coeur
300 N. New Ballas Road
Creve Coeur, MO 63141

REPORT PREPARED BY: Jason W. Jaggi, AICP Director of Community Development

DATE: March 1, 2019

ATTACHMENTS: Draft Ordinance
Missouri Medical Cannabis Trade Industry (MoCann) Presentation (presented at 39 North Venture Café)
MoCann Information Sheet
ICMA—Local Impacts of Commercial Cannabis Report, September 2018
ICMA—Checklist for Developing Cannabis Regulations

BACKGROUND

The staff memorandum prepared for the January 24th combined session with the City Council and Planning and Zoning Commission provided important background information as to the role of the state and the timeline for implementation of the recently approved state law for medical marijuana. The staff memorandum from the work session is attached for reference and as a component of this report. Also carried over from the work session are reference materials from various sources to assist in the understanding of these uses, particularly as they relate to land use components.

This staff report and the associated draft zoning ordinance amendments will focus on the land use impacts for medical marijuana as allowed by state law. These proposed amendments are reflective of the direction received at the work session which is to develop regulations that focus primarily on minimizing any negative impacts that these facilities could create and to avoid being unnecessarily restrictive.

State law provides the general parameters for municipalities to regulate the land use aspects of medical marijuana uses within the framework of time, place and manner. Specifically, the amendment contains the following provision:

Unless allowed by the local government, no new Medical Marijuana Cultivation Facility, Medical Marijuana Testing Facility, Medical Marijuana Dispensary Facility or Medical Marijuana-Infused Products Manufacturing Facility shall be initially sited within one-thousand feet of any then-existing elementary or secondary school, child day-care center, or church. No local government shall prohibit Medical Marijuana Cultivation Facilities, Medical Marijuana-Infused Products Manufacturing Facilities, or Medical Marijuana Dispensary Facilities, or entities with a transportation certification either expressly or through enactment of ordinances or regulations that make their operation unduly burdensome in the jurisdiction. However, local governments may enact ordinances or regulations not in conflict with this section, or with regulations enacted pursuant to this section, governing the time, place and manner of operation of such facilities in the locality. A local government may establish civil penalties for violation of an ordinance or regulation governing the time, place and manner of operation of a Medical Marijuana-Infused Products Manufacturing Facility, Medical Marijuana Dispensary Facility, or entity holding a transportation certification that may operate in such locality.

Based on this information, the four (4) essential land use components of the constitutional amendment legalizing medical marijuana are defined as follows:

MEDICAL MARIJUANA CULTIVATION FACILITY: a facility licensed by the State of Missouri to acquire, cultivate, process, store, transport, and sell marijuana to a Medical Marijuana Dispensary Facility, Medical Marijuana Testing Facility, or to a Medical-Infused Products Manufacturing Facility.

MEDICAL MARIJUANA DISPENSARY FACILITY: a facility licensed by the State of Missouri to acquire, store, sell, transport, and deliver marijuana, marijuana-infused products and drug paraphernalia used to administer marijuana in accordance with applicable law and regulations.

MEDICAL MARIJUANA-INFUSED PRODUCTS MANUFACTURING FACILITY: a facility licensed by the State of Missouri, to acquire, store, manufacture, transport, and sell marijuana-infused products to a Medical Marijuana Dispensary Facility, a Medical Marijuana Test Facility, or to another Medical Marijuana-Infused Projects Manufacturing Facility.

MEDICAL MARIJUANA TESTING FACILITY: a facility certified by the State of Missouri, to acquire, test, certify, and transport marijuana.

PROPOSED AMENDMENTS TO THE ZONING CODE

The proposed amendments to the Zoning Code involve defining the uses, determining the appropriate zoning districts and how these uses will be categorized, and providing any additional specific requirements for these uses.

Definitions

Staff has included in the draft ordinance six (6) new terms to Section 405.120 which specify the four (4) medical marijuana land use categories as follows: Medical Marijuana Cultivation Facility, Medical Marijuana Manufacturing Facility, Medical Marijuana Dispensary Facility and Medical Marijuana Testing Facility. Also included are definitions for Marijuana and Marijuana-Infused Products. These definitions mirror those found in the state statute.

Use Table

Staff is proposing to amend the use table (Table A within the Zoning Code) to specifically include the state-defined terms related to medical marijuana. These are treated as local amendments to the NAICS use codes and, as such, are depicted in the following table with the “CC” designation. The corresponding similar uses as currently found in the Zoning Code have been included for reference.

Use Code	2012 NAICS Title	ZONING DISTRICTS													
		A	B	C	D	AR	HE	PH	PO	RO	MX	PC	GC	CB	LI
NAICS CC111419	Medical Marijuana Cultivation Facility, inside a building or greenhouse as defined under Section 405.120									C					C
325414	Biological Product (except Diagnostic) Manufacturing									C					C
NAICS CC325415	Medical Marijuana Manufacturing Facility, entirely within an enclosed building as defined under Section 405.120									C					C
453998	All Other Miscellaneous Store Retailers (except auction houses, pool and hot tub sales/supplies and cemetery memorial dealers)										P	P	P	P	P
NAICS CC453999	Medical Marijuana Dispensary Facility as defined under Section 405.120							P	P	P	P	P	P	P	P
541380	Testing Laboratories								P	P		P	P	P	P

NAICS CC541381	Medical Marijuana Testing Facility as defined under Section 405.120									P					P
-------------------	---	--	--	--	--	--	--	--	--	---	--	--	--	--	---

With respect to the four (4) different facility types, staff is proposing these uses be allowed within certain districts as either allowed by-right (permitted use shown with a “P” designation) or conditionally allowed (shown with a “C” designation). The conditional use process allows for greater scrutiny of the application and is reviewed by the Planning and Zoning Commission with a public notice and hearing at P&Z and final approval by City Council in the form of an ordinance.

- Medical Marijuana Cultivation Facility. These uses involve the growing and processing of marijuana plants for medicinal purposes. This facility type has the potential to have greater impacts to surrounding properties with respect to the size of the greenhouses, odors that may be produced when the marijuana plant is flowering prior to harvest, and traffic associated with deliveries. For these reasons, staff believes the Light Industrial and Research Office Districts are the most appropriate locations for these uses; however, cultivation facilities should be allowed as conditional uses so that these potential impacts can be addressed. The RO District is limited to the Danforth Plant Science Center campus and the Bayer campuses. The LI District is located in the northeast corner of Creve Coeur, north of the Danforth Center.
- Medical Marijuana Manufacturing Facility. These facilities primarily involve the manufacturing of marijuana infused products. The potential impacts associated with this use are similar to a cultivation facility, but with emphasis on the distinct odor concerns involved with the processing of marijuana plants as a commodity used to produce an ingestible product. For these reasons, staff believes the Light Industrial and Research Office Districts are the most appropriate locations for these uses; however, cultivation facilities should be allowed as conditional uses.
- Medical Marijuana Dispensary Facility. The facilities involve the sale of marijuana-infused products and paraphernalia to the consumer. Based on staff research, these dispensaries are essentially a retail operation where the products are located behind a counter in a highly controlled environment. During the work session, there was some discussion about the desire to direct dispensaries to commercial areas that are not adjacent to residential areas. Staff has reviewed this suggestion and we don’t believe this is achievable because no single zoning district avoids being adjacent to a residential district or residential uses. For example, in several locations, properties zoned GC-General Commercial or CB-Core Business District are located immediately adjacent to residential uses. Based on these considerations, staff research, and a review of the state law governing these uses, staff believes the impacts for dispensaries will be minimal and are therefore listed as permitted (by-right) uses in all commercial and light industrial zoning districts.
- Medical Marijuana Testing Facility. These facilities test and certify relatively small samples of medical marijuana. Due to their limited scope, staff has listed these facilities as permitted uses in the RO-Research Office and LI-Light Industrial Districts.

Additional Requirements

Staff has included the state provision which allows cities to require all medical marijuana facilities to be one-thousand (1,000) feet away from churches, schools and day-care centers. Staff will present maps at the meeting to show the impacts of this provision as well as a comparison if this separation was reduced to 300-feet which is the separation requirement for a liquor license. It should be noted that some locations of these businesses within the LI and RO Districts have churches and schools nearby, or in the case of the Bayer Campus and Mercy Hospital, have a child daycare center on the property for employees, that could potentially further restrict the locations for these uses.

Staff has also specified that cultivation and manufacturing facilities as conditional uses must be conducted completely indoors in a suburban area like Creve Coeur, and that odors must be controlled with information to be provided to demonstrate the methods in which this will be achieved.

NEXT STEPS

Staff recommends that the Commission review the proposed amendments at this meeting, take comments from the public, and provide initial feedback for staff to address at a subsequent meeting. A public forum is scheduled for Thursday, March 7th at 7:00 pm at the Dielmann Recreation Complex to provide additional opportunities to inform the public about the state law, the extent cities can regulate these uses, and the proposed regulations that the City is considering. After this forum, staff will present any additional modifications for the Commission's review at the meeting on March 18th.

MOTION

A sample motion to continue the application and public hearing to allow additional input is as follows:

"I move to continue the public hearing for the proposed text amendments to various sections of the Zoning Ordinance as discussed with Application #19-002 for medical marijuana related uses to the meeting of March 18, 2019"

APPENDIX 1: COMPREHENSIVE PLAN

Included and attached by reference. See body of report for specific excerpts.

APPENDIX 2: ZONING CODE

Included and attached by reference. See body of report for specific excerpts.

BILL NO. _____

ORDINANCE NO. _____

AN ORDINANCE AMENDING VARIOUS SECTIONS OF CHAPTER 405, THE ZONING ORDINANCE, TO ALLOW FOR MEDICAL MARIJUANA RELATED USES

WHEREAS, an amendment to Missouri's constitution was approved by voters on November 6, 2018 to allow patient access to medical marijuana and to allow the limited production, distribution, testing, sale, and purchase of marijuana for medicinal purposes statewide; and

WHEREAS, medical marijuana uses will be licensed and regulated by the State of Missouri; and

WHEREAS, an application was submitted by the Director of Community Development for text amendments to various sections of the City's Zoning Ordinance to allow medical marijuana uses in appropriate zoning districts; and

WHEREAS, the Planning and Zoning Commission of the City of Creve Coeur, Missouri has recognized the need for such changes as set forth herein for conformity with state law and zoning practices that are consistent with public health and welfare; and

WHEREAS, the Planning and Zoning Commission of the City of Creve Coeur, Missouri, held a public hearing thereon at the Creve Coeur Government Center on March 4, 2019, beginning at 6:30 p.m., or immediately following the close of the previous public hearing; and

WHEREAS, the Planning and Zoning Commission reviewed and, by a vote of ____ recommended approval of the subject amendments at its meeting on ____; and

WHEREAS, notice of said public hearing had previously been published at least 15 days prior to the hearing in the St. Louis Countian, a newspaper of general circulation in the City of Creve Coeur and otherwise posted and published in accordance with the Zoning Ordinance; and

WHEREAS, all persons who presented themselves at said meeting and desiring to be heard were given an opportunity to be heard and a copy of the proposed ordinance has been made available for public inspection prior to its consideration by the City Council; and the Bill was read by title in open meeting two times before final passage by the City Council; and

WHEREAS, the City Council being fully informed finds that amending the City Code of Ordinances would be in harmony with and bear a substantial relation to the public welfare, health, safety, comfort and convenience of the citizens of the City of Creve Coeur and in the public interest,

NOW, THEREFORE, be it ordained by the City Council of the City of Creve Coeur, Missouri, as follows:

SECTION 1. Table A, Permitted and Conditional Uses, is amended by adding the following uses in the manner shown below

Use Code	2012 NAICS Title	ZONING DISTRICTS													
		A	B	C	D	AR	HE	PH	PO	RO	MX	PC	GC	CB	LI
NAICS CC111419	Medical Marijuana Cultivation Facility, inside a building or greenhouse as defined under Section 405.120									C					C
325414	Biological Product (except Diagnostic) Manufacturing									C					C
NAICS CC325415	Medical Marijuana Manufacturing Facility, entirely within an enclosed building as defined under Section 405.120									C					C
453998	All Other Miscellaneous Store Retailers (except auction houses, pool and hot tub sales/supplies and cemetery memorial dealers)										P	P	P	P	P
NAICS CC453999	Medical Marijuana Dispensary Facility as defined under Section 405.120							P	P	P	P	P	P	P	P
541380	Testing Laboratories								P	P		P	P	P	P
NAICS CC541381	Medical Marijuana Testing Facility as defined under Section 405.120									P					P

SECTION 2. Section 405.120 Definition of Terms of the Creve Coeur Code of Ordinances is hereby amended to include the following new definitions as follows:

MARIJUANA OR MARIHUANA: *Cannabis indica*, *Cannabis sativa*, and *Cannabis ruderalis*, hybrids of such species, and any other strains commonly understood within the scientific community to constitute marijuana, as well as resin extracted from the plant and marijuana-infused products. “Marijuana” or “Marihuana” do not include industrial hemp containing a crop-wide average tetrahydrocannabinol concentration that does not exceed three-tenths of one percent on a dry weight basis, or commodities or products manufactured from industrial hemp.

MARIJUANA-INFUSED PRODUCTS: products that are infused with marijuana or an extract thereof and are intended for use or consumption other than by smoking, including, but not limited to, edible products, ointments, tinctures and concentrates.

MEDICAL MARIJUANA CULTIVATION FACILITY: a facility licensed by the State of Missouri to acquire, cultivate, process, store, transport, and sell marijuana to a Medical Marijuana Dispensary Facility, Medical Marijuana Testing Facility, or to a Medical-Infused Products Manufacturing Facility.

MEDICAL MARIJUANA DISPENSARY FACILITY: a facility licensed by the State of Missouri to acquire, store, sell, transport, and deliver marijuana, marijuana-infused

products and drug paraphernalia used to administer marijuana in accordance with applicable law and regulations.

MEDICAL MARIJUANA-INFUSED PRODUCTS MANUFACTURING FACILITY: a facility licensed by the State of Missouri, to acquire, store, manufacture, transport, and sell marijuana-infused products to a Medical Marijuana Dispensary Facility, a Medical Marijuana Test Facility, or to another Medical Marijuana-Infused Projects Manufacturing Facility.

MEDICAL MARIJUANA TESTING FACILITY: a facility certified by the State of Missouri, to acquire, test, certify, and transport marijuana.

SECTION 3. Section 405.450 Permitted Uses is amended to include a new Subsection G as follows:

- G Medical Marijuana Dispensary Facility (NAICS CC453999) and Medical Marijuana Testing Facility (NAICS CC541381) as defined in Section 405.120, which abide by all applicable laws and regulations, are permitted uses in the zoning districts as shown in Table A Permitted and Conditional Uses, but no such use shall be sited within one thousand (1,000) feet of any then-existing elementary or secondary school, child day-care center or church.

SECTION 4. Section 405.470 Conditional Uses is amended to include a new entry to Subsection A as follows:

- 33. Medical Marijuana Cultivation Facility (NAICS CC111419) and Medical Marijuana-Infused Products Manufacturing Facility (NAICS CC325415) as defined in Section 405.120, which abide by all applicable laws and regulations, are conditional uses in the zoning districts as shown in Table A Permitted and Conditional Uses, subject to the following specific standards:
 - a. No such use shall be sited within one thousand (1,000) feet of any then-existing elementary or secondary school, child day-care center or church.
 - b. No marijuana-related use or facility shall emit an odor or in any way cause a public nuisance per Section 405.550 or Chapter 215, as applicable. The applicant shall demonstrate that the appropriate systems will be provided to prevent any odor of marijuana or fumes from leaving the facility.
 - c. Marijuana cultivation and processing activities shall occur only within an enclosed building.

SECTION 5. This ordinance shall become effective in accordance with Section 3.11 (g) of the City Charter.

ADOPTED THIS ____ DAY OF _____, 2019.

SCOTT SAUNDERS
PRESIDENT OF CITY COUNCIL

APPROVED THIS ____ DAY OF _____, 2019.

BARRY GLANTZ
MAYOR

ATTEST:

DEBORAH RYAN
CITY CLERK



DEPARTMENT OF COMMUNITY DEVELOPMENT MEMORANDUM

Date: January 24, 2019

To: Mayor, City Council and Planning and Zoning Commission

Memo Prepared by: Jason W. Jaggi, AICP, Director of Community Development

Subject: **Medical Marijuana Work Session**

Attachments: Missouri Medical Cannabis Trade Industry (MoCann) Presentation (presented at 39 North Venture Café)
MoCann Information Sheet
ICMA—Local Impacts of Commercial Cannabis Report, September 2018
ICMA—Checklist for Developing Cannabis Regulations

In the November election, voters of the State approved an amendment to the Missouri Constitution, referred to as Amendment 2, which legalized medical marijuana. To provide medical marijuana to the public, five components are involved: cultivation facilities (growing the plants), manufacturing facilities (producing the marijuana-infused products), transportation, dispensing (retail provider to the users), and testing facilities (product compliance testing). The State of Missouri through the Department of Health and Senior Services is responsible for developing the rules to implement Amendment 2 and issuing the licenses for these facilities and the identification cards for medical marijuana consumers. The state law contains many standards that must be followed in order for the state to issue these licenses.

State of Missouri Responsibilities

The State's responsibilities include the following:

- Issuing registrations to qualified patients and their primary caregivers.
- Licensing and certification of medical marijuana cultivation facilities.
- Licensing and certification of medical marijuana dispensary facilities.
- Licensing and certification of medical marijuana-infused products manufacturing facilities.
- Licensing and certification of medical marijuana testing facilities.

According to the DHSS website, the following are dates to implement the timeline provisions in Amendment 2:

- Jan. 5, 2019 – Pre-filed application fees will begin to be accepted.
- June 4, 2019 – Application forms and instructions will be available.
- July 4, 2019 – Applications for identification cards will begin to be accepted.
- Aug. 3, 2019 – Facility applications will begin to be accepted.

Impacts to Local Governments

The potential impacts to local governments for legalized marijuana are wide-ranging and cut across service areas and departments. The areas of impact according to the attached ICMA report range from land use, public safety (including building safety), public health, and the environment. To assist in the discussion, the following are summary points from the ICMA report within each of these areas:

Economic Development

- The cannabis industry is effectively a cash-based business due to the illegal status of cannabis at the federal level
- The cannabis industry involves high costs associated with licenses, permits, land, security, other startup requirements, and lack of access to financing
- The industry has a wide-range of investors
- The employment base associated with retailers, processors and producers is small.
- Revenue at the state level is through license fees, sales taxes and excise taxes. In Missouri, application fees are several thousand dollars and the annual fee for a license, once granted, is also several thousand dollars.
- Revenue at the local level is primarily through sales and utility taxes, likely much smaller than the state revenue. Some cities across the country have imposed their own license fees and/or additional local taxes. However, Amendment 2 prohibits additional local taxes.

Public Safety

- Local governments are rightfully concerned with the potential increase in criminal activity.
- These concerns have been addressed through local permitting and land use requirements through requirements for security systems, lighting and employee background screenings.
- Policing techniques focusing on relationship building and best practices education rather than punitive also have produced positive results.
- The manufacturing and processing side of medical cannabis involves chemical extractions involving solvents to remove resin from plants to convert it to hash oil. This process creates a building safety issue requiring proper equipment and safety measures to minimize harm. Proper enforcement of building code and fire code requirements play an important role to reduce the risk of explosions along with determining the appropriate locations for these facilities.
- The ICMA report notes that a common theme in locales that have experienced increases in crime or safety hazards involve unauthorized cannabis activities.

Traffic

- On the retail side (dispensaries) can generate increased demand for parking and trip generation is constant, similar to a fast food restaurant.

Public Health

- The public health impacts are subject to much debate and are complex.
- It is generally accepted among public health experts that youth abuse of cannabis can create negative impacts. There is less evidence that legalization of cannabis significantly changes patterns of use.
- Because of negative impacts associated with underage use, most laws require separation of medical marijuana uses from religious uses, schools, and daycares. Missouri's law provides a 1,000 feet separation from these uses, although cities can reduce this requirement.
- Adult use and impacts associated with it are divergent.
- Less disputable, are the impacts associated with the use of marijuana's mind-altering effects which can impair judgment, coordination and reaction time. These impairments can impact the workplace and most existing laws concerning operating equipment and motor vehicles under the influence still apply (Missouri's included). These impacts can also affect the workplace including the City as employer.

Environment

- Local land use regulations that can minimize odors, prohibit on-site consumption and identify appropriate locations within the community for the various facility types are important considerations. The Missouri law allows local governments to regulate medical marijuana uses with respect to “time, place and manner”.

Recent Missouri Local Government Ordinances

Recently, the cities of Maryland Heights and Warrensburg have amended their ordinances to provide local regulations for medical marijuana. In Warrensburg, the new ordinance created definitions for medical marijuana terminology mirroring state law, identified the zoning districts where marijuana-related uses are allowed as either a permitted or conditional use, established off-street parking requirements, instituted separation requirements from schools, libraries, religious uses, libraries, residential zoning districts and public parks; and, from other marijuana-related facilities. The code amendments also require appropriate ventilation systems to control odor.

In Maryland Heights, their ordinance is not as wide-ranging but establishes a definition for Medical Marijuana Dispensaries, identifies the zoning districts where medical marijuana facilities are either permitted by-right or require a conditional use permit, and establishes off-street parking requirements.

Summary

Staff has attached several documents to inform the City Council and P&Z. These resource documents include an information sheet and a presentation that staff attended last week from the Missouri Medical Cannabis Trade Industry (MoCann), and an ICMA report on local government impacts associated with these uses. Additionally, a member of the MoCann Advisory Board will attend the work session and be available to answer questions and to provide insight from the industry perspective.

The medical marijuana land use amendments have been tabled at P&Z so that general direction to staff can be provided. After this discussion, staff will proceed with drafting the land use regulations for a public hearing at P&Z either in late February or early March.



MOCANNTRADE

CANNABUSINESS & CULTIVATION 2 ENTERING MISSOURI'S MEDICAL CANNABIS INDUSTRY

JANUARY 15TH, 2019



WE ARE THE VOICE OF TRADE FOR THE MISSOURI MEDICAL CANNABIS INDUSTRY

Mission: ensure a compliant, safe and successful program implementation by closely supporting stakeholders and regulators through education, advocacy and responsibility



PROGRAM IMPLEMENTATION

- MoCannTrade is supporting program implementation by leveraging the expertise of its board, sub-committees, association members and industry partners via:
- Healthcare, Physician and Practitioner education
 - MoCannTrade Medical Cannabis Primer Presentation
 - Online education and certifications for physicians and patient care specialists
- Industry Education, rules and policy guidance
 - Submit draft rules for consideration to Missouri DHSS
 - Educate industry on Amendment 2, compliance and training
- Business / Trade and Member advocacy
 - Leadership Council Member Meetups
 - Educational events like Venture Café series
 - Feedback loop from members to board to state
 - MoCannBizCon+Expo Industry Conference 03.11.19

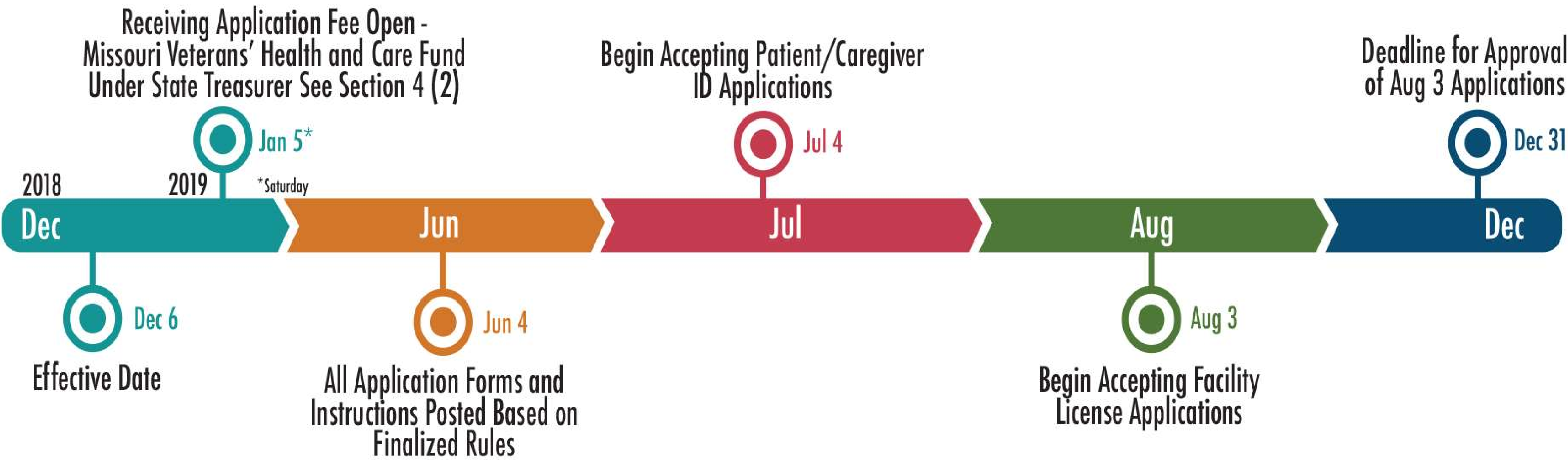




250+ PRE-FILE APPLICATIONS | \$2MM IN FIRST WEEK



TIMELINE FOR IMPLEMENTATION



Attachment: danforth mocantrade 01.15.19 (#19-002: Medical Marijuana Businesses Regulations)

Constitutional Amendment 2 - Medical Marijuana

DHSS Home » Licensing & Regulations » Medical Marijuana » Home

- Amendment 2
- Draft Rules
- EMERGENCY RULE - Pre-filed Application Fee
- Pre-Filed License Application Fees
- Pre-Filed License Application Fees (Fillable)

Pre-Filed License Fee Schedule

Cultivation Facilities	\$10,000 non-refundable application fee
Dispensary Facilities	\$6,000 non-refundable application fee
Medical marijuana-infused manufacturing facilities	\$6,000 non-refundable application fee

The Department of Health and Senior Services is tasked with implementing the provisions of Amendment 2. This includes but is not limited to:

- Issuing registrations to qualified patients and their primary caregivers.
- Licensing and certification of medical marijuana cultivation facilities.
- Licensing and certification of medical marijuana dispensary facilities.
- Licensing and certification of medical marijuana-infused products manufacturing facilities.
- Licensing and certification of medical marijuana testing facilities.

The timeline for the provisions included in Amendment 2 begins on Dec. 6, 2018. Important dates to remember are as

Licensing & Regulations
Abortion Facilities
Abuse, Neglect & Exploitation
Ambulatory Surgery Centers
Antibiotic Resistance
Narcotics & Dangerous Drugs
Child Care
CNA, CMT and Insulin Registry
Prescription Drug Repository
Employee Disqualification List
Emergency Medical Services
End Stage Renal Disease
Family Care Safety Registry
Food & Drug Recalls
Food Safety



ENTERING MISSOURI'S MMJ INDUSTRY



MISSOURI MMJ PROGRAM OPPORTUNITY

Missouri's broadly expanded medical cannabis program creates business opportunities in two main categories

**Licensed Medical
Cannabis Businesses**

**Industry Supporting
Allied Businesses**

There are 332+ medical cannabis business licenses available in the below categories via merit based application process

**60
Cultivation /
Agriculture**

**80
Manufacturing /
Extraction**

**192
Dispensing /
Patient Care**

**2+
Testing /
Labs**

MERIT BASED LICENSE APPLICATION PROCESS

APPLYING IS HARD BUT FAIR

- A typical license application response can be 500-1500 pages per and may be judged on the following potential criteria:
 1. Character, veracity, background and relevant experience of officers or principals
 2. Business plan including supply, operations, safety, facility, patient and community security
 3. Economic impact in the site community
 4. Internal and external site security
 5. Legal cannabis market experience
 6. Competitiveness in the MMJ marketplace (branding, pricing, service)





60 CULTIVATION LICENSES AVAILABLE



CULTIVATION LICENSING

- **Determine type of facility**
 - Greenhouse
 - Indoor Grow
- **Determine grow style**
- **Identify / secure real estate location**
 - Check zoning and required setbacks
 - City / municipal support
 - Availability of utilities
- **Identify / organize your team**
 - Consultant with cannabis experience
 - Attorney and Accountant
 - Banking partner
 - Design/build partner
 - Security consultant
- **Determine financing**
- **Create pro-formas and business plan**
- **\$3MM-\$10MM per location**



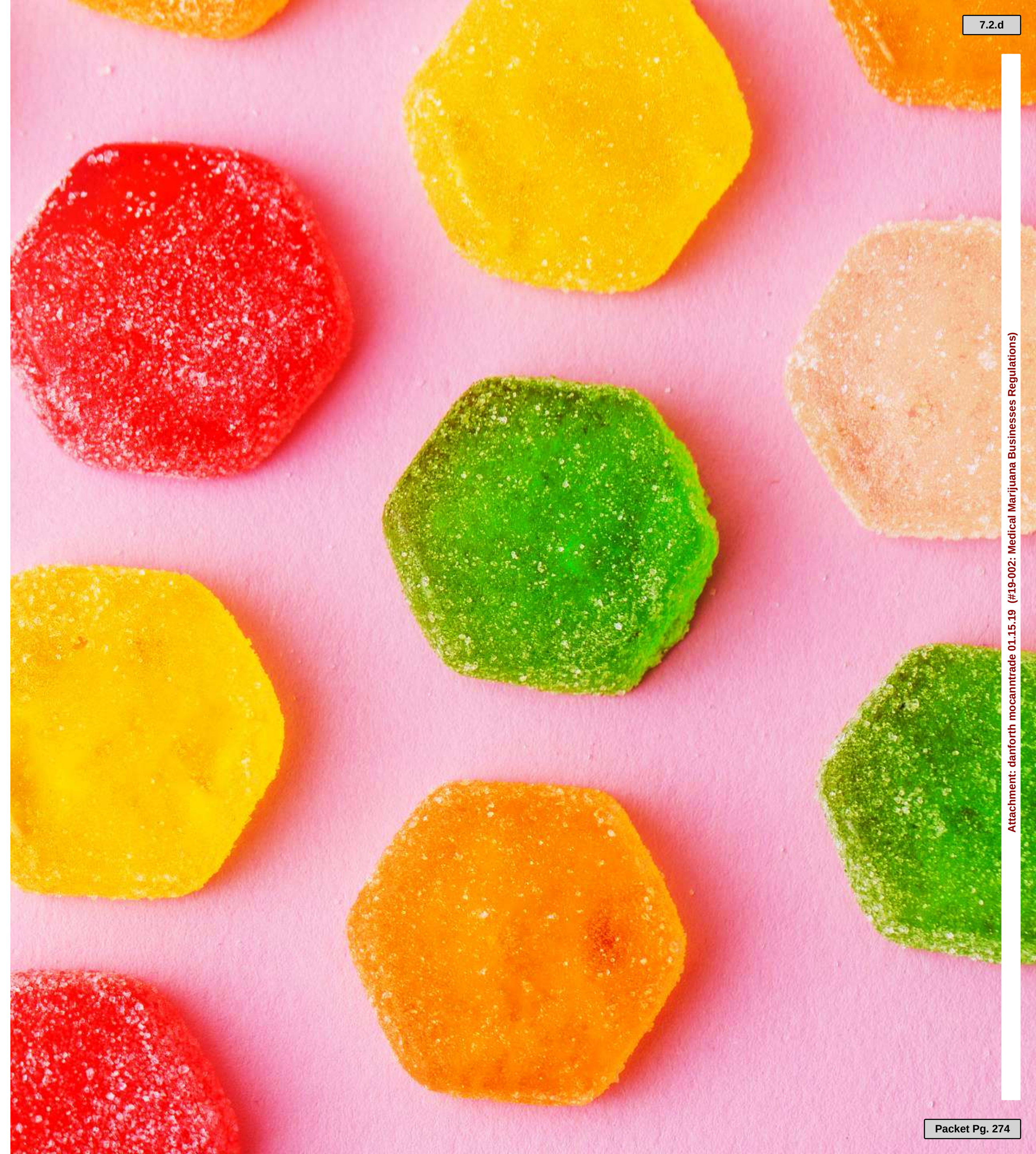


80 MANUFACTURING / EXTRACTION LICENSES



MANUFACTURING LICENSING

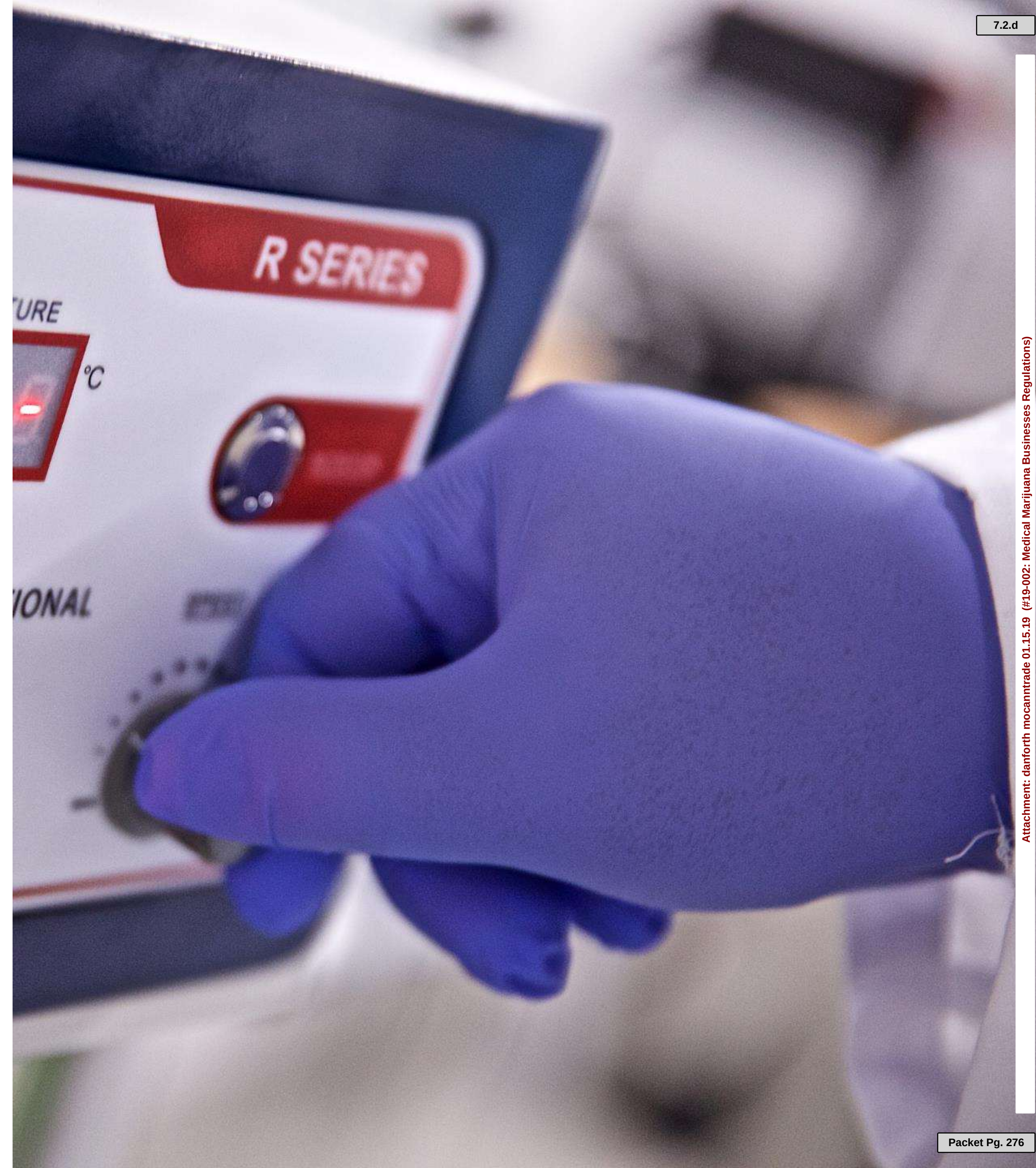
- Identify / secure location
 - Proper zoning, utilities and city support
- Determine products to be manufactured
- Facility plan including extraction / lab equipment
- Identify / organize your team
 - Cannabis / application consultant
 - Attorney and Accountant
 - Banking partner
 - Design/build partner
 - Security consultant
- Create pro-formas and business plan
- If stand-alone license, how to partner with cultivators and dispensaries
- Determine financing
- \$1MM-\$3MM per location



2+ TESTING FACILITY LICENSES

TESTING FACILITY LICENSING

- DHSS will certify a minimum of 2 labs for all cannabis testing (more if applicable)
- Appropriate testing is critical to demonstrate product strength / content including
 - Cannabinoid testing (CBC, CBD, CBDa, CBG, CBN, THC, THCa, THCv, etc.)
 - Terpene profiles
 - Doesn't contain harmful levels of contaminants or adulterants such as pesticides/fungicides/plant growth regulators, residual solvents, heavy metals and microbiological contaminants.
- Identify / organize your team
 - Attorney and Accountant
 - Banking partner
 - Design/build partner
 - Security consultant
- Define business plan and pro-formas
- Determine financing
- \$1.5MM-\$2MM per location





192 DISPENSARY / PATIENT CARE LICENSES



DISPENSARY LICENSING

- 192 licenses statewide, 24 dispensaries per congressional district
 - Be strategic on location
- Identify / secure real estate location
 - Check zoning
 - City / municipal support
 - Availability of utilities
- Identify / organize your team
 - Consultant with cannabis experience
 - Attorney and Accountant
 - Banking partner
 - Design/build partner
 - Security consultant
- Develop pro-formas and business plan
- Create a brand for your establishment(s)
- Consider partnerships with manufacturers & cultivators
- Determine financing
- \$350K-\$700K per location





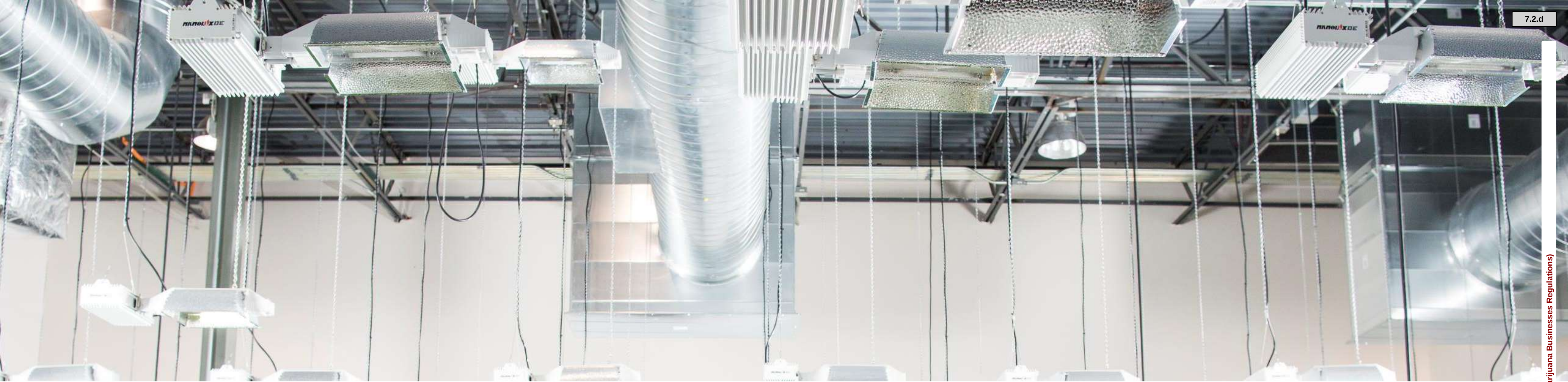
MMJ TRANSPORTATION



MMJ TRANSPORTATION

- Licensed facilities can transport their own products as part of their license to other licensed facilities as appropriate.
- DHSS will also certify entities which demonstrate compliance with its transportation standards to transport Marijuana and Marijuana-Infused Products to
 - a cultivation facility
 - a products manufacturing facility
 - a dispensary facility
 - a testing facility
 - or another entity with a transportation certification





INDUSTRY SERVICE PROVIDERS



ALLIED BUSINESS OPPORTUNITIES

- Capital Raising & Investing
- Banking Services
- CPA / Accounting Services
- Commercial Real Estate
- Design / Build Services
- Greenhouse Builders & Suppliers
- Industry Consultants
- Architecture / Interior Design
- Marketing Services
- POS System Providers
- Industrial Equipment
- Lighting Design / Equipment

- Security Companies
- IT Consulting Services
- Insurance & Bond Companies
- Healthcare Systems
- Private Medical Practices
- Non-Dispensing Retailers
- Building Contractors
- Publications
- Attorney / Legal Services
- Soil Nutrient Companies
- Commercial Farming
- Packaging Businesses



ACCOUNTING ECONOMIC IMPACT

332 Licensed MMJ Businesses
Reflecting:

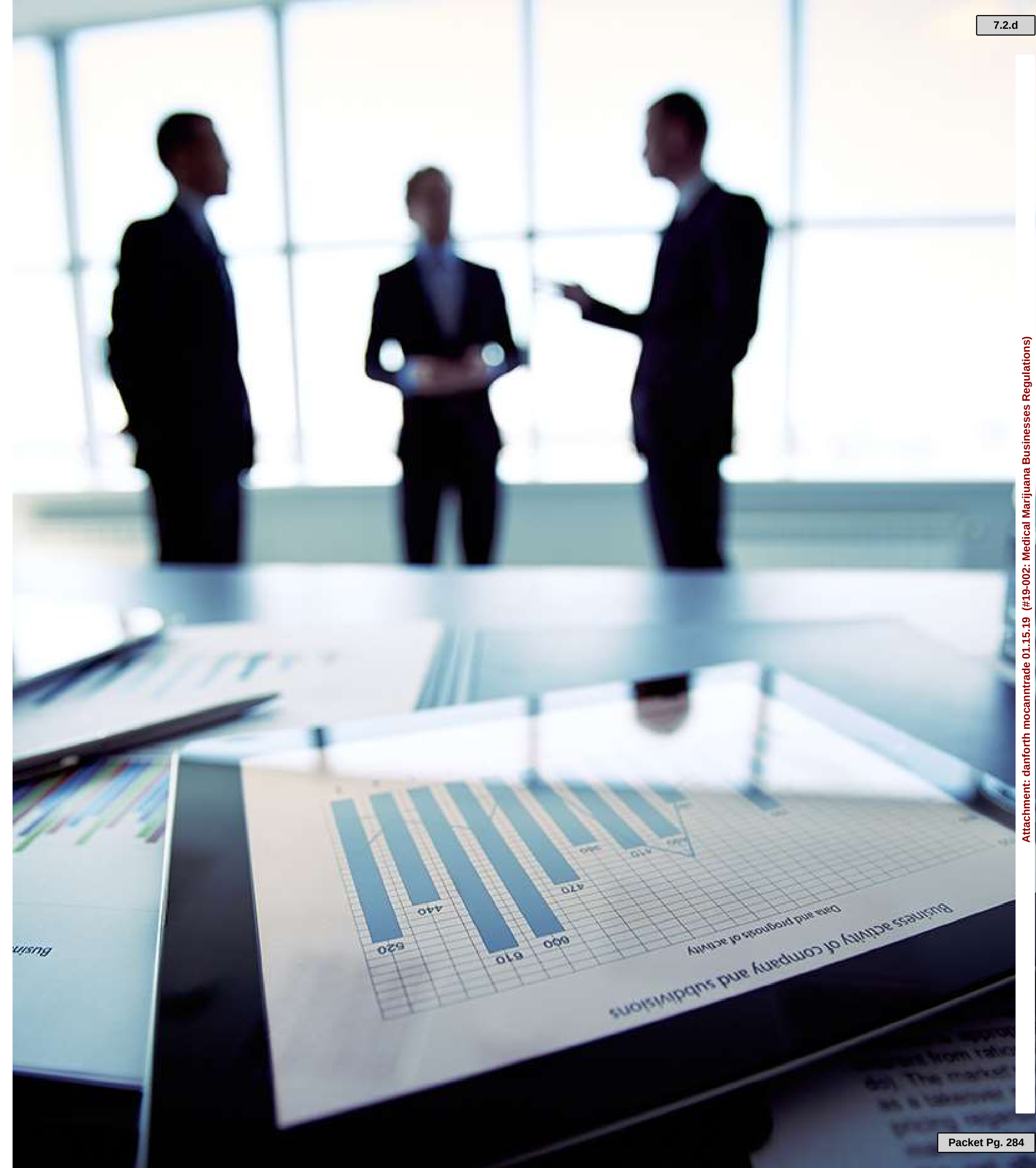
Accounting / CPA services: 332 x
average contract value \$35K per
location = **\$11+ million**



LEGAL SERVICES ECONOMIC IMPACT

332 Licensed MMJ Businesses
Reflecting:

Legal Services: 332 x average
contract value \$50K per location =
\$16+ million



ELECTRICAL / LIGHTING ECONOMIC IMPACT

332 Licensed MMJ Businesses
Reflecting:

Electrical / Lighting: 332 x average
contract value \$100K per location =
\$33+ million



SECURITY SERVICES ECONOMIC IMPACT

332 Licensed MMJ Businesses
Reflecting:

Security Services: 332 x average
contract value of \$100K+ per
location = **\$33 million**



DESIGN/BUILD ECONOMIC IMPACT

332 Licensed MMJ Businesses
Reflecting:

Design / Build: 332 x average contract
value of \$1 million per location =
\$332+ million





ESTIMATED TOTAL ECONOMIC IMPACT OF \$500+ MILLION





**Mitch Meyers –
Beleaf Co**



**John Curtis -
Beleaf Co**



**Eric Walter –
Armstrong Teasdale**



**John Pennington –
Savoy Properties**



**Andrew Mullins –
Executive Director**

**Mike Morgan –
Gateway Extraction**

Q&A PANEL DISCUSSION

www.mocanntrade.org



MOCANNBIZCON+EXPO

March 11 - 12, 2019 | St. Louis, MO

Sponsorship Opportunities

[Contact](#)

[MoCannBizCon + Expo](#)

[MoCannTrade](#)

GET INVOLVED

MEDICAL CANNABIS - A Practical Primer: Jan 24th

STL LC Member Meetup: Feb 4th

COMO LC Member Meetup: Feb 5th

KC Leadership Council: Feb 6th

SPR Leadership Council: Feb 7th

MoCannBizCon+Expo: Mar 11th-12th





AMENDMENT 2:

WHAT DOES IT MEAN TO MISSOURI CITIES AND MUNICIPALITIES?

A. AMENDMENT 2 -- Sections every city/ municipality must know:

Section 1 of Article XVI Right to Access Medical Marijuana

1. Purposes

This section is intended to permit state-licensed physicians to recommend marijuana for medical purposes to patients with serious illnesses and medical conditions. The section allows patients with qualifying medical conditions the right to discuss freely with their physicians the possible benefits of medical marijuana use, the right of their physicians to provide professional advice concerning the same, and the right to use medical marijuana for treatment under the supervision of a physician.

This section is intended to make only those changes to Missouri laws that are necessary to protect patients, their primary caregivers, and their physicians from civil and criminal penalties, and to allow for the limited legal production, distribution, sale and purchase of marijuana for medical use. This section is not intended to change current civil and criminal laws governing the use of marijuana for nonmedical purposes. The section does not allow for the public use of marijuana and driving under the influence of marijuana.

2. Definitions.

...

- (6) "Marijuana-Infused Products" means products that are infused with marijuana or an extract thereof and are intended for use or consumption other than by smoking, including, but not limited to edible products, ointments, tinctures and concentrates.
- (7) "Medical Marijuana Cultivation Facility" means a facility licensed by the Department to acquire, cultivate, process, store, transport, and sell marijuana to a Medical Marijuana Dispensary Facility, Medical Marijuana Testing Facility, or to a Medical Marijuana-Infused Products Manufacturing Facility.
- (8) "Medical Marijuana Dispensary Facility" means a facility licensed by the Department, to acquire, store, sell, transport, and deliver marijuana, marijuana-infused products, and drug paraphernalia used to administer marijuana as provided for in this section to a Qualifying Patient, a Primary caregiver, another Medical



Marijuana Dispensary Facility, a Medical Marijuana Testing Facility, or a Medical Marijuana-Infused Products Manufacturing Facility.

- (9) "Medical Marijuana-Infused Products Manufacturing Facility" means facility licensed by the Department, to acquire, store, manufacture transport, and sell marijuana-infused products to a Medical Marijuana Dispensary Facility, a Medical Marijuana Testing Facility, or to another Medical Marijuana-Infused Products Manufacturing Facility.
- (10) "Medical Marijuana Testing Facility" means a facility certified by the Department, to acquire, test, certify, and transport marijuana.
- (11) "Medical use" means the production, possession, delivery, distribution, transportation, or administration of marijuana or a marijuana-infused product, or drug paraphernalia used to administer marijuana or a marijuana-infused product, for the benefit of a Qualifying Patient to mitigate the symptoms or effects of the patient's qualifying medical condition.

...

3.) Creating Patent Access to Medical Marijuana

...

- (2) The Department shall issue any rules or emergency rules necessary for the implementation and enforcement of this section and to **ensure the right to, availability, and safe use of marijuana for medical use by Qualifying Patients.** In developing such rules or emergency rules, the Department may consult with other public agencies. In addition to any other rules or emergency rules necessary to carry out the mandates of this section, the Department may issue rules or emergency rules relating to the following subjects:
 - (g) Control of informational and product displays on licensed premises provided that the rules may not prevent or unreasonably restrict appropriate signs on the property of the Medical Marijuana Dispensary Facility, product display and examination by the Qualifying Patient and/or Primary caregiver, listings in business directories including phone books, listings in marijuana-related or medical publications, or the sponsorship of health or not for profit charity or advocacy events;
 - (i) Security requirements for any premises licensed or certified pursuant to this section, including, at a minimum, lighting, physical security, video, alarm requirements, and other minimum procedures for internal control as deemed necessary by the Department to properly administer and enforce the provisions



- of this section, reporting requirements for changes, alterations, or modifications to the premises;
- **(14) The Department may set a limit on the amount of marijuana that may be possessed by or on behalf of each qualifying patient, provided that limit is not less than a sixty-day supply of dried, unprocessed marijuana, or its equivalent.** A Primary caregiver may possess a separate legal limit for each Qualifying Patient under their care and a separate legal limit for themselves if they are a Qualifying Patient. **Qualifying Patients cultivating marijuana for medical use may possess up to a ninety-day supply, so long as the supply remains on property under their control.** Any such limit shall not apply to a Qualifying Patient with written certification from two independent physicians that there are compelling reasons for additional amounts. Possession of between the legal limit and up to twice the legal limit shall subject the possessor to Department sanctions, including an administrative penalty and loss of their patient identification card for up to a year. Purposefully possessing amounts in excess of twice the legal limit shall be punishable by imprisonment of up to one year and a fine of up to two thousand dollars.
 - **(15, 16, and 17)** DHSS may restrict the number of licensed Marijuana Businesses as follows:
 - (a) Medical Marijuana Cultivation Facilities are required for every 100,000 Missouri residents. A decrease in the state population shall have no impact on the total number.
 - (b) Marijuana Infused-Products Manufacturing Facilities are required for every 70,000 state residents. A decrease in the state population shall have no impact on the total number.
 - (c) Medical Marijuana Dispensary Facilities maybe me limited to less than 24 per the eight 2018 Congressional Districts. Future changes to now-existing boundaries (in 2018) shall have no impact.
 - (21) All marijuana for medical use sold in Missouri shall be cultivated in a licensed Medical Marijuana Cultivation Facility located in Missouri.
 - (22) All marijuana-infused products for medical use sold in the state of Missouri shall be manufactured in a Medical Marijuana-Infused Products Manufacturing Facility.
 - (23) The denial of a license, license renewal, or identification card by the Department shall be appealable to the Administrative Hearing Commission, or its successor entity. Following the exhaustion of administrative review, denial of a license, license renewal,



or identification card by the Department shall be subject to judicial review as provided by law.

- (24) No elected official shall interfere directly or indirectly with the Department's obligations and activities under this section.
- (25) The Department shall not have the authority to apply or enforce any rule or regulation that would impose an undue burden on any one or more licensees or certificate holders, any Qualifying Patients, or act to undermine the purposes of this section.

4. **Taxation and Reporting**

...

- (4) The tax levied pursuant to this subsection is separate from, and in addition to, any general state and local sales and use taxes that apply to retail sales, which shall continue to be collected and distributed as provided by general law.
- (5) Except as authorized in this subsection, no additional taxes shall be imposed on the sale of marijuana for medical use.

7. **Additional Provisions**

...

- (5) All edible marijuana-infused products shall be sold in individual, child-resistant containers that are labeled with dosage amounts, instructions for use, and estimated length of effectiveness. All marijuana and marijuana- infused products shall be sold in containers clearly and conspicuously labeled, in a font size at least as large as the largest other font size used on the package as containing "Marijuana " or a "Marijuana-Infused Product." Violation of this prohibition shall subject the violator to Department sanctions, including an administrative penalty.

...

- (7) **No Qualifying Patient shall consume marijuana for medical use in a public place, unless provided by law.** Violation of this prohibition shall subject the violator to sanctions as provided by general law.



- (8) No person shall extract resins from marijuana using dangerous materials or combustible gases without a Marijuana Infused Products Manufacturing license. Violation of this prohibition shall subject the violator to Department sanctions, including administrative penalty and, if applicable, loss of their identification card, certificate or license for up to one-year.
- (9) All Qualifying Patient cultivation shall take place in an enclosed, locked facility that is equipped with security devices that permit access only by the Qualifying Patient or by such patient's Primary caregiver. Two Qualifying Patients, who both hold valid Qualifying Patient cultivation identification cards, may share one enclosed, locked facility. No more than twelve Qualifying Patient or Primary caregiver cultivated flowering marijuana plants may be cultivated in a single, enclosed locked facility., except when the Primary caregiver also holds a Qualifying Patient cultivation identification card, in which case no more than eighteen flowering marijuana plants may be cultivated in a single, enclosed, locked facility.
- (11) **Unless allowed by the local government, no new** Medical Marijuana Cultivation Facility, Medical Marijuana Testing Facility, Medical Marijuana Dispensary Facility, or Medical Marijuana-Infused Products Manufacturing Facility **shall be initially sited within one thousand feet of any then-existing elementary or secondary school, child day-care center, or church. No local government shall prohibit Medical Marijuana Cultivation Facilities, Medical Marijuana Testing Facilities, Medical Marijuana-Infused Products Manufacturing Facilities, or Medical Marijuana Dispensary Facilities, or entities with a transportation certification either expressly or through the enactment of ordinances or regulations that make their operation unduly burdensome in the jurisdiction.** **However, local governments may enact ordinances or regulations not in conflict with this section, or with regulations enacted pursuant to this section, governing the time, place, and manner of operation of such facilities in the locality. A local government may establish civil penalties for violation of an ordinance or regulations governing the time, place, and manner of operation of a Medical Marijuana Cultivation Facility, Medical Marijuana Testing Facility, Medical Marijuana-Infused Products Manufacturing Facility, Medical Marijuana Dispensary Facility, or entity holding a transportation certification that may operate in such locality.**



- **9. Effective Date** The provisions of this section shall become effective on December 6, 2018.

B. Amendment 2 Implementation (General Implementation)

- 1. “Effective Date” the law goes into effect is officially December 6, 2018. In reality, this is more the date that starts the timeline running for the following DHSS actions:
- 2. Within one hundred eighty days of the effective date of this section, the Department shall make available to the public license application forms and application instructions for Medical Marijuana Cultivation Facilities, Medical Marijuana Testing Facilities, Medical Marijuana Dispensary Facilities, and Medical Marijuana-Infused Products Manufacturing Facilities. (pg. 6; paragraph 6):

180 days from Dec. 6, 2018: Tuesday, June 4, 2018.

- 3. Within (a) one-hundred-eighty (180) days of the effective date of this section, the Department (DHSS) shall make available to the public application forms and application instructions for Qualifying Patient, Qualifying Patient cultivation, and Primary caregiver identification cards. Within (b) two-hundred-ten days of the effective date of this section, the Department shall begin accepting applications for such identification cards. (pg. 6; paragraph 7).

(a) 180 days from Dec. 6, 2018: Tuesday, June 4, 2018.

(b) 210 days from Dec. 6, 2018: Tuesday, July 4, 2018.

- 4. Any applicant for a [MMJ businesses] license authorized by this section may pre-file their application fee with the Department beginning 30 days after the effective date of this section. (pg. 7; paragraph 11).

(a) 30 days from Dec. 6, 2018: Saturday, January 5, 2019



- 5. The Department shall begin accepting license and certification applications for Medical Marijuana Dispensary Facilities, Medical Marijuana Testing Facilities, Medical Marijuana Cultivation Facilities, Medical Marijuana-Infused Products Manufacturing Facilities, seed-to-sale tracking systems, and for transportation of marijuana no later than (a) two-hundred-forty days after the effective date of this section. Applications for licenses and certifications under this section shall be approved or denied by the Department no later than (b) one-hundred-fifty days after their submission. If the Department fails to carry out its non-discretionary duty to approve or deny an application within one-hundred-fifty days of submission, an applicant may immediately seek a court order compelling the Department to approve or deny the application.

(a) 240 days from December 6, 2018: Saturday, August 3, 2019.

(b) 150 days from August 3, 2019: Tuesday, December 31, 2019.

C. Related Timeline Issues for Cities/Municipalities to Consider

- (a) MMJ business applicants (those bidding for or already purchasing buildings) in anticipation of receiving applications for licenses.
 - (i.) These companies are willing to make substantial investments in the cities/municipalities they choose, and they will want to know they are zoning compliant by Feb/Mar 2019 at the latest.
 - (ii.) When it comes to dispensaries, MoCannTrade Association recommends zoning them as any other pharmacy - in a commercial district, preferably on main roads in the city. The Director of the DHSS has made it clear that patient access is a priority.
 - (iii.) For Medical Marijuana Cultivation Facilities, Medical Marijuana Testing Facilities, or Medical Marijuana-Infused Products Manufacturing Facilities, MoCannTrade recommends light industrial zoning or its equivalent.

Local Impacts of COMMERCIAL CANNABIS

ICMA, the International City/County Management Association, advances professional local government management worldwide through leadership, management, innovation, and ethics. Through expansive partnerships with local governments, federal agencies, nonprofits, and philanthropic funders, the organization gathers information on topics such as sustainability, health care, aging communities, economic development, cybersecurity, and performance measurement and management data on a variety of local government services—all of which support related training, education, and technical assistance.

ICMA provides support, publications, data and information, peer and results-oriented assistance, and training and professional development to more than 12,000 city, town, and county experts and other individuals and organizations throughout the world.

Published September, 2018

Copyright © 2018 International City/County Management Association, 777 North Capitol Street, N.E., Suite 500, Washington, D.C. 20002. All rights reserved, including rights of reproduction and use in any form or by any means, including the making of copies by any photographic process or by any electronic or mechanical device, printed or written or oral, or recoding for sound or visual reproduction, or for use in any knowledge or retrieval system or device, unless permission in writing is obtained from copyright owner.

Contents

Acknowledgements	iv
Introduction	1
Impact Areas	2
Economic Development	2
Public Safety	4
Public Health	5
Environment	6
Summary Recommendations	7
Case Studies	10
Carpinteria, California	11
Durango, Colorado	14
Fort Collins, Colorado	17
Grover Beach, California	20
Southern Oregon - Jackson County and City of Ashland	23
Juneau, Alaska	28
Kirkland, Washington	31
Pacifica, California	34
Santa Rosa, California	36
About the Authors	39

Acknowledgements

ICMA gratefully acknowledges the City of Half Moon Bay, California for its funding and support of this research project. We also appreciate the generosity of the following individuals in sharing their time, insights, and connections:

Amber Blake	Deputy City Manager, City of Durango, CO
Dennis Bozanich	Deputy County Executive Officer, County of Santa Barbara, CA
Matthew Bronson	City Manager, City of Grover Beach, CA
Matthew Chidester	Deputy City Manager, City of Half Moon Bay, CA
David Durlinger	City Manager, City of Carpinteria, CA
Judy Erwin	City Manager, City of Hines, OR
David Favour	Development Services Deputy Director, City of Issaquah, WA
Eric Feldt	City Planner, City of Battle Creek, MI
Rebecca Fleury	City Manager, City of Battle Creek, MI
Ben Florine	Deputy City Clerk, City of Durango, CO
Adam Hanks	Interim City Manager, City of Ashland, OR
Chris Harlow	Deputy City Clerk, City of Durango, CO
Clare Hartman	Deputy Planning Director, City of Santa Rosa, CA
Lorenzo Hines	Assistant City Manager, City of Pacifica, CA
Danny Jordan	County Manager, County of Jackson, OR
Ron LeBlanc	City Manager, City of Durango, CO
Joe Lopez	City Manager, City of Modesto, CA
Sean McGlynn	City Manager, City of Santa Rosa, CA
Emily Moon	Interim City Manager, City of Issaquah, WA
Dirk Nelson	City Attorney, City of Durango, CO
Amy Phillips	City Clerk, City of Durango, CO
Ginny Sawyer	Policy and Project Manager, City of Fort Collins, CO
Suzanne Sitter	Legal Coordinator, City of Durango, CO
Dan Steidle	Chief of Police, City of Pacifica, CA
Kurt Triplett	City Manager, City of Kirkland, WA
Rorie Watt	City Manager, City and Borough of Juneau, AK
Tina Wehrmeister	Planning Director, City of Pacifica, CA
Scott Winkels	Intergovernmental Relations Associate, League of Oregon Cities

Finally, the authors thank our ICMA colleagues Kirie Samuels, Anne Phelan, Erika White, and Tad McGalliard for their editing, design, and other contributions to this report.

Local Impacts of COMMERCIAL CANNABIS

INTRODUCTION

The last two decades have brought waves of significant change to state laws regarding medical and recreational cannabis, which in turn have implications for local governments.

Since the passing of California's Proposition 215 in 1996, another 30 states plus the District of Columbia, Guam, and Puerto Rico have followed with their own measures legalizing medical cannabis. Voters in nine of those states—Colorado, Washington, Alaska, Oregon, Massachusetts, Maine, Nevada, California, and Vermont—plus the District of Columbia have also legalized adult recreational use of cannabis.¹

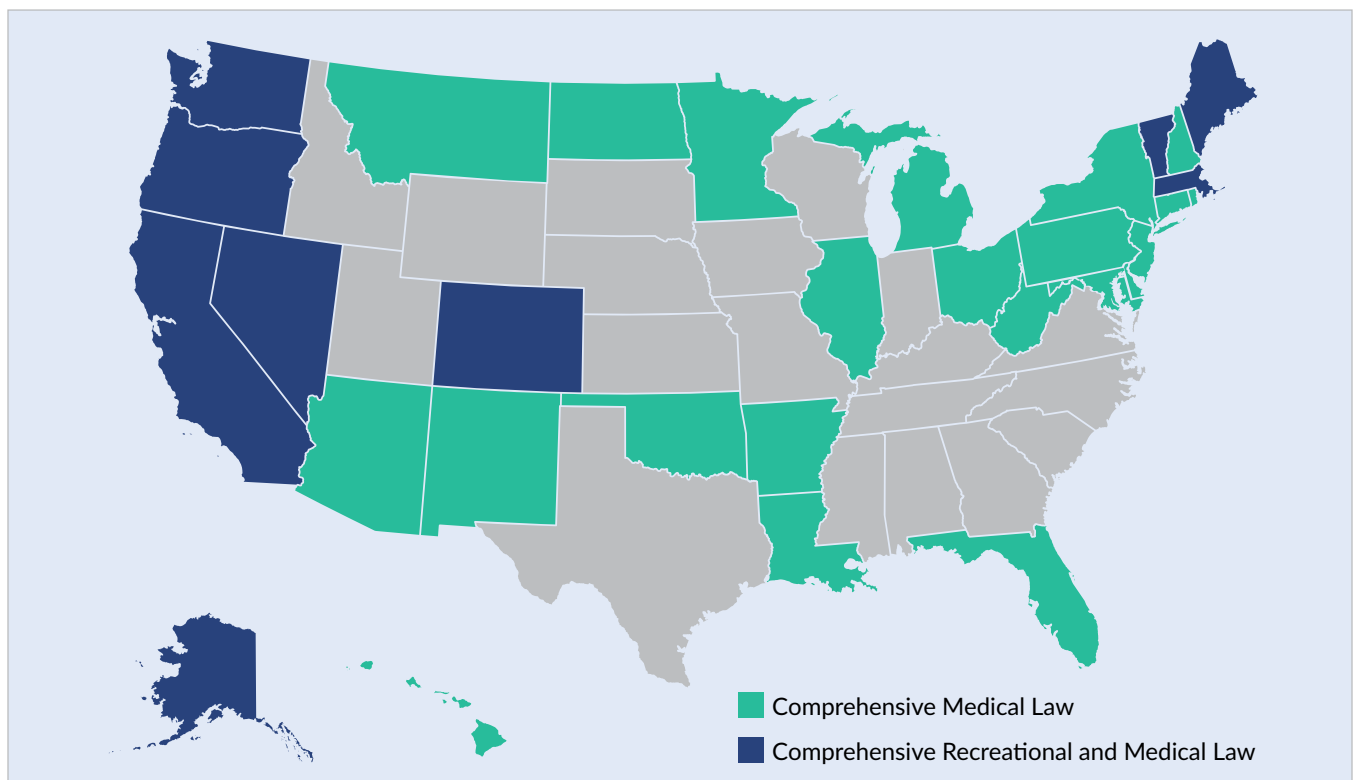
At the federal level, cannabis remains a Schedule I drug according to the U.S. Controlled Substances Act, reserved for “substances ... with no currently accepted medical use and a high potential for abuse,” a classification also applied to heroin, lysergic acid diethylamide

(LSD), methylenedioxymethamphetamine (ecstasy), methaqualone, and peyote.²

Under the Obama administration, the Department of Justice issued a series of guidelines regarding federal prosecution of medical and recreational cannabis activities, the best known being Deputy Attorney General James Cole's 2013 memo. The Cole Memo provided some assurance to states and localities permitting medical or recreational cannabis activities that the federal government would not challenge these states' laws, provided they aligned with federal high-level priorities such as keeping marijuana away from children and upholding protections against public health and safety threats associated with use and distribution.

In early 2018, the new Attorney General Jeff Sessions issued a memo to all rescinding the Obama administration's guidance on federal prosecution of medical and recreational cannabis activities.³ Despite the Justice Department's about-face, additional states

State Cannabis Laws as of July 2018



Source: National Conference of State Legislatures

such as Oklahoma and Michigan have since proceeded with their plans to vote on medical and recreational cannabis, respectively. The Canadian government overwhelmingly passed a national measure to legalize and regulate cannabis, becoming the second nation worldwide to do so. In the United States, public polling on the issue shows a dramatic shift over the past decade in favor of legalization.⁴

In the meantime, increasing numbers of local governments are faced with decisions about whether and how they want to regulate medical and/or recreational cannabis in their communities. These decisions are extremely complicated and have implications across many local government departments and systems. Public debate is emotionally charged and not all questions can be answered given the youth of a legal cannabis industry.

ICMA provides this resource to assist local governments in considering implications of legal commercial cannabis activities in their communities. Findings and recommendations are drawn primarily from interviews with local government administrators and staff and review of available data and reports (emphasizing neutral sources whenever possible) from early adopters of legal cannabis legislation.

A note on terminology: Cannabis is the biological genus or generic name for multiple species of plants also popularly referred to as marijuana, hemp, and no shortage of other slang terms. Although early U.S. legislation on this topic used the spelling “marihuana,” some have argued this term and its variants, specific to use of the plant for smoking, were introduced in an attempt to marginalize migrant populations.⁵ Despite cannabis being the scientific term, marijuana prevailed in common vernacular. This report gives preference to the scientific term cannabis but uses marijuana interchangeably in some case studies to be consistent with the relevant state and local legislation.

IMPACT AREAS

Economic Development

Redevelopment and Growth Potential

While not guaranteed, it is certainly possible to capitalize on peak interest in this industry as an opportunity for redevelopment and economic growth. Across the state of California, the declining cut flower industry is causing some producers to consider a shift toward cannabis cultivation.⁶ Small-scale food growers on the rural outskirts of Cape Cod, Massachusetts, find themselves in a similar situation.⁷ Grover Beach, California realized its underused industrial land would be marketable to cannabis product manufacturers, and imposed additional requirements for public improvements on those sites to such users. The small town of Cotton Plant, Arkansas—a far cry from progressive coastal enclaves—sees potential for a legal medical cannabis industry to resurrect a waning local economy.⁸

Industry Characteristics

Cash-based businesses. Regardless of lenient state and local policy, the illegal status of cannabis at the federal level renders it effectively an all-cash industry, as the federally insured banking system is extremely limited on how, if at all, it can service these businesses. It can also be challenging for businesses to access auxiliary financial (e.g., accounting) or legal services that other types of businesses take for granted. For local governments, this means being prepared to accept massive cash payments for taxes and fees, which could include purchasing cash-counting machines and/or increasing security to protect staff and facilities. And for local economies, all-cash offers on land can place pressures on availability and have pricing consequences for other industries as well.

Who are operators? The high cost of licenses, permits, land, security, other startup requirements, as well as a lack of access to financing present significant barriers impacting who can enter the industry. But the industry is attracting a wide range of operators, from those with a history in agriculture to tech-savvy entrepreneurs. Google employees own one of the few cannabis retail stores in Kirkland, Washington, while a large start-up in Grover Beach, California is connected to a well-known Los Angeles rapper and TV personality. In Santa Rosa, California, city staff discovered through

their licensing processes that many cannabis businesses were operated by female heads-of-households.

Industry employment. The Washington State Institute for Public Policy, charged with evaluating the state's implementation of its legalization measure, estimated the average of its 700 active cannabis businesses employed approximately nine full-time equivalent (FTE) employees at an average hourly wage of \$16.45 (median of \$13.44) in the final quarter of 2016. The majority of retailers, processors, and producers were classified as small, employing less than nine FTE. Producers and processors tended to be even smaller, employing four or fewer FTE.⁹

Revenue Generation

State leaders in favor of a regulated legal cannabis industry often tout the associated economic opportunities from license fees and sales and excise taxes. States have earmarked this revenue for specific needs such as schools (including construction, early education, and anti-bullying measures), public health (substance abuse prevention/treatment, mental health), and public safety.

Slices of revenue are also passed through to local governments where cannabis activities are permitted. Revenue distribution formulas may account for population, number of licensed businesses, and other factors, and are regularly subject to challenge or change; cultivation hotspot Jackson County, Oregon is urging its state to weigh total canopy size more heavily in its revenue-sharing calculations. Some states, such as Oregon, also prescribe how locally shared revenue should be spent (on public safety, in the Oregon example). For multiple reasons, the local share tends to be significantly smaller and thus less impactful.

In light of this, and to offset local administration, regulation, and enforcement costs, many communities have elected to impose their own license fees and/or additional local taxes on the cannabis industry. State legislation may set restrictions on the rate and process for doing so, and state municipal leagues are often useful resources in parsing those regulations. Specific guidelines for setting such rates are beyond the scope of this report, but general observations from our research include the following.

- Explore this option as early as possible. Durango, Colorado waited until the industry had been operating locally for multiple years before introducing a dedicated tax proposal, which they were forced to drop in the face of overwhelming opposition.

- It can be tempting to overreach with projections. Early analyses on the potential economic impacts of the cannabis industry are fraught with assumptions that can multiply into gross exaggerations and unrealized expectations (true for any industry, but particularly so for one just emerging from underground).
- Avoid taxing the industry back underground. The city of Grover Beach, California actually adjusted its tax rates downward as the industry came online to maintain a competitive overall effective tax rate.
- Consider your costs, which likely spread far across your organization. The City of Santa Rosa, California provides a detailed breakdown of the estimated steps and costs associated with just the review of business applications, which are substantial.¹⁰ Fort Collins, Colorado is carefully trying to monitor and cover its costs, which also include staff support from a licensing coordinator and dedicated police officer. In contrast, the small city of Hines, Oregon believed it was seizing an economic opportunity as the only city in its county to allow commercial cannabis businesses, but the administrative burden on its limited staff has left them questioning the net benefit.

Of the communities we interviewed for this report, those enlisting the help of external consultants with cannabis industry expertise were typically pleased with the support provided.

Tourism

Tourism is a significant economic sector in virtually all of the early states to legalize recreational cannabis, so it warrants special attention. While individual opinions vary as to whether cannabis is a deterrent to tourism, research suggests a more neutral-to-favorable impact. In 2016, the Colorado Tourism Office included a new series of marijuana-related questions in its annual research on visitor behavior. A contracted research firm queried individuals as to whether legalization of marijuana influenced their perceptions on living/working, visiting, or purchasing good/services from those states. According to their findings, a majority of visitors' opinions of states where marijuana was legalized did not change. Approximately 30 percent of respondents viewed those states more positively, and approximately 1 in 10 had a more negative view based on legalization of marijuana. Results were also stratified by whether

the respondent resided in Colorado and/or had taken a leisure trip in Colorado over the past year. Among nonresidents visiting Colorado in the year of this study, 47 percent said that legalization of marijuana positively influenced their consideration of states to visit. Another study commissioned by the Colorado Tourism Office estimates that 15 percent of Colorado tourists engaged in a marijuana-related activity during their visit, with a third of those citing that activity as a motivation for their trip.¹¹ It is worth noting that state and local tourism offices generally do not promote cannabis-related activities due to explicit or ambiguous regulations based on federal legal status and/or limiting advertising to minors.¹²

Laws restricting smoking or consumption can present a complication for local cannabis-related tourism, while at the same time alleviating some concerns of residents. State and local laws vary, but restrictions similar to those targeting the use of tobacco or alcohol use often apply, as do new regulations prohibiting on-premises cannabis consumption. Private property owners and operators can also impose their own restrictions on cannabis consumption. Tourists may be surprised to discover they are prohibited from consuming cannabis products in public spaces, in rental cars (even as passengers), in hotels, and at the point of sale, not to mention that they cannot bring cannabis products in or out of the state. It would be reasonable to anticipate a learning curve while tourists and residents adjust to any changes in local and state laws. Cities and states have developed public education campaigns and materials addressing frequent questions and assumptions.¹³

Local government leaders in communities electing to allow commercial cannabis activities observed entrepreneurial operators tapping into tourism interests. Many of the states out front early on legalized recreational cannabis are home to craft-oriented beer and/or wine production, which some view as complementary to high-quality, locally produced cannabis. Cities and regions have also seen a rise in “green tourism” services such as taxis/limousines and travel/tour agencies.

Public Safety

Property and Personal Crime

Local governments can anticipate concern that cannabis businesses may attract criminal activity such as burglary, theft, or more serious offenses. The persistence of a cannabis black market—the only market in some states—and

the cash-based nature of the industry do present conditions that could encourage such activity. These risks have not been lost on state and local regulators, who have built a range of precautions into cannabis licensing and land use regulations, such as requirements for security systems, lighting, and employee background checks to protect the businesses themselves as well as local communities.

As the sector generally most accessible to the public, retail businesses (or medical cannabis provisioning centers or dispensaries) are often a primary concern to municipalities. Communities implementing these protective operating and siting requirements reported overall satisfaction with their local legal operators and noted that providing standards for compliance shifts more of the responsibility from law to code enforcement. The City of Fort Collins dedicated a police officer to the industry whose work is characterized mainly as relationship building rather than punitive; police in the City and Borough of Juneau, Alaska also assist businesses with implementing best practices. The police chief in Pacifica, California, notes that previously illegal businesses avoided reporting burglaries and other crimes against their property for fear of exposing themselves. Now, they meet local safety standards and enjoy added protection from the police department—which hasn’t seen any significant increase in the calls for service.

Complementing these anecdotal reports from city administrators, the Washington State Institute for Public Policy provides statistics on several types of crime in the state since the legalization of recreational cannabis.¹⁴ Arrests for drug or narcotic violations decreased by approximately 15 percent since 2012. “Incidents” (or investigations, whether resulting in an arrest or not) identified as marijuana-related decreased by 63 percent from 2012-2015. Drug-only Driving Under the Influence (DUI) arrests, which do not differentiate marijuana from other drugs, decreased by about a third to approximately 1,200 for 2015. Among drivers involved in a traffic fatality who are tested for drugs or alcohol, there have been no significant growth or decline in those testing positive for marijuana alone or in combination with other drugs or alcohol. During that time, incidents identified as amphetamine/methamphetamine- or heroin-related increased by 72 percent and 41 percent, respectively. A follow up report released in 2017 found no evidence linking

Washington counties' retail cannabis sales with drug-related convictions.¹⁵

Safety Hazards

Cannabis product manufacturing/processing often involves chemical extractions, through which solvents are used to remove resin from plants and convert it into hash oil. The high-concentrate oil can then be infused into edibles, tinctures, and other products, or consumed by smoking or vaporizing. Because of the volatile solvents used, the extraction process should only take place in regulated environments using proper equipment and safety precautions—otherwise, risk of explosion is high. This is enough to dissuade some local governments from wanting to allow such activities in their communities.

Increased opportunities for legal cultivation of cannabis, including at the personal scale, may tempt amateur processors to attempt these extractions in unregulated settings such as residential neighborhoods. Beyond the threats to individuals involved and to first responders, the extraction process poses the additional risk of a fire spreading to other nearby structures. The City and County of Denver experienced nine hash oil explosions between January and September 15, 2014, and the state's primary burn center has seen a spike in extraction burn patients since 2012.¹⁶

An Important Distinction

To be sure, commercial cannabis-related crimes or safety hazards make the local news, and local government administrators acknowledged examples ranging from mundane to violent. A common theme, however, is their tendency to involve unauthorized cannabis activities, such as illegal grow operations in homes or on other private land.¹⁷ A black market exists, though its presence varies across communities, so even communities electing to ban cannabis to the fullest extent possible are vulnerable to these crimes.

Traffic

A more practical matter, predicting circulation impacts of commercial cannabis activities, is an emergent focus for transportation engineers. The County of Santa Barbara, California, provides an example of a detailed analysis estimating the potential impacts of seven different types of activities along the supply chain.¹⁸ Jackson County, Oregon observed increased traffic in rural neighborhoods since cultivation (both authorized and unauthorized) began to proliferate. The Seattle sub-

urbs of Kirkland and Issaquah also noted slightly more intense circulation and parking demand than anticipated for their early retail businesses. Interim Issaquah City Administrator Emily Moon noted, "In terms of trip generation, retail marijuana is similar to fast food in some ways. It's fairly constant traffic."

Public Health

Most states that have legalized adult use of recreational cannabis are dedicating a portion of their tax and fee revenues to public health initiatives, often with a particular youth focus.

Debate on legalization tends to be charged with conflicting claims about the relationship between cannabis and public health indicators. The Colorado Retail Marijuana Public Health Advisory Committee, a body of experts appointed by the Colorado Department of Public Health and Environment to provide unbiased and transparent evaluation of scientific literature and data on marijuana use and health outcomes, notes the complexity of evaluating these associations for strength (or lack thereof) and causality. Its reports break down the validity of common claims made about youth and adult use of cannabis and may be helpful to local governments in talking through community concerns.¹⁹

Youth Impacts

Public health experts, including the Colorado committee, do tend to agree that youth abuse of cannabis can be associated with lower graduation rates and increased susceptibility for addiction and mental health issues. Likewise, opponents and proponents of legalization are often united in concerns about potential increases in use/abuse among young people. But evidence that legalization of cannabis significantly changes patterns of youth use/abuse is lacking.

According to the biennial Washington State Healthy Youth Survey, rates of current marijuana use stayed relatively consistent for sixth, eighth, tenth, and twelfth graders from 2012 to 2016 (recreational legislation passed in 2012). Rates do increase across the age groups, from about 1 percent of sixth graders up to about a quarter of twelfth graders. Ease of access also increases by grade, but perception of access remained relatively consistent over time. Four percent of all Washington state students were suspended or expelled during the 2015-2016 school year. Of those, 9 percent (less than half a percent of all students) were suspended or expelled due to marijuana possession.²⁰

Colorado's youth surveys yielded similar results.²¹ Multiple analyses of the biennial Healthy Kids Colorado Survey agreed that marijuana use among statewide youth remained essentially unchanged from 2013 to 2015, though recreational adult use became legal in 2014. These same types of surveys are conducted across the country, regardless of cannabis' current legal status. Results of each state's youth surveys are used to inform and target education and prevention strategies that can be funded through legal cannabis revenues.

State requirements will also mandate buffering of sensitive uses, such as schools, child care facilities, parks, and other youth-serving centers. Typically, local governments will have the right to modify some of these provisions according to local preferences and conditions, though legal opinions vary about the flexibility to do so. Washington State allows local governments to reduce this buffer for everything except elementary and secondary schools and public playgrounds; the City of Kirkland exercised this option to accommodate businesses around 600-plus feet of licensed child care centers, given the layout of its zoning map. Communities may elect to impose additional restrictions, as was done in Grover Beach, California, which extended its buffers along designated school walking routes.

From 2015 through April 2018, the state of Washington logged approximately 200 violations for marijuana sale/service to a minor. Approximately one-third of those were issued in unincorporated areas; the rest were scattered across approximately 50 municipalities over the 3-plus year period. Reflecting on the strict requirements of Colorado's state inventory tracking system, Durango city staff noted that minors' access to cannabis was easier to regulate than alcohol.

Adult Use

Perspectives on adult use of cannabis and its health implications are much more divergent. With a majority of states now permitting some degree of medical cannabis use, clearly there is strong support for its therapeutic properties in certain situations. But discussions about cannabis as a recreational substance—informed by a blend of evidence and personal values—often conflate it with alcohol, tobacco, or opioids. Some argue that cannabis is less harmful or habit-forming than these other substances; others believe it to be a gateway to more serious substance abuse. The National Institute on Drug Abuse (NIDA) acknowledges that

habitual cannabis use can lead to “marijuana use disorder” or addiction in its most severe form, but these types of problems afflict a minority of reported cannabis users.²² NIDA also notes some evidence suggesting links between marijuana and other drug use for a minority of cannabis users, but that there are many complicating factors and further research is needed.²³

There is less dispute that the mind-altering chemicals in cannabis impair judgement, coordination, and reaction time. Depending on the form of consumption, the effects can be delayed and prolonged for hours; traces of the chemicals—though unfelt—can remain detectable in the bloodstream for weeks.²⁴ Even in states where recreational adult use or medical use is legal, it is important to remember that all laws and regulations concerning what one cannot do under the influence of cannabis—e.g., operate a vehicle, show up to work—still apply. The police department in Kirkland, Washington, was given explicit instructions not to “de-police” these sorts of behaviors that fall under its purview. Local law enforcement may benefit from additional training in how to identify and confirm potential violations, since assessing the influence of cannabis will typically require a blood test and may not be possible in the field.²⁵

Recent studies of states post-legalization have seen some upticks in public health statistics related to cannabis use. For example, annual average calls to the Poison Control Center in Washington increased by 73 percent in the years following legalization.²⁶ Colorado also saw increases in marijuana exposure calls, as well as in marijuana-related hospitalizations and emergency department visits.²⁷ These may be indications of legitimate concerns, such as a need to regulate concentration and packaging of edible cannabis products (which was done in Colorado), and they may be influenced by changes in patient honesty or medical billing practices. And as with all statistics on the industry, it is too soon to tell whether trends will continue, level off, or reverse. Fortunately, researchers will have access to more time-series data from more states as the legal landscape expands.

Environment

Odor

It can be a tough call as to which is more pervasive—cannabis odor or the concerns about it. Odor concerns, whether tied to the plants themselves or the smoke from consumption, are legitimate. For some, odor may

trigger allergies or asthma, for others it may simply trigger a reaction based on one's personal views about an historically taboo substance. It is possible for local regulations permitting cannabis uses to be a recourse for those most opposed to its odor, though there are some complicating factors.

In addition to siting activities in appropriate locations relative to other uses, land use regulations permitting activities along the cannabis supply chain will almost certainly include stipulations about odor control, aiming to reduce the likelihood of a nuisance issue. Regulations provide a means for enforcement; a neighbor can complain if aggrieved. Formal litigation of odor nuisance cases has had mixed outcomes, as it can be difficult to determine the nuisance threshold or to pinpoint the precise source. However, local governments recently authorizing commercial cannabis activities conceded that while odor issues may be more common at the onset, they tended to dissipate as businesses became "more professional" and are given a chance to improve their odor mitigation systems.

From a consumption perspective and as mentioned in the earlier discussion on tourism impacts, many local governments already have bans in place regarding smoking indoors and/or in public places. Land use regulations for commercial cannabis retail can and typically do prohibit onsite consumption.

Resource Impacts

Cannabis cultivation (and to some extent processing) also raises concerns about water, soil, and light/energy use, the specifics of which will vary depending on the local capacity (climate, infrastructure, etc.) for commercial cultivation. Some regulations, whether specific to cannabis or generally applicable to agriculture, will be set at the state level, and state departments of agriculture and natural resources have developed answers to frequently asked questions about regulations governing cannabis as an agricultural activity and water use.²⁸ Local governments may wish to direct prospective local growers to pertinent recommendations and regulations and clarify where additional local requirements (related to permitting siting, fencing, etc.) may apply, as Jackson County, Oregon has done.²⁹

The Department of Environmental Health for the City and County of Denver, Colorado developed a comprehensive guide to best practices on energy, water, and waste management for indoor growing facilities.³⁰ Though specifically developed in context of Denver's

sustainability goals, climate, and infrastructure, it provides useful overviews and metrics for the resource systems involved in cultivation.

Local governments will likely apply building and fire safety codes to regulate potential environmental nuisances and safety concerns related to lighting and compliance. Light pollution from outdoor cultivation, volatile extraction processes in manufacturing facilities, and the extent of personal cultivation allowed in multifamily facilities are all issues that local governments have dealt with using local codes.

Aesthetics

Finally, local governments will want to consider cannabis' implications on aesthetics of the natural and built environment. Jackson County, home to a significant share of Oregon's cannabis production, provides an aerial view of the use's significant impact on its landscape.³¹ Illegal, and to a lesser extent legal, grow operations there pose challenges to maintaining government survey corners, riparian buffers, and drainage. Municipalities may be more concerned about signage, fencing, and generally ensuring that the cannabis industry not overtake the character of an urban or suburban environment. Fort Collins, Colorado prohibited the use of cannabis-affiliated phrases and images in signs for cannabis businesses. Many municipalities prevent the creation of a cannabis district through clustering by including some method of business-to-business setbacks in their regulations. Alternatively, others intend to cluster all cannabis businesses in one or few districts, in order to prevent siting in the majority of the municipality while ceding only part.

Summary and Recommendations

Based on our research, ICMA offers the following recommendations to local governments considering whether and/or how to allow commercial cannabis activities.

1. **Assess the federal, state, regional, and local contexts for your decision(s).** While the letter of federal cannabis law has not changed for some time, interpretation and enforcement priorities continue to shift. But more urgent are conditions at the state level and below. Some sample questions to consider:
 - a. Does current or pending state law prescribe any decision points? *Must you opt in or out of default situations?*
 - b. How did your community vote on past cannabis ballot measures? *Do those results entitle*

you to different powers (such as the ability to tax or the ability to impose a complete ban)? Does your community lean one way or the other in its opinion on cannabis?

- c. What's happening in surrounding communities that may impact you? Are the county and its municipalities talking with each other about this issue? Are your priorities complementary or in conflict?
 - d. To what extent can you lean on state regulations and enforcement? Are regulations specific enough? Do you believe resources are adequate to perform state-level responsibilities?
2. **Assemble a diverse, coordinated leadership team.** Local administrations successfully navigating the early legal cannabis landscape credited clear, steady direction from their elected officials—including rationale or objectives for local regulation—as extremely helpful.³² In addition to elected officials and chief administrative officers, planning, police, legal, and finance staff tended to serve in critical leadership roles. But cast a wide net across your organization, as the industry has potential to impact many additional systems and functions.
 3. **Plan for deliberate, transparent community engagement.** Even communities voting strongly in favor of cannabis legalization can still struggle with implementation.³³ Provide multiple ways outside of formal meetings and public hearings for community members to review and comment on potential regulations, such as community surveys or other online platforms and in neighborhood/community-wide events.³⁴ Expect questions, expect fears, and be willing to demonstrate how proposed regulations have accounted for community concerns. Maps showing eligible locations for cannabis businesses as well as sensitive uses are very helpful tools, as are summaries of key steps taken and reference documents posted on your website. While time-consuming, local governments following this model were comfortable reflecting on their processes and were later able to make decisions without significant debate.
 4. **Regularly monitor indicators and review your regulations.** This is a new industry that will continue to experience growing pains, especially as the state and federal context continue to shift.

While states and local governments adopting early legislation are beginning to generate data, figures should still be considered preliminary. Even in states where legalization passed several years earlier, businesses are just starting to open, following long processes to develop regulations and process applications, and local leaders are standing by to watch for indications that the industry needs more (or less) regulation. “Start early and walk a slow path,” suggested one California city manager—a sentiment echoed by many of his peers’ actions. Be wary of doors that are difficult to close once opened; consider sunset provisions or temporary caps as ways to test your local market and assure residents that you will continue to revisit regulations and make adjustments as necessary.

Endnotes

- 1 National Conference of State Legislatures, “Marijuana Laws.” <http://www.ncsl.org/bookstore/state-legislatures-magazine/marijuana-deep-dive.aspx>
- 2 Drug Enforcement Administration, “Drug Scheduling.” <https://www.dea.gov/druginfo/ds.shtml>
- 3 Office of the Attorney General, “Memorandum for All United States Attorneys, Subject: Marijuana Enforcement,” January 4, 2018. <https://www.justice.gov/opa/press-release/file/1022196/download>
- 4 Abigail Geiger, “About six-in-ten Americans support marijuana legalization,” Pew Research Center. <http://www.pewresearch.org/fact-tank/2018/01/05/americans-support-marijuana-legalization/>
- 5 Daniel Shortt, “Marijuana, Marihuana and Mariguana: What’s in a Name?,” University of Washington Cannabis Law and Policy Blog, January 21, 2016. <https://blogs.uw.edu/clpp/2016/01/21/marijuana-marihuana-and-mariguana-whats-in-a-name/>
- 6 Julie Martens Forney, “Will Marijuana Cultivation Affect Floral Industry?,” Society of American Florists, July 26, 2017. <https://safnow.org/will-marijuana-cultivation-affect-floral-industry/>
- 7 Katy Ward, “Truro farmers want to cultivate cannabis,” Wicked Local - Provincetown, February 24, 2018. <http://provincetown.wickedlocal.com/news/20180224/truro-farmers-want-to-cultivate-cannabis>
- 8 Richard Fausset, “A Dying Southern Town Needed a Miracle. Marijuana Came Calling.” The New York Times, March 24, 2018. <https://www.nytimes.com/2018/03/24/us/arkansas-marijuana-cotton-plant.html>
- 9 Washington State Institute for Public Policy, “Employment and Wage Earnings in Licensed Marijuana Businesses,” June 2017. http://www.wsipp.wa.gov/ReportFile/1669/Wsipp_Employment-and-Wage-Earnings-in-Licensed-Marijuana-Businesses_Report.pdf
- 10 City of Santa Rosa Planning and Economic Development, “Cannabis Program FAQs” March 15, 2018. https://srcity.org/DocumentCenter/View/18729/Cannabis-FAQs_2018-03-15?bidId=
- 11 Colorado Tourism Office, “Colorado Tourism Sets All-Time Records for Sixth Consecutive Year,” June 28, 2017. <https://www.>

- colorado.com/news/colorado-tourism-sets-all-time-records-sixth-consecutive-year
- 12 Christian M. Wade, "Tourism Officials wrestle with marijuana marketing," The Daily News of Newburyport, January 8, 2018. http://www.newburyportnews.com/news/tourism-officials-wrestle-with-marijuana-marketing/article_cc0100b4-eab5-5efd-b114-b27852107e3c.html
 - 13 Colorado Department of Public Health and Environment, "Responsibility Starts with Knowing the Laws." <http://responsibilitygrowshere.com/laws>
 - 14 Washington State Office of Financial Management, "Monitoring Impacts of Recreational Marijuana Legalization," March 2017. https://www.ofm.wa.gov/sites/default/files/public/legacy/reports/marijuana_impacts_update_2016.pdf
 - 15 Washington State Institute for Public Policy, "I-502 Evaluation and Benefit-Cost Analysis," September 2017. http://www.wsipp.wa.gov/ReportFile/1670/Wsipp_I-502-Evaluation-and-Benefit-Cost-Analysis-Second-Required-Report_Report.pdf
 - 16 Police Foundation and the Colorado Association of Chiefs of Police, "Colorado's Legalization of Marijuana and the Impact on Public Safety," 2015. https://www.nccpsafety.org/assets/files/library/Legalized_Marijuana_Practical_Guide_for_Law_Enforcement.pdf
 - 17 There have been multiple instances of people committing violent marijuana-related crime in west coast rural unincorporated areas where marijuana is grown, incentivized by the high street value of marijuana on the east coast. Jackson County, Oregon, and Sonoma County, California, have experienced this phenomenon in recent months, where multiple groups have driven from east coast states in order to rob rural marijuana growers.
 - 18 County of Santa Barbara, "Cannabis Land Use Ordinance and Licensing Program Final Environmental Impact Report," December 2017. http://longrange.sbcountyplanning.org/programs/cannabis/Environmental/FEIR/Individual%20Sections/3.12_Traffic_SBC_CannabisEIR_FEIR.pdf
 - 19 Colorado Department of Public Health and Environment, "Marijuana use trends and health effects." <https://www.colorado.gov/cdphe/marijuana-health-report>
 - 20 Washington State Office of Financial Management, "Monitoring Impacts of Recreational Marijuana Legalization," March 2017. https://www.ofm.wa.gov/sites/default/files/public/legacy/reports/marijuana_impacts_update_2016.pdf
 - 21 Colorado Department of Public Health and Environment, "Marijuana Use Among Youth in Colorado, Healthy Kids Colorado Survey 2015." https://www.colorado.gov/pacific/sites/default/files/PF_Youth_HKCS_MJ-Infographic-Digital.pdf
 - 22 National Institute of Drug Abuse, "Is Marijuana Addictive?," June 2018. <https://www.drugabuse.gov/publications/research-reports/marijuana/marijuana-addictive>
 - 23 National Institute of Drug Abuse, "Is Marijuana a Gateway Drug?," June 2018. <https://www.drugabuse.gov/publications/research-reports/marijuana/marijuana-gateway-drug>
 - 24 National Institute of Drug Abuse, "What are Marijuana Effects?," June 2018. <https://www.drugabuse.gov/publications/research-reports/marijuana/what-are-marijuana-effects>
 - 25 Police Foundation and the Colorado Association of Chiefs of Police, "Colorado's Legalization of Marijuana and the Impact on Public Safety," 2015. https://www.nccpsafety.org/assets/files/library/Legalized_Marijuana_Practical_Guide_for_Law_Enforcement.pdf
 - 26 Washington State Office of Financial Management, "Monitoring Impacts of Recreational Marijuana Legalization," March 2017. https://www.ofm.wa.gov/sites/default/files/public/legacy/reports/marijuana_impacts_update_2016.pdf
 - 27 Colorado Department of Public Health and Environment, "Marijuana use trends and health effects." <https://www.colorado.gov/cdphe/marijuana-health-report>
 - 28 Oregon Department of Environmental Quality, "Permitting of marijuana businesses." <https://www.oregon.gov/deq/Regulations/Pages/Marijuana-Regulation.aspx>
 - 29 Jackson County Development Services, "Marijuana Production in Jackson County FAQ," July 27, 2018. <http://jacksoncountyor.org/ds/General/Marijuana>
 - 30 City and County of Denver Department of Environmental Health, "Cannabis Environmental Best Management Practices Guide." <https://www.denvergov.org/content/dam/denvergov/Portals/771/documents/EQ/MJ%20Sustainability/Best%20Practices%20Management%20Guide%20web%20-%20final.pdf>
 - 31 Jackson County, "JC Potpourri: Marijuana in Southern Oregon - Growing Pains," May 10, 2017. <http://jacksoncountyor.org/County/Video-TV/County-Close-Up/ArtMID/11580/ArticleID/249662/JC-Potpourri-Marijuana-in-Southern-Oregon-Growing-Pains>
 - 32 See, for example, Santa Rosa, California case study
 - 33 See, for example, Kirkland, Washington case study
 - 34 See, for example, Battle Creek, Michigan (<https://battlecreekmi.gov/637/Medical-Marijuana>) or Carpinteria, California case study

Local Impacts of Commercial Cannabis CASE STUDIES

The following case studies describe the motivations, processes, and decisions of 10 local governments to regulate commercial cannabis activities in their communities. Though selected from states with longer histories of recreational and medical cannabis laws, these local governments are continuing to monitor the industry and adapt their strategies.

CASE STUDY:

Carpinteria, California



Carpinteria is bordered by the Pacific Ocean to the southwest and rural oceanside hills to the southeast, while the areas north and northwest of the city are agricultural zones dotted with greenhouses primarily for the cut flower industry. That industry was once a thriving sector in California's economy, but many years of competition have decimated it. Greenhouses that once grew flowers are now prime real estate for recreational cannabis cultivation.

The marijuana industry has been moving into Carpinteria Valley greenhouses for years, but the pace of turnover increased once flower growers began to look for more profitable ventures. Some greenhouse tenants and owners turned to growing vegetables or even stayed with flowers, but many others have converted to growing cannabis or sold their stake to someone who does.

City and County

The City of Carpinteria has instituted a moratorium on legal marijuana businesses through May 2019 while it continues a deliberate process of determining regulations for the city. In contrast, Santa Barbara County



COMMUNITY PROFILE

Population (2017): 13,622

Land area (in sq. miles): 2.59

Median Household Income: \$72,901

Source: United States Census Bureau

moved quickly to establish regulations for allowing cultivation and other cannabis businesses as soon as California licensing became available. Santa Barbara County is the home of the most cannabis cultivation licenses in California, outpacing the counties of Humboldt, Mendocino, and Trinity, counties known for their marijuana cultivation.¹ All of those licenses in the vicinity of Carpinteria, many of which were originally granted for growing medical marijuana, lie on Santa Barbara County unincorporated land. Carpinteria's incorporated area does not include the agricultural portion of the Carpinteria Valley, and the city does not regulate it.

After the passage of Proposition 64 in November 2016, Santa Barbara County first began the process of deciding how to approach locally regulating the cannabis industry. At that point, Carpinteria city officials were poised to work alongside Santa Barbara County officials and attended multiple meetings with county officials on the subject. However, it soon became clear that the city and the county were guided by different philosophies. Carpinteria's interest in potentially allowing and regulating cannabis businesses stemmed from public support within the community, but city officials and residents were, and still are, in favor of a cautious and deliberate approach to developing regulations. Santa Barbara County was under pressure to quickly establish its regulations in order to limit the impact from a large and growing number of unregulated or black-market cannabis operations, generate revenues, and create a commercially viable cannabis market as an alternative to lost jobs in the cut flower industry.²

These differences in approach forced Carpinteria into a reactionary position. As Santa Barbara County proceeded with its big-picture approach through the summer of 2017, tension was high in Carpinteria from a frustrating process of legal proceedings. The city was able to extract some of what it wanted from the county, such as a cap on greenhouse canopy size and a prohibition on outdoor cultivation.

Currently, the area's cannabis cultivation industry is operating in the California Coastal Zone, which includes the Carpinteria Valley, through county-issued interim permits until the formal permitting, regulation, and revenue-collection process passed by Santa Barbara County undergoes a legal review by the California Coastal Commission. Cannabis operations in Santa Barbara County outside the Coastal Zone are operating under the county's land use code and Cannabis Business License Ordinance as of June 2018.³

Preserving the Character of Carpinteria

Cut Flower Industry

The Carpinteria Valley cut flower industry had been struggling for years due to international competition. Low-wage workforces in South and Central America left California flower growers unable to compete on price, leaving many as the owners and lessees of empty greenhouses. A number of those greenhouse owners and lessees turned to cannabis cultivation due to the high value of the crop. The first to convert were medical cannabis cultivators under the previous regime of California medical cannabis law. Local governments had little to no regulatory or administrative authority over these operations, leaving unfixed problems that were generally foreign to flower growers, such as noxious odors and security issues. As Santa Barbara County registers and regulates these operations under the new commercial cannabis regulatory regime, those issues should subside.



Cannabis greenhouse

Economic Equilibrium

The City of Carpinteria's interest in strengthening the county's cap on cannabis cultivation is twofold. One concern is ensuring that agriculture in the Carpinteria Valley is not dedicated to a single use. The flower industry decline was especially painful as most greenhouses were entirely dependent on it.

Community character and aesthetics comprise the second motivating factor for a cap. In 2002, Santa Barbara County enacted an ordinance to preserve open field agriculture and limit unsightly piecemeal greenhouse construction, but Carpinteria was concerned that a lack of a regulatory cap on cannabis cultivation could undermine that ordinance. A boom-

ing cannabis cultivation industry could potentially take over the Carpinteria Valley's available greenhouses and increase the demand for the construction of even more greenhouses.

At this point in its lifecycle, the cannabis cultivation industry has different effects on local economic activity than the cut flower industry. Observations from Carpinteria show that cannabis cultivation generates less intensive industrial traffic than cut flowers. However, that may be offset by increased traffic from laborers. Greenhouse cannabis cultivation uses approximately 595 square feet per worker (FTE), compared to (conservatively) 38,314 square feet per worker for cut flower growing.⁴ This discrepancy is confirmed anecdotally in Carpinteria, with far more cars parked outside the greenhouses that have moved to cannabis cultivation as opposed to those growing flowers or vegetables.

Odor

Medical cannabis has been growing and generating odor just outside Carpinteria city limits for the past few years, but the problem worsened when recreational cannabis was authorized. Agriculture is typically not subject to odor complaints under Right to Farm protections, and Santa Barbara County regulated medical cannabis cultivation in this manner as well.⁵ This led to an underenforcement of nuisances like odor and the lack of a regulatory infrastructure at the onset of recreational cannabis, with many residents voicing their complaints. Carpinteria High School, across the street from several greenhouses that cultivate cannabis, was forced to air out classrooms and send home students who were negatively impacted by the odor.⁶

The odor situation has improved in Carpinteria over the past year as some of the greenhouse cannabis cultivators have started to take steps to prevent odors, investing significantly in odor mitigation technology. Santa Barbara County cited evidence from San Diego and established Carpinteria cultivators showing this technology, called a Vapor-Phase System, to be effective in mitigating odors from greenhouse cannabis cultivation facilities.⁷ There are limited number of greenhouses continuing to emit strong odors and operate without the preventative measures. Those greenhouses will either be required to mitigate odors in order to become compliant or will be shut down once Santa Barbara County begins to regulate cultivators within the Coastal Zone following the review by the California Coastal Commission.

Key Observations

The City of Carpinteria prohibited all commercial activity in the previous medical cannabis regulatory regime, but the city will potentially allow some commercial cannabis operations once their new regulations are developed and adopted. Those operations will likely be limited to manufacturing and testing to complement the already existing cultivation in the Carpinteria Valley. The Carpinteria City Council is not currently inclined to allow recreational cannabis retail stores and believes they would cause neighborhood problems, an assumption based on observing the previous iteration of medical cannabis stores that existed under the earlier state regulations. The council's preferred approach is to watch the results of recreational cannabis storefronts in other cities before deciding whether to allow them in Carpinteria.

Although Carpinteria's long-term priorities are clear, City Manager David Durflinger notes that it is challenging for a small local government to develop the expertise necessary to both interact in a regulatory process with an adjoining county and to develop its own regulations.

Interviewee:

David Durflinger, City Manager

Endnotes

- 1 Brooke Staggs, "So far, California has 6,000 licensed cannabis businesses. Here's what that looks like," The Orange County Register. April 27, 2018. <https://www.ocregister.com/2018/04/27/so-far-california-has-6000-licensed-cannabis-businesses-heres-what-that-looks-like/>
- 2 Bozanich, Dennis, email to Will Fricke, July 9, 2018.
- 3 County of Santa Barbara, "Cannabis Amendments to County Ordinance Now in Effect," June 7, 2018. <http://cannabis.countyofsb.org/news-events.sbc>
- 4 William A. Matthews, Daniel A. Sumner, Josué Medellín-Azuara, and Tristan Hanon, "Economics of the California Cut Flower Industry and Potential Impacts of Legal Cannabis," University of California Agricultural Issues Center, August 30, 2017.
- 5 County of Santa Barbara, "Final Environmental Impact Report (EIR) for the Cannabis Land Use Ordinance and Licensing Program," Page 8-13, December 2017
- 6 David Durflinger, interviewed by Laura Goddeeris and Will Fricke, June 26, 2018
- 7 County of Santa Barbara, "Final Environmental Impact Report (EIR) for the Cannabis Land Use Ordinance and Licensing Program," Page 8-7, December 2017

CASE STUDY:

Durango, Colorado

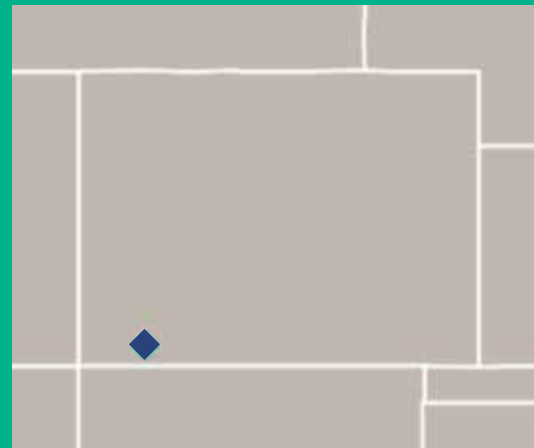


The City of Durango is located along a historic railway and the Animas River at the foot of the San Juan Mountains in southwest Colorado. Home to 18,000 residents and a key destination in the Four Corners region, tourists and commuters nearly double its population daily.

An Industry Emerges

In 2000, La Plata County and the City of Durango voters strongly supported an amendment to Colorado's state constitution legalizing medical cannabis. However, nearly a decade would pass before any legal commercial activity materialized due to uncertainty surrounding federal preemption. The Obama administration's initial issuance of guidelines for states with legal medical cannabis, which indicated that the Department of Justice would not prioritize prosecutions, provided a long-awaited green light to would-be operators.

Durango's staff was caught off-guard when the first business approached the clerk's office for a cannabis license in 2009. Quick consultations with the city attorney and administration confirmed a lack of any local restrictions at the outset, resulting in the issuance



COMMUNITY PROFILE

Population (2017 Census Estimate):
18,465

Land Area (square miles): 9.92

Median Household Income: \$60,334

Source: United States Census Bureau

of four early commercial medical licenses at just \$50 apiece (the general business license fee)—including to one cultivation operation.

This triggered an exhaustive process to determine the appropriate zoning, fees, and other local restrictions on such businesses. Multiple moratoria were implemented while the city engaged in research and discussion. While initial discussions were limited to medical marijuana, the legalization of recreational marijuana in 2012 extended the conversation such that the city was actively working on some aspect of local marijuana issues all the way through the end of 2017.

Though Durango residents voted in support of legalization in both 2000 and 2012, the process to develop regulations was contentious. Identifying appropriate setbacks from sensitive uses such as schools, daycare centers, and parks proved especially challenging, as the default state standards did not align well with the city's long and linear orientation and needed to be reduced (either by right or with a variance) in order to provide enough options for businesses. Other major concerns included the location and number of businesses within the Central Business District, potential issues with lights used by cultivators, and security and fire code compliance. Recognizing that land use decisions can be hard to revert once a door is opened, city staff feel this discussion was worthwhile.

The most significant progress was made in 2014, when a series of ordinances were passed establishing comprehensive land use standards and a local licensing process for commercial medical/nonmedical retail and testing businesses. License fees increased to as much as \$10,000 for a new business and \$8,000 for a renewal every year.¹ Commercial cultivation and manufacturing of infused products were prohibited based on a shared understanding with La Plata County about the types of uses best suited to county and city land.

Since then, the city has received annexation requests that would extend water and sewer services to marijuana cultivators located on fringe land. Following discussions with staff, the planning commission, and the city council, the city decided to extend water and sewer services in exchange for long-term control of land use planning. Reasoning that users—including marijuana cultivators—could come and go, city officials believed it would be advantageous to apply the city's more rigorous requirements for elements such as sidewalks, street trees, and signage.



Cannabis dispensary

A Regulated Industry: Initial Impressions

Though the city did not place explicit caps on the number of licenses allowed and did loosen some of the setback requirements, prospective businesses still had trouble finding locations because property owners were reluctant to lease for such uses. As a result, businesses were forced to turn to purchasing their own property at premium prices.

For those businesses that were able to secure locations, the initial licensing and enforcement process was challenging as the state provided little guidance and the rules continued to evolve. Durango's liquor licensing authority expanded its oversight to include marijuana licensing and devoted time to screening and rejecting applications from businesses whose employees had histories of criminal activity. Eventually, the city concluded that decision could be left to the operators who could be expected to act in the best interest of their legal businesses.

Code enforcement was also intense at first to ensure businesses were operating in line with the newly established regulations. While he can recall scattered specific incidents of crimes tied to marijuana activities in the early days of statewide legalization, City Manager Ron LeBlanc is not persuaded of a significant negative impact on public safety. From an enforcement perspective, staff feel the industry has actually been easier to regulate than liquor licenses.

Though Durango did not pursue a dedicated local tax on marijuana as a part of its 2014 regulations, the standard 3-percent local sales tax still applied to the industry. Revenues from marijuana businesses exceeded local expectations, suggesting the black mar-

ket had been much larger than the city had anticipated. Total sales and use taxes collected by the city jumped by approximately \$1 million from 2014 to 2015.²

The cash-based nature of those taxpayers presented an additional complication for Durango City Hall, which was not a fully secure facility when marijuana businesses first started to pay local taxes. Though security has since changed, finance staff were unnerved when the first businesses showed up to pay monthly tax bills with stacks of cash, and parking staff needed to accompany them when making transfers to the bank.

The Industry Matures

With no new business applications submitted in the last two years, the industry appears to have reached market saturation in Durango. Prices are coming down, businesses are consolidating, and protests from the vocal minority opposed to the industry have faded.

Durango's administration believes the impact on tourism has been a net positive, noting a steady stream of creative business proposals for transportation and green tourism experiences over the last few years. At the same time, ample restrictions on consumption, including in private social clubs, help to keep use out of public view.

In 2017, with marijuana sales responsible for about \$825,000 in sales tax revenue—just over 3 percent of the city's total sales tax collected—Durango floated the possibility of a dedicated marijuana excise tax.³ Already burdened with a significant increase in the State of Colorado's tax rate (with no additional pass-through to local governments), the industry responded in force against the proposal and city leaders were forced to abandon those plans.

Key Observations

Durango's 2017 attempt to further raise revenues from its successful marijuana businesses with a specific excise tax was met with strong industry opposition. Local governments should consider these issues early, before new taxes would burden the industry.

The marijuana black market in and around Durango was much larger and more active than the city realized, evident from the higher-than-predicted sales tax revenue. At the same time, other local governments have seen tax revenues fall short of expectations. Rather than predicting a specific number, a wide range of possible tax revenues should be analyzed.

Interviewees:

Ron LeBlanc, City Manager
Amber Blake, Assistant City Manager
Dirk Nelson, City Attorney
Amy Phillips, City Clerk
Chris Harlow, Deputy City Clerk
Ben Florine, Deputy City Clerk
Suzanne Sitter, Legal Coordinator

Endnotes

- 1 City of Durango, "Licensing of Marijuana Businesses." <http://www.durangogov.org/index.aspx?NID=181>
- 2 City of Durango, "Sales & Use Tax Combined," June 14, 2018. <http://www.durangogov.org/ArchiveCenter/ViewFile/Item/112>
- 3 City of Durango, "Sales Tax Collections For Twelve Months Ending December 2017." <http://www.durangogov.org/ArchiveCenter/ViewFile/Item/315>

CASE STUDY:

Fort Collins, Colorado

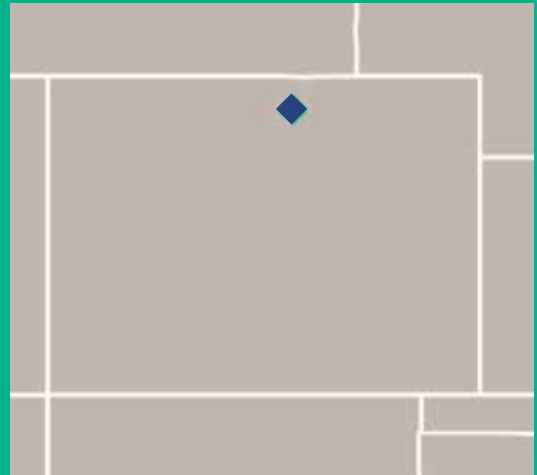


Fort Collins is a city in northern Colorado known for its picturesque landscape, craft breweries, and bicycle culture. Home of Colorado State University and campuses for the technology companies Hewlett-Packard, Intel, and Agilent, the city of 164,000 has made strides in smart city utilities innovations.

In 2000, Colorado voters passed Amendment 20, legalizing small amounts of medical marijuana in the state. A July 2009 language change by the Colorado Board of Health in the state medical marijuana law removed patient limits on medical marijuana caregivers, allowing them to become de facto dispensaries.¹ The change caused a rush in requests for the types of licenses that would allow people to be medical marijuana caregivers, such as home occupation licenses.

In December of 2010, Fort Collins enacted an emergency moratorium in order to end the rush of medical marijuana dispensaries, which had quickly outpaced the city's desire to evaluate and regulate this new business type.

In March of 2011, the Fort Collins City Council took action to proceed with licensing dispensaries, cultivation, and the entire medical marijuana process. By Octo-



COMMUNITY PROFILE

Population (2017): 165,080

Land Area (square miles): 54.28

Median Household Income: \$57,831

Source: United States Census Bureau

ber that year, Fort Collins was home to approximately twenty medical marijuana dispensaries.

The dispensaries were short-lived. In the odd-year election, Fort Collins voters passed a citizen-initiated ballot measure to ban all medical marijuana activities in the city. Enforcement was completed by February 2012.

The ban on medical marijuana lasted just one month longer than the first iteration of allowing dispensaries. In the 2012 election, another citizen-initiated ballot measure brought back the medical marijuana dispensaries. This city-wide ballot measure was separate from and concurrent with Colorado's Amendment 64, which legalized adult recreational use and retail sales throughout the state. However, since Amendment 64 included a local government opt-in provision, Fort Collins staff was able to focus on medical marijuana before taking on retail sales. Following the conclusion of the medical marijuana reinstatement, the City Council adopted regulations for a limited recreational marijuana business license process.

Regulations

The second citizen-initiated ballot measure for medical marijuana built in a cap for dispensaries tied to the number of cardholders: one medical marijuana dispensary would be allowed for every 500 medical marijuana cardholders in Larimer County. This cap was proposed by marijuana proponents as a way to make the second iteration of medical marijuana more palatable for the electorate. Currently, there are enough medical marijuana cardholders to allow for nine medical dispensaries in Fort Collins. However, due to a provision that grandfathered in any dispensary that had been shut down in February 2012, eleven licenses have been granted to medical marijuana dispensaries, ten of which also have a retail-recreational marijuana license.

Since Fort Collins requires a medical marijuana dispensary license before granting a retail dispensary license, the cap also acts as a limit on recreational marijuana licenses.

Fort Collins also grants cultivation licenses, but only to holders of another marijuana business license, such as retail or manufacturing. Personal cultivation in homes with shared walls, sheds, or detached garages and in mixed-use buildings is also banned in Fort Collins, due to safety and odor concerns. Greenhouses, while not banned, must follow the requirement that cultivation only be done in a "locked and enclosed" space. They are de facto banned for non-commercial cultivation, due to

the requirement that personal use cultivation not take place in outbuildings.

Despite these regulations, Fort Collins still has to combat illegal and unlicensed cultivation. Fort Collins' marijuana enforcement officer investigated approximately fifty complaints in 2017 and is on track to meet that number in 2018.

Fort Collins took additional steps to manage the divided community by restricting the locations of business through zoning, implementing setback requirements, and regulating the type and level of advertising that dispensaries can utilize.

Far exceeding the state's restrictions, Fort Collins broadly bans signage and advertising that would clearly associate the location with marijuana, as well as prohibiting portable advertising such as leaflets, flyers, and handheld signs.²

While the regulations are stringent and specific, they are not always easy to enforce, especially when it comes to odor complaints. Lots of industrial warehouse space in Fort Collins has been bought or rented for marijuana-related activity, creating clusters of marijuana businesses. Due to the way in which the spaces are divided and located, it can be difficult to pinpoint the source of odor issues.

Staffing

Fort Collins convenes an interdepartmental taskforce with representation from the fire department, planning department, clerks, police, and other departments as appropriate. This task force monitors the marijuana environment in Fort Collins and Colorado as a whole and makes recommendations to the council on any changes needed to the marijuana code, stemming from everything from upcoming state legislation to nuisance indicators.

Fort Collins hired an outside attorney through an open bid to serve as the retail marijuana licensing authority. The attorney performs duties such as receiving applications, making decisions on whether to grant licenses, and leading hearings. The cost of the attorney is covered through licensing fees. Fort Collins hired an outside attorney to perform these tasks because the municipal judge, who is also the liquor licensing authority, declined the authority to do so based on her workload.

The city has a single police officer dedicated to marijuana enforcement who performs pre-inspections and spot inspections. Originally, inspections were conducted by police officers who were not able to go out on patrol due to injuries, causing the task to be seen as undesirable. The dedicated marijuana enforcement officer, a well-respected and long-time Fort Collins police officer, emphasizes relationship building with license holders as well as the state marijuana enforcement division.

The Colorado General Assembly creates new types of marijuana licenses annually. Fort Collins has lobbied at the state level to ensure that these new licenses have opt-in provisions at the local level. With local government opt-ins, the Fort Collins task force has the ability to review new license options and weigh community impacts when determining whether to allow them.

Recent examples include the addition of a research license, which was desired by a local start-up company. The task force decided that the impact from the research license was manageable, as this license does not allow for the selling of marijuana and involves only a small number of plants. Alternatively, Fort Collins decided against approving a license for off-premises storage based on a task force recommendation. Additional storage of large quantities of marijuana was seen as undesirable by the task force, and the Fort Collins marijuana businesses did not express the need for this type of license.

A Community Divided and the Industry Today

Fort Collins residents are often split on issues, and marijuana has been no different. In the heavily values-based debate during the back-and-forth bans of 2011 and 2012, opponents of legal marijuana painted a doom-and-gloom picture while proponents focused on health aspects of medical marijuana and argued that prohibition is ineffective at reducing illegal activity. Years later, with new regulations in place, marijuana remains a lightning rod and a complex issue in Fort Collins. To avoid controversy and regulation fatigue, staff and the task force package issues together for council action, even for issues as simple as ordinance clean-up.

While opposition still exists in the community, the industry has been able to mature. City staff describe businesses as increasingly professional and better able to control for issues like odor and underage purchasing.

Development pressure on industrial land is palpable, but restrictions on licenses keep growth in check.

Key Observations

Fort Collins goes a long way to ensure that residents opposed to marijuana businesses are not burdened or bothered by them. These efforts are evident in the city's advertising restrictions, cultivation requirements, and method of bringing issues to the Council. Overall, the thinking in Fort Collins is to keep marijuana compliant with an "out of sight, out of mind" philosophy. By tying the number of dispensaries allowed to the number of medical cardholders in the county, Fort Collins was able to balance allowing marijuana businesses, in compliance with the results of the initiative, with managing the number of businesses. When considering additional types of licenses, Fort Collins checks with the existing businesses on what licenses they need and only approves what is needed. Instituting a needs-based cap on businesses and only allowing the licenses that existing businesses need, the city is better able to manage industry growth.

Through appropriate preparation, task-specific staffing, collaboration, and bringing in outside help, Fort Collins was able to properly manage its in-demand marijuana industry without being overwhelmed, as well as cover a significant portion of the costs of regulating the industry.

Interviewee:

Ginny Sawyer, Policy & Project Manager

Endnotes

- 1 "Auraria crowd stands up for access to medical marijuana," Denver Post, May 6, 2016. <https://www.denverpost.com/2009/07/20/auraria-crowd-stands-up-for-access-to-medical-marijuana/>
- 2 See the Article XIV of the Fort Collins Municipal Code, which implements provisions of the Colorado Medical Marijuana Code (https://library.municode.com/co/fort_collins/codes/municipal_code?nodeId=CH15LIBURE_ARTXVIMEMA) and Article XVII, which implements provisions of the Colorado Retail Marijuana Code (https://library.municode.com/co/fort_collins/codes/municipal_code?nodeId=CH15LIBURE_ARTXVIIREMA_DIV3LIFEREPR_S15-617SIAD).

CASE STUDY:

Grover Beach, California



Grover Beach is a small bedroom community on California's Central Coast, located along the iconic Pacific Coast Highway 1 and U.S. Highway 101, halfway between San Francisco and Los Angeles. The seaside city, along with the neighboring cities of Pismo Beach and Arroyo Grande and the wineries of San Luis Obispo County, is a popular tourist destination.

The City of Grover Beach's initial efforts to regulate commercial cannabis activities trace back to late 2015, after the state passed a package of bills outlining new medical cannabis regulations. California local governments were under the direction from the state to pass land use regulations that regulated or prohibited commercial medical cannabis activities; if local governments did not do so, the state would become the sole licensing authority in that municipality. The ultimatum caused many local governments, including Grover Beach, to pass indefinite or permanent moratoriums on commercial medical cannabis activities by the state's March 1, 2016 deadline.

While the moratorium was in effect, the Grover Beach City Council directed City Manager Matthew



COMMUNITY PROFILE

Population (2017 Census Estimate):
13,628

Land Area (square miles): 2.3

Median Household Income: \$58,895

Source: United States Census Bureau

Bronson and his staff to draft regulations and a proposed tax structure for the purpose of allowing commercial medical cannabis activities in the future. Such activities were seen by the City Council as an economic opportunity for the city in attracting private investment and providing additional jobs. The tax structure, which covered both medical and recreational cannabis businesses if also allowed by state and local laws, was approved by 70 percent of voters in November 2016—the same election in which the statewide proposition to legalize recreational use passed.

Regulation Development

Between November 2016 and May 2017, Grover Beach crafted broad regulations that would allow a wide range of commercial medical cannabis businesses in the city. Cannabis was on the agenda of multiple public workshops and approximately ten to fifteen planning commission and council meetings, drawing the largest turnout ever for a council meeting in January 2017. Public engagement has decreased substantially over time, even though the regulations established in May 2017 continue to be modified to reflect changes made at the state level and the needs of Grover Beach. While initial regulations were limited to commercial medical cannabis activities only, in May 2018 they were expanded to the recreational or adult-use market through a series of amendments ultimately approved on the council's consent agenda.

The city allows every type of commercial cannabis license including cultivation, processing/manufacturing, testing, distribution, and retail. All cultivation must be conducted in an enclosed indoor space; both outdoor and greenhouse cultivation are explicitly prohibited in Grover Beach given concerns about security and ensuring architectural compatibility with buildings in an industrial zone. (Other cities ban greenhouse cultivation due to operating hours enforcement and the potential for a dispute over the definition of a greenhouse.)

Like some other built-out or compact cities, Grover Beach chose to reduce certain sensitive-use setbacks—in this case, setbacks related to youth centers. This is because the state's default setbacks would have resulted in a de facto ban on commercial cannabis businesses, given the proximity of Grover Beach youth centers to industrial zones where cannabis businesses would otherwise be allowed. With local regulations still restricting cannabis businesses to industrial areas, the

city felt comfortable in determining reasonable setback requirements to address community needs.

In addition to stringent cannabis-specific safety and security measures that exceed the state's requirements, Grover Beach mandates that commercial cannabis businesses make public improvement to their properties to meet code requirements, such as fixing curbs, sidewalks, and landscaping. This mandate is due to commercial cannabis businesses needing a discretionary use permit to operate in contrast to “allowed” uses that do not trigger the same level of code requirements. City Manager Bronson described these required improvements as an opportunity to “raise the bar” on the development standards and aesthetics of the city's industrial areas. Due to the strength of the retail applicants and stringent regulations, Grover Beach increased its original cap of two retail businesses set in May 2017 to a cap of four in December later that year. As of May 2018, the city has issued four retail permits and four manufacturing permits with several other manufacturing permits expected to be issued by mid-2018.

An Economic Development Opportunity

Grover Beach expects to be a production, distribution, testing, and retail hub for boutique cannabis products due to the city's available industrial land, proximity to major highways, and array of products already being produced in the area. With the opening of its first cannabis retail facility in May 2018, Grover Beach has the lone commercial cannabis location for well over one hundred miles.¹ It is anticipated to cause a significant increase in business from locals as well as tourists heading to the adjacent Pismo State Beach, many of whom are from the commercial cannabis-free California Central Valley.

“As a City Manager looking at economic development, I see the opportunity to create a cannabis ecosystem in our community given our unique niche in this field.”

— Matthew Bronson

Grover Beach has made a market-based choice to embrace the commercial cannabis industry in a thoughtful and safe manner. Existing businesses in the city are generally supportive of the move to allow commercial cannabis development, but there have been impacts from this changing market condition. The intention to create a free and open market for commercial cannabis



Courtesy of Grover Beach

Opening day for Grover Beach's first retail cannabis establishment.

has caused land value in the industrial park area to rise, and the rent for existing business owners has risen with it. Some businesses have had to relocate to other parts of the city, and some have left Grover Beach entirely. Nevertheless, the city expects a significant overall net increase in the number of businesses, jobs, and tax revenues due to the influx of commercial cannabis.

The coastal California city will be looking to multiple metrics for judging the initial success of commercial cannabis, mainly tax revenue and the number of new businesses. Grover Beach's tax structure is a 5 percent tax on gross retail receipts and 3 percent on gross receipts of manufacturers, distributors, and other commercial uses. It also includes a \$5 per square foot tax on cultivation uses.

One of Grover Beach's objectives was to not tax cannabis businesses back into the underground economy. The 5 percent tax on gross retail receipts was originally 10 percent, as approved by the voters. The City Council lowered the rate in order to follow the general rule of thumb to not exceed a 30-percent effective tax rate on an industry. Total revenues from commercial cannabis businesses are forecast to climb from approximately \$700,000 in the first fiscal year toward up to \$1.5 million annually once the industry matures, which would equate to nearly 20 percent of the city's general fund. The city conservatively estimates the recent expansion to the adult-use market may yield a 25-percent increase in revenue.

Key Observations

Grover Beach moved forward with the intention of treating this industry as a major economic development opportunity. The relative equidistance between Los Angeles and San Francisco, lack of commercial cannabis activity in the area, and available industrial land marked Grover Beach as an ideal location for commercial cannabis businesses to open distribution and manufacturing operations.

While motivated by economic development, the city's approach has been measured. Grover Beach has leveraged its industry assets to gain additional value from these businesses through required property improvements. At the same time, the city has continued to adapt its tax scheme to ensure the businesses aren't driven back underground.

It is also worth noting perhaps the biggest risk of making this industry part of an economic development strategy: it exists in the shadow of the federal government. Manager Bronson notes that any new or more aggressive enforcement has potential for a "chilling effect" on the industry both statewide and in Grover Beach. The inability of cannabis businesses to use the banking system, given federal restrictions, is also a continued challenge given the scale of the multi-billion-dollar cannabis industry.

Thus far, however, Grover Beach has instituted a thorough process to develop and tweak regulations that have helped the public and business community to buy in. The public has since complimented the city on how regulated the industry is, and as a result, has been supportive of its local growth. Evidence from this case and others suggests that starting with stringent regulations on commercial cannabis, and slowly relaxing them until the desired outcome is reached, is a more effective method than attempting to tighten already relaxed regulations.

Interviewee:

Matthew Bronson, City Manager

Endnotes

- 1 Monica Vaughan, Brad Branan, and Nathaniel Levine, "SLO county is a 'pot desert' now—but not for long. A dispensary will open soon," The Tribune, March 26, 2018. <http://www.sanluisobispo.com/latest-news/article206482199.html>

CASE STUDY:

Southern Oregon – Jackson County and City of Ashland



Oregon was the first state to decriminalize personal possession of marijuana in 1973, and its voters legalized medical marijuana cultivation and use in 1998 through the ballot with Measure 67. Multiple efforts to amend the state's medical and recreational marijuana policies were proposed—and generally defeated—in the subsequent two decades, but the dynamic changed in 2014. Citizen-initiated Measure 91, which passed with 56 percent of the vote, authorized the commercial production, sale, purchase, and possession of marijuana for adult recreational use. It delegated recreational marijuana oversight to the Oregon Liquor Control Commission (OLCC) but provided for local governments to establish reasonable restrictions on the time, place, and manner in which the industry could operate in their communities.

As illustrated by the following two cases, the implications for Oregon counties have been distinct from those of municipalities.

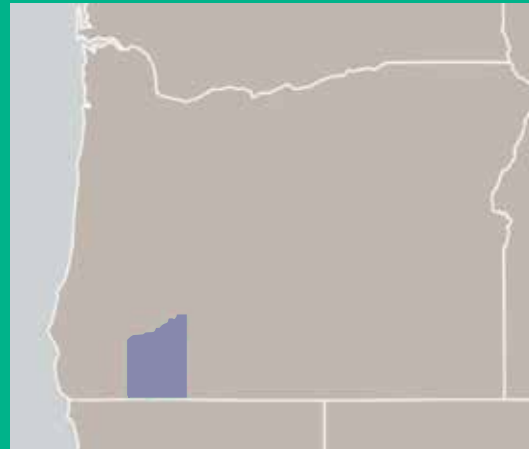
JACKSON COUNTY

Jackson County is a southwest Oregon county of 217,000 residents, home to numerous vineyards, campgrounds, and loggers. The county is part of the Southern Oregon American Viticultural Area and is an ideal environment for growing grapes.

Oregon has a unique land use system designed to encourage development in incorporated cities and keep unincorporated county land for farm and forest uses. Since 1973, the state has maintained a progressive farmland protection program through which counties inventory, preserve, and appropriately zone their agricultural resource lands.¹ The state's Right to Farm Law affords further protections from nuisance charges or local restrictions to agricultural activity on land zoned for such use.² Measure 91 was amended by the state legislature in 2015 in an attempt to resolve uncertainty about whether cannabis cultivation is a protected agricultural activity and what types of regulations/restrictions local governments could implement. However, this created more questions than answers. Every local government now has its own regulations on production of marijuana; these can vary widely, which creates state-level enforcement hardships.

Jackson County's rural residential zoning already prohibited commercial agriculture, but Jackson County was progressive and quick in developing its own regulations for marijuana production, processing, and wholesale and retail sales.³ The section added to its Land Development Ordinance in 2016 includes specifications on where marijuana activities can be sited, including buffering and fencing requirements; protections against nuisances such as odor or light pollution; and restrictions on hours of operation. Despite allowing most activities with appropriate regulations, the county has faced significant challenges in the face of legalization, largely tied to marijuana production.

Home to a number of vineyards and pear orchards in the area known as Rogue Valley, Jackson County has an ideal environment for agriculture.⁴ Medford, the county seat, averages 195 sunny days and 52 days of precipitation per year.⁵ The climate in Oregon, especially Jackson and Josephine counties, has attracted a large number of marijuana growers both before and after legalization. Jackson County alone produces over 100 tons of medical marijuana per year as tracked by the Oregon Health Authority; the OLCC does not yet have a complementary system to inventory recreational



COMMUNITY PROFILE

JACKSON COUNTY

Population (2017): 217,479

Land area (square miles): 2,783.5

Median Household Income: \$46,343

Source: United States Census Bureau

marijuana production.⁶ Though legalization has driven up the value of private resource land, arable land, and current farmland that is usable for marijuana, growers are increasing in number, with over 1,000 licensed producers in the state, 203 of which are located in Jackson County. On the sales front, Jackson County has only 34 of Oregon's 550 licensed retailers and 15 of 124 its licensed wholesalers.⁷

Since marijuana cultivation was authorized in Jackson County, code and planning complaints have spiked dramatically. In the 2016 to 2017 period, the first full fiscal year since authorization, the county received 1,038 planning violation complaints and 425 code enforcement complaints—45 of which went all the way to a hearing, close to triple the normal level for the county. In the first 11 months of the 2017-2018 fiscal year, Jackson County received 649 planning violation complaints and 383 code enforcement complaints, according to Jackson County Development Services.

Three important caveats apply to these statistics on complaints: (1) enforcement is complaint-driven and all complaints are investigated; (2) complaints received related to marijuana cultivation in Jackson County are



Courtesy of Jackson County

Aerial footage of Jackson County cannabis farms.

largely attributed to unauthorized growing, not to cultivation that attempts to follow the established regulations; and (3) many residents are hesitant to send in complaints about illegal growing for fear of retribution, so it is believed issues may be under-reported.⁸

Common complaints deal with such issues as the following:

- Excessive use of water and light pollution
- Theft and safety concerns in/around grow sites
- Aesthetics, odor, and/or noise
- Traffic and speeding
- Unpermitted grading, structures, uses, and/or equipment.

The industry has left its mark on the landscape since legalization in other ways. Surveyors must reestablish government corners graded over by illegal growing; assessors have seen an uptick in applications for farming-related tax reductions; and the surveyor's and assessor's offices as well as the road department face new land access challenges now that unauthorized marijuana cultivation, previously hidden on public land, has migrated to private land. Time and resources required in following up on all of these issues and complaints are significant. Though the county receives a share of state revenue collected from the industry, that ratio is weighted toward the number of licenses rather than the canopy size.

Key Observations

Whether Jackson County could have avoided these challenges is impossible to say. Impacts are felt locally

but largely require state-level solutions. Though increased foresight regarding the land use challenges specific to production would have been helpful, Oregonians ultimately advanced legalization, and Jackson County could not opt out of Measure 91 because less than 55 percent of voters opposed the measure. The county's local land use regulations address many of the problematic issues associated with illegal grow sites, providing a path to compliance, but the state's capacity for enforcement of licensed/unlicensed operations has been limited, constrained by the number of officers currently available to serve the region.

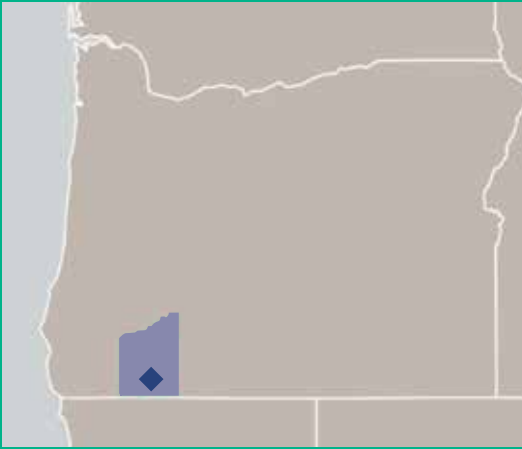
While the state's relatively young legal marijuana industry has yet to see a market correction, that may be about to change. Oregon producers and manufacturers may only sell legally in Oregon as federal law prohibits marijuana being transported or sold over state lines. The state reported that 550 tons of marijuana were produced in 2017, but just 170 tons were consumed.⁹ The massive oversupply has led to a dramatic decrease in price, with a number of small-scale businesses folding and the OLCC temporarily halting new license applications while it catches up on those already in the pipeline.¹⁰

Each of Oregon's thirty-six counties faces a unique set of circumstances in regulating this issue, and Jackson County's experience is clearly influenced by its high desirability for marijuana cultivation. Because the marijuana supply chain is still restricted within legalized states' boundaries, it is useful to understand the challenges faced by supply centers.

ASHLAND, OREGON

Located sixteen miles north of the California border and at the southern end of the Rogue Valley, the City of Ashland is home to Southern Oregon University and just over 21,000 residents. Tourists regularly visit Ashland to enjoy its cultural and natural amenities, such as the Oregon Shakespeare Festival and Lithia Park.

Located within Jackson County, the City of Ashland also moved quickly in exercising its ability to enact local commercial marijuana regulations. Many of Ashland's regulations were proactively developed in anticipation of Measure 91's passage to ensure the city was poised to handle potential changes that might occur at the state level.



COMMUNITY PROFILE

CITY OF ASHLAND

Population (2017): 21,117

Land area (square miles): 6.59

Median Household Income: \$47,314

Source: United States Census Bureau

Notably, Ashland addressed the ability to have a local tax on the marijuana industry. Measure 91 was expected to preempt local taxation of marijuana, limiting this ability to the state, but Ashland and other cities believed that local taxes would be grandfathered in if adopted prior to Measure 91's effective date.¹¹ The council approved a 10-percent tax on gross receipts from marijuana sales in August 2014.

Even earlier, in April 2014, the Ashland City Council approved a limited, temporary moratorium on the location and operation of medical marijuana dispensaries. State law already prohibited dispensaries from being located in residential zones, and Ashland's additional measure limited them from commercial/mixed use areas and bought the city time—approximately one year—to discuss potential longer-term regulations. In fact, the city lifted the moratorium just a few months later in August and passed permanent zoning requirements as well as time, place, and manner restrictions for dispensaries. Building on the state's buffering provisions, these zoning requirements further restricted dispensaries to strategic commercial/industrial loca-



Outdoor cannabis cultivation

tions in Ashland, required annual local permits, and addressed hours of operation and odor control.

Like many municipalities, determining the appropriate local regulations for marijuana dispensaries was a high priority. Ashland also accounted for concerns regarding cultivation, particularly in residential areas. Medical marijuana had been legally grown in Ashland for more than a decade, but recreational legalization was expected to increase interest and uncertainty around personal cultivation and provided an opportunity to review past and potential nuisance issues. After several months of meetings and gathering feedback from residents, the city established a set of regulations in January 2015 aimed at striking a balance between what the state had by then authorized and concerns raised by residents and staff. In the end, both indoor and outdoor cultivation were allowed in residential zones with limitations.

Commercial cultivation has been more of a wild card, as the city does not allow other forms of agriculture on commercial or industrial land. In its recommendations to the city council, the Ashland Planning Commission indicated concern about excessive use of electricity and water and about the long-term supply of commercial or industrial land versus job projections for this industry.¹² The city elected to test the waters on commercial indoor grow operations with a cap of 5,000 square feet, but thus far it has not approved any local permits.

Implementation

Voters in this progressive college town supported Measure 91 at a rate of 78 percent.¹³

Though Ashland was not alone in adopting a local tax scheme prior to Measure 91, the legality of these early regulations proved unclear. However, 2015 amendments to state law clearly authorized Oregon cities and counties to refer 3 percent of local taxes on recreational marijuana sales to their voters. Ashland's measure passed, and the council elected to dedicate those proceeds to an affordable housing trust fund. A guiding resolution directs marijuana tax revenue of up to \$100,000 annually to the fund, though with the significantly reduced tax rate the actual contributions thus far have been modest. Ashland also receives a share of the state's marijuana revenue, which is earmarked for public safety expenses per state statute.

Ashland's regulations on residential cultivation limited the number and placement of plants grown outdoors. Recognizing that some would seek to supplement or substitute with indoor cultivation, the land use ordinance requires these activities to comply with building codes, to confine light and glare, and to not overtake residential structures as the primary use. As a further, more readily enforceable layer of protection, the city added a new residential tier to its municipal electric utility rates. The \$0.125 rate applies to residential customer use of more than 5,000 kWh/month, effectively functioning as a penalty tier for extreme usage. (While not part of the original discussion, this measure also proved useful as Bitcoin mining grew in popularity throughout the region.)¹⁴

Tourism is a significant driver of the local and regional economy, and Interim City Manager Adam Hanks believes anecdotal indications of the marijuana industry's impact have been positive. A local ban on public smoking (tobacco-driven, but applicable to marijuana) in the downtown area curtails potential nuisance issues, and enforcement has been fairly routine. Hanks observed early signs of a niche market emphasizing a "craft" product, similar to the beer and wine industries, with tour operators designing regional experiences showcasing the local value-added food, wine, and marijuana producers.

Key Observations

Interim Manager Hanks feels Ashland was successful in its proactive approach to authorizing a legal marijuana industry within the city, and credits a collaborative effort by finance, administration, legal, and especially planning staff in navigating its approach.

Interviewees:

Danny Jordan, County Administrator, Jackson County
Adam Hanks, Interim City Manager, Ashland

Endnotes

- 1 Oregon Department of Land Conservation and Development, "DLCD Farmland Protection Program." <https://www.oregon.gov/lcd/pages/farmprotprog.aspx>
- 2 Oregon Department of Agriculture, "Land Use and Right to Farm." <http://www.oregon.gov/ODA/PROGRAMS/NATURALRESOURCES/Pages/LandUse.aspx>
- 3 Neighboring Josephine County did not disallow agriculture in rural residential zoning, creating a problem where marijuana farms started to open in rural neighborhoods. Josephine County attempted to disallow agriculture in rural residential zoning, and push the marijuana farms out, through an ordinance. This attempt was overturned by court, because the county failed to follow a procedure as the marijuana farms were grandfathered in. Josephine County is now attempting to eliminate marijuana farming within its jurisdiction through an injunction.
- 4 SouthernOregon.com, "Climate." <http://www.southernoregon.com/southernoregonclimate/>
- 5 Sperling's Best Places, "Medford, Oregon." <https://www.bestplaces.net/climate/city/oregon/medford>
- 6 Medical marijuana is regulated by the Oregon Health Authority, while recreational marijuana is regulated by the Oregon Liquor Control Commission. This causes the regulations and enforcement for both sectors to be inconsistent, regardless of the similarities of the products.
- 7 Oregon Liquor Control Commission, "Recreational Marijuana." <http://www.oregon.gov/olcc/marijuana/Pages/default.aspx>
- 8 Danny Jordan, Interviewed by Laura Goddeeris and Will Fricke, May 9, 2018
- 9 Marijuana Business Daily, "Oregon marijuana oversupply driving out small farmers, lowering prices," April 18, 2018. <https://mjbizdaily.com/oregon-marijuana-oversupply-driving-out-small-farmers-lowering-prices/>
- 10 Denton Record-Chronicle, "Glut of marijuana in Oregon is cautionary tale, experts say," May 31, 2018. https://www.dentonrc.com/ap/glut-of-marijuana-in-oregon-is-cautionary-tale-experts-say/article_3328b7ac-9e75-55ec-a645-e792fdb6d133.html
- 11 City of Ashland, "Marijuana in Ashland: What's next?" <https://www.ashland.or.us/Page.asp?NavID=16515>
- 12 City of Ashland, Council Communication, "Public Hearing on an Ordinance Amending Title 18 Land Use of the Ashland Municipal Code for Homegrown Marijuana and Marijuana-Related Businesses," December 1, 2015. https://www.ashland.or.us/SIB/files/120115_Homegrown_Marijuana_and_Marijuana_Businesses_CC.pdf
- 13 Jackson County Clerk, "Official Precinct Rpts 2-29 - Amended," November 24, 2014. <http://jacksoncountyor.org/DesktopModules/EasyDNNNews/DocumentDownload.ashx?portalid=9&moduleid=5094&articleid=202397&documentid=197>
- 14 Shepherd, Katie, "Bitcoin Miners Are Flocking to Oregon for Cheap Electricity. Should We Give Them a Boost?" February 21, 2018. <http://www.wweek.com/news/business/2018/02/21/bitcoin-miners-are-flocking-to-oregon-for-cheap-electricity-should-we-give-them-a-boost/>

CASE STUDY:

Juneau, Alaska



Juneau is a rainy and temperate city, with its population largely located along the banks of the Gastineau Channel or in the Mendelhall Valley. Over one million tourists arrive in Juneau annually to visit the Mendenhall Glacier and surrounding landscape.

The Alaskan legal landscape and popular opinion regarding marijuana have fluctuated for over forty years. In 1975, the Alaska Supreme Court ruled that the personal use of a small amount of marijuana was constitutionally protected by the Alaskan Constitution's right to privacy clause.¹ In 1990, a passed ballot initiative recriminalized marijuana in the state, a law that was once again overturned by the courts, this time the Alaska Court of Appeals, in 2003. Just three years later, with Governor Frank Murkowski at the helm and emboldened by a political environment emphasizing "family values," the Alaska state legislature recriminalized marijuana, this time as a misdemeanor punishable by jail time.²

This law stood until the most recent marijuana ballot measure passed in November 2014, allowing possession of up to an ounce of marijuana and legalizing the commercial retail sale, manufacturing, testing, and



COMMUNITY PROFILE

Population (2017): 32,094

Land Area (square miles): 2701.93

Median Household Income: \$87,436

Source: United States Census Bureau

cultivation of marijuana products.³ This ballot initiative is seen as an attempt to regulate marijuana in a similar manner to alcohol. Juneau taxes retail marijuana at an 8-percent effective rate, with identical language and effective tax rate for alcohol sales. According to an analysis from Juneau's Marijuana Committee, an 8-percent tax rate would mean anywhere from \$170,000 to \$455,000 in revenue from the marijuana sales tax per year.⁴

Juneau's motivation for allowing commercial marijuana businesses in the city was twofold. The simplest reason is that voters wanted it. Officials also hold the belief that being overly restrictive would encourage black market sales.

After the 2014 ballot initiative was supported by 63 percent of Juneau voters, the City and Borough of Juneau immediately passed an eleven-month moratorium period on marijuana businesses; this was eventually extended to thirteen months to give time for a marijuana committee made up of assembly and planning commission members to work through the pending issues.⁵ In this period, Juneau passed three ordinances: amending its indoor smoking ban to include marijuana, amending the "driving under the influence" definition to include marijuana, and amending the land use code to include regulations for marijuana businesses. Following the moratorium, Juneau passed additional regulations regulating marijuana oil extractions, allowing marijuana commercial business licenses, and requiring ventilation systems that prevent odor from being detected outside the premises.

One of the marijuana committee's key early decisions was to not cap the total number of licenses, effectively allowing the market to determine how many marijuana businesses Juneau could support. With this approach, it took about one year for the local market to approach equilibrium.

The next decision made was zoning for retail, manufacturing, and testing. Commercial property in Juneau is generally not in conflict with sensitive uses, leaving those categories of commercial marijuana businesses generally unrestrictive within commercial zoning. However, the governing body and community of Juneau struggled with zoning on cultivation. Commercial cultivation is permitted in large-lot rural residential zoning to supplement Juneau's limited industrial and commercial property. Local leaders cited strong citizen support of the state legalization measure in their decision.⁶ Despite fears of unintentionally zoning cultivation



Cannabis product manufacturing

out of the market by restricting it to only commercial and industrial zones, all current cultivation businesses are located in nonresidential zones by happenstance, without complaints from residents. Many residents feared an influx of crime surrounding new marijuana businesses, something that did not materialize. Nevertheless, Juneau may ultimately restrict cultivation in the residential zones in the future because of the evidence that it would not be a burden on the industry.

All cultivation in Juneau is indoors. The state of Alaska allows outdoor cultivation, though the climate and terrain are often less than ideal for it. Wide open spaces that are both suitable for large farms and far enough from residential areas are nearly nonexistent in Juneau. Outdoor or "sunlight" cultivators do exist in the Fairbanks area of the state, where the terrain and weather are far friendlier to outdoor crops.⁷

Alaska's state guidelines do not provide guidance on regulating onsite consumption of marijuana products. Juneau does not allow onsite consumption in an attempt to ensure its public smoking ban is not undermined. However, the city will be watching for state-level changes on the issue. In the future, there may be an opportunity to consider allowing sites with cultivation or manufacturing and onsite tasting, similar to many breweries and distilleries.

Early Issues

While Juneau does allow testing labs, none exist in Juneau due to the difficulties of traveling to and from the city. There are no roads that connect Juneau to the outside world; all travel takes place through air and sea, and all facets of marijuana in Juneau have some associated transportation issues. The retailers in Juneau all grow their own products, but the most convenient test-

ing facilities are in Anchorage, necessitating a ninety-minute flight.

That flight caused some minor problems. Alaska state troopers are under a directive to facilitate the intrastate transportation of marijuana and to make sure transporters follow the law. Early on and without direction from the state, Juneau local police were advising commercial pilots at the municipally-run airport about marijuana in their cargo as a professional courtesy, believing that it was appropriate to advise the pilots of the breach of federal transportation laws. The practice was ended after police determined that the notification was unnecessary and contradictory to the effort to regulate marijuana similar to alcohol.

Another early, unintended consequence of introducing a legal marijuana market was black-market sellers targeting tourists who passed by the marijuana retail storefronts after hours. Eventually, the problem was dealt with by the retail business owners who witnessed the problem on their security cameras, and the need for local police involvement was and remains minimal. With more urgent concerns related to opioids, methamphetamines, and heroin, enforcement of marijuana violations by the state and local police takes a back seat to the more serious drug use problems in Alaska.⁸ Overall, the local police work well with the marijuana businesses and assist with maintaining successful best security practices, treating commercial marijuana like any other business.

Effects on Other Industries

One of Juneau's biggest economic drivers is tourism, with over one million cruise ship passengers visiting Juneau in 2017 to take in the glaciers and picturesque islands, as well as spend money at local businesses.⁹ On any given day, tourists outnumber residents in Juneau's downtown area. An early concern was that some tourists would take the marijuana they buy to the parks, in violation of Juneau's public smoking ban. This concern did not end up materializing, either due to education about the public smoking ban or tourists being too busy with excursions.

Juneau has a medium-sized cadre of indoor vegetable growers, who do not appear to be affected by the marijuana growers. Marijuana growers tend to be more technology reliant and have more stringent security requirements, causing the overlap in desired properties and infrastructure to be minimal.

Key Observations

While Juneau proceeded with marijuana regulation primarily to implement the will of the people and reduce black market activity, several local economic development opportunities have emerged. Transportation challenges and the accompanying limited market potential have limited interest from nonresidents. As a result, the industry has provided a Juneau-centric business opportunity for local residents.

Juneau's unique situation has also resulted in locally anchored and vertically integrated supply chains. Local retailers and concentrate producers, who also double as cultivators, bring marijuana trim on their testing trips to Anchorage. The trim is then sold to Anchorage edibles manufacturers, of which there are none in Juneau, in return for credit that the visiting business owners put toward manufactured products to sell in Juneau.

Interviewee:

Rorie Watt, City Manager

Endnotes

- 1 Christopher Ingraham, "Alaska legalized weed 39 years ago. Wait, what?" The Washington Post, September 24, 2014. https://www.washingtonpost.com/news/wonk/wp/2014/09/24/alaska-legalized-weed-39-years-ago-wait-what/?noredirect=on&utm_term=.722b3ae4078c
- 2 Megan Edge and Laurel Andrews, "Timeline: notable moments in 40 years of Alaska's history with marijuana," Anchorage Daily News, April 13, 2014 (updated September 28, 2016). <https://www.adn.com/cannabis-north/article/alaska-weed-history/2014/04/14/>
- 3 "Ballot Measure No. 2-13PSUM, An Act to Tax and Regulate the Production, Sale, and Use of Marijuana." <http://www.elections.alaska.gov/doc/bml/BM2-13PSUM-ballot-language.pdf>
- 4 City and Borough of Juneau. "Potential 8% Sales Tax on Marijuana Retail Sales." <https://packet.cbjak.org/AttachmentViewer.ashx?AttachmentID=5315&ItemID=2936>
- 5 Office of the City Clerk, "CBJ Responds to Statewide Marijuana Initiative." https://www.juneau.org/beta_transfer/clerk/ASC/MARIJUANA/Marijuana_Committee.php
- 6 The City and Borough of Juneau Assembly, "Commercial Cultivation of Marijuana in Residential Zones," March 21, 2016. https://www.juneau.org/beta_transfer/clerk/ASC/MARIJUANA/documents/2016-03-22-Commercial_Cultivation_of_Marijuana_in_Residential_Zones.pdf
- 7 "Fairbanks famer prepares to grow cannabis," Anchorage Daily News, June 14, 2016. https://www.youtube.com/watch?v=mjUHWbN_a68
- 8 Rorie Watt, interviewed by Laura Goddeeris and Will Fricke, April 16, 2018
- 9 Cruise Lines International Association, "Cruise Visitor Outlook, Is Regional Planning Important?" February 14, 2018. <https://www.dropbox.com/sh/kj55a7e6qdp5gq/AABhD78QhmCp3ck-7gpf6WCa/Feb%2014%202018/John%20Binkley?dl=0&previe w=Southeast+Conference+Feb+2018+v+2-13-18.pptx#>

CASE STUDY:

Kirkland, Washington



Kirkland is a large Seattle suburb on the shores of Lake Washington. It is the home of a Google campus, numerous beachfront activities, and nearly 90,000 residents. In 2010, Kirkland annexed unincorporated areas of King County, increasing its population by approximately 33,000.

In Washington, recreational marijuana was put on the ballot via initiative following an intense signature collection period. Initiative 502, which proposed to legalize adult recreational use of marijuana, was among a slate of hot-button issues and offices that drew 81 percent of the state's registered voters to the polls in November 2012, with 56 percent voting "yes."¹ In King County, where Seattle, Kirkland, and Issaquah are situated, 60 percent of voters supported the initiative.²

King County municipalities began to make decisions on whether to allow cannabis businesses within their borders during the thirteen-month statewide moratorium imposed by Initiative 502, which ended on December 1, 2013.³ The state allowed for municipalities to "opt out" via an extended or permanent moratorium, and many took the opportunity to enact such a ban. This change forced the issue of cannabis sales and produc-



COMMUNITY PROFILE

Population (2017 Census Estimate):
88,630

Land Area (square miles): 17.82

Median Household Income: \$95,939

Source: United States Census Bureau

tion in Kirkland, and the city council quickly decided against adopting a ban on commercial cannabis.

Community Concern

In Kirkland, support for the legalization of marijuana was even stronger than in the surrounding area, with Initiative 502 receiving a “yes” vote from 66 percent of voters. It also received bipartisan support from the city council, stemming mostly from a desire to eliminate unregulated black-market cannabis sales. The city council and administration interpreted the wide support from Kirkland voters for Initiative 502 as a sign to begin crafting new local regulations that would allow commercial cannabis in the city. However, they quickly learned that support for commercial cannabis in theory does not always translate to support in practice.

City staff initially proposed to treat commercial cannabis like any other commercial business. This philosophy was reflected in the first prospective zoning map and regulations developed, which proposed to allow cannabis production, processing, and retail businesses to locate anywhere the existing zoning standards would otherwise allow, save for the minimum buffers required by the Washington State Liquor and Cannabis Board and the state-imposed limit of four retail locations in the city. This map was met with strong opposition to prospective retail locations.

Chief among residents’ concerns was the exposure children and teenagers would have to cannabis through legal storefronts. By treating cannabis retailers like other commercial businesses, initial draft regulations allowed for the prospect of having cannabis retailers located near or interspersed within residential areas. After listening to these concerns from residents, Kirkland opted to create retail cannabis buffers along designated school walk routes as well as near schools, limiting children and teenagers from passing by the businesses with regularity.⁴

The bans on commercial cannabis being imposed in surrounding municipalities created additional fears among some residents. They were afraid of becoming a “destination” for cannabis, with thousands from the surrounding municipalities coming to Kirkland solely to make purchases, a fear that thus far has not materialized. Similarly, many communities have concerns about a transient population arriving to set up shop in the commercial cannabis industry. In this case, those setting up commercial cannabis businesses were already

residents of Kirkland and the surrounding area, including two Google employees who founded a cannabis retail shop as a side business.

“You cannot overestimate how much energy and concern there will be in the community over legalized marijuana....There is a lot more passion and concern in the community than we thought, so we spent a lot of time listening.”

— Kurt Triplett

Like other municipalities, Kirkland residents showed the highest interest in attending city council hearings in recent memory during the debate period for legal commercial cannabis. However, most were prevented from speaking because of standard time limitations on public comment during Kirkland City Council hearings.⁵ As a complement to the formal deliberation process, the city manager’s office, city council, and the planning director made a dedicated effort to engage with community members and talk through their concerns. A series of incremental changes made to the local regulations confirmed that residents’ input was being taken seriously and helped to dissipate fears following implementation.

Public Safety

Perhaps the biggest issue as Kirkland debated commercial cannabis was the fear of additional public safety concerns created by these businesses, including their cash-based nature. Kirkland’s police department reached out to colleagues from similar-sized jurisdictions in Colorado, where commercial cannabis had been up and running for over a year, to ask them for advice and evidence regarding adverse public safety effects. Their colleagues found that with common sense safety regulations, the commercial cannabis businesses seemed to add no additional public safety issues to the area.

The general opinion of the Kirkland Police Department (KPD) on commercial cannabis could be characterized as “skeptical” at the beginning of the debate period. Many rank-and-file officers were not supportive of the move to legalize commercial cannabis in Kirkland, but the prospect of an effective mechanism to do away with the local black market was attractive. When commercial cannabis businesses became legal, the KPD was instructed by the Kirkland administration to avoid “de-policing” cannabis as whole and looking the other



Cannabis products for sale

way on all activity, rather than appropriately enforcing control of the legal and illegal markets.

Current Landscape

The Washington State Liquor and Cannabis Control Board's database includes eleven records of administrative violations issued in Kirkland since 2015, most of which are related to product traceability, packaging, or advertising; two instances of sales to minors were cited.⁶

While public safety statistics since legalization have not caused significant concern, the traffic and parking demands associated with retail cannabis businesses have been slightly higher than the city anticipated.

Key Observations

Kirkland's work to legalize commercial cannabis locally illustrates the challenges of translating theory into practice.

Kirkland's residents, while supportive of legalizing commercial cannabis at the ballot box, were hesitant to embrace actual implementation of this new policy. Other communities would be wise to anticipate time for honest and open conversation with residents about their expectations and what changes they are comfortable with. Kirkland feels that the effort from the planning director, manager's office, and council to engage with and listen to community members outside regular meetings went a long way to unpacking the cognitive dissonance surrounding legal cannabis.

As the process continued, Kirkland continued to modify regulations based on local feedback and conditions. As a strategy to keep commercial retail cannabis businesses "out of sight and out of mind" with respect

to children and teenagers, Kirkland opted to expand the sensitive use buffers required by Washington to include walk routes leading to its schools.

City Manager Kurt Triplett feels that his community benefited from the state-imposed, year-long moratorium. This process allowed Kirkland to have a lengthy research and review process for developing its new ordinances. Other app-era services, like Airbnb, have caused disruption and confusion in some communities without ample time to prepare for them. Washington avoided this problem with commercial cannabis due to the required moratorium following the November 2012 initiative. Industry proponents may argue otherwise, but evidence from Kirkland and other communities suggests there are benefits in taking time to phase in change, either through a self-imposed moratorium, trial periods with sunset provisions, and/or other measures ensuring regular monitoring and revisiting of how this emergent industry functions in a community.

Interviewee:

Kurt Triplett, City Manager

Endnotes

- 1 Office of the Secretary of State, "Gregoire and Reed certify 2012 election, including marriage and marijuana laws," December 5, 2012. <https://www.sos.wa.gov/office/news-releases.aspx#/news/1065>
- 2 Office of the Secretary of State, "November 06, 2012 General Election Results." November 27, 2012. https://results.vote.wa.gov/results/20121106/Initiative-Measure-No-502-Concerns-marijuana_ByCounty.html
- 3 State of Washington, "Initiative Measure No. 502," filed July 8, 2011. <https://sos.wa.gov/assets/elections/initiatives/i502.pdf>
- 4 Raechel Dawson, "Kirkland imposes new temporary marijuana zoning regulations," Kirkland Reporter, March 19, 2014. <http://www.kirklandreporter.com/news/kirkland-imposes-new-temporary-marijuana-zoning-regulations/>
- 5 Only three speakers are permitted on each side of an issue; that is, three may speak on the pro side of an issue and three may speak on the anti side. To show their support in another way, proponents of legal commercial cannabis distributed supportive t-shirts to their supporters, causing the hearings to be the most colorful in recent memory as well as the most popular.
- 6 Washington State Liquor and Cannabis Board, "Violations Dataset," June 21, 2018. <https://data.lcb.wa.gov/dataset/Violations-Dataset/dx3i-tzh2>

CASE STUDY:

Pacifica, California

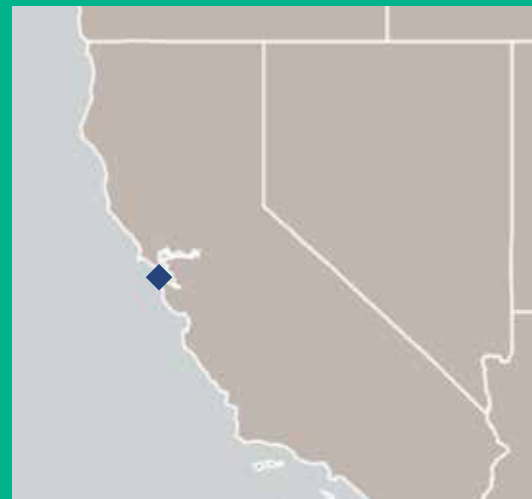


Pacifica is a seaside San Francisco suburb of nearly 40,000 residents. Lying on the Pacific Ocean side of San Mateo County, Pacifica is a popular surfing and hiking destination.

Cannabis legalization had overwhelming support from Pacifica residents as well as from the city council. The council acted swiftly in March 2017 to begin the process of allowing cannabis businesses in the city, holding a joint study session with the Pacifica Planning Commission. This study session was followed by planning commission and council meetings, which provided direction regarding the authoring of the ordinances that would allow commercial cannabis operations in Pacifica.

The ordinances, which were adopted in July 2017, would be triggered by the passing of a local excise tax on the gross receipts of cannabis sales. Seventy-nine percent of voters voted in favor of the tax, enacting the ordinances to allow legal cannabis operations.¹

Pacifica decided to allow retail, manufacturing, and testing businesses, but decided against allowing commercial cultivation in the city. Unlike its neighbor to the south, Half Moon Bay, Pacifica does not have greenhouses or agricultural business infrastructure. Outdoor cultivation of any significant scale would have been inconsistent with the suburban character of the city.



COMMUNITY PROFILE

Population (2017): 39,087

Land Area (square miles): 12.66

Median Household Income: \$103,545

Source: United States Census Bureau

The Ordinances

Pacifica has two ordinances regulating cannabis operations. The first is a public safety ordinance, administered by the Pacifica Police Department, which governs the operation and licensing of cannabis businesses, requires background checks of owners and employees, and includes other safety requirements such as technological and physical security systems. It also includes provisions to curb nuisances such as loitering.

Pacifica's ordinances are stringent with respect to nuisance effects, with applicants required to prove that their business will not be a nuisance.

The second ordinance governs the cannabis zoning regulations in Pacifica. The city created five overlay districts for retail cannabis businesses: Fairmont, Linda Mar, Park Pacifica, Rockaway Beach, and Sharp Park. Each overlay district is limited to two retail businesses, and in total no more than six retail businesses are permitted in the city.² Pacifica set these limitations due to concerns about overconcentration, particularly in economically depressed areas. Cannabis testing and manufacturing businesses are not restricted to the overlay districts; those businesses are allowed within certain existing commercial zones. Pacifica also reduced one of the state's default sensitive use setbacks, from 600 feet to 200 feet for day care centers, because that setback was perceived as overly restrictive. Finally, the ordinance clarified local regulations for personal cultivation, including a prohibition on the use of artificial light for plants grown outdoors.

Together, these ordinances created a four-phase process for establishing cannabis businesses in Pacifica, involving a license and land use entitlement:

1. Public safety license applications are submitted to the police department for review.
2. Security plans are submitted to the police department for review.
3. Use permit applications are submitted to the planning department for review and public hearing with the planning commission.
4. The police chief issues licenses after confirming compliance with preceding steps.

Pacifica launched this process directly after the enactment of the ordinances following the November 2017 election, when the local excise tax was passed. The local tax, initially set at 6 percent of gross receipts for the first two years, was projected by city staff to generate \$420,000 in the industry's first full year of

operation. Council retained the option to decrease or increase the rate up to 10 percent after two years.³

Upon launch of the licensing process, the city received over thirty applications for cannabis businesses.

Public Safety

While Pacifica has had illegal medical cannabis dispensaries operating since 2010, calls for service regarding illegal cannabis were few. The illegal establishments likewise were not a burden on law enforcement. However, those establishments did not report burglaries and other crime on their property due to the risk of facing charges themselves. With legalization, the now-legal businesses follow common sense safety regulations while falling under the protection umbrella of the Pacifica Police Department.

"Changes in culture statewide have caused a paradigm shift in the way cities and law enforcement are approaching decisions regarding cannabis businesses. Our community and council have expressed their desire for this program to exist in Pacifica. It is our job to administer the program in a way that promotes safety and fosters a positive and collaborative relationship with cannabis business owners."

— Dan Steidle

Key Observations

The city reached out for assistance and examples of how to regulate its cannabis industry. It looked to large cities in the area such as San Francisco, Berkeley, and Oakland, but the beach town nature and lack of a large commercial sector in Pacifica made comparisons difficult. A more beneficial route was working with experienced consultants on the business aspects of regulations.

Interviewees:

Lorenzo Hines, Assistant City Manager, Tina Wehrmeister, Planning Director, Dan Steidle, Chief of Police

Endnotes

- 1 County of San Mateo, Assessor-County Clerk-Recorder & Elections, "November 7, 2017 Consolidated Municipal, School, and Special District Election." <https://www.smcacre.org/post/november-7-2017-0>
- 2 Municipal Code, Article 17.5 "MO Marijuana Operation Overlay District." https://library.municode.com/ca/pacifica/codes/code_of_ordinances?nodeId=TIT9PLZO_CH4ZO_ART17.5MOMAPOVDI_S9-4.1753OVDICR
- 3 Municipal Code, Article 17.5, Sec. 9-4.1753, "Overlay districts created." <http://www.cityofpacifica.org/civicax/filebank/blobdload.aspx?BlobID=12901>

CASE STUDY:

Santa Rosa, California



Santa Rosa is the largest city in Sonoma County and California's Wine Country. The city is known for its diversity, with a large Mexican-American and LGBT community. In October 2017, severe wildfires destroyed thousands of homes in Santa Rosa.

History/Background

Medical cannabis dispensaries have been allowed in Santa Rosa since 2005, but other aspects of the cannabis industry were only authorized in early 2016. Prior to the passage of Proposition 64 in California, the Santa Rosa City Council authorized the licensing of medical cannabis cultivation, manufacturing, testing, and distribution.

Santa Rosa was ahead of the curve with respect to California municipalities, making it clear after the passage of Proposition 64 that it wanted to broadly allow commercial cannabis businesses. City officials recognized the cannabis industry was already operating in Santa Rosa, both through black market activity and the "gray market" state-sanctioned medical dispensaries that operated without local input. In legitimizing the industry, the Santa Rosa City Council and administration saw an opportunity to ensure compliance with



COMMUNITY PROFILE

Population (2017): 175,269

Land Area (square miles): 51.29

Median Household Income: \$62,705

Source: United States Census Bureau

“It was important to have a clear direction from the council on what the approach was going to be.”

— Sean McGlynn

permitting, planning, and public safety standards and to create a revenue stream for the city. The city also reasoned that any part of the industry not officially permitted would continue to operate in Santa Rosa without regard for negative externalities, hence their decision to allow all elements of the supply chain from cultivation through retail sales.

Process and Regulations

“Bring certainty to a very uncertain landscape” was a driving philosophy in Santa Rosa’s efforts to carefully and thoughtfully regulate the commercial cannabis industry. The city council—leaning on its background in public safety—prioritized developing a path to compliance and building trust between the community and the industry.

“The motivation was to get more people to be compliant so that they could be legitimate. We could tax it, and actually make it part of our community.”

— Clare Hartman

City staff and the City Council’s Cannabis Policy Subcommittee members were tasked with learning all they could about the cannabis industry and its potential effects on infrastructure, health, services, and more. Setting up an interdepartmental work team, staff reached out to their counterparts in other communities in Colorado, Oregon, and Washington with experience in regulating cannabis. But as an early community to opt-in on legal cannabis, Clare Hartman, Santa Rosa’s deputy director – planning, acknowledged that “we were building the program as it was happening to us.”

Over the course of two years, Santa Rosa administrative and planning staff took time to attend community and neighborhood meetings in order to address concerns over specific land use permitting for cannabis businesses. The presence of former Santa Rosa Police Chief Tom Schwedhelm and Cannabis Policy Subcommittee member Ernesto Olivares, a former Santa Rosa police lieutenant, likely helped some residents feel more comfortable that the public safety aspect of cannabis businesses was being considered. Council took



Cannabis oil

up the issue at more than twenty full or subcommittee meetings and implemented a series of interim regulations before finally passing a comprehensive ordinance in early 2018. When it finally came up for public hearing, the pressing issues had been thoroughly discussed between residents and administrators, leading to an undramatic and anti-climactic vote.

Santa Rosa favored a transparent approach and decided against administratively approved permits for most cannabis businesses. Instead, it opted to issue use permits through a process requiring public notices and, in many cases, public hearings and action by the planning commission. It allows cannabis businesses to be located in the same areas as their non-cannabis counterparts. Recognizing additional concerns associated with cannabis, including those gathered from public outreach, the city was proactive in layering additional regulations related to security protections, standards to prevent odor, and sensitive use setbacks. While public interest has been piqued by businesses proposed in close proximity to residential areas, these regulations have generally provided sufficient assurances to neighborhoods’ nuisance concerns.

Growing a Compliant Industry

Thus far, Santa Rosa has approved over forty land use permits for cannabis cultivation (indoor only, including greenhouses), manufacturing, testing, distribution, and medical retail businesses. Commercial retail applications were accepted in April 2018 and will proceed through the evaluation and conditional use permit process through the rest of the year. There is no explicit limit on the number of cannabis business licenses, though 600-foot setback requirements for cannabis

retail businesses to prevent over-concentration and buffer sensitive uses implicitly cap that sector.¹

Many manufacturers of cannabis products were already operating in Santa Rosa when the city began creating its cannabis land use regulations and licensing the industry. The pre-existing businesses were often not operating in appropriate areas, such as in residences or in residential zones. Many have since found legitimate and licensed locations, and some existing businesses partnered to share the cost of moving and licensing. Providing a path to compliance has also enabled the city to learn more about the industry's operators, which notably include a share of single, female head-of-households.

Absent an explicit cap, the market for appropriate commercial and industrial land has proved to be a challenge for cannabis businesses in Santa Rosa, which compete against each other as well as with complementary boutique tourism industries such as breweries and wineries. Industrial land vacancy rates have dropped from 12.2 percent in 2014 to 4.6 percent in 2017.² But Santa Rosa is wary of letting cannabis businesses dominate its economy, as the region is in the process of rebuilding from the recent wildfires, and the city wants to ensure space for contractors and specialty trades, among many other industries. The city convenes an interdepartmental follow-through program to monitor the cannabis industry's growth and consider potential interventions in response to local effects or modifications to the state law.

Though Santa Rosa regulations intentionally direct commercial cannabis businesses away from residential land, the abundance of cannabis cultivation in the region is causing problems for law enforcement. Between February and May 2018, multiple home invasions took place in Sonoma County, including two in Santa Rosa. These crimes target private residences that legally grow cannabis for personal use, which are not required to follow the strict security regulations that licensed cannabis businesses abide by. Law enforcement believes the illegality of cannabis on the east coast and the resulting high street value is at the root of the problem.³

Key Observations

Santa Rosa believes that its permissive early approach was the correct one. Observations of other jurisdictions showed that a piecemeal approach, prohibiting certain sectors of the cannabis industry while allowing others, was ineffective in quelling the problem of black market businesses. Preferring to allow the industry to operate and regulate it led the city to permit indoor/greenhouse cultivation despite limited presence of any other agricultural activity within city limits.

Staff credit the council for its clear direction regarding a path to compliance, which provided the motivation and resources necessary to coordinate across diverse stakeholders, including an industry not accustomed to working with government. This process opened up opportunities to build trust and navigate ambiguity around public safety and code enforcement.

Other communities in the region have followed suit. Cloverdale, Cotati, and Sebastopol, incorporated cities with populations of 8,618, 7,265, and 7,379, respectively, decided to allow commercial cannabis activities such as cultivation and manufacturing after observing Santa Rosa and having conversations with Santa Rosa planning staff; like Santa Rosa, these communities have the intention of benefiting through regulatory control of commercial cannabis and associated tax revenue.

Interviewees:

Sean McGlynn, City Manager

Clare Hartman, Deputy Director - Planning

Endnotes

- 1 City of Santa Rosa, "Cannabis FAQ's: Distance to School." <https://srcity.org/DocumentCenter/View/18731/Distance-to-school>
- 2 City of Santa Rosa Planning & Economic Development, "Cannabis Permitting Update," January 12, 2018. <https://srcity.org/DocumentCenter/View/18714/2018-01-12-Cannabis-Permit-Activity-Update>
- 3 "Sonoma sees spate of marijuana-related home invasions," The Mercury News, May 4, 2018. <https://www.mercurynews.com/2018/05/04/sonoma-county-sees-spate-of-marijuana-related-home-invasions/>

About the Authors

Laura Goddeeris, AICP, oversees ICMA's applied research on local government practices, programs, partnerships, and policies as Director of Survey Research. Prior to joining ICMA, she gained over a decade of experience in research, outreach, and program administration around issues of community and economic development, local and regional food systems, and transportation science. While based in Michigan, she also worked closely with municipal staff for years as chair of her local planning commission and community development advisory committee. Laura holds a Master's in Urban Planning and Policy from the University of Illinois at Chicago.

Will Fricke is member of ICMA's Research and Policy Team, carrying out research projects and survey research. His work covers a wide array of topics such as service delivery, land use, and form of government. Will is a graduate of the University of Connecticut.



INTERNATIONAL CITY/COUNTY MANAGEMENT ASSOCIATION

777 N. Capitol St. NE, Ste. 500, Washington, DC 20002

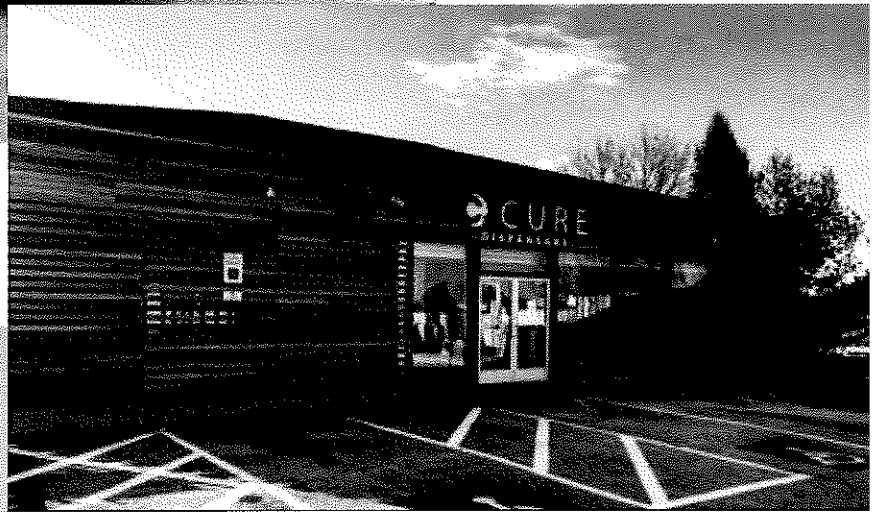
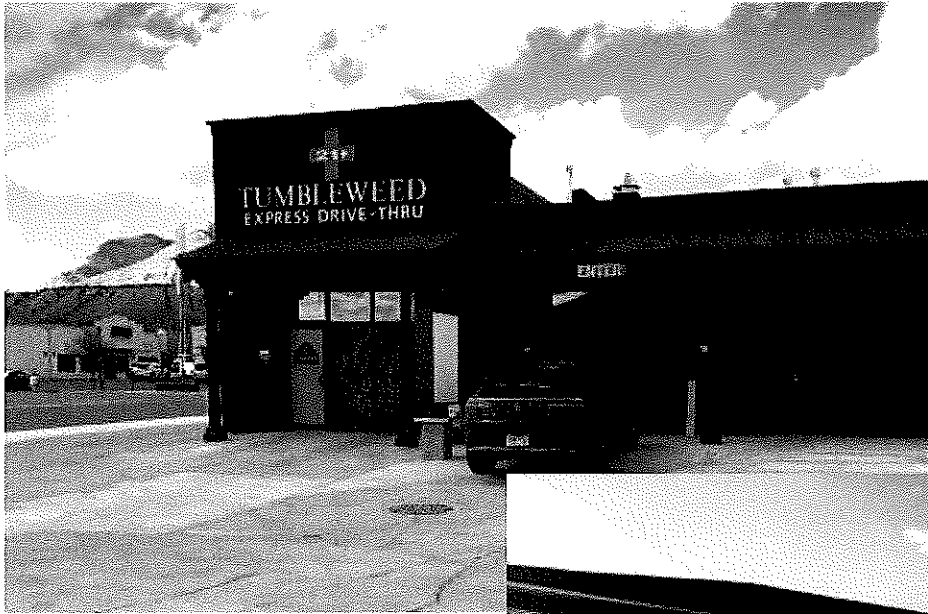
202.962.3680 | 202.962.3500 (f) | icma.org

CHECKLIST FOR DEVELOPING LOCAL COMMERCIAL CANNABIS REGULATIONS

Has your state voted to legalize cannabis for medical or recreational use? Below are key considerations for local governments when beginning to develop their own policies.

- ☐ **Assess the context for your decisions.**
 - Understand what your state law allows local governments to regulate and note any key decision points.
 - Review local results on cannabis ballot measures for perspective on community opinion.
 - Talk with surrounding communities about your respective plans for regulating the industry.
- ☐ **Facilitate leadership, coordination, and communication.**
 - With your governing body, identify and articulate your motivations for allowing regulated commercial cannabis activities.
 - Assemble a team of staff representing the wide array of government functions impacted by commercial cannabis activities.
- ☐ **Plan for extensive community engagement.**
 - Even in communities thought to be pro-cannabis, anticipate uncertainty and fears about the issue.
 - Take time to meet with community members in various settings – formal and informal, in person and online.
 - Include cannabis industry representatives in your engagement.
 - Document your progress and consider posting on your website.
- ☐ **Regularly monitor indicators and review your regulations.**
 - Consider sunset provisions or other incremental measures requiring future extension or updates to your policies.
 - Check in with key staff liaisons for updates on public safety and health statistics, code complaints, revenues collected, applications received, and other metrics.

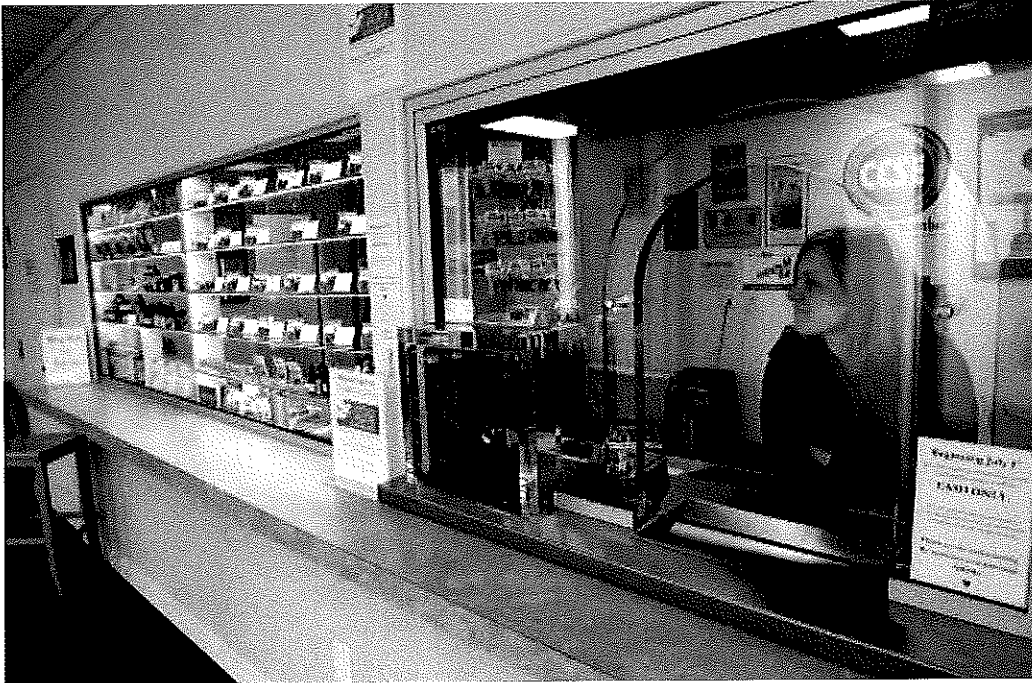
Learn more about commercial cannabis and what local impacts could affect your community by downloading the report at icma.org/cannabis-report.



Interior Photos:

Missouri Medical Cannabis Trade Association | www.mocanntrade.org
 (800) 766-0599 | 1015 Grupp Rd #31674 St. Louis MO, 63131

Attachment: MoCannFacilityPhotos (#19-002: Medical Marijuana Businesses Regulations)

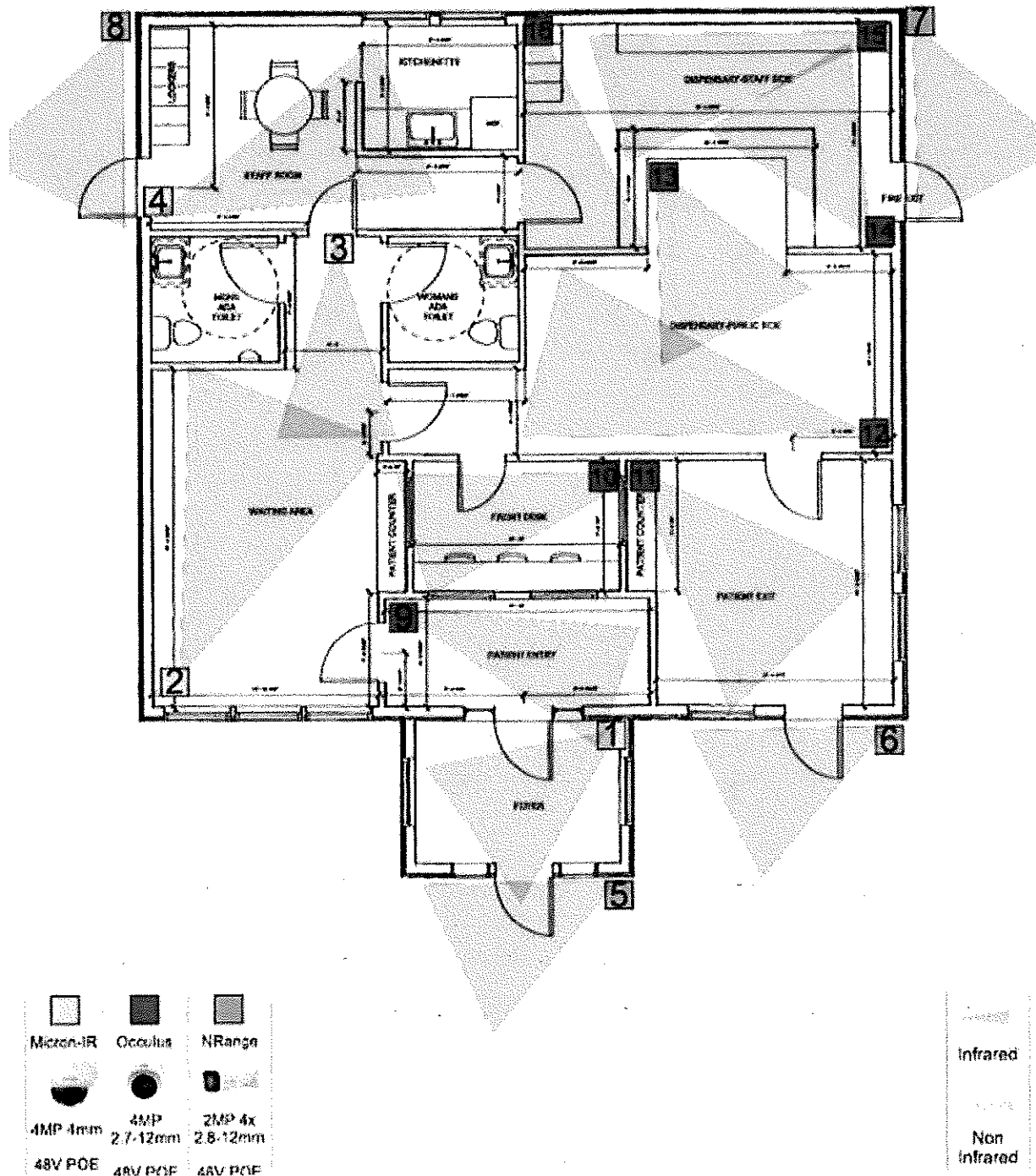


Attachment: MoCannFacilityPhotos (#19-002: Medical Marijuana Businesses Regulations)

Sample

Floor Plan w/ Camera Coverage

Missouri Medical Cannabis Trade Association | www.mocanntrade.org
 (800) 766-0599 | 1015 Grupp Rd #31674 St. Louis MO, 63131



Lower Budget Dispensaries:

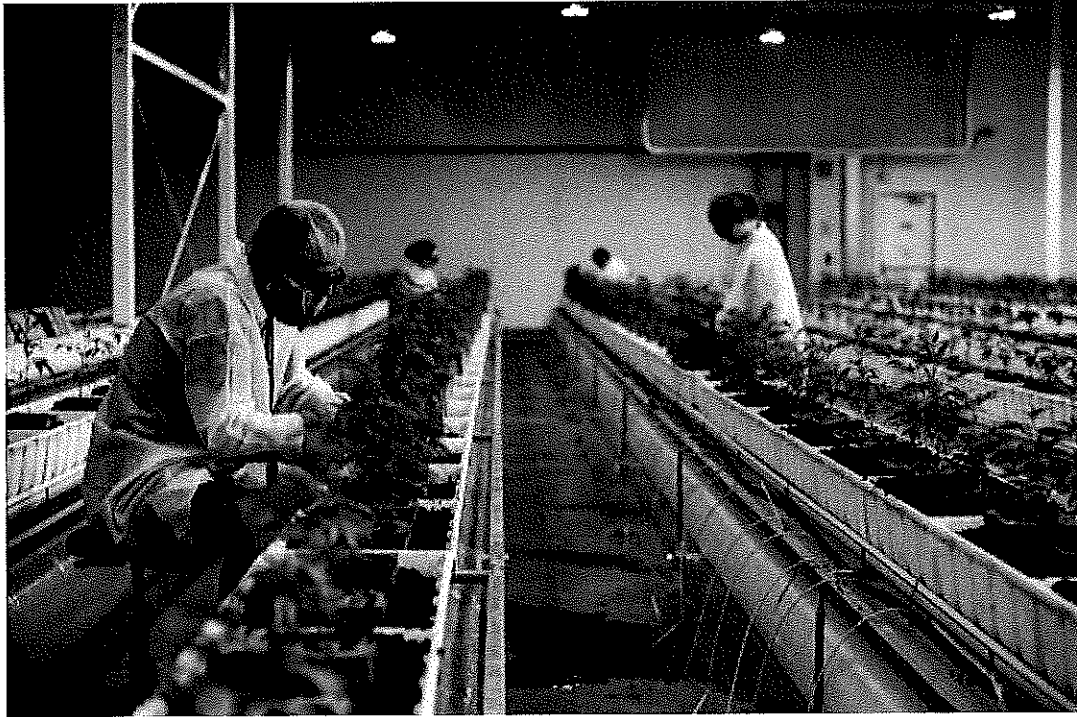
Missouri Medical Cannabis Trade Association | www.mocanntrade.org
 (800) 766-0599 | 1015 Grupp Rd #31674 St. Louis MO, 63131



Cultivation/Grow Facilities: Indoor Cultivation

Missouri Medical Cannabis Trade Association | www.mocanntrade.org
 (800) 766-0599 | 1015 Grupp Rd #31674 St. Louis MO, 63131

Attachment: MoCannFacilityPhotos (#19-002: Medical Marijuana Businesses Regulations)



Greenhouse Cultivation

Missouri Medical Cannabis Trade Association | www.mocanntrade.org
(800) 766-0599 | 1015 Grupp Rd #31674 St. Louis MO, 63131

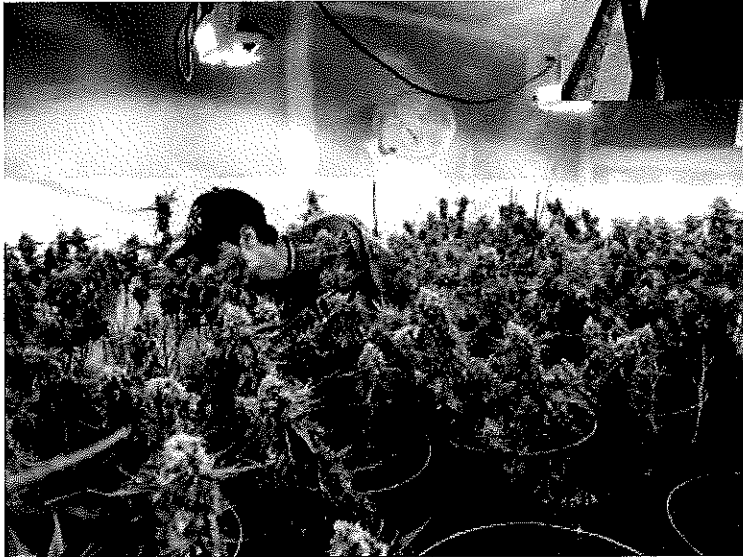
Attachment: MoCannFacilityPhotos (#19-002: Medical Marijuana Businesses Regulations)



Attachment: MoCannFacilityPhotos (#19-002: Medical Marijuana Businesses Regulations)



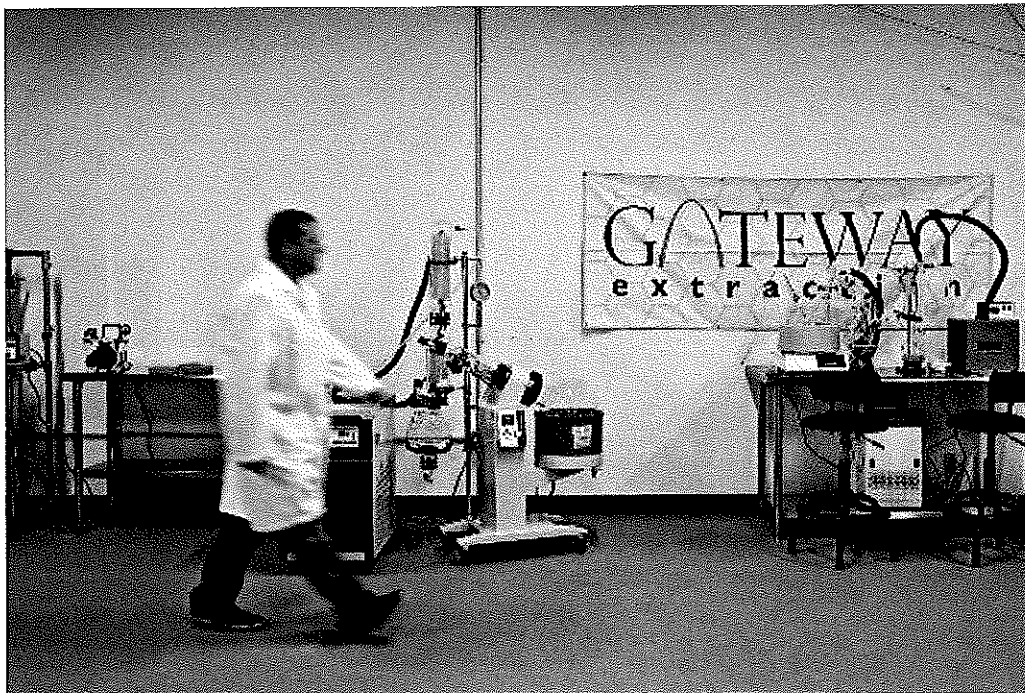
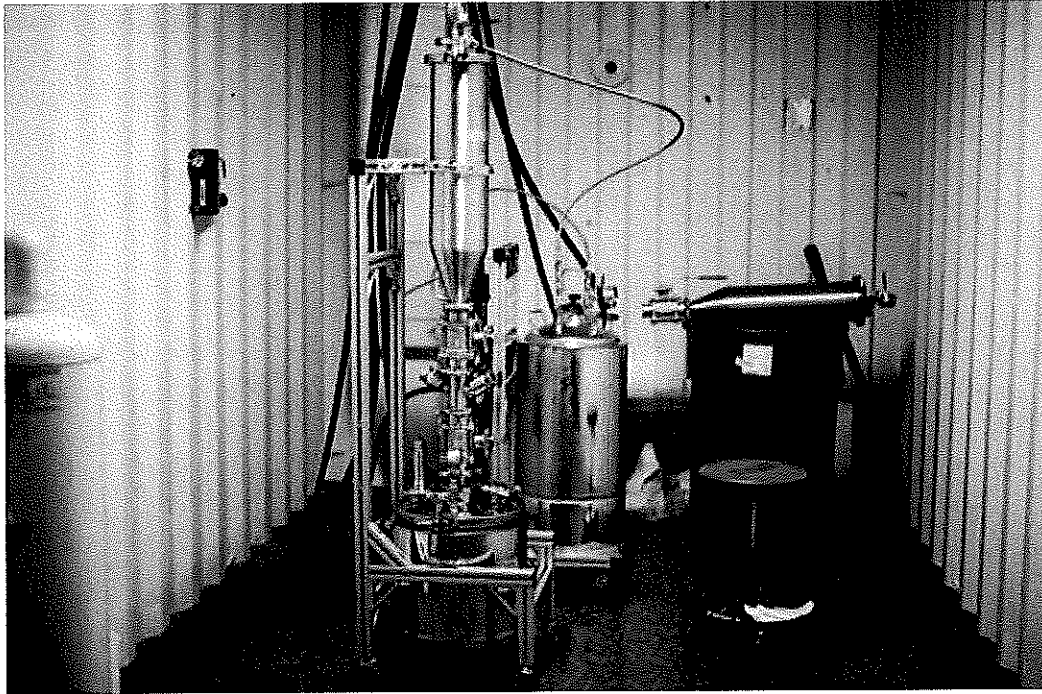
Lower Budget Cultivation Facilities



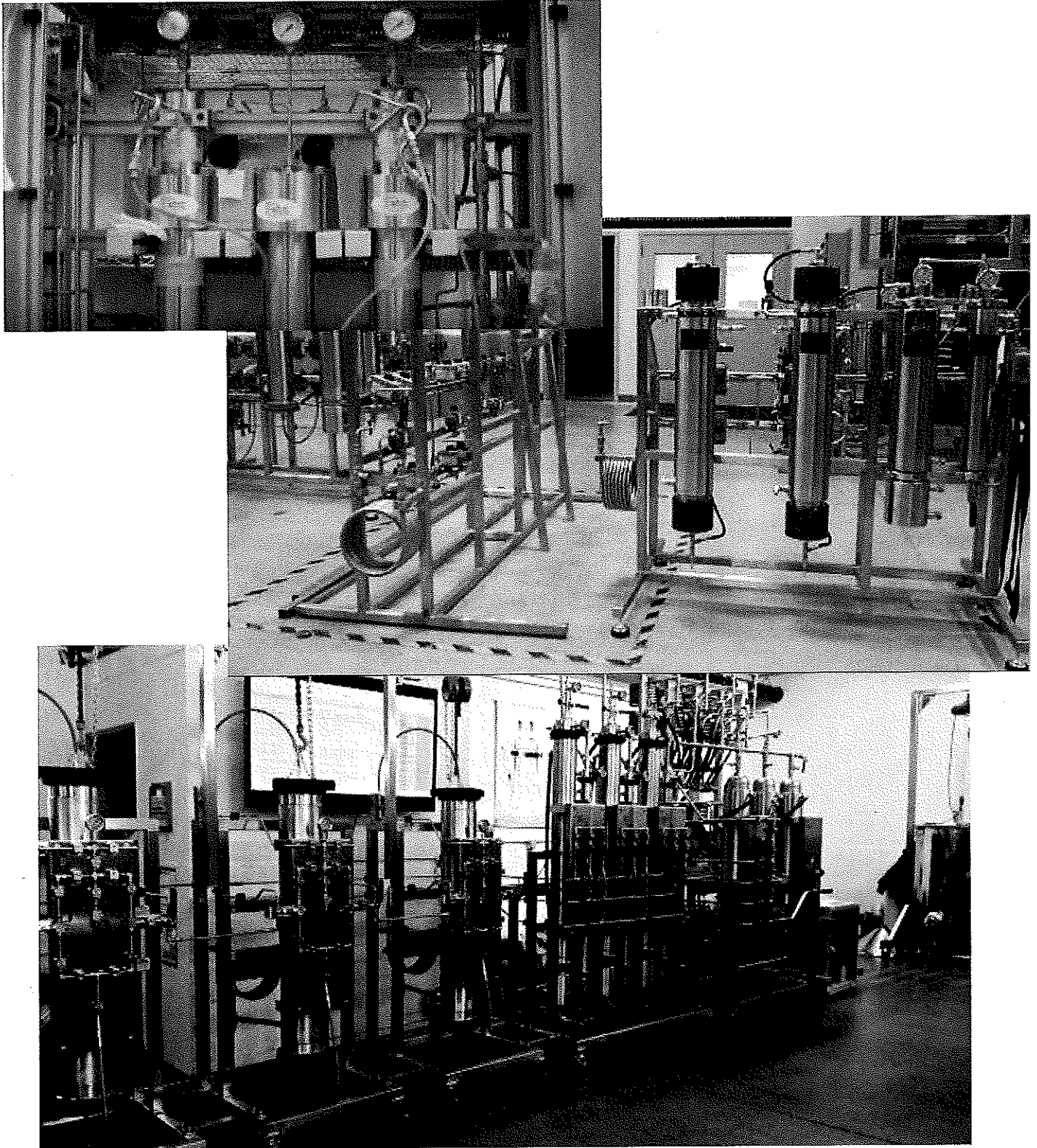
Attachment: MoCannFacilityPhotos (#19-002: Medical Marijuana Businesses Regulations)

Marijuana Infused Products Manufacturing Facilities:

Missouri Medical Cannabis Trade Association | www.mocanntrade.org
 (800) 766-0599 | 1015 Grupp Rd #31674 St. Louis MO, 63131



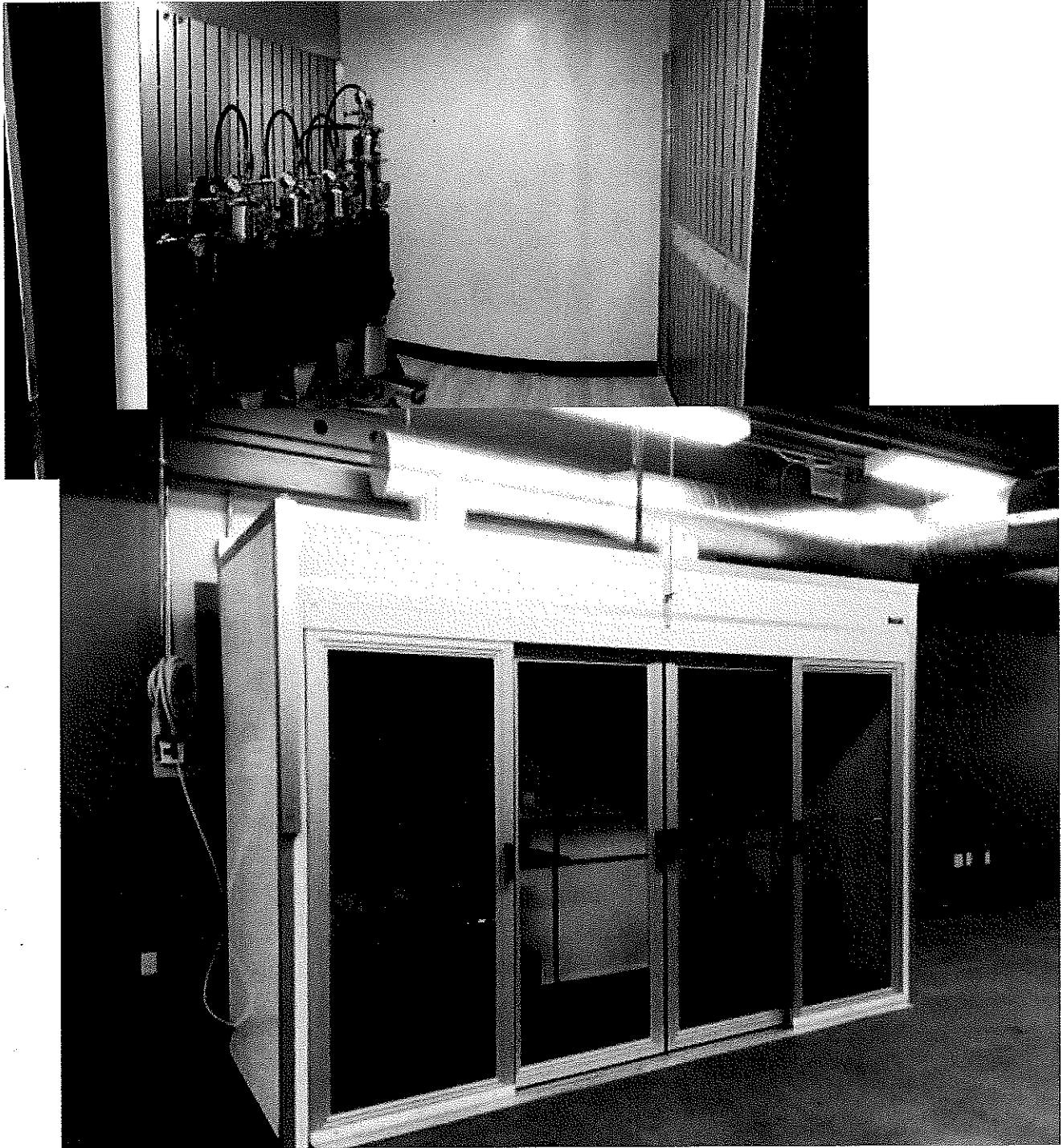
Attachment: MoCannFacilityPhotos (#19-002: Medical Marijuana Businesses Regulations)



Attachment: MoCannFacilityPhotos (#19-002: Medical Marijuana Businesses Regulations)



Blast Containment Room



Attachment: MoCannFacilityPhotos (#19-002: Medical Marijuana Businesses Regulations)

Missouri Medical Cannabis Trade Association | www.mocanntrade.org
(800) 766-0599 | 1015 Grupp Rd #31674 St. Louis MO, 63131