

**ST. CHARLES COUNTY
MASTER PLAN STEERING COMMITTEE MEETING
MAY 24, 2018**

The May 24, 2018, meeting of the St. Charles County Master Plan Steering Committee was called to order at 4:00 p.m. in the Community Commons Room (Room 259) Spencer Road Branch Library, 427 Spencer Road, St. Peters, Missouri.

MEMBERS PRESENT:

Luanne Cundiff, Keith Arbuckle, Nancy Matheny, Bart Haberstroh, David Leezer, Matthew Jaspering, John Lamping, Shelley Machens, Jennifer George, Michael Hurlbert, Mike Klinghammer, Jeanette A. Koechner, John Greifzu, and Mike Elam

MEMBERS ABSENT:

Julie Feast, David Gipson, John A. Schulte, and Daniel N. Kluesner

OTHERS PRESENT:

Marc Gottfried, Keith Schneider, and Sandra Meranda

COUNTY STAFF PRESENT:

Joann Leykam, Robert Myers, Pinar Turker, Mark Price, and Jhima Brock

Robert Myers called the meeting to order at 4:10 PM. He stated that the St. Charles County Community Development staff is available to assist and support the Steering Committee's work but that the Committee will take the lead. County staff will offer recommendations and help facilitate the meeting.

Administer Oaths

Robert Myers stated that a first round of Master Plan Steering Committee members have been appointed by the County Executive and County Council, and a second group of members should be confirmed before the second Steering Committee meeting will be held.

Robert Myers administered the oath of office on behalf of the County Registrar and had members sign their oaths.

Introductions and Election of Officers

Everyone in the room briefly introduced themselves and mentioned their background.

Mr. Myers asked that the Steering Committee elect a chairperson per the Master Plan Steering Committee ordinance.

Mike Klinghammer nominated Nancy Matheny as Chair, and David Leezer seconded that motion. There were no further nominations and by acclamation Nancy Matheny was elected chairwoman.

The Chairwoman called for nominations for Vice Chair. Luanne Cundiff agreed to serve and by acclamation was elected vice-chairwoman.

“Planning” and “master plans”: what are they?

Robert Myers introduced and highlighted the importance of Planning and Master plans to the community. He defined planning as making informed decisions about how best to create and recreate communities. The primary emphasis of the planning profession is on the physical design and layout of communities. Good planning should consider alternatives and consequences about the future and consider how factors such as housing, transportation, and land uses are interrelated. Planning is most successful when it is carried out collaboratively and takes into account the needs and desires of as many individuals and groups as possible, including those who don't yet live in our community. Fields of planning fall into three broad categories: development and design, community development, and environmental planning. He explained the dual roles of a planner and contrasted current planning with long range planning. He stated that master plans are a policy guide for public decision making about public investments and development standards. Plans typically have a time horizon from 5 to 20 years. Master plans take into account the relationship between land uses; housing; transportation; utilities; public health, wellbeing, and safety. He described conditions and trends and the core elements: population & economy, land use, transportation, housing and utilities/community facilities.

Overview of the master plan process, recommended approach, and expectations

Michael Hurlbert stated that he is not only a Steering Committee member but also a County staff member with experience in master plans. Michael Hurlbert gave an overview of the master plan process, recommended approach, and expectations.

The County Charter requires a review of the Master Plan every 5 years and by the end of 2018 a Master Plan update should be presented to the County Council. The important thing to note is that the Master Plan is advisory and a guide for what we are hoping to realize as summarized by the Future Land Use Map. This map is neither a zoning map nor states what it must be but is a guide of what we hope to see. Conditions in the County do change over time and will impact the planning process. It will guide decision making for the next 5 years.

Michael Hurlbert presented a tentative schedule from August 2017 to December 2018. In this process, County staff will be meeting with various County departments to ensure that the data and information that we have is correct, current, and connect with any planning efforts that those departments have. If a department has a strategic plan in place, we want to make sure we connect and collaborate with their thoughts and processes. He stated that County staff will use that information to ensure their data is correct and will present that before the committee.

Michael Hurlbert stated that three public engagement meetings are planned to take place from July to September in the eastern (St. Charles), central (O'Fallon or Lake Saint Louis), and western (Wentzville) areas of the County. Mr. Hurlbert stated that we will try to gather as much information from the public for this process. He stated that invitations will include chambers of commerce, fire districts, municipalities, residents, school districts, and utility providers. From those meetings, County staff will be able to draft a version before this Committee and make sure that it fits with the narrative formed.

Overview of the County Charter requirements

Michael Hurlbert reviewed the County Charter Requirements including Article II (The Legislative Branch, Section 2.533) and Article III (Chapter 120 – Master Plan Steering Committee). Paper copies of the Charter requirements were distributed to Committee members.

Michael Hurlbert pointed out that the Unified Development Ordinance (UDO) regulates zoning and subdivision regulations for the County and refers to the Master Plan in several places.

Robert Myers asked if anyone in the audience had any questions for Michael Hurlbert.

Luanne Cundiff asked what the structure of public engagement meetings would be. She would like meetings to be constructive and allow everyone to be heard.

Michael Hurlbert responded that the meeting would include a presentation to the public using PowerPoint which would summarize current plans and recommendations. Following that would be a discussion and solicit comment. That information would then be shared with the Committee for coordination.

Michael Hurlbert added that County staff is recommending that the Master Plan be updated rather than completely rewritten. The requirements call for a review every 5 years. A planning principle is that master plans are typically due for major revisions or replacement after a decade. Mr. Hurlbert stated that County staff is thinking that it would be best to wait until 2023 for a major update or replacement of the master plan because the most accurate population data from the 2020 Federal census will be released by then.

Michael Hurlbert asked for questions. There were no comments from the audience.

Overview of the currently enacted 2025 Master Plan:

In order to share documents with Steering Committee members, Robert Myers stated that unless anyone had concerns, instead of providing everyone paper copies, the County would provide documents by posting them online to a County web page which everyone can access. If any Committee member has limited internet access, the County could instead provide digital documents on flash drives as needed.

Mr. Myers gave a brief overview of the 2025 Master Plan. In the interest of time he explained how Committee members might approach reviewing the Master Plan on their own and distributed paper copies of the Future Land Use Map with goals and objectives. The Future Land Use map is a policy guide for public decision making for future land uses and is used extensively for rezoning and conditional use permit applications. He explained the standardized color key on the map and the significance of the urban services boundary indicating the extent to which utility companies have authority to provide sewer and water services. The availability of public sewer largely dictates which areas can be developed at urban and suburban densities. He explained that within and adjacent to municipal boundaries, the Future Land Use Map largely reflects the land use plans of those municipalities, and that the County might concentrate on future land uses in other unincorporated areas. Also, the Steering Committee may want to focus particularly on unincorporated areas expected to develop and grow, such as the Wentzville area and the Highway N corridor.

Michael Hurlbert mentioned that the Future Land Use Map could also identify and address areas with strategic development opportunities as identified by the municipalities, the County, and the Economic Development Center.

Robert Myers stated that the plan's format could be revised so that the plan would be digital and reside online as not just a PDF, but potentially an interactive online plan.

Michael Hurlbert discussed the importance of governance and collaborating between jurisdictions.

Robert Myers cited obvious aspects of the plan to update, including the 2018 current land use map and 2030 future land use map, and updating the thoroughfare plan to depict the entire future arterial network as opposed to just new roadway connections.

Population & Economic Conditions and Trends for St. Charles County

In the interest of time, this agenda item will be reviewed at the next Steering Committee meeting.

Questions & discussion:

Michael Hurlbert asked for follow up questions and discussion.

Keith Schneider asked staff if there would be any groups that would give presentations. For example, the Economic Development Center hired Development Strategies to prepare a report on new trends in housing demand. Millennials are attracted more to higher densities with more amenities as opposed to the "big house" concept. He stated that we should embrace higher densities to keep Millennials from moving outside the County.

Michael Hurlbert responded that would be up to the Committee to agree on having different groups to present their information.

Nancy Matheny asked if the Steering Committee will meet monthly. Michael Hurlbert responded yes.

Nancy Matheny asked if everyone will be working on this together as a group on each topic. Michael Hurlbert responded that is something that can be discussed. He stated since the plan is not being rewritten, it may not be necessary, but staff will do whatever the Committee chooses to do.

Nancy Matheny commented that there are different skill sets within each group.

Mike Klinghammer asked if they are required to have the plans done and passed by December or if that is the goal. He is concerned that there won't be enough time for meetings. Michael Hurlbert responded that from the previous day of approval, they have 5 years to review the Plan. The Committee might meet through December and have an amendment to the County Council sometime early 2019. Mike Klinghammer responded that he is not trying to discourage anyone, but this is a big task to finish by October. Joann Leykam suggested that County staff schedule Committee meetings through the end of December.

A question was asked whether the focus of the Committee's work would be on the Future Land Use Map. Michael responded the Land Use Map points us in the direction of what we want to see happen as the County develops in the future and should also take into account redevelopment or revitalization.

A question was asked if trends in adjoining counties would be considered.

Michael Hurlbert responded that adjoining counties may not have the same standards but it is definitely something to take into account.

Marc Gottfried asked about how to handle dispute resolutions amongst communities in the County. Michael Hurlbert responded that the expectation is that each community's comprehensive plan/master plan would be reflected in the County's Master Plan. The County will mirror the land use plans of the municipalities.

Luanne Cundiff emphasized how the municipalities of St. Charles County are collaborative and very supportive of each other.

Keith Schneider stated he feels that this effort should not be rushed.

Mike Klinghammer stated the municipalities in the County get along very well now and we are very fortunate. From an economic development standpoint, what we've been able to accomplish is unprecedented.

A comment was made about Amazon's planned fulfillment center in St. Peters and that is a remarkable example of economic development. The County should consider Keith Schneider's statement about recognizing the needs of Millennials for housing.

Jennifer George asked that future Steering Committee meetings be held at a County facility.

Meeting Adjournment:

Mike Elam made a motion to adjourn the meeting, and the motion was seconded. The meeting adjourned at 5:30 PM.

Note: The next meeting of the Master Plan Steering Committee will take place on Thursday June 28, 2018, at 4:00 PM. Robert Myers will schedule at a County facility through the end of 2018 and notify Steering Committee members.