

CITY OF FRONTENAC



MINUTES OF THE CITY OF FRONTENAC
PLANNING AND ZONING COMMISSION
REGULAR MEETING
TUESDAY, FEBRUARY 25, 2020, 7:00 PM

A. **CALL TO ORDER:** The regular meeting of the Planning and Zoning Commission was called to order at 7:00 p.m. by Mr. Kin Watkins, Chairperson.

B. **ROLL CALL:** The members present were:

Doug Bock	Elizabeth Hartwig
Chris Hyams	Alan Kahn
Kim Tompras	Aldersperson Tom O'Brien

Building Commissioner & Zoning Administrator, John Morgan; City Clerk, Leesa Ross; and City Attorney, Edward Sluys were also in attendance.

Mayor Kate Hatfield was also in attendance.

C. **APPROVAL OF AGENDA:**

Chairperson Watkins asked for a motion to approve tonight's meeting agenda.

Motion to approve the agenda was made by Aldersperson O'Brien and seconded by Ms. Tompras, all commission members voted "Aye"; the motion passed unanimously.

D. **APPROVAL OF MINUTES:**

Chairperson Watkins asked for a motion to approve the minutes of February 11, 2020, meeting minutes.

Motion to approve the minutes of February 11, 2020, Planning & Zoning Commission meeting minutes was made by Mr. Kahn and seconded by Ms. Hartwig, all commission members voted "Aye"; motion passed unanimously.

E. **PUBLIC FORUM (PRESENTATION OF REMARKS AND/OR PETITIONS)**

No public comments were made.

F. **CHAIRMAN'S COMMENTS:**

Chairperson Watkins thanked Ms. Tompras for chairing the February 11, 2020 meeting. He also thanked Mayor Hatfield, Ms. Hartwig, Aldersperson O'Brien, Mr. Morgan and Mr. Christensen for participating on the selection committee for the comp plan firms.

G. COMMENTS BY COMMISSION MEMBERS:

No commission members made comments at this time.

H. ZONING ADMINISTRATOR'S REPORT:

Mr. Morgan made no comments at this time.

I. UNFINISHED BUSINESS:

1. Update of Comprehensive Plan Consultant Selection and General Discussion.

Mr. Christensen stated Shockey, Streiler and H3 Studio were the three firms interviewed. He stated H3 Studios was the highest ranked of all three companies across the board by five out of the six who participated in the process. He said H3 was familiar with the area, as they recently completed Ladue and Creve Coeur's comp plans. He said Shockey was a close second, but the committee members were concerned as they are based out of Kansas City. There was additional discuss about the three companies. Mr. Christensen stated Shockey was rated higher on community engagement. He also stated H3 has certified planners, GIS experts and their Principal is a public facilitator. He said if the Planning & Zoning Commission agrees with the committee's recommendation, he will move forward and negotiate a contract.

Aldersperson O'Brien and Ms. Hartwig offered their comments on the process and the selection of H3 Studio. Ms. Hartwig suggested the city start the negotiating process, and if we are unable to reach an agreement with H3 Studio, to then move on and try to reach an agreement with Shockey.

Mr. Kahn asked if we could pick two and negotiate with both and have them both prepare a contract. Mr. Christensen stated no, that is not normally how the process works, as it is not a bidding process. Mayor Hatfield also made comments about the process.

Mr. Christensen stated the city's budget for the update for the comp plan is \$90,000. He said the process will include steering committees, visionary committees, stakeholders' groups and three large public engagement workshops.

Mr. Christensen also stated H3 Studios was awarded the American Planning Association (APA), Outstanding Plan Award in 2017.

Mr. Bock asked what type of goals we set. Mr. Christensen stated part of the process is defining, what is the vision. Mr. Watkins stated the process will be interviews with staff, then interviews with the Mayor and Board of Aldersperson, next, interviews with the Planning & Zoning Commission Members, then they will engage the community. He said they will look at things such as the desire for walking trails, biking trails, commercial use, etc. Mr. Morgan stated they will look at the current comp plan and then review public engagement. Mr. Watkins stated then the plan is drafted. Mr. Morgan stated there will be a need for a public hearing, then the Planning & Zoning Commission votes to approve the comp plan.

MOTION: Mr. Hartwig motioned, and Alderperson O'Brien seconded to instruct Mr. Christensen to proceed with negotiating a contract with H3 Studios for the completion of a comprehensive plan for the City of Frontenac. Ms. Hartwig stated if needed, if negotiations do not work out with H3 Studio, to allow Mr. Christensen to then proceed with negotiations with Shockey. All Commission members present voted "Aye". The motion passed by a vote of 7-0.

Mayor Hatfield asked for feed back on the strategic plan. She stated she would send the item out to the commission members again for them to make changes.

Ms. Tompras asked for an update on the library. Mayor Hatfield stated mediation was set by Judge Gary Gaertner Jr. on March 3, 2020. She said a few of the items they hope to negotiate are a smaller building, moving the building north, the departures of the bookmobiles, and moving the History and Genealogy Center off site. Additional discuss occurred.

K. ANNOUNCEMENT OF NEXT MEETING:

Mr. Morgan stated he is unavailable on Tuesday, March 24, as he is out of town. The commission members elected to move the meeting, if needed to Tuesday, March 31, 2020 at 6:00 p.m.

L. ADJOURNMENT:

MOTION: A motion was made by Alderperson O'Brien, and seconded by Mr. Hyams, to adjourn the meeting. All Commission members voted "Aye". The motion passed unanimously, 6-0.

The meeting adjourned at 6:30 p.m.