

PLANNING & ZONING MEETING

109 E. BROADWAY

ASHLAND, MO 65010

TUESDAY, FEBRUARY 13, 2018

Notice Posted 02/09/2018 @ 10:30 AM

AGENDA

1. Call the Meeting to Order at 7:00 PM.
2. Approval of the Agenda for February 13, 2018.
3. Approval of the Previous Minutes, January 23, 2017.
4. Public Comments:
5. Old Business: Ordinance Template for Landscaping in Ashland
6. New Business:
7. Discussion: Conducting City Business Training
8. City Administrator's Report:
9. Commissioners Report:

If you are unable to attend, please call Ashland City Hall at 573-657-2091 or email policeclerk@ashlandmo.us

Megan Young
Administrative Assistant

PLANNING AND ZONING SPECIAL MEETING

109 E. BROADWAY

ASHLAND, MO. 65010

TUESDAY, JANUARY 23, 2018

DRAFT

REGULAR MEETING:

Chairman Wren called the meeting to order Tuesday, January 23, 2018 at 7:00 p.m. at 109 E. Broadway, Ashland, Missouri. Commissioners in attendance were Brad Williamson, Ernie Wren, Fred Klippel, Greg Batson, Alderman Liaison Jeffrey Sapp, Jerrod Bryan, Randy Burhans, Cynthia Wills and Cecil Payne. Commissioners absent were James Branson and Paul Beuselink.

Also present were City Administrator Lyn Woolford and Administrative Assistant Megan Young.

Chairman Wren called for a motion to approve the January 23, 2018 agenda. Commissioner Batson made a motion to approve the January 23, 2018 agenda. Seconded by Commissioner Klippel. Motion carried unanimously.

Chairman Wren called for a motion to approve the amended previous minutes dated December 12, 2017. Motion made by Commissioner Klippel to approve the amended previous minutes dated December 12, 2017. Seconded by Commissioner Wills. Motion carried unanimously.

Public Comments: None.

OLD BUSINESS: None.

NEW BUSINESS:

1. Liberty Landing 5-6-7 Preliminary Major Plat

Motion made by Commissioner Burhans to open for discussion the Preliminary Major Plat for Liberty Landing 5-6-7. Seconded by Commissioner Klippel. Motion carried unanimously. City Administrator Woolford stated Bill and Kim Martin, from Martin Builders, Inc., are present. Also, Chris Sanders is here representing McClure Engineering, and they state everything is in order. Commissioner Wills asked Mr. Martin when do they plan to start building? Mr. Martin stated phase 4 will be first, by next fall, and it will continue on until fall of 2019 or the spring of 2020. Commissioner Wills asked when will it tie into Redtail Dr.? Mr. Sanders stood and told the commissioners what the flow of work will be. There was a discussion about the Fire Department's approval and advantages of this to the City. Easements and alternate entrance/exits were also discussed. Commissioner Payne commented on an error on the plat. Mr. Sanders stated that it would be fixed.

Chairman Wren reviewed by stating while there is no legal bases to deny this, there will be 2, potentially 3 entrances and the Fire Marshall has approved the plan. Chairman Wren called for

a motion. Motion made by Commissioner Wills to approve the Preliminary Plat of Liberty Landing 5-6-7. Seconded by Commissioner Bryan. Chairman Wren called for a vote. Commissioner Batson-yes, Commissioner Wills-yes, Commissioner Burhans-yes, Commissioner Payne-abstain, Commissioner Klippel-yes, Commissioner Bryan-yes, Commissioner Williamson-yes. Motion carried unanimously.

DISCUSSION: Scott Vogler, from MECO Engineering, as the City Engineer, stated back in 2015 he worked with the city attorney on a landscaping ordinance. But it never got approved by the Board of Aldermen. A handout of the proposed ordinance was provided. Mr. Vogler stated he would like the commissioners to consider it. Mr. Vogler and the commissioners reviewed and discussed each item on the proposed ordinance. City Administrator Woolford stated this is something for the commissioners to look over and discuss at a later meeting. Chairman Wren stated this needs to be added as new business on the next agenda.

City Administrator's Report:

City Administrator Lyn Woolford informed the commissioners about a new housing development on the east side of Hwy 63, and a possible auto parts store coming into town. He stated The Baptist Home is progressing, and the YMCA bought a piece of property and may be working with the adjoining property owner to make a buffer near residential areas. Those are things that the city is looking at for the future.

Commissioners' Report:

Several of the commissioners welcomed new commissioner Cecil Payne. Commissioner Wills thanked Scott Vogler for the proposed landscaping ordinance. Chairman Wren asked City Administrator Woolford about the old blue house on Main Street that was torn down. City Administrator Woolford said he had spoken to the property owner about it. Commissioner Burhans asked City Administrator Woolford about the rezoning maps. City Administrator Woolford stated he would follow up on this.

Chairman Wren called for a motion to adjourn, January 23, 2018, Planning and Zoning Meeting. Commissioner Klippel made a motion to adjourn, January 23, 2018, Planning and Zoning Meeting. Seconded by Commissioner Bryan. Motion carried.

Minutes prepared by Megan Young

AN ORDINANCE TO AMEND CHAPTER 9, PLANNING AND ZONING, OF THE CODE
OF THE CITY OF ASHLAND

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF
ASHLAND, MISSOURI, AS FOLLOWS:

Section 1. Chapter 9 of the Ashland City Code is amended by deleting Section 106 in its
entirety and replacing it with the following:

9.106 Review Plans and Documents Submission, Review Required

Any property owner who proposes to develop land within any district, shall submit a set of
Review Plans and Documents to the City. Such Review Plans and Documents shall be required
when land in district R-1 is subdivided for single family residences but not when an individual
lot in District R-1 is developed for a single family residence. Review Plans and Documents shall
include the following elements:

- A. Meet the standards of the City of Ashland's long range plan.
- B. Comply with all applicable local, state and federal ordinances, rules, statutes, laws,
regulations and requirements.
- C. North arrow and scale. All site plans are to be drawn to a standard engineer's scale. All
items shown on the review plan, including, but not limited to, street, driveways, and buildings
shall be drawn to scale. The actual scale used will depend on the development and shall be
subject to approval of the City Engineer. All sites submitted for review shall be surveyed by a
Missouri licensed land surveyor.
- D. Topography and Contours. Existing topography with contours at 5-foot intervals, and
delineating any land areas within the 100-year floodplain. Finished grades or contours for
entire site (5 or 1-foot contour intervals may be required depending on the site).
- E. Proposed location of buildings and other structures, parking areas, drives, walks,
screening, drainage patterns, public streets and any existing easements. Location, width and
limits of all existing and proposed sidewalks. Location, size and radii of all existing and
proposed median breaks, turning lanes, streets, roadways and parking lots.
- F. All adjacent public street right-of-way, existing and proposed, with centerline location.
All adjacent public street and private drive locations, widths, curb cuts and radii (existing and
proposed).
- G. Location of all required building and parking setbacks.

- H. Location, dimensions, number of stories and area in square feet of proposed buildings.
- I. Area of land on review plan in square feet or acres.
- J. Limits, location, size and material to be used in all proposed retaining walls.
- K. Location, height, candle power and type of outside lighting fixtures for buildings and parking lots. Illumination Plan overlaid on review plan.
- L. Location, size, type of material and message of all proposed monument or detached signs.
- M. Storm water collection, detention, and erosion control plans and calculations.
- N. Analysis of the capacity of the existing sanitary sewer receiving system.
- O. Building elevations: Elevations of all sides of proposed buildings, including notation indicating building material to be used on exteriors and roofs. Location, size and materials to be used in all screening of rooftop mechanical equipment.
- P. Landscaping and screening: Landscape plan calling out size, species, location and number of all proposed landscape material. Notation of all areas to be seeded or sodded. Location, size and materials to be used for all screening and outside trash enclosure areas.
- Q. Traffic Impact Analysis (TIA). A TIA may be required by the City Administrator whose decision is appealable to the Planning and Zoning Commission whose decision is appealable to the City Council. In addition, the Planning and Zoning Commission and City Council on their own motion may require a TIA. Elements which will be considered in the determination of requiring a TIA, include, but are not limited to:
 - 1. Areas of existing high traffic congestion
 - 2. Proposed development of a size, i.e., building square footage, number of employees, that a significant increase in area traffic is expected.

The Review Plans and Documents shall be submitted to the City Clerk at least thirty (30) days before the Planning and Zoning Commission meeting at which it will be considered for approval. The City Clerk shall forward the review plans and documents to appropriate city staff and consultants who shall review and make a recommendation to the Planning and Zoning Commission for approval or disapproval of the review plan and documents based on whether the plans and documents meet the requirements of this section. The Planning and Zoning Commission shall approve, approve conditionally or disapprove the review plan and documents. If the Commission disapproves the review plans and documents, it shall provide written reasons for disapproval. Review plans and documents disapproval decisions made by the Planning and Zoning Commission may be appealed to the Board of Adjustment as outlined in 10.160.

Section 2. Chapter 9 of the Ashland City Code is hereby amended as follows:

Material to be deleted in ~~strikeout~~; material to be added underlined.

9.107. Modifications to Approved Site Plans and Development Plans

Minor Site Plan and Development Plan Modifications.

Minor modifications to a previously approved site plan or development plan may be necessary to accommodate site constraints or facilitate practical site construction. A developer may request that these minor site plan or development plan modifications be reviewed by the Administrative Officer or designee in lieu of submitting a revised site plan or development plan to the Planning and Zoning Commission. The Administrative Officer or designee may approve such proposed site plan or development plan modifications if they are determined to be minor in nature and are found to be in full compliance with all applicable local, state, and federal ordinances, rules, statutes, laws, regulations and requirements. The Administrative Officer or designee may require revised drawings for City review prior to approval. All approved minor site plan or development plan modifications shall be included on the set of as-built construction drawings submitted to the City prior to the conclusion of the project.

Minor site plan or development plan modifications are intended to be technical, dimensional adjustments based upon field conditions and shall not include the following:

- a.) Changes to the property use shown on the original approved site plan or development plan.
- b.) The addition of more than 500 square feet of new impervious surface.
- c.) Increases in building floor area.
- d.) Construction of additional structures.
- e.) Changes to buildings, parking areas, drive aisles, etc which significantly impacts the general site layout.
- f.) Any change to sewer and stormwater

2) Major site plan and development plan modifications.

All proposed modifications which are not found to be minor site plan or development plan modifications by the Administrative Officer or designee shall be classified as major site plan or development plan modifications. Major site plan or development plan modifications shall require review and approval by the City's Planning and Zoning Commission. Developers wishing to request a major site plan or development plan modification shall submit a revised site plan or development plan to the City's Planning and Zoning Commission for review and consideration for approval. The review and approval procedure for major site plan or development plan modifications shall be the same as the site development plan review process shown in section 9.106.

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9.373. Travel Trailer Parks:

Travel Trailer Parks may be permitted in those zoning districts which include it as a "permitted use" in Chapter 9. The following additional standards shall apply.

A. *Required Plans.* A site development plan in accordance with Chapter 9, Section 9.106 shall be provided.

...

Section 3. This Ordinance shall be in full force and effect from and after its passage and approval.

Dated this ____ day of _____, 2014.

Gene Rhorer, Mayor

Attest:

Darla Sapp, City Clerk

Certified as to correct form:

Fred Boeckmann, City Attorney