

**PLANNING & ZONING MEETING  
109 E. BROADWAY  
ASHLAND, MO 65010  
TUESDAY, APRIL 26, 2016**

**AGENDA**

1. Call the Meeting to Order at 7:00 PM.
2. Approval of the Agenda April 26, 2016. Action\_\_\_\_\_
3. Approval of the Previous Minutes, March 8, 2016. Action \_\_\_\_\_
4. New Business: Site Plan for Southern Boone School Expansion; Parkside Subdivision Site Plan Review
5. Old Business:
6. Discussion: 2015 Transportation Plan
7. Interim City Administrator / Mayor's Report:
8. Guest Comments:
9. Commissioners' Report:

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

Megan Young  
Administrative Assistant

**PLANNING AND ZONING MEETING  
109 E. BROADWAY  
ASHLAND, MO. 65010  
TUESDAY, MARCH 8, 2016  
DRAFT**

**PUBLIC HEARING:**

There was no public hearing.

**REGULAR MEETING:**

Chairman Batson called the meeting to order Tuesday, March 8, 2016 at 7:00 p.m. at 109 E. Broadway, Ashland, Missouri. Commissioners in attendance were Fred Klippel, Paul Beuselink, Danny Clay, James Branson, Greg Batson, Nikki Courtney and Jeffrey Sapp. Commissioners absent were Brad Williamson.

Also present were Mayor Gene Rhorer, Interim City Administrator Lyn Woolford, and Administrative Assistant Megan Young.

2. Chairman Batson called for a motion to approve the March 8, 2016 agenda. Commissioner Sapp made a motion to amend the Agenda to delete the Public Hearing from the March 8, 2016 agenda. Seconded by Commissioner Courtney. Motion carried unanimously. Commissioner Beuselink made a motion to approve the amended March 8, 2016 agenda. Seconded by Commissioner Clay. Motion carried unanimously.

3. Chairman Batson made a motion to approve the previous minutes dated February 9, 2016. Motion was made by Commissioner Sapp to approve the previous minutes dated February 9, 2016. Seconded by Commissioner Branson. Motion carried unanimously.

**4. NEW BUSINESS:**

1. Dove's Landing Site Plan Review

Chris Sander, A Civil Group Engineer, was present to speak for the interests of Dr. and Mrs. Crist (owners). Scott Vogler, MECO Engineering, was present to speak as the Ashland City Engineer. Commissioner Klippel asked if the house and the shed would stay. Mr. Sander stated they would leave these structures up now and tear them down at a later time. Commissioner Courtney asked about the present Fire Hydrant. Mr. Sander stated it was 1100 gal. per minute. Commissioner Clay asked if they were eliminating the old lagoon? Mr. Sander stated yes, they would tap into the city sewer. Several commissioners asked about the façade of the building, landscaping and parking lot lights disturbing the neighbors. Mr. Sander addressed all concerns of the commissioners. Commissioner Beuselink asked about city sidewalk requirements. Interim City Administrator Woolford stated he would have to ask City Attorney Fred Boeckman since it is commercial property and may not be required. Commissioner Beuselink made a motion to approve the final site plan with the condition if a sidewalk is required, it will be

placed. Seconded by Commissioner Klippel. Commissioner Courtney-aye, Commissioner Clay-aye, Commissioner Beuselinck-aye, Commissioner Branson-aye, Commissioner Klippel-aye, Commissioner Sapp-abstain.

#### 2. Watts Construction Building Site Plan Review

Jason Watts, owner of Watts Construction, was present. Mr. Watts described the building as mostly residential with an area to store and work on equipment and a small office on the lower level in the front. Mr. Watts said the building would have cultured stone, siding, landscaping and a deck on the back. Interim City Administrator stated this was a permitted use per current city ordinance and did not require a conditional use permit. Mr. Vogler stated the site plan was approved by the city engineers. Commissioner Sapp made a motion to approve the Watts Construction Building Site Plan. Seconded by Commissioner Klippel. Motion carried unanimously.

#### 3. Jeff Kays Law Office Site Plan Review

Dan Brush, Engineer, and Jeff Kays, owner, were present. Mr. Vogler stated the dimensions of the parking area meet with city engineer approval. The commissioners asked about the existing gravel driveway, landscaping and signage. Mr. Kays answered all questions. Interim City Administrator Woolford stated Mr. Kays appeared before the Board of Adjustment and received approval for water runoff from this property to MODOT property. Commissioner Sapp made a motion to approve the Kays Law Office Site Plan. Seconded by Commissioner Klippel. Motion carried unanimously.

**5. OLD BUSINESS:** Chairman Batson asked all the Commissioners to sign the final draft of letter for Marth Crump extension. All the commissioners signed except for Commissioner Williamson, who was absent. Chairman Batson asked Administrative Assistant Megan Young to get his signature and pass the letter to Mayor Rhorer and the Board of Aldermen.

#### **6. DISCUSSION:**

##### 1. Expiration dates on Approved Plans

Interim City Administrator Woolford stated there are no expiration dates presently on approved Site Plans. The commissioners discussed time limitations and extensions. Commissioner Sapp suggested they make a consideration to the Board of Aldermen. Commissioner Courtney made a motion to recommend to the Ashland Board of Aldermen to adopt Boone County Site Plan terminology with the exception of a 12 month expiration date instead of 6 months. Seconded by Commissioner Clay. Motion carried unanimously.

##### 2. Tiny Houses

Interim City Administrator commented the City of Columbia does allow Tiny Houses, however Ashland considers them as Accessory Structures and not residential. The commissioners discussed Tiny Homes as being a new version on Mobile Homes or Travel Trailers. Commissioner Sapp made a motion to recommend to the Ashland Board of Aldermen that Tiny Houses be treated as RV's and subject to the same rules and restrictions.

3. Building Code upgrade recommendation

Interim City Administrator Woolford started the discussion by stating that Boone County Inspector Doug Coley recommends Ashland upgrade to International Building Code 2012. Mr. Woolford would like to invite Doug to the next Planning & Zoning meeting. Commissioner Sapp stated he would like upgrade to International Building Code 2012 or whichever Boone County uses, because they do our inspections. Commissioner Sapp made a motion to recommend to the Board of Aldermen to adopt International Building Code 2012 and review the next time Boone County moves to a new code and upgrade accordingly. Seconded by Commissioner Courtney. Motion carried unanimously.

**7. Mayor's Report:**

Mayor Gene Rhorer stated the Force Main bid would be out next week. The Planning & Zoning Commission may be busy and may have to have 2 meetings a month. Commissioner Sapp commented the Second and Fourth Tuesdays would be the best time, if the commission had to meet twice a month.

**8. City Administrator's Report:**

Interim City Administrator Lyn Woolford had no report.

**Guest Comments:**

There were no Guest comments.

**Commissioners' Report:**

Commissioner Clay stated the Planning & Zoning Commission needed to start looking long range at the revitalization of the "Old District". We need to have a workshop and throw out ideas. He also stated the 2009 Comprehensive Plan needs to be looked at, the Transportation Plan was just an addition. Interim City Administrator Woolford stated the frontage of Ashland may change with MODOT's plan for Route H. Alderman Campbell, who was present in the guest seating, stated the outer perimeters of Ashland will be growing and we need to keep an eye on Ashland "Proper" and not just the outer perimeters.

Chairman Batson called for a motion to adjourn, March 8, 2016, Planning and Zoning Meeting. Commissioner Sapp made a motion to adjourn, March 8, 2016, Planning and Zoning Meeting. Seconded by Commissioner Klippel. Motion carried.

Minutes prepared by Megan Young

To: City of Ashland

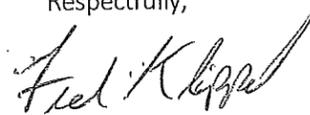
From: Fred Klippel

Re: Planning & Zoning Commission

Date: April 12, 2016

Please accept my resignation from the City of Ashland Planning & Zoning Commission. I have been a member of P&Z for a long period of time most recently serving as an Alderman on P&Z. After the recent election, another Alderman will be serving on P&Z, and as policies state, only one Alderman may be on Planning & Zoning at a time.

Respectfully,

A handwritten signature in cursive script that reads "Fred Klippel".

Fred Klippel  
Alderman Ward 3  
City of Ashland



# SITE PLAN Application

**SUBMITTAL INFORMATION** The undersigned hereby applies to the CITY OF ASHLAND, MISSOURI, For development review as outlined in Chapter 9 Planning and Zoning, Section 9.106, Site Plan Submission, Review Required.

Physical Address: 803 S. Henry Clay Blvd. - Primary School  
803 S. Henry Clay Blvd - Elementary School  
305 N. Main Street - High School  
Parcel ID #: 24/502/00/00/009.00 24/502/00/08/001.00 24/220/00/09/001.00

Project Name: Southern Boone County R-1 School District

Applicant Name (Please Print) Southern Boone County R-1 School District  
Address: 303 N. Main Phone #: \_\_\_\_\_  
Ashland, MO Fax #: \_\_\_\_\_  
65010 E-Mail: \_\_\_\_\_

Applicant's Signature: [Signature] Date 4/6/16

### REQUIRED SUBMITTALS WITH COMPLETED APPLICATION

- Property survey
- Letter of Intent for Zoning Use and Building Use
- Site Plan/Drawing (5 signed and sealed copies). These 5 plans must be Standard Size D (24"x36").  
A reduced 11 x 17 copy and a PDF disc are also required. The plan shall include the following information.  
Title Sheet that may include the survey  
Site Plan  
Paving/grading/drainage plan  
Utilities sheet (including all existing utilities)  
Detail sheet(s)  
Building elevations  
Sign locations (Sign design shall be approved on a separate permit)  
Adjacent zoning and land uses
- Stormwater Calculations
- Traffic Study
- Other: \_\_\_\_\_
- Application Fee: \$300.00 Site Plan Review \$100.00 Extension

**CONFERENCE** A Site Plan Review Conference will be scheduled with City Administrator, the Applicants' Engineer, City Engineer, Department Heads of Maintenance, Fire Department, Ambulance Services, and Law Enforcement. This is to review the site plan presented.

Conference Date: \_\_\_\_\_ Staff Signature \_\_\_\_\_

<b>OFFICE USE ONLY</b>	Application:	_____	_____
	City Staff Review:	_____	_____
	Planning & Zoning:	_____	_____
	Board of Aldermen 1st Reading:	_____	_____
	Board of Aldermen 2nd Reading:	_____	_____
	Final Revisions / As-Built Received:	_____	_____

**CROCKETT**  
ENGINEERING CONSULTANTS  
2608 North Stadium Boulevard  
Columbia, Missouri 65202  
(573) 447-0292

April 6, 2016

Lyn Woolford  
City Administrator  
City of Ashland  
109 East Broadway  
Ashland, MO 65010

Re: Civil Site Design Plans for the Southern Boone County R-1 School Expansions

Dear Mr. Woolford:

Enclosed with this letter please find five (5) sets of the civil design plans for the Southern Boone County R-1 School Expansions along with the Site Plan Application and application fee of \$300. The expansions are taking place at the primary school site, the elementary school site, and the high school site. Again, these plans are for the civil and site work package only.

We respectfully request that you distribute these plans for review by City staff and other appropriate entities for permitting of the site work. Should you or any of your staff desire to meet to review the submittal, please let me know and we would be happy to meet to discuss the projects. If you have any questions, please feel free to contact me anytime.

Sincerely,

Crockett Engineering Consultants, LLC



Tim Crockett, PE



# SITE PLAN Application

**SUBMITTAL INFORMATION** The undersigned hereby applies to the CITY OF ASHLAND, MISSOURI, For development review as outlined in Chapter 9 Planning and Zoning, Section 9.106, Site Plan Submission, Review Required.

Physical Address: ASH & COLLEGE AVE

Parcel ID #: 241 2201 001 10100600

Project Name: LOT 1 & LOT 3 OF PARADISE SUBDIVISION  
<sup>003.00</sup>

Applicant Name (Please Print) JAMES G. NICHOLS

Address: 204 E. BROADWAY Phone #: 657-2356

ASHLAND, MO 65010 Fax #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Applicant's Signature: James Nichols Date APRIL 5, 2016

### REQUIRED SUBMITTALS WITH COMPLETED APPLICATION

- Property survey
- Letter of Intent for Zoning Use and Building Use
- Site Plan/Drawing (5 signed and sealed copies). These 5 plans must be Standard Size D (24"x36").  
A reduced 11 x 17 copy and a PDF disc are also required. The plan shall include the following information.  
Title Sheet that may include the survey  
Site Plan  
Paving/grading/drainage plan  
Utilities sheet (including all existing utilities)  
Detail sheet(s)  
Building elevations  
Sign locations (Sign design shall be approved on a separate permit)  
Adjacent zoning and land uses
- Stormwater Calculations
- Traffic Study N/A
- Other: \_\_\_\_\_
- Application Fee: \$300.00 Site Plan Review \$100.00 Extension

**CONFERENCE** A Site Plan Review Conference will be scheduled with City Administrator, the Applicants' Engineer, City Engineer, Department Heads of Maintenance, Fire Department, Ambulance Services, and Law Enforcement. This is to review the site plan presented.

Conference Date: \_\_\_\_\_ Staff Signature \_\_\_\_\_

<b>OFFICE USE ONLY</b>	Application: <u>received</u>	<u>4.5.16</u>	<u>Lyn Woolford</u>
	City Staff Review:	_____	_____
	Planning & Zoning:	_____	_____
	Board of Aldermen 1st Reading:	_____	_____
	Board of Aldermen 2nd Reading:	_____	_____
	Final Revisions / As-Built Received:	_____	_____



**C. STEPHEN HEYING SURVEYING**

1202 MADISON STREET  
COLUMBIA, MO 65203  
(573) 442-3455 PH. & FX

April 04, 2016

Director of Community Development  
City of Ashland, Missouri  
P. O. Box 135  
Ashland, MO 65010

Re:

Site Plan Submission Review  
For James G. Nichols  
Being  
Lots 1 & 3 of Parkside Subdivision  
As per Plat book 50 at page 7  
In the Southeast Quarter of  
Section 10, Township 46 North, Range 12 West

To Whom it may concern,

On behalf of James G. Nichols, we are requesting your approval of our Site plan Submission for constructing a duplex located within said lot 1, having frontage on College Avenue and a duplex located within said lot 3, also having frontage on College Avenue, both within said Parkside Subdivision.

It is the intent of the owner, James G. Nichols, to build one duplex within each said lot, with a single family occupying each side or half of each building. It is his intention to remain the owner of record for each said lots and buildings.

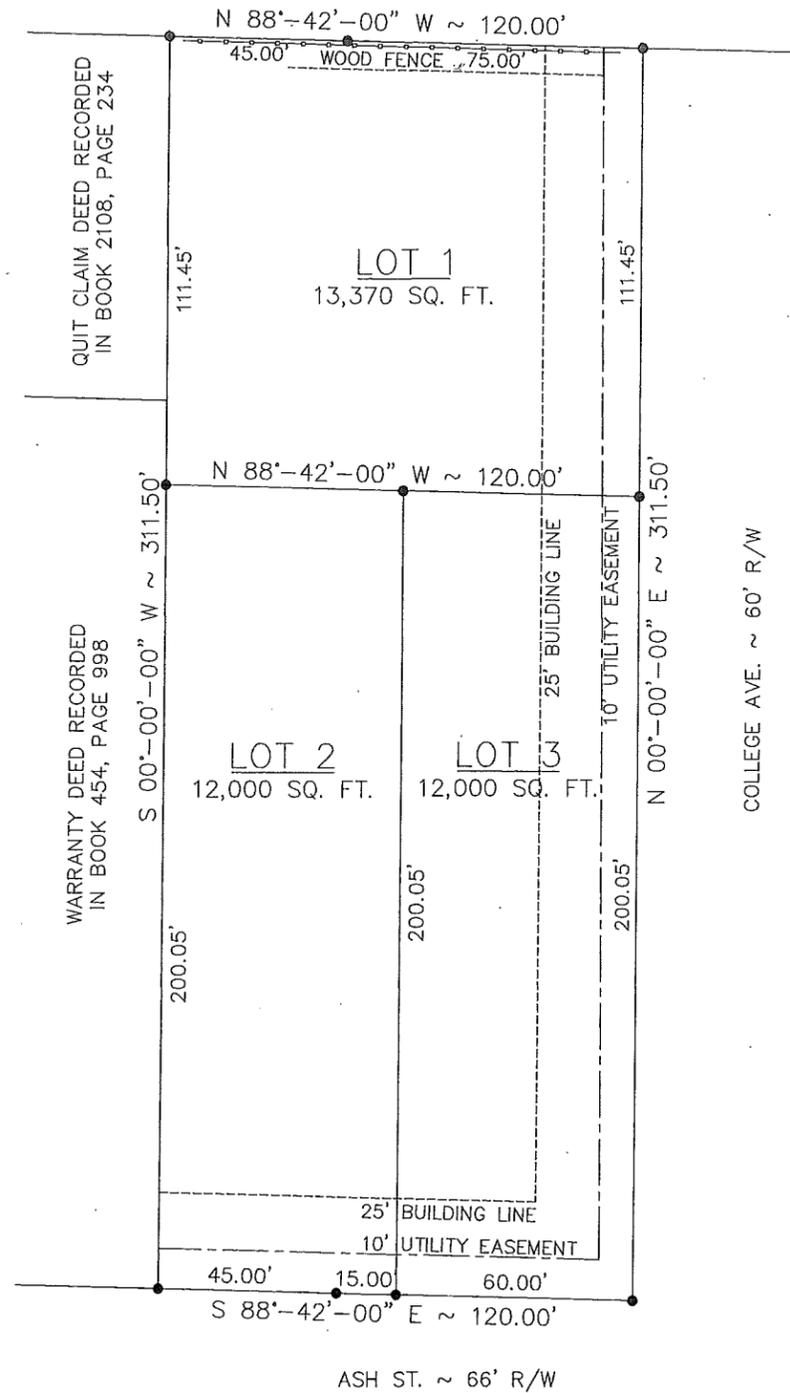
Please contact me with any questions or concerns regarding this application and plat. Thank you for your time and attention with this matter.

Sincerely,

C. Stephen Heying MPLS #1991

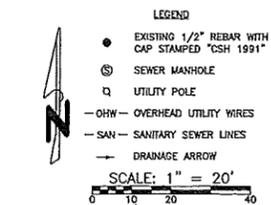
PROPERTY SURVEY FOR  
**JAMES G. NICHOLS**  
 LOTS 1 & 3 OF PARKSIDE SUBDIVISION, CITY OF  
 ASHLAND, LOCATED IN THE SOUTHEAST QUARTER OF  
 SECTION 10, TOWNSHIP 46 NORTH, RANGE 12 WEST  
 BOONE COUNTY, MISSOURI MARCH 25, 2016

ASHLAND CITY PARK  
 WARRANTY DEED RECORDED  
 IN BOOK 419, PAGE 1000



I HEREBY CERTIFY THAT I MADE A SURVEY OF THE  
 ABOVE DESCRIBED TRACT OF LAND AS SHOWN ON  
 THE ATTACHED DRAWING IN ACCORDANCE WITH  
 THE CURRENT MISSOURI MINIMUM STANDARDS  
 FOR PROPERTY BOUNDARY SURVEYS.

*C. Stephen Heying*  
 C. STEPHEN HEYING, M.P.L.S. (1991)



ADDRESS: N. COLLEGE AVE., ASHLAND, MO 65010  
 DESCRIPTION: LOT 1 OF PARKSIDE SUBDIVISION, AS SHOWN BY  
 THE PLAT THEREOF RECORDED IN PLAT BOOK 50, PAGE 7,  
 RECORDS OF BOONE COUNTY, MISSOURI  
 BASIS OF BEARINGS: PLAT OF PARKSIDE SUBDIVISION  
 FLOOD STATEMENT: THIS TRACT IS NOT WITHIN THE 100 YEAR  
 FLOOD PLAIN PER FEMA TRM # 25018C03700, EFFECTIVE  
 MARCH 17, 2011  
 SURVEY CLASSIFICATION: URBAN TYPE

C. STEPHEN HEYING  
 SURVEYING  
 1202 N. MADISON ST.  
 COLUMBIA, MO 65203

(573) 442-3455



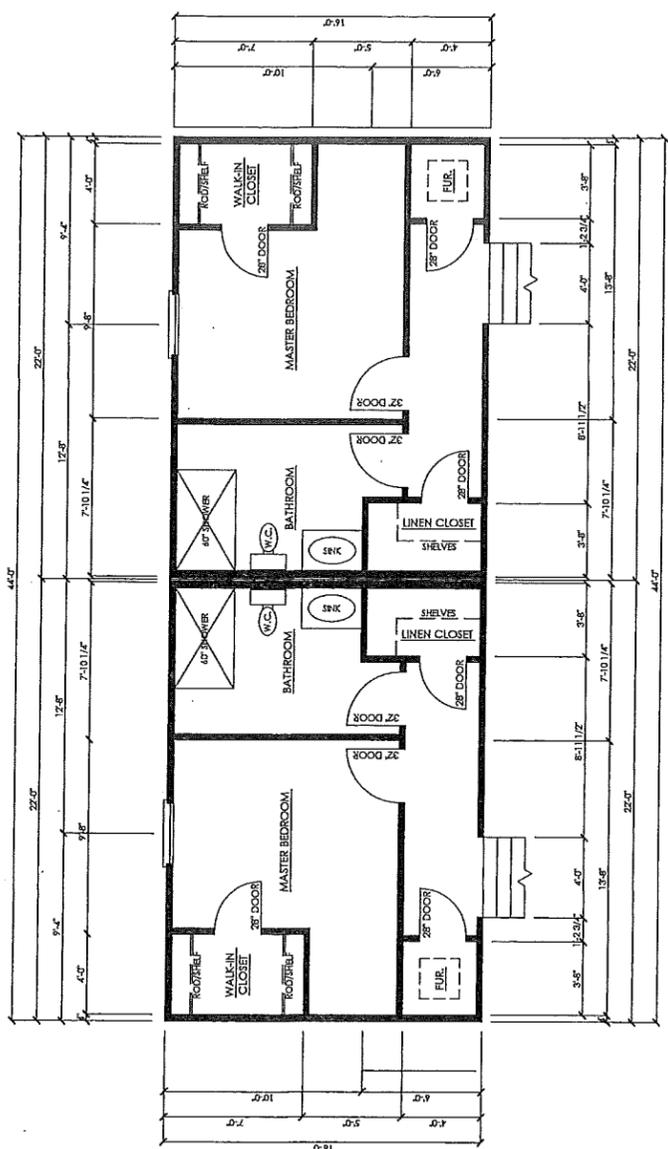
SITE PLAN  
 TWO DUPLEXES FOR  
**JAMES G. NICHOLS**  
 N. COLLEGE AVE.  
 ASHLAND, MO 65010

COVER SHEET

JOB NUMBER: 14-0425-02  
 DATE: APRIL 4, 2016  
 DRAWN BY: KDM

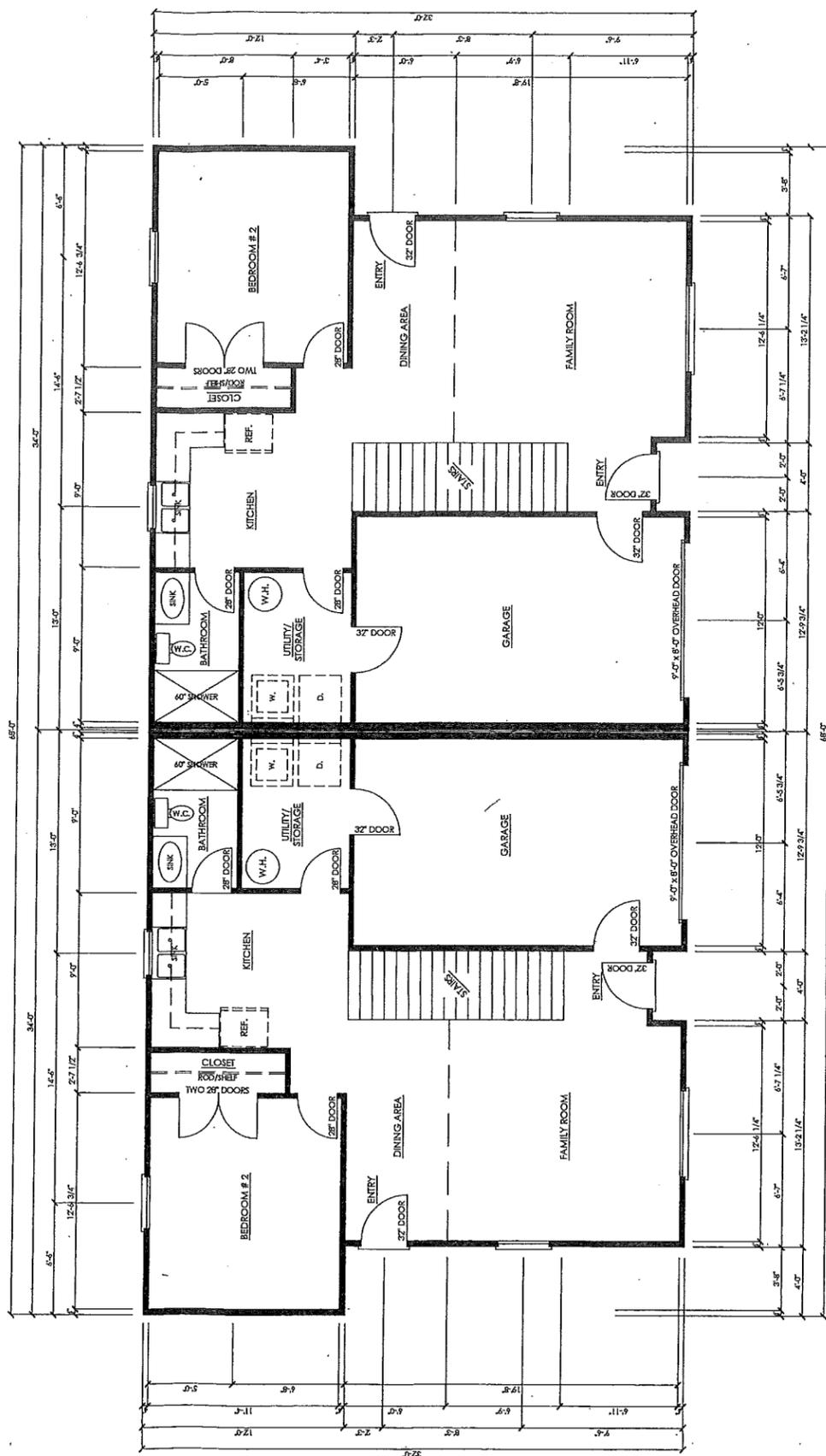
1 OF 4





FLOOR PLAN - SECOND FLOOR - UNIT # 1  
SCALE: 1/4" = 1'-0"

FLOOR PLAN - SECOND FLOOR - UNIT # 2  
SCALE: 1/4" = 1'-0"



FLOOR PLAN - FIRST FLOOR - UNIT # 1  
SCALE: 1/4" = 1'-0"

FLOOR PLAN - FIRST FLOOR - UNIT # 2  
SCALE: 1/4" = 1'-0"

NOTE: ALL WALL THICKNESSES ARE TO BE 3/2" UNLESS NOTED OTHERWISE

THE FLOOR PLAN DRAWINGS ATTACHED WERE NOT PREPARED BY OR CHECKED BY A LICENSED ARCHITECT OR ENGINEER. C. STEPHEN HEYING SURVEYING DOES NOT REPRESENT OR IMPLY ITSELF TO BE LICENSED ARCHITECTS OR STRUCTURAL ENGINEERS.

C. STEPHEN HEYING SURVEYING  
1202 N. MADISON ST.  
COLUMBIA, MO 65203

(573) 442-3455



SITE PLAN  
TWO DUPLEXES FOR  
JAMES G. NICHOLS  
N. COLLEGE AVE.  
ASHLAND, MO 65010

FLOOR PLAN  
DUPLEX - LOT 1

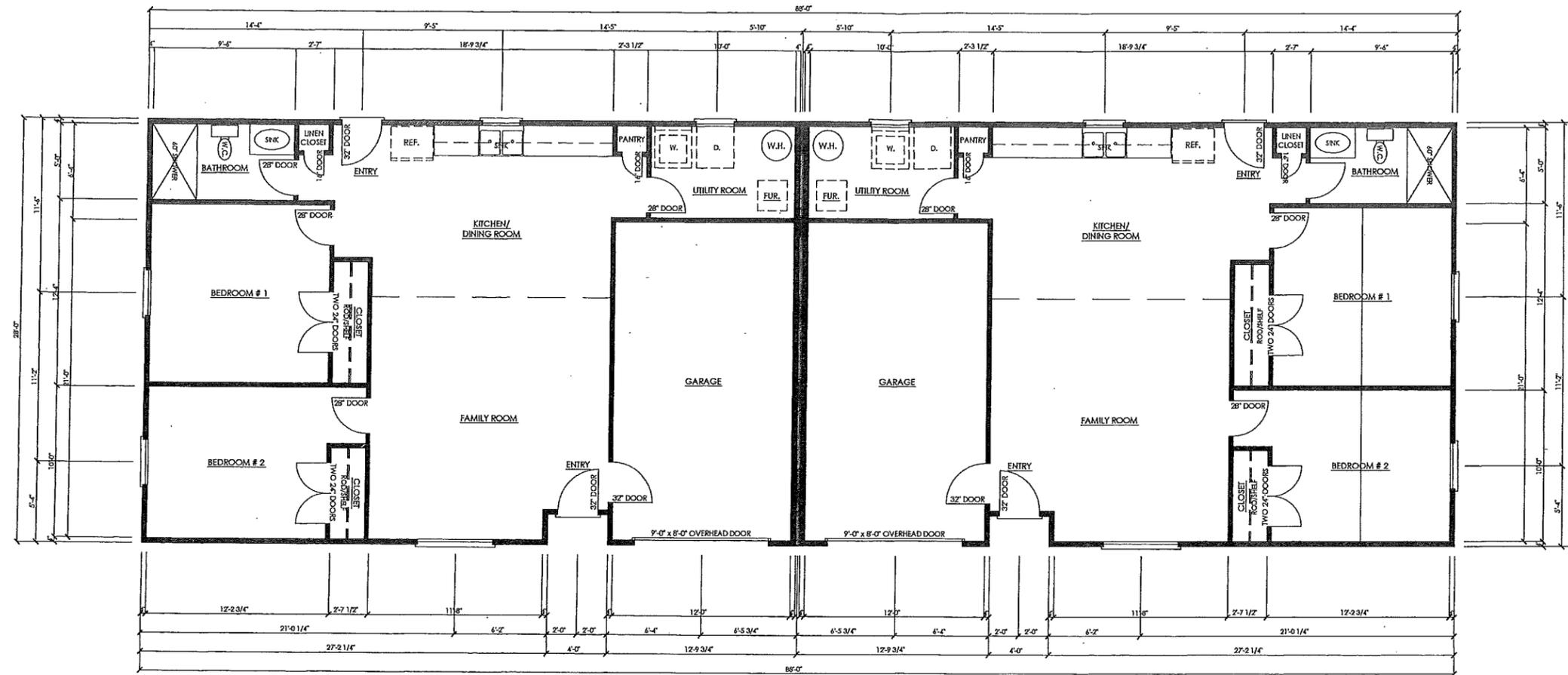
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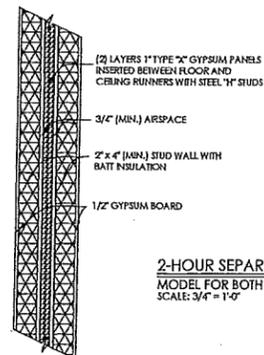


**SITE PLAN**  
**TWO DUPLEXES FOR**  
**JAMES G. NICHOLS**  
N. COLLEGE AVE.  
ASHLAND, MO 65010



**FLOOR PLAN - UNIT # 1**  
SCALE: 1/4" = 1'-0"

**FLOOR PLAN - UNIT # 2**  
SCALE: 1/4" = 1'-0"



**2-HOUR SEPARATION FIRE WALL**  
MODEL FOR BOTH DUPLEXES  
SCALE: 3/4" = 1'-0"

NOTE: ALL WALL THICKNESSES ARE TO BE 3 1/2"  
UNLESS NOTED OTHERWISE

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REPRESENT OR IMPLY ITSELF TO BE LICENSED ARCHITECTS OR  
STRUCTURAL ENGINEERS.

**FLOOR PLAN**  
**DUPLEX - LOT 3**

JOB NUMBER: 14-0425-02  
DATE: APRIL 4, 2016  
DRAWN BY: KDM