

**PLANNING & ZONING MEETING
109 E. BROADWAY
ASHLAND, MO 65010
TUESDAY, MARCH 10, 2015**

PUBLIC HEARING:

The Planning and Zoning Commission will be holding a Public Hearing to seek public comments for a Conditional Use Permit for a day care facility at 408 Meadow Lane.

AGENDA

1. Call the Meeting to Order:
2. Approval of the Agenda March 10, 2015. Action _____
3. Approval of the Previous Minutes, February 10, 20115. Action _____
4. New Business:
5. **A). 408 Meadow Lane Conditional Use Permit**
1st Motion _____ 2nd Motion _____
Action _____
6. Old Business:
7. **Discussion: RPC Transportation Planning Project**
8. Mayor's Report:
9. City Administrator's Report:
10. Guest Comments:
11. 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 MEETING
109 E. BROADWAY
ASHLAND, MO. 65010
TUESDAY, FEBRUARY 10, 2015
DRAFT**

PUBLIC HEARING:

The Planning and Zoning Commission held a Public Hearing, and Chairman Branson opened the hearing at 7:00 pm, to seek public comments on:

1. Conditional Use Application, Southwoods Commercial Park, Lot 1.

Conditional Use Permit approval requested by Alan Bauer, Ashland Rentals, LLC, to build a four-plex structure at the corner of Douglas Dr. and Commerce Dr.

There was a question posed by a citizen in the audience regarding parking on Douglas Dr.

Alan Bauer answered that these residences were geared towards Senior/Elderly housing such as the same housing in the nearby lots. There shouldn't be a lot of cars there.

No further public comments.

Chairman Branson closed the Public Hearing at 7:07 pm.

REGULAR MEETING:

1. Chairman Branson called the meeting to order Tuesday, February 10, 2015 at 7:08 p.m. at 109 E. Broadway, Ashland, Missouri. Commissioners in attendance were Brad Williamson, Fred Klippel, Paul Beuselinck, Scott Miller, James Branson, Greg Batson and Jeffrey Sapp. Commissioner absent was Nikki Courtney.

Also present were City Administrator Josh Hawkins and Administrative Assistant Megan Young.

2. Chairman Branson called for a motion to approve the February 10, 2015 agenda. Commissioner Beuselinck made a motion to approve the February 10, 2015 agenda. Seconded by Commissioner Sapp. Motion carried unanimously.

3. Chairman Branson made a motion to approve the previous minutes dated December 9, 2014. Motion was made by Commissioner Batson to approve the previous minutes dated December 9, 2014. Seconded by Commissioner Klippel. Motion carried unanimously.

4. NEW BUSINESS:

A). Conditional Use Application, Ashland Rentals 4-plex at Southwoods Commercial Park, Plat 1, Lot 1

Alan Bauer, Ashland Rentals, LLC, was present.

Several Commissioners had questions regarding size of driveways, parking with the curve on Douglas Dr. and the size of families expected to live in these homes. Alan Bauer answered all questions to the satisfaction of the Commissioners.

1st Motion to approve the Conditional Use Permit was made by Commissioner Klippel.

2nd Motion to approve the Conditional Use Permit was made by Commissioner Williamson.

Motion carried unanimously. Action: Conditional Use Permit approved by the Planning & Zoning Commission with Recommendation to the Board of Aldermen.

B). Officers Elections:

Action: Elections for Chairman and Vice Chairman were held. Ballots were marked and collected by Administrative Assistant Megan Young for a count.

Chairman Planning and Zoning

Greg Batson 5 votes

James Branson 2 votes

Chairman Greg Batson

Vice Chairman Planning and Zoning

Scott Miller 4 votes

Paul Beuselinck 2 votes

Brad Williamson 1 vote

Vice Chairman Scott Miller

5. OLD BUSINESS: None.

6. DISCUSSION: None.

7. City Administrator's Report:

City Administrator Josh Hawkins informed the Planning & Zoning Commission that Ed Siegmund from the Mid-Mo Regional Planning Commission will be coming to talk about Transportation Planning and the Land Use Study. He said the City of Ashland would be working with the University of Missouri Asset Management Program and Ashland's Capital Improvement Plan. He would like the P & Z Commission to be heavily involved in these processes. He also stated the Board of Aldermen have put out a Request for Qualification (RFQ) for an Engineer. Mr. Hawkins will be gathering a 5 person committee to evaluate the RFQ's before recommendation to the Board of Aldermen and would like one of the P & Z Commissioners to volunteer to be on this committee. Commissioner Beuselinck volunteered to be on the committee. Mr. Hawkins brought up the water improvements that are happening on Broadway, things look good. Commissioner Beuselinck asked about the Catholic Relief Interviews, Mr. Hawkins said we shouldn't expect any report on these sessions until March/April timeframe.

Guest Comments: None.

Commissioners' Report:

Commissioner Beuselinck had heard Commissioner Courtney was having some health issues and asked Administrative Assistant Megan Young to look into this.

Chairman Branson called for a motion to adjourn, February 10, 2015, Planning and Zoning Meeting. Commissioner Beuselinck made a motion to adjourn, February 10, 2015, Planning and Zoning Meeting. Seconded by Commissioner Klippel. Motion carried.

Minutes prepared by Megan Young



Development Review Application

- I. CONFERENCE** A pre-application conference with the Community Development Director is required before an application will be accepted for review. If you require additional information concerning application procedures, or need to schedule an appointment for a pre-application conference, please contact Ashland City Hall at (573) 657-2091.

Conference Date: _____ CDD Staff Signature: _____

- II. APPLICATION TYPE** Please select the type of application from the options listed below:

- Site Plan Review
- Conditional Use
- Rezoning
- Subdivision Plat
- Subdivision Plat (Minor)

- III. REQUIRED SUBMITTALS WITH COMPLETED APPLICATION** (only provide checked items)

- Property survey
- Notarized letter of authorization from the property owner, if the applicant is not the owner.
- Names and addresses of all owners of record for all real property located within 185' of the property for which the change is requested.
- Advertising & Notification Charges: \$100 (*you will be billed if advertising/notification costs are exceeded*)
- Site Plan / Drawing (5 signed and sealed copies). These 5 plans must be Standard Size D (24"x36"). A reduced 11"x17" 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
- Soil Survey
- Stormwater Calculations
- Traffic Study
- Preliminary or Final Plat
 - a. Preliminary plats requires (5) 18"x24" or (5) 24"x36" signed and sealed copies for P&Z and Board of Aldermen review. A reduced 11"x17" copy and a PDF disc are also required.
 - b. Final plats require an executed mylar, (5) 18"x24" or (5) 24"x36" signed and sealed copies for P&Z and Board of Aldermen review. A reduced 11"x17" copy and a PDF disc are also required.
- Other: _____

Application Fee: \$300.00 (See page 3)

IV. SUBMITTAL INFORMATION The undersigned hereby applies to the CITY OF ASHLAND, MISSOURI, for development review as outlined below and in the attached documents:

1. Physical Address: 408 Meadow Lane, Ashland, MO 65010

Parcel ID #: 24/219/00/01/004.00 01

Project Name: Allyssa Huskey Conditional Use for Childcare

2. Applicant / Agent Name (Please Print): Allyssa Huskey

Address: 408 Meadow Ln
Ashland, MO 65010

Phone #: 573-657-7004 573-268-1153

Fax #: N/A

E-Mail: ChildrensGardenAllyssa@gmail.com

3. Current Owner Name (Please Print): Allyssa Huskey

Address: 408 Meadow Ln
Ashland, MO 65010

Phone #: 573-657-7004 573-268-1153

Fax #: N/A

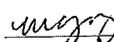
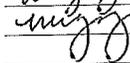
E-Mail: ChildrensGardenAllyssa@gmail.com

Attach a notarized letter of authorization if owner is not the applicant

Applicant's Signature:  1-24-15

----- Office Use Only Below This Line -----

4. Project Schedule:

	Date	Notes
Application:	<u>2-9-14</u>	<u></u>
City Staff Review:	<u>2-11-14</u>	<u></u>
Planning & Zoning:	_____	_____
Board of Aldermen 1st Reading:	_____	_____
Board of Aldermen 2nd Reading:	_____	_____
Final Revisions / As-Built Received:	_____	_____

5. Property Information

Verified Parcel ID#: / / / /

Subdivision: _____

Metes & Bounds: _____

Parcel Size: _____

Total Square Footage of Existing Structures: _____

Current Zoning: _____

Future Land Use (Comp Plan): _____

Existing Use: _____

Proposed Use: _____



NOTICE OF PROPOSED CONDITIONAL USE

NOTICE IS HEREBY GIVEN that the City of Ashland has received a request to approve the Conditional Use of a day care facility at 408 Meadow Lane, R-2, Moderate Density Residential Use.



The subject property is described as: 408 Meadow Lane.

A Public Hearing to consider the Conditional Use request will be held by the Planning and Zoning Commission on **Tuesday, March 10, 2015 at 7:00 P.M.** in Ashland City Hall, 109 E. Broadway, Ashland, Missouri. At the hearing, interested parties may appear and be heard with respect to the proposed change in Conditional Use. Copies of the proposed Conditional Use request are available for review and/or copying at City Hall and may be inspected by the public during normal business hours.

Publish Date: February 9, 2015

STAFF REPORT TO PLANNING COMMISSION

Applicant Request: Conditional Use Permit Approval- Day Care Facility in R-2, Moderate Density Residential District

Property Location: 408 Meadow Lane (see location map)

Property Owner: Brent C. Mallinckrodt and Allyssa E Huskey

Applicant/Rep.: Allyssa Huskey – Children’s Garden

Lot Size: 9,718 sq. ft.

Proposed Activity: The applicant is seeking a conditional use permit from the City for the operation of a day care facility. City Code requires Conditional Use permit approval for the operation of a Day Care in the R-2, Moderate Density Residential Zoning District. City Code defines Day Care as “ ..supplemental adult care of five or more children, either on an hourly or daily basis, with or without compensation.

Tax Map Number: Boone County Assessor- Parcel ID#: 24-219-00-01-004.00-01

Zoning: R-2, Moderate Density Residential

City of Ashland Code

Reference: *Chapter 9.170. R-2, Moderate Density Residential District.
*Chapter 9.180. Conditional Use (5). Private, primary, or secondary school, day care facility, nursery school, pre-school, playschool, kindergarten, pre-Kindergarten, child care center.
*Chapter 9.360. Conditional Use Permit. Chapter 9.360.2-9.360.8 - (considerations for approval).

Background: The R-2, Moderate Density Residential Zoning District “provides for medium density residential use, typically in two-family dwellings, or clustered development at comparable densities, together with permitted home occupations, assessor and public uses.

Day Care facilities are regulated by the State of Missouri Department of Health and Senior Services. Facilities are required by the State to have regular fire, sanitation, and health inspections. In addition, licensed facilities have additional compliance monitoring inspections each year. The State also establishes three categories for day care facilities:

1. A Licensed Child Care Center is a facility for more than 20 children.
2. A Licensed Group Child Care Home is a facility licensed for 11-20 children not related to the operator (allows additional related children).

These programs meet the same standards as centers, but may be located in the operator's residence.

3. A Licensed Family Child Care Home is operated by the individual in his/her residence, and licensed by the state to care for up to 10 children not related to the operator. (allows additional related children).

As the State provides the oversight for these facilities- it is not unusual for there to be confusion over the local permitting requirements. The State requires documentation of local compliance only when the Day Care is licensed as Group Child Care facility or licensed Child Care Center (11 or more children). The applicant is currently licensed as a Family Child Care Home (10 children or less). It is our understanding the applicant would like to expand the Day Care classification to a licensed Group Child Care Home (up to 20 children).

There have been three separate inspections of the Day Care with no issues. (see attachment). The State license was issued 08/05/2014 as is valid for two years.

Considerations:

The R-2, Residential District designation is to allow residential use. Activities should be those that would be reasonably expected within a residential neighborhood. Day Care is an activity that clearly fits within this criteria. Considerations include hours of operation, number of children, whether the applicant or provider resides at the property, and traffic generation/parking.

The current operation day care of a licensed Child Care Home (Children's Garden) is within acceptable or a reasonable use activity for the R-2, Zoning District. Hypothetically- within a two-family dwelling- each dwelling unit could care for up to 4 unrelated children (total of 8 children) without any licensing or permitting requirement. City of Ashland Code defines Day Care as supplemental adult care of five or more children, either on an hourly or daily basis, with or without compensation. An approved conditional use permit is required for Day Care in the R-2, Zoning District.

Missouri state law allows you to care for no more than four children not related to you without a child care license. The State also establishes three categories for day care facilities: a Licensed Child Care Center (more than 20 children), a Licensed Group Child Care Home (11-20 children) not related to the operator (allows additional related children), and a Licensed Family Child Care Home is operated by the individual in his/her residence, and licensed by the state to care for up to 10 children not related to the operator (allows additional related children). The applicant is licensed by the State of Missouri (DVN: 002480131) as a Licensed Family Child Care Home.

Surrounding adjacent land use is residential. Current parking availability and traffic capacity is adequate as a practical matter based on current volume.

Conditions for Consideration:

Staff recommends any **approval** subject to compliance with all applicable codes and ordinances and the following conditions:

1. The Conditional Use Permit shall be granted to the applicant only or to any corporation in which the applicant has a controlling interest.
2. The applicant must maintain residency at this address.
3. The hours of operation of the child care home shall be limited to between 6:00am and 9:00 pm, Monday through Friday, except that up to five children may be cared for overnight.
4. The maximum number of children, that may be cared for in the home at any one time during regular daytime operation shall be ten.
5. The Conditional Use Permit shall maintain a valid license for a Child Care Home from the Missouri Department of Health and Senior Services.
6. Access to adjacent properties or driveway entrances shall not be blocked at any time.
7. The applicant or an assistant must be available to escort children to and from the parent's cars in the event that parking is not available.

Recommendation:

The recommendation is to approve a Licensed Day Care Home at this location with suggested conditions (1-7) is given. This will match the current State License for the facility, and allow for care of up to 10 children not related to the operator.

Any expansion of the Day Care facility to care for up to 20 children is not recommended. The existing street/parking condition is adequate for current operations, but the increase in traffic generation and parking presents a safety concern, and is excessive to what would reasonably be expected in a residential district. The lack of a drop-off area is an additional concern. An expansion would be injurious to the use and enjoyment of other property in the immediate vicinity.

Ashland, MO
 408 W Meadow Lane
 Zone: R2

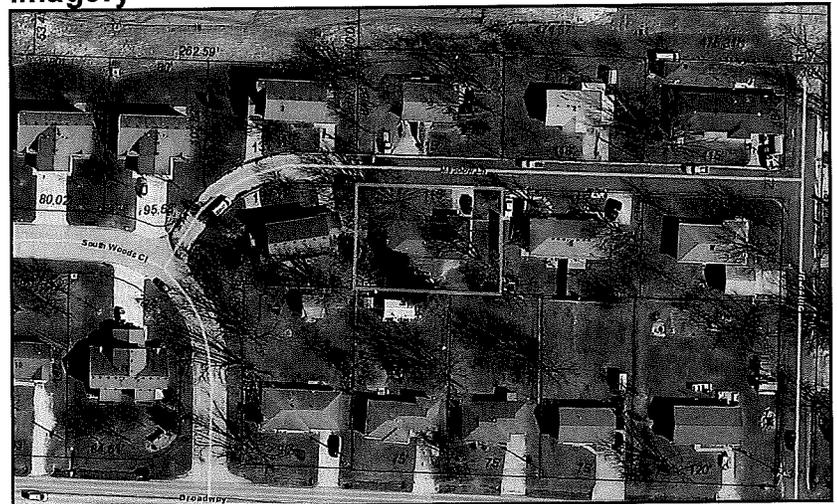
 Parcel Number: 24-219-00-01-004.00 01
 city limits



Zoning



Imagery



Source(s):
 Mid-Mo RPC
 City of Ashland
 Boone County Assessor
 March 2015 -KLV



Child Care Facility Details

DVN: 002480131

[Back to Search Page](#)**Facility Name:**

ASHLAND CHILDREN'S GARDEN

Facility Address:408 MEADOW LN
ASHLAND , MO 65010-1004
BOONE COUNTY**Facility Phone:**

(573) 657-7004

Facility Email:**Facility Type:**

FAMILY HOME

License Effective Date:

08/05/2014

License Expiration Date:

07/31/2016

Facility Total Capacity:

10

Facility Age Range:

6 WEEKS - 12 YEARS

Hours of Operation:

6:00 AM - 9:00 PM

View	Report Date	Type of Inspection
View	12/15/2014 12:30:00 PM	COMPLIANCE MONITORING
View	11/12/2014 12:00:00 AM	COMPLIANCE VERIFICATION
View	10/27/2014 11:35:00 AM	POST LICENSING

Ashland Children's Garden

(/)

We're on Facebook! (<https://www.facebook.com/ashlandchildrensgarden/>)

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About the Teachers

During most of the day, we will have two lead teachers on-site, Lisa and Allyssa Huskey. Both lead teachers are CPR and First Aid certified and certified to teach in Missouri.

Lisa Huskey holds a bachelor's degree in Educational Studies from the University of Missouri, Columbia, and has completed graduate coursework in literacy, also at the University of Missouri. Lisa is certified to teach at both the early childhood and elementary levels and has over 25 years of experience working with children in public and private elementary schools, home childcare and childcare centers. Lisa served as an assistant teacher at Stephen's College Children's School in the preschool, kindergarten, and multiage elementary classes, taught a K-2 multiage class at Morningside Community School, and was a reading support teacher at Southern Boone Primary School. Lisa also served as the director of a home childcare business, and worked at several local preschools.

Allyssa Huskey is Lisa's oldest daughter. She holds a bachelor's degree in Early Childhood Education from the University of Missouri, Columbia and is certified to teach at both the early childhood and elementary levels, as well as early childhood special education. She has been working with children since middle school, including experience in elementary schools, Title 1 Preschool, and child care centers. As part of her formal education, she completed field placements in Columbia Public Schools in 3rd grade at West Boulevard Elementary, Kindergarten at New Haven Elementary, and Field Title I preschool. She also completed a practicum in Columbia Montessori's infant room and a semester of service learning at MU's Student Parent Center.

Leah Huskey will be our volunteer, a position she happily held for a year in Lisa's home childcare. Leah is Lisa's youngest daughter and is a Senior at Southern Boone High school. She has worked as a camp assistant for Performing Arts in Children's Education, Maplewood Barn Theatre, and the Southern Boone YMCA. Leah will be in both classrooms helping us to provide individual attention to children.

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