

**PLANNING AND ZONING MEETING**  
**109 E. BROADWAY**  
**ASHLAND, MO. 65010**  
**TUESDAY, MAY 14, 2013**  
**7:00 P.M.**  
**573-657-2091**

**AGENDA**

1. Call Meeting to Order:
2. Approval of the Agenda 5-14-2013. Action \_\_\_\_\_
3. Approval of the Previous Minutes, held 3-12-2013. Action \_\_\_\_\_
4. New Business:  
**A). SP13-04: Southwoods Commercial Park Plat 3.** A request for final plat approval to split an existing light industrial lot into two smaller lots.  
1st Motion \_\_\_\_\_ 2<sup>nd</sup> Motion \_\_\_\_\_  
Action \_\_\_\_\_
5. Old Business:
6. Discussion:  
**A). Chapter 9, Planning and Zoning, Article III *Definitions*.** Possible amendments to the list of definitions, in order to expand the list and better match the City's allowed uses.  
  
**B). Chapter 9, Planning and Zoning, Article IV, Districts and District Use *Regulations*.** Possible amendment to include a use table in lieu of the current list format. In addition, discussion of the existing uses allowed and possible amendments to these uses in order to better reflect the intent of the separate zoning districts.
7. Mayor's Report:
8. City Administrator's Report:
9. Community Development Director's Report:
10. Commissioners' Report:
11. Guest Comments:

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

Jessica L. Kendall

**PLANNING AND ZONING MEETING**  
**109 E. BROADWAY**  
**ASHLAND, MO. 65010**  
**TUESDAY, MARCH 12, 2013**  
**7:00 P.M.**  
**573-657-2091**

**PUBLIC HEARING:**

The Planning and Zoning Commission held a Public Hearing to seek public comments on:

1. **PZ 13-01: Fence & Walls.** A proposed amendment to Chapter 9, Planning and Zoning, to adopt Section 9.340 "*Fences and Walls*" which establishes specific regulations for the construction of fences and walls.

**No Public Comments.**

2. **PZ 13-02: Travel Trailer Parks.** A proposed amendment to Chapter 9, Planning and Zoning, to adopt Section 9.373 "*Travel Trailer Parks*" which establishes specific regulations for the implementation of such parks within the city.

**No Public Comments.**

**REGULAR MEETING:**

Chairman Branson called the meeting to order Tuesday, March 12, 2013 at 7:02 p.m. at 109 E. Broadway, Ashland, Missouri. Commissioners in attendance were Josh Lindsey, Tony Taggart, Jeff Anderson, Brad Williamson, Gene Rhorer, Rick Sage, Fred Klippel and James Branson. Commissioner not in attendance was Paul Beuselinck.

Also present were City Administrator Kelly Henderson, Community Development Director Charles Senzee, and City Treasurer Jessica Kendall.

Chairman Branson called for a motion to approve the March 12, 2013 agenda. Commissioner Branson amended the agenda moving New Business C) SP 13-02: Ashland Keystone Re-Plat (Lots 6-9) and D) SP 13-03: Eagle Lakes Plat 3A before New Business A) and B). Ashland Business District was also eliminated from Discussion. Commissioner Rhorer made a motion to approve the amended March

12, 2013 agenda and seconded by Commissioner Taggart. Motion carried unanimously.

Chairman Branson called for a motion to approve the previous minutes dated January 8, 2013. Commissioner Anderson made a motion to approve the minutes as presented. Seconded by Commissioner Williamson. Motion carried unanimously.

Chairman Branson called for a motion to approve the previous minutes dated February 12, 2013. Commissioner Taggart made a motion to approve the minutes as presented. Seconded by Commissioner Anderson. Motion carried unanimously.

**NEW BUSINESS:**

**A). CP 13-02: Ashland Keystone Re-Plat (Lots 6-9).** A request for final plat approval to re-plat 4 existing residential lots into 6 residential lots. Owner Larkin Powers was present to answer any questions the Commissioners may have. After a short discussion Commissioner Sage made a motion to approve CP 13-02: Ashland Keystone Re-Plat (Lots 6-9) seconded by Commissioner Rhorer. Commissioner Branson called for a vote.

Commissioner Anderson-aye	Commissioner Rhorer-aye
Commissioner Williamson-aye	Commissioner Sage-aye
Commissioner Taggart-aye	Commissioner Klippel-aye
Commissioner Lindsey-aye	Commissioner Branson-aye

**B). CP 13-03: Eagle Lakes Plat 3A.** A request for final plat approval to reconfigure the dimensions of 3 existing residential lots within the Eagle Lakes Plat 3 subdivision.

Chris Sanders, Civil Group, was presented to answer questions from the Commissioners. After a short discussion Commissioner Rhorer made a motion to approve CP 13-03: Eagle Lakes Plat 3A.

Commissioner Branson called for a vote.

Commissioner Anderson-aye	Commissioner Rhorer-aye
Commissioner Williamson-aye	Commissioner Sage-aye
Commissioner Taggart-aye	Commissioner Klippel-aye
Commissioner Lindsey-aye	Commissioner Branson-aye

**C). PZ 13-01: Fence & Walls.** A proposed amendment to Chapter 9, Planning and Zoning, to adopt Section 9.340 *"Fences and Walls"* which establishes specific regulations for the construction of fences and walls. Commissioner Branson called for a motion to approval Fence & Walls. Commissioner Anderson made a motion to approval the proposed amendment to Chapter 9, Planning and Zoning, to adopt Section 9.340 *"Fences and Walls"* which establishes specific regulations for the construction of fences and walls. Seconded by Commissioner Rhorer. Commissioner Branson called for a vote.

Commissioner Anderson-aye	Commissioner Rhorer-aye
Commissioner Williamson-aye	Commissioner Sage-aye
Commissioner Taggart-nay	Commissioner Klippel-abstained
Commissioner Lindsey-aye	Commissioner Branson-aye

**D). PZ 13-02: Travel Trailer Parks.** A proposed amendment to Chapter 9, Planning and Zoning, to adopt Section 9.373 *"Travel Trailer Parks"* which establishes specific regulations for the implementation of such parks within the city. Community Development Director Charles Senzee discussed the Travel Trailer Park handout to the Commissioners. After a short discussion the Commissioners requested the Travel Trailer definition within Chapter 9 be amended in a future ordinance to accommodate larger trailers. Commissioner Rhorer made a motion to approval the proposed amendment with the amended future ordinance to accommodate larger trailers, Chapter 9, Planning and Zoning, to adopt Section 9.373 *"Travel Trailer Parks"* which establishes specific regulations for the implementation of such parks within the city. Seconded by Commissioner Lindsey. Commissioner Branson called for a vote.

Commissioner Anderson-aye	Commissioner Rhorer-aye
Commissioner Williamson-aye	Commissioner Sage-aye
Commissioner Taggart-aye	Commissioner Klippel-aye
Commissioner Lindsey-aye	Commissioner Branson-aye

**OLD BUSINESS:**

None

**DISCUSSION:**

None

**MAYOR'S REPORT:**

None

**CITY ADMINISTRATOR'S REPORT:**

None

**COMMUNITY DEVELOPMENT DIRECTOR'S REPORT:**

None

**COMMISSIONERS' REPORT:**

Commissioner Anderson wanted to tell the Commissioners thank you for their time on the Planning and Zoning Board. This will be his last meeting on the Planning and Zoning.

**GUEST COMMENTS:**

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

Jessica L. Kendall



## Planning & Zoning Commission Report

**DATE:** May 9, 2013  
**TO:** Members of the Planning and Zoning Commission  
**FROM:** Charles Senzee, Community Development Director  
**CC:** Kevin Schweikert, Brush & Associates  
**SUBJECT:** SP 13-04: Southwoods Commercial Park Plat 3

The purpose of this report is to provide you with information regarding a request by Brush & Associates for final plat approval to split an existing light industrial lot into 2 smaller lots. The subject property is located at the intersection of Commerce Drive and Cobblestone Drive. Section 11.150 of the City's adopted Code of Ordinances authorizes the Planning and Zoning Commission to review and recommend approval to the City's Board of Aldermen of plats.

### GENERAL INFORMATION

**Parent Parcel Identification.** 24-508-00-16-006.0001 (1.33 acres, 58,014 sq ft)

**Parcel Size / Physical Characteristics.** The northern portion of the property is currently developed for light industrial use. The structure formerly housed *Assisted Transportation* but is currently vacant. The southern portion of the property is undeveloped.

**Zoning Classification.** I-L (Light Industrial)



Existing lot configuration shown in yellow.

## **BACKGROUND**

Late last year staff was contacted by a gentleman who expressed interest in placing a building similar to the vacant *Assisted Transportation* structure on the southern half of the property. This building would serve as a shop for his existing plumbing business. Staff informed him that a re-plat would be required in order to develop the southern half of the property in the manner he was describing. A plat splitting the lots was submitted to staff on April 4, 2013.

The proposed final plat has been reviewed by all appropriate departments and agencies. A list of comments was provided to the applicant on May 1st. This comment list has been attached to this staff report. The applicant has submitted a revised plat and letter addressing these comments, which have also been attached to this report. Staff believes that this information satisfies the comments but is awaiting confirmation from the Fire District regarding hydrant spacing and flow rate. A requirement that all comments be fully addressed prior to a Board of Aldermen meeting has been included in the recommended conditions of approval in case the Fire District is not satisfied with the applicant's response.

## **STAFF RECOMMENDATIONS**

Staff has reviewed the proposed plat and recommends approval with the conditions listed below.

Should the Planning and Zoning Commission choose to recommend approval of SP 13-04 to the City's Board of Aldermen in order to create the 2-lot Southwoods Commercial Park Plat 2, staff recommends that this approval be based upon the following conditions of approval:

1. The approval shall be limited to the proposed plat dated May 7, 2013 and reviewed by the Planning and Zoning Commission on May 14, 2013.
2. All comments from the May 1, 2013 plat review comment letter shall be addressed prior to review by the Board of Aldermen
3. All of the above conditions shall be fully and faithfully executed or the approval shall become null and void.

## **Planning and Zoning Action Needed**

City staff requests that the Planning and Zoning Commission review the proposed plat and recommend approval to the City's Board of Aldermen.



**THE CITY OF ASHLAND, MISSOURI**

**DATE:** May 1, 2013  
**TO:** Ron Shy, Allstate Consultants  
**FROM:** Charles Senzee, Community Development Director  
**SUBJECT:** SP 13-04: Southwoods Commercial Park Plat 3 Review Comments

The following comments are based upon a review of the proposed plat dated April 2, 2013. The applicant shall respond to all comments in a comment response letter and all required information shall be submitted to the City. Additional comments may be generated upon submittal of additional information.

**Community Development Comments**

**Reviewer:** Charles Senzee, Community Development Director

1. The submitted plat is not signed by the property owner. This is acceptable for Planning and Zoning review but a signed version must be submitted prior to review by the City's Board of Aldermen.
2. The property owner's certification paragraph states that March Properties is the owner of the "above described tract". However the legal description is not located "above" but on the other side of the page. Please correct.
3. No dedication statement has been provided for the utility easement on the property.
4. Only the legal description for the existing parent lot has been provided. Two legal descriptions, one for Lot 6A and one for 6B, must be provided on the plat.
5. The legal description at the top of the plat indicates that the property is in "Range 2". It should read "Range 12".
6. The "Board of Alderman" signature line should be changed to read "Board of Aldermen".

**City Engineer Comments**

**Reviewer:** C.M. Archer Group

7. Provide the name and address of the owner(s) of record and developer (if applicable) on the plat.
8. Recommend a utility easement be shown between lots 6A and 6B.
9. Confirm there are no existing utilities on the current site. If utilities are present, they should be identified on the drawing.
10. Recommend adding line types to the drawing legend for clarity.

**Southern Boone County Fire Protection District Comments**

**Reviewer:** Captain Michael Bauer

11. A minimum fire hydrant spacing of 300 feet is required. A minimum flow rate of 1,000gpm is required. Have these two requirements been met for this subdivision?

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**109 E. BROADWAY ~ P.O. BOX 135 ASHLAND, MO 65010 (573) 657-2091**

**POLICE DEPT: (573) 657-9062 FAX: (573) 657-7018 WWW.ASHLANDMO.US**

**Ameren Missouri Comments**

**Reviewer:** Chris Bruemmer, Customer Service Specialist

12. No comments at this time.

# **BRUSH & ASSOCIATES**

CONSULTING ENGINEERS AND LAND SURVEYORS  
506 NICHOLS STREET, SUITE A COLUMBIA, MISSOURI 65201  
PHONE : (573) 442-3110 FAX: (573) 442-4851

PROFESSIONAL ENGINEERS  
JAMES W. BRUSH PE - RETIRED  
J. DANIEL BRUSH PE

LAND SURVEYORS  
JAMES W. BRUSH PLS - RETIRED  
J. DANIEL BRUSH PLS

May 6, 2013  
Mr. Charles Senzee  
Community Development Director  
109 E. Broadway  
P.O. Box 135  
Ashland, MO 65010  
573-657-2091

RE: Comments for Southwoods Commercial Park Plat 3

Response to the comments regarding Southwoods Commercial Park Plat 3 are as follows:

## Community Development Comments:

1. This will be taken care of prior to the Board of Aldermen review.
2. The word "above" was removed from the Property Owner Certification.
3. Dedication for Utility Easements was added to the Property Owner Certification.
4. As Per our Phone Conversation it is my understanding that the current Property Description is sufficient.
5. Range 2 was corrected to Range 12
6. The spelling of Aldermen was corrected.

## City Engineer Comments:

7. To my knowledge this is not a requirement on a Final Plat but only on the Preliminary Plat.
8. There is no Utility Easement needed in this location at this time.
9. To my knowledge this is not a requirement on a Final Plat but only on a Preliminary Plat.
10. Each area denoted by a different line type is clearly marked as to what the area represents.

# **BRUSH & ASSOCIATES**

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J. DANIEL BRUSH PLS

## Southern Boone County Fire Protection District Comments:

11. There is a fire hydrant located on the west side of Commerce Drive north of Cobblestone Court with a flow rate of 1130gpm which is over the 1000gpm required.

Sincerely,

Kevin Schweikert



## Planning and Zoning Memo

**DATE:** May 9, 2013

**TO:** Members of the Planning & Zoning Commission

**FROM:** Charles Senzee, Community Development Director

**SUBJECT:** Discussion Chapter 9, Article III *Definitions*  
Chapter 9, Article IV *Districts and District Use Regulations*

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Discussions regarding possible changes to Chapter 9, Articles III *Definitions* and Article IV *Districts and District Use Regulations* involve two distinct sections of existing code. Therefore they have been placed as two separate items on your agendas and any proposed changes will need to be advertised and considered individually. However, staff has found these two items so intertwined that attempting to discuss them separately at this time would be difficult. Therefore the following information combines the two topics together to provide a clearer picture of the issue at hand.

### **BACKGROUND**

On March 12<sup>th</sup> of this year the Planning and Zoning Commission reviewed a proposed ordinance regarding the implementation of specific regulations regarding travel trailer parks. During this consideration the Commission requested that staff bring forward an ordinance modifying the definition of "Travel Trailer". The general opinion seemed to be that this existing definition was outdated and should be modernized to be in line with current travel trailer sizes. In response to a staff question, the Commission expressed their openness to discuss additional changes to the definition section that staff had been working on for several years. While preparing these items for discussion staff realized that some of the definition changes necessary within Article III were related to deficiencies within Article IV. Staff feels that the best approach would be to make all of the changes within both sections at once.

### **EXISTING CODE**

After reviewing and working with Articles III & IV for several years staff has compiled the following list of concerns. In addition, staff has provided a suggestion on how to address this concern in ***bold italics***.

1. The existing 6 page list of definitions within Article III only contains 72 unique entries. This does not sufficiently cover the material contained within Chapter 9. For example, there are over 200 land uses listed within Article IV which should be properly defined. ***The use table needs to be dramatically expanded and updated.***
2. The current organization of Article IV has all of the permitted land uses listed under each associated zoning district. Maintaining information in this fashion creates a great deal of redundancy (and even conflicts) in the information, is difficult to use for staff and the general public, and takes up far too much space (35 pages!!!). In addition, the descriptions and procedures of the individual districts have been mixed into this section, adding to the confusion. ***Staff recommends that Article IV be reformatted to include a "Use Table" in lieu of the existing district lists. This table will eliminate the redundancies and will be easier to use.***

3. The classification system for the approved uses does not provide clear information and is often redundant. As a hypothetical example, imagine that you wish to open a store selling new lawnmower parts which also provides minor repair services. This would be considered a fairly typical *Retail/Service* operation in most jurisdictions and would normally be allowed in commercial zoning districts. Under the City's current code you would need to determine which of the following categories you fall under:

- Retail store
- Convenience Goods
- General Retail
- Trade Shop
- Yard and garden equipment

The category you select is important as it dictates where you are legally allowed to locate. And to top it all off, there are no definitions for ANY of these classifications in Article III. Obviously, this creates a very difficult situation for prospective businesses and staff. ***The existing classifications need to completely re-tooled to properly provide distinct categories. In addition, each of these categories should have a corresponding definition in Article III.***

4. The current code provides for 14 distinct zoning districts and one overlay district. However, only 11 of these districts are actually being used. In addition, there is little distinction between the zoning districts which are in use. Residential uses are permitted on commercial properties and the differences amongst the 4 levels of commercial zoning and the 2 levels of industrial zoning are miniscule. A more varied approach is necessary to provide meaning to the zoning districts. ***The individual districts should represent a specific group of uses which can be included within its boundaries. There needs to be a distinction between residential, commercial, and industrial districts. Some overlap is appropriate to allow transition but blending the districts in a manner similar to the City's current code does not promote long term community health. Districts which do not meet a specific need (such as R-1MD) should be eliminated.***
5. Many of the allowed/prohibited uses do not make sense. Why would single family homes not be permitted on A-1 properties while duplex homes are? Why are churches not allowed in Planned Commercial developments? Why are commercial nurseries not permitted on A-1 properties? ***The permitted and prohibited uses for each district should be examined and amended to ensure that they adhere to the designed purpose of the zoning district.***

## **MOVING FORWARD**

As discussed above there is a real need to improve the language and functionality of Articles III and IV. Staff has been working on these changes and has some draft materials for your consideration. In order to avoid inundating you with information on how to correct problems which you may not have been aware existed, staff will present these materials during the Planning and Zoning meeting. However, staff asks that you look over the City's existing Articles III and IV in preparation for this meeting. Due to the size of these articles staff was unable to attach them to this memo.