

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

**AGENDA**

1. Call Meeting to Order:
2. Approval of the Agenda 11-12-2013. Action \_\_\_\_\_
3. Approval of the Previous Minutes, held 10-8-2013. Action \_\_\_\_\_
4. New Business:  
**A) Landmark Bank ATM, Site Plan, 506 E. Broadway.**  
**1<sup>st</sup> Motion** \_\_\_\_\_ **2<sup>nd</sup> Motion** \_\_\_\_\_  
**Action** \_\_\_\_\_
5. Old Business:
6. Discussion:  
**A). Granted Conditional Use Permits.**
7. Mayor's Report:
8. Commissioners' Report:
9. 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  
OCTOBER 8, 2013  
7:00 P.M.  
DRAFT**

**REGULAR MEETING:**

Chairman Branson called the meeting to order Tuesday, October 8, 2013 at 7:00 p.m. at 109 E. Broadway, Ashland, Missouri. Commissioners in attendance were Brad Williamson, Marc May, Fred Klippel, Paul Beuselinck, and James Branson. Commissioner Sage arrived at 7:20. Commissioner Josh Lindsey was absent.

Also present was City Treasurer Jessica Kendall.

Chairman Branson called for a motion to approve the October 8, 2013 agenda. Commissioner Williamson made a motion to approve the October 8, 2013 agenda seconded by Commissioner Klippel. Motion carried.

Chairman Branson called for a motion to approve the previous minutes dated September 10, 2013. Motion was made by Commissioner May to approve the previous minutes dated September 10, 2013. Seconded by Commissioner Williamson. Commissioner Beuselinck abstained. Motion carried.

**NEW BUSINESS:**

**A). Granted Conditional Use Permits.**

Commissioner Beuselinck discussed the Granted Conditional Use Permits. Commissioner Beuselinck will look into Boone County and surroundings areas conditional use permits and procedures.

Chairman Branson called for a motion to adjourn the October 8, 2013 meeting. Motion was made by Commissioner Klippel to adjourn the October 8, 2013 meeting. Seconded by Commissioner Sage. Motion carried.

Minutes prepared by Jessica L. Kendall, City Treasurer/Deputy City Clerk



**THE CITY OF ASHLAND, MISSOURI**

**PLANNING & ZONING COMMISSION REPORT**

**DATE:** November 12, 2013  
**TO:** Members of the Planning and Zoning Commission  
**FROM:** Jessi Kendall, Planning and Zoning Secretary  
**CC:** Ron Shy, Allstate Consultants  
**SUBJECT:** Site Plan – 506 E. Broadway (Landmark Bank ATM)

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The purpose of this report is to provide you with information regarding a request by Allstate Consultants, representing the property owner Barrett Glascock, for approval of the site construction plans for a Landmark Bank ATM. Chapter 9, Section 9.106 of the City’s adopted Code of Ordinances authorizes the Planning and Zoning Commission to review and approve all site plans.

**GENERAL INFORMATION**

**Parcel Identification.** PIN: 24-508-00-04-008.00

**Parcel Size/Physical Characteristics.** The subject property is approximately 17,444.46 square feet in size and demolition plan for the residential living space is submitted.

**Zoning Classification.** C-G (Commercial General)



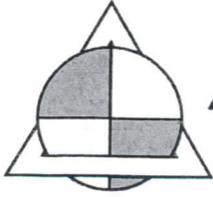
**Planning and Zoning Action Needed.**

City staff requests that the Planning and Zoning Commission review and approve the proposed site plan with the comments being addressed and approved by City Staff and/or City Engineers.

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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**



**ALLSTATE  
CONSULTANTS**

3312 LeMone Industrial Blvd.

Columbia, MO 65201

Phone: (573) 875-8799

Fax: (573) 875-8850

E-Mail: [allstate@allstateconsultants.net](mailto:allstate@allstateconsultants.net)

## **MEMO**

**TO: City of Ashland  
109 East Broadway  
Ashland, MO**

**FROM: Ron C. Shy, PE**

**DATE: November 6, 2013**

**CC: Jeanne McGuire, Senior Vice President, Landmark Bank  
Barrett Glascock**

**RE: Landmark Bank ATM response to Plan Review  
Ashland, MO**

1. New curb and gutter to be constructed on East Broadway (State Route M) will require conformance with MoDOT specifications.
2. The ATM project will slightly increase the amount of impervious area on the site, but the added flow will be incrementally very small and should have no adverse impacts downstream. The owner of the lot intends to construct additional improvements on the lot in the future and we recommend that detention requirements be addressed at that time.
3. The modified inlet details have been added to the plans.
4. The stormwater pipe outlet details have been added to the plans.
5. It was the intention of the developer to use the most cost-effective pavement (asphalt or concrete) but due to the time of year, only concrete pavement is being proposed.
6. The sidewalk ramp detail has been removed from the plan.
7. The retaining wall detail has been added to the plan.
8. Areas of seeded and landscaping areas have been identified.
9. The electrical service location has been added to the plan.
10. All known utilities and easements are shown on the plan.
11. See response item 1.
12. A 10-foot utility easement is shown and will be dedicated to the City by separate document.

**City of Ashland, Missouri – Plan Review  
Landmark Bank ATM**

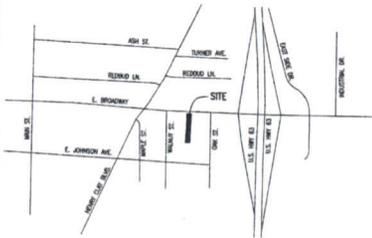
A review of the civil site/grading plan and demolition plan for the Landmark Bank ATM project has been performed. Following are the review comments:

Demolition Plan

1. Confirm new curb and gutter will be constructed in accordance with City requirements.

Site/Grading Plan

2. Provide justification and/or calculations for not providing stormwater detention per City requirements. Confirm there will be no increase in runoff from the site and no adverse impacts to downstream properties.
3. Provide detail of "4'x3' Modified Type 'M' Inlet."
4. Provide detail for storm outfall at the end of the 18" HDPE pipe.
5. Details are shown for both asphalt pavement and concrete pavement, but the site plan does not identify which type will be provided.
6. Sidewalk ramp details are provided, but no ramps are identified on the plans.
7. Provide detail for proposed retaining wall identified on the plan.
8. Identify areas to be seeded or sodded, as well as proposed landscaping.
9. Proposed electrical service to the new ATM is not identified on the plan.
10. Show utility easements for all existing utilities on site, including gas, water and telephone, as applicable.
11. Confirm street replacement on City right-of-way will be done in accordance with City requirements.
12. A 10-ft utility easement is required adjacent to existing street right-of-way per City Code Chapter 12, Appendix A. Identify easement(s) as applicable.



**LOCATION MAP**

**OWNER**

BARNETT L. QUADCOX  
P.O. BOX 128  
ASHLAND, MO 65010-0128

**LEGAL DESCRIPTION**

THE WEST SIXTY-ONE (61) FEET OF LOT THREE (3) IN BLOCK NUMBER NINETEEN (19) AS SHOWN BY THE SURVEY RECORDED IN BOOK 66, PAGE 66, RECORD OF BOUNDARIES, MISSOURI, BEING THE EAST CORNER OF THE SURVEY AS RECORDED IN BOOK 204, PAGE 470 AND LOCATED IN NORTHEAST QUARTER OF SECTION 12, TOWNSHIP 48 NORTH, RANGE 12 WEST, ASHLAND, BOONE COUNTY, MISSOURI.

**SITE DATA**

AREA: 0.45 ACRES  
ZONING: C-3 GENERAL COMMERCIAL

**BENCH MARK**

CONCRETE NAIL SET IN CONSTRUCTION JOINT IN CURB OF EXISTING DRIVEWAY, 30' EAST OF THE NORTHWEST CORNER OF THE TRACT.

ELEV=483.20

**GENERAL NOTES**

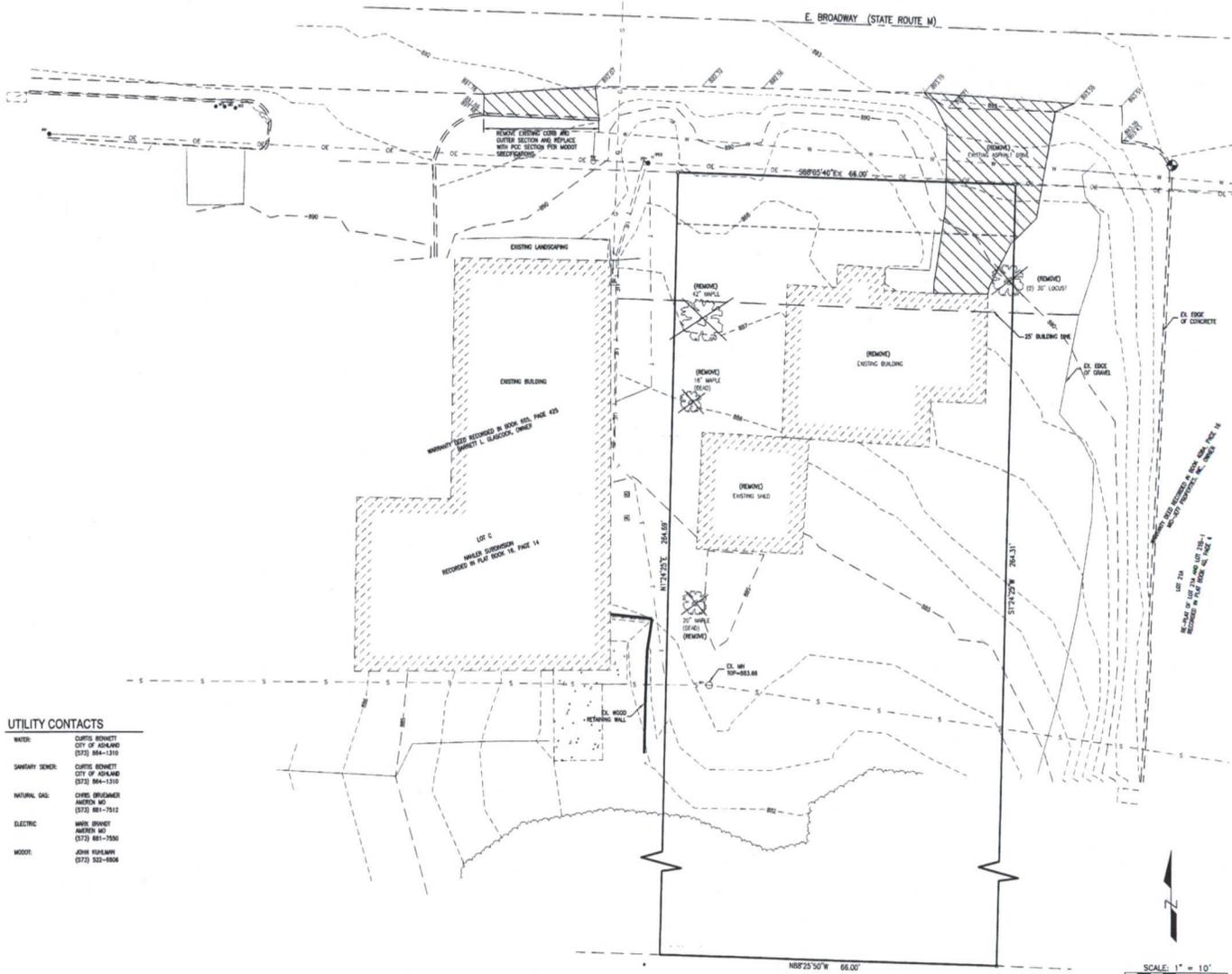
- CONTRACTOR SHALL VERIFY EXISTING CONDITIONS AND LOCATION OF ALL UTILITIES PRIOR TO CONSTRUCTION. CONTACT PROVIDER WITH ANY DISCREPANCIES.
- ALL DIMENSIONS ARE FROM BACK OF CURB UNLESS SHOWN OTHERWISE.
- ALL SPOT ELEVATIONS ARE TOP OF FINISH UNLESS SHOWN OTHERWISE.
- BACK FILLING SHALL BE STABILIZED AS SOON AS GENERAL GRADING OPERATIONS ARE COMPLETE. IF VEGETATIVE COVER CAN NOT BE ESTABLISHED PRIOR TO THE ONSET OF RAIN, AN ALTERNATIVE METHOD OF STABILIZATION SHALL BE USED UNTIL VEGETATIVE COVER IS ESTABLISHED.
- ALL GRADING, PAVEMENT CONSTRUCTION AND MATERIALS SHALL MEET THE COUNTY OF BOONE STREET AND STORM SEWER SPECIFICATIONS AND STANDARDS.
- ALL DISTURBED AREAS SHALL BE STABILIZED WITH SEED AND MULCH OR LANDSCAPING.
- CONTRACTOR SHALL HAVE CERTAIN THAT EROSION CONTROL MEASURES ON THE SITE ARE IN PLACE AND FUNCTIONAL.
- NO WORK SHALL BE PERFORMED ON THE S/W OF EAST BROADWAY UNTIL A MOIST FENCE IS SECURED.

**LEGEND**

○	IRON PIPE (UNLESS NOTED OTHERWISE)	○	SAWTOOTH MANHOLE
R/W	RIGHT-OF-WAY	○	SAWTOOTH CLEAN OUT
C	CEILING	○	WATER METER
S	SET	○	WATER VALVE
E	CONCRETE	○	FIRE HYDRANT
---	UTILITY	○	AIR CONDITIONER
---	UNDERGROUND TELEPHONE	○	ELECTRIC METER
---	SAWTOOTH SENDER	○	POWER POLE
---	MIDDLELINE	○	SIGN
---	OVERHEAD ELECTRIC	○	CONIFEROUS TREE
---	UNDERGROUND ELECTRIC	○	DECIDUOUS TREE
---	CABLE TV	○	TELEPHONE FEEDER
---	EXIST STORM SENDER	○	SITE BENCHMARK
---	TREELINE		

**UTILITY CONTACTS**

WATER:	CURTIS BENNETT CITY OF ASHLAND (573) 884-1316
SAWTOOTH SENDER:	CURTIS BENNETT CITY OF ASHLAND (573) 884-1316
NATURAL GAS:	CHRYE BRIDGEMAN MERCURY GAS (573) 881-7912
ELECTRIC:	MARK BUNNETT MERCURY GAS (573) 881-7550
WOOD:	JOHN KIRKMAN (573) 522-4904



**DEMOLITION PLAN  
LANDMARK BANK ATM**

ASHLAND, MISSOURI

REVISED:



**ALLSTATE  
CONSULTANTS**  
ENGINEERING, PLANNING, SURVEYING, GEOTECHNICAL, INVESTIGATIVE

DATE: 11-7-2013

JOB NUMBER: 13221.01

SCALE: AS SHOWN

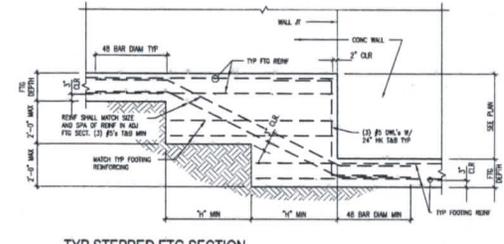
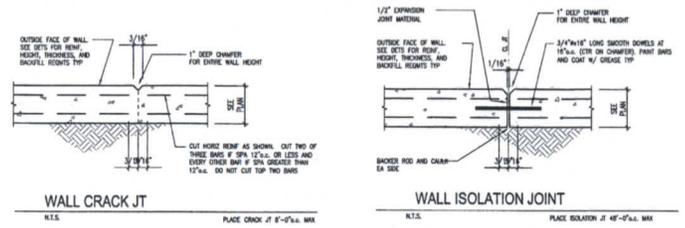
SHEET: 1



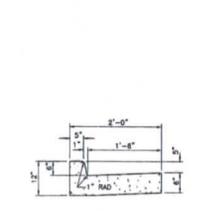
**SITE RETAINING WALL LAYOUT AND REINFORCING SCHEDULE**

WALL HEIGHT, H (FT)	WALL WIDTH, W (FT)	FOOTING DIMENSIONS			SHEAR KEY DIMENSIONS			WALL REINFORCING				FOOTING REINFORCING		SHEAR KEY REINFORCING	
		WIDTH, W	THICK, C	THICK, T	WIDTH, W	DEPTH, D <sub>1</sub>	DEPTH, D <sub>2</sub>	As-CONC	As-CONC	As-VERT	As-TOP	As-LONG	As-KEY	As-KEY	As-KEY
LESS THAN 4'-0"	12'	4'-0"	1'-0"	1'-0"	1'-0"	1'-0"	1'-0"	#3 @ 18" o.c.	2'-0"	#3 @ 18" o.c.	#3 @ 12" o.c.	(2) #3 @ 12" o.c.	(2) #3 @ 12" o.c.	(2) #3 @ 12" o.c.	(2) #3 @ 12" o.c.
4'-0" TO 10'-0"	12'	8'-0"	3'-0"	1'-0"	1'-0"	1'-0"	1'-0"	#3 @ 12" o.c.	3'-0"	#3 @ 12" o.c.	#3 @ 12" o.c.	(2) #3 @ 12" o.c.	(2) #3 @ 12" o.c.	(2) #3 @ 12" o.c.	(2) #3 @ 12" o.c.

NOTE:  
 1. PROVIDE CONEST Jt AT CHANGE OF FTS THK. OR LAP SHOWN FTS FOR REINFT INTO THICKER FTS TYP  
 2. PROVIDE CONEST Jt IN WALL EVERY 40' MAX. SEE DET FOR CONEST Jt  
 3. FTS DESIGN NOT REQUIRED FOR WALLS LESS THAN 4'-0" HEIGHTS IN CRANK. SEE DETAILS



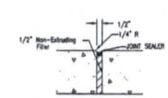
TYP STEPPED FTG SECTION



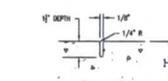
TYPICAL CURB AND GUTTER SECTION

- NOTES:  
 1. ALL P.C. CONCRETE SHALL BE CLASS A.  
 2. INSTALL 1/2" EXPANSION JOINTS IN CURB AND GUTTER SECTION AT P.C. AND P.T. OF CURB RADIUS OF INTERSECTIONS AND EVERY 150'.  
 3. INSTALL SAW JOINTS IN CURB AND GUTTER SECTION AT 10 FT. MAXIMUM SPACING. SEAL WITH METALLIC JOINT SEALANT.  
 4. GUTTER CROSS SLOPE SHALL MATCH SLOPE OF ADJACENT PAVEMENT (MAXIMUM CROSS SLOPE OF 4.5%).

CURB SECTION

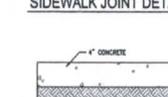


EXPANSION JOINT

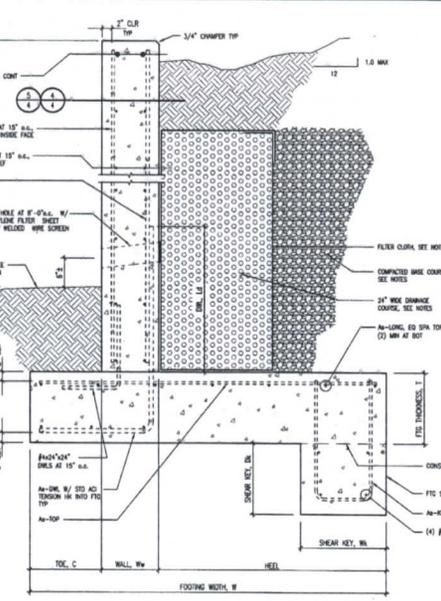


CONTRACTION JOINT

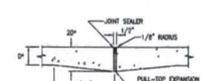
SIDEWALK JOINT DETAILS



STANDARD DUTY SIDEWALK



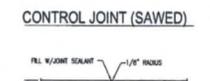
SITE RETAINING WALL SECTION



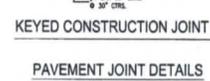
EXPANSION JOINT



CONTROL JOINT (SAWED)



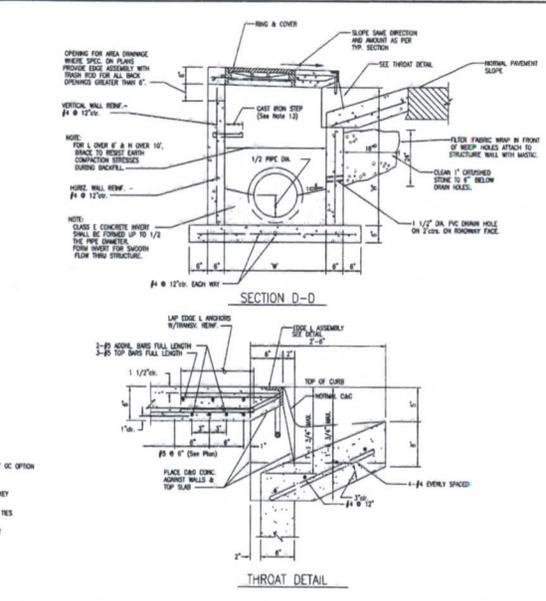
KEYED CONSTRUCTION JOINT



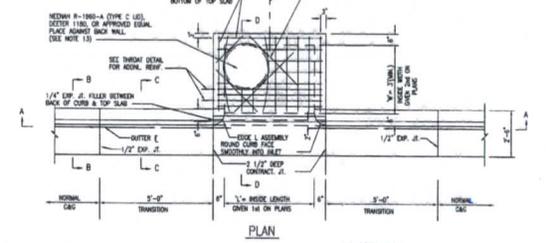
PAVEMENT JOINT DETAILS



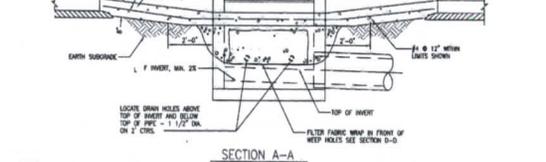
CONCRETE PAVEMENT



SECTION D-D



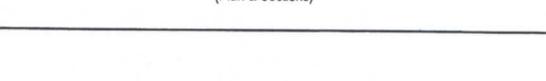
THROAT DETAIL



SECTION A-A



SECTION B-B



SECTION C-C

MODIFIED TYPE M INLET  
 N.T.S. (Plan & Sections)

**DEMOLITION PLAN**  
**LANDMARK BANK ATM**  
 ASHLAND, MISSOURI

REVISED:

**ALLSTATE CONSULTANTS**  
 1111 MARKET STREET, SUITE 100  
 ST. LOUIS, MO 63102  
 (314) 425-8799

ENGINEERING - PLANNING - SURVEYING - GEOTECHNICAL - ENVIRONMENTAL

DATE: 11-7-2013  
 JOB NUMBER: 13221.01  
 SCALE: AS SHOWN  
 SHEET: 3

November 5, 2013

**TO:** P&Z Committee

**FROM:** Paul Beuselinck

**SUBJECT:** Conditional Use Code suggestions for discussion

There are two sets of Conditional Use Code in this packet:

1. Current Boone County Conditional Use ordinance.
2. Changes that I made to the Boone County ordinance for discussion purposes that would/could be appropriate for the City of Ashland. Note that the original text pertinent to Boone County has been lined out and wording appropriate for Ashland has been inserted.

I am requesting that you review these and come ready to discuss the topic at our meeting on Nov. 12.

A handwritten signature in black ink, reading "Paul R. Beuselinck". The signature is written in a cursive style with a prominent initial "P" and a long, sweeping underline.

SECTION 15.

ADMINISTRATION

A. Conditional Uses (1) Applications for conditional use permits for uses specifically authorized for conditional consideration in the district use regulations shall be made to the County Commission. The County Commission shall refer the application to the Planning Commission for investigation and public hearing. Adjoining property owners within 1000 feet shall be notified by first class mail of the request and hearing date. Following a public hearing, the Planning Commission shall vote on a recommendation to either approve or deny the request. A record of the recommendation shall be forwarded to the County Commission and shall include the wording of the motion and the action taken. Upon receipt of a recommendation from the Planning Commission, the County Commission shall conduct a public hearing and either approve or deny the request or continue action for a period of not more than 45 days. Should the Planning Commission fail to forward a report of their action to the County Commission within 60 days of the date of referral to the Planning Commission, it shall be assumed that the Planning Commission has recommended approval of the request. No application for a conditional use permit will be accepted if it is the same or substantially the same as an application submitted within the previous 12 months and which was denied by the County Commission or withdrawn by the applicant.

(2) Criteria for Approval. It is the responsibility of the applicant to provide sufficient information/documentation to allow approval of the conditional use permit. Before authorizing the issuance of such a conditional use permit, the County Commission shall satisfy itself that:

(a) The establishment, maintenance or operation of a conditional use permit will not be detrimental to or endanger the public health, safety, comfort or general welfare.

(b) The conditional use permit will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted by these regulations.

(c) The conditional use permit will not substantially diminish or impair property values of existing properties in the neighborhood.

(d) All necessary facilities will be available, including, but not limited to, utilities, roads, road access and drainage.

(e) The establishment of a conditional use permit will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the zoning district.

(f) The establishment of a conditional use permit will not hinder the flow of traffic or result in traffic congestion on the public streets. This will include the provision of points of access to the subject property.

(g) The conditional use permit shall in all other respects conform to the applicable regulations of the zoning district in which it is located. The County Commission shall find that there is a public necessity for the conditional use permit.

(3) Any approved conditional use permit must be utilized within one year of approval by the County Commission, unless a longer period of time is approved for initial utilization. Failure to exercise an approved permit within this period of time will automatically invalidate the permit. An invalidated permit can only be renewed by reapplication and approval as outlined above. If a use authorized by a conditional use permit ceases for twelve months, said permit shall become void.

(4) In the event that it appears to the Director that the holder of a conditional use permit is making use of the permit or premises in violation of the permit, or is permitting others to use the permit or premises in violation of the permit, the Director may file a written complaint with the County Commission, which for cause shown, shall have authority to revoke the permit. The Director will send a copy of the complaint to the holder of the permit, by first class mail to his last known address, at least 45 days prior to a scheduled public hearing to consider revocation of a permit. The Director shall prove by a preponderance of the evidence that violation(s) of one or more conditions of the permit has occurred and shall show cause as to why the permit should be revoked. If the County Commission finds that one or more conditions have been violated, upon hearing the evidence of the director and the permittee, it may revoke the permit. Failure of the permittee to appear at the County Commission hearing or to present evidence shall not constitute grounds to avoid revocation of the permit. The Director may, in his discretion, dismiss the complaint prior to hearing if he determines that the violation(s) alleged in the complaint has been corrected.

SECTION 15.

ADMINISTRATION

A. Conditional Uses (1) Applications for conditional use permits for uses specifically authorized for conditional consideration in the district use regulations shall be made to the County Commission-City Clerk. The County Commission-City Clerk shall refer the application to the Planning and Zoning Commission for investigation and public hearing. Adjoining property owners within 1000 feet shall be notified by first class mail of the request and hearing date. Following a public hearing, the Planning and Zoning Commission shall vote on a recommendation to either approve or deny the request. A record of the recommendation shall be forwarded to the County Commission-City Administrator and shall include the wording of the motion and the action taken. Upon receipt of a recommendation from the Planning and Zoning Commission, the County Commission-City Administrator shall conduct a public hearing and either approve or deny the request or continue action for a period of not more than 45 days. Should the Planning and Zoning Commission fail to forward a report of their action to the County Commission-City Administrator within 60 days of the date of referral to the Planning and Zoning Commission, it shall be assumed that the Planning and Zoning Commission has recommended approval of the request. No application for a conditional use permit will be accepted if it is the same or substantially the same as an application submitted within the previous 12 months and which was denied by the County Commission-City Administrator or withdrawn by the applicant.

(2) Criteria for Approval. It is the responsibility of the applicant to provide sufficient information/documentation to allow approval of the conditional use permit. Before authorizing the issuance of such a conditional use permit, the County Commission-City Administrator shall satisfy itself that:

- (a) The establishment, maintenance or operation of a conditional use permit will not be detrimental to or endanger the public health, safety, comfort or general welfare.
- (b) The conditional use permit will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted by these regulations.
- (c) The conditional use permit will not substantially diminish or impair property values of existing properties in the neighborhood.
- (d) All necessary facilities will be available, including, but not limited to, utilities, roads, road access and drainage.
- (e) The establishment of a conditional use permit will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the zoning district.
- (f) The establishment of a conditional use permit will not hinder the flow of traffic or result in traffic congestion on the public streets. This will include the provision of points of access to the subject property.

(g) The conditional use permit shall in all other respects conform to the applicable regulations of the zoning district in which it is located. The ~~County Commission~~ City Administrator shall find that there is a public necessity for the conditional use permit.

(3) Any approved conditional use permit must be utilized within one year of approval by the ~~County Commission~~ City Administrator, unless a longer period of time is approved for initial utilization. Failure to exercise an approved permit within this period of time will automatically invalidate the permit. An invalidated permit can only be renewed by reapplication and approval as outlined above. If a use authorized by a conditional use permit ceases for twelve months, said permit shall become void.

(4) ~~The City Administrator shall annually investigate the event that compliance of an issued conditional use permit. If it appears to the Director~~ City Administrator that the holder of a conditional use permit is making use of the permit or premises in violation of the permit, or is permitting others to use the permit or premises in violation of the permit, the ~~Director~~ City Administrator may file a written complaint with the ~~County Commission~~, which for cause shown, shall have authority to revoke the permit. ~~The Director will send a copy of the complaint to the holder of the permit, by first class mail to his last known address, at least 45 days prior to a scheduled public hearing before the Planning and Zoning Commission to consider revocation of a permit. The Director~~ City Administrator shall prove by a preponderance of the evidence that violation(s) of one or more conditions of the permit has occurred and shall show cause as to why the permit should be revoked. If the ~~County~~ Planning and Zoning Commission finds that one or more conditions have been violated, upon hearing the evidence of the ~~director~~ City Administrator and the permittee, it may recommend to the City Administrator to revoke the permit. Failure of the permittee to appear at the ~~County~~ Planning and Zoning Commission hearing or to present evidence shall not constitute grounds to avoid revocation of the permit. The ~~Director~~ City Administrator may, in his discretion, dismiss the complaint prior to the hearing if he determines that the violation(s) alleged in the complaint has been corrected.

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