

**PLANNING & ZONING MEETING  
109 E. BROADWAY  
ASHLAND, MO 65010  
TUESDAY, NOVEMBER 11, 2014**

**AGENDA**

1. Call the Meeting to Order:
2. Approval of the Agenda November 11, 2014. Action \_\_\_\_\_
3. Approval of the Previous Minutes, October 14, 2014. Action \_\_\_\_\_
4. New Business:
  - A). McDonald's Site Plan**  
1<sup>st</sup> Motion \_\_\_\_\_ 2<sup>nd</sup> Motion \_\_\_\_\_  
Action \_\_\_\_\_
  - B). Chapter 9 Revision**  
1<sup>st</sup> Motion \_\_\_\_\_ 2<sup>nd</sup> Motion \_\_\_\_\_  
Action \_\_\_\_\_
  - C). Chapter 11 Revision**  
1<sup>st</sup> Motion \_\_\_\_\_ 2<sup>nd</sup> Motion \_\_\_\_\_  
Action \_\_\_\_\_
5. Old Business:
6. Discussion:
7. Mayor's Report:
8. City Administrator's Report:
9. Guest Comments:
10. 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, OCTOBER 14, 2014  
DRAFT**

**REGULAR MEETING:**

Chairman Branson called the meeting to order Tuesday, October 14, 2014 at 7:00 p.m. at 109 E. Broadway, Ashland, Missouri. Commissioners in attendance were Brad Williamson, Fred Klippel, Scott Miller, James Branson and Greg Batson. Commissioner Paul Beuselinck was absent.

Also present were City Administrator Josh Hawkins, Alderman (Ward 1) George Campbell, City Treasurer Jessica Kendall and Police Clerk Megan Young.

Chairman Branson called for a motion to approve the October 14, 2014 agenda. Commissioner Miller made a motion to approve the October 14, 2014 agenda. Seconded by Commissioner Batson. Motion carried unanimously.

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

**NEW BUSINESS:**

**A). South Wind Plat 1, Final Plat**

Chris Sander, Civil Group, and Keith Winscott, Developer were present.

1st Motion was made by Commissioner Klippel to approve South Wind Plat 1, Final Plat. 2nd Motion to approve was made by Commissioner Williamson. Action: voted to pass the Final Plat for South Wind Plat 1. Motion carried unanimously.

**OLD BUSINESS:**

None.

**DISCUSSION:**

**A). City Council and Planning and Zoning, Joint Meeting, September 23, 2014.**

Mr. Hawkins thought the Joint Meeting was a good session. Commissioner Miller commented that it was good to put faces to names, and 815 E. Broadway was a nice facility. Alderman George Campbell spoke about moving the next Joint Meeting to January, after the holidays. The P & Z Board agreed to move the Joint Meeting until after the holidays. Alderman Campbell suggested the P & Z Board choose topics for discussion on future items and be ready with answers. It is important for the P & Z Board and the Board of Aldermen to agree. Commissioner Klippel agrees and said he wants new business in Ashland. Commissioner Batson agreed the Joint Meetings were good ideas.

**City Administrator's Report:**

City Administrator Josh Hawkins introduced Ed Siegmund, Executive Director of the Mid Missouri Regional Planning Commission as our new part time City Planner. He will be the face behind the staff reports, but will not be at meetings unless requested. McDonald's is proposing a new site plan, which will be on the November Agenda. The Board of Aldermen have given permission for a sidewalk grant to be submitted. Mr. Hawkins would like to request the P&Z Board submit a letter supporting this grant. Commissioner Klippel made a Motion supporting the sidewalk grant. 2nd Motion made by Commissioner Williamson. Mr. Hawkins also introduced Megan Young as replacing Jessica Kendall in taking the P & Z Meeting minutes.

**Commissioners' Report:**

Commissioner Batson gave out an Application for Smart Growth America Technical Assistance. Suggested everyone look over it and possibly consider it for next year. It is free and would be good for a city of our size.

Chairman Branson invited everyone to the Appreciation Dinner at Woody's on Dec. 5th.

Chairman Branson called for a motion to adjourn, October 14, 2014, Planning and Zoning Meeting. Commissioner Klippel made a motion to adjourn, October 14, 2014, Planning and Zoning Meeting. Seconded by Commissioner Batson. Motion carried.

Minutes prepared by Megan Young



**THE CITY OF ASHLAND, MISSOURI**

**DATE:** November 5, 2014

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

**FROM:** City Staff

**CC:** Blackstone Environmental, LLC

**SUBJECT:** Site Plan for McDonald's Restaurant; Fast Lane Convenience Store Improvements

The purpose of this report is to provide you with information regarding a Site Plan, McDonald's Restaurant. Code of Ordinances Chapter 9, Planning and Zoning 9.106, Site Plan Submission, Review Required. The site plan is submitted to the Planning and Zoning Commission for review and consideration for approval.

**GENERAL INFORMATION**

Municipal Address: 604 E. Broadway

Parcel Identification: 24-508-00-14-001.01 01

Legal Description: Baker Family SD (Resubdivision), Lots 1A and 1B  
Subject property is 91,120 square feet (2.09 acres)

Zoning Classification: C-G (General Commercial)

§9.106 of the Ashland Municipal Code require Site Plans submitted for developing lands within required districts shall:

- a) Meet the standards of the City of Ashland's Long Range Plan.
- b) Comply with all regulations for surface water drainage control and floodplain management.
- c) Comply with any and all applicable local, state and federal ordinances, rules, statutes, laws, regulations and requirements.
- d) Be submitted at least Thirty (30) calendar days prior to the Planning and Zoning Commission meeting. (Amended Council Bill No. 2006-059, 1-02-2007) (amended Council Bill No. 2008-010, 2-18-2008)

**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**



# Boone County Internet Parcel Map

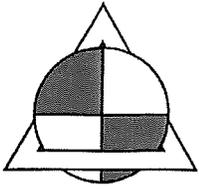
Prepared by the Boone County Assessor's Office, (573) 886-4262



Orthophoto: 2011  
Map Generated: 11/2/2014 1:45:43 PM

### ATTENTION!!

DISCLAIMER; READ CAREFULLY: These maps were prepared for the inventory of real property based on the utilization of deeds, plans, and/or supportive data. In addition, map files are frequently changed to reflect changes in boundaries, lot lines and other geographic features resulting from changes in ownership, development and other causes. The existence, dimension, and location of features, as well as other information, should not be relied upon for any purpose without actual field verification. The County of Boone makes no warranty of any kind concerning the completeness or accuracy of information contained on these maps and assumes no liability or responsibility for the use or reuse of these maps by persons not affiliated with Boone County. Use of these maps by any person not affiliated with Boone County constitutes agreement by the user to assume full liability and responsibility for the verification of the accuracy of information shown on these maps.



# ALLSTATE CONSULTANTS

ENGINEERING • PLANNING • SURVEYING • GEOTECHNICAL • INVESTIGATIVE

November 6, 2014

Earl Hacker  
Blackstone Environmental, Inc.  
9153 W. 133<sup>rd</sup> Street  
Overland Park, KS 66212

RE: Site Plan – McDonald's/Fastlane  
Baker Family Subdivision, Ashland, MO

Mr. Hacker,

Allstate Consultants has completed a review of the aforementioned Site Plan on behalf of the City of Ashland with the following result:

- Approved for consideration by the Planning and Zoning Commission**
- NOT approved for consideration by the Planning and Zoning Commission**

All comments have been addressed except for the following items:

- 1) A permanent easement must be granted to the City of Ashland for the proposed waterline and hydrant. A display of this easement has been reviewed and the alignment appears to be acceptable. We will review the legal description once it has been provided.
- 2) The easement document (attached to the Private Contract) that addresses access, parking, and private utilities must be recorded. This document has been reviewed and is acceptable.
- 3) The proposed building mounted signs have not been reviewed for compliance with the City of Ashland's Code of Ordinances. A sign permit will be required for this site and review of these proposed signs will take place as a part of that process.

All comments pertaining to the site plan documents themselves have been addressed. Based on our review of the aforementioned site plan and accompanying documents, we believe it would be appropriate for the Planning & Zoning Commission to consider the site plan and, if approval is granted, that approval be conditional with receipt of the signed utility easement and recorded Private Contract easement required for the occupancy permit to be issued.

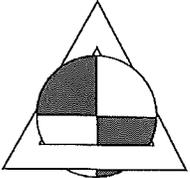
If consideration for conditional approval is acceptable to the City, the McDonald's/Fastlane Site Plan sealed on November 6, 2014 will be forwarded to the Planning Zoning Commission for consideration on Tuesday, November 11, 2014.

Please submit the required sealed plans to the City of Ashland and contact Allstate Consultants with any questions.

Sincerely,  
Allstate Consultants LLC

A handwritten signature in black ink, appearing to read "Wes Bolton". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Wes Bolton, P.E.



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 hereby amended as follows:

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

**9.106. Site Plan Submission, Review Required**

~~Any property owner who proposes to develop development proposed on land within any district, except R-1, as described herein shall have submit a site plan submitted to the City's Planning and Zoning Commission for review and consideration for approval City. Such site plans shall: Site plans submitted for developing lands within the aforementioned districts shall:~~

- a) Meet the standards of the City of Ashland's Long Range Plan.
- b) Comply with all regulations for surface water drainage control and floodplain management.
- c) Comply with any and all applicable local, state and federal ordinances, rules, statutes, laws, regulations and requirements.
- d) ~~Be submitted at least Thirty (30) calendar days prior to the Planning and Zoning Commission meeting. (amended Council Bill No. 2006-059, 1-02-2007) (amended Council Bill No. 2008-010, 2-18-2008)~~

~~The Planning and Zoning Commission shall provide written reasons for disapproving submitted site plans on a case-by-case basis. Site plan disapproval decisions made by the Planning and Zoning Commission can be appealed to the Board of Adjustments as outlined in 10.160.~~

The site plan 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 site plan 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 site plan based on whether the plan meets the requirements of this section. The Planning and Zoning Commission shall approve, approve conditionally or disapprove the site plan. If the Commission disapproves the site plan, it shall provide written reasons for disapproval. Site plan disapproval decisions made by the Planning and Zoning Commission may be appealed to the Board of Adjustment as outlined in 10.160.

...

**9.365.3** Parking and Loading Design Standards, General. All parking and loading areas provided shall meet the following minimum improvement and maintenance requirements:

Location: Onsite for all residential and nonresidential uses. Provided that minimum requirements are met onsite for nonresidential uses, the Administrative Officer may authorize additional or overflow parking as needed, offsite and within one thousand (1000) feet of the use. Parking for non-residential uses shall be located a minimum of six feet from any adjoining property that is either used for residential purposes or located in a residential zoning district.

...

Section 2. 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

AN ORDINANCE TO AMEND CHAPTER 11, SUBDIVISION REGULATIONS, 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 11 of the Ashland City Code is hereby amended as follows:

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

**11.015. Definitions**

For the purpose of interpreting this Ordinance, certain terms are defined as follows:

...

~~Council: The City Council of Ashland, Missouri.~~

City Plan: The comprehensive plan of the City of Ashland, Missouri, whether in whole or in part, as adopted by the Planning Commission, approved by the ~~City Council~~Board of Aldermen and duly recorded in the office of the County Recorder of Boone County, Missouri. It may consist of several maps, data, and other description matter, for the physical development of the City or any portion thereof; including any amendment, extension, or additions thereto adopted by the ~~City Council~~Board of Aldermen indicating the general locations of major streets, parks, schools or other public open spaces, public building sites, routes for public utilities, zoning districts or other similar information.

...

Planning Commission Representative: ~~The City~~Engineer, planning consultant, and any other person so designated by the Mayor~~Clerk of the City of Ashland, Missouri~~for matters pertaining to the subdivision of land.

...

**11.130. Approval**

No plat of a subdivision shall be recorded unless ~~and until it shall have~~has been submitted and approved by the ~~Planning Commission and City Council~~Board of Aldermen in accordance with the regulations set forth in this ~~regulation~~chapter and so certified by the City Clerk.

...

### 11.145. No contract of sale

No person, firm or corporation, proposing to make or have made a subdivision within the City of Ashland, Missouri, shall enter into any contract for the sale of, or shall offer to sell any subdivision or any part thereof, until ~~said~~the person, firm or corporation has obtained from the ~~Planning and Zoning Commission~~Board of Aldermen approval of the final plat of the proposed subdivision and such approval has been made a matter of public record.

### 11.150. Procedure

#### 1. Pre-application procedure

Not less than 30 days before preparing and submitting the preliminary plat to the Planning and Zoning Commission, the developer or designated agent shall consult with the ~~Planning Commission Representative~~representative of the Planning and Zoning Commission, to ascertain the location of proposed highways, primary or secondary thoroughfares, collector streets, parkways, parks, playgrounds, school sites and other community facilities or planned developments and to acquaint ~~said~~the developer with the Planning and Zoning Commission's requirements. The geographic scope of this review shall include the whole contiguous property held in common ownership for which whole or partial subdivision platting is desired by the subdivider, as well as the surrounding property which might reasonably be affected by subdivision of the subject property. (amended Council Bill No. 2007-049, 12-04-2007)

#### 2. Preliminary Plat

The developer shall ~~prepare~~submit a preliminary plat of the proposed subdivision, which shall conform to the requirements set forth in Section 11.155, at least ~~thirty~~Thirty (30) calendar days prior to the meeting of the Planning Commission at which approval of ~~said~~the plat is requested. However, the plat will not be placed on the agenda of a Planning Commission meeting until the review process described in subsection 3 has been completed. (amended Council Bill No. 2006-055, 12-19-2006) (amended Council Bill No. 2008-010, 2-18-2008)

#### 3. Review of preliminary plat

The preliminary plat shall be examined by the Planning Commission's ~~representative~~ Representative to determine whether it complies with the City Plan of Ashland, Missouri. ~~In "addition", said representative shall determine whether the plat complies with the standards and requirements of this chapter and hereinafter prescribed. Finally, said representative shall examine the plat to determine compliance with any other government and public utility regulations. If a plat fails to comply with any requirement, the Planning Commission Representative shall return it to the developer with an explanation of the deficiencies. Any required modifications to the plat must be made and submitted to the Planning Commission Representative for reexamination. After the plat has been approved by the Planning Commission Representative, the original signed plat must be delivered to the City Clerk by noon on the day of the Planning Commission meeting at which approval of the plat is requested. The Planning Commission Representative shall make a~~

recommendation to the Planning Commission for approval or disapproval based on whether the plat complies with all ordinance requirements. The Planning Commission shall review and approve, approve conditionally or disapprove the preliminary plat. The reason for any disapproval shall be stated on the record of the Planning Commission. The preliminary plat shall then be forwarded to the Board of Aldermen for its consideration by ordinance. The Board of Aldermen may overrule a disapproval of the Planning Commission.

#### 4. Final Plat

Following approval of the preliminary plat, by the Planning Commission, the developer shall file with the Planning Commission the final plat of the proposed subdivision. The final plat shall be reviewed by the Planning Commission Representative to determine whether it complies with all provisions of this chapter and with all other government and public utilities regulations. If the plat fails to comply with any requirement, the Planning Commission Representative shall return it to the developer with an explanation of the deficiencies. Any required modifications to the plat must be made and submitted to the Planning Commission Representative for reexamination. After the plat has been approved by the Planning Commission Representative, the original signed plat must be delivered to the City Clerk by noon on the day of the Planning Commission meeting at which approval of the plat is requested. The Planning Commission Representative shall make a recommendation to the Planning Commission for approval or disapproval based on whether the plat complies with all ordinance requirements. The final plat may include all or any part of the land proposed for subdivision on the approved preliminary plat. The developer shall be required to complete improvements, or to post security for the completion of such improvements as hereinafter required, for that portion of the preliminary plat for which final plat approval is requested.

#### 5. Approval, or disapproval and modification by Planning Commission and Board of Aldermen

~~The approval of the Planning Commission or its refusal to shall approve or disapprove said plat shall take place within 60 days from and after the submission of the plat for final approval, unless the owner or developer agrees in writing to an extension of this time period. In the event If the Planning Commission takes no action on a final plat within the allotted time, said the~~  
final plat shall be deemed to have been approved and the certificate of said the Planning Commission stating the date of the submission of the plat for approval and as to said Planning Commission's failure to act thereon within the allotted time shall be sufficient in lieu of the written endorsement or evidence of approval herein required. The basis for the Planning Commission's refusal to approve any plat submitted shall be stated upon the record of the Planning Commission. The final plat shall then be forwarded to the Board of Aldermen for its consideration by ordinance. The Board of Aldermen may overrule a disapproval of the Planning Commission.

...

#### **11.265. Sidewalks generally**

Sidewalks shall be constructed and installed in compliance with the city street and storm sewer specifications and design standards and all applicable design standards and specifications now or hereafter promulgated by the director of public works or adopted by the ~~City Council~~Board of Aldermen, on both sides of all streets unless otherwise specified in this chapter.

...

Section 2. 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