

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

**AGENDA**

1. Call the Meeting to Order at 7:00 PM.
2. Approval of the Agenda November 10, 2015. Action \_\_\_\_\_
3. Approval of the Previous Minutes, October 13, 2015. Action \_\_\_\_\_
4. New Business:
5. Old Business: Complete Streets Ordinance
6. Discussion:
7. 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, OCTOBER 13, 2015  
DRAFT**

**REGULAR MEETING:**

1. Chairman Batson called the meeting to order Tuesday, October 13, 2015 at 7:00 p.m. at 109 E. Broadway, Ashland, Missouri. Commissioners in attendance were Brad Williamson, Fred Klippel, Paul Beuselinck, James Branson, Greg Batson, Jeffrey Sapp and Danny Clay. Commissioners absent were Nikki Courtney.

Also present were Mayor Gene Rhorer and Administrative Assistant Megan Young.

2. Chairman Batson called for a motion to approve the October 13, 2015 agenda. Commissioner Beuselinck made a motion to approve the October 13, 2015 agenda. Seconded by Commissioner Branson. Motion carried unanimously.

3. Chairman Batson made a motion to approve the previous minutes dated September 8, 2015. Commissioner Clay commented that the Planning and Zoning should not have reviewed the site plan for the Parkside Subdivision at last month's meeting. Mayor Rhorer commented that the Lot owner has been notified about procedures to go before the Board of Adjustment. Motion was made to approve the previous minutes by Commissioner Sapp to approve the previous minutes dated September 8, 2015. Seconded by Commissioner Klippel. Motion carried unanimously.

**4. NEW BUSINESS:** There was no New Business.

**5. OLD BUSINESS:**

**A). Complete Streets Policy**

Commissioner Beuselinck opened the conversation by stating that the Complete Streets Policy was a series of guiding principles and practices under "Livable Streets". These are the principles used on publicly funded projects under development. This policy takes all aspects of public transport, vehicle traffic, bicycles, pedestrians and ADA, into consideration. Mayor Rhorer said Complete Streets is a Policy with a lot of latitude and is low impact for the City. Commissioner Beuselinck commented that if this is included as an ordinance, any grant will have to include items in this policy.

Commissioner Courtney arrived.

There was continuing discussion on how to move this Policy forward. Commissioner Courtney questioned some of the verbiage and what are "appropriate materials". Commissioner

Beuselinck state the generalization is intentional. Commissioner Beuselinck suggested sending this policy to the Board of Aldermen for consideration. There was discussion on whether this policy should be an Ordinance or Resolution.

Commissioner Beuselinck made a motion to recommend the Complete Streets Policy to the City of Ashland Board of Aldermen for consideration as a Resolution OR an addition to the City of Ashland Ordinances. Seconded by Commissioner Sapp. Commissioner Beuselinck asked individual votes be counted. Commissioner Williamson-aye, Commissioner Klippel-aye, Commissioner Beuselinck-aye, Commissioner Branson-aye, Commissioner Courtney-aye, Commissioner Sapp-aye, Commissioner Clay-aye. Motion carried unanimously.

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

##### **A). General Commercial property used for Residential, review of City Ordinance 9.230, 9.235 and 9.240.**

Commissioner Beuselinck stated a citizen has called him to ask about building on property at Sarah Dr. and S. Henry Clay Blvd. The citizen would like to build a commercial property with the business in the top half of the building and residences underneath. The commissioners discussed various uses for the building, fire safety and proper egress, concerns of tenants living in the building, and types of conditional use. Commissioner Sapp suggested the citizen do more research regarding the type of business, and Chairman Batson commented if there was a conditional use the commission would need to see site and/or building plans. Commissioner Beuselinck stated he would take this information back to the citizen.

#### **7. Mayor's Report:**

Mayor Gene Rhorer informed the commissioners that Police Chief Lyn Woolford has been appointed as the City Administrator for the next six months from this point forward. Chief Woolford will be sitting in on future Planning & Zoning meetings. Commissioner Courtney asked about The Baptist Home. Mayor Rhorer stated they have been annexed into the city, they are now working on site plans and are ahead of schedule.

**Guest Comments:** There were no Guest Comments.

#### **Commissioners' Report:**

Commissioner Klippel stated we need to look at the street ordinances. There are too many streets that are needing repairs. We need 15 year streets, not 2 year streets. Mayor Rhorer stated the warranty period for contractor repairs was 1-3 years. Mayor Rhorer suggested reviewing the ordinance and finding out how we can make it better.

Chairman Batson said his neighbor has asked about city code regarding brick mailboxes. It is not in the city code, his neighbor will need to contact the Post Office regarding mailboxes.

Chairman Batson called for a motion to adjourn, October 13, 2015, Planning and Zoning Meeting. Commissioner Klippel made a motion to adjourn, October 13, 2015, Planning and Zoning Meeting. Seconded by Commissioner Williamson. Motion carried.

Minutes prepared by Megan Young

## **Complete Streets policy**

### *(a) Purpose.*

The purpose of this policy is to set forth guiding principles and practices for use in all transportation projects, where practicable, economically feasible, and otherwise in accordance with applicable law, so as to encourage walking, bicycling, and other non-motorized forms of transit, in addition to normal motorized transit, including personal, freight, and public transit vehicles. All uses must be designed to allow safe operations for all users regardless of age or ability. The ultimate goal of this policy is the creation of an interconnected network of Complete Streets that balances the needs of all users in pleasant and appealing ways in order to achieve maximum functionality and use.

### *(b) Application and scope.*

(1) This policy requires the city administrator to include complete street elements in the design, construction and maintenance of public transportation projects, improvements and facilities. The city administrator or board of aldermen may exempt a project from this policy provided one or more of the following conditions are met:

(i) Non-motorized use of the roadway under consideration is prohibited by law. In this case a greater effort may be necessary to accommodate bicyclists and pedestrians elsewhere within the right of way or within the same transportation corridor.

(ii) The cost of inclusion would be excessively disproportionate to the need or probable use. Excessively disproportionate is defined as exceeding twenty percent of the cost of the larger transportation project. This twenty percent figure should be used in an advisory rather than an absolute sense.

(iii) The street has severe topographic or natural resource constraints.

In all cases where an exemption has been granted, the city administrator or other appropriate official shall document the decision and the invoked exemption condition(s) in the project plan.

(2) This policy requires consideration of complete streets elements by the Planning and Zoning Commission, in appropriate circumstances. Accordingly, the city strongly

encourages all developers and builders to obtain and comply with, as appropriate, these standards.

(3) This policy is intended to cover all development and redevelopment in the public domain within Ashland. This includes all public transportation projects such as, but not limited to, new road construction, reconstruction retrofits, upgrades, resurfacing, and rehabilitation. This also includes privately built roads intended for public use. As such, compliance with these principles may be factored into decisions related to the city's participation in private projects and whether the city will accept possession of privately built roads constructed after the passage of this ordinance. The city administrator, on a case-by-case basis, may exclude routine maintenance from these requirements.

(4) The city understands that special considerations and designs are necessary to accommodate older adults and disabled citizens. Accordingly, the city will ensure that those needs are met in all complete streets designs. All public compliant transportation projects involving complete streets elements, where practicable, shall be compliant with the Americans with Disabilities Act (ADA) to help meet those special considerations.

*(c) Guiding principles and practices.*

(1) "Complete street" defined. A complete street is designed to be a transportation corridor for all users: pedestrians, cyclists, transit users, and motorists. Complete streets are designed and operated to enable safe continuous travel networks for all users. Pedestrians, bicyclists, motorists and bus riders of all ages and abilities are able to safely move from destination to destination along and across a network of complete streets. Transportation improvements, facilities and amenities that may contribute to complete streets and that are considered as elements of a "complete street" include: street and sidewalk lighting; pedestrian and bicycle safety improvements; access improvements, including compliance with the ADA; public transit facilities accommodation including, but not limited, to pedestrian access improvement to transit stops and stations; street trees and landscaping; drainage; and street amenities.

(2) The city will strive, where practicable and economically feasible, to incorporate "complete streets" elements into all public transportation projects in order to provide appropriate accommodation for bicyclists, pedestrians, transit users and persons of all

abilities, while promoting safe operation for all users, in comprehensive and connected networks in a manner consistent with, and supportive of, the surrounding community.

(3) The city will incorporate complete streets principles into all public strategic plans, upon subsequent updates. The principles, where practicable, shall be incorporated into other public works plans, manuals, rules, regulations, operational standards, and programs as appropriate and directed by the city administrator. The principles shall be incorporated into appropriate materials and resources no later than two years after the adoption of this ordinance.

(4) It shall be a goal of the city to foster partnerships with the State of Missouri, Boone County and neighboring communities in consideration of functional facilities and accommodations in furtherance of the city's complete streets policy and the continuation of such facilities and accommodations beyond the city's borders.

(5) The city recognizes that complete streets may be achieved through single elements incorporated into a particular project or incrementally through a series of smaller improvements or maintenance activities over time. The city will attempt to draw upon all possible funding sources to plan and implement this policy and shall investigate grants that may be available to make complete streets elements more economically feasible.

(6) The city recognizes that the elements comprising a complete street are only effective when appealing and pleasant to use and will ensure improvements meet those standards.

*(d) Study/analysis to be undertaken as part of public transportation project.*

During the planning phase of any public transportation improvement project, a designee of the city administrator (which may be the street superintendent, the city's design engineer, or other person or firm deemed appropriate by the city administrator) shall conduct a study and analysis relating to the addition and incorporation of complete streets elements into the project.

The study and analysis shall include cost estimates, whether the elements could be incorporated in a safe and legal manner, the degree that such improvements or facilities may be utilized, the benefit of such improvements or facilities to other public

transportation improvements, whether additional property is required, physical or area requirements or limitations and any other factors deemed relevant.

Such study and analysis shall be submitted to the city administrator for consideration in the design and planning of the public transportation project. The city administrator shall incorporate complete streets elements in each public transportation project to the extent that such is economically and physically feasible.

*(e) Administration.*

(1) The city administrator shall be responsible for the overall implementation and execution of the complete streets principles and practices.

(2) The city administrator shall collaborate with appropriate staff to adopt a complete streets checklist for use on all public transportation projects. The city encourages all developers and builders to obtain and use this checklist.

(3) When available, appropriate, and monetarily feasible, the city shall support staff professional development and training on non-motorized transportation issues through attending conferences, classes, seminars, and workshops.