

**PLANNING AND ZONING MEETING
109 E. BROADWAY
ASHLAND, MO. 65010
TUESDAY, DECEMBER 11, 2018**

1. REGULAR MEETING:

Chairman Wren called the meeting to order Tuesday, December 11, 2018 at 7:00 p.m. at 109 E. Broadway, Ashland, Missouri. Commissioners in attendance were Brad Williamson, Ernie Wren, Fred Klippel, Alderman Liaison Jeffrey Sapp, Jerrod Bryan, Randy Burhans, Cynthia Wills and Cecil Payne. Commissioner absent was Greg Batson.

Also present were City Administrator Woolford and Administrative Assistant Megan Young.

2. Approval of Agenda:

Chairman Wren called for a motion to approve the December 11, 2018 agenda. Commissioner Williamson made a motion to approve the December 11, 2018 agenda. Seconded by Commissioner Bryan. Motion carried unanimously.

3. Approval of Previous Minutes:

Chairman Wren called for a motion to approve the previous minutes dated November 13, 2018. Motion made by Commissioner Bryan to approve the previous minutes dated November 13, 2018. Seconded by Commissioner Wills. Motion carried unanimously.

4. Public Comments: None.

5. OLD BUSINESS:

a) Final Major Plat for Forest Park Plat No. 1 on parcel ID #24-600-00-00-003.00 01 on E. Broadway/E. Route Y for P and M Properties, LLC.

City Administrator Woolford stated everything is in compliance. Commissioner Wills asked if a line of trees shown on the plat will be left alone or bulldozed? City Administrator Woolford stated there is nothing in city code regarding that. Commissioner Bryan asked City Administrator Woolford about the “unplatted” lot. There was discussion between the Commissioners about the lot. City Administrator Woolford stated he may have a more updated plat than the one in the commissioner’s meeting packets. Motion made by Commissioner Bryan to table until later in the meeting, pending more information from City Administrator Woolford. Seconded by Commissioner Payne. Motion carried unanimously. Motion made to reopen discussion by Commissioner Klippel. Seconded by Commissioner Bryan. Motion carried unanimously. City Administrator Woolford gave Commissioners a plat dated 11-15-2018, which shows the same information as the previous plat. Jacob Eiler, Crockett Engineering, spoke on the phone to David Butcher who stated the “unplatted” lot is for phase 2 and is not part of this plat. The “unplatted” lot will be platted in the next phase. Commissioner Bryan asked about the legal clarification of the lot lines on the plat for the “unplatted” area? Discussion between Commissioners on lot specifics. Commissioner Klippel made recommendation to get an

engineer or surveyor to explain what is this lot? Kevin Schweikert, Surveyor, offered to clarify for Mr. Butcher. Mr. Eiler called David Butcher again and put him on speaker phone for the Commissioners to ask about the “unplatted” lot. Commissioner Bryan asked about the existing pins on the west side of the lot. Mr. Butcher stated they are existing pins from a previously recorded survey. Mr. Butcher stated the survey was a private survey document and does not apply to this plat. Motion made by Commissioner Williamson to approve the Final Major Plat for Forest Park Plat No. 1 on parcel ID #24-600-00-00-003.00 01 on E. Broadway/E. Route Y for P and M Properties, LLC. Seconded by Commissioner Klippel. Chairman Wren asked for a roll call vote. Commissioner Williamson – yes, Commissioner Klippel – yes, Commissioner Bryan – yes, Commissioner Wills – yes, Commissioner Burhans – yes, Commissioner Payne – yes. Motion carried unanimously.

b) Final Site Plan for 7480 E. Angel Lane by Sapp Contractors LLC for the Sapp Contractors LLC Maintenance Shop.

Alderman Liaison Sapp opened the discussion with the explanation that this property is in the airport zoning, so the final plan must be approved by the Planning & Zoning Commission and then go back the Board of Aldermen for final approval. Motion made by Commissioner Bryan to approve the Final site plan for 7480 E. Angel Lane by Sapp Contractors, LLC for the Sapp Contractors LLC Maintenance Shop. Seconded by Commissioner Klippel. Chairman Wren asked for a roll call vote. Commissioner Payne – yes, Commissioner Bryan – yes, Commissioner Wills – yes, Commissioner Bryan – yes, Commissioner Klippel – yes, Commissioner Williamson – yes. Motion carried unanimously.

6. NEW BUSINESS:

a) Site Plan for Cobblestone Courts PRD by Conservation Home Builders, LLC.

City Administrator Woolford stated the documents the Commissioners received tonight were from Mr. McCubbin’s engineering firm, the city engineers have not received them yet. Christina Luebbert from Luebbert Engineering was here to speak for Mr. McCubbin. There was discussion between the Commissioners, Mr. Woolford, Ms. Luebbert and Mr. McCubbin regarding the sidewalk outside the gated community, whether it needed a variance from the city code, and a strip of land for a utility easement. Ms. Luebbert asked the commissioners to make a decision to move this forward tonight. Commissioner Bryan stated there are a lot of comments that have not been addressed by the city engineers. Commissioner Bryan made motion to postpone this until the meeting on January 8, 2019. Seconded by Commissioner Wills. Motion carried unanimously.

b) Minor Subdivision Plat for West Oaks Estates on parcel ID # 24-203-00-00-002.00 on Jameson Dr. for Kevin Schweikert.

Kevin Schweikert, Brush & Associates, stood to answer any questions. City Administrator Woolford clarified there are no plans to develop the property, they are just splitting the lot in two. Mr. Woolford stated road access to both lots will be off Justin Lane. Mr. Schweikert verified the owners are just splitting the acreage equally between the 2 owners. Commissioner Bryan made motion to approve the Minor Subdivision Plat for West Oaks Estates on parcel ID # 24-203-00-00-002.00 01. Seconded by Commissioner Klippel. Chairman Wren asked for a roll call vote. Commissioner Payne – abstained, Commissioner Burhans – yes, Commissioner Wills –

yes, Commissioner Bryan – yes, Commissioner Klippel – yes, Commissioner Williams – yes.
Motion carried.

c) Recommend changes to Ashland City Code, Chapter 9 Planning and Zoning, Article V.

Other Use Regulations, Sections 9.571 Billboards and 9.573 Freestanding Signs.

City Administrator Woolford explained to the Commissioners the reasoning behind requesting this review of the city ordinances. Commissioners discussed this at length. Chairman Wren asked for three commissioners to form a sign committee to review this and make a recommendation to the rest of the commissioners. Commissioner Wills, Commissioner Burhans and Commissioner Payne volunteered. Commissioner Burhans asked for clarification of expectations. Chairman Wren asked them to look at the City of Ashland ordinances and compare them with other cities our size and MoDOT's requirements. Chairman Wren asked them to make a recommendation in February to send to the Board of Aldermen.

7. DISCUSSION: None.

8. City Administrator's Report:

City Administrator Woolford gave an update on the new City Hall and Police Department. He stated there will not be any more Planning & Zoning meetings in this building, he will let everyone know where the next meeting will be. There are renovations being done in the new police department. City Hall received 6 submissions for an architectural design for a new city hall and the Board of Aldermen will choose one at the next Board of Aldermen meeting. At present the new City Hall will be a separate building from the Police Department, so we are looking at options for meeting rooms. The architects should take 3 months to design the new city hall, and construction will be 8 to 12 months, weather dependent. The city recycle lot at Bass St. and Redbud Ln. will be rezoned at the next meeting. The city will be requesting this lot to be rezoned to R3, High Density Residential. MoDOT will be working on Broadway this coming summer. There will be a meeting next Thursday at the middle school to discuss this. The round-a-bout at Henry Clay and Broadway will start in 2021 and will be a 50/50 cost share with MoDOT. The new Water Department building is complete and water department workers have moved in. The city is in the process of finalizing the contract for the Main Street sidewalk project. The Southern Boone YMCA is getting ready to break ground. There is a lot going on.

9. Commissioners' Report:

Chairman Wren and Commissioner Burhans both congratulated Police Chief/City Administrator Woolford on his nationwide Crossing Guard nomination.

Chairman Wren called for a motion to adjourn, December 11, 2018, Planning and Zoning Meeting. Commissioner Bryan made a motion to adjourn, December 11, 2018, Planning and Zoning Meeting. Seconded by Commissioner Burhans. Motion carried.

Minutes prepared by Megan Young