

PLANNING AND ZONING COMMISSION

MINUTES OF MEETING

February 18, 2014

6:00 p.m.

Item 1. Roll Call

PRESENT: Bob Gerdes, Joe Arnold, Brenda Hambrick, Stephany Hughes, Kenny Manley, Mark Seneker, and David Ishmael.

STAFF PRESENT: Zoning Administrator, Bill Ahrens; Larry Murry, Building Official; and Secretary Jaime Blackburn

ABSENT: Brad Eales, Councilman Liaison.

VISITORS: Gary and Kim Sanson.

Item 2. Approval of Minutes – September 17, 2013

MINUTES APPROVED: Commissioner Arnold motioned to approve the September 17, 2013 minutes. Commissioner Ishmael seconded. The motion carried.

Item 3. Special Use Permit: SU-14-001 Proposed Residential Use, 506 Dunbar:

Consideration of a request for a Special Use Permit for a residential guest house at 506 Dunbar.

The referenced property, located at 506 Dunbar, is a single-family residence owned by the applicants. The property is zoned R-2. Because this proposed use does not precisely fit within the list of uses described in Section 400.110.A: Permitted Uses, the City Attorney has advised that an application for a Special Use Permit is required.

All property owners within 200 feet of the applicant's property were sent a letter concerning this application and a legal notice of public hearing was published in the Excelsior Standard. We received two comments from neighbors stating they were highly in favor.

Commissioner Gerdes asked what they meant by it being a guest house. Gary Sanson said it is going to be a fine, nice place to stay. We are going to add a lot of character to the home. We will have an open house when it is done. It will have three bedrooms, basic kitchen that they can bring their own food to cook while staying. We recently cut down all the bushes along the street and that really made it look better inside and out. There will be off-street parking. We are going to pour concrete for up to 2-3 vehicles. Kim Sanson also added it will be a cottage and on the weekends it will be rented out as a whole house. During the week we will possibly rent out a room but hope to rent it out as a whole house during the week also. The cottage will sleep 6 comfortably. In the living room we are planning to have a roll out in case guests have children.

Commissioner Ishmael asked if the property would be subjected to rental inspections just like other rentals in the town and Mr. Ahrens stated yes it will have rental inspections.

Commissioner Seneker motioned to approve Special Use Permit for guest house at 506 Dunbar. Commissioner Hambrick seconded. Motion carried.

Item 4. COMMENTS OF VISITORS:

No comments.

Item 5. COMMENTS OF COMMISSIONERS:

Commissioner Hughes asked about the motorcycle shop signs near the Mill Inn meet regulations. Bill Ahrens stated Cod Enforcement will talk to with the owner and have them removed if they are in the right of way.

Item 6. ADJOURN:

Commissioner Ishmael motioned to adjourn the meeting. Commissioner Hughes seconded. The motion passed.

Meeting was adjourned at 6:12 p.m.

The next regular meeting of the Commission is scheduled for 6:00 pm., Tuesday, March 18, 2014 Hall of Waters, 201 East Broadway, Excel-sior Springs, Missouri, in the Council Chambers.

Minutes prepared by Jaime Blackburn, Secretary of Planning & Zoning Commission.

PLANNING AND ZONING COMMISSION

MINUTES OF MEETING

March 18, 2014

6:00 p.m.

Item 1. Roll Call

PRESENT: Bob Gerdes, Brenda Hambrick, Mark Seneker, and David Ishmael.

STAFF PRESENT: Zoning Administrator, Bill Ahrens; Larry Murry, Building Official; Reggie St. John, Councilman Liaison; and Secretary Jaime Blackburn.

ABSENT: Joe Arnold, Stephany Hughes, and Ken Manley.

VISITORS: Brent Bishop, Public Works; and Jae Juarez, Standard Newspaper.

Item 2. Approval of Minutes – February 18, 2014

MINUTES APPROVED: Commissioner Seneker motioned to approve the February 18, 2013 minutes. Commissioner Ishmael seconded. The motion carried.

Item 3. Special Use Permit: SU-14-002- Proposed Residential Use, 246 E. Broadway

The referenced property, located at 246 E. Broadway, is a mixed-use building owned by the applicants. The property is zoned C-2. Section 400.180.F of the zoning code requires a Special Use Permit for mixed residential and non-residential uses.

All property owners within 185 feet of the applicant's property were sent a letter concerning this application and a legal notice of public hearing was published in the Excelsior Springs Standard. No comments were received.

Bill Ahrens listed the stipulations a C-2 commercial building to include a residential component.

Staff is recommending that the Planning & Zoning Commission approve the application for a Special Use Permit and recommend approval by the City Council.

The applicant is not present tonight to answer any questions.

The only question Commissioner Hambrick had was the door upstairs on the front of the building has no balcony. She wondered if this was a real functioning door or just for looks.

Mr. Ahrens stated the City Building Inspector will be inspecting this unit before a tenant can move in and will address any safety hazards.

Commissioner Seneker questioned where the off-street parking spot would be for the tenant. Bill Ahrens stated the tenant will lease parking spot from a City lot next to the building.

Commissioner Ishmael wondered how many occupants can live in a 750 sq. ft. apartment. Mr. Ahrens stated two occupants only.

Commissioner Ishmael motioned to approve Special Use Permit for 246 E. Broadway. Commissioner Hambrick seconded. Motion carried.

Item 4. Text Amendment: City Code, Chapter 407: Stormwater Management

Consider a text amendment to City of Excelsior Springs City Code to revise Chapter 407: Stormwater Management. Due to the number and extent of changes made to bring the city's regulations and procedures into compliance with current state and federal requirements, the existing chapter is being replaced in its entirety.

Staff recommends that the Planning & Zoning Commission approve the proposed amendment to the City of Excelsior Springs City Code to revise Chapter 407: Stormwater Management and forward a recommendation for approval to the City Council.

Brent Bishop, Public Works explained that we are meeting the minimal EPA standards. We have to address the water quality for the EPA. He was there to answer any questions the Commission had on the amendment. The commissioners had several questions addressing text amendment. It was felt that the Commission needed more time to read the proposed amendment until the next meeting.

Commissioner Seneker motioned to table the proposed amendment for Stormwater Management until the next meeting. Commissioner Ishmael seconded. Motioned carried.

Item 5. COMMENTS OF VISITORS

No Comments.

Item 6. COMMENTS OF COMMISSIONERS

No Comments.

Item 7. ADJOURN:

Commissioner motioned to adjourn the meeting. Commissioner seconded. The motion passed.

Meeting was adjourned at 6:39 p.m.

The next regular meeting of the Commission is scheduled for 6:00 pm., Tuesday, April 15, 2014 Hall of Waters, 201 East Broadway, Excelsior Springs, Missouri, in the Council Chambers.

Minutes prepared by Jaime Blackburn, Secretary of Planning & Zoning Commission.

PLANNING AND ZONING COMMISSION

MINUTES OF MEETING

April 15, 2014

5:59 p.m.

Item 1. Roll Call

PRESENT: Mark Seneker, Joe Arnold, Bob Gerdes, Brenda Hambrick and Stephany Hughes.

STAFF PRESENT: Bill Ahrens, Zoning Administrator; Larry Murry, Building Official; Brad Eales, Councilman Liaison; and Secretary Jaime Blackburn.

ABSENT: Kenny Manley and David Ishmael.

VISITORS: Brent Bishop, Public Works; and Chad Birdsong, Public Works.

Item 2. Approval of Minutes – March 18, 2014

MINUTES APPROVED: Commissioner Seneker motioned to approve the March 18, 2013 minutes. Commissioner Hughes seconded. The motion carried.

Item 3. Text Amendment to City of Excelsior Springs City Code, Chapter 407: Stormwater Management

Consider a text amendment to City of Excelsior Springs City Code to revise Chapter 407: Stormwater Management. Due to the number and extent of changes made to bring the city's regulations and procedures into compliance with current state and federal requirements, the existing chapter is being replaced in its entirety.

Staff recommends that the Planning & Zoning Commission approve the proposed amendment to the City of Excelsior Springs City Code to revise Chapter 407: Stormwater Management and forward a recommendation for approval to the City Council.

Commissioners had a few questions on the terminology on different sections of the stormwater ordinance. Chad Birdsong and Brent Bishop were on hand to answer any questions. After reviewing the stormwater ordinance changes, the Commission felt they're questions have been answered and ready to vote.

Commissioner Arnold motioned to approve Stormwater Management Text Amendment. Commissioner Hambrick seconded. Motion carried. 5 Ayes and 0 Nays.

Item 5. COMMENTS OF VISITORS

No Comments.

Item 6. COMMENTS OF COMMISSIONERS

No Comments.

Item 7. ADJOURN:

Meeting was adjourned at 6:31 p.m.

The next regular meeting of the Commission is scheduled for 6:00 pm., Tuesday, May 13, 2014 Hall of Waters, 201 East Broadway, Excelsior Springs, Missouri, in the Conference Room.

Minutes prepared by Jaime Blackburn, Secretary of Planning & Zoning Commission.

PLANNING AND ZONING COMMISSION

MINUTES OF MEETING

September 17, 2014

6:01 p.m.

Item 1. Roll Call

PRESENT: Bob Gerdes, Mark Seneker, Stephany Hughes, and Brenda Hambrick.

STAFF PRESENT: Bill Ahrens, Zoning Administrator; Larry Murry, Building Official; Brad Eales, Councilman Liaison; and Secretary Jaime Blackburn.

ABSENT: Kenny Manley, Joe Arnold and David Ishmael.

VISITORS: Marilyn Gerdes

Item 2. Approval of Minutes – April 15, 2014

MINUTES APPROVED: Commissioner Hughes motioned to approve the April 15, 2014 minutes. Commissioner Seneker seconded. The motion carried.

Item 3. Workshop- Zoning and Subdivision Codes

Bill Ahrens explained that over the next several months the Planning and Zoning Commission will be meeting to go over zoning regulations and subdivision regulations. As of now, the City only has staff involved in the development process. After talking with Dave Haugland we discussed getting the Commission involved with new businesses coming to town. Most communities use Planning & Zoning Commissions in the development processes. This meeting today is to ask if the Commissioners are willing to meet more regularly and to come up a plan. Everyone present agreed and is willing to meet more often. Bill Ahrens handed out copies of several communities' development review processes as examples. The Commission would mostly be reviewing commercial development in the city with the staff.

Bill Ahrens also explained several items that are lacking in the existing commercial district zoning codes, that we should have setback and landscaping requirements, requirements for screening of rooftop and ground utility cabinets. He also mentioned that many communities have design standards of varying degrees and that we might want to require that applicants provide building elevations with colors and materials. There was a discussion about studying more of the regulations and coming up with a plan.

Item 5. COMMENTS OF VISITORS

No Comments.

Item 6. COMMENTS OF COMMISSIONERS

Chairman Gerdes stated he wanted to find out if the other members that were absent from this

meeting could let the Commission know if they could attend more frequently or not.

Item 7. ADJOURN:

Meeting was adjourned at 6:45 p.m.

The next regular meeting of the Commission is scheduled for October 21, 2014, Hall of Waters, 201 East Broadway, Excelsior Springs, Missouri, in the Conference Room.

Minutes prepared by Jaime Blackburn, Secretary of Planning & Zoning Commission.