

PLANNING AND ZONING COMMISSION

MINUTES OF MEETING

January 9, 2018

6:00 p.m.

Item 1. Roll Call

PRESENT: Mark Bullimore, Bob Gerdes, Kenny Manley, and Pat Slusher.

STAFF PRESENT: Doug Hermes, Planning Consultant, Chad Birdsong, Public Works Director, Sonya Morgan, councilperson liaison and Jaime Blackburn, secretary.

ABSENT: Sandy Barnes and Jake Simmons.

VISITORS: Steve Edwards, Dan Miller, Melinda Mehaffy, Brad Eales, Sharon Powell, Molly McGovern, and Tim Jarman.

Item 2. Approval of Minutes – September 19, 2017:

Commissioner Slusher made a motion to approve September 19, 2017 minutes. Commissioner Manley seconded. Motion carried.

Item 3. COMMENTS OF VISITORS:

No comments.

Item 4. Case No. PP-18-001, RZ-18-001- An application by the City of Excelsior Springs for Rezoning and Preliminary Development Plan approval for Golf Hill Estates – Public Hearing

Doug Hermes presented application for the City of Excelsior Springs rezoning and preliminary plat planning commission. Proposed zoning change is from District Agriculture to District RM1 Planned Single Family Residential along the east side of East Golf Hill Drive at the intersections of Bell Drive, South Golf Hill Drive and Old Time Drive. This will accommodate a subdivision of 29 residential lots. It is located adjacent to fairway hole #1 of the existing Excelsior Springs Golf Course. There are three larger lots fronting along East Golf Hill Drive, four larger lots on the north side of East Golf Hill Drive. An additional 22 smaller lots will be in the interior of the development accessed by a new local street with 14 of those lots backing up to the existing golf course. Doug Hermes was explaining the area using the map at the meeting. The existing property is served by an existing collector's street which is designed to direct traffic to and from neighborhood centers, urban and city centers. It is served by an 8 inch water line that runs along Golf Hill Drive. A new 8 inch water line will be constructed along the interior area. It served by an existing sewer system that was installed and currently serves the Golf Hill Subdivision and plans for extension of that sanitary sewer system to serve the proposed residential lots. The plan also proposes to extend sanitary sewer along East Golf Hill Drive to the site of the Excelsior Springs Golf Course Clubhouse which is currently under reconstruction. There is no public storm water system in the area per City code the subdivision is proposing to handle storm water onsite as to not increase storm water flow during a storm incident. It will involve two detention basins, one onsite and one offsite on what will remain Golf Course property. Both locations will be maintained by the Homeowners Association that will be established for the development as well as open space that is being created along the front of the larger lots on East Golf Hill Drive. There will be an extra wide sidewalk running along the interior street and along the south and east side of

Golf Hill Drive. Plans are for the sidewalk to be extended in some fashion all the way to the golf course clubhouse. The public infrastructure is already in place is adequate to be extended. City feels the subdivision design technical requirements for the lot, street, design standards have been satisfied and complies with the City zoning subdivision regulations. The city staff is recommending that the Planning Commission approve the application and forward it onto the City Council for their consideration.

Commissioner Slusher asked Doug to explain the open space in the plan.

Doug explained on East Golf Hill Drive there is an easement for wide sidewalk and open space the Homeowners Association will maintain. Then an easement will be assigned from the city to Homeowners Association to maintain as well.

Commissioner Slusher asked if there are plans to add curbs and glums or open shoulders.

Doug stated the interior street will be built to current city code/standards with curbing. There are on improvement plans for East Golf Hill Drive and he would like Chad Birdsong or Dan Miller to answer how the storm water will be handled.

Dan Miller explained to the commission how the drainage system will work using the map.

Chairman Gerdes asked how it will be marketed.

Doug stated the city staff has done a great job in the overall design process to engage with local leaders, real estate agents and residential development business. City has met with them directly to determine what will be appropriate style of home and design that could help satisfy a market opening. City held an open house for the neighborhood and invited builders and developers that provided the initial input.

No comments from visitors.

Molly McGovern explained the process to the Commission. January meeting approval of preliminary plat and rezoning. Next stage prepare public element and bring final plat by possibly March. Following Planning and Zoning recommendations would then go to City Council and get plats recorded. Then city can begin public element and offer lots for sale. City believes this will be a spring construction. Meanwhile we are working on HOA and what format we should price and sell the lots. Again we met with some of the real estate professionals to help us to this point and we got a lot of feedback from neighbors as to how they felt like property should be sold. Then we will go back to real estate group with feedback to figure price on the lots.

Mr. Edwards asked what the approximate size of housing will be.

Molly stated the small lots are approximately 1500 square feet and not sure on height of housing yet. The city wants them to be consistent and keep uniform size on the smaller lots. The larger lots will be consistent with what is already across the street on Golf Hill Drive.

Commissioner Slusher asked if there would be a minimum square footage for the large and small lots.

Molly stated they will have a consistent floor plan for the small lots. An example of seven house plans to choose from that consistently range in the same size. The larger lots will be a more custom home. More details will be at the March Planning and Zoning meeting.

Commissioner Bullimore made a motion to approve the preliminary plat and rezoning of Golf Hill Estates. Commissioner Manley seconded. Motion carried.

Item 5. COMMENTS FROM COMMISSIONERS

Doug discussed starting training with commissioners after each normal session. In February we will focus on the role of each commissioner with rules, actions and procedures. At the March meeting we will focus on policy and City's Comprehensive Plan.

Item 7. ADJOURN

Meeting was adjourned at 6:28 p.m.

The next meeting of the Commission is scheduled for February 20, 2018 at 6 p.m. at the 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

MEETING SUMMARY

July 24, 2018, 6:08 p.m.

Item 1. Roll Call

PRESENT: Bob Gerdes, Kenny Manley, Jake Simmons, and Pat Slusher.

ABSENT: Sandy Barnes, Mark Bullimore and Bill Griffey.

STAFF PRESENT: Melinda Mehaffy, Economic Development Director, Molly McGovern, City Manager and Robin Curfman, Community Development Administrative Assistant.

VISITORS: Mayor Brad Eales, Councilwoman Sonya Morgan and Kimberely Blackburn, Managing Editor, Excelsior Springs Standard.

Item 2. Approval of Minutes – June 19, 2018

Commissioner Slusher made a motion to approve the June 19, 2018 meeting summary. Commissioner Simmons seconded. Motion carried.

Vote: Motion passed 4-0-0

Yes: Commissioners: Gerdes, Manley, Simmons, and Slusher.

No: None

Abstain: None

Item 3. Policy Discussion: Accessory Use Building, barns and garages

Staff discussed their recommendations for a change to the Accessory Use Code as it relates to the size of buildings allowed, taking into consideration of the varied size of lots in the community to allow parcels in excess of 5 acres to have no more than two buildings that may exceed the 1,000 SF requirements but meet the following combined square footage allowance:

Parcels of 5 – 5.99 acres: 5,000 SF

Parcels of 6 – 6.99 acres: 6,000 SF

Parcels of 7 – 7.99 acres: 7,000 SF

Parcels of 8 – 8.99 acres: 8,000 SF

Parcels of 9 – 9.99 acres: 9,000 SF

Parcels of 10+ acres: 10,000 SF

Commissioners talked about the consideration of these recommended changes and have asked staff to review the parcels between 1 acre and 4.99 acres and take into consideration what other communities have done. They would like to see more options for those with parcels between 1 and 4.99 acres.

Item 4. Comments of Commissioners

No Commissioner Comments.

Item 5. Staff Comments

Melinda Mehaffy advised the Commissioners that Larry Murry will be retiring after 18 years with the City. She invited them to his retirement party on Monday, July 30th.

Item 6. ADJOURN

Meeting was adjourned at 6:50 pm.

The next meeting of the Commission is scheduled for August 21, 2018 at 6 p.m. at the Hall of Waters, 201 East Broadway, Excelsior Springs, Missouri, in the Courtroom.

Minutes prepared by Robin Curfman, Staff Administrative Assistant of Planning & Zoning Commission.

PLANNING AND ZONING COMMISSION

MEETING SUMMARY

September 18, 2018, 6:00 p.m.

Item 1. Roll Call

PRESENT: Sandy Barnes, Mark Bullimore, Bob Gerdes, Bill Griffey, III, Kenny Manley, Jake Simmons and Pat Slusher.

STAFF PRESENT: Doug Hermes, Planning Consultant, Molly McGovern, City Manager, Melinda Mehaffy, Economic Development Director, and Sonya Morgan, Councilperson Liaison.

VISITORS: 2 members of the public were in attendance.

Item 2. Approval of Meeting Minutes – August 21, 2018:

Commissioner Barnes made a motion to approve the August 21, 2018 meeting summary. Commissioner Manley seconded. Motion carried.

Vote: Motion passed 7-0-0

Yes: Commissioners: Barnes, Bullimore, Gerdes, Griffey, Manley, Simmons, and Slusher.

No: None

Abstain: None

Item 3. COMMENTS OF VISITORS:

There were no comments from visitors.

Item 4. Case No. SUP-18-006 – An application by Mr. Zac Baldwin for renewal of a Special Use Permit for the operation of a tattooing establishment in the C-2 General Business District at 106 E. Broadway Avenue (Public Hearing)

Doug Hermes presented the information for the Special Use Permit as described in the staff report.

Chairman Gerdes asked if there were any questions for the staff. Seeing none, he opened the public hearing.

Chairman Gerdes asked the applicant if they wished to speak.

Mr. Baldwin thanked the community for their support and allowing him to do it right.

Chairman Gerdes asked if any members of the public wished to speak. Seeing none, he closed the public hearing.

After Chairman Gerdes closed the public hearing, he asked if Commissioners had any other questions for staff or the applicant. Seeing none, he asked for a motion.

Commissioner Simmons moved to approve Case No. SUP-18-006 for approval of the renewal of a Special Use Permit for the operation of a tattooing establishment in the C-2 General Business District at 106 E. Broadway Avenue. Commissioner Slusher seconded the motion.

Vote: Motion passed 7-0-0

Yes: Commissioners: Barnes, Bullimore, Gerdes, Griffey, Manley, Simmons, and Slusher.

No: None

Abstain: None

Item 5. COMMENTS OF COMMISSIONERS

There were no comments from the Commissioners.

Item 6. STAFF COMMENTS

Staff updated the Commission on the agenda items that should be under consideration at the next meeting including two new special use permits, a zoning text amendment to explicitly permit solar power accessory uses, and re-adoption of the Zoning District Map. Mr. Hermes told the commission they would be receiving a URL link of the final draft map and asked if commissioners could take some time to review and point out any potential areas in question that may need to be updated.

Item 7. ADJOURN

Meeting was adjourned at 6:15 p.m.

The next meeting of the Commission is scheduled for October 16, 2018 at 6 p.m. at the Hall of Waters, 201 East Broadway, Excelsior Springs, Missouri, in the Courtroom.

Minutes prepared by Robin Curfman, Secretary of Planning & Zoning Commission.

PLANNING AND ZONING COMMISSION

MEETING SUMMARY

October 16, 2018, 6:00 p.m.

Item 1. Roll Call

PRESENT: Sandy Barnes, Mark Bullimore, Bob Gerdes, Bill Griffey, III, Kenny Manley, and Jake Simmons.

ABSENT: Pat Slusher.

STAFF PRESENT: Doug Hermes, Planning Consultant, Melinda Mehaffy, Economic Development Director, Sonya Morgan, Councilperson Liaison and Robin Curfman, Administrative Assistant Community Development.

VISITORS: 5 members of the public were in attendance.

Item 2. Approval of Meeting Summary – September 18, 2018:

The meeting summary was inadvertently left out of the commissioners packets, therefore the September 18, 2018 meeting summary will be approved during the November 20, 2018 meeting.

Item 3. COMMENTS OF VISITORS:

There were no comments from visitors.

Item 4. Case No. SUP-18-007 – An application by Scott & Lisa Adams for a Special Use Permit for a vacation rental house in the R-4 Medium Density Residential Zoning District at 521 S. Kansas City (public hearing).

Doug Hermes presented the information for the Special Use Permit as described in the staff report.

Chairman Gerdes asked if there were any questions for the staff. Seeing none, he opened the public hearing.

Chairman Gerdes asked the applicant if they wished to speak.

Mr. Adams expressed that his family is thrilled to be a part of the community and appreciates the support.

Chairman Gerdes asked if any members of the public wished to speak. Seeing none, he closed the public hearing.

After Chairman Gerdes closed the public hearing, he asked if Commissioners had any other questions for staff or the applicant. Seeing none, he asked for a motion.

Commissioner Simmons moved to approve Case No. SUP-18-007 for approval of the application for a Special Use Permit for a vacation rental house in the R-4 Medium Density Residential Zoning District at 521 S. Kansas City Avenue, for a 2 year period, to be presented to the City Council at their next meeting on November 5, 2018. Commissioner Bullimore seconded the motion.

Vote: Motion passed 6-0-0

Yes: Commissioners: Barnes, Bullimore, Gerdes, Griffey, Manley, and Simmons.

No: None

Abstain: None

Item 5. Case No. SUP-18-008 – An application by 401 Regent LLC for a Special Use Permit for the operation of an office in a residential structure in the R-3 Cluster Townhouse or Garden apartment Zoning District at 529 Elms Boulevard (public hearing).

Doug Hermes presented the information for the Special Use Permit as described in the staff report.

Chairman Gerdes asked if there were any questions for the staff. Seeing none, he opened the public hearing.

Chairman Gerdes asked if any members of the public wished to speak. Mr. Keith Montague, 523 Elms Blvd., asked to speak. Mr. Montague voiced that most of his questions were answered with the staff report, but he did want to know if a fire escape would be required. Doug Hermes did not know the answer to this but will talk with the fire department and building inspector to get an answer. Mr. Montague wanted the commissioners to know that the main concern of the Elms Blvd. residents is that the Special Use Permit not be continued beyond the initial two year period.

Chairman Gerdes asked the applicant if they wished to speak.

Mr. John Morminoe, Manager, Elms Hotel, was present to answer any questions and give more detailed information regarding the use of the residence at 529 Elms Blvd. Mr. Morminoe explained that 8 Elms employees would be working out of the residence, from their sales and marketing team and accounting employees. The sales and marketing employees will meet with all clients at the hotel, there will be no public meetings at the residence, it will be used for their employees only. Commissioner Barnes asked what kind of foot traffic there would be going back and forth from the residence to the hotel. Mr. Morminoe explained that it would probably be 4 or 5 times per day going back and forth between the two properties. The goal is to have the lease begin November 1, 2018 with move in at the first of the year, once all requirements are met. He explained that they would not be changing anything within the home, just bringing in desks, etc., for his employees. Commissioner Barnes asked if the bathrooms would have to be made handicap accessible, which Doug did not know the answer to, but will talk to the building inspector to get an answer.

Chairman Gerdes asked if anyone else wished to speak. Seeing none, he closed the public hearing.

After Chairman Gerdes closed the public hearing, he asked if Commissioners had any other questions for staff or the applicant. Commissioner Simmons wanted to verify that the code violations would be corrected before occupancy, which Doug explained they would be.

Chairman Gerdes asked if Commissioners had any other questions for staff or the applicant. Seeing none, he asked for a motion.

Commissioner Simmons moved to approve Case No. SUP-18-008 for approval of the application by 401 Regent LLC for a Special Use Permit for the operation of an office in a residential structure in the R-3 Cluster Townhouse or Garden apartment Zoning District at 529 Elms Boulevard for a 2 year period, to be presented to the City Council at their next meeting on November 5, 2018. Commissioner Manley seconded the motion.

Vote: Motion passed 6-0-0

Yes: Commissioners: Barnes, Bullimore, Gerdes, Griffey, Manley, and Simmons.

No: None

Abstain: None

Item 6. Case No. ZTA-18-002 – An application by the City of Excelsior Springs to amend the Excelsior Springs Zoning Ordinance by re-adopting the Zoning District Map (public hearing).

Doug Hermes presented the information for the Special Use Permit as described in the staff report. Mr. Hermes recommended to consider a continuation to the November 20, 2018 meetings to give the staff more time to answer some lingering questions on boundaries.

Chairman Gerdes asked for a motion.

Commissioner Bullimore moved to continue Case No. ZTA-18-002 - an application by the City of Excelsior Springs to amend the Excelsior Springs Zoning Ordinance by re-adopting the Zoning District Map, to the November 20, 2018 meeting. Commissioner Griffey seconded the motion.

Vote: Motion passed 6-0-0

Yes: Commissioners: Barnes, Bullimore, Gerdes, Griffey, Manley, and Simmons.

No: None

Abstain: None

Item 7. Case No. ZTA-18-003 – An application by the City of Excelsior Springs to amend Section 400.240. Accessory Uses of the Excelsior Springs Zoning Ordinance, to permit solar panels accessory uses (public hearing).

Doug Hermes presented the information for the Special Use Permit as described in the staff report.

Chairman Gerdes asked if there were any questions for the staff. Seeing none, he opened the public hearing.

Chairman Gerdes asked if any members of the public wished to speak. Seeing none, he closed the public hearing.

After Chairman Gerdes closed the public hearing, he asked if Commissioners had any other questions for staff or the applicant. Seeing none, he asked for a motion.

Commissioner Simmons moved to approve Case No. ZTA-18-003 for approval an application by the city of Excelsior Springs to amend Section 400.240. Accessory Uses of the Excelsior Springs Zoning Ordinance, to permit solar panels accessory uses. Commissioner Manley seconded the motion.

Vote: Motion passed 6-0-0

Yes: Commissioners: Barnes, Bullimore, Gerdes, Griffey, Manley, and Simmons.

No: None

Abstain: None

Item 8. COMMENTS OF COMMISSIONERS

Chairman Gerdes thanked the staff for their work on meeting preparation.

Item 9. STAFF COMMENTS

Staff updated the Commission on the agenda items that should be under consideration at the next meeting including the continuation of the re-adoption of the Zoning District Map, potentially a Special Use Permit and a brief study session to discuss the change in Special Use Permits needed for residential rental units above retail stores in the downtown area.

Item 10. ADJOURN

Meeting was adjourned at 6:45 p.m.

The next meeting of the Commission is scheduled for November 20, 2018 at 6 p.m. at the Hall of Waters, 201 East Broadway, Excelsior Springs, Missouri, in the Council Chambers.

Minutes prepared by Robin Curfman, Secretary of Planning & Zoning Commission.