



PLANNING AND ZONING COMMISSION
MUNICIPAL CENTER
200 S. HOLDEN ST.
WARRENSBURG, MO 64093

MEETING AGENDA
MARCH 2, 2020
5:30 PM

1. Call To Order
2. Roll Call
3. Minutes Of Previous Meetings
- 3.I. January 6, 2020

Documents:

[01-06-20 MINUTES.PDF](#)

4. Requests And Petitions Presented
5. Motions, Resolutions, And Recommendations
- 5.I. Final Plat Of 311 Broad Street Addition
311 Broad Street

Documents:

[311 BROAD ST ADDITION PZ DOCUMENTS.PDF](#)

6. Other Business And Appearances By The Public
7. Comments Of Commissioners And Staff
- 7.I. Review And Discussion Of The Planning Priorities Timeline

Documents:

[STAFF REPORT 02-26-20.PDF](#)

8. Adjournment

The public is invited to speak during the Request and Petitions Presented agenda item. Please sign-up on the sheet in the back of the chamber.

- People wishing to speak for the proposal will be heard first.
- People wishing to speak against the proposal will be heard second
- People will be heard in the order they are signed up on sign-in sheet
- **Individuals are encouraged to limit comments to 3 minutes**
- After all comments from the public have been heard the applicant will be given an opportunity to

address the Planning and Zoning Commission again

- After all comments are received, the Planning and Zoning Commission will close the public comment on portion of the meeting and consider the matter on for action.



CITY OF WARRENSBURG, MISSOURI
PLANNING AND ZONING COMMISSION MINUTES
January 6, 2020

1. Call to Order

The meeting was called to order by Chair Mark Karscig at 5:30 PM at the Warrensburg Municipal Center.

2. Roll Call

Roll was called and members Mark Karscig, Bob Steinkuehler, Casey Lund, Andy Kohl, and Shari Bax were present. Members Bryan Jacobs, Steve Westhead, Dewayne Jackson and Jeff Terry were absent. Also present were Barbara Carroll, Director of Community Development, and Kristin Dyer, City Planner.

3. Minutes of Previous Meetings

Members reviewed the minutes. Steinkuehler moved to approve the minutes from the December 2, 2019 meeting. Bax seconded. Approved 5-0.

4. Requests and Petitions Presented

- 4.1 Request for Conditional Use Permit to use the property located at 123 E. Young St. for a conforming purpose without correcting the non-conforming situations that are not reasonably possible to eliminate.
123 E. Young St.

Carroll introduced the request for a Conditional Use Permit to use the property at 123 E. Young St. as a service location for an HVAC company. The property is currently classified as a non-conforming situation because it does not meet the setback requirements between the existing building and dumpster and Young St. and College St., the parking spaces do not meet design and size requirements, and landscaping requirements.

Staff recommended approval with conditions for the Conditional Use Permit for the reasons listed in the staff report

The applicant, Andy Irby on behalf of Four Seasons HVAC, appeared and stated it would be the second location after their primary location in Windsor. The building will be used for storage of material, and it will have parking inside the building.

5. Motions, Resolutions, and Recommendations

- 5.1 Request for Conditional Use Permit to use the property located at 123 E. Young St. for a conforming purpose without correcting the non-conforming situations that are not reasonably possible to eliminate.
123 E. Young St.

Kohl moved to approve the Conditional Use Permit with the following recommendation:

1. Staff be granted the authority to approve the final site plan as part of the building permit process.

Steinkuehler seconded. Approved 5-0. Karscig read and completed the Findings and Recommendation sheet.

5.II An Ordinance Amending Chapter 27 of the Code of City Ordinances Regarding Minimum Lot Size, Setback and Driveway Requirements for Reduced Size Lots

Carroll gave an overview of the information in the staff report. Discussion on this topic began at the City Council level in September 2019 and staff was given direction in December 2019 regarding what to include in an ordinance. Staff has drafted the ordinance and it is now ready for consideration by the Planning and Zoning Commission. The Planning and Zoning Commission discussed the placement of reduced lots, the reasoning behind the 1:4 ratio, the cost to build housing, affordability vs. livability, homeownership rates, and secondary impacts of smaller lots.

Scott Holmberg appeared and stated he is in favor of the ordinance. He has visited with younger people who want this approach. He stated the City needs to do something, and this is a good start.

Steinkuehler moved to table the ordinance for staff to further study the matter. No second was received.

Lund moved to approve the ordinance as presented by staff. Bax seconded. Approved 4-1. Karscig read and completed the Findings and Recommendation sheet.

5.III An Ordinance Amending Section 27-6 of Chapter 27 of the Code of City Ordinances Pertaining to the Definition of Halfway Houses and Prerelease Centers.

Carroll summarized the staff report. Currently, the City's zoning ordinance defines the term halfway houses and prerelease centers very broadly. Staff has worked with the City Attorney to draft a narrower definition of Halfway houses and prerelease centers in the proposed ordinance. This ordinance requires the primary purpose of the facility be to house individuals that have been incarcerated in a facility operated by or contracted by, a state or the federal government, and who are still under the jurisdiction of the Missouri State Department of Corrections, the Federal Bureau of Prisons, or any other state or federal correctional authority. There was a quick discussion of whether or not this impacted the Police Department and staff stated it did not. Kohl recommended approval. Bax seconded. Approved 5-0. Karscig read and completed the Findings and Recommendation sheet.

6. Other Business and Appearances by the Public - None

7. Comments of Commissioners and Staff

Carroll stated planning priorities will brought back at the next meeting, and the new Assistant City Manager, Danielle Dulin, will start in February.

8. Adjournment

Kohl moved to adjourn the meeting. Lund seconded. Approved 5-0. The meeting adjourned at 7:03 p.m.

Date: _____

Chair



PLANNING AND ZONING COMMISSION

AGENDA REPORT

February 24, 2020

ITEM 5.I: Final Plat of 311 Broad Street Addition

APPLICANT: James and JoAnn Bourland

LOCATION: 311 Broad St.

ZONING: R4: Medium Density Multifamily Residence District

BACKGROUND:

The proposed plat combines three existing lots into one lot. The minor plat covers 21,809 sq. ft. of land and creates one buildable lot and no new streets. Lot 1 is in a R4 District. The property was rezoned from a R2 District to a R4 District on March 13, 2017 for potential redevelopment for multi-family housing. The lot is currently undeveloped land after a vacant single-family structure suffered extensive fire damage on June 11, 2019. A demolition permit was issued on September 22, 2019.

The properties to the north, east and west include single-family residences and are in a R2 District. The properties to the south include the University of Central Missouri laboratory buildings and campus police, and it is in R4 District. The 2017 Comprehensive City Plan Update shows the future land use of this lot as medium density residential.

RECOMMENDATION:

Staff recommends approval of the plat with the conditions below. Item number 1 will need to be corrected before the mylar is submitted to the City for recording:

1. Either remove the existing driveway entrances and ACCESS labels shown on the plat along Broad Street or add a new Note that states "Access to Lot 1 will be in accordance with the City's adopted Right of Way Access Management Policy."
2. If new development has multiple living units, units will be identified using alpha numeric dividers-ex 311 Broad St Suite A, B, etc.
3. Depending on type and size of new construction on this lot, other infrastructure improvements may be required such as additional fire hydrant, fire apparatus access, etc. These will be reviewed for approval when new construction plans are submitted.

Attachments: 1. Findings and Recommendation Form
2. Aerial photo of site
3. Zoning information for the site
4. Future Land Use Map from 2017 Comprehensive City Plan Update
5. Application
6. A Final Plat of 311 Broad Street Addition

**PLANNING AND ZONING COMMISSION
FINDINGS AND RECOMMENDATION**

Property owned by: James and JoAnn Bourland

Request to Consider: 311 Broad Street Addition

The Planning and Zoning Commission has considered the final plat at an open public meeting on _____ day of _____, 2020 and makes the following findings and recommendations based upon the information presented with respect to these matters:

1. The plat complies with the purpose of Chapter 21 and promotes the orderly development of the community.
2. The plat satisfies the design requirements of Chapter 21, Subdivision Regulations, and Chapter 27, Zoning, except as noted.

3. The following special physical conditions affect the property: _____

4. The relationship of the proposed replat to the goals and objectives of the Comprehensive City Plan is such that applicable objectives of the plan _____ will be _____ will not be furthered.

Regarding the proposed Final Plat of 311 Broad Street Addition, the Planning and Zoning Commission:

Recommends Approval

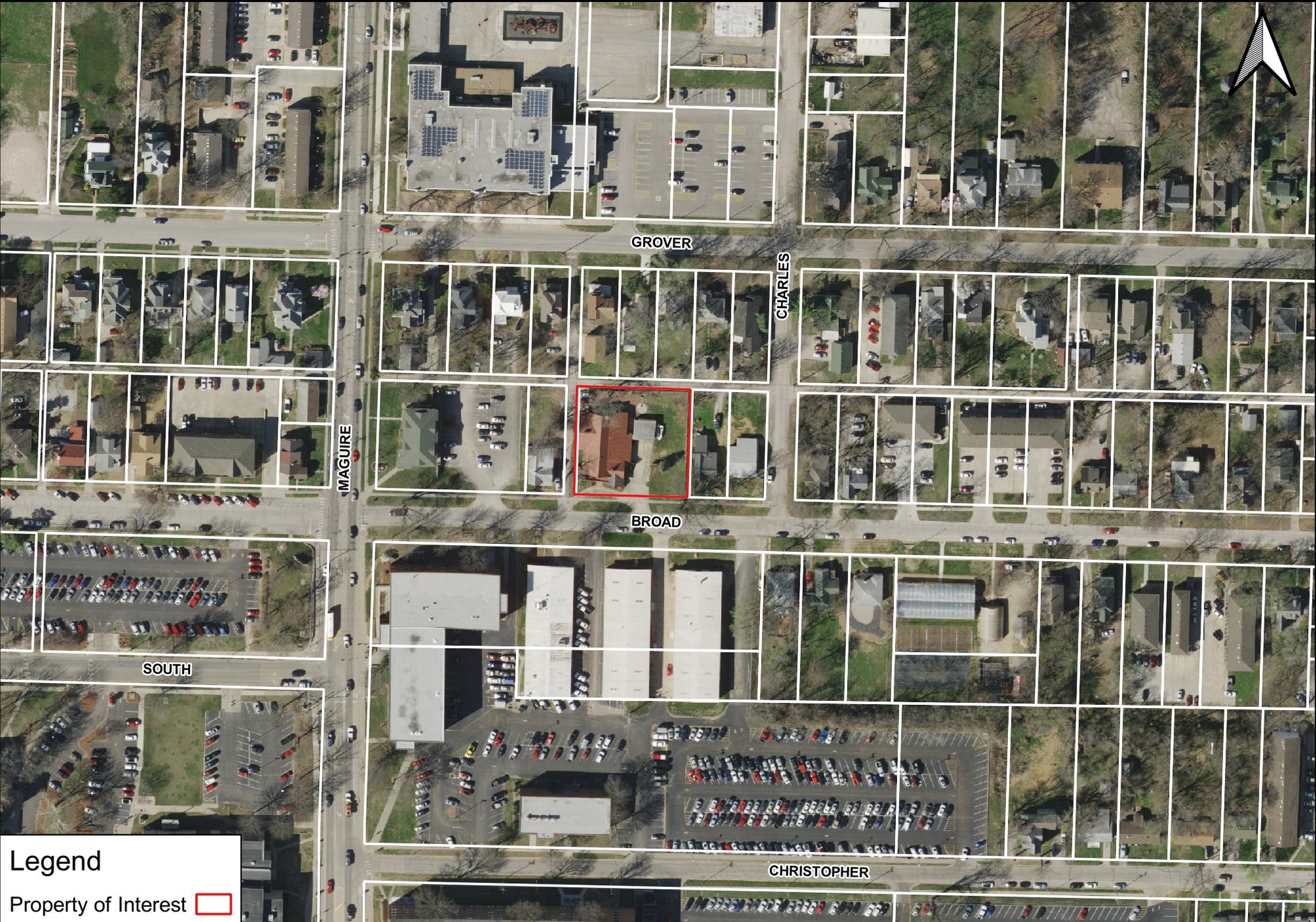
Recommends Approval with Conditions _____

Disapproves _____

Passed by the Planning & Zoning Commission this _____ day of _____, 2020.

Chair

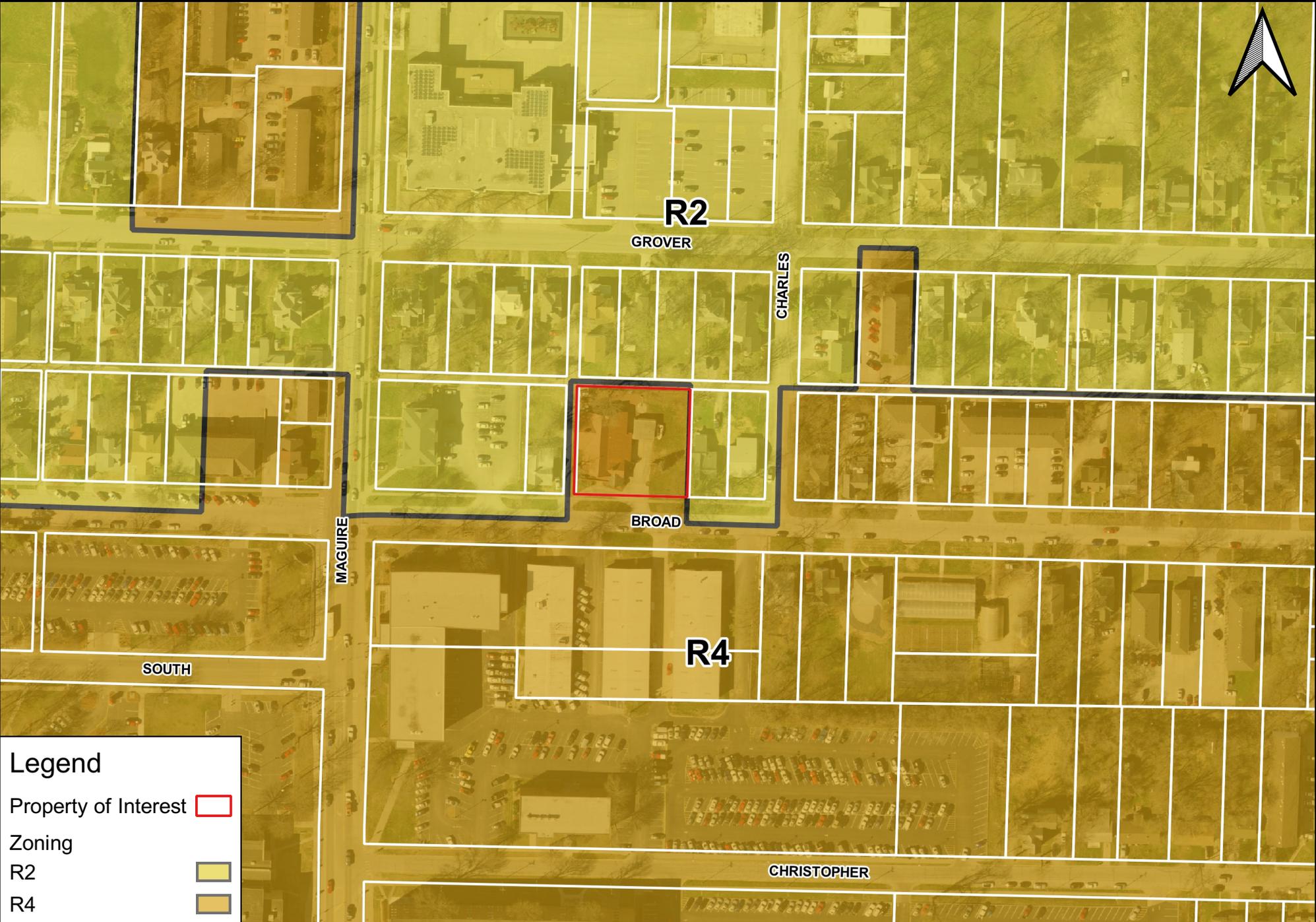
311 Broad Street Addition Aerial Map



Legend

Property of Interest

311 Broad Street Addition Current Zoning Designation



Legend

Property of Interest

Zoning

R2

R4

Minor Plat Application

Plat Name: 311 Broad St **Date Plat Submitted:** 1/10/2020

Location: 311 Broad St. Warrensburg, Mo.

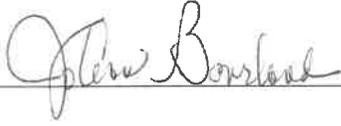
Attach current legal description of all the property included in the proposed plat

Developer: <u>JandJ Rentals</u>	Engineering Firm: <u>Whitehead Assoc.</u>
Address: <u>605 Shadow Hill Dr</u>	Contact Person: <u>Michael</u>
<u>Clinton, Mo 64735</u>	Address: <u>Clinton, Mo</u>
Phone #: <u>6604923290</u>	Phone #: <u>6608858311</u>
Fax #: _____	Fax #: _____

Project Characteristics
Zoning: R 4 Floodplain Zone: no
No. of Lots 3 Total Acres: less than one

The undersigned person(s) hereby certify they are the owner (s) of record of the entire fee simple interest in the real estate included in the proposed plat.

Owner's Name: James L Bourland Signature: 
Address: 605 Shadow Hill Dr
Clinton, Mo. 64735

Owner's Name: JoAnn Bourland Signature: 
Address: 605 Shadow Hill Dr
Clinton, Mo 64735

Please submit the following items with the completed application form:

1. 2 paper copies of the plat or 1 PDF copy of the plat
2. Digital file of lot lines to be incorporated into City's GIS system (.dwg, .dxf, .dgn, or .shp)
3. Receipts from each of the utility companies stating they received a copy of the same plat.....
4. Filing fee

RECEIVED
JAN 15 2020
BY: 

For Office Use Only: Submit completed application to Planner

Filing Fee: \$250

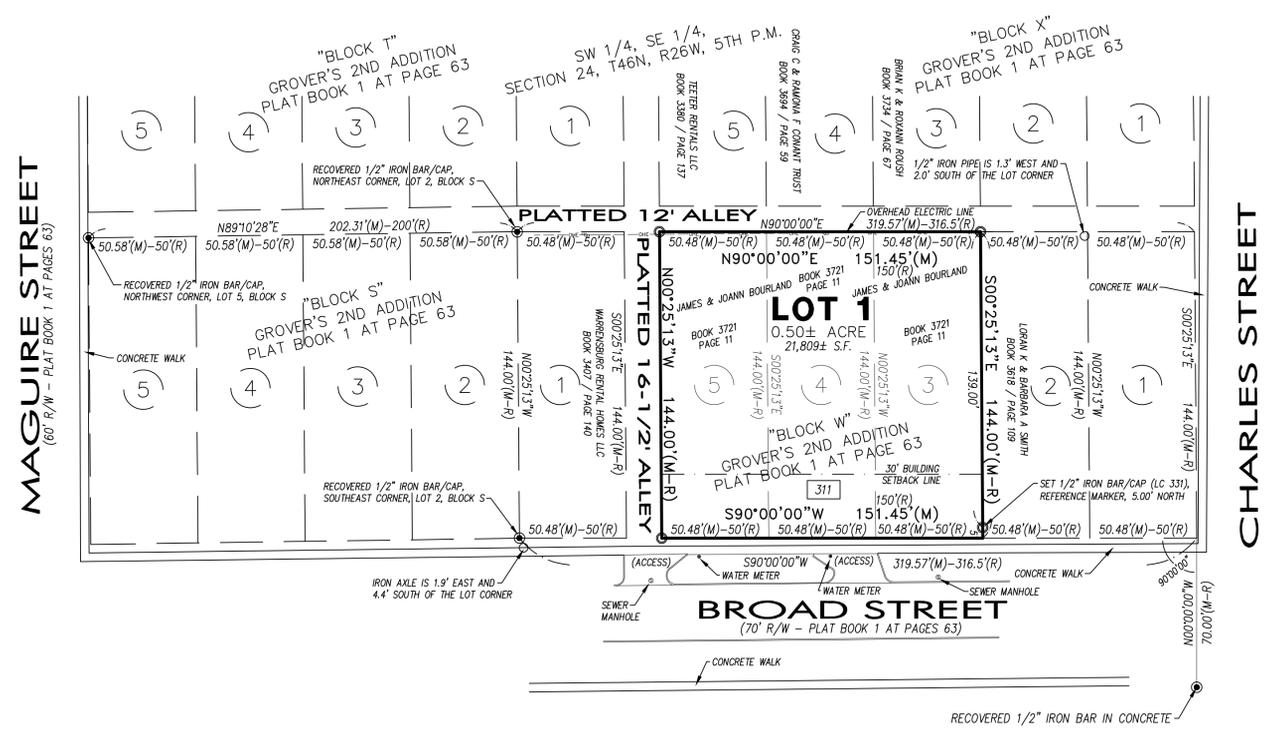
Date Paid: _____

A Final Plat of 311 BROAD STREET ADDITION

BEING A REPLAT OF LOTS 3, 4 AND 5, BLOCK "W", GROVER'S 2ND ADDITION,
AN ADDITION IN WARRENSBURG, JOHNSON COUNTY, MISSOURI
RECORDED IN PLAT BOOK 1 AT PAGE 63, LOCATED IN PART OF THE SOUTHWEST QUARTER OF THE
SOUTHEAST QUARTER OF SECTION 24, TOWNSHIP 46 NORTH, RANGE 26 WEST OF THE 5TH P.M.



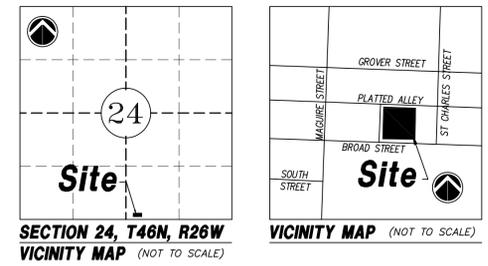
DEVELOPER:
J AND J RENTALS
% DR. JAMES BOURLAND
605 SHADOW HILL,
CLINTON, MISSOURI 64735



MAGUIRE STREET
(60' R/W - PLAT BOOK 1 AT PAGES 65)

CHARLES STREET

- LEGEND:**
- SURVEY MONUMENT (AS NOTED)
 - SET 1/2" IRON BAR / CAP (LC 331)
 - R/W RIGHT-OF-WAY
 - (M) MEASURED
 - (R) RECORD-PLAT BOOK 1 AT PAGE 63
 - ± CENTERLINE
 - 311 STREET ADDRESS



DEDICATION.
THE UNDERSIGNED PROPRIETORS OF THE REAL ESTATE DESCRIBED HEREON HAVE CAUSED THE SAME TO BE SUBDIVIDED IN THE MANNER SHOWN ON THIS PLAT, WHICH SUBDIVISION AND PLAT SHALL HEREAFTER BE KNOWN AS "311 BROAD STREET ADDITION". IT SHALL BE SUFFICIENT DESCRIPTION OF EACH LOT PLATTED HEREON TO BE DESIGNATED BY THE NUMBER/LETTER WHICH APPEARS ON SAID LOT FOLLOWED BY THE WORDS "311 BROAD STREET ADDITION" AN ADDITION TO THE CITY OF WARRENSBURG, MISSOURI.

AN EASEMENT IS HEREBY GRANTED TO THE CITY OF WARRENSBURG, MISSOURI TO LOCATE, CONSTRUCT AND MAINTAIN OR TO AUTHORIZE THE LOCATION, CONSTRUCTION AND MAINTENANCE OF CONDUITS, GAS, WATER AND SEWER LINES, POLES, WIRES AND ANCHORS AND ALL OR ANY OF THEM UPON OR UNDER THE SURFACE OF THE LAND DESIGNATED STORM DRAINAGE & UTILITY EASEMENTS (S.D. & U.E.), IF ANY.

THE STREETS OR ROADS SHOWN ON THIS PLAT NOT ALREADY DEDICATED TO THE PUBLIC ARE HEREBY SO DEDICATED.

THE USE OF ALL LOTS ON THIS PLAT SHALL BE SUBJECT TO ANY AND ALL RESTRICTIONS RECORDED IN THE OFFICE OF THE RECORDER OF DEEDS IN JOHNSON COUNTY, MISSOURI AND TO ALL RESTRICTIONS IMPOSED BY ORDINANCE BY THE CITY OF WARRENSBURG, MISSOURI.

AS OWNER I HEREBY CERTIFY THAT I HAVE CAUSED THE LAND DESCRIBED ON THE PLAT TO BE SURVEYED, DIVIDED, MAPPED DEDICATED AND ACCESS RIGHTS RESERVED AS REPRESENTED ON THIS PLAT.

IN TESTIMONY WHEREOF THE UNDERSIGNED PROPRIETORS HAVE HEREUNTO SET THEIR HANDS THIS _____ DAY OF _____, 2020.

JAMES BOURLAND _____ JOANN BOURLAND _____

ACKNOWLEDGMENT.
STATE OF MISSOURI }
COUNTY OF _____ }

ON THIS _____ DAY OF _____, 2020 BEFORE ME PERSONALLY APPEARED _____
JAMES BOURLAND AND JOANN BOURLAND
HUSBAND AND WIFE, TO ME KNOWN TO BE THE PERSONS DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THAT THEY EXECUTED THE SAME AS THEIR FREE ACT AND DEED.

IN TESTIMONY WHEREOF, I HAVE HEREUNTO SET MY HAND AND AFFIXED MY SEAL THE DAY AND YEAR FIRST ABOVE WRITTEN.

NOTARY PUBLIC IN AND FOR THE COUNTY OF _____, STATE OF MISSOURI.

MY COMMISSION EXPIRES _____ (SEAL)

MORTGAGE HOLDERS _____ MORTGAGE HOLDERS _____

APPROVAL.
THIS CERTIFIES THAT THE WITHIN PLAT OF "311 BROAD STREET ADDITION" WAS SUBMITTED TO AND DULY APPROVED BY THE PLANNING AND ZONING COMMISSION AND THE CITY COUNCIL OF WARRENSBURG, MISSOURI. APPROVED BY ORDINANCE # - _____ ON _____ DAY OF _____

BY: _____ MAYOR
ATTEST: _____ CITY CLERK

I HEREBY CERTIFY THAT ALL TAXES ON THE PROPERTY DESCRIBED HEREIN HAVE BEEN PAID AS OF DECEMBER 31, 2019.

BY: _____ DATE _____
COLLECTOR

RECORD DESCRIPTION:
LOTS 3, 4, AND 5 IN BLOCK "W" OF GROVER'S SECOND ADDITION, AS SHOWN BY THE PLAT FILED IN PLAT BOOK 1 AT PAGE(S) 63, IN THE CITY OF WARRENSBURG, JOHNSON COUNTY, MISSOURI.

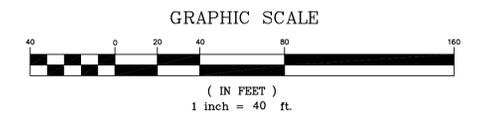
SUBJECT TO EASEMENTS, RESTRICTIONS, RESERVATIONS, AND COVENANTS OF RECORD, IF ANY.

AS SHOWN IN WARRANTY DEED RECORDED IN JOHNSON COUNTY DEED BOOK BOOK 3721 AT PAGE 11.

CONTAINING 0.50 ACRE OR 21,809 SQUARE FEET OF LAND, MORE OR LESS.

- GENERAL NOTES:**
- BEARINGS BASED ON THE SOUTH LINE OF BLOCK "W" OF THE FINAL PLAT OF GROVER'S 2ND ADDITION, AN ADDITION TO WARRENSBURG, JOHNSON COUNTY, MISSOURI, DATED 01/26/1869, RECORDED IN PLAT BOOK 1 AT PAGE 63 AS S90°00'00"W.
 - RECORD PARCEL DEED DESCRIPTION PROVIDED BY CLIENT; ALSO RECORDED IN JOHNSON COUNTY DEED BOOK 3721 AT PAGE 11.
 - TYPE OF SURVEY: URBAN.
 - APPARENT OWNERSHIPS ARE BASED ON INFORMATION PROVIDED BY THE CLIENT AND THE OTHER INFORMATION OBTAINED FROM JOHNSON COUNTY RECORDS. THIS SURVEY DOES NOT REPRESENT AN OPINION AS TO TITLE.
 - SURVEYOR HAS MADE NO INVESTIGATION OR INDEPENDENT SEARCH FOR EASEMENTS OF RECORD, ENCUMBRANCES, RESTRICTIVE COVENANTS OR ANY OTHER FACTS THAT AN ACCURATE AND CURRENT TITLE SEARCH MAY DISCLOSE.
 - THE SUBJECT TRACT, BY GRAPHIC PLOTTING ONLY, LIES IN ZONE X, "AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN", ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY'S, NATIONAL FLOOD INSURANCE PROGRAM'S, FLOOD INSURANCE RATE MAP 29101C0240E, BEARING AN EFFECTIVE DATE OF 07/04/2011.
 - THE SUBJECT SITE IS CURRENTLY ZONED: R4; MEDIUM-DENSITY MULTIFAMILY RESIDENCE DISTRICT.

- SURVEYORS NOTES:**
- NO STATEMENT IS MADE CONCERNING SUBSURFACE CONDITIONS OR THE EXISTENCE OF UNDERGROUND OR OVERHEAD CONTAINERS OR FACILITIES WHICH MAY AFFECT THE USE OR DEVELOPMENT OF THIS TRACT. NO ABOVE GROUND OR BELOW GROUND UTILITIES ARE SHOWN EXCEPT AS NOTED.
 - DECLARATION IS MADE TO THE ORIGINAL PURCHASER OF THIS SURVEY. IT IS NOT TRANSFERABLE TO ADDITIONAL INSTITUTIONS OR SUBSEQUENT OWNERS.
 - SURVEY IS VALID ONLY IF PRINT HAS ORIGINAL SEAL AND SIGNATURE OF THE SURVEYOR PRESENT ON IT.
- NOTE: NOTHING IN THIS SECTION IS ADOPTED OR APPROVED BY THE CITY IN THE ACCEPTANCE OF THE PLAT.



CERTIFICATION:
I HEREBY CERTIFY THAT THIS SURVEY AND PLAT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MISSOURI. THIS SURVEY HAS BEEN EXECUTED IN ACCORDANCE WITH THE CURRENT "MISSOURI STANDARDS FOR PROPERTY BOUNDARY SURVEYS" (20 CSR 2030-16).

STATE OF MISSOURI
MICHAEL L. TAYLOR
LS-2000161238
DATE 01/08/20
MICHAEL L. TAYLOR MO. P.L.S. 2000161238
(AS ACTING ASST. FOR L.C. 331)

311 BROAD STREET ADDITION
A REPLAT OF LOTS 3, 4 AND 5, BLOCK "W",
GROVER'S SECOND ADDITION,
WARRENSBURG, JOHNSON COUNTY, MISSOURI

Whitehead Consultants, Inc.
Engineers, Surveyors
114 NORTH MAIN STREET 312 WEST MAIN STREET
P.O. BOX 461 P.O. BOX 790
CLINTON, MISSOURI 64735 WARSAW, MISSOURI 65355
Phone: (660) 885-8311 Phone: (660) 438-9473
Fax: (660) 885-8447 Fax: (660) 438-9574

NO.	DATE	DESCRIPTION	BY	DATE	DRAWN BY	CHECKED BY	JOB NO.	SCALE	SHEET NO.
1.	02/13/2020	CITY OF WARRENSBURG COMMENTS	JEH						
	01/08/20		JEH		MLT		19-434	1"=40'	1 OF 1



PLANNING AND ZONING COMMISSION

AGENDA REPORT

February 26, 2020

ITEM 7.I: Discussion and Review of Planning Priorities

BACKGROUND:

At the December 2, 2019 meeting, commission members completed a dot exercise to vote on items that were part of a brainstorming session from October 2019.

Staff grouped several similar items together and provided a summary description and short explanation of the items below. The words in italics are the items written as they were identified in October. The votes from December are provided on the right side of the item in red. If the individual item did not receive any votes, it will be blank.

Group 1: The items below impact lot sizes in all residential zoned districts.

Group 1 was removed from voting because an ordinance was already in progress.

- *Residential lot size*
- *Reduce residential lot sizes*

Group 2: The items below impact buffering between adjacent zoning districts. The existing zoning ordinance already contains a setback requirement from residential districts if a property is zoned commercial or industrial. This is in addition to any landscape buffer requirements between zoning districts.

- *Increase space behind structures in residential districts*
- *Are setbacks correct for 3 story buildings next to residential – 3*
- *Setbacks between different zoning districts (CUP granted) and/or building heights*
- *Adjacency setback requirements*
- *Outdoor lighting-require a photometric plan – 1*

Group 3: The items below cover street right-of-way, transportation and connectivity for automobiles.

- *Fragmented arterial streets (North-South and East-West) – 3*
- *No outer road on the north side of Highway 50*

Group 4: The items below involve non-automotive walkability and connectivity. These items require a comprehensive approach and potentially impact each other in regard to planning and implementation.

- *Timing of construction for sidewalks – 6*
- *Sidewalk plan*
- *Maintenance of sidewalks-overgrown & HC accessibility – 4*
- *Marked bike routes – 3*

Group 5: The items below impact the Comprehensive City Plan and categories for future land uses. To amend the “open space” designation would also amend the Future Land Use Map.

- *Designate parks in Comprehensive City Plan as Parks not as “open space”*
- *Revisit Future Land Use Plan – 6*

Individual Items:

- *Staff approval of Minor Plats*
- *Streamline buffer requirements*
- *Non-conforming lots/structures-buildings that are past 365 days-New China Buffet building. Have development requirements made lots unusable in this market – 4*

The table below shows the items that received votes in order of most votes to least votes as well the department(s) primarily responsible for the item. At the time of this writing, Staff has reviewed the items under the Public Works Department with the Assistant City Manager, and she will review items and provide feedback to the Planning and Zoning Commission in April.

ITEM	VOTES	DEPARTMENT
Timing of construction for sidewalks	6	Public Works
Revisit Future Land Use Plan	6	Community Development
Maintenance of sidewalks-overgrown & HC accessibility	4	Public Works
Non-conforming lots/structures-buildings that are past 365 days-New China Buffet building. Have development requirements made lots unusable in this market	4	Community Development/ Public Works
Are setbacks correct for 3 story buildings next to residential	3	Community Development
Fragmented arterial streets (North-South and East-West)	3	Public Works
Marked bike routes	3	Public Works
Outdoor lighting-require a photometric plan	1	Community Development

RECOMMENDATION:

During the Planning and Zoning Commission, staff recommends commission members discuss the results of the voting and provide feedback to staff.