



CITY OF WARRENSBURG, MISSOURI
PLANNING AND ZONING COMMISSION MINUTES
August 7, 2023

1. Call to Order

The meeting was called to order by Chair Shari Bax at 5:30 p.m. at the Warrensburg Municipal Center.

2. Roll Call

Roll was called, and members Bruce Uhler, Max Ridenhour, Jan Jones, Don Nimmer, Andy Kohl, Shari Bax, Katharine Norton, and Dewayne Jackson were present. Member Jeff Terry was absent. Also present were Barbara Carroll, Director of Community Development, and Kristin Dyer, City Planner.

3. Minutes of Previous Meetings

3.1 July 3, 2023

Members reviewed the minutes from July 3, 2023. Jackson moved to approve the minutes. Nimmer seconded. Approved 8-0.

4. Election of Officers

Carroll introduced the annual election of the Planning and Zoning Commission officers, which are the Chair, Vice-Chair/Secretary, and Historic Preservation Commission Representative. They each serve for a one-year term.

Kohl nominated Bax to serve as Chair. Nimmer seconded. Bax called for any further nominations. Kohl moved to close the nominations. Jones seconded and with general affirmation and no objections, Bax was approved as Chair.

Nimmer nominated Kohl to serve as Vice-Chair/Secretary. Jones seconded. Bax called for any further nominations. Nimmer moved to close the nominations. Jones seconded and with general affirmation and no objections, Kohl was approved as Vice-Chair/Secretary.

Jones nominated Uhler for Historic Preservation Commission representative. Ridenhour seconded. Bax called any further nominations. Jones moved to close the nominations. Ridenhour seconded and with general affirmation and no objections, Uhler was approved as Historic Preservation Commission representative.

5. Requests and Petitions Presented

5.1 Request for Conditional Use Permit for Land Use 1.620 Bed and Breakfast Inn and Other Temporary Residences Renting by the Day or Week in an R3: Low-Density Multifamily Residence District
315 W. South St.

Carroll stated the applicant proposes to use the residence as a short-term rental. Warrensburg's current zoning code classifies a "short-term rental" as a bed and breakfast use, and it is further complicated by the State of Missouri's regulations regarding home-based businesses. Carroll clarified, if the homeowner or manager resides at the location then it is a home-based business and has few restrictions, but if

the property owner or manager does not reside at the location, such as in this application, then it is classified as Land Use 1.620. Carroll stated a building permit has been issued for a remodel of the structure which will be used as a single-family dwelling if the CUP is not approved. Staff has reviewed the plans submitted and has generated the following list of items that will need to be addressed in order to pass a final inspection for the building permit.

1. The driveway must be hard-surfaced, either concrete or asphalt.
2. The height of the carport cannot exceed the height of the primary structure or exceed 35 ft.
3. Any new signs require a separate sign permit application. For signs in residential districts, the property can have either one (1) yard sign or one (1) wall sign limited to four (4) square feet in surface display area.

Staff recommended approval of the CUP with two conditions:

1. Staff be granted the authority to approve the final site plan.
2. Staff review items listed above must be satisfactorily addressed in order to pass the final inspection for BLDR 3170-2023.

The Planning and Zoning Commission discussed short-term rentals, construction related sign regulations, permanent sign regulations in residential districts, and if any fire code or life safety requirements apply to short-term rentals currently.

6. Motions, Resolutions, and Recommendations

- 6.1 Request for Conditional Use Permit for Land Use 1.620 Bed and Breakfast Inn and Other Temporary Residences Renting by the Day or Week in an R3: Low-Density Multifamily Residence District
315 W. South St.

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

1. Staff be granted the authority to approve the final site plan.
2. Staff review items listed above must be satisfactorily addressed in order to pass the final inspection for BLDR 3170-2023.

Jackson seconded. Approved 8-0 on a roll call vote. Bax read the Findings and Recommendations.

7. Other Business and Appearances by the Public

- 7.1 Discussion of Planning Officials Training Program Videos, "Comprehensive Plans" & "Zoning/Ordinances"

Staff and the Planning and Zoning Commission held a brief discussion about the videos the members had viewed individually before the meeting.

8. Comments of Commissioners and Staff

Bax reminded the Planning and Zoning Commission there is a special election August 8, 2023 at the Elks Lodge.

Carroll stated at this time, there are no applications for the September meeting; however, if there is an application for September, the Planning and Zoning Commission agreed to meet on Tuesday, September 5, at 5:30 p.m.

9. Adjournment

Jackson moved to adjourn the meeting. Kohl seconded. With no objections, the meeting adjourned at 6:15 p.m.

Date: 11/6/2023


Chair