

**CITY OF WASHINGTON, MISSOURI  
PLANNING & ZONING COMMISSION MEETING  
405 JEFFERSON STREET, WASHINGTON, MISSOURI  
COUNCIL CHAMBERS -- GROUND LEVEL  
Monday, October 9<sup>th</sup>, 2023 @ 7:00 P.M.**

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- 1) Announcement of Meeting / Call to Order/ Roll Call / Pledge of Allegiance.
- 2) Approval of Minutes from September 13, 2023
- 3) File No. 23-1001-Rose Terrace Plat II-Preliminary Plat
- 4) File No. 23-1002-601 W. Fifth Street- Special Use Permit-Food Stand
- 5) Other Discussion
- 6) Adjournment

NOTE: ATTENDANCE AT THIS PLANNING AND ZONING COMMISSION MEETING BY A KNOWLEDGEABLE REPRESENTATIVE OF YOUR INTERESTS IS RECOMMENDED. ANY QUESTIONS CONCERNING YOUR REQUESTS THAT ARE NOT ANSWERED AT THIS MEETING MAY RESULT IN YOUR REQUEST BEING TABLED OR DENIED.

**CITY OF WASHINGTON, MISSOURI**  
**PLANNING & ZONING COMMISSION MEETING MINUTES**  
**Wednesday, September 13<sup>th</sup>, 2023 7:00 p.m.**

The regular meeting of the Planning & Zoning Commission was held on the aforementioned date and time in the Council Chambers of City Hall, located at 405 Jefferson Street in Washington, MO.

- 1) The meeting was called to order, Pledge of Allegiance, and the following roll call was taken:

**Present:** Mark Piontek, Tom Holdmeier, Mayor Hagedorn, John Borgmann, Chuck Watson, Carolyn Witt, Mike Wood, Sal Maniaci

**Absent:** Rocco Gonzalez, Mark Kluesner, Chad Briggs

- 2) **Approval of the Minutes from the July 10<sup>th</sup>, 2023 meeting-** Motion made by John Borgmann, seconded by Chuck Watson, passed without dissent.
- 3) **File No. 23-0901-610 W. Second Street-Short Term Rental- Sal Maniaci-** So good evening. It's good to see everyone and we were off last month. So, it's been a while. And before I get started, I just want to update, I'm sure everyone's been paying attention, but since the moratorium was lifted in August and Council adopted the revised ordinances on Short Term Rentals. Essentially, there was some back and forth for a month but they ended up going with P&Z's recommendations. So, there are 150 ft buffer R-2 Overlay only as a Special Use Permit and they are not permitted in the other residential districts. Some of the things we did talk about with parking, we didn't codify because the thought was parking can be conditional. Everyone's different. Some of them have alleys, especially in our R-2 Overlay. It can be very different from block to block. So, other than that, they pretty much accepted, they did accept P&Z recommendations. So, with that, I'll get into our first one tonight where both of these are short term rentals. The applicant is requesting a Special Use Permit to utilize 610 W. Second for Vacation Rental Dwelling. The structure is currently a single-family home in an R-2 Overlay Zone District. Given the recently passed regulations, they are in the correct zone to apply for the Special Use Permit and they are also more than 150 ft. away from any existing Vacation Rental Dwellings. The special use permit would allow the applicant to accept lodgers for periods of 30 days and less. The home will be required to receive a new occupancy inspection to meet the requirements for short-term lodging. Staff feels the proposed use is insignificant to the surrounding area and should not detriment the neighborhood. There are other vacation rentals in the area given it's location in the Overlay District, but not close enough where it disqualifies it. The subject property also has an alley and garage for off-street parking. Staff believes the proposal is compatible with other uses in the area. Staff recommends approval of the Special Use Permit to operate a Vacation Rental Dwelling at 610 West Second Street  
**Marlin Heidmann-** And I currently live at 2604 Cardinal Crest Court. However, we purchased this property as our primary residence. We are in the process of renovating it. It's 100 year old

home and we do have our demo permit and we've been doing some beautiful work. Our intention is to live in it as our primary property. And then we're creating a, we have a separate entrance to the basement area. So, we're creating like a little studio apartment for some of the events that happened just in the downtown district. We have parking. Kind of more of a bed and breakfast. I would look at it as a family owned residence to stay and kind of get a little flavor of being downtown and being able to walk. Probably blues fest, wine fest, things like that and definitely be doing background investigation for people that would come and stay or just word of mouth. So, if you have any questions, I'm happy to answer them.

**John Borgmann**-Do you have the egress requirements for that?

**Marlin Heidmann**-Yes. There's a separate entrance and exit, it's separate from the home and it also has all the requirements for the city.

**Tom Holdmeier**-Questions, comments buy Board. Anyone else that would like to speak on this? Any further discussion?

**Carolyn Witt**-I move we approve.

**Chuck Watson**-Second.

**Tom Holdmeier**-All those is favor?

All-Aye.

**Tom Holdmeier**-Any opposed? So moved.

**Sal Maniaci**- And because of the change in schedule, I did have to send out multiple letters. This will not go on the 18th. This will go October 2nd to City council. We didn't have enough time to put it in the paper. So, we did update the letters to reflect that.

#### **4) File No. 23-0902-202 Stafford Street-Short Term Rental**

**Sal Maniaci**-The applicant is requesting a special use permit to utilize 202 Stafford Street for Vacation Rental Dwelling. The structure is currently a single-family home in an R-2 Overlay Zone District. Given the recently passed regulations, they are in the correct zone to apply for the Special Use Permit, and they are also more than 150 ft. away from any existing Vacation Rental Dwellings (see buffer exhibit). The special use permit would allow the applicant to accept lodgers for periods of 30 days or less. The home will be required to receive a new occupancy inspection to meet the requirements for short-term lodging. Staff feels the proposed use is insignificant to the surrounding area and should not detriment the neighborhood. There are other vacation rentals in the area given its location in the Overlay District, but not close enough where it disqualifies it. The subject property is also more than 150 ft away from application #23-0901, at 610 W. Second Street allowing both to be approved. It is also a corner lot allowing for twice as much off street parking than a typical single family home and the applicant owns the vacant property to the west allowing for even more off street parking not in front of another owner's home. Staff believes the proposal is compatible with other uses in the area.

\*If the owner does not submit a lodging tax form two quarters in a row, this permit will be revoked and the buffer removed. Staff recommends approval of the Special Use Permit to operate a Vacation Rental Dwelling at 202 Stafford Street.

**Tom Holdmeier**-Any questions or comments by Board?

**Stephen Caton**-I'm the resident there at 202. And yes, I'm seeking approval to for a short term rental. When I purchased this home I believe it was made to be a short term rental. And I would like the opportunity to be able to rent it out when I go visit family out of state.

**Tom Holdmeier**-Any questions or comments by Board? If not I'll entertain a motion.

**John Borgmann**-Motion to approve.

**Mike Wood**-Second.

**Tom Holdmeier**-All those in favor?

All-Aye.

**Tom Holdmeier**-Any opposed? So moved..

5. **Other Business-Comprehensive Plan Update- Sal Maniaci**-Comprehensive Plan Update-Sal Maniaci-I just wanted to give a very brief update. First of all, we did send a notice to the Commission and the Committee and Council. We did have council approve a draft version of that Economic Development Strategy. We didn't want anyone to think we were hopping a step in getting that approved that was strictly for grant purposes. They needed that adopted by a resolution because they're EDA deadline or end of fiscal year is the same as ours. So, in order to award a grant in September, they, they have to have that. So, I appreciate everyone's understanding with that. We will have a full review obviously of both documents. Our next public forum, the third and final actually is September 26th 6 p.m. in the lower level of the auditorium. So, we have sent that out. The invitation to obviously our Boards and Commissions. I sent it to the school districts again as well. Both high schools in the school district and then as well as the Chamber of Commerce. So, we're hoping to get as much final feedback as possible because this will kind of be the final draft to the public, the proposal from our consultant and then everything else after that will be done by Committee, Planning and Zoning and City Council. So ideally what will happen is we'll have our public forum on the 26th. They will have a draft to our Committee in October. It will be on P&Z in November and then adopted by Council in December would be if everything goes according to plan. There's there's nothing written in stone that it has to be done in the year 2023 but obviously having the 23 to 33 plan, that was our goal all along. It is on a Tuesday this time because of the leagues in there, so we had to move it. We've been trying to keep it on Wednesdays. That's the only update I have on the Comp Plan. So, we've had a couple of meetings with the consultant, just kind of making adjustments here and there. Some easy things that we have topographically. We don't think this is the best idea for a large sports complex, that kind of thing. We've asked them to move around and bring to the public forum. I mean we need to get done in October, November because putting the Comp Plan is one thing but the internal goals and objectives for each department, that was a big thing. We told the consultant that we need. Every year the City Administrator sits down with department heads and comes up with goals. The idea is we would have goals, one through three, three through five, five through seven, all the way through. And so there's kind of a timeline to achieving all the objectives we can in the Comp Plan.
- John Borgmann**-Sal, do you know, did they look at the ESCI report that the fire department did at all? Were they given any of that information?
- Sal Maniaci**-Not unless Tim did it and gave it to him himself. So, if you want to send, if you have that easy access before me without me contacting Tim, you can send it to me otherwise.
- John Borgmann**-I'll talk to Tim later and another meeting with him and find out because I think they should have that. There's definitely some influence there. Well, absolutely. Because each department and then stuff that's not going to come up in a public forum is, hey, we want to slip line all these pipes in this neighborhood by 2030. Well, that needs to be listed in there.
- Tom Holdmeier**-Any other questions, discussion on that item? If not, I'll entertain one last motion.
- Chuck Watson**-Motion to adjourn.
- Carolyn Witt**-Second.
- Tom Holdmeier**-All those in favor?

**All-Aye.**

**Tom Holdmeier**-Any opposed? So moved.

**6) Adjournment**

**Motion to adjourn the meeting at 7:15 p.m., first and second, passed without dissent.**

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**Thomas R. Holdmeier**

**Chairperson**

**Planning & Zoning Commission**

To: Planning and Zoning Commission

From: Planning and Engineering Department Staff

Date: October 9, 2023

Re: File # 23-1001 – Preliminary Plat Approval, Rose Terrace Subdivision Plat 2

Synopsis: The applicant is requesting approval of a preliminary plat to subdivide 1 lot into 2.

Adjacent Land Use /Zoning Matrix		
	Existing Land Use	Existing Zoning
North	Railroad Property	R-1A
South	Single Family	R-1A
East	Single Family	R-1A
West	Single Family	R-1A

**Analysis:**

The applicant owns property at 2303 E 5<sup>th</sup> Street and has requested to subdivide it into two lots. Currently it is 2.92 acres. The proposed plat has lot 11A at 1.18 acres and lot 11B at 1.73 acres. The property is zoned R-1A single Family Residential with a minimum lot size of 10,000 sq. ft. Each lot is well above the minimum and shows all appropriate easements and right-of-way access.

**Recommendation:**

Staff recommends approval of the preliminary plat for Rose Terrace Subdivision Plat 2.



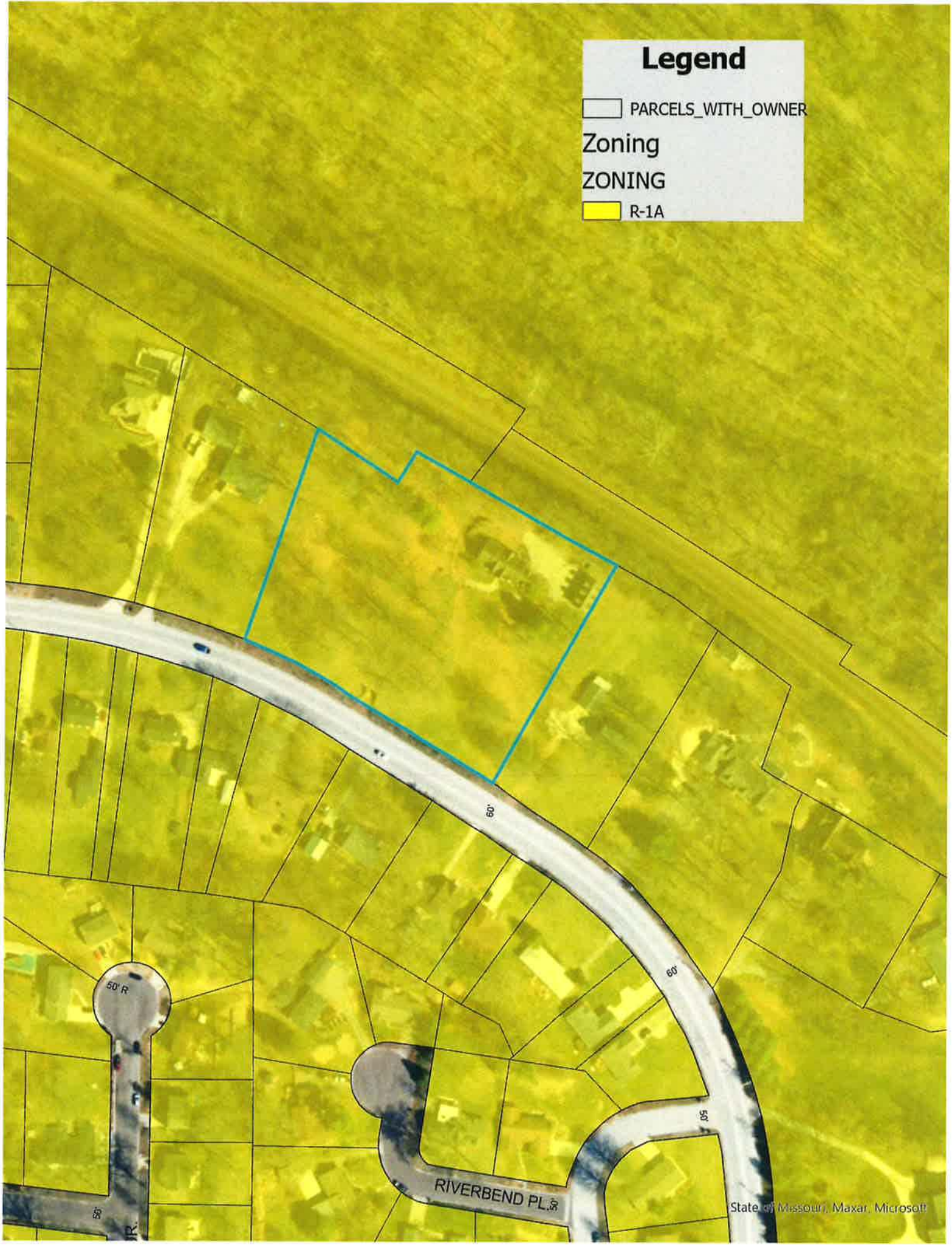
# Legend

PARCELS\_WITH\_OWNER

Zoning

ZONING

R-1A









CITY OF WASHINGTON, MISSOURI  
Department of Planning and Engineering Services  
405 Jefferson Street • Washington, Missouri 63090  
636.390.1010 phone • 636.239.4649 fax

PRELIMINARY PLAT APPLICATION

Date: 09/14/2023

**Applicant Information:**

Name: Norman Roethlisberger TTEE Phone: 636-368-2369

Address: 1 Warson Hills Lane St. Louis, Mo. 63124-1204

Do you own the subject property? ☐ Yes ☒ No

If not, please provide ownership information here:

Name: Barbara J. Roethlisberger Revocable Living Trust 11/10/1994 Phone: 636-368-2369

Address: 1 Warson Hills Lane St. Louis, Mo. 63124-1204

Name of Proposed Subdivision: Rose Terrace Subdivision Plat 2

Number of Lots Proposed: 2 Zoning District(s): R1A

***Two copies of a detailed plat of the subject property must accompany this request.***

*Fee: Seventy-five dollars (\$75.00) for the first two lots, plus seven dollars (\$7.00) for each lot in excess of two. This fee must be paid to the City of Washington at the time this application is filed.*

APPLICANT'S SIGNATURE:

 TTEE

APPLICANT/COMPANY NAME (Printed):

Norman Roethlisberger

LANDOWNER SIGNATURE(s):

 TTEE


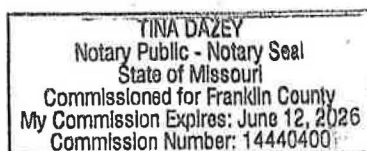
LANDOWNER NAME (Printed):

## CERTIFICATION OF TRUST

This document is furnished by the undersigned Trustee of the Barbara J. Roethlisberger Revocable Living Trust pursuant to Section 456.10-1013 of the Uniform Trust Code of Missouri ("the Code"), and concerns Barbara J. Roethlisberger Revocable Living Trust U/A dated 11/10/1994 (herein "the Trust").

- (1) The Trust is in existence on the date of this certification, and the Trust instrument was executed on November 10, 1994.
- (2) The Settlor (Grantor) of the Trust is Barbara J. Roethlisberger.
- (3) Barbara J. Roethlisberger died on July 7, 2022.
- (4) The identity and address of the currently acting Trustee of the Trust is:  
  
Norman L. Roethlisberger  
#1 Warson Hills Lane  
St. Louis, MO 63124
- (5) The powers of the Trustee include all those stated in Section 456.8-815 and 456.8-816 of the Code, and there is no provision of the Trust diminishing such powers.
- (6) The Trust is now irrevocable.
- (7) The undersigned Trustee is the sole Trustee of the Trust.
- (8) The Trust's taxpayer identification number is # 88-6573664.
- (9) The proper manner of taking title to property of the Trust is the Barbara J. Roethlisberger Revocable Living Trust U/A Dated 11/10/1994.
- (10) The Trust has not been revoked, modified, or amended in any manner that would cause the representations contained in this Certification of Trust to be incorrect.

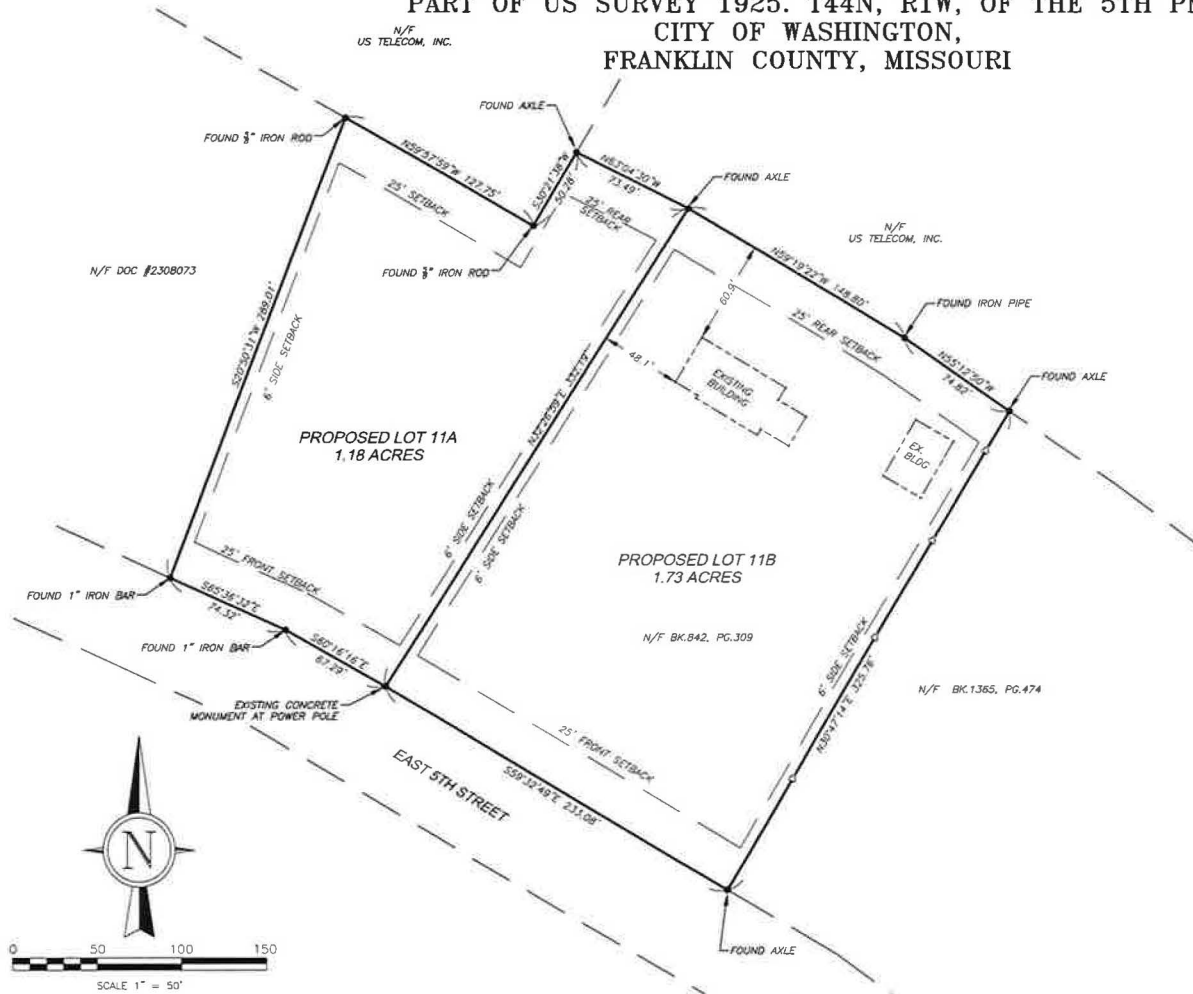
Dated this 25 day of July, 2022

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Norman L. Roethlisberger

**ROSE TERRACE SUBDIVISION PLAT 2**  
**A RESUBDIVISION OF AMENDED LOT 11 OF THE BOUNDARY**  
**ADJUSTMENT OF LOTS 9, 10, 11, 12, 13, AND PART OF LOT**  
**14, ROSE TERRACE SUBDIVISION**  
**PART OF US SURVEY 1925. T44N, R1W, OF THE 5TH PM**  
**CITY OF WASHINGTON,**  
**FRANKLIN COUNTY, MISSOURI**



I, the undersigned owner of the tract of land shown hereon have caused the same to be surveyed and subdivided in the manner shown hereon. Said subdivision shall be known as "ROSE TERRACE SUBDIVISION PLAT 2".

The existing lot lines and adjoining setbacks and utility easements per Boundary Adjustment of Lots 9, 10, 11, 12, 13 and Part of Lot 14 Rose Terrace Subdivision as recorded in Document No. 281425 in the Office of the Franklin County Recorder of Deeds are hereby removed and/or vacated as shown hereon.

The setback lines are established as shown hereon. The utility easements shown hereon are hereby dedicated to the City of Washington, and their successors and assigns for the construction and maintenance of utilities. The utility easements shown hereon are also hereby dedicated for the construction and maintenance of sewer laterals leading from the sanitary sewer main to the lot to which it serves.

The owner of each lot within this subdivision shall maintain the storm water management system serving this subdivision unless the storm water management system has been accepted for maintenance by the City of Washington, Missouri. The maintenance costs shall be shared equally with each owner of any lot served by the storm water management system.

The lots are subject to restrictions of record, as they exist, or may be subsequently recorded or amended.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

THE BARBARA J. ROETHLISBERGER REVOCABLE TRUST U/A

By: \_\_\_\_\_  
 NORM ROETHLISBERGER, Trustee

STATE OF MISSOURI  
 COUNTY OF FRANKLIN

On this \_\_\_\_\_ day of \_\_\_\_\_, before me appeared Norm Roethlisberger to me known to be the person described in and who executed the foregoing instrument, and acknowledged said instrument to be the free act and deed of said limited liability company.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal in the County and State aforesaid, the day and year first above written.

My term expires: \_\_\_\_\_

Notary Public

I, Doug Trentmann, Collector of Revenue for Franklin County, Missouri, first being duly sworn depose and say that I am familiar with the land belonging to Barbara J. Roethlisberger Revocable Trust and subdivided as "ROSE TERRACE SUBDIVISION PLAT 2" and further state that there are no delinquent tax assessments on the aforesaid land shown due Franklin County.

Doug Trentmann  
 Collector of Revenue  
 Franklin County, Mo

I, Sherri Kiekamp, City Clerk for and within the City of Washington, Missouri, do hereby certify that the above plat of "ROSE TERRACE SUBDIVISION PLAT 2" was approved by the City Council of Washington, Missouri, by Ordinance No. \_\_\_\_\_ passed and approved the \_\_\_\_\_ of \_\_\_\_\_.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal of the City of Washington, Missouri, this \_\_\_\_\_ day of \_\_\_\_\_.

Sherri Kiekamp  
 City Clerk, Washington, MO

I, Cameron Lueken, hereby certify to The Barbara J. Roethlisberger Revocable Trust that this survey was completed under my direct supervision and to the best of my knowledge, information and professional judgment the results shown hereon are correct and are made in compliance with the current standards for property boundary surveys of the Missouri Dept. of Insurance, Financial Institutions and Professional Registration (20-CR 2030-16.0) as set forth therein.

**NOTES:**

Schedule B of a current title report has not been furnished to the Land Surveyor by the Client and no investigation has been conducted as to the present status of easements or other restrictive conditions affecting the subject land.

Fence line encroachments will not necessarily be shown.

Line stakes will not be provided unless specifically requested.

Furthermore, without a current title report, the land surveyor makes no guarantee the owners as shown hereon are correct.

Anything not visible from the surface is not certified to.

Conveyance by deed shall follow recordation of plat to change ownership.

The land surveyor makes no guarantee that access to the lands as shown hereon has been granted, identified, or reserved.

**ZONED R1A**

**R1A ZONING**

**SETBACKS:**

FRONT YARD = 25'

SIDE YARD = 6'

REAR YARD = 25'

MINIMUM LOT AREA: 10,000 SF

**MINIMUM U.F./S.D.E. WIDTHS:**

FRONT = 15'

REAR = 10'

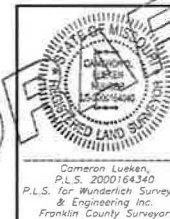
SIDE = 5'

(MAY NOT BE GRAPHICALLY DEPICTED HEREON)

- = FOUND MONUMENT
- SET 1/2" IRON ROD AT LOT CORNERS
- △ SET NAIL & WOOD LATH

U.E. = UTILITY EASEMENT  
 S.D.E. = STORM DRAINAGE EASEMENT  
 SF = SQUARE FEET

(M)=MEASURED BEARING AND/OR DISTANCE  
 (R)=RECORDED BEARING AND/OR DISTANCE  
 ACCURACY STANDARD = URBAN PROPERTY  
 DEED REFERENCE: DEED BOOK 842, PAGE 309  
 BEARINGS BASED ON MISSOURI STATE PLANE  
 COORDINATE SYSTEM, EAST ZONE(GRID NORTH)



**ROSE TERRACE SUBDIVISION PLAT 2**

**A SUBDIVISION OF THE BOUNDARY ADJUSTMENT OF LOTS 9, 10, 11, 12, 13, AND PART OF LOT 14, ROSE TERRACE SUBDIVISION, PART OF US SURVEY 1925, T44N, R1W, OF THE 5TH PM, CITY OF WASHINGTON, FRANKLIN COUNTY, MISSOURI**

SCALE: 1"=50'	SHEET
JOB: 8045	1 OF 1
DATE: 8/15/23	
BY: RL	
CHECKED: CV	
REV: _____	



To: Planning and Zoning Commission

From: Planning and Engineering Department Staff

Date: October 8, 2023

Re: File # 23-1002 – 601 W 5<sup>th</sup> Street – Road Side Stand

Synopsis: The applicant is requesting approval Special Use Permit for a road side stand at 601 W 5<sup>th</sup> Street

Adjacent Land Use /Zoning Matrix		
	Existing Land Use	Existing Zoning
North	Two Family	C-2 Overlay
South	Call Center	C-2 – Overlay
East	Law Firm / Apartment	C-2 Overlay
West	Strip Center	C-2 Overlay

**Analysis:**

The applicant has submitted a special use permit to place a road side stand more than 10 times a year on the parking lot of 601 W 5<sup>th</sup> Street. According to City Code, a road side stand can operate on private property with approval from the property owner 10 times in a calendar year and then at that point must apply for a special use permit. The site plan submitted shows a stationary food trailer (8x20) taking up one parking space in the front parking lot closest to the building. Staff sees there is no reason to believe the addition of food sales to the existing bar shall detriment the surrounding area as long as all fire safety requirements are met. The mobile food safety form created by the Washington Fire Department has been given to the applicant and staff recommends approval of the permit subject to WFD approving the safety form.

**Recommendation:**

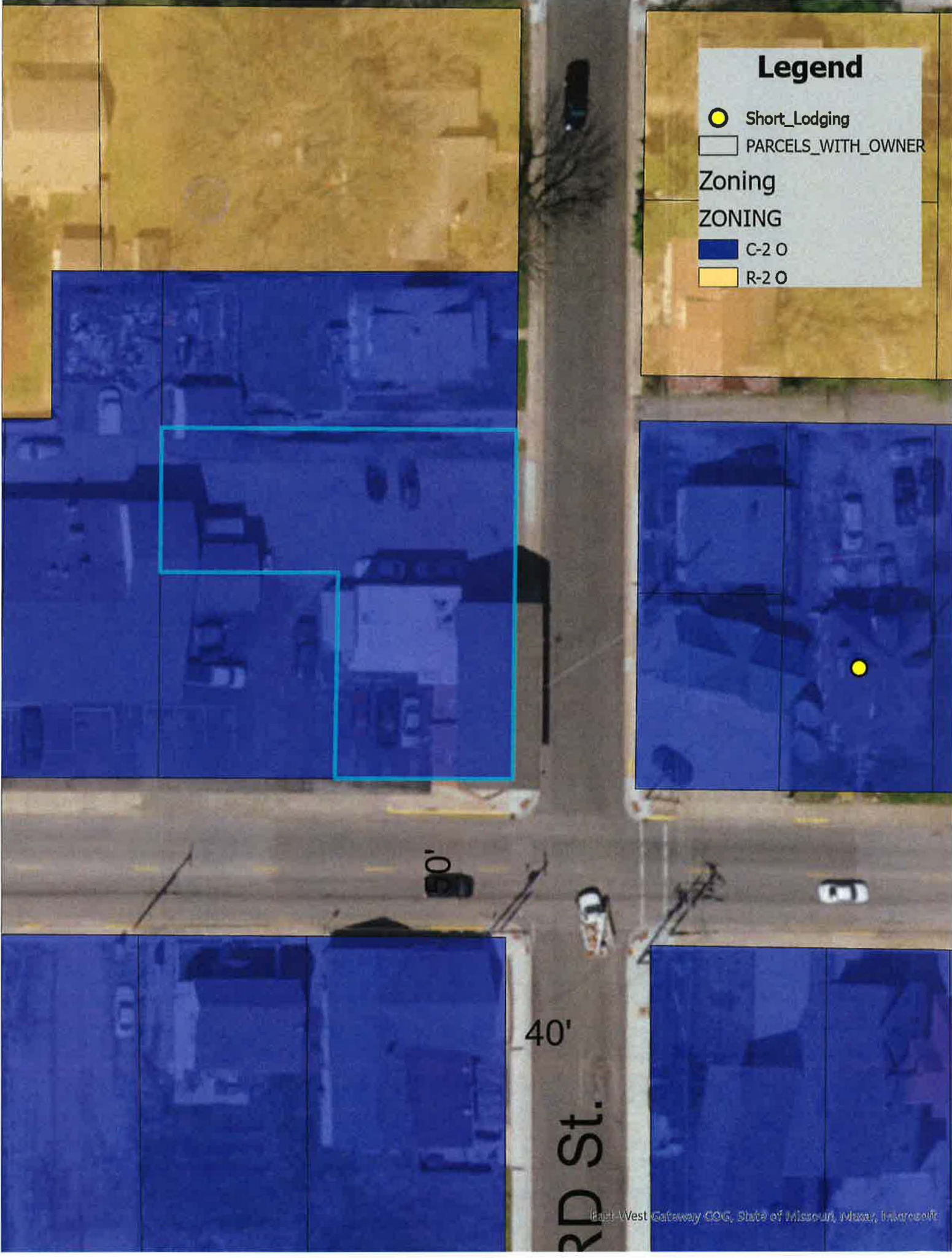
Staff recommends approval of the Special Use Permit under the condition of approval from the Washington Fire Department review and inspection of food trailer.



40'

RD St.





## Legend

- Short\_Lodging
- PARCELS\_WITH\_OWNER

Zoning

ZONING

- C-2 O
- R-2 O





Stationary food trailer  
One parking space  
8X20 trailer

50'

40'

D St.

# CITY OF WASHINGTON, MISSOURI

Department of Planning and Engineering Services

405 Jefferson Street · Washington, MO 63090

636.390.1010 Phone · 636.239.4649 Fax

## SPECIAL USE PERMIT APPLICATION

All applications for Special Use Permits must be submitted to the Engineering Department at least 15 working days prior to the second Monday of each month in order to be placed on the agenda for the Planning & Zoning Commission Meeting.

Please Print:

Street Address: 601 W 5th St Washington MO 63090

Lot: \_\_\_\_\_ Subdivision: \_\_\_\_\_ PID# 10-5-22.0-2-003-275.000

Applicant Name: Jesse Turner Phone: 636-283-4022

Address of Applicant: 601 W 5th St Washington MO 63090

Owner: Jesse Turner Phone: 636 283 4022

Owner's Address: 601 W 5th St Washington MO 63090

Current Zoning: G-2 Overlay Proposed Zoning: \_\_\_\_\_

It is proposed that the property be put to the following use: Food Trailer

Lot Size: Frontage 60 (feet) Depth 118 (feet) Number of Stories —

Number of Units: 1 Number of Off-Street Parking Spaces: 12

### Include with this Special Use Permit Application:

1. Application Fee of \$150.00 (make check payable to the 'City of Washington')
2. Completed Special Use Permit Application
3. Plot Plan
4. Legal Description of Property
5. Building Elevation Plan (for new construction only)

Signature of Applicant

Date

Jesse Turner  
Applicant Name Printed

## SPECIAL USE PERMIT EVALUATION CRITERIA

The following criteria are used in evaluating a Special Use Permit Application. It is recommended these criteria be addressed as to their applicability to the proposed Special Use Permit request:

1. The compatibility of the proposal, in terms of both use and appearance, with the surrounding neighborhood.

compatible with bar

2. The comparative size, floor area, and mass of the proposed structure in relationship to adjacent structures and buildings in the surrounding properties and neighborhood.

41 x 20 feet

3. The frequency and duration of various indoor and outdoor activities and special events, and the impact of these activities on the surrounding area.

Monday thru Thursday 5pm - 12am

Friday - Saturday 5pm - 2am

4. The capacity of adjacent streets to handle increased traffic in terms of traffic volume, including hourly and daily levels.

no increased traffic

5. The added noise level created by activities associated with the proposed use.

No added noise

6. The requirements for public services where the demands of the proposed use are in excess of the individual demands of the adjacent land uses, in terms of police and fire protection, and the presence of any potential or real fire hazards created by the proposed use.

none needed



7. Whether the general appearance of the neighborhood will be adversely affected by the location of the proposed use on the parcel.

Improves area beautification

8. The impact of night lighting in terms of intensity, duration and frequency of use, as it impacts adjacent properties, and in terms of presence in the neighborhood.

No added lighting

9. The impact of the landscaping of the proposed use, in terms of maintained landscaped areas, versus areas to remain in a natural state, as well as the openness of landscape versus the use of buffers and screens.

No landscaping added

10. The impact of a significant amount of hard-surfaced areas for buildings, sidewalks, drives, parking areas and service areas, in terms of noise transfer, water run-off, and heat generation.

No changes