

**CITY OF WASHINGTON, MISSOURI
PLANNING & ZONING COMMISSION MEETING MINUTES
Monday, December 11th, 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: Rocco Gonzalez, Mark Piontek, Tom Holdmeier, Mayor Hagedorn, John Borgmann, Chuck Watson, Chad Briggs, Sal Maniaci, Sarah Skeen

Absent: Carolyn Witt, Mike Wood, Mark Kluesner

- 2) **Approval of the Minutes from the October 9th, 2023 meeting-** Motion made by John Borgmann, seconded by Chuck Watson, passed without dissent.
- 3) **File No. 23-1201-Annexation of Stone Bridge Phase II- Sarah Skeen-**We have a voluntary annexation of 18.72 acres off of Beiker Road. It's a phase two of Stone Bridge. They're coming in as R1D, single-family residential.
Sal Maniaci-It matches the Comprehensive Plan. There's the zone running around it that's compatible with it.
Tom Holdmeier-Anything by board members?
Rocco Gonzalez-Makes sense to me.
Tom Holdmeier-Anybody in the audience that would like to speak on this? If not, no further discussion. I'll entertain a motion.
Chuck Watson-Motion to approve.
Rocco Gonzalez-Second.
Tom Holdmeier-First and second. All those in favor?
All-Aye.
Tom Holdmeier-Any opposed? So moved.
- 4) **File No. 23-1202-Preliminary Plat-Stone Bridge Phase II- Sarah Skeen-**We have 51 single-family lots and two new streets. One's Lane Spring Road and one is Nats View, and they're both cul-de-sacs. It's an extension of Koch Cattle Drive that was already approved in the last phase. We do have a road that will have an extension down the road. I don't know if you can tell. It doesn't have a stub. You can see there, that's just going to be extended out into a future plat. The plat meets all the easements, lot size, and access requirements that we've set forth in the code.
Chuck Watson-Can you slide that slide up?
Sal Maniaci-This is zoomed in to show... This is what you're approving tonight.
Chuck Watson-Okay.
Sarah Skeen-The lower phase one was already approved.
Tom Holdmeier-Any other questions by board members?

John Borgmann-Yes, I have a few comments. First of all, and I've talked to Sal about this last week, the name of the street, Lane Spring Road. I asked Sal if what we had for definitions for streets because emergency services, when we think of a road, we think of something that goes some distance, like a drive or something like that. In both of these situations, these are really courts that cross over and just are short stubs. I think we ought to look at and I don't know, Sal, did you find out? Do we have definitions for..

Sal Maniaci-There is a policy that Bill Halmich wrote years ago that does say for roads and drives or for through streets, courts and circles are for cul-de-sacs. There's nothing in the code that requires it, but it is typically at this process that you would recommend street name changes and just conditionalize it for the final plat.

John Borgmann-I would recommend that if you can do that to change that name to something or drop the road, whatever. The only other challenge with that, we get into an emergency services and everybody is starting to transition more to using devices and your mapping and things like that. But there's still people sometimes that don't have access to that or it's not as accurate as what it could be. The problem you would run into, for instance, if you would come in off of East-West Parkway and go up Koch Cattle Drive, and you get to that intersection, Well, which way do I go? Left or right? That's a bit of a challenge. We have that now out at Brookview. When you get to that intersection, you have to stop physically and look at the street sign to figure out which way you're going to go if you don't have it pulled up on your maps. I would encourage us to try to either name the streets two different ones, one going left and the other one going right or something there so that they're not crossing that main thoroughfare that's going on through, just as a suggestion for that.

Sal Maniaci-What we could do there is have the applicant resubmit street names for it would be three new ones. Well I guess four. Lane Spring Road would have to turn into Circle, Court, something that's not a road or drive. Then you'd have to add a different street name here and a different street name here.

Chuck Watson-All the ones on Overlook at Weber Farms, each one of those are different.

Sal Maniaci-That's correct. I had this conversation with John. We had, with other plats, encouraged the developer to keep the street name through. That way it's not changing every intersection. But brought up a good point that when it's not a through street, it should be separated.

John Borgmann-If it's a through street, that's a different ball game. I'm not opposed to just saying Nat's View and I know he's got a lot of other ones up there that just don't have a drive or don't have any type of designation behind them. I'm not opposed to that either. That's the first thing that caught my eye with that. Then I guess the other thing that I was looking at was the grade. I guess that meets our code is 12%.

Sal Maniaci-Twelve% is what we have... It is required to be specifically noted on the plat and approved by P&Z. Anything over 10% is a variance, but approved by the commission, not by the Board of Adjustment. We have approved that on every plat from Overlook to this one as well. Phase one of Stone Bridge as well has that. When you get to this far south, the typography. We have talked about possibly amending the code for that, but we would like to encourage people to go 10 if possible. That's something we could do in the future.

John Borgmann-Well, that gets into a lot of mechanical things when you're working with parking equipment on those grades and things like that. I know our ladder truck, which is residential, we really use a ladder truck there. Maybe, maybe not. We have already. These houses aren't that big that maybe we would. But it's very difficult to set that ladder up on a 12% grade because it's just too steep to do it safely. That was my concern with that, whether or not that is something. I figured you looked at it. Just wanted to get some explanation on that.

Rocco Gonzalez-What's the difference of going from 10 to 12 or from 12 to 10? Is that financial I'm assuming?

Sal Maniaci-Yeah, I mean, it's a significant amount of grading. We had that conversation last time that gets into grading versus blasting, that thing.

John Borgmann-When you go out there, I went out there today and looked at it. When you look at it, it doesn't look that steep.

Sal Maniaci-But when you get used to, especially when you have the Overlook we've done plat by plat. That's no more than 12. It starts to become the norm. I know we went through our street grades around town, and our steepest town is 14th Street at 14% right there just west of Jefferson. Mike Allen is more than 10%. There is some historic precedent there.

John Borgmann-The other thing that I talked to Sal about this really isn't pertinent with Vic's developments because he doesn't do that. But we may have something come up at some point in time, and I ran into this down at Chesterfield when I was working, where a developer would come in and develop a large area with a lot of lots and start building houses before streets were in. What that runs into a problem with is getting emergency services in there to provide that protection. I asked him if we had any type of code requirements or anything that would require them to have on-site water and storage there that the fire department could draft off of and use for fire protection. I think you said we don't, correct?

Sal Maniaci-No. If they put an escrow in, which typically Vic's developments, he puts the improvements in before the houses go up, so it's not an issue. We do allow developers to have an option to escrow all the public improvements, which means they can get a final plat and start building the homes before water is in. That is something that Charles, our City Engineer, is in the process of formalizing our improvement plan process right now. We've always had that process. The requirements aren't going to change, but start having an application process and a fee, putting that actually into our system step by step so nothing gets missed. We talked about adding that as a requirement that if you're putting an escrow up, you have to show in your improvement plan some type of fire protection for the construction site.

John Borgmann-Just a thought that this reminded me of that happening because there are quite a few lots going on in there.

Sal Maniaci-We will be bringing in the next few months when the building department is ready, some code changes. Because of the new International Building Code we just adopted, there are some adjustments that are in Chapter 400 relating to fire hydrants, and those changes have to go to P&Z first. We talked about bundling. If there are any changes with our new improvement plan process and then with the fire hydrant change, we can add those at the same time.

John Borgmann-That's all I have, Mr. Chair.

Tom Holdmeier-Any other questions, comments by board? Anyone in the audience that would like to speak on this? Vick, do you have any problems with renaming the streets? You want to come one up, please.

Vic Hoerstkamp-No problem. Coming up with a few more names. I think you said that one, you wanted to change it to court instead of road.

John Borgmann-Or whatever you can come up with there.

Sal Maniaci-Court or circle or... There's a handful of things we do for cul-de-sac.

John Borgmann-Court is better.

Vic Hoerstkamp-I might ask you guys for some grandkids' names or something just to come up with some ideas for more roads. Other than that, no problem.

Chuck Watson-Better start asking the kids to have more kids, right?

Tom Holdmeier-Any other questions of Vic while he is up? Anything else you'd like to say?

Vic Hoerstkamp-No, I don't think so. Unless there's some issue. We tried to make sure we designed it so that it met all the codes.

Tom Holdmeier-Great. Thank you Vic. Anyone else that would like to speak on this?.

Mayor Hagedorn-More needed housing for Washington, Missouri.

Tom Holdmeier-No other comments? I entertain a motion.

John Borgmann-Motion to approve.

Chuck Watson-Second.

Tom Holdmeier-All those in favor?

All-Aye.

Tom Holdmeier-Any opposed? So moved.

- 5) **File No. 23-1203-335 Rand Street-Short Term Rental- Sarah Skeen**-All right. We got a short-term rental application at 335 Rand Street. They're in R-2 overlay, single-family home, they are outside of buffer, up about 50 feet from the boundary of the closest Buffer on High Street. That's the area there. They have been, in the past, operating as a short-term rental without having special use permit. Our software found them, we made contact. They agreed to get the application in.

We're coming to you to get approval so that they continue operating as a short-term rental. I did get one phone call from a neighbor across the street just making a comment how people would park too close to his driveway where he couldn't see when he was backing up. I asked him if he wanted to come to the meeting or make an official comment. He said, no, I just wanted to bring that to your attention. That was the extent of that for the neighborhood reporting.

Sal Maniaci-It does have more on-street parking than most because it's corner.

Sarah Skeen-That corner there in the alley does not appear to have a driveway. It might be on-street parking.

John Borgmann-Do you know which neighbor complained? From the aerial?

Tom Holdmeier-If you would, come on up. Introduce yourself.

Marcus Melita-his is my wife, Sarah. You're looking at the back of the house.

Sarah Melita-It's the one that's that yellow one straight. Kind of across from it. Well, we're the picture is being taken from. We did have one incident where there was, I think, they had three vehicles and he complained there was too many where he couldn't see.

John Borgmann-He's backing up across the street this way.

Marcus Melita-He's backing up or he's pulling out, backing out. Actually, where those trash cans are, there's a parking, there's a pad there, but it's fenced off, which we were actually going to be redoing the fence here within the next, probably spring to make that to where people could actually park right there.

Sarah Melita-The alley is really narrow, but we could redo it to where there'd be parking back there. We would just have to redo the fence. Okay, thank you.

Chad Briggs-Have they offered to pay the back taxes that are due that are in the code?

Sal Maniaci-No. That is something that we reached out to, and we did talk to Mark, Piontek City Attorney and City Council, and this is not necessarily a planning, zoning issue, but City Council can require a condition of approval for some type of agreement on back taxes from previous use. We do have the Granicus software program that gives an estimate of what they think it would be. Then the owner and the city would have to come into a separate settlement agreement that would have to be cashed out prior to approval of special use permit if council has that condition.

Tom Holdmeier-We pass it on to Council and then they add it.

Sal Maniaci-That had got brought up, I think, Chad had called us on that, I think, right when we sent the packet out and we realized Planning and Zoning doesn't necessarily have to comment on that. This is really just about the special use permit itself. But that City Council, yes, that is something Council can conditionalize. This is our first one that we've caught with the software. It's going to be a learning curve for all of us that we didn't write that into any staff condition. We caught seven with the software. One, we found out was a glitch in the computer. Three of them were really old listings and they were no longer moving forward. Actually, three of them are now in the process of getting into conformance. Hopefully, this will not be a common occurrence now.

John Borgmann-This is the first of three?

Sal Maniaci-Yes, but the other two are in either C2 overlay or C3, so they will not need special use permits, but they still have to come in and get a business license, and that is where we'll have to determine what the policy is for back taxes for the business license at that point.

Tom Holdmeier-Any other questions by board members?

Rocco Gonzalez-What are the other ones, the other properties? I know it's not within that 150 or 200. What are the other short-term rentals near it? Do you know?

Sal Maniaci-Those are these two right here on High Street. Right. These are obviously prior to us changing the code. That's why the buffer overlaps. But there were two there. Actually, that was part of the reason we did 150 feet instead of 300 is because it doesn't cross over to the next block. It just gets your direct neighbors right around you. And so this does allow them, keeps them outside of the buffer, creates another buffer overlay, but it's not too close.

Rocco Gonzalez-Do you know what address it is or what they actually are?

Sal Maniaci-Oh, on High? I don't know off the top of my head.

Sarah Skeen-The one closest is 312 High.

Tom Holdmeier-Any other questions, comments? Anyone in the audience that would like to speak on it? Come on up.

Marcus Melita-We weren't really aware there was a special use permit once we found out because the mail was going to that residence, so we weren't getting statements that we were blatantly disregarding or anything.

Sal Maniaci-It was the first one we sent out. The software is fairly new that it's actually a third party that sends the letters out for us and said, Hey, these are the properties that aren't in your system.

Tom Holdmeier-Anyone else? If not, I'll entertain a motion.

Chuck Watson-Motion to approve.

John Borgmann-Second.

Tom Holdmeier-All those in favor?

All-Aye.

Tom Holdmeier-Any opposed? So moved. Thank you.

Sal Maniaci-It'll be at council next week. Monday the 18th.

6) Other Business-Comprehensive Plan Projected Review and Adoption Schedule-

Sal Maniaci-There is obviously some delays with this from our previous schedule. Darrren will get me trouble, I was really trying to keep it in the threes. We had '93, 2003, 2013. Then with this larger review and our consultant did have a little bit of delays this summer, we did get a draft a few months ago, and there were some significant changes that we wanted to even make before we gave it to department heads. We asked our consultant to lay out this schedule that we're actually going to stick to now from here until the end. Last week, we did issue the final draft to the department heads. The reason we want department heads to review first is that there is not only an implementation strategy that we asked for more specific than last time that goes department by department, short term, medium term, long term goals. On top of that, we asked them to come up with departmental goals for years one through three. Actually, have individual action items for the first three years of the Comp Plan, and then every three years we can adjust that and really just keep us on track, keep our departments on track. That it's not just the planning department trying to move this forward or waiting for developments to come that match into it. It lays out action items. Before we passed it along, we wanted to make sure our department heads were comfortable with those goals, the schedule with them, the feasibility. They are due back on December 20th to Admin and then we give that back to the consultant. They make those changes and then the steering committee will get their copy on the eighth. They will get two weeks to review before their meeting on the 17th to make comments and send it back to the consultant for them to make those changes. Then we will do our first notice public hearing at the end of January for the February P&Z meeting. The good news with the Planning & Zoning Commission is everyone else is getting two weeks.

You guys will get more than a month. Because after the steering committee, we'll be able to send that out. There'll be the first public hearing in February. Council doesn't technically have to approve, but we're going to have a resolution adopting, approving it, endorsing it, I guess is the phrase. The second meeting in February and then in March, Planning and Zoning can hopefully adopt it and then we'll be done.

John Borgmann-Will we get the economic development plan as part of this?

Sal Maniaci-Yes. It is in there. Technically, there's a Section 4 of it that they have as part of the Comp Plan. Then we can also take it out as its own separate document and it goes into a little bit more detail. I will make sure that what they have in there is the full, detailed plan. The idea was they would have a shortened version and then an addendum that you can pull out for more details. But yeah, we checked with that last time and they said that no, what's in there is what we have planned to be able to pull out as an addendum.

Tom Holdmeier-Is Parks the same way? I know there was some talk at first about doing a separate point.

Sal Maniaci-Yes. We're going to wait for this to either get adopted or close to it before Parks makes any decisions. They want to, there's no point in adopting this and then having a different group come in and come up with different goals and objectives for Parks. Again, that's why department heads are going to get a review. I'm sure Wayne will take it to the Parks board before February as well. We'll have closer review. Some departments like Finance does have a couple of goals in there. They have a new it's proposing a new budget based just on these goals. We're laying out a schedule and a budget for that. But that's the only one really geared towards finance. Obviously, Parks and Streets have a lot of goals and action items geared towards our Department. I'm sure in these next review periods, we'll have a lot of sit downs to make sure we're all on the same page.

Tom Holdmeier-How about the zoning map? Is that pretty much similar to what we've had?

Sal Maniaci-Yes, they did add, if you remember one of the reviews, in our current Comprehensive Plan, we just have future land use map and it just says residential. It doesn't really say what type of residential. We didn't want to get too specific. That was on purpose because as development continues, that target changes of what density is most appropriate. We did have a medium to higher density residential and then just medium to low density, really just single-family to identify areas that we think would be good for that transitional zoning we've been talking about with a lot of these apartments being C2, and here's a buffer area that we think this higher density would be appropriate and then back to the single-family. There's not a ton of future land-use zoning districts, but we did add one there.

Tom Holdmeier-Any other questions, comments? Sounds good. All right. Do you have anything else?

Sal Maniaci-That's it.

Tom Holdmeier-There's nothing else, Sarah.

Sarah Skeen-I don't have anything.

Tom Holdmeier-I'll entertain one last motion.

John Borgmann-Motion to adjourn.

Chuck Watson-Second.

Tom Holdmeier-All those in favor?

All-Aye.

Tom Holdmeier-Any opposed? So moved and Happy Holidays. Merry Christmas.

Motion to adjourn the meeting at 7:28 p.m., first and second, passed without dissent.



Thomas R. Holdmeier
Chairperson
Planning & Zoning Commission