

Notice of Meeting & Tentative Agenda



City of Jefferson Planning and Zoning Commission
Thursday, December 8, 2016 ~ 5:15 P.M.
City Council Chambers, John G. Christy Municipal Building, 320 East McCarty Street
Enter through Main Lobby

All interested parties will be given a chance to be heard.

TENTATIVE AGENDA

1. **Call to Order and Introductions**
2. **Procedural Matters**
 - Determination of quorum and designation of voting alternates
 - Call for cases
 - Receive and review requests for continuance
 - Receive requests for reordering the agenda
 - Format of hearing
 - List of exhibits
3. **Adoption of Agenda (as printed or reordered)**
4. **Approval of the Regular Meeting Minutes of November 10, 2016**
5. **Approval of the Special Meeting Minutes of November 17, 2016**
6. **Communications Received**
7. **New Business/Public Hearings**

Case No. P16022 – 925 South Country Club Drive, Preliminary PUD Plan Amendment and Final Subdivision Plat. Request filed by Edward Storey, property owner, for a PUD Plan Amendment and Final Subdivision Plat to divide the property, consisting of 1.96 acres, into 4 lots. The property is located on the south side of South Country Club Drive 250 feet west of Fairgrounds Road and is described as part of the Southwest Quarter of the Southeast Quarter of Section 8, Township 44 North, Range 12 West (Osage County Land Surveying, Consultant).
8. **Other Business**
 - A. Presentation of Historic Southside/Old Munichburg District & Neighborhood Plan by Capital Region Medical Center and H3 Studio.
9. **Adjourn**

Individuals should contact the ADA Coordinator at (573) 634-6570 to request accommodations or alternative formats as required under the Americans with Disabilities Act. Please allow three business days to process the request.

Please call (573) 634-6410 with questions regarding agenda items.

MINUTES

JEFFERSON CITY PLANNING AND ZONING COMMISSION
November 10, 2016
5:15 p.m.

COMMISSION MEMBERS PRESENT

Jack Deeken
Dean Dutoi
Chris Jordan, Chairman
Michael Lester
David Nunn
Chris Yarnell, Vice Chairman
Ron Fitzwater, Alternate
Matthew Hall, Alternate

ATTENDANCE RECORD

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COMMISSION MEMBERS ABSENT

Bunnie Trickey Cotten
Bob George
Dale Vaughan
Blake Markus, Alternate

ATTENDANCE RECORD

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1 of 3
1 of 3
2 of 3

COUNCIL LIAISON PRESENT

Carlos Graham

STAFF PRESENT

Janice McMillan, Director of Planning & Protective Services
Eric Barron, Senior Planner
Shane Wade, Civil Engineer II
Bryan Wolford, Associate City Counselor
Jamie Abbott, Neighborhood Services Coordinator
Katrina Williams, Transportation Planner
Diane Cary, Administrative Technician

1. Call to Order and Introduction of Members, Ex-officio Members and Staff

The Chairman and five regular members and two alternates were present. A quorum was present.

Designation of Voting Alternates

The Chairman announced that the five regular members and alternates Mr. Fitzwater and Mr. Hall are eligible to vote.

2. Procedural Matters and Procedures Explained

Mr. Barron explained the procedures for the meeting. The following documents were entered as exhibits. Mr. Barron advised that copies of the exhibits are available through the City Clerk or the Department of Planning and Protective Services:

The City Code of the City of Jefferson, as amended
Comprehensive Plan and Land Use Map
Copies of applications under consideration

A list of property owners to whom notices were sent
Affidavit of publication of the public notice in the newspaper
Rules of Procedure, Planning & Zoning Commission

Mr. Barron submitted the following items for the record:

Staff reports

Minutes of proceedings

Copies of drawings, plans, and/or renderings under consideration

Letters or memoranda from staff

Materials submitted by the public or applicants pertaining to the cases under consideration

3. Adoption of Agenda

Mr. Nunn moved and Mr. Dutoi seconded to adopt the agenda as printed. The motion passed 7-0 with the following votes:

Aye: Deeken, Dutoi, Lester, Nunn, Yarnell, Fitzwater, Hall

4. Approval of Minutes of the Regular Meeting of October 13, 2016

Mr. Nunn moved and Mr. Dutoi seconded to approve the minutes of the Regular Meeting of October 13, 2016 as written. The motion passed 7-0 with the following votes:

Aye: Deeken, Dutoi, Lester, Nunn, Yarnell, Fitzwater, Hall

5. Communications Received

No communications were received.

6. New Business/Public Hearings

Case No. P16017 – 612 Broadway Street, Rezoning from RA-2 to C-2 and Comprehensive Plan Amendment. Request filed by Green Industries Inc., property owner, for a rezoning of 0.17 acres from RA-2 High Density Residential to C-2 General Commercial and an associated amendment to the Development Plan Map of the Comprehensive Plan. The purpose of the request is to utilize the existing building as a contractors office with parts store. The property is located on the northwest corner of the intersection of Broadway Street and West Cedar Way and is described as part of Inlots 789 and 790, Jefferson City, Missouri.

Mr. Barron explained that the property is currently zoned as RA-2, High Density Residential. The property is located on the northwest corner of the intersection of Broadway Street and West Cedar Way. The property owner desires to convert the existing residential structure, currently in use as a three unit apartment building, into a commercial business on the main level with residence above. The owner intends to lease the space to a mechanical contractor, who would use the space as an office and in-town base for service crews. A four bay garage at the rear of the property would be used for storage of materials and vehicles and the front of the main building would be used for a small showroom and parts business. The intended business would be classified as a contractor/trade shop with indoor operations and storage, which is a permitted use in the C-2 zoning district. The Comprehensive Plan identifies the property as intended for high density residential use. An amendment is proposed to change the designation of the property within the Comprehensive Plan to Commercial.

Mr. Thomas Senter, 11532 Lookout Trail, Centertown, MO spoke regarding this request. He stated that the intention is not to move the fabrication shop to this location, but the parts supply will be brought in, along with a counter and office area.

No one spoke in opposition to this request.

Mr. Barron gave the staff report on the case, which recommends approval of the request. He stated that the property is located within a pocket of land designated as intended for high density residential use, with commercial designations on all sides and several properties within the pocket that are either non-conforming commercial or approved for commercial use through PUD processes. He stated that re-designation of the property as commercial would be a minor change in the intended land use pattern for the area. He stated that the property is bordered to the south and west with commercial zoning and several commercial businesses exist along this block of Broadway Street.

Mr. Nunn moved and Mr. Dutoi seconded to approve the comprehensive plan amendment request to show the property as Commercial on the Development Plan Map of the Comprehensive Plan. Motion passed 7-0 with the following votes:

Aye: Deeken, Dutoi, Lester, Nunn, Yarnell, Fitzwater, Hall

Mr. Nunn moved and Mr. Dutoi seconded to approve the request to rezone the property from RA-2 to C-2. Motion passed 7-0 with the following votes.

Aye: Deeken, Dutoi, Lester, Nunn, Yarnell, Fitzwater, Hall

Case No. P16018 – 617, 619, 621, and 623 East Capitol Avenue, Rezoning from C-1 to PUD and Preliminary PUD Plan. Request filed by Stitt Barony LLC, property owner, for a rezoning of 0.86 acres from C-1 Neighborhood Commercial to PUD Planned Unit Development and a Preliminary PUD Plan to utilize the existing buildings as a mixed use art and entertainment complex. The property is located on the northwest corner of the intersection of East Capitol Avenue and Lafayette Street and is described as all of Inlot 137 and part of Inlot 136, Jefferson City, Missouri.

Mr. Barron explained that the property owner intends to transform the property, which consists of three separate buildings formerly used as office buildings, into an entertainment and art complex with a variety of separate uses and businesses. He stated that some of the buildings have already been converted including: Avenue HQ, an event and entertainment space located on the main floor of the 621 building; Scene One, a black box theater located on the main floor of the 619 building; and Office space within the 623 building. He stated that future uses envisioned by the property owner include a music venue with alcohol sales located in the lower level of the 619 building, and art studio area within the 623 building. He stated that hours of operation were a concern by the staff, and the narrative includes the planned closing hours for each of the individual uses. He stated that the property includes a parking lot containing approximately 45 spaces and that the applicant has submitted a striping plan in an effort to maximize the number of parking spaces within the paved lot. Along with parking, the areas of signage, lighting, exterior appearance, and accessory structures were also explained by Mr. Barron.

Holly Stitt, 623 E. Capitol Avenue, spoke regarding the request. She stated that her wish is to be respectful for the historic area. Parking is a concern and her plan is not to make it detrimental for the neighborhood, but that all activities would work together.

The following individuals spoke in favor of this request:

Cathy Bordner, 718 E. Capitol Ave.

Christina Saulter, owns 104, 106, 108, 110 Lafayette St.

Clint Rice, resides at 621 Darwin St.

No one spoke in opposition to this request.

Ron Fitzwater, Alternate, left at 6:45 p.m.

Mr. Barron stated that the staff recommended approval of the Rezoning and Preliminary PUD Plan, subject to conditions meant to reduce potential conflicts with the mixed use office and residential district envisioned for the remainder of Capitol Avenue. He stated that the property is different in character from the remainder of Capitol Avenue, with buildings built in a commercial manner rather than the historic residential buildings prevalent along Capitol Avenue, and a PUD plan for the property is appropriate given these differences.

There was much discussion between the board members regarding parking and wanting to ensure that the parking/attendance restrictions are not overly restrictive. After much discussion, the Planning and Zoning members concluded that an attendance cap of 400 people is appropriate.

Mr. Wolford left at 6:55 p.m.

Mr. Dutoi moved and Mr. Lester seconded to approve the Rezoning of the property from C-1 to PUD. The motion passed 6-0 with the following votes:

Aye: Deeken, Dutoi, Lester, Nunn, Yarnell, Hall

Mr. Dutoi moved and Mr. Nunn seconded to recommend approval of the Preliminary PUD Plan subject to the following conditions:

- a. Permitted uses: As identified within the PUD narrative.
- b. Hours of operation shall be as follows:
 - i. Music Venue with alcohol sales (lower level of 619 building)
 1. Sunday through Wednesday – 7:00 a.m. to 11:00 p.m.
 2. Thursday through Saturday – 7:00 a.m. to 1:30 a.m. (Sunday morning)
 - ii. Event space and Theater space (upper levels of 619 and 621 buildings)
 1. 7:00 a.m. to 12:30 a.m. (30 minutes after midnight) seven days a week.
 - iii. Offices and art studios – no restrictions with respect to hours of operation.
- c. Parking: Events resulting in a total attendance of 400 people or less may be operated. Should additional parking be secured by the property owner, this attendance cap shall be increased by three people per additional parking space. Parking spaces for office spaces shall not be considered in the 400 person cap. Exterior lighting shall adhere to the requirements of the C-1 Neighborhood Commercial zoning district.
- d. Signage: Signage shall be limited to 32 square feet on the front façade of each building and 32 square feet on the rear façade of each building. Such signage shall be either unlit or lit by exterior spotlight. One interior lit sign with a maximum size of 16 square feet shall be permitted on the back of the building, with the lighting turned off when the business is not in operation.

The motion passed 6-0 with the following votes:

Aye: Deeken, Dutoi, Lester, Nunn, Yarnell, Hall

Case No. P16019 – 1140 Boonville Road, PUD Plan Amendment. Request filed by Scott Spencer, property owner, for an amendment to the PUD Plan for the property to construct a 1,800 sf garage work shop. The purpose of the request is to accommodate a larger garage than the 1,500 sf maximum size permitted for residential uses. The property is located on the north side of Boonville Road 1,000 feet east of Highway 179 and is described as Lot A of Somerset Meadow Replat, Jefferson City, Missouri.

Mr. Barron described the proposal and explained that the property owner desires to construct a 1,800 sf garage/work shop building on the property. The Zoning Code permits a maximum garage size for residential uses based on the size of the property, with the maximum size capping out at 1,500 sf. Because the property is zoned PUD, the property owner has filed an amendment to the PUD Plan to permit the larger garage size.

Scott Spencer, who resides at 1140 Boonville Road, spoke regarding this request. He stated that building this structure would be a benefit as a sound buffer to the railroad tracks and to provide the needed extra square footage for their collectable vehicles, lawn equipment, and perhaps a future mother-in-law quarters at the house. Mr. Dutoi asked whether an increased size of structure would help him in the design and future flexibility. Mr. Spencer replied that an increased size would be helpful.

No one spoke in opposition to this request and no correspondence was received.

Mr. Barron gave the Planning Division staff report.

Mr. Dutoi moved and Mr. Nunn seconded to recommend approval of the PUD Plan Amendment with a maximum garage/workshop size of 2,400 square feet rather than the 1,800 square feet contained within the application.

The motion passed 6-0 with the following votes:

Aye: Deeken, Dutoi, Lester, Nunn, Yarnell, Hall

Case No. P16020 – 310 and 312 W. Elm Street, Rezoning from C-2 to RA-2 and Final Subdivision Plat. Request filed by Phoenix Healthcare Realty Holdings LLC, property owner, for a rezoning of 0.12 acres from C-2 General Commercial to RA-2 High Density Residential and a

three lot subdivision. The purpose of the request is to divide the property into three lots and align the zoning boundary along the lot lines so that the property can be used as a commercial parking lot in the rear and two residential lots in the front. The property is located on the north side of West Elm Street 150 feet west of Broadway Street and is described as Inlot 686, Jefferson City, Missouri (Bartlett and West, Consultant).

Mr. Barron described the proposal and explained that this is a single tract with two houses and a parking lot at the rear of the property. Both houses are vacant and one is in a state of severe dilapidation and in need of demolition. Phoenix Healthcare, the new owner, is interested in the parking lot portion of the property only with no desire to retain ownership of the houses. The owners have submitted a plan that would divided the property into 3 lots, one lot for each house and one for the parking lot. A rezoning proposal to shift the C-2/RA-2 zoning boundary on the property to align with the lot line boundary between the residential lots and commercial parking lot is included with the subdivision plat application. Easements across the parking lot tract would be granted to each of the residential lots so that vehicle access and parking could be accommodated at the rear of the residential lots. He stated that the Board of Adjustment has approved variances from the minimum lot width and street frontage regulations of the Zoning Code that would permit the subdivision to be plated as proposed.

Mr. Hall left at 7:20 p.m.

Mr. Wade gave the Engineering Division staff report.

Mr. Dustin Kaiser, Consultant at 1719 Southwest Dr., spoke representing the applicant.

No one spoke in opposition to the request.

Mr. Barron gave the Planning Division staff report, and stated that staff recommends approval of the requests. He stated that the proposed rezoning consists of a small portion of the property, which is currently in residential use and would align the zoning boundary with the proposed lot lines of the subdivision plat.

Mr. Nunn moved and Mr. Yarnell seconded to approve the rezoning request of the property, consisting of 0.12 acres, from C-2 to RA-2.

Motion passed 5-0 with the following votes:

Aye: Deeken, Dutoi, Lester, Nunn, Yarnell

Mr. Nunn moved and Mr. Dutoi seconded to approve the Final Subdivision Plat of Inlot 686 Subdivision, subject to the following conditions:

- a. Compliance with the comments and technical corrections of the Planning and Engineering Division.
- b. Submittal of a signed plat document prior to introduction to the City Council.

Motion passed 5-0 with the following votes:

Aye: Deeken, Dutoi, Lester, Nunn, Yarnell

7. Other Business

Regarding 3 separate items that fall under long range planning the following people introduced themselves and spoke briefly:

- Jayme Abbott, Neighborhood Services Coordinator, Planning & Protective Services, spoke regarding the upcoming meeting that will present the new study on the Urban Renewal Plan in the E. Capitol Avenue area. This will be presented to Planning & Zoning during a special meeting to be held November 17, 2016, 12:15 p.m.
- Mr. Barron stated that the Southside Neighborhood Plan will be presented before the December Planning & Zoning meeting, giving recommendations on how to improve that neighborhood.

- Katrina Williams, Transportation Planner, discussed the new Bike & Ped Plan. Strategies are being developed for the area and will be presented to the Planning and Zoning Commission early next year.

8. **Adjourn.** There being no further business, the meeting adjourned at 7:40 p.m.

Respectfully Submitted,

Eric Barron, Assistant Secretary

- UNAPPROVED MINUTES -
SPECIAL MEETING OF THE
JEFFERSON CITY PLANNING AND ZONING COMMISSION
November 17, 2016
12:15 p.m.

COMMISSION MEMBERS PRESENT

Bunnie Trickey Cotten
Jack Deeken
Dean Dutoi
Bob George
Chris Jordan, Chairman
Michael Lester
David Nunn
Dale Vaughan
Chris Yarnell, Vice Chairman
Ron Fitzwater, Alternate
Matthew Hall, Alternate

ATTENDANCE RECORD

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4 of 4

COMMISSION MEMBERS ABSENT

Blake Markus, Alternate

ATTENDANCE RECORD

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COUNCIL LIAISON PRESENT

Ken Hussey (Alternate Council Liaison)

GUESTS

Cynthia Quetsch, Executive Director, Housing Authority of the City of Jefferson
Jack Pletz, General Counsel, Housing Authority of the City of Jefferson

STAFF PRESENT

Janice McMillan, Director, Department of Planning and Protective Services
Eric Barron, Senior Planner
Ryan Moehlman, City Counselor
Jayme Abbott, Neighborhood Services Coordinator
Diane Cary, Administrative Technician

1. Call to Order and Introduction of Members, Ex-officio Members and Staff

The Chairman and 8 regular members and two alternates were present. A quorum was present.

Designation of Voting

The Chairman announced that all regular members are eligible to vote.

2. Procedural Matters and Procedures Explained

Mr. Barron explained the procedures for the special meeting. The following documents were entered as exhibits. Mr. Barron advised that copies of the exhibits are available through the City Clerk or the Department of Planning and Protective Services:

The City Code of the City of Jefferson, as amended
Comprehensive Plan and Land Use Map
Copies of applications under consideration
Affidavit of publication of the public notice in the newspaper
Rules of Procedure, Planning & Zoning Commission

3. Adoption of Agenda

Mr. Yarnell moved and Ms. Cotten seconded to adopt the agenda as printed. The motion passed 8 – 0 with the following votes:

Aye: Cotten, Deeken, Dutoi, George, Lester, Nunn, Vaughan, Yarnell

4. Communications Received

Written comments on Case P16021 were received from Mayor Tergin.

5. New Business/Public Hearings

Case No. P16021 – East Capitol Avenue Urban Renewal Plan. Request filed by the Housing Authority of the City of Jefferson, Missouri, to review conformity of the proposed East Capitol Avenue Urban Renewal Plan with the City's general plan and provide recommendations to the Land Clearance Authority and City Council. The Land Clearance for Redevelopment Authority Board of Commissioners adopted the proposed East Capitol Avenue Urban Renewal Plan at their meeting on October 25, 2016 (Cynthia Quetsch, Executive Director; John S (Jack) Pletz, General Counsel).

Mr. Barron stated that the purpose of this meeting was two-fold: to review the conformity of the proposed East Capitol Avenue Urban Renewal Plan with the City's general plan and to provide recommendations on the plan to the Land Clearance for Redevelopment Authority (LCRA) and City Council.

Ms. McMillan explained that the East Capitol Avenue Urban Renewal Area is located within Jefferson City, and is generally bordered by East State Street to the north, Adams Street to the west, properties fronting on East High Street on the south, and Lafayette Street on the east. The Area is located along the eastern and southern portion of the City's Downtown area. The Area consists of 116 parcels.

Ms. McMillan explained that the Jefferson City Land Clearance Redevelopment Authority (LCRA) commissioned a blight study for the area, which found that many of the parcels within the area have one or more blighted qualifications which include defective street layout, unsafe conditions, deterioration of site improvements, improper subdivision platting, and the existence of conditions which endanger life or property by fire and other causes.

Ms. McMillan described the area as a mix of land uses that includes single and multi-family residential, public/semi-public, commercial, and even industrial land uses. Many of the original single-family homes within the area have been converted to commercial or multi-family uses. In most instances, the outward appearance of the structures have not been significantly altered, but for many properties the property conditions are rapidly deteriorating. Many buildings are vacant and a number of properties were deemed abandoned under City ordinance, forcing the City to board up those buildings.

Cynthia Quetsch, Executive Director of the Housing Authority spoke regarding the Blight Study that was conducted. The study located properties that had unsanitary problems and properties that had deterioration of site improvements. She stated that the map of parcels exhibiting blight factors were taken into consideration, as well as including parcels that were adjoining multiple dilapidated properties, when developing the map of parcels that may be acquired as part of the Urban Renewal Plan.

Several questions were asked by Planning and Zoning Commission members regarding the details of when a property might be acquired, how the boundaries of the area were developed, and what the goals of the plan are.

Jack Pletz stated that the program would first encourage rehabilitation of these homes by the current owners. They would enter into a contract with LCRA in bringing their property up to certain standards. If the Housing Authority came into ownership of such properties, they would be held to the same standards. He stated that the City Council and the LCRA would work together with this project.

Testimony was opened for anyone in favor of the request.
Mayor Tergin's written statement was read.

Testimony was opened for anyone in opposition.
Gary Buettner, 606 E. State Street, was concerned that this project might become a land grab project – where the owners might lose their homes because they may not be able to afford the changes that would be required.

Testimony was opened for anyone else who wished to speak.
Cathy Bordner, 718 E Capitol Avenue, expressed appreciation to the Mayor, City Council and Housing Authority for putting this plan together. First, she would like to see the Mission Statement of the Central Eastside Neighborhood Plan inserted into the body of the East Capitol Avenue Urban Renewal Plan. Second, because of the blight of this area, many of the buildings may be torn down and she wanted to

ensure that someone cannot come in and combine lots and then build a large multi-unit buildings that do not fit the area. New construction should conform to the Central Eastside Neighborhood Plan. Finally, she wanted to address the problem of feral cats in the area. Many cats are living in the vacant homes and could cause public health problems. Ms. Bordner also wanted to make sure that the public would be kept informed with the project.

Linda Buettner, 606 E State Street, testified about the number of feral cats in the area.

Jenny Smith, 1211 Elmerine, said she was happy that this is being worked on. Ms. Smith wanted to make sure the proposed overlay district would be in place before this project takes off, which would provide design guidelines for the homes that will be rehabbed. Second, she stated that she knew properties will be appraised at some point and she would like to see restrictions on demolition until all avenues of rehabilitation have been looked into. Many properties might have investors that would love to buy them and fix them up.

Jane Beetem, 1612 Payne Dr, wanted to make sure that the plan would meet the needs of the community. She stated that the plan should identify how success is reached and how would the community retain the old and match the new as close as possible. She would like to see more terms to tweak the document in that regard. She stated that she would submit her written comments electronically after the meeting.

With no other parties wishing to speak, public testimony was closed.

Ms. McMillan completed the staff report and recommendations. She stated that the City of Jefferson will undertake an infrastructure improvement project on Capitol Avenue in 2017, thus addressing many of the blighting influences due to condition of public infrastructure, such as sidewalks, curbs, gutters, and lack of street lighting. She stated that the East Capitol Avenue Urban Renewal Plan represents the most significant tool, to date, to promote and induce revitalization for the privately owned site and building conditions within the area. She state that the East Capitol Avenue Urban Renewal Plan does conform with the City's general plans. Planning Division staff suggested that Parcels #31 and #33 be added to Exhibit 1, Land Acquisition Map, so that the entirety of the block that those properties are contained in would be included.

Mr. Lester moved and Mr. Yarnell seconded that parcels #31 and #33 be added to Exhibit I, Land Acquisition Map, to promote revitalization of the entire block. The motion passed 8-0 with the following votes:

Aye: Cotten, Deeken, Dutoi, George, Lester, Nunn, Vaughan, Yarnell

Mr. Lester moved and Ms. Cotten seconded that the East Capitol Avenue Urban Renewal Plan does conform with the City's general plans with the insertion of the Mission Statement from the Central Eastside Neighborhood Plan, insertion of language that new multi-family uses established as part of the Urban Renewal Plan would comply with recommendations from the Central Eastside Neighborhood Plan, and that the animal problem in the area would be addressed. The motion passed 8-0 with the following votes:

Aye: Cotton, Deeken, Dutoi, George, Lester, Nunn, Vaughan, Yarnell

6. Other Business

There was none.

7. Adjourn

There being no further business, the meeting adjourned at 1:25 p.m.

Respectfully Submitted,

Eric Barron, Assistant Secretary

Jefferson City
Planning & Zoning Commission

December 8, 2016

Case No. P16022
Edward Storey
925 S Country Club Drive

- A. Preliminary PUD Plan**
- B. Final Subdivision Plat**

Subdivision Information

Name: Westport Plaza Subdivision

Acreage: 1.96 acres

Number of Lots: 4 lots

Lot sizes: Smallest Lot – 0.147 acres

 Largest Lot – 1.11 acres

Streets: No streets are platted with this subdivision

Sidewalks: Sidewalks exist along S. Country Club Drive

Staff Analysis

The PUD plan amendment proposes no changes to the existing arrangement of buildings and driveways, only a deviation from normal zoning code requirements for flag lots to permit a narrower lot width at the street connection and smaller setbacks than the standard setbacks for an office or light commercial district. Both deviations from normal zoning code provisions are meant to accommodate the division of the existing development so that each building is on a separate lot and, when paired with ingress egress easements and private maintenance agreements typical for such developments, have little impact on the development nature of the area or surrounding property. The Final Subdivision plat meets the requirements of the City Code with the above exceptions and subject to technical comments and corrections identified by city staff. The private ingress/egress easements and maintenance agreements, once executed, are sufficient to ensure proper utility and vehicle access to each of the lots.

Staff Recommendation

Staff recommends approval of the proposed PUD Plan Amendment and Final Subdivision Plat.

Form of Motion

1. Motion for approval of the Preliminary PUD Plan Amendment.
2. Motion for approval of the Final Subdivision Plat of Westport Plaza Subdivision with the following conditions:
 - a. Submittal of a signed plat prior to introduction to City Council.
 - b. Submittal of executed private agreements relating to the shared driveways, shared private sewer line, and sign easements, prior to introduction to the City Council.
 - c. Compliance with comments and technical corrections to the final plat document by the Planning and Engineering divisions.

Jefferson City Planning & Zoning Commission Meeting
Engineering Division Staff Report
Thursday, December 8, 2016, 5:15pm

Item 7. – New Business /Public Hearings

Case No. P16022 – Final Subdivision Plat, Wesport Plaza Subdivision, 925 South Country Club Drive (PUD)

ENGINEERING STAFF RECOMMENDATION-

Recommend approval, subject to technical items being addressed prior to the plat being considered by the City Council.

Existing Infrastructure Summary

- Public infrastructure exists in the vicinity.
- Sidewalk exists along South Country Club Drive.
- No infrastructure improvements are necessary for this subdivision at this time.
- The property currently contains four (4) buildings and associated parking lots.
- Utilities exist in the vicinity to serve the subdivision.

Future Sanitary Sewer Extension

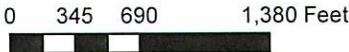
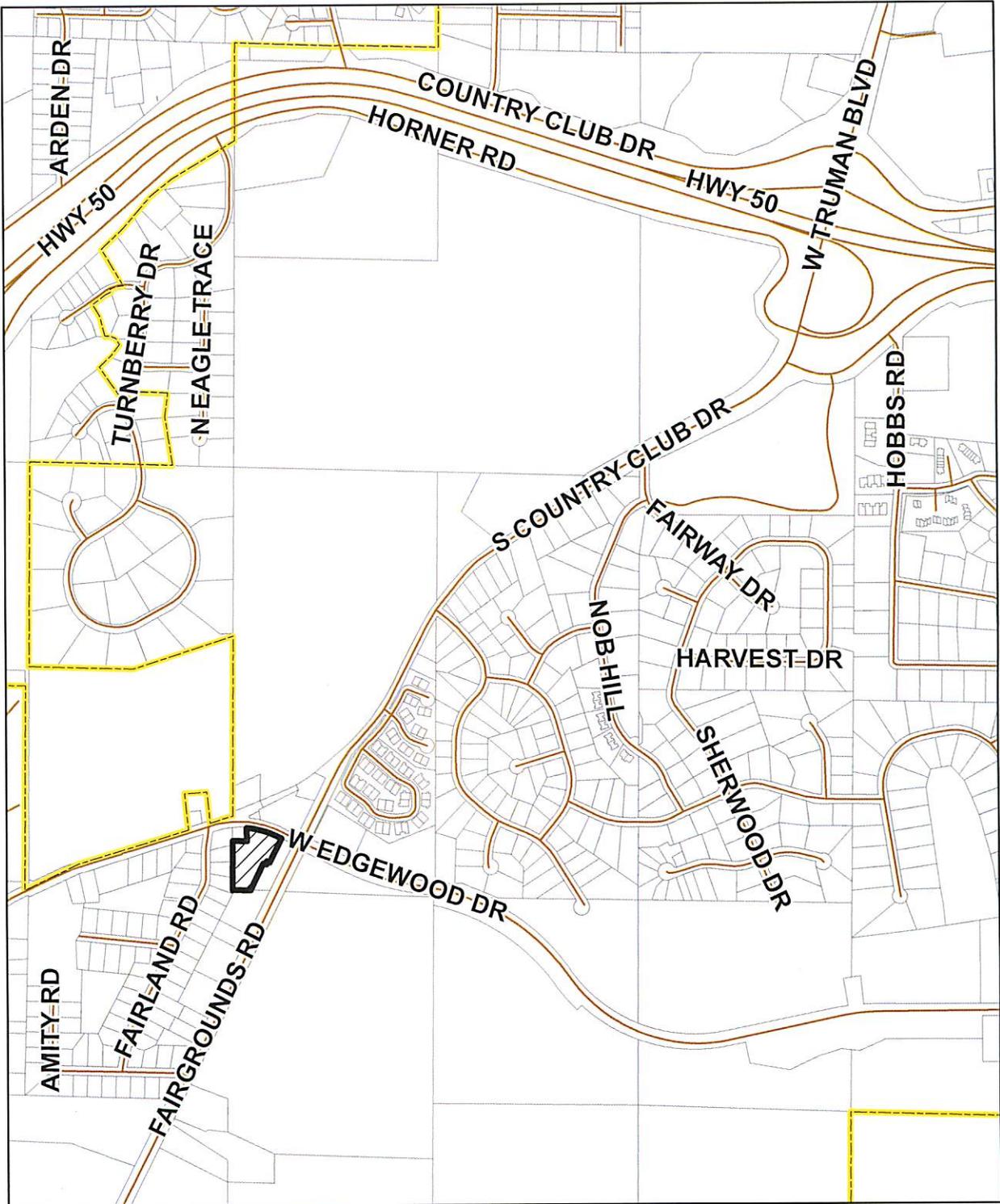
- All proposed lots are currently served by sanitary sewer. Lots 2 and the adjacent property to the east are served by a common private sanitary sewer service with private easements currently in place.
- A 20' public sanitary sewer easement is being proposed across a portion of proposed Lot 2 and proposed Lot 4 to insure that in the future, a City main extension can replace the currently private sewer, at the expense of the affected property owner(s).
- Additional maintenance provisions concerning this sewer are being considered in the private driveway, sewer, signage and ingress/egress agreement(s) to be executed along with the proposed plat.

Technical Corrections

- Any technical corrections to the plat will be transmitted to the consultant prior to the Planning and Zoning Commission Meeting.

City of Jefferson Planning & Zoning Commission

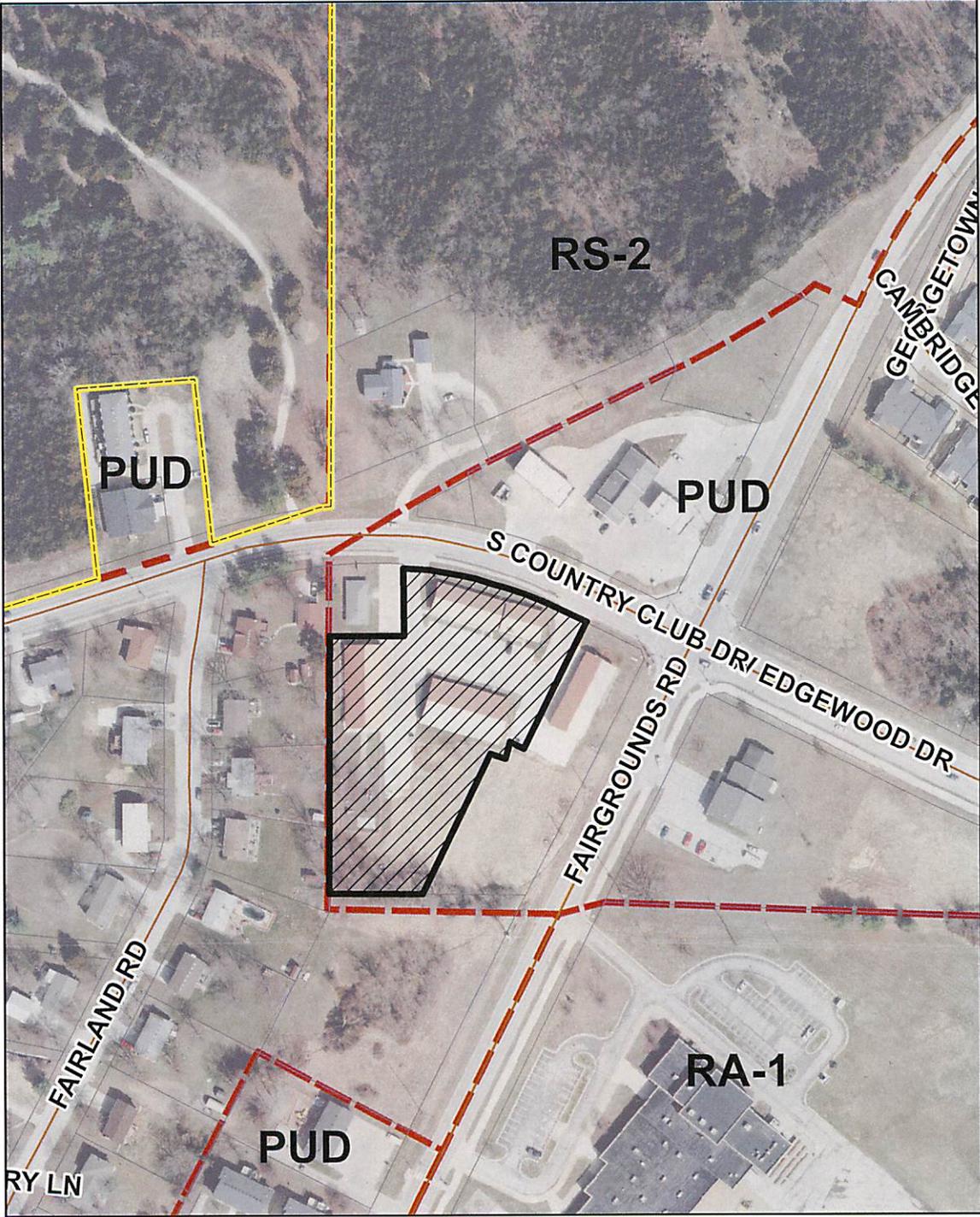
VICINITY



Case No. P16022
925 S. Country Club Dr.
Preliminary PUD
Plan Amendment and
Final Subdivision Plat

City of Jefferson Planning & Zoning Commission

LOCATION MAP



Case No. P16022
925 S. Country Club Dr.
Preliminary PUD
Plan Amendment and
Final Subdivision Plat





City of Jefferson
 Department of Planning & Protective Services
 320 E. McCarty Street
 Jefferson City, MO 65101
 Phone: 573-634-6410
 jcpplanning@jeffersoncitymo.gov

APPLICATION FOR PLANNED UNIT DEVELOPMENT (PUD)

- Concept PUD Plan
- Preliminary PUD Plan
- Final PUD Plan
- Amendment to Final PUD Plan
- Amendment to Final PUD Plan for Signage

PUD Project Name: Westport PLAZA
 Street Address: 925 S COUNTY CLUB DR.
 Legal Description (as follows or is attached): _____

Please attach or include the following:

- (a) Typed project narrative describing the type and character of the development, including land uses, acreage, proposed residential densities or commercial floor area (FAR); public or private open space, amenities or recreation areas to be provided; sidewalks and pedestrian ways; parking areas; deviations from minimum design standards of Section 35-51; and other information required by Section 35-74 or applicable sections of the Zoning Code. The project title and location must be included upon every page. Number all pages and attachments.
- (b) Site Plan and/or Development Plan, as applicable.
- (c) Preliminary or Final Subdivision Plat or Declaration of Condominium Association, as applicable;
- (d) Draft of Covenants, Conditions and Restrictions, as applicable;
- (e) Traffic impact analysis, if required by Section 35-60;
- (f) Signage Plan, including type, locations and dimensions of all proposed signs;
- (g) Landscaping and Screening Plan;
- (h) Lighting Plan, including pole heights, type of fixtures or luminaries, and foot candles;
- (i) Project Phasing Plan (if applicable)
- (j) Application Filing Fee \$210.00 plus \$20 per acre (Revised June 30, 2015)

Application Information:

Property Owner: Edward P. Stoney
 Address: 2916 FOXDALE DR. JEFFERSON CITY, MO 65109
 Phone Number(s): 573-634-7858

Applicant Name (if different from owner): _____
 Address: _____
 Phone Number(s): _____

Consultant Name: ATTY JOHN LANDAUER - RALPH K. HEARNES SURVEYOR
 Address: _____
 Phone Number(s): 635-7907 847-3644

The attached information accurately represents this proposed project.

Edward P. Stoney
 Property Owner Signature
Ralph K. Hearn
 Consultant Signature

<u>Edward P. Stoney</u>	<u>11-3-16</u>
Printed Name	Date
<u>Ralph K. Hearn</u>	<u>11-3-16</u>
Printed Name	Date

For Staff Use Only:

Application Filing Fee Received: _____ Amount _____ Check # _____
 Attachments: _____ Narrative _____ Site Plan _____ Applicant/Project Information Sheet
 Note other information submitted: _____

Individuals should contact the ADA Coordinator at (573) 634-6570 to request accommodations or alternative formats as required under the Americans with Disabilities Act. Please allow three business days to process the request.



City of Jefferson
 Department of Planning & Protective Services
 320 E. McCarty Street
 Jefferson City, MO 65101
 Phone: 573-634-6410
jcplanning@jeffersoncitymo.gov

APPLICATION FOR SUBDIVISION PLAT

The undersigned hereby petitions the Planning and Zoning Commission and City Council of the City of Jefferson, Missouri for the following type of subdivision: _____ Preliminary Plat X Final Plat

1. Name of Subdivision: Westport Plaza
2. General location: 925 S. Country Club Dr.
3. Existing/Proposed zoning: PUD
4. Existing/Proposed use of the property: PUD
5. Size of the property in acres: 2 ACRES
6. Total number of lots proposed: 4

7. The following items need to be submitted with the plat drawing, if applicable:

- A. Public improvement construction plans are to be submitted to the Engineering Division with a final plat. Signature of the Division Director, or his/her designee, is needed to certify that plans have been submitted:

 Signature Date (N/A if no plans are required)

- B. Description of any variances to the Subdivision Regulations being requested (please note section number of the regulation below and attach a letter stating justification for the variance(s):
- _____:

C. Appropriate application filing fee: \$ _____ Preliminary Plat - Residential-\$213* plus \$4 per lot
 Preliminary Plat - Commercial/Industrial-\$213* plus \$4 per lot
 Final Plat - \$240* plus \$4 per lot
 *Revised June 30, 2015

Edward P Stoney _____ Edward P Stoney 11-3-16
 Property Owner Name (type or print) Property Owner Signature Date

Engineer Name (type or print) Engineer Signature Date
RALPH P. KLIEHERMES R.P. Kliehermes 11/1/16
 Surveyor Name (type or print) Surveyor Signature Date

Contact person for this application:

Name: Ed Stoney
 Address: 2916 Foxdale
 Phone Number: 634 7058

For Staff Use Only

Attachments:

- Variance request letter
- Additional documentation

Notes: _____

Individuals should contact the ADA Coordinator at (573) 634-6570 to request accommodations or alternative formats as required under the Americans with Disabilities Act. Please allow three business days to process the request.

City of Jefferson

Department of Planning & Protective Services
320 E. McCarty St.
Jefferson City, MO 65101



Carrie Tergin, Mayor

Janice McMillan, AICP, Director
Phone: 573-634-6410
Fax: 573-634-6457

November 23, 2016

Dear Property Owner:

This letter is to notify you that the Jefferson City Planning and Zoning Commission will meet at 5:15 p.m. on Thursday, December 8, 2016 in the Council Chambers of the John G. Christy Municipal Building, 320 East McCarty Street, to consider the following matter (see map on back):

Case No. P16022 – 925 South Country Club Drive, Preliminary PUD Plan Amendment and Final Subdivision Plat. Request filed by Edward Storey, property owner, for a PUD Plan Amendment and Final Subdivision Plat to divide the property, consisting of 1.96 acres, into 4 lots. The property is located on the south side of South Country Club Drive 250 feet west of Fairgrounds Road and is described as part of the Southwest Quarter of the Southeast Quarter of Section 8, Township 44 North, Range 12 West (Osage County Land Surveying, Consultant).

As a nearby landowner and/or neighbor, you have the privilege of attending this hearing. Unfortunately, we are unable to record comments received by telephone, however, written comments may be directed to the Planning and Zoning Commission in one of the following ways:

e-mail: jcplanning@jeffcitymo.org

fax: Dept. of Planning and Protective Services / Planning Division 573-634-6457

mail: Dept. of Planning and Protective Services / Planning Division

John G. Christy Municipal Building, 320 E. McCarty Street Jefferson City, MO 65101

Written comments received on or before 1:00 p.m. on the day of the meeting will be made a part of the official record and copied and distributed to Commission members at the meeting. Those unable to provide written comments in advance are invited to deliver their comments to the Commission Chairman only at the meeting. Correspondence received after 1:00 p.m. will be included in the official record, but there is no guarantee that copies will be made for distribution to all Commission members.

For your information, this case is tentatively scheduled for a public hearing in front of the City Council on January 17, 2017. The City Council meets at 6:00 p.m. in the Council Chambers of the John G. Christy Municipal Building, 320 East McCarty Street.

Information regarding this case may be viewed on the Planning and Zoning Commission webpage at: www.jeffersoncitymo.gov.

If you have any questions concerning this matter, please feel free to contact us at 573.634.6475.

Sincerely,

A handwritten signature in blue ink that reads "Eric Barron".

Eric Barron, AICP
Senior Planner

Individuals should contact the ADA Coordinator at (573) 634-6570 to request accommodations or alternative formats as required under the Americans with Disabilities Act. Please allow three business days to process the request.

Please call (573) 634-6410 with questions regarding agenda items.

SCHWARTZ3SIB L L C
6565 MILL CREEK RD
THE DALLES, OR 97058
956 S COUNTRY CLUB DR

CITY OF JEFFERSON
320 E MCCARTY ST
JEFFERSON CITY, MO 65101
FAIRGROUNDS RD

B W DEVELOPMENTS CENTRAL L L C
229 LITTLE CREEK LN
JEFFERSON CITY, MO 65109
1000 S COUNTRY CLUB DR A
1004 S COUNTRY CLUB DR

HAWTHORN BANK
132 E HIGH ST
JEFFERSON CITY, MO 65101
3924 W EDGEWOOD DR

SHANNON, PATRICK C & SANDRA L
1011 FAIRLAND RD
JEFFERSON CITY, MO 65109
1011 FAIRLAND RD

WORTMAN - FORTNER L L C
PO BOX 217
EFFINGHAM, IL 62401
910 FAIRGROUNDS RD

MCGUIRE, LACRISSA J
1007 FAIRLAND RD
JEFFERSON CITY, MO 65109
1007 FAIRLAND RD

STOREY, EDWARD P & JOANNE
2916 FOXDALE DR
JEFFERSON CITY, MO 65109
925 S COUNTRY CLUB DR (*Subject Property*)

MELCHER, ALBERT L & MARY C
1005 FAIRLAND RD
JEFFERSON CITY, MO 65109
1005 FAIRLAND RD

COLE COUNTY FARM BUREAU INC
808 MADISON ST
JEFFERSON CITY, MO 65101
949 S COUNTRY CLUB DR

MCGOVNEY, KATHLEEN E
1001 FAIRLAND RD
JEFFERSON CITY, MO 65109
1001 FAIRLAND RD

LARJES Q CORPORATION
5607 HWY 50 W
JEFFERSON CITY, MO 65109
FAIRGROUNDS RD

MCCARTY, THEODORE SR
1002 FAIRLAND RD
JEFFERSON CITY, MO 65109
1002 FAIRLAND RD

CHERRY HILL DENTAL ASSOCIATES L L C
2012 CHERRY HILL DR, STE 101
COLUMBIA, MO 65203
923 S COUNTRY CLUB DR

CHAMBERS, PAT & KAREN
1006 FAIRLAND RD
JEFFERSON CITY, MO 65109
1006 FAIRLAND RD

THOENEN, WILLIAM C & DENISE C
PO BOX 104982
JEFFERSON CITY, MO 65110
948 S COUNTRY CLUB DR

WHITE, FLOYD WAYNE & ALICIA
1010 FAIRLAND RD
JEFFERSON CITY, MO 65109
1010 FAIRLAND RD

JEFFERSON CITY COUNTRY CLUB
516 S COUNTRY CLUB DR
JEFFERSON CITY, MO 65109
812 S COUNTRY CLUB DR

SCHOOL DISTRICT OF JEFFERSON CITY

315 E DUNKLIN ST

JEFFERSON CITY, MO 65101

1115 FAIRGROUNDS RD

STECK ENTERPRISES INC

7111 BITTERSWEET WAY

JEFFERSON CITY, MO 65109

FAIRGROUNDS RD

CHILDS, DAVID MELVIN

1101 FAIRLAND RD

JEFFERSON CITY, MO 65109

1101 FAIRLAND RD

COOK, DALE J & GILLIAN D

1013 FAIRLAND RD

JEFFERSON CITY, MO 65109

1013 FAIRLAND RD

WELSCHMEYER, TIMOTHY L & MANDY L

1014 FAIRLAND RD

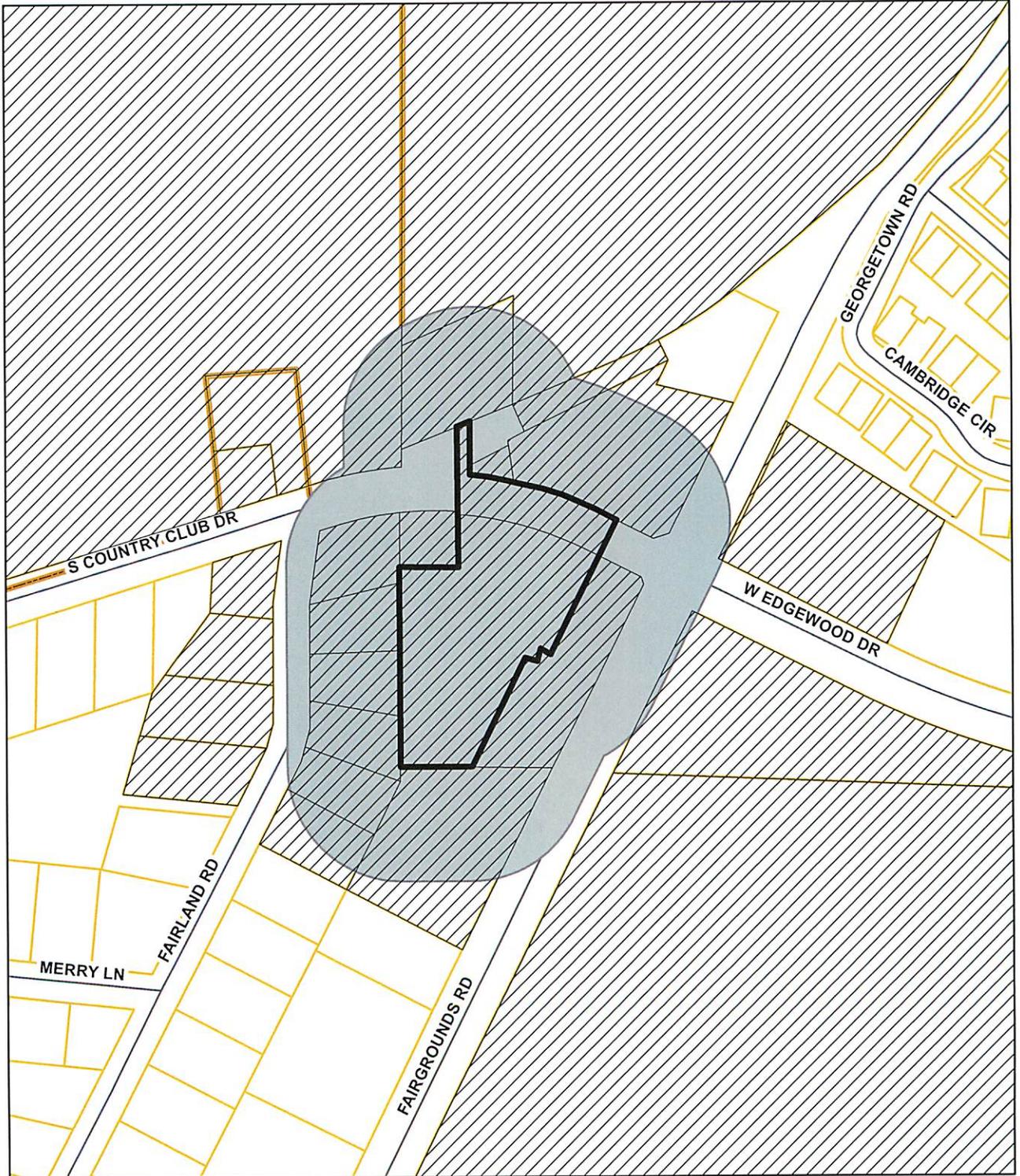
JEFFERSON CITY, MO 65109

1014 FAIRLAND RD

Case No. P16022
925 S. Country Club Dr.
Preliminary PUD
Plan Amendment and
Final Subdivision Plat



185 ft. Notification Buffer



Jefferson City
Planning & Zoning Commission

December 8, 2016

Other Business
H3 Studio

**Presentation of Historic Southside/Old
Munichburg District & Neighborhood Plan**



City of Jefferson
Planning & Zoning Commission

PUBLIC
MEETING for the

Public Open House

Thursday, December 8 at 5:15 pm

City Hall
Council Chambers
320 E McCarty Street

HISTORIC SOUTHSIDE | OLD MUNICHBURG DISTRICT & NEIGHBORHOOD PLAN

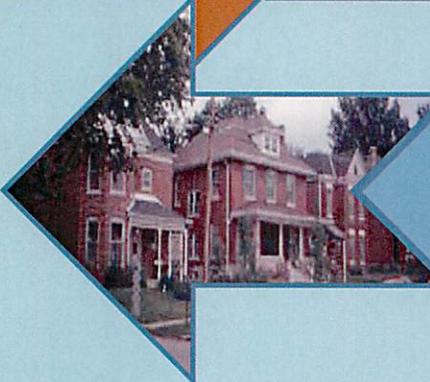
Streets



Parks



Housing



History



Eric Barron, Senior Planner
ebarron@jeffcitymo.org
573-634-6410
www.jeffersoncitymo.gov/government/planning/index.php