

CITY OF WILLARD, MISSOURI

224 W. Jackson Street P.O. Box 187 Willard, MO 65781 417-742-3033 417-742-3080 Fax



MEETING AGENDA AND PACKET

PLANNING AND ZONING COMMISSION

Regular Meeting

April 25, 2023

7:00 p.m.

Willard City Hall

224 W. Jackson, Willard, MO

PLANNING AND ZONING MEMBERS

Alderman Baird, Vice-Chairman

Terry Kathcart, Chairman

Valorie Simpson, Secretary

Mayor Samuel Snider

Jose Casanova

Jeff LaMontia

Burnis Coleman

Derrick Estell

Scott Hayes, City Planner

www.cityofwillard.org



Agenda Item #3

Agenda Amendments/Agenda Approval

CITY OF WILLARD
PLANNING AND ZONING
REGULAR MEETING
April 25, 2023
7:00 P.M.

Notice posted on April 24, 2023

Notice is hereby given that the City of Willard, Planning and Zoning Commission will conduct a regular meeting at 7:00 p.m., April 25, 2023, at the Willard City Hall, 224 W. Jackson, Willard, MO.

The tentative agenda of this meeting includes:
PLEDGE OF ALLEGIANCE

1. Call the meeting to order.
2. Roll Call.
3. Agenda Amendments/Agenda Approval.
4. Approval of the Minutes from the Meeting March 28, 2023.
5. Citizen Input.
6. Discussion/Vote on Rezone of North Charlotte Ave., Parcel #0726201092.
7. Presentation on legal restraints and considerations in the decision making process.
8. Discussion of the 160 overlay.
9. Discussion of 433 W. Jackson property.
10. Discussion of preliminary plat approval periods.
11. Discussion of Future Land Use Map.
12. New Business.
13. Unfinished Business.
14. Adjourn.

REPRESENTATIVES OF THE NEWS MEDIA MAY OBTAIN COPIES OF THIS NOTICE BY CONTACTING:

Dona Slater
224 W. Jackson
Willard, Missouri 65781
(417)742-5302



Agenda Item #4

**Approval of the Minutes from the March 28, 2023
Regular Session**

CITY OF WILLARD, MISSOURI
PLANNING AND ZONING COMMISSION
REGULAR MEETING
March 28, 2023
7:00 P.M.

Staff present: Interim City Administrator, Steve Bodenhamer; City Planner, Scott Hayes; Planning Assistant, Tammy Nephew, and City Clerk, Dona Slater

Citizens present: Ronnie Todd, Gypsy Todd, Mike and Becky Arner, Matt Kelley, Bryan and Lacey Martens, Jeanie and Caleb Rust, and LouAn Cox.

Meeting opened by Chairman Terry Kathcart at 7:00 P.M.

Roll Call

Present: Jose Casanova, Valorie Simpson, Terry Kathcart, Derrick Estell, Jeff LaMontia, and Mayor Pro-Tem Corey Hendrickson. Absent: Burnis Coleman, and Alderman Sam Baird.

Approval of Agenda

Motion was made by Valorie Simpson with a second by Jose Casanova to approve the Agenda.

Motion carried with a vote of 6-0. Voting aye: Jose Casanova, Valorie Simpson, Terry Kathcart, Jeff LaMontia, Derrick Estell, and Mayor Pro-Tem Corey Hendrickson.

Approval of the Minutes from the Meeting February 28, 2023

Motion was made by Valorie Simpson and seconded by Derrick Estell to approve the Minutes from the Regular Meeting February 28, 2023.

Motion carried with a vote of 5-0. Voting aye: Derrick Estell, Jose Casanova, Valorie Simpson, Terry Kathcart, and Jeff LaMontia. Mayor Pro-Tem Corey Hendrickson abstained.

Citizen Input

LouAn Cox asked if the citizens could speak. Mr. Hendrickson said they can speak during the public hearing.

Public Hearing on Rezone of North Charlotte Avenue, Parcel #0726201092

Mayor Pro-Tem Corey Hendrickson opened the public hearing at 7:05 p.m.

Michael Arner, 5751 N. Charlotte asked why this parcel is being rezoned commercial. Mr. Bodenhamer suggested Mr. Hayes present the zoning change first then address questions.

Discussion on Rezone of North Charlotte Ave., Parcel #0726201092

Mr. Hayes stated the property is owned by the City. It is currently zoned R-1, Residential. The City would like to rezone to a C-1, Commercial as the R-1 zoning does not fit in with the plans for the Public Works department's use of the property. First, sheds will be built to store salt, gravel, pipe, and equipment. Phase 2 will be to build a new Public Works shop for maintenance of equipment and offices when funds become available. Mr. Bodenhamer said the current Public Works facility is downtown and there is no capacity to store everything. Stuff is being stored outside. Mr. Hayes said the sheds will be open on the Highway 160 side. Mr. Hendrickson use his cell telephone to show citizens a map of the area so they could better understand the City's plans. Ms. Cox stated she is concerned with the speed City employees drive down the road. Mr. Bodenhamer said this issue will be addressed with the Public Works Director. He also stated that the City will take care of any spillage and trash issues. The citizens wanted to know if the City will be maintaining N. Charlotte Avenue. The road is dedicated to the county so the City will not be maintaining the road but will mow the roadside.

Mr. Estell thanked the citizens for voicing their concerns. He believes all federal, state, and local governments are exempt from zoning laws but he will verify this. Mr. Bodenhamer said he will seek the opinion of City counsel.

Motion was made by Derrick Estell and seconded by Jose Casanova to table the discussion/vote on the rezoning of North Charlotte Ave., Parcel #0726201092 pending further information.

Motion carried with a vote 6-0. Voting aye: Jose Casanova, Jeff LaMontia, Valerie Simpson, Terry Kathcart, Derrick Estell, and Corey Hendrickson.

Mayor Pro-Tem Corey Hendrickson closed the Public Hearing at 7:45 p.m.

Re-approval of Hoffman Hills Preliminary Plat and Development Plan. Discussion/Vote

Mr. Hayes stated the Preliminary Plat and Development Plan was last approved in 2021 so he has brought it back for re-approval. Nothing has changed and the project is moving quickly and efficiently.

Motion was made by Valerie Simpson and seconded by Jose Casanova to re-approve the Hoffman Hills Preliminary Plat and Development Plan.

Motion carried with a vote of 6-0. Voting aye: Jose Casanova, Jeff LaMontia, Valerie Simpson, Terry Kathcart, Derrick Estell, and Corey Hendrickson.

ATM Commercial Subdivision Phase 3 Preliminary Plat. Discussion/Vote

Mr. Hayes said this has been a very long running issue. Former Planning and Development Director Randy Brown had concerns about water run-off and the flood plain. Mr. Hayes is asking the Planning and Zoning Commission to approve the Preliminary Plat. Submissions have been made to FEMA and there will be no final plat until the flood plain issue is resolved.

Motion was made by Corey Hendrickson and seconded by Derrick Estell to approve the ATM Commercial Subdivision Phase 3 Preliminary Plat.

Motion carried with a vote of 6-0. Voting aye: Jose Casanova, Jeff LaMontia, Valerie Simpson, Terry Kathcart, Derrick Estell, and Corey Hendrickson.

Discussion of Preliminary Plat Approval periods.

Mr. Hayes gave examples from other cities of their approval periods. Willard's code is currently twelve (12) months. If all preliminary details are not completed in that time the plat must be re-approved. He is seeking the thoughts and opinions of the Commission. Mr. Estell said it is important for builders to finish quickly but understands the time constraints and he thinks two (2) years is enough time to get things done. Mr. Kathcart said he thinks two (2) years is a more sensible timeframe. He asked the Board to look at examples and to bring the issue back at the next meeting to discuss what is best for the City.

Discussion of Future Land Use Map

Mr. Hayes said he has updated the Future Land Use Map. He said the City needs to decide what we have, what we want, and where we want to go. Ms. Simpson said we should look at sections of the map and work them separately instead of trying to do the entire map at one time. Mr. Hayes recommended looking at parcels outside of Willard also. Mr. Bodenhamer said to look at major thoroughfares to see where future development would be best.

New Business.

None.

Unfinished Business.

Ms. Simpson asked about landscaping for TR Fitness. Mr. Hayes stated they have until August 31st to finish.

Mr. Kathcart thanked all of City staff for their hard work.

Adjourn.

Motion was made by Terry Kathcart and seconded by Jose Casanova to Adjourn.

Motion carried with a vote of 6-0. Voting aye: Jose Casanova, Valerie Simpson, Terry Kathcart, Derrick Estell, Jeff LaMontia, and Corey Hendrickson.

Meeting Adjourned at 8:45 p.m.

Valorie Simpson, Secretary

Terry Kathcart, Chairman

Attest: Dona Slater, City Clerk

CITY OF WILLARD, MISSOURI

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Agenda Item #6

Discussion/Vote on Rezone of North Charlotte Ave., Parcel #0726201092

Re-Zoning Request Background Report

Applicant: City of Willard

Address: Un-addressed, N Charlotte Ave

Parcel ID: 0726201092

Current Zoning: R-1 "Single Family Residential District"

Current Use: B Overflow Basin and vacant grass land

Requested Zoning: C-1 "Neighborhood Business District"

Background:

The City of Willard has requested to rezone the parcel of land at N Charlotte Ave from an R-1 Single Family to a C-1 Neighborhood Business District. The property is currently used as the site for the B basin overflow and otherwise is empty. The City has proposed using the lot for salt and pipe storage and intends to build a small storage facilities for the proposed materials to be housed in. The City is requesting a rezone because R-1 zoning does not include storage facilities as an allowed government use, and C-1 is the lowest intensity zoning that does. The City has discussed building a new public works facility which would house most if not all of public works operations on that site. The property has a small section of floodplain on the northern edge that the City is aware of.

Issues as presented from the April 28th meeting:

Flooding to the west

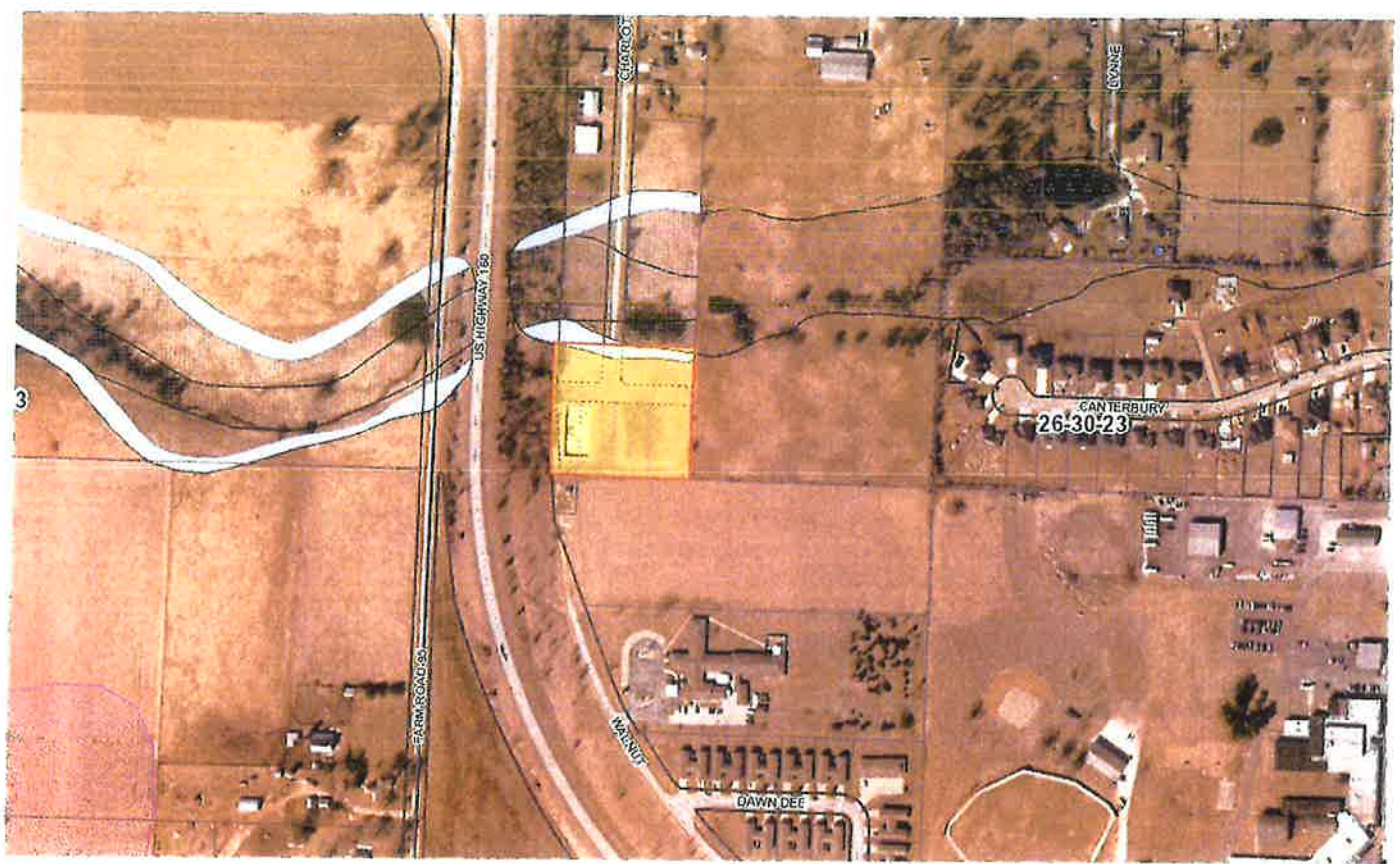
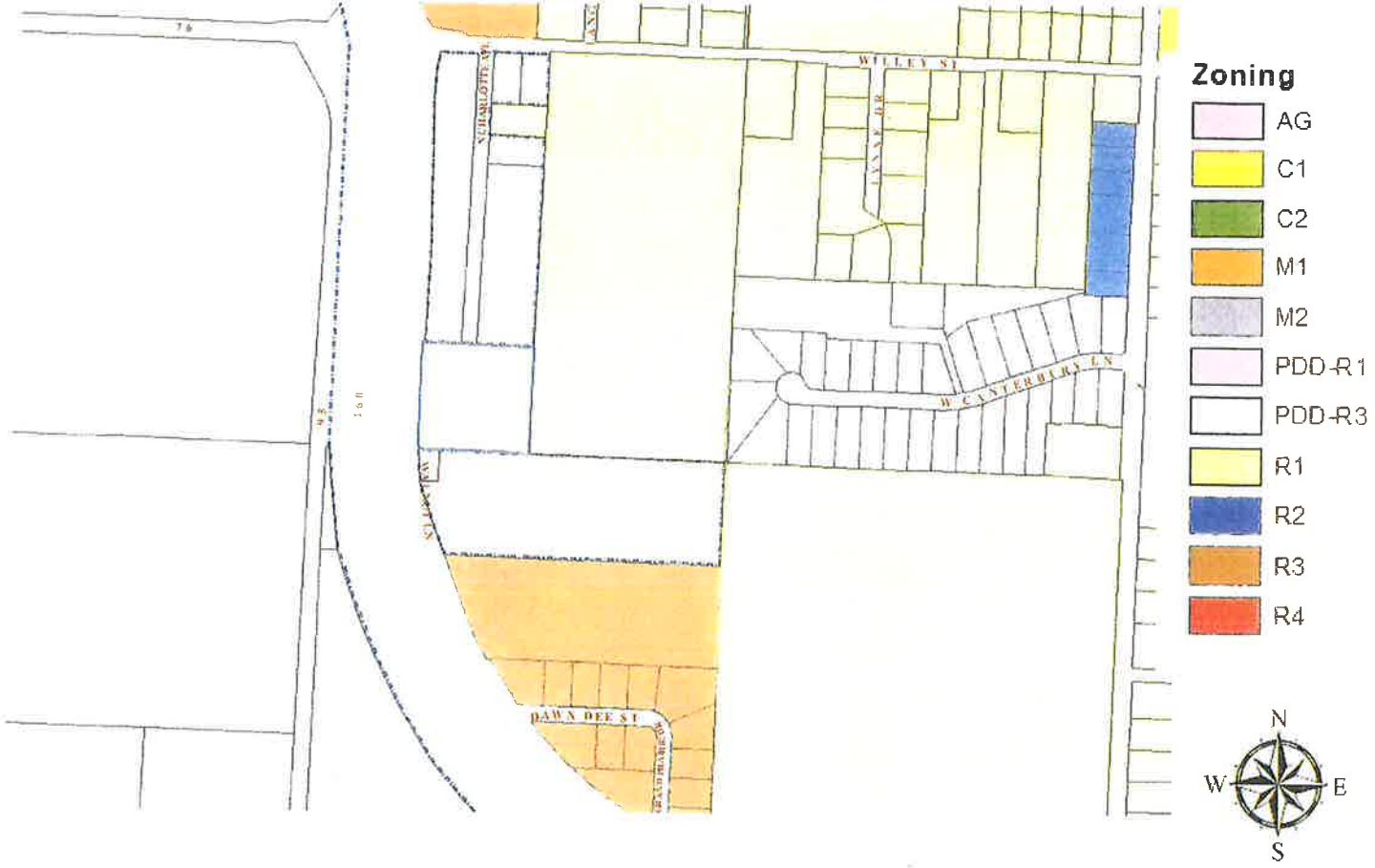
The area is a FEMA designated Floodplain

Culverts rotting and water not flowing correctly, gravel road maintenance, and road washout in flood events, mowing ditches

Can only be addressed if the city annexes the road. We plan to pursue moving forward.

City vehicles moving too quickly down road and public works generating trash / creating a nuisance

Administrative issue and has been discussed with public works employees and will be monitored.

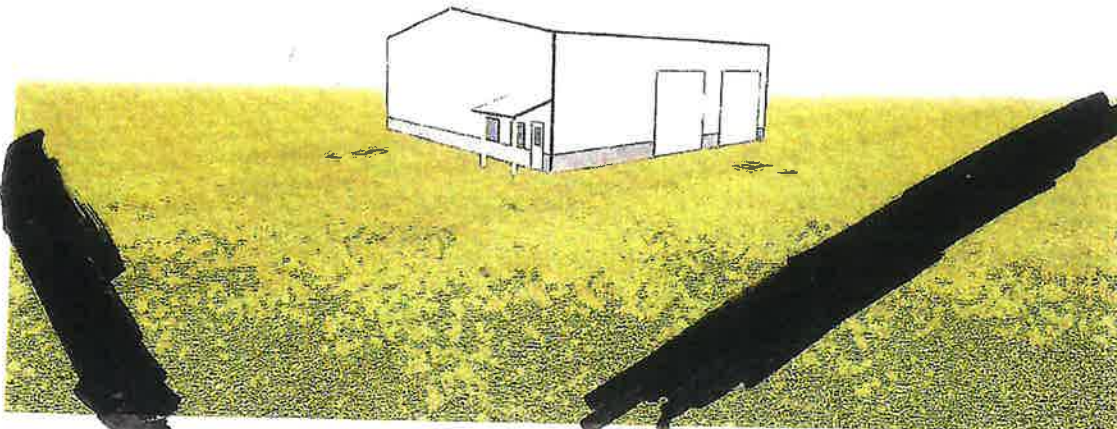
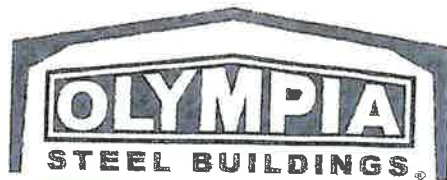




Agenda Item #9

Discussion of 433 W. Jackson Property

Double E
Services



Building Specs

Width: 60'
Length: 60'
Height: 20'
Roof Type: Gabled
Roof Pitch: 2":12"

Colors

Roof Color: Pearl Gray
Wall Color: Pearl Gray
Trim Color: Black
Wainscot Color: Slate Gray

Wainscot:

Front: Yes
Right: Yes
Back: Yes
Left: Yes

Interior

Perimeter Walls: None
Ceiling: None

Porches

S Porch width: 10, height: 10.5,
Ceiling Height: 8, Porch Depth: 6,
Porch Overhang: 1,

Windows & Doors

Picture Window Qty: 2
Walk Door Solid Qty: 1
Walk Door Half Lite Qty: 1
Overhead Panel Door Qty: 3

Item Sizes:

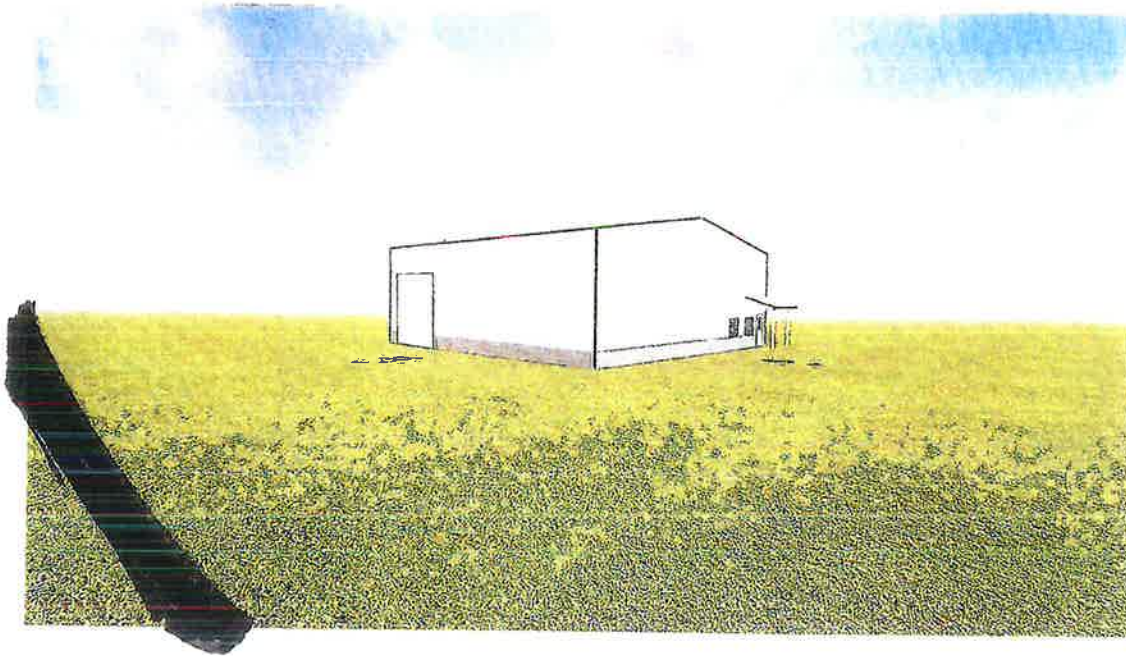
Overhead Panel Door: w14' x
h14.5'
Overhead Panel Door: w14' x
h14.5'
Walk Door Solid: w3' x h6.7'
Overhead Panel Door: w14' x
h14.5'
Picture Window: w4' x h4'
Picture Window: w4' x h4'
Walk Door Half Lite: w3' x h6.7'

Jackson

Cold 160 Hwy Bud

olympiabuildings.com

1-888-449-7756



Building Specs

160 bay

Width: 60'
Length: 60'
Height: 20'
Roof Type: Gabled
Roof Pitch: 2":12"

Colors

Roof Color: Pearl Gray
Wall Color: Pearl Gray
Trim Color: Black
Wainscot Color: Slate Gray

Wainscot:

Front: Yes
Right: Yes
Back: Yes
Left: Yes

Interior

Perimeter Walls: None
Ceiling: None

Porches

S Porch width: 10, height: 10.5,
Ceiling Height: 8, Porch Depth: 6.
Porch Overhang: 1.

Windows & Doors

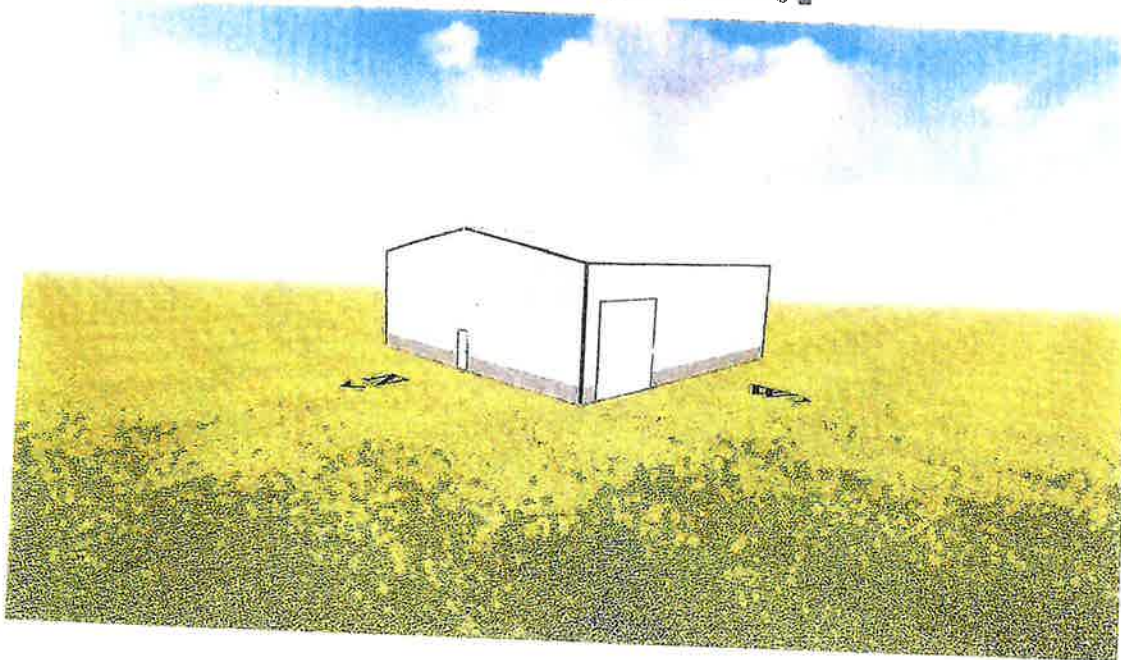
Picture Window Qty: 2
Walk Door Solid Qty: 1
Walk Door Half Lite Qty: 1
Overhead Panel Door Qty: 3

Item Sizes:

Overhead Panel Door: w14' x h14.5'
Overhead Panel Door: w14' x h14.5'
Walk Door Solid: w3' x h6.7'
Overhead Panel Door: w14' x h14.5'
Picture Window: w4' x h4'
Picture Window: w4' x h4'
Walk Door Half Lite: w3' x h6.7'

olympiabuildings.com

1-888-449-7756



Building Specs

Width: 60'
Length: 60'
Height: 20'
Roof Type: Gabled
Roof Pitch: 2":12"

Colors

Roof Color: Pearl Gray
Wall Color: Pearl Gray
Trim Color: Black
Wainscot Color: Slate Gray

Wainscot:

Front: Yes
Right: Yes
Back: Yes
Left: Yes

Interior

Perimeter Walls: None
Ceiling: None

Porches

S Porch width: 10, height: 10.5,
Ceiling Height: 8, Porch Depth: 6,
Porch Overhang: 1,

Windows & Doors

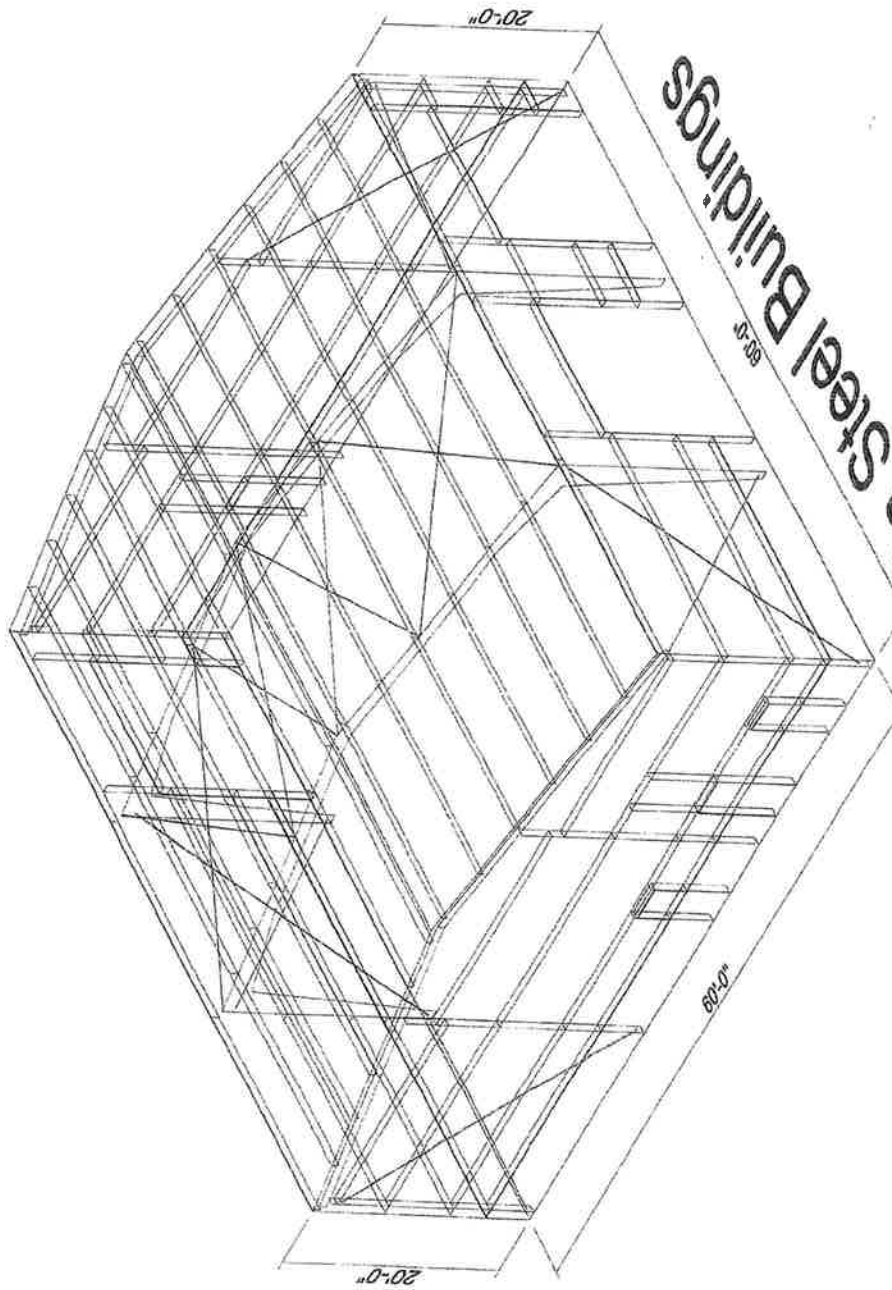
Picture Window Qty: 2
Walk Door Solid Qty: 1
Walk Door Half Lite Qty: 1
Overhead Panel Door Qty: 3

Item Sizes:

Overhead Panel Door: w14' x h14.5'
Overhead Panel Door: w14' x h14.5'
Walk Door Solid: w3' x h6.7'
Overhead Panel Door: w14' x h14.5'
Picture Window: w4' x h4'
Picture Window: w4' x h4'
Walk Door Half Lite: w3' x h6.7'

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Olympia Steel Buildings

65'-5"

20'-0"

20'-0"

CITY OF WILLARD, MISSOURI
PLANNING AND ZONING
REGULAR MEETING
June 28, 2022
7:00 P.M.

Staff present: Director of Development, Randy Brown; and, City Clerk, Jennifer Rowe.

City Attorney Ken Reynolds was present.

Citizens present: Kim Haase, Keith Logan,

Meeting opened by Chairman Terry Kathcart at 7:00 P.M.

Roll Call

Present: Jose Casanova, Jeff LaMontia, Valorie Simpson, Terry Kathcart, Alderman Baird, Burnis Coleman, Mayor Snider and Derrick Estell. Absent: Mike McCroskey.

Approval of Agenda

Motion was made by Alderman Baird with a second by Burnis Coleman to approve the Agenda. Motion carried with a vote of 8-0. Voting aye: Jose Casanova, Jeff LaMontia, Valorie Simpson, Terry Kathcart, Alderman Baird, Burnis Coleman, Mayor Snider and Derrick Estell.

Approval of the Minutes from the Meeting May 24, 2022.

Motion was made by Mayor Snider and seconded by Derrick Estell to approve the Minutes from the Meeting May 24, 2022. Motion carried with a vote of 8-0. Voting aye: Jose Casanova, Jeff LaMontia, Valorie Simpson, Terry Kathcart, Alderman Baird, Burnis Coleman, Mayor Snider and Derrick Estell.

Citizen Input.

Calvin Livgren – 421 E. Hughes – Stated he was at the meeting about a year ago on the development on Hughes Road. He had discussed the condition of Hughes Road and needing repaved. The area between Mark Street and Miller Road is the worst and really needs redone. Mr. Brown informed him that the City was currently in the process of getting Hughes Road listed as a Collector Street. Once this is accomplished, it will be eligible for funding.

Discussion/Vote for building façade for Andrew Craighead.

Director of Development Randy Brown discussed the proposed building and landscaping. Discussion was made on the stormwater and the updates on the development. Motion was made by Mayor Snider and seconded by Jose Casanova to approve the building façade for Andrew Craighead. Motion carried with a vote of 6-0. Voting aye: Jose Casanova, Jeff LaMontia, Terry Kathcart, Alderman Baird, Burnis Coleman and Mayor Snider.

New Business.

Mr. Brown informed the Commission that an application was received from Kim Haase to rezone an 11-acre lot on Warhorse from R-1 to AG. This would be brought to the June P&Z Meeting.

Unfinished Business.

Mr. Brown stated that Canterbury, West Ridge, Hoffman Hills, Matt Kelley and Stone Creek were all continuing to move forward.

Adjourn.

Motion was made by Alderman Baird and seconded by Jose Casanova to adjourn. Motion carried with a vote of 6-0. Voting aye: Jose Casanova, Jeff LaMontia, Terry Kathcart, Alderman Baird, Burnis Coleman and Mayor Snider.

Meeting adjourned at 7:13 p.m.

CITY OF WILLARD, MISSOURI
PLANNING AND ZONING
REGULAR MEETING
February 22, 2022
7:00 P.M.

Staff present: Director of Development, Randy Brown; and, City Clerk, Jennifer Rowe.

City Attorney Ken Reynolds was not present.

Citizens present: Kim Haase, John Cothran, Traci Cothran, and Andrew Craighead.

Meeting opened by Chairman Terry Kathcart at 7:00 P.M.

Roll Call

Present: Jeff LaMontia, Valorie Simpson, Terry Kathcart, Alderman Baird and Mayor Snider. Absent: Jose Casanova, Mike McCroskey and Burnis Coleman

Approval of Agenda

Motion was made by Alderman Baird with a second by Terry Kathcart to approve the Agenda. Motion carried with a vote of 5-0. Voting aye: Jeff LaMontia, Valorie Simpson, Terry Kathcart, Alderman Baird and Mayor Snider.

Approval of the Minutes from the Meeting November 23, 2021.

Motion was made by Valorie Simpson and seconded by Alderman Baird to approve the Minutes from the Meeting November 23, 2021. Motion carried with a vote of 5-0. Voting aye: Jeff LaMontia, Valorie Simpson, Terry Kathcart, Alderman Baird and Mayor Snider.

Citizen Input.

None.

Public Hearing on the Rezoning request from Andrew Craighead.

Mayor Snider opened the Public Hearing on the Rezoning request from Andrew Craighead at 7:05 p.m. No citizens wished to speak so the Public Hearing was closed at 7.06 p.m.

Discussion/Vote on the Rezoning request from Andrew Craighead.

Director of Development Randy Brown discussed the rezoning request. Discussion was made on Mr. Craighead's intentions to build a Repair garage for heavy equipment and large trucks. Mr. Brown stated the property was currently zoned C-2, however, this type of business would need to be in M-1 Zoning. So this rezoning request was presented. Discussion was then made on the 160 Corridor requirements and the sketches presented for ideas for the building layout. Discussion was then made on natural buffers for the trail along the back. Mr. Craighead informed the Commission he was having the property re-surveyed by Anderson to run water lines and get everything done accurately. Motion was made by Alderman Baird and seconded by Jeff LaMontia to approve the rezoning request for Andrew Craighead. Motion carried with a vote of 5-0. Voting aye: Jeff LaMontia, Valorie Simpson, Terry Kathcart, Alderman Baird and Mayor Snider.

Discussion/Vote on Re-Plat/Lot Split for Kim Haase.

Mr. Brown discussed the Re-Plat/Lot Split request from Kim Haase. Discussion was made on the property. Mr. Haase stated that he was currently allowing Tanners Autobody to use the garage located on this piece of his lot to store parts. He would like to split .76 acres off that has the garage on it and be able to sell that to Tanners for their continued use. Discussion was made on the traffic on Rocky Lane, and the issues with cars being hit and rocks being thrown. Discussion was also made on bus traffic through there. Mr. Brown stated that there was currently a 30 foot Ingress/Egress fire lane that was put in when Osage did not go all the way through. However, Lot 4 has a road completed around it with a dedicated Fire Lane. This will allow the 30 Foot Ingress/Egress along this area to be

removed. Discussion was made on potential impacts to Lots 4&5 with the number of residences for the size of the lot if this part was removed. Mr. Brown said it would not be a problem.

Motion was made by Valorie Simpson and seconded by Terry Kathcart to approve the Re-Plat/Lot Split for Kim Haase. Motion carried with a vote of 5-0. Voting aye: Jeff LaMontia, Valorie Simpson, Terry Kathcart, Alderman Baird and Mayor Snider.

New Business.

Mr. Brown updated the Commission on the status of Generations Village. He also informed them that there were discussions about potential changes to the lot at AB and 160.

Unfinished Business.

Alderman Baird asked if there was any update on the Stor-Mor business. Mr. Brown stated that there was nothing new so far.

Adjourn.

Motion was made by Alderman Baird and seconded by Valorie Simpson to adjourn. Motion carried with a vote of 5-0. Voting aye: Jeff LaMontia, Valorie Simpson, Terry Kathcart, Alderman Baird and Mayor Snider.

Meeting adjourned at 7:36 p.m.

Valorie Simpson, Secretary

Terry Kathcart, Chairman

Planning and Development

From: Tayla Craighead <taylacraighead@gmail.com>
Sent: Thursday, May 19, 2022 8:03 PM
To: Planning and Development
Subject: Re: Craighead Prelim Site (2022-05-19).pdf

You don't often get email from taylacraighead@gmail.com. [Learn why this is important](#)

Randy,

Thank you for the quick review and working to get us on this months P&Z meeting. I appreciate it. We agree with each of the items listed below. Our hopes are to have storm water calcs from Engineers within 3-4weeks. We look forward to seeing you Tuesday and moving towards a building!

Thanks again,

Tayla Craighead

On Thu, May 19, 2022 at 5:48 PM Planning and Development <develop@cityofwillard.org> wrote:

Hi Andrew and Tayla, I want to verbalize everything we have discussed to date so everyone's on the same page:

Based on the information you have submitted and previous discussions we have had, the following list of items will be submitted to the Planning and Zoning Commission on Tuesday May 24 at 7:00pm here at City Hall :

1. Application, survey and site plan
2. Pictures provided by Andrew with rock wainscot 36" around three sides of the building and four corners.
3. Landscaping to include four redbud trees
4. Concrete Driveway to from Jackson St to the existing pavement (old Hwy)
5. Five asphalt or concrete parking spaces that includes one accessible loading /parking space
6. A twenty ft. concrete apron on northeast side of building connecting to parking spaces running the length of the building.
7. Water is being proposed by private well.
8. Sewer is being proposed by holding tank. The City reserves the right to deny connection to the sewer at in time in the future based on available capacity. If you want to connect to sewer at your costs - please inform me now.
9. A privacy fence will be placed on the northwest corner of the building to block the view from Hwy 160 of any equipment or trucks being worked on or stored.
10. Gravel will be placed on the Hwy side, end of building and additional areas adjacent to any concrete to provide circulation around building. At minimum a 10 ft green space perimeter on the hwy side and Jackson St. side will be provided, along with the Natural buffer along the trail.
11. Storm water calculations will be reviewed when submitted and will require MODOT approval before the building permit can be issued.

If I have mis stated any of the items listed above or have misunderstood any of the documentation you've provided or conversations we've had please contact me at 417 742-5308 or 417 343-0285 or by email to let me know asap and we can make changes before the meeting. I look forward to moving thru this process to get everything permitted.

Randy Brown

CITY OF WILLARD, MISSOURI

224 W. Jackson Street P.O. Box 187 Willard, MO 65781 417-742-3033 417-742-3080 Fax



Agenda Item #10

Discussion of Preliminary Plat Approval Periods

WILLARD

- (a) Preliminary Plat approval shall confer upon the developer , for a period of (2) years from date of approval, the conditional right that the City will not change the general terms and conditions under which the approval was granted. After approval of the Preliminary Plat, the developer may proceed with the detailed construction plans for all required infrastructure of the area planned for inclusion on the final plat.
- (b) The City Alderman, upon recommendation by the Planning and Zoning Commission, may extend this two (2) year period if the developer has applied in writing for such an extension and the Planning and Zoning Commission and City Alderman determine a longer period should be granted due to unusual circumstances. If an extension is not granted, the Preliminary Plat approval is null and void. If no Final Plat of a subdivision for which preliminary approval has been given is approved within said two (2) year period, or such longer period, or such longer period as the City may allow, a resubmission and review by the Planning and Zoning Commission and City Alderman shall be required. Applicant shall be notified 30 days prior to expiration.
- (c) The permit-issuing authority may extend for a period up to six months the date when a permit would otherwise expire.
1. The permit has not yet expired;
 2. The permit recipient has proceeded with due diligence and in good faith;
 3. Conditions have not changed so substantially as to warrant a new application.