

CITY OF WILLARD, MISSOURI  
PLANNING AND ZONING COMMISSION  
REGULAR MEETING  
MARCH 26, 2024  
6:00 P.M.

Staff present: Planning and Development Director, Mike Ruesch, Planning Assistant, Tammy Nephew, and City Clerk, Dona Slater.

Attendees: Larry Jones

The Meeting was opened by Chairman Terry Kathcart at 6:00 p.m.

**Pledge of Allegiance**

Mr. Kathcart led the Pledge of Allegiance.

**Roll Call**

The City Clerk conducted the Roll Call.

Present: Terry Kathcart, Valorie Simpson, Jeff LaMontia, Joshua Breeze, Steve Cobb, Alderman David Keene, David Kinsman, and Mayor Sam Baird.

Not present: Burnis Coleman.

**Agenda Amendments/Agenda Approval**

Motion was made by David Keene and seconded by Jeff LaMontia to approve the agenda as written.

Motion carried with a vote of 8-0. Voting aye: Valorie Simpson, Jeff LaMontia, Joshua Breeze, Terry Kathcart, David Kinsman, Steve Cobb, Alderman David Keene, and Mayor Sam Baird.

**Approval of the Minutes from the Regular Meeting February 27, 2024**

Ms. Simpson requested the Minutes be amended to reflect that all final plats must be approved by the Planning and Zoning Commission before being presented to the Board of Aldermen.

Motion was made by Valorie Simpson and seconded by Mayor Sam Baird to approve the minutes from February 27, 2024, as amended.

Motion carried with a vote of 8-0. Voting aye: Valorie Simpson, Jeff LaMontia, Joshua Breeze, Steve Cobb, Mayor Sam Baird, Alderman David Keene, David Kinsman, and Terry Kathcart.

**Citizen Input**

None.

**PUD-R change to Mixed-use Residential and Mixed-use Commercial. Discussion**

Mr. Ruesch presented a map showing pink development areas. He said these are our PD developments that are already in place. He said the lots are smaller and were developer defined. They got what they wanted, and the city didn't get anything. The only open spaces are the detention areas they were required to give to the city. He is proposing changing to a mixed-use Ordinance. We are working on infrastructure in the Meadows that will open everything to the south. He wants to grow and have Ordinances in place where the city has some sort of control. The city did not get any trails, parks, recreation areas, or sidewalks in some developments. Codes determine how the city can steer development. He is proposing submitting to the Board of Aldermen as a mixed-use Ordinance. No more than 60 percent of land can have buildings or roads. Ms. Simpson said she is fine with smaller lot sizes. Mr. LaMontia said this incentivizes the developers to place trees, trails, and brooks. Mr. Kathcart asked how we can enforce this. Mr. Ruesch said this is what

his department does. Mayor Baird said we need a way to describe this better than just 60/40 so the developers understand what we mean. The Commission agrees to have a minimum of 7,000-foot lots. If developers install parks and trails, to City standards, the city will accept donations and maintain them. All mixed-use zones will have Homeowner's Associations (HOAs) in place before a certain percentage of the development is completed. Ms. Simpson asked what the city can do if an HOA dissolves. Mr. Ruesch said we can do absolutely nothing. She asked if there is no HOA who is responsible for the upkeep. Mr. Ruesch said under the current code it can be considered a nuisance, and liens can be placed against the properties and the City will have to maintain. Mayor Baird said that if we are going to mandate HOAs we must set minimum standards. Mr. Ruesch said the standards are whatever the Planning and Zoning Commission decides. To have the mixed-use zoning the subdivisions must have an HOA. Application for Preliminary Development Plan was discussed including lot sizes, trails, and options for bonus density. Mr. LaMontia would like to see some developments with sidewalks on both sides of the streets. Ms. Simpson said P&Z must have a public hearing. They do not have to have two public hearings, but it must come back to P&Z for approval of the final plan development.

#### **Need for additional board members. Discussion**

Mr. Ruesch asked the members to think of friends or acquaintances that they feel would be an asset to the Planning Board. He would like to have Planning meetings twice per month. Ms. Simpson said we can call a special meeting anytime it's needed. The Planning Board can have up to thirteen members.

#### **Conduct Planning and Zoning Commission meetings 2 times per month instead of monthly. Discussion/Vote**

Discussion was held about moving the Planning and Zoning Commission meetings to twice per month.

Discussion was held on the best time of the month to hold Planning and Zoning Commission meetings. The meetings are not defined in City Code. Mr. Ruesch is proposing two meetings per month. Ms. Simpson said a special meeting can be called at any time.

Motion was made by Valorie Simpson to move the Planning and Zoning Commission meetings to two meetings per month with a second optional meeting as needed on the second Tuesday of the month. There was no second. The motion died.

Mr. Ruesch and Mayor Baird explained that if the P&Z Board met on the first and third Tuesdays of the month then anything voted on can immediately go to the Board of Aldermen the following week. This is much more time effective for developers. The first meeting of the month will be optional. The City Clerk will notify the Commission if there will not be a meeting.

Motion was made by Mayor Baird and seconded by Steve Cobb to move the Planning and Zoning Commission meeting to the first and third Tuesdays of the month with the first Tuesday being optional and the third Tuesday being the regular meeting.

Motion carried with a vote of 8-0. Voting aye: Terry Kathcart, Valorie Simpson, Alderman David Keene, Jeff LaMontia, Josh Breeze, Mayor Sam Baird, David Kinsman, and Steve Cobb.

#### **New Business**

Mayor Baird said this is probably his last meeting as Mayor and he appreciates everything they have all done. He will be back as a regular citizen to sit on the Commission.

Mr. Ruesch said he thinks we are getting close to wrapping up the Mixed-use Ordinance and Ms. Simpson agrees but said language still needs to be changed. Final plats must come back before the Commission before being presented to the Board of Aldermen. Mr. Ruesch said they still need to talk about short-term rentals and the 160 corridor. He has asked the Commission members to bring a picture of a house they like to the next meeting, so he knows what they are looking for and like.

**Unfinished Business**

Mr. Ruesch went to the Board of Aldermen for capacity fees studies. He is working on those fees. Mr. Kathcart asked when the new meeting schedule will start. The consensus was to meet the third week of April at 6:00 p.m.

**Adjourn.**

Motion was made by Mayor Sam Baird and seconded by Valorie Simpson to Adjourn the meeting.

Motion carried with a vote of 8-0. Voting aye: Valorie Simpson, Jeff LaMontia, Joshua Breeze, Terry Kathcart, Alderman David Keene, Steve Cobb, David Kinsman, and Mayor Sam Baird.

The meeting Adjourned at 7:23 p.m.

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Valorie Simpson, Secretary

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Terry Kathcart, Chairman

Attest: \_\_\_\_\_  
Dona Slater, City Clerk