CITY OF WILLARD, MISSOURI
PLANNING AND ZONING
REGULAR MEETING
February 23, 2021
7:00 P.M.

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

City Attorney Ken Reynolds was not present.

Citizens present: Michael Stalzer and Michael Long.

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

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

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

Approval of the Minutes from the Meeting May 25, 2021.
Motion was made by Valorie Simpson and seconded by Alderman Baird to approve the Minutes from the Meeting May 25, 2021. Motion carried with a vote of 5-0. Voting aye: Jose Casanova, Valorie Simpson, Terry Kathcart, Alderman Baird and Mayor Snider.

Citizen Input.
None.

Discussion/Vote to appoint Chairman, Vice-Chairman and Secretary.
Terry Kathcart stated that he had a request to postpone elections as there were changes to Commission Members happening soon. This would allow everyone a chance at a seat if they want it. Motion was made by Valorie Simpson and seconded by Jose Casanova to postpone elections until the July 2021 Planning and Zoning meeting. Motion carried with a vote of 5-0. Voting aye: Jose Casanova, Valorie Simpson, Terry Kathcart, Alderman Baird and Mayor Snider

Discussion/Vote on ATM Square Sketch Plan Phase 3.
Mr. Brown discussed the sketch plan for ATM Square Phase 3. Discussion was made on previous meetings and requests made. He introduced Michael Seltzer, representative for the developer. Discussion was made on proposed development and current CCR's filed with county stating no residential will be added. Discussion was then made on sidewalks, the water line, and right of way. Mr. Seltzer told the commission that most of these changes will happen during the Preliminary Plat and Planned Development stage. He agrees that removing the language stating no residential will be added in the CCR's and filing new CCR's with the County was needed first.
Discussion was then made on stormwater and the floodplain.
The Commission requested the sidewalk be extended from the east side of the last lot, all the way down New Melville to Barwick. They also would like to see the sidewalk pushed north toward Proctor Road connecting the multi-family. Mr. Brown stated that a West Ridge had agreed to finish the sidewalk to existing sidewalk on Arrowhead for connectivity as a show of good faith for the City, and this was possible for ATM as well with New Melville. Discussion was then made on the density and how it is controlled. Code allows for 12 units per acre, and this development is 2 ½ acres.
Mr Brown stated that he informed the developer that the current 6 inch water line from Proctor to New Melville would need to be upgraded to an 8 inch line between lots 6 and 7. If the City wanted to go to 10 inch lines, the City would potentially assist with cost. He stated the fire department is concerned about fire hydrants in this new development and wants to ensure they are done correctly.

Mr. Kathcart stated that for the Preliminary Planned Development, the water line, sidewalk, and right of way on Watson all needs to be addressed. The Engineers had stated that there needed to be a right of way dedication and relinquishment to straighten out the curve on Watson through lot 4.
Mr. Brown requested a schedule of completion for the floodplain in relation to the Final Development plan.
Discussion was also made on a cap for amount of units being set at 21, as there seems to be a lack of parking for the amount of proposed units currently. Mr. Seltzer stated this would be set in the Preliminary development plan.
Motion was made by Valorie Simpson and seconded by Jose Casanova to approve the sketch plan for ATM Square Phase 3 contingent on the CCR's being updated to remove the language about no residential being allowed, and bring a copy to the City once filed with County. Motion carried with a vote of 5-0. Voting aye: Jose Casanova, Valorie Simpson, Terry Kathcart, Alderman Baird and Mayor Snider

Discussion/Vote on HOA Covenants and Restrictions.
Mr. Brown stated that Planning Assistant Abby Brixey had done research on the code and compared it to the example HOA Guidelines for Deerfield. Discussion was made on the requirements in the code for CCR's for developments. He stated there are no minimum standards for developing CCR's and he feels an example would help new developers as they come in. He was unsure if there was appetite to encourage an ordinance to enforce it with all new development if the City requires an HOA for the development. Alderman Baird stated it should be a guideline, but not a standard. Mr. Brown stated the only required verbiage so far is that the City is protected if the HOA fails. It is City Code that when an HOA fails, the City takes over maintenance and places liens on each property in that development until a new HOA is formed and takes over. Discussion was made on the City not being allowed to enforce HOA guidelines. Motion was made by Valorie Simpson and seconded by Terry Kathcart to present the list to future developers as a guideline for creating their CCR's. Motion carried with a vote of 5-0. Voting aye: Jose Casanova, Valorie Simpson, Terry Kathcart, Alderman Baird and Mayor Snider

Discussion on Air BnB.
Mr Brown stated that staff had received a few requests regarding requirements with Air BnB's in Willard. Ms. Brixey has presented a lot of research of other cities as well as current code for Willard. He stated that in 2005, an Ordinance was passed for Bed and Breakfasts allowing them to be run with a Conditional Use permit. There is also a section in the code that prohibits boarding and lodging houses as home occupations, so the codes seem to contradict themselves. Mr. Brown stated that more research will be done and brought back at a later date. Alderman Baird stated he feels we should allow it but require a permit just to keep track of what is going on in Willard.

New Business.
Mr. Brown informed the Commission that Ron Crighton had reached out to him regarding the property at AB and EE. They are looking at possibly subdividing the 20 acres into 1 10 acre Commercial lot,a nd two 5 acre residential lots. They are requesting information on water hookup and plan to have septic tanks on the property for sewer.

Unfinished Business.
Mr. Brown informed the Commission that there will be a pre-construction meeting for CMH this Thursday. He then updated them on West Ridge Subdivision, Miller Road and Proctor Road.
Mr. Kathcart stated that he was told Auto Zone was looking for a place to build.
Discussion was also made on a new location for Springfield Strapping and Packaging.

Adjourn.
Motion was made by Mike McCroskey and seconded by Mayor Hendrickson to adjourn. Motion carried with a vote of 8-0. Voting aye: Mayor Hendrickson, Jeff LaMontia, Jose Casanova, Valorie Simpson, Terry Kathcart, Mike McCroskey, Alderman Whitman and Burnis Coleman.

Meeting adjourned at 7:32 p.m.

Valorie Simpson, Secretary

Terry Kathcart, Chairman