

**PLANNING AND ZONING COMMISSION  
AGENDA  
TUESDAY, JULY 10, 2018  
7:00 P.M.**

- 1. CALL TO ORDER:**
- 2. ROLL CALL:**
- 3. APPROVAL OF MINUTES**
  - 1. Planning & Zoning Meeting – June 26, 2018**
- 4. PUBLIC HEARINGS:**
- 5. PUBLIC PARTICIPATION-SPEAKER CARDS**
- 6. NEW BUSINESS:**
  - 1. Role of Planning & Zoning Commission**
- 7. OLD BUSINESS:**
  - 1. Zoning Ordinance Review**
- 8. COMMITTEE REPORTS:**
  - A. BOARD OF ALDERMEN**
  - B. BOARD OF ADJUSTMENT**
- 9. OTHER BUSINESS:**
- 10. ADJOURNMENT**

**This Meeting is Open To The Public**

**Note: The Planning and Zoning Commission will consider and act upon these matters listed above and any such others as may be presented at the meeting and determined appropriate for discussion at that time.**

**CITY OF PACIFIC  
RECORD OF PROCEEDINGS**

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**REGULAR MEETING OF THE PLANNING AND ZONING COMMISSION  
AT THE PACIFIC CITY HALL, 300 HOVEN DRIVE  
JUNE 26, 2018**

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The Planning and Zoning Commission Meeting was called to order by Chairman Bruns at 7:00 P.M. on June 26, 2018, at Pacific City Hall, 300 Hoven Drive, Pacific, Missouri.

The roll call was taken with the following results:

**PRESENT**

Chairman Bruns  
Alderman Rahn  
Commissioner Smith  
Commissioner Miles  
Commissioner Koelling  
Commissioner Graham  
Commissioner Bates  
Commissioner Eversmeyer

**ABSENT**

Commissioner Brocato

Administrator Steve Roth, Planning Director Shawn Seymour and Rae Cowsert were also in attendance

**APPROVAL OF MINUTES**

**A. Planning & Zoning Meeting – June 12, 2018**

A motion was made by Alderman Rahn and seconded by Commissioner Eversmeyer to approve the minutes of the June 12, 2018 Regular Planning and Zoning Meeting. A voice vote was taken and the motion was approved 8-0.

**PUBLIC HEARINGS:**

**PZ2018-12: A Public Hearing to consider the City's proposed update to the City's Zoning map to change the zoning of property from City of Eureka Zoning to City of Pacific M-2 Zoning, for an approximate 11.7 acre tract of land, being commonly known as 18637 US Highway 66, Pacific, MO, St. Louis County Parcel No. 30X420026. City of Pacific, applicant.**

Chairman Bruns opened the public hearing and asked if it was posted. Rae Cowser stated yes it had been posted. Planning Director Shawn Seymour presented the staff report. He stated this property was recently annexed into the City of Pacific. Commissioner Smith asked if it ever occurs that there is a parcel in one City which is in the middle of another City. Planning Director Seymour stated this is adjacent to property in the City of Pacific due to the prison owning the property directly behind and adjacent to this property. Administrator Roth stated the City of Eureka and the buyer of the property came to the City of Pacific to request annexation. Administrator Roth stated the availability of water and sewer utilities seems to be the driving force. Commissioner Bates stated he thought any annexation would come before Planning & Zoning first. He believes ADB came before Planning & Zoning first when they started their project. Administrator Roth stated the City of Eureka initiated the transfer of jurisdiction. Planning Director Seymour stated the zoning transfers with the property but should be good business practice to change it. The staff recommends approval on this proposal. A representative for the new owner is present to answer any questions.

David VanLeer, Cochran Engineering, 538 E. Independence. Mr. VanLeer stated he is representing West Contracting who is looking to move to this property from their current location in St. Louis.

There being no other comments or questions, Chairman Bruns closed the public hearing.

### **SPEAKER CARDS**

None

### **NEW BUSINESS:**

- 1. PZ2018-12: Consideration of the City of Pacific's proposal to change zoning of property located at 18637 US Highway 66 from City of Eureka zoning to City of Pacific M-2 Zoning. City of Pacific, applicant.**

A motion was made by Commissioner Eversmeyer and seconded by Commissioner Miles to approve the application. A vote was taken with the following results: Ayes, Commissioner Graham, Commissioner Bates, Commissioner Eversmeyer, Chairman Bruns, Alderman Rahn, Commissioner Smith, Commissioner Miles, Commissioner Koelling; Nays, none. The motion was approved 8-0 and will be presented to the Board of Alderman on July 3, 2018.

- 2. PZ2018-13: Consideration of a proposal to change the zoning on property Located at 5802 Hill View Drive from St. Louis County NU zoning to City of Pacific M-1 Zoning. City of Pacific, applicant.**

Commissioner Bates abstained from this vote due to owning nearby property and stepped down from the dias.

Members of the Commission questioned why they did not have a public hearing on this matter. Planning Director Seymour stated the State Statute requires a public hearing to be held but doesn't designate by whom it is done. Administrator Roth does not believe they want any access to Hill View Drive from this site. It would be an extension of the construction yard.

Mr. Mike Bates, 410 W. Walnut. Mr. Bates just wants to make sure there is no access to Hill View Drive from this far back. He does not feel at this point the promise of the City to the residents on Hill View Drive has been kept. He stated the City needs to be good neighbors.

A motion was made by Commissioner Eversmeyer and seconded by Commissioner Smith to approve the proposal with the recommendation to not allow any access to Hill View Drive from this site. A voice vote was taken with the following results: Ayes, Commissioner Graham, Commissioner Eversmeyer, Chairman Bruns, Alderman Rahn, Commissioner Smith, Commissioner Miles, Commissioner Koelling; Nays, none; Abstain, Commissioner Bates. The motion was approved 7-0 with 1 abstain. This will be presented to the Board of Alderman July 3, 2018.

### **OLD BUSINESS**

None

### **COMMITTEE REPORTS**

#### **A. Board of Aldermen**

Alderman Rahn stated he had nothing to report.

#### **B. Board of Adjustment**

There is still pending action and a meeting date is pending.

### **OTHER BUSINESS**

Commissioner Eversmeyer stated he does not like that the public hearing was not done at Planning & Zoning. Administrator Roth doesn't feel anyone was trying to overlook Planning & Zoning. It was a matter of timing.

### **ADJOURNMENT**

Chairman Bruns stating there being no further discussion asked for a motion to adjourn. A motion was made by Commissioner Smith and seconded by Commissioner Miles. A vote was taken and the meeting was adjourned at 7:44 p.m.

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**Jerry Eversmeyer, Secretary**

# Department of Planning

## Memorandum



**Date:** July, 10, 2018

**To:** Planning & Zoning Commission

**From:** Shawn Seymour, AICP  
Director of Planning

**Re:** Planning & Zoning Commission

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Please read the below information taken from Missouri Statutes and Pacific Code of Ordinances pertaining to the Planning & Zoning Commission. This information will be the basis for an informal discussion regarding the basis for and responsibilities of P&Z.

### Chapter 89 RSMO Zoning and Planning

- 89.310. Municipality may adopt city plan and appoint commission. — Any municipality in this state may make, adopt, amend, and carry out a city plan and appoint a planning commission with the powers and duties herein set forth.
- 89.340. City plan, contents — zoning plan. — The commission shall make and adopt a city plan for the physical development of the municipality. The city plan, with the accompanying maps, plats, charts and descriptive and explanatory matter, shall show the commission's recommendations for the physical development and uses of land, and\* may include, among other things, the general location, character and extent of streets and other public ways, grounds, places and spaces; the general location and extent of public utilities and terminals, whether publicly or privately owned, the acceptance, widening, removal, extension, relocation, narrowing, vacation, abandonment or change of use of any of the foregoing; the general character, extent and layout of the replanning of blighted districts and slum areas. The commission may also prepare a zoning plan for the regulation of the height, area, bulk, location and use of private, nonprofit and public structures and premises, and of population density, but the adoption, enforcement and administration of the zoning plan shall conform to the provisions of sections 89.010 to 89.250.
- 89.370. Powers of commission — recommendations. — The commission may make reports and recommendations relating to the plan and development of the municipality to public officials and agencies, public utility companies, civic, educational, professional and other organizations and citizens. It may recommend to the executive or legislative officials of the municipality programs for public improvements and the financing thereof. All public officials shall, upon request, furnish to the commission, within a reasonable time, all available information it requires for its work. The

commission, its members and employees, in the performance of its functions, may enter upon any land to make examinations and surveys. In general, the commission shall have the power necessary to enable it to perform its functions and promote municipal planning.

Section 405.010 Planning and Zoning Commission.  
[Ord. No. 2327 §1, 3-18-2003]

J. Powers And Duties.

1. The Planning and Zoning Commission shall have the following duties:
  - a. To prepare and adopt a Comprehensive Plan for the physical development and uses of land within the City and adopt modifications thereof from time to time as deemed in the City's best interest.  
[Ord. No. 3027, 8-15-2017]
  - b. To prepare and submit to the Board of Aldermen for its approval a Zoning Code and Zoning Map including such regulations as the height, width, area, bulk, location, use and appearance of private, non-profit and public structures and premises and describing or illustrating the layout, improvement and landscaping of the site of any proposed development or redevelopment of property within the City as it shall determine to be necessary or desirable for the promotion of the health, safety and general welfare of the inhabitants of the City.
  - c. To recommend the establishment of reasonable standards regarding the density of individual homes in any specific single-family dwelling neighborhood.
  - d. To consider and make recommendations on all requests for rezoning, zoning text amendments (Section 400.260) and final development plan approval (Section 405.050) in the manner prescribed elsewhere in this Title.
  - e. To submit an annual written report to the Board of Aldermen containing the Commission's recommendations concerning this Title, a summary of its activities during the past year and its recommendations on specific community goals and objectives for the future and programs for achieving these.
  - f. To recommend site development standards, architectural standards and guidelines for erection, construction, reconstruction, alteration or use of buildings, structures or land for the purpose of assuring the mutual compatibility of buildings and their surroundings, the preservation of the historical character of designated buildings or areas and the safety and general welfare of the public.
  - g. To recommend the boundaries of the various zoning districts and appropriate regulations to be enforced therein.
2. The Planning and Zoning Commission shall have the following authority:

- a. To petition the Board of Aldermen on its own initiative to amend, supplement, change or repeal this Title or any part thereof or to propose amendments to the Zoning Map as the Commission determines to be in the City's best interest.
- b. To request the Board of Aldermen to appoint the employees and staff necessary for its work and to contract with City planners and other professional persons for the services that it requires.
- c. To make reports and recommendations relating to the Comprehensive Plan and development of the City to public officials and agencies, public utility companies, civic, educational, professional and other organizations and citizens.
- d. To recommend to the executive or legislative officials of the City programs for public improvements and the financing thereof.
- e. To request from public officials all available information it requires for its work. All public officials shall furnish such information to the Planning and Zoning Commission within a reasonable time.
- f. To enter upon any land to make examinations and surveys necessary to the performance of its functions.
- g. The Commission shall have the power necessary to perform its lawful duties.

# Department of Planning

## Memorandum



**Date:** July, 10, 2018

**To:** Planning & Zoning Commission

**From:** Shawn Seymour, AICP  
Director of Planning

**Re:** Zoning Ordinance - Processes

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With a lack of applications to be reviewed by the Planning & Zoning Commission, staff felt it appropriate to spend some time discussing the zoning ordinance. Rather than provide specific language staff proposes for change; provided in this memorandum you will find steps related to the processes where P&Z have review authority. Please be prepared to discuss P&Z's role in each process as well as the overall steps for approval.

1. Zoning Map Amendments/Ordinance Text Amendments (400.260)
  - a. Staff – review application and draft staff report (not less than 14 days)
  - b. P&Z – hold public hearing and make recommendation (not less than 20 days)
  - c. Board of Aldermen – hold public hearing, first reading, and second reading decision (not less than 34 days)
  
2. Conditional Use Permits (405.040.B.)
  - a. Staff – review application and draft staff report (not less than 14 days)
  - b. P&Z – hold public hearing and make recommendation (not less than 20 days)
  - c. Board of Aldermen – review and decision (not less than 7 days)
  
3. PUD Procedure (400.160)  
  
PUD Application & Preliminary Development Plan (405.045)
  - a. Staff – review application and draft staff report (not less than 14 days or more than 30 days)
  - b. P&Z – hold public hearing and make recommendation (not less than 20 days or more than 60 days)
  - c. Board of Aldermen – review and decision (not less than 7 days or more than 60 days)  
PUD Final Development Plan (405.050)
  - a. Staff – review application and draft staff report (not less than 14 days)
  - b. P&Z – review and make recommendation (not less than 7 days)
  - c. Board of Aldermen – review and make decision (not less than 7 days)

4. Site Plan Review (405.045 & 405.050)  
Preliminary Development Plan review procedure.

5. Subdivision Review (410.040)

Preliminary Plat

- a. Staff – review application and draft staff report (not less than 30 days)
- b. P&Z – hold public hearing and make recommendation (not less than 20 days)
- c. Board of Aldermen – review and decision (not less than 7 days)

Improvement Plans and Escrows

- a. Staff – review and approve (as much time as needed)
- b. P&Z – no review
- c. Board of Aldermen – escrow reviewed and approved with Final Subdivision Plat

Final Subdivision Plat

- a. Staff – Review application and draft staff report (not less than 14 days)
- b. P&Z – hold public hearing and make recommendation (not less than 20 days)
- c. Board of Aldermen – review and decision (not less than 7 days)