

**PLANNING AND ZONING COMMISSION  
AGENDA  
TUESDAY, FEBRUARY 25, 2020  
7:00 P.M.**

- 1. CALL TO ORDER:**
- 2. ROLL CALL**
- 3. APPROVAL OF MINUTES**
  - A. Planning & Zoning Meeting – January 14, 2020**
- 4. PUBLIC HEARINGS: None**
- 5. PUBLIC PARTICIPATION-SPEAKER CARDS**
- 6. NEW BUSINESS:**
  - A. Discussion, Proposed Text Amendments, Land Subdivision and Zoning Code**
  - B. Discussion, Nightly Vacation Rentals (“AirBnBs”)**
  - C. Discussion, Rezoning Newly Annexed Parcels**
- 7. OLD BUSINESS:**
- 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  
JANUARY 14, 2020**

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The Planning and Zoning Commission Meeting was called to order by Chairman Bruns at 7:00 P.M. on January 14, 2020, at Pacific City Hall, 300 Hoven Drive, Pacific, Missouri.

The roll call was taken with the following results:

**PRESENT**

Chairman Bruns  
Alderman Rahn  
Commissioner Koelling  
Commissioner Graham  
Commissioner Bates  
Commissioner Eversmeyer  
Commissioner Brocato

**ABSENT**

Commissioner Chlebowski  
Commissioner Miles

City Administrator Roth and Kim Barfield were also in attendance.

**APPROVAL OF MINUTES**

**A. Planning & Zoning Meeting – November 26, 2019**

A motion was made by Commissioner Eversmeyer and seconded by Alderman Rahn to approve the minutes. A voice vote was taken and the motion was approved 7-0.

**PUBLIC HEARINGS:**

- 1. PZ2019-15: A Public Hearing to consider an application for a Final Plat for property generally located at 2050 Highway N. The applicant is proposing to divide an approximate 23 acre tract into two parcels: Lot 1, approximately 6.02 acres and Lot 2 approximately 16.94 acres. The property is currently zoned R-1B, Single Family Residential. Boo Investments, LLC, applicant.**

Chairman Bruns opened and introduced the public hearing. Chairman Bruns asked if this was posted and was told yes it was. Administrator Roth presented the staff report. Administrator Roth stated MoDot has suggested the property in question be addressed as Congress Street. There are currently no utility easements on the property. Administrator Roth stated staff recommends approval with easement as noted in the report. Ray Gullet stated there is a well on the property which is used for watering horses and they wish to keep it there. The new owner would also like the option to move the entrance. Administrator Roth stated he will handle that when they apply for the building permit. There being no further comments or questions, the public hearing was closed.

### **SPEAKER CARDS**

None

### **NEW BUSINESS:**

- 1. PZ2019-15: Consideration of the Final Plat generally located at 2050 Highway N. Boo Investments, LLC, applicant**

A motion was made by Commissioner Eversmeyer and seconded by Commissioner Bates to approve the application. Commissioner Brocato stated they should have to hook up to city water for the house. Commissioner Eversmeyer stated they are approving the Final Plat at this point. Administrator Roth stated the water issue should be a condition of plat approval. Commissioner Eversmeyer revised his motion to approve to include water hook up. The motion was again seconded by Commissioner Bates. A vote was taken with the following results: Ayes, Commissioner Bates, Commissioner Eversmeyer, Chairman Bruns, Alderman Rahn, Commissioner Koelling, Commissioner Brocato, Commissioner Graham; Nays, none. The motion was approved 7-0. This will be presented to the Board of Aldermen on January 21.

### **OLD BUSINESS**

None

### **COMMITTEE REPORTS**

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

Alderman Rahn stated there was nothing to report..

## **B. Board of Adjustment**

Nothing to report at this time.

### **OTHER BUSINESS**

Administrator Roth stated an individual has been hired for the position of Director of Community Development and will oversee the Building Department and Code Enforcement. He will also eventually also be the Zoning Officer.

### **ADJOURNMENT**

There being no further discussions, Chairman Bruns asked for a motion to adjourn. A motion was made by Commissioner Brocato and seconded by Commissioner Bates. A voice vote was taken and the meeting was adjourned at 7:30 p.m.

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**Secretary**

# MEMORANDUM

Steve Roth  
City Administrator

636-271-0500 ext. 213  
sroth@pacificmissouri.com

February 21, 2020

**TO: Planning and Zoning Commission**  
**RE: February 25 agenda items**

Hello everyone,

We have several considerations for Commission discussion at this meeting. Please note the following:

**1. Director of Community Development.** Mr. Bryan Kopp started in this new position on January 22, and it has been a very productive first month. Mr. Kopp has been focused primarily on Building Department and Code Enforcement items, with Planning and Zoning a close second. His job duties include the "Zoning Officer" duties, and we are currently working to hand-off these duties from me to him. This will be a work-in-progress but again I feel we have made great progress in just the first few weeks. Mr. Kopp of course will attend the meeting and be available to further brief the Commission on his activities.

**2. Zoning and Land Subdivision code amendments.** We have identified two areas of the Code we would recommend for amendment in the near future, discussed below.

**Final Plat procedure.** The current code still requires a Public Hearing for Final Plat review; the earlier amendment proposed in 2018 had removed this requirement. We would request authority to draft an amendment that would remove the hearing requirement for Final Plat. The basic process is envisioned as follows:

- Any subdivision requiring a Preliminary Plat will continue to be subject to a Public Hearing. Once the project has received Preliminary Plat approval and moves to the Final Plat stage, the Final Plat still would be subject to Commission review, but the Public Hearing, 15-day notice of publication, and 185-ft property owner letters would not be required. The Final Plat approval is ministerial in nature, and provided that the Final Plat is in substantial conformance with the Preliminary Plat, then Final Plat approval again is ministerial in nature, and the Commission would have little basis for rejection.
- Minor Subdivisions would be exempt from the Preliminary Plat process and may proceed directly to Final Plat. This is in our current code. By removing the public hearing requirement for Final Plat, of course Minor Subdivisions no longer would be subject to public hearing. Minor Subs are currently defined as follows:
  - **SUBDIVISION, MINOR:** A tract of land consisting of five (5) acres or less of land proposed for subdivision or resubdivision into four (4) or less lots.

This definition probably should be clarified, as it's not clear if a subdivision must meet both criteria or only one to qualify. I would interpret it to mean both, ie "a tract of land consisting of five (5) acres or less and proposed for subdivision into four (4) or less lots." Reasonably the requirement could be reduced to tracts three acres or less. These points can be discussed in more detail at the meeting.

Regardless staff would recommend that the public hearing requirement for Final Plat be removed, both for subdivisions that previously had preliminary plat approval, and for Minor Subdivisions as further defined.

**Hard surface / gravel surface conflict.** Section 400.235.A.5.b requires hard surface driveways for new one and two-family residences. This is a clear standard. However, Section 400.235.A.10.f provides as follows:

**No parking shall be permitted on lawn areas. All vehicles must be parked on a prepared surface consisting of gravel, brick, asphaltic or Portland cement concrete.**

This conflict has come up during enforcement of the above provision, where residents who have been parking in yards or lawns have requested to put down some gravel and use it essentially as a parking space. I believe this has been allowed in the past but needs to be clarified. Staff recommendation here is for hard surface to be required at minimum in any "front yard" (ie in front of the front building line). Parking of boats and trailers on gravel surfaces behind the front building line may be permitted. Further discussion on this point at the meeting is desired.

**3. Nightly vacation rentals (aka AirBnB's or VRBOs).** The City currently does not have any regulations pertaining to this specific type of use. We have a bed and breakfast provision (400.170.E.9) but it requires that the owner reside at the residence, which often you do not see with AirBnBs and VRBOs. It further requires a CUP.

The City has been advised through Missouri Municipal League to consider adopting regulations specific to AirBnB type uses, or potentially risk being pre-empted by Missouri law. Staff has done some preliminary research on this topic and has found a variety of approaches, from outright prohibition in some cities, to CUPs in others, and "by right" (permitted use) in others. My preference would be to allow them by right in C zoning districts, subject to certain provisions, and to consider them allowing them by right in the downtown district, roughly bounded by Osage to the north, Fourth Street to the west and Neosho to the east. Some consideration should be given, in my opinion, to outright prohibitions in R-1 districts, though this may be too restrictive. Requiring a CUP for all R districts would be a middle ground solution. This topic too can be discussed in more detail at the meeting.

**4. Rezoning, newly annexed parcels.** The City has recently annexed three parcels, all in St. Louis County, and is nearing the annexation of the Longview Meadows subdivision property, Old Gray Summit Road. We will need to re-zone each of these parcels at some point. An exhibit of the St. Louis County parcels is included with this exhibit. We recommend considering the Longview Meadows property at a later date.

Staff would recommend M-2 zoning for the two parcels west of the NB West parcel on Route 66. These parcels are currently used as a church and a former indoor agricultural operation (hemp farm). The NB West parcel previously was zoned M-2, and we would suggest the same zoning for these two adjacent parcels. The Commission will recall that the Route 66 corridor east to the prison previously was identified for both commercial and industrial use on the Future Land Use map, which we feel remains appropriate. Areas behind the Rte 66 corridor frontage have been targeted for residential use, which we feel is also appropriate.

The Vitale Farms annexation is a large acreage south of Route 66 and west of Dozier crossing. We would tentatively suggest NU non-urban zoning for this parcel. However the property owner has indicated

certain potential light industrial uses which we may wish to accommodate. The property is in near proximity to an industrial type of use (St. Louis Composting) and the St. Louis Skeet & Trap Club, though is buffered to some degree from those uses by a large lake. I will provide more information on this topic at the meeting.

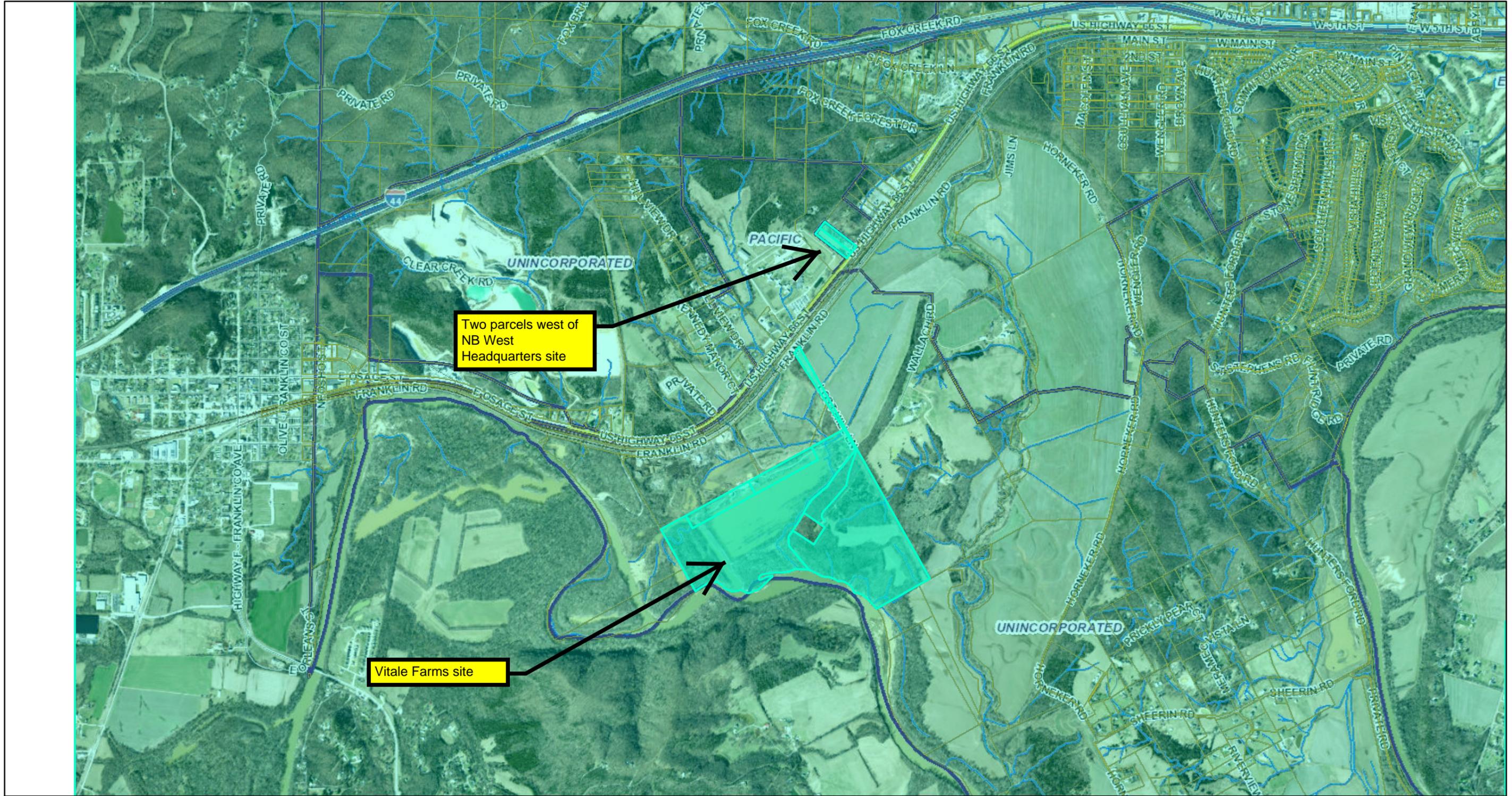
**5. Public Hearing, March 10 meeting.** Finally, we would note that we have set a public hearing for March 10 to hear an application for a Conditional Use Permit at 2165 W. Osage Street (currently Null and Crossbones). The applicant is proposing indoor climate-controlled storage in a portion of the building. A copy of the hearing notice is included in the Board packet.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Steve Roth", written in a cursive style.

Steve Roth  
City Administrator

# St. Louis County Map

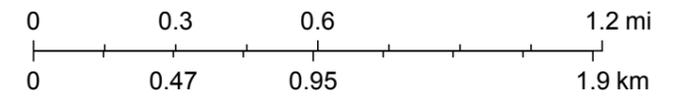


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St. Louis County GIS Service Center

NOTICE OF PUBLIC HEARING  
CITY OF PACIFIC  
PLANNING & ZONING COMMISSION

February 19, 2020

The City of Pacific Planning & Zoning Commission will conduct a public hearing on Tuesday, March 10, 2020 at 7:00 PM, at the Pacific Government Center, 300 Hoven Drive, Pacific, MO 63069, to consider the following:

**PZ 2020-01: Conditional Use Permit, 2165 W. Osage Street, Terrence Bahr, applicant.** A

public hearing to consider an application for a Conditional Use Permit (CUP) at 2165 W. Osage Street, Pacific, MO 63069 (Franklin County Parcel ID #19-1-11.0-2-003-011.000).

The applicant is proposing to operate a climate controlled indoor storage operation at a portion of the property at this location, which is currently zoned C-2, arterial commercial.

Terrence Bahr, applicant.

Anyone interested in the proceedings will be given an opportunity to be heard. Copies of the request are available for review at Pacific City Hall, 300 Hoven Drive during regular business hours. A copy of the application is also available online at [www.pacificmissouri.com](http://www.pacificmissouri.com). For more information, please contact Steve Roth, City Administrator, at 636-271-0500 ext. 213 or by email at [sroth@pacificmissouri.com](mailto:sroth@pacificmissouri.com)