

**THE CITY OF BATTLEFIELD
PLANNING & ZONING COMMISSION
MEETING MINUTES
MONDAY, AUGUST 14, 2023**

1. General Business

a. Meeting called to order by Chairman Danny Klopfer.

Members present at City Hall in Battlefield, MO at 6:00 p.m. were as follows: David Byrd, Phillip Shatzer, Densel Kimbrough, and Mark Crabtree. Members Absent: Tim Kelley. Staff present were Building Inspector Tristan Losh, Beth West, City Clerk and City Administrator Tommy Vanhorn.

b. Permit and Inspection Report by Building Inspector

Building Inspector Tristan Losh stated that three new single-family homes were issued. One on Kendall Street in Green Ridge and that also in Green Ridge they are clearing land on the next phase of the development. Mr. Losh commented on the old wire crossing development where sewer, stormwater and gas is being installed now and then the roads soon. Mr. Losh stated that plan review would begin at Green Ridge. Mr. Losh mentioned the PD remodel of the former Bank building was proceeding to the drywall part of the process.

c. Approval of July 10, 2023, Commission Meeting Minutes, and request staff to post on web site.

The motion was made by Member David Byrd to approve the July 10, 2023, meeting minutes as presented. Motion was seconded by Member Densel Kimbrough. A vote was taken, and the vote was 5 Ayes-Densel Kimbrough, Phillip Shatzer, Mark Crabtree, Danny Klopfer, and David Byrd. 0 Nays. Member Tim Kelley was absent for the vote. Motion approved.

2. Public Hearing

a. Consider adding section to the chapter 405 Article VII Street Access Management Standards in the Code of Ordinances of the City of Battlefield, Missouri, within the Zoning Code of the city.

b. Open Public Hearing by Chairman Danny Klopfer at 6:04 p.m.

No one came forward to sign up or speak therefore Chairman Klopfer closed the meeting.

- c. Close Public Hearing by Chairman Danny Klopfer at 6:05 p.m. City Clerk Beth Anne West read the Public Hearing Notice for the record.
- d. Resume Regular Meeting at 6:05 p.m.

3. **Public Input**

None.

Chairman Danny Klopfer introduced Melissa Cyr who is interested in joining the Planning and Zoning Commission and lives in Battlefield.

4. Unfinished Business

- a. Discussion and Possible Vote to recommend to the Board of Alderman Chapter 405 Article VII Street Access Management Standards in the Code of Ordinances of the City of Battlefield, Missouri, within the Zoning Code of the city.

Motion was made by Member David Byrd to recommend to the Board of Alderman Chapter 405 Article VII Street Access Management Standards in the Code of Ordinances of the City of Battlefield, Missouri, within the Zoning Code of the city as presented. Motion was seconded by Member Mark Crabtree. A vote was taken, and the vote was 5 Ayes- Densel Kimbrough, Phillip Shatzer, Mark Crabtree, Danny Klopfer, and David Byrd. 0 Nays. Member Tim Kelley was absent for the vote. Motion approved. 0 Nays. Motion approved.

- b. Review of revised updated Future Land Use Map and Request that the Board of Alderman adopt the revised future land use map as an update or amendment to 2021 Comprehensive Plan Land Use, Zoning, Economic Development, and Housing Amendment of May 16 of 2023 and that the title of that amendment be changed to "2021 Comprehensive Plan Land Used, Zoning, Economic Development and Housing Amendment.

Discussion followed on the new updated map and determined the amendment to the language would need to be made since it had been inserted as an update. Mr. Klopfer noted that CMT did a map, and the annexations were shown for future opportunities for such as noted on the map and it would replace Section 7.1. Mr. Klopfer stated there were at least five areas that the members should review to prepare for future annexations. Motion was made by Member Mark Crabtree to adopt the revised future

land use map as an update or amendment to 2021 Comprehensive Plan Land Use, Zoning, Economic Development, and Housing Amendment of May 16 of 2023 and replace section 7.1 with the updated map. Motion was seconded by Member David Byrd. A vote was taken, and the vote was 5 Ayes- Densel Kimbrough, Phillip Shatzer, Mark Crabtree, Danny Klopfer, and David Byrd. 0 Nays. Member Tim Kelley was absent for the vote. Motion approved. 0 Nays. Motion approved.

- c. Open discussion of Complete Streets Policy presented at July meeting.
City Administrator will provide feedback from Board of Alderman.
Possibly set Public Hearing for input on Complete Streets Policy at
Regular September Meeting of September 18, 2023.

City Administrator Tommy Vanhorn noted he did a lengthy presentation with the alderman and will support directions of bigger cities that have complete streets in place it will cause the City to create boards, criteria, addition to the codes and take about 3 years to set up based on information noted on page 13. Mr. Vanhorn noted that area cities are also putting this in place plus this will make the City more likely to receive funding for various state and federal funds. Motion was made by Member Phillip Shatzer to set Public Hearing for input on Complete Streets Policy at Regular September Meeting of September 18, 2023. Motion was seconded by Member Densel Kimbrough. A vote was taken, and the vote was 5 Ayes- Densel Kimbrough, Phillip Shatzer, Mark Crabtree, Danny Klopfer, and David Byrd. 0 Nays. Member Tim Kelley was absent for the vote. Motion approved. 0 Nays. Motion approved. 0 Nays. Motion approved.

- d. Update on process of Updating Design Standards.

- 5. City Administrator Tommy Vanhorn stated he met with Dallas Johnson from CMT about the process to pull Springfield's Design Standards apart and see about using them then reinventing the wheel for the City's update in their Design Standards since we are a part of their satellite sewer system. Mr. Vanhorn mentioned how involved the document was in going through will take some time and they will be doing so every two weeks. Discussion followed on how to keep the members part of the process and it was suggested to bring the redline changes to them at the future meetings to go over. Chairman Danny Klopfer stated the City was sending the definitions for the standards over to the City's Code Company to see about the best way to incorporate the right set of definition(s) for the City.

6. New Business

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a. City Administrator Report

City Administrator Tommy Vanhorn discussed MODOT Street access and the need to set a policy to be able to receive funding for future projects like a roundabout at Weaver and FF that may occur soon rather than later based on a potential development on a piece of undeveloped land, which will mean the need to widen weaver all the way to Cloverdale to match up with the existing three lanes in the county. Mr. Vanhorn stated he hoped to move quickly on this based on all the parts that seem to be coming together. Mr. Vanhorn is also looking at the need to get the Cochran plan moving so the lift station upgrades can be started that is why this plan was not brought to the Planning and Zoning first due to time constraints. Chairman Danny Klopfer stated he reviewed the document and look at the terms and conditions and made sure the required certificates of insurance were provided prior to the signing of the document. Mr. Klopfer stated that a notation for not to exceed specific figures was also included to protect the city's interests. Mr. Klopfer added the cost analysis is being done to look at existing systems in place for the lift stations and the possibility of making changes that could be a better fit for the City plus a generator analysis to send the City in the right direction for the best recommendation the Planning and Zoning Commission can provide to the Board of Aldermen. Mr. Klopfer noted Cochran would put together the bid packet for the city. Mr. Vanhorn stated he would get a timeline from them.

7. Future Agenda Items

Discussion followed on topics a-f and specifically; Anderson Engineering would do the update of the zoning map. Chairman Danny Klopfer suggested reading section 400.280 for a future discussion under item b. Mr. Klopfer noted that section d CMT would be working on soon. Mr. Klopfer noted that section e not a lot of progress has been made and that item f could be removed since Anderson Engineering was working on this item for the City.

- a. Update Zoning Map
- b. Zoning Review of Conservation Subdivisions
- c. Commercial and Residential combination construction Zoning Code
- d. Changes to development and connection fees
- e. Capital Improvement-Replacement Planning Process
- f. 604B Storm Water Grant

8. Board Member Comments or questions

Chairman Danny Klopfer asked for any comments and/or questions by Members at this time. None were asserted.

9. Adjournment.

Motion was made by Member David Byrd to adjourn the meeting at 7:00 p.m. Motion was seconded by Member . A vote was taken, and the vote was 5 Ayes- Densel Kimbrough, Phillip Shatzer, Mark Crabtree, Danny Klopfer, and David Byrd. 0 Nays. Member Tim Kelley was absent for the vote. Motion approved. 0 Nays. Motion approved.

D & Klopfer

Danny Klopfer

9/18/23

Date

Chairman

ATTEST:

Beth Anne West

City Clerk Beth Anne West

9-18-2023

Date

Reading and Vote to Approve Minutes: 5 Ayes - Densel Kimbrough, Phillip Shatzer, Mark Crabtree, Danny Klopfer and Tim Kelley. 0 Nays. Member David Byrd was absent to the vote. 9-18-2023.

Minutes Approved:

September 18, 2023.

