

**City of Battlefield
Planning and Zoning Commission
Regular Session Meeting Minutes
October 20, 2025**

1) General Business

- a) **Meeting called to order by Chairman Danny Klopfer** at 6:00 p.m. The following members were present at the meeting in City Hall, 5434 S. Tower Drive Battlefield, MO 65619 -Tim Kelley Sr., Bernie Gerwel, Kevin Britt, Danny Klopfer, David Byrd, Shelley Igert, and Tim Friel. Members Keith Wright and Ron Yancey were absent for the meeting. The following staff members were present: City Administrator Tommy Vanhorn, Building Inspector Trey Davis, City Clerk Beth Anne West, and Police Chief Christ McPhail.
- b) **Welcome to new Commission Member Kevin Britt**-Mr. Britt stated he lived here for 10 years and wanted to be involved with the City. He recently noted being on the Advisory Park Board but had wanted to also serve on this committee too.
- c) Reports
 - i) **Building Inspector Report**- Old Wire Crossing is selling Homes, but it is slow going. Rocco's may open by October. Mr. Davis mentioned that Bussell Building is about 95% done with phase two of Green Ridge and they are working on the 3rd phase soon. Mr. Davis stated that he and Toth Engineering reviewed the inspection of the construction site and there was some items that need to be cleaned up and seeded plus a streetlight need to be installed plus some sewer work before the final plat can be submitted for approval. Most likely they will do so in November meeting.
 - ii) **City Administrator Report**- City Administrator Tommy Vanhorn mentioned he was leaving the City in early November and going to the City of Strafford. Mr. Vanhorn stated he was working on a transition plan and has a lot of work to do to get the Interim City Administrator former Police Chief Chris McPhail up to date so the City will begin to look for his replacement by the first of the year. Mr. Vanhorn stated he has lots to do to button up projects. Mr. Vanhorn noted that at the Board meeting tomorrow night would be discussion on the costs of services for setting new sewer rates since the last one was down in 2019 and this is something that should be done every three years.
- d) **Approval of August 25, 2025, Commission Meeting Minutes**, and request staff to post approved minutes on web site. Motion was made by Member David Byrd to approve the minutes. Motion was seconded by Member Tim Friel. A vote was taken, and the vote was Tim Kelley Sr., Bernie Gerwel, Kevin Britt, Danny Klopfer, David Byrd, Shelley Igert, and Tim Friel. 0 Nays. Members Keith Wright and Ron Yancey were absent for the vote. Motion carried.

2) Public Input

None.

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3) Old Business

None.

4) New Business

a) Updated Zoning Map

i) Discussion of annexed areas and rezoning since last updated. Updated Map to illustrate all the rezoning occurred. No Rezoning can be approved through this process. All must be approved by Alderman individually.

b) Recommend that the Board of Alderman approve the Updated Zoning Map, print, post it on web site. Motion was made by Member Bernie Gerwel to approve the updated map and post on the website. Motion was seconded by Member David Byrd. A vote was taken, and the vote was 7 Ayes-Tim Kelley Sr., Bernie Gerwel, Kevin Britt, Danny Klopfer, David Byrd, Shelley Igert, and Tim Friel. 0 Nays. Members Keith Wright and Ron Yancey were absent for the vote. Motion carried.

c) Updated Future Land Use Map.

d) Review of Future Land Use Map and Summarize Changes since last Future Land Use Map Update. P & Z July 10, 2023(Comprehensive Plan update), Board of Alderman August 22, 2023 (Amended Comprehensive Plan). Mr. Klopfer noted the special conditions for specific rezones were also noted on the map and that it had been about two years since it was last updated. Motion was made by Member Tim Friel to approve the future land use map as presented to provide to the Board of Aldermen. Motion was seconded by Member David Byrd. A vote was taken, and the vote was Tim Kelley Sr., Bernie Gerwel, Kevin Britt, Danny Klopfer, David Byrd, Shelley Igert, and Tim Friel. 0 Nays. Members Keith Wright and Ron Yancey were absent for the vote. Motion carried.

e) Recommendation to Update All Fees.

i) Presentation by City Administrator and set target adoption date with Staff and Commission assignments for completion and adoption of Updated Fees. The fees was discussed that have not been changed in an exceptionally long time and the City needs to consider updating all the fees, so they are similar to area cities and provide for the cost employees in place to do the work and process the permits, etc. Discussion also occurred on figuring in green space for future parks and the need for a specific number of acres per person based on total population so that could also be figured into the fee structure. Three main areas were discussed: Fees in 400 appendix; Permit Fees, Storm Water; Recreation Impact Fees in 505, and Connection Fees in 700. City Administrator Tommy Vanhorn

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shared how he planned to move the appendix fees in 400 to be in 500 to make it easier to amend in the future. It was also determined that fee changes would go to public hearing. City Administrator Tommy Vanhorn plans to have this finished before he departs.

f) **Proposed Rezoning of Property at 4th and Clairborne** by Theron Guiltner.

i) Review of Proposed Rezoning Request C-1 to R-3.

(1) Discussion City Administrator, P & Z Chairman, and Owner.

ii) Discussion of possible downtown Redevelopment and its impact upon this request.

(1) Request for proposal from CMT.

iii) Input from P & Z on direction to take.

iv) Possible vote to set Public Hearing if direction can be set no date was set but Discussion followed on how to approach this situation based on discussion with the property owner and a memo provided by Scott Hansen of CMT who did the study for the City that was referenced by Mr. Guiltner as his reference material used for this proposal. Mr. Klopfer stated it may take a developer agreement to do a PDD-like development and work with the City's attorney to develop the document and speak with Mr. Hansen to get something together to discuss at the next Planning and Zoning Meeting. Mr. Klopfer outlined a memo from Mr. Scott Hansen explaining differing approaches we could take other than Rezoning from C-1 to R-3. . The Commission delayed setting public hearing to explore options more thoroughly. since the number of days needed to hold public for November meeting cannot be met.

g) **Recognition of P & Z Commission Member Bernie Gerwel's Service.** Mayor Mark Crabtree presented Mr. Gerwel with a certificate of appreciation and a thank you note for his service.

5) Future Agenda Items

a) **Recommend adoption of MS4 Report.** Will be discussed at the next meeting on November 10, 2025

6) Board Member Comments, Questions & Open Discussion.
None.

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7) Adjournment

Motion was made by Member David Byrd to approve adjournment at 7:33 p.m. Motion was seconded by Member Kevin Britt. A vote was taken, and the vote was Tim Kelley Sr., Bernie Gerwel, Kevin Britt, Danny Klopfer, David Byrd, Shelley Igert, and Tim Friel. 0 Nays. Members Keith Wright and Ron Yancey were absent for the vote. Motion carried.

Chairman-Danny Klopfer

ATTEST:

City Clerk-Beth Anne West, City Clerk