



CITY OF WARRENSBURG, MISSOURI  
PLANNING AND ZONING COMMISSION MINUTES  
September 3, 2019

**1. Call to Order**

The meeting was called to order by Chair Mark Karscig at 5:30 PM at the Warrensburg Municipal Center.

**2. Roll Call**

Roll was called and members Mark Karscig, Steve Westhead, Bryan Jacobs, Casey Lund, Andy Kohl, Jeff Terry, Dewayne Jackson and Shari Bax were present. Member Bob Steinkuehler was absent. Also present were Barbara Carroll, Director of Community Development, and Kristin Dyer, City Planner.

**3. Minutes of Previous Meetings**

Members reviewed the minutes. Jackson moved to approve the minutes from the August 5, 2019 meeting. Jacobs seconded. Approved 5-0 with Karscig, Westhead and Bax abstaining.

**4. Requests and Petitions Presented - None**

**5. Motions, Resolutions, and Recommendations**

5.1 Minor Plat of Mannerings Broadview Estates  
*805, 807, 809 Broad Street*

Carroll summarized the staff report and stated in the last few years there was a duplex built on the east side of the property in the plat. Carroll highlighted the remaining corrections required by City staff.

Lund moved to approve the minor plat with conditions 1-5 as requested by staff shown below.

1. Include the full names of adjacent property owners and subdivisions. Apple Court Subdivision is located to the north.
2. On Lot 3 correct the following:
  - a. The one hundred number is missing from the east and west property lines. It should be 100.00' and 150.57'.
  - b. Show the lines indicating where the dimension of the building from the adjacent property lines is being measured for the side setbacks on Lot 3.
  - c. The 13 ft. dimension from the building to the east property line does not measure 13' ft. In addition, that is a 7.5 ft. SD and UE, so it cannot be both 13 ft. and 7.5 ft. Show correct dimension.
  - d. Show address as 809 Broad St.
3. In the Notary Statement paragraph, insert "in" for "i" on the third line down, sixth word from the left.
4. Under the Surveyor's General Notes, provide a note that states "Duplex on Lot 3 was built per the average setback provisions of Section 27-107 (h) (1) d of the Code of City Ordinances."
5. Include signature line for mortgage holder.

Jacobs seconded. Approved 8-0.

- 5.II Casey's Addition  
303 N. Maguire St., 310 E. Gay St., 302 E. Gay St., 308 E. Gay St., 305 E. Market St.,  
and 309 E. Market St.

Carroll summarized the staff report and stated this will combine eight lots into one lot. Carroll highlighted the only condition required by City staff which does not require a physical change to the plat itself.

Kohl moved to approve the minor plat with one condition as requested by staff shown below.

1. The new Lot 1 will only be able to have one primary use on it. Therefore, the City will be able to approve the plat, but will not be able to record it until the two of the three structures have been demolished.

Jackson seconded. Approved 8-0.

**6. Other Business and Appearances by the Public - None**

**7. Comments of Commissioners and Staff**

- 7.I Planning Priorities Discussion for October Meeting  
Carroll stated Steinkuehler previously requested a discussion at an upcoming meeting about planning priorities. Staff will place this discussion on the October meeting agenda. Commissioners should come prepared with any new issues, ideas or irritants for the board to consider. Copies of the zoning ordinance, subdivision regulations, and 2007 and 2017 Comprehensive City Plans are available on the City's website. Staff is also happy to get printed copies to any board members that want one. Carroll stated it was time to have a session with the City Attorney on open meeting and records requirements. Staff will schedule that for an upcoming meeting when there is a lighter agenda.

Member Lund welcomed the new commissioners, Steve Westhead and Shari Bax.

Kohl confirmed the special Planning & Zoning Commission meeting was still scheduled for September 16 at 5:00 p.m.

**8. Adjournment**

Jacobs moved to adjourn the meeting. Jackson seconded. Approved 8-0. The meeting adjourned at 5:45 p.m.

Date: \_\_\_\_\_

9/16/19

Chair \_\_\_\_\_

