



Planning & Zoning Meeting Minutes
Thursday, March 15th, 2018 @ 6pm
City Hall

Chairman Neal called the regular meeting of the Planning & Zoning Commission to order at 6:03pm.

Members present:

- Ed Kurtz, Commissioner
- Alexis Neal, Chairman
- Eddie Lollar, Commissioner
- Mayor Chris Warwick
- Duncan Meadows, Secretary
- Bill Little, Commissioner

Others present:

- Tracy Slagle, City Administrator
- Sydney Allen, Planning & Zoning Administrator
- Don Brown, City Attorney

Approval of Agenda:

After reviewing the agenda, Secretary made a motion to approve as presented. Mayor Warwick seconded. The agenda was approved as presented.

Approval of Minutes: After reviewing the meeting minutes from January 18th, 2018, Secretary Meadows made a motion to approve as presented. Ed Kurtz seconded the motion. The minutes were approved as presented.

New Business:

- **Discussion – Parking Regulations:** Sydney Allen, Planning & Zoning Administrator, explained the information that was provided to the Commission. She stated that the Community Development intern, Jacob, created a table showing how the requirements for number of parking spaces in Bolivar compare to surrounding communities. Sydney stated that the last few variance applications were for a decrease in parking spaces. Specifically in the Medical/Professional Office category. Mayor Warwick agreed that looking at the regulations for Medical/Professional Office and Restaurant category would be a good idea. He stated that we would just be setting a minimum. Sydney stated that whatever regulations are adopted would only apply to new development. Chairman Neal said that these regulations are most likely going to affect more of the “mom and pop” establishments and small businesses who expand instead of the larger establishments. She also asked if there was a common percentage or number of fewer spaces that is commonly asked for.

Sydney stated that each application was different but could be looked at. Mayor Warwick asked for clarification regarding how space requirements are calculated for restaurants. Ed Kurtz stated that in design, the number of seats is one of the most important aspects. Mayor Warwick wanted to make sure that creating a requirement for parking spaces based on number of seats in restaurants as opposed to square footage was the correct method. Ed Kurtz also stated that we need to make sure we are being comparative to other communities in order to stay competitive. The Commission agreed that the number of spaces required in residential districts is sufficient. Eddie suggested that we look at 14 spaces and plug that number into the formula that was presented. Sydney said she would go back and figure out the math and how it works with space per square feet. The Commission also stated that they would only like to work on the Medical/Professional Office regulations at this time. Sydney will bring more information at the following meeting.

Old Business:

- **Discussion: Commercial Corridor Overlay District:** Sydney recapped the discussion from the previous meeting relating to Commercial Corridor Overlay District. She stated that the main two points of concern were the review process and the list of prohibited materials that was provided in the draft regulations. When discussing the list of prohibited materials, Sydney stated that while initially Staff thought the Variance process would be appropriate, after further discussion, it was decided that because a variance cannot be granted based on a financial hardship, it would be hard for developer's to come up with another hardship regarding materials. Sydney suggested that a list of approved materials be provided. And have a point at the end that says additional may be approved. If a developer wants to use something else, then the Planning & Zoning Commission would approve or deny the material based on if it meets the intent of the regulations. And then not provide a list of prohibited. Alexis Neal asked if we could provide a "not generally preferred" list of materials. This way people would have knowledge ahead of time that if they will have to have a good argument as to why the specific material would be appropriate. She also asked if it would be helpful to put in the regulations that a pre-design meeting is recommended. Ed agreed that it would be recommended if these new regulations are passed. Mayor suggested that we create a packet or brochure that can be handed out to projects that will be located in the Overlay District. He also wants to make sure that we send out the new regulations to the local designers and developers to let them know of the changes. Tracy Slagle stated that anytime anyone would like to talk to Staff, we welcome it 100%. The Commission liked having the list of prohibited materials. Sydney will work on the regulations and bring it back to the Commission at the next meeting.

Review process was discussed. It was said at the previous meeting that approving the design and materials list at the point of building permit application and plan submittal would be too late in the game for developers. After Staff discussed, they

didn't see how this step would be any different from other steps in the plan review process. Anyone can come prior to building permit application and plan submittal to get preapproval or get questions answered. That way, potential issues can be worked out prior. Ed Kurtz asked if people would know that they were in the Commercial Corridor Overlay District and Sydney stated that whatever regulations are passed will be added to the website and would be discussed at the beginning of projects, just like other aspects of the process.

- **“R-4” Minimum lot square footage:** Sydney recapped the discussion from the last meeting. She stated that the intent is to figure out if the City needs to amend or add a multi-family district. She explained that Bolivar's current regulation requires a minimum lot square footage for multi-family is 3,000 square feet per unit. She explained that surrounding communities require different things. The Commission looked at the regulations that the City of Warrensburg uses, per Mayor Warwick's request. In the example calculation for the same development, Bolivar would require almost 100,000 square feet more than Warrensburg. Mayor Warwick explained that from his point of view, if we allow a little higher density in multi-family areas, we would allow for growth without having to expand in property. Essentially, the City would get more bang for the buck. Sydney mentioned that the parking requirements would also have to work with a higher density situation. She stated that she wanted a recommendation from the Commission to move forward. Ed Kurtz suggested that he would like to see two classifications of multi-family, a medium and a high density. The Mayor asked if Sydney could look into Neosho since they have Crowder College. Alderman Sagaser stated that he wants to make sure that parking and parking spaces in multi-family districts are sufficient. Especially around the University because spaces fill up quickly when there are events or football games. Sydney stated that she would work on having two separate districts, both with a set minimum square footage. And also try and locate appropriate locations for a new higher density.

With no citizen comments, Ed Kurtz made a motion to adjourn the meeting. Eddie Lollar seconded the motion. Chairman Neal adjourned the meeting at 7:15pm.