

NOTICE OF PUBLIC HEARING

PLANNING AND ZONING COMMISSION OF JEFFERSON COUNTY, MISSOURI NOTICE OF MEETING

Notice is hereby given that the Planning and Zoning Commission of Jefferson County, Missouri, will conduct a meeting at 6:30 p.m., Thursday, July 27, 2023 in the Assembly Room of the Jefferson County Administration Center, located at 729 Maple Street, Hillsboro, Missouri. The public will be given an opportunity to be heard.

The tentative agenda of this meeting includes:

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF AGENDA
- IV. APPROVAL OF MINUTES
July 13, 2023
- V. SWEARING IN OF WITNESSES
- VI. INTRODUCTION OF EVIDENCE
- VII. NEW BUSINESS
 - I. Consideration
 - A. PR223024
A Request for a Zone Change and Development Plan Approval for parcel 02-7.0-36.0-2-001-076., located at #1 Vogel Circle, Arnold, in Windsor Township and Council District #3, from Single-Family Residential (R-20) Zone District, Single-Family (R-7) Zone District and Planned Mixed Residential (PR-2) Zone District to Planned Mix Residential (PR-2) Zone District and Development Plan approval For Vogel Manor Mobile Home Park.
 - B. Amendments to Bylaws.
- VIII. REPORTS TO THE COMMISSION
- IX. CITIZENS TO BE HEARD
- X. ADJOURNMENT

Representatives of the media may obtain copies of this notice by contacting Elaine Roesch, Planning Clerk at 636-797-5580, Jefferson County Planning Division, PO Box 100, Hillsboro, Missouri 63050.

Any person requiring special accommodation under the Americans with Disabilities Act should contact Jefferson County Human Resources at 636-797-5071.

"Please be Advised: Members of the County Council May Be in Attendance at this Meeting"

Petition Number: PR223024

Meeting Date: July 27, 2023

Prepared By: Rachel Krispin

Applicant Information

APPLICANT NAME: Vogel Manor MO LLC

APPLICANT ADDRESS: 4600 Cox Rd Ste. 400, Glen Allen, VA 23060

DESIGN PROFESSIONAL: VonArx Engineering

SITE ADDRESS: Vogel Manor Mobile Home Park located off Vogel Rd in Arnold

PARCEL NUMBER: 02-7.0-36.0-2-001-076

NATURE OF REQUEST: Rezone a portion of the subject property from Single Family Residential "R20" zone district to Planned Mixed Residential "PR2" zone district and development plan approval for Vogel Manor Mobile Home Park.

Parcel and Site Information

CURRENT ZONE DISTRICT: Planned Mixed Residential (PR2) and Single Family Residential (R20) zone districts.

COUNCIL DISTRICT: 3

MASTER PLAN DESIGNATION: Primary Growth Area

DEVELOPMENT PATTERN: Mixed Use Development Pattern

PARCEL SIZE: 33.17 acres, 1.72 acres to be rezoned (per the Applicant)

FEET OF ROAD FRONTAGE: Vogel Rd – Approx. 300 feet

AVAILABLE SERVICES: Public Water, Public Sewer

DESCRIPTION OF CURRENT DEVELOPMENT ON PARCEL: Developed MHP

Parcel Conditions

TOPOGRAPHY: The subject property has extreme topography; however, where the current mobile home park is developed, the topography is fairly flat.

FLOODPLAIN ISSUES/STREAM ORDERS: A Stream Order 2 traverses the property on the northern and western property lines. The Stream Order 2 is not located within the proposed rezoning area.

VEGETATIVE COVER/SCREENING: The undeveloped area of the property is heavily wooded.

ADDITIONAL COMMENTS: N/A.

SURROUNDING ZONING: Surrounding Area: The subject property is located off Vogel Rd where various residential zone districts exist.

To the North:	<u>Zoning:</u> R7
	<u>Land Use:</u> Developed Residential
To the East:	<u>Zoning:</u> R20
	<u>Land Use:</u> Developed Residential
To the South:	<u>Zoning:</u> R20
	<u>Land Use:</u> Developed Residential
To the West:	<u>Zoning:</u> PR1 & R20
	<u>Land Use:</u> Developed Residential

Development Plan

The submitted development plan shows the following:

- Six (6) manufactured mobile home pad sites in the area to be rezoned
 - Three (3) are occupied with manufactured mobile homes
 - Three (3) are vacant pad sites
- Extension of Vogel Manor with an added turn-around at the end of the street
- Existing mobile home park to remain in existing condition and configuration

Development Plan Modification Requests

Section 400.4650, A.1 and B.3

The petitioner is seeking relief from street frontage and open space landscaping requirements.

Vogel Manor MHP was established before current UDO standards were in place. With that being said, the property is roughly 33 acres, which is largely covered by wooded vegetation. With this zone change and development plan request, the petitioner is not proposing to remove any of the large amounts of vegetation that currently exists on the property.

Section 400.4740, B.1 & B.2 – Buffer Design Standards

The petitioner is seeking relief from screening requirements.

According to the UDO, where “PR2” zoning adjoins “R7” or “R20” zoning, medium impact screening must be constructed. (Medium impact screening can be opaque fencing or landscaping.) As mentioned above, the subject property is heavily wooded, which could act as a buffer from adjoining properties.

Section 400.5560 – Drainage and Storm Sewers

The petitioner is seeking relief from adding additional stormwater detention.

The development has been in operation for numerous years without any known issues to stormwater management. Besides the small extension of Vogel Manor street, there is no other added impervious area being added to the development that does not already exist.

Criteria for Approval

Criteria For Considering Applications. In considering any application for any rezoning, conditional use permit, conceptual development plan or preliminary development plan, the Planning and Zoning Commission and the County Council may give consideration to the criteria stated below:

- a. The character of the neighborhood.
- b. The existing and any proposed zoning and uses of adjacent properties and the extent to which the proposed use is compatible with the adjacent zoning and uses.
- c. The extent to which the proposed use facilitates the adequate provision of transportation, water, sewerage, schools, parks and other public requirements.
- d. The suitability of the property for the uses to which it has been restricted under the applicable zoning district regulations.
- e. The length of time, if any, the property has remained vacant as zoned.
- f. The extent to which the proposed use will negatively affect the character of the property and neighboring property.
- g. The extent to which the proposed use will seriously injure the appropriate use of, or detrimentally affect, neighboring property.
- h. The extent to which the proposed use will adversely affect the capacity or safety of the portions of the street network impacted by the use or present parking problems in the vicinity of the property.
- i. The extent to which the proposed use will address and conserve the natural resources of the site, effectively manage storm water runoff and prevent air, water and noise pollution and conserve habitat.
- j. The impact the proposed use has on achieving the goal of economic diversity in the community.
- k. The ability of the applicant to satisfy any requirements applicable to the specific use imposed pursuant to this UDO.
- l. The extent to which public facilities and services are available and adequate to meet the demand for facilities and services generated by the proposed use.
- m. The gain, if any, to the public health, safety and welfare due to approval of the application as compared to the hardship imposed upon the landowner, if any, as a result of denial of the application.
- n. The conformance of the proposed use to the Official Master Plan and other adopted planning policies.
- o. The analysis by professional staff.

Analysis

Vogel Manor MHP is a multi-family residential mobile home park that consists of seventy-three (73) pad sites-sixty-three (63) of which are occupied currently with manufactured mobile homes. The portion petitioned to be rezoned is roughly 1.72 acres, consisting of six (6) pad sites. Of the six (6) pad sites, three (3) are currently vacant. Currently, this portion of the property is zoned Single-Family Residential "R20". In order to be able to occupy the aforementioned three (3) vacant pad sites, the zoning must be brought into compliance. If approved, this would allow all pad sites in the development to have proper zoning for a mobile home park.

The "PR2" zone district is designed to create a transition between uses of different intensity. In this case, the MHP has existed for numerous years without any known issues. The MHP is situated near other residential zone districts- being located in a portion of the County where a variety of dense zone districts exist in the immediate area. The proposed development is located within the Primary Growth Area where all development patterns including the Mixed-Use Development Pattern can be used. Therefore, the proposed development and uses are consistent with the County's Official Master Plan.

Recommended Conditions/Comments if Approved

Permitted Uses

Land uses shall be permitted per the approved Development Plan:

- Manufactured Home Park

Floor Area, Height, and other Building Requirements

- Maximum Density: 18 units per acre (A total of 6 pad sites/homes will be approved with this application)
- Maximum Structure Height: 50 feet

Site Development

Required Yards

- Without lot lines: Front Yard – 15 feet; Side Yard – 12 feet; Rear Yard – 20 feet
- With lot lines: Front Yard – 15 feet; Side Yard – 6 feet; Rear Yard – 10 feet.

Design Standards

- The development shall comply with the Mixed-Use Design Standards in accordance with Article VII of the Jefferson County Unified Development Order.

Access

- Access shall be provided in accordance with the Jefferson County Unified Development Order, except as specifically modified.

Parking

- Parking and loading shall be provided per the regulation of Article XII of the Jefferson County Unified Development Order.

Signs

- Signs shall comply with Article XIII of the UDO. All regulatory signs, including stop signs, speed limit, etc. shall be provided by the developer.

Lighting

- Lighting that by color, placement or design resembles or conflicts with traffic control signs is prohibited. No lighting shall contain flashing lights, intermittent lights, animators, or mechanical movements of any kind.

Landscaping

- Landscaping, buffers, and tree protection shall comply with Article XIV of the Jefferson County Unified Development Order.

Stormwater and Erosion and Sediment Control

- Stormwater management and Erosion and sediment control shall comply with Chapter 505: Erosion and Sediment Control / Stormwater Management Design Manual of the Jefferson County Code of Ordinances.

Departmental Comments

- 1) Drives meet or exceed UDO requirements for width and thickness. The existing width is 26 feet wide and the thickness is 6" of concrete with a 2" asphalt overlay.
The drives are in good condition and need only two minor potholes patched.
- 2) The existing stormwater system is composed of piping, inlets, curbing and trench drains which appear to function as designed.
- 3) A stop sign is required at the intersection of Vogel Manor Drive with Vogel Road.
- 4) Patch 2 minor potholes as directed by the Planning Division.

VOGEL MANOR MOBILE HOME PARK

SITE DEVELOPMENT PLAN FOR REZONING

1 VOGEL CIR.
ARNOLD, MISSOURI 63010
PART OF THE SW 1/4 OF THE SE 1/4,
SECTION 36, R43N, R5E
JEFFERSON COUNTY, MISSOURI



LOCATION MAP

N.T.S.

GENERAL NOTES

1. THE UTILITIES SHOWN WERE PLOTTED FROM AVAILABLE INFORMATION AND DO NOT NECESSARILY REFLECT THE ACTUAL EXISTENCE, NON-EXISTENCE, SIZE, TYPE, OR LOCATION OF THESE OR OTHER UTILITIES. THE CONTRACTOR SHALL SHOW OR NOT SHOW, AND SAID UTILITIES SHALL BE LOCATED IN THE FIELD NO WAY ABSOLUTE ANY PARTY FROM COMING WITH THE UNDERGROUND FACILITY SAFETY AND DAMAGE PREVENTION ACT, CHAPTER 319 RSMo.
2. ALL ELEVATIONS ARE BASED ON U.S.G.S. DATUM.
3. BOUNDARY AND TOPO PROVIDED BY JEFFERSON COUNTY LDMR.
4. ALL MATERIALS AND METHODS OF CONSTRUCTION TO MEET THE CURRENT STANDARDS AND SPECIFICATIONS OF JEFFERSON COUNTY, MISSOURI.
5. ALL GRADED AREAS SHALL BE PROTECTED FROM EROSION BY EROSION CONTROL DEVICES AND/OR SEEDING AND MULCHING AS REQUIRED BY JEFFERSON COUNTY, MISSOURI.
6. PRIOR TO BEGINNING ANY WORK ON THE SITE, THE OWNER SHALL HAVE A PRE-CONSTRUCTION CONFERENCE WITH JEFFERSON COUNTY, MISSOURI PRIOR TO ANY CLEARING, GRADING, OR INSTALLATION OF IMPROVEMENTS.
7. GRADING CONTRACTOR SHALL INSTALL SLOTTATION CONTROL PRIOR TO STARTING PRE-CONSTRUCTION CONFERENCE WITH JEFFERSON COUNTY, MISSOURI PRIOR TO ANY CLEARING, GRADING, OR INSTALLATION OF IMPROVEMENTS.
8. ALL FILLS AND BACKFILLS SHALL BE MADE OF SELECTED EARTH MATERIALS, FREE FROM BROKEN MASONRY, ROCK, FROZEN EARTH, RUBBISH, ORGANIC MATERIAL, AND DEBRIS.
9. THE CONTRACTOR SHALL KEEP EXISTING ROADWAYS CLEAN OF MUD AND DEBRIS AT ALL TIMES.
10. PROPOSED CONTOURS SHOWN ARE FINISHED ELEVATIONS ON PAVED AREAS.
11. NO GRADE SHALL EXCEED 3:1 SLOPE.
12. A GRADING PERMIT IS REQUIRED PRIOR TO ANY GRADING ON THE SITE. NO CHANGE IN WATERSHED SHALL BE PERMITTED.
13. THE DEVELOPER SHALL MAINTAIN EROSION DAMAGE CONTROL IN THE FORM OF SLOTTATION CONTROL MEASURES AND REQUIRED.
14. THE DEVELOPER IS REQUIRED TO PROVIDE ADEQUATE STORM WATER SYSTEMS IN ACCORDANCE WITH JEFFERSON COUNTY, MISSOURI STANDARDS.
15. ALL STORM WATER SHALL BE DISCHARGED AT AN ADEQUATE NATURAL DISCHARGE POINT.
16. ADEQUATE TEMPORARY OFF-STREET PARKING SHALL BE PROVIDED FOR THE PROJECT. THE CONTRACTOR SHALL MAINTAIN THE EXISTING PARKING LOT AND SHALL BE PROHIBITED IN ORDER TO CLIMATE THE CONDITION WHEREBY MUD FROM BE PROHIBITED FROM BEING DISCHARGED INTO THE PARKING LOT OR CAUSING UNDESIRABLE ROADWAY AND DRIVING CONDITIONS.
17. THE OWNER IS ADVISED THAT UTILITY COMPANIES WILL REQUIRE COMPENSATION FOR RELOCATION OF THEIR UTILITY FACILITIES WITHIN PUBLIC ROAD. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING THE NECESSARY PERMITS AND COMPENSATION FROM THE UTILITY COMPANIES FOR RELOCATION AND ADJUSTMENTS.
18. THE OWNER SHALL, AT ALL TIMES, CONTAIN MUD AND OTHER SPILLS ON THIS PROJECT. THE CONTRACTOR SHALL MAINTAIN THE EXISTING PARKING LOT AND SHALL BE PROHIBITED FROM BEING DISCHARGED INTO THE PARKING LOT OR CAUSING UNDESIRABLE ROADWAY AND DRIVING CONDITIONS.
19. VOGEL RD., VOGEL CIR., AND VOGEL MNR. SHALL BE KEPT OPEN TO TRAFFIC THROUGHOUT THE CONSTRUCTION PERIOD. THE CONTRACTOR SHALL MAINTAIN THE EXISTING PARKING LOT AND SHALL BE PROHIBITED FROM BEING DISCHARGED INTO THE PARKING LOT OR CAUSING UNDESIRABLE ROADWAY AND DRIVING CONDITIONS.
20. THE CONTRACTOR SHALL FURNISH, MAINTAIN, AND REMOVE TRAFFIC CONTROL DEVICES DURING ALL PHASES OF CONSTRUCTION. ALL FLAGMEN, BARBICADES, WARNING DEVICES, ETC. SHALL CONFORM TO THE MANUAL FOR UNIFORM TRAFFIC CONTROL DEVICES.

LEGEND

- UTILITY POLE
- FIRE HYDRANT
- GAS VALVE
- SANITARY SEWER
- CONCRETE
- WATER LINE
- OVERHEAD ELECTRIC LINE
- EXISTING CONTOURS
- PROPOSED CONTOURS
- PROPOSED SANITARY SEWERS
- PROPOSED STORM SEWERS
- PROPOSED LIGHT STANDARD

ABBREVIATIONS

- N/T NOW OR FORMERLY
- W WIDE
- DIB DEED BOOK
- PIE PLAT BOOK
- CONC CONCRETE
- SANL SANITARY
- MH MANHOLE
- R ROAD
- L LENGTH
- DELTA TO BE REMOVED
- TBR TO BE USED IN PLACE
- D.S. ROOF DOWNSPOUT

SITE DATA

PROPERTY OWNER: VOGEL MANOR MO LLC
4600 COX RD STE 400
GLENN ALLEN, VA 23060
(256) 483-0602

PROPERTY ADDRESS: 1 VOGEL CIR
ARNOLD, MO 63010

EXISTING ZONING: SPLIT ZONED PROPERTY
ZONE P22 (PLANNED MIXED RESIDENTIAL) 774,000 SF ±
ZONE R20 (PLANNED RESIDENTIAL) 711,000 SF ±

PROPOSED ZONING: PR2 (PLANNED MIXED RESIDENTIAL)

SITE ACREAGE: 33.17 AC (1,444,885 SF) ±

PARCEL NO: 02-70-36.0-2-001-076

PLAT BOOK/PAGE: 151 / 014

WATERSHED: MEHERRICK RIVER

PRM PANEL: 2000000000
DATED JUNE 20, 2019

NOTE: THIS DEVELOPMENT IS LOCATED IN ZONE "A2" AND "Y" DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN.

TOTAL AREA OF EXISTING ZONE PR2 = 16.82 AC
TOTAL AREA OF EXISTING ZONE R20 = 16.83 AC
TOTAL AREA OF PROPOSED ZONE PR2 = 18.34 AC
TOTAL AREA OF PROPOSED ZONE R20 = 15.11 AC

TOTAL NUMBER OF EMPTY PLOTS = 10
TOTAL NUMBER OF HOMES = 63
TOTAL NUMBER OF HOMES/LOTS = 73

SERVICE DISTRICTS

FIRE: JEFFERSON COUNTY
3750 TELEGRAPH RD
ARNOLD, MO 63010
636.256.2271

AMBULANCE: JEFFERSON COUNTY
6707 ST. LUKES CHURCH RD
BARNHART, MO 63012
636.256.2271

SCHOOL: JEFFERSON COUNTY
7545 EFTCO BLVD.
JEFFERSON CITY, MO 64506
636.256.2271

SEWER: ROCK CREEK PUBLIC SEWER DISTRICT
P.O. BOX 1080
JEFFERSON CITY, MO 63052
636.464.1300

WATER: JEFFERSON COUNTY
P.O. BOX 140
BARNHART, MO 63012
636.256.2271

ELECTRIC: JEFFERSON COUNTY
4450 HIGHWAY WM
HOUSE SPRING, MISSOURI 63012
636.256.2271

POST OFFICE: U.S. POST OFFICE
1314 EFTCO BLVD.
JEFFERSON CITY, MO 64506
636.256.2271

TELEPHONE: AT&T
402 NORTH JRD
JEFFERSON CITY, MISSOURI 63010
314.944.1300

DRAWING INDEX

C1	TITLE SHEET
C2	EXISTING CONDITIONS
C3	SITE/GRADING PLAN



CALL BEFORE
YOU DIG!
1-800-DIG-RITE

TITLE SHEET

DATE: 6/19/2023
SCALE: NONE
CADD: 15419
Sheet Number: C1

VOGEL MANOR
DEVELOPMENT PLAN
JEFFERSON COUNTY,
MISSOURI 63010

VonArx
Engineering
10000 N. Highway 100
Suite 100
Overland Park, KS 66213
(913) 241-1100
www.vonarx.com



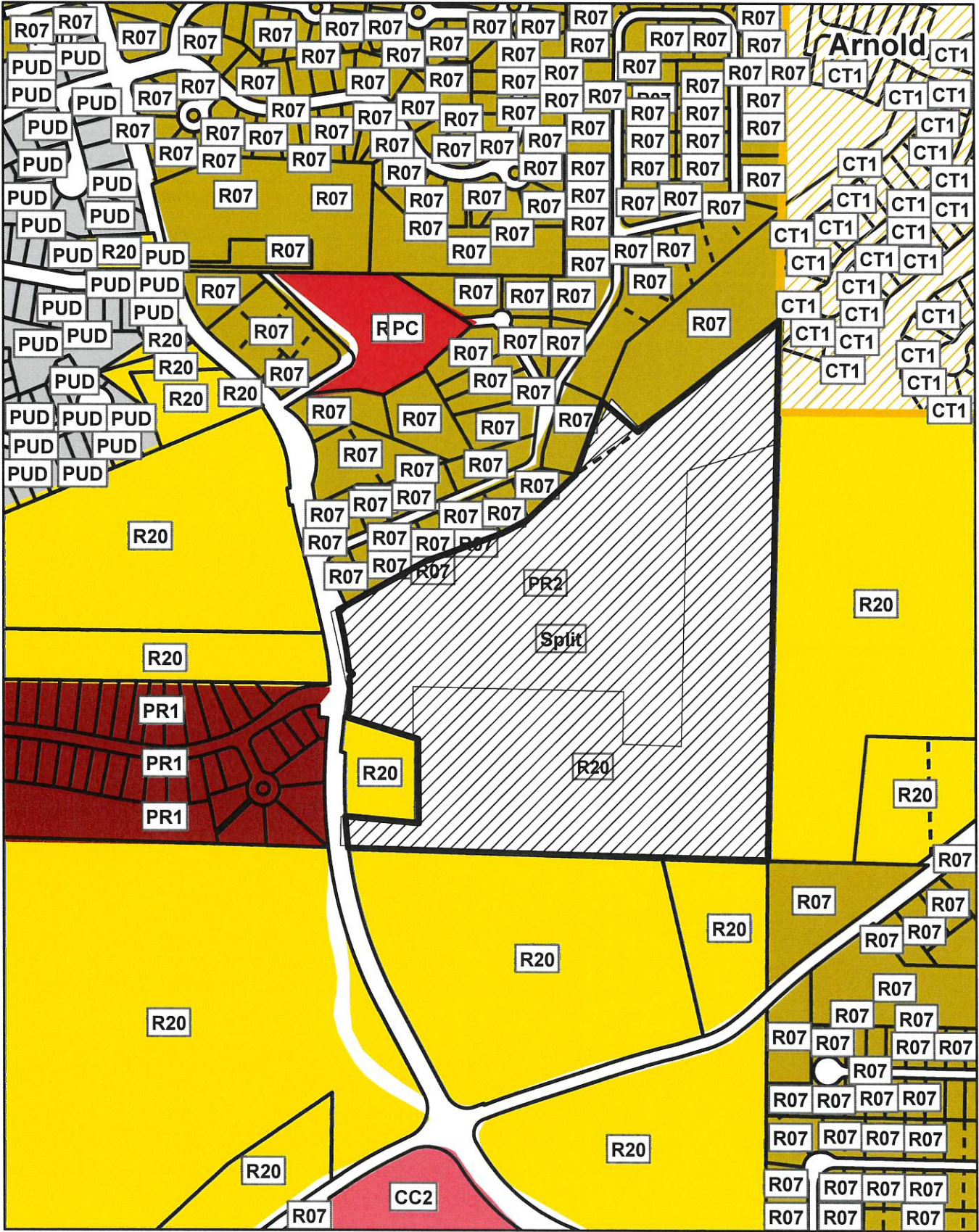
VOGEL MANOR MO LLC
4600 COX RD STE 400
GLENN ALLEN, VA 23060
(256) 483-0602



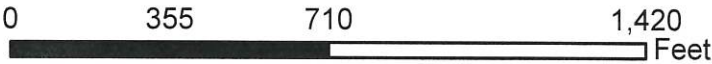
SITE / GRADING PLAN

THE UTILITIES SHOWN HEREIN WERE PLOTTED FROM AVAILABLE INFORMATION AND DO NOT NECESSARILY REPRESENT THE ACTUAL LOCATION OF UTILITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE ACTUAL LOCATION OF ALL UTILITIES, SHOWN OR NOT SHOWN, AND SAID UTILITIES SHALL BE LOCATED IN THE FIELD PRIOR TO ANY CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND COMPLIING WITH THE UNDERGROUND FACILITY SAFETY AND DAMAGE PREVENTION ACT, CHAPTER 319 RSMo.

PR223024 - Vogel Manor MHP



Subject Property



PR223024 - Vogel Manor MHP



Subject Property

0 355 710 1,420 Feet

BYLAWS OF THE JEFFERSON COUNTY, MISSOURI, PLANNING COMMISSION

Effective Date: _____

Article 1. Existence; Name.

By majority vote of the voters of Jefferson County, Missouri, county planning was adopted, and the Jefferson County Commission created by its order a county planning commission, all pursuant to Sections 64.800 through 64.880 RSMo. In 2008, the Home Rule Charter of Jefferson County, Missouri (hereinafter the "Charter") and the Unified Development Order (hereinafter the "UDO") were adopted. The adoption of these documents recognized the continuing existence of the Jefferson County Planning Commission (hereinafter the "Planning Commission"), while ultimately altering the powers and membership of the Planning Commission.

Article 2. Purposes

In accordance with the Charter, the UDO, and the Revised Statutes of the State of Missouri, the purposes of the Planning Commission shall be as follows;

1. to prepare and recommend to the Jefferson County, Missouri, Council (herein "Council") the adoption, amendment, repeal or extension of an official master plan and comprehensive zoning plan for Jefferson County;
2. to prepare, for the Council adoption, amendment, repeal or extension, regulations governing subdivision of land in unincorporated areas of Jefferson County;
3. to consider and approve or disapprove plats of subdivisions in Jefferson County; and
4. to recommend to the Council the adoption, amendment, or repeal of zoning regulations.

Article 3. Powers.

This Planning Commission shall have all of the powers granted to it by the Charter, the UDO, and the Revised Statutes of the State of Missouri, including such powers as are incidental or necessary to the forgoing powers or to the accomplishment of the purposes of the Planning Commission in accordance with applicable law. To the extent that the provisions of the UDO are more specific than, or are inconsistent with the Revised Statutes of the State of Missouri, the provisions of the UDO shall be controlling.

Article 4. Members.

1. The Planning Commission shall consist of nine (9) members to be appointed by the County Executive with consent of the County Council as follows: one (1) member shall be appointed from each Council District, and two (2) members shall be appointed from the County at-large. The two (2) at-large members must be residents of the unincorporated area of Jefferson County.
2. The term of each appointed member shall be no more than three (3) years, or as is set forth in the Executive Order appointing each member. The initial terms of appointed members shall be staggered and may be for less than three (3) years as set forth in the Executive Order appointing each member.
3. Vacancies shall be filled for the unexpired term by appointment as described in Subsection (1).

4. All members of the Planning Commission shall serve without compensation, except that an attendance fee as reimbursement for expenses may be paid to the appointed members of the Planning Commission in an amount, as set by the County Council, not to exceed twenty-five dollars (\$25.00) per meeting.
5. Members may be removed from the Planning Commission by the County Council for just cause. Just cause shall include being absent from three (3) or more meetings in any calendar year.

Article 5. Meetings; Quorum; Voting

1. Regular Meetings. Regular meetings of the Planning Commission shall be held on the second and fourth Thursday of each month, except for holidays or days on which nothing appears on the agenda of the Planning Commission for discussion or consideration. A regular meeting may be canceled by action of the Planning Commission at its immediately preceding regular or special meeting if there is nothing on the agenda for the canceled meeting to be discussed or considered. A copy of the agenda for each regular meeting shall be sent to each member of the Planning Commission at least 72 hours before the date and time of the meeting. Otherwise, no notice of a regular meeting shall be required to be given to any member of the Planning Commission.
2. Special Meetings. Special meetings of the Planning Commission may be called by the Chairperson of the Planning Commission or any three members of the Planning Commission. Notice of each special meeting, together with a copy of the agenda for the meeting, shall be sent to each member of the Planning Commission at least 24 hours before the date and time of the meeting.
3. Starting Time of Meetings. Every meeting of the Planning Commission shall commence at 6:30 p.m., if a quorum is then present. If a quorum is not then present, the starting time of the meeting shall be extended until there is a quorum, but not later than 6:45 p.m.
4. Quorum for Action. A simple majority of the serving members of the Planning Commission shall constitute a quorum. No action shall be taken at a meeting of the Planning Commission in the absence of a quorum, except that the meeting may be adjourned to a subsequent date and time by majority vote of the members of the Planning Commission present at the meeting.
5. Required Vote for Action. Except as otherwise required by law or these bylaws, any action by the Planning Commission may only be pursuant to a motion made and duly seconded and that is approved by a majority of members of the Planning Commission present at a meeting at which a quorum is present.
6. Member Voting; Recusal. Each member of the Planning Commission who attends a meeting of the Planning Commission shall be entitled to cast one vote on all matters and resolutions brought to a vote; but if any member of the Planning Commission has a financial or other interest in a matter to be considered by the Planning Commission, such member shall disclose the existence of such interest and shall recuse himself or herself from consideration and discussion of the matter, and shall be disqualified from voting upon the matter. The minutes of the meeting shall record such disclosure and recusal and that no vote was cast by such disqualified member on the matter.
7. Agendas. An agenda shall be prepared for each meeting and delivered to each member of the Planning Commission. Every agenda shall contain a brief description of all matters to be considered or discussed at the meeting, which shall include the following in the order listed:
 - a) Roll Call (to determine if a quorum is present)

- b) Approval of the agenda (for the meeting)
- c) Approval of minutes (of previous meeting)
- d) Introduction of Evidence
- e) Old Business (being all matters considered or discussed at a previous meeting on which no action has been taken or which have been continued to the current meeting)
- f) New Business (being all matters to be considered or discussed that are not Old Business)
- g) Report to the Planning Commission by Staff (on such matters deemed appropriate or as the Planning Commission may direct from time to time)
- h) General Comments from the Public
- i) Adjournment

The Planning Commission may take action at each regular and special meeting only on those matters appearing on the agenda for that meeting and, provided that the applicable requirements of Section 610.020 RSMo have been met, such other matters to which two-thirds of the members of the Planning Commission present at the meeting consent by affirmative vote.

Article 6.

Hearings and Deliberation.

1. Public hearings to be conducted at meetings. All public hearings conducted by the Planning Commission regarding a zoning text amendment, rezoning to a non-planned district, rezoning to a planned district, conditional use permit, development plan, revised development plan (major revision), or variance request and adoption, repeal or extension of the official master plan and comprehensive zoning plan or the UDO shall be held coincident with meetings of the Planning Commission.
2. Rules for public hearings. The following rules shall apply to the taking of testimony and evidence in each public hearing at a meeting of the Planning Commission;
 - i. All persons who testify or present evidence, other than members of the planning staff, shall be sworn. All documents submitted as evidence shall be marked with sequential identifying numbers or letters.
 - ii. The first persons to be heard shall be the Planning Division staff, who shall explain the matter to the Planning Commission.
 - iii. When the Planning Division staff has finished their presentation and report, the members of the Planning Commission shall have the opportunity to ask questions of the staff about the matter.
 - iv. When the members of the Planning Commission have no further questions of the planning staff, the applicant and the applicant's representatives (if present) shall have ~~five-ten~~ minutes to testify and present evidence to the Planning Commission concerning the matter.
 - v. When the applicant and the applicant's representatives have finished their testimony and presented their evidence, or when their time has elapsed, the members of the Planning Commission shall have the opportunity to ask them any matter relevant to the matter being considered.
 - vi. When the members of the Planning Commission have no further questions for the applicant and the applicant's representatives, members of the public present at the meeting shall have a total of twenty-five minutes to present testimony and evidence concerning the matter being

considered. Time shall be apportioned as follows: a total of five minutes shall be allowed for those members of the public who are in favor of the matter; and a total of ~~fifteen~~-twenty minutes shall be allowed for those members of the public who are opposed to the matter, with a three minute limit for any one speaker. The applicant and/or the applicant's representatives shall not be allowed to speak during the time allotted for public comments.

- vii. When the members of the public have finished their testimony and presented their evidence, or when their time has elapsed, members of the Planning Commission shall have the opportunity to ask them any matter relevant to the matter being considered.
- viii. When the members of the Planning Commission have no further questions for members of the public who testify or present evidence, the applicant and the applicant's representatives shall have five minutes to rebut the testimony and evidence presented by members of the public.
- ix. When the applicant and the applicant's representatives have finished their rebuttal, or when their time for doing so has elapsed, the Planning Commission shall deliberate and take action on the matter and in the course of doing so may further question the planning staff, the applicant and the applicant's representatives and the members of the public.

The foregoing rules may be changed with respect to any matter being considered at a meeting by the vote of a majority of the members of the Planning Commission present at the meeting.

- 3. Deliberation on actions. Deliberations on any proposed action on a matter being considered at a meeting of the Planning Commission, including deliberations after a public hearing, shall be conducted in accordance with such rules for debate and deliberation as the Planning Commission may prescribe from time to time as being necessary for a full and fair consideration thereof.

Article 7. Officers.

- 1. Election. The officers of the Planning Commission shall consist of a Chairperson and Vice-Chairperson, who shall be elected from among the appointed members of the Planning Commission at the second regular meeting in June of each year by majority vote of the members of the Planning Commission present at the meeting. Each officer shall serve for a term of one year and until a successor is elected or such officer dies, resigns, or ceases to be a member of the Planning Commission as provided in these bylaws.
- 2. Duties. The duties of the officers of the Planning Commission shall be as follows:

Chairperson

The Chairperson shall preside at all meetings of the Planning Commission and enforce its rules for hearings and deliberations.

The Chairperson shall be an *ex officio* member of every committee established by the Commission.

The Chairperson shall sign documents on behalf of the Planning Commission or to evidence action by the Planning Commission.

Vice-Chairperson

During the absence of the Chairperson, the Vice-Chairperson shall perform all the duties of the Chairperson.

3. Recording Secretary. The Planning Commission shall designate a member of the planning staff as its Recording Secretary. The Recording Secretary shall keep all minutes of meetings of the Planning Commission in a separate minute book as an official record of meetings, hearings, deliberations and actions of the Planning Commission. The Recording Secretary shall keep all evidence submitted to the Planning Commission on a matter with the minutes of the meeting at which the evidence was submitted or in a separate file to which such minutes refer. The Recording Secretary shall give all notices and deliver all agendas for meetings as required by law or these bylaws. The Recording Secretary shall be the official custodian of all records of the Planning Commission.
4. Death or Resignation. If an officer of the Planning Commission dies, resigns, or ceases to be a member of the Planning Commission, the Planning Commission may elect a successor by majority vote at any regular meeting or at a special meeting called for that purpose and at which a quorum is present. The successor shall be one of the members of the Planning Commission and shall serve out the unexpired term of such officer and until another successor is elected.

Article 8. Committee.

The Planning Commission may appoint special committees of its members for such purposes as the Planning Commission determines. The proceedings of all such special committees shall be conducted as required by applicable law and in accordance with such rules as the Planning Commission may prescribe. Any special committee appointed by the Planning Commission may be dissolved by it at any time and shall automatically dissolve upon the expiration of such time or on such date as the Planning Commission may prescribe.

Article 9. Amendments.

These bylaws may be amended at any regular meeting of the Planning Commission or at a special meeting of the Planning Commission called for that purpose as provided in these bylaws. A copy of any proposed amendment shall be given to each member at least five days prior to the meeting. The affirmative vote of at least two-thirds of all the serving members of the Planning Commission shall be necessary for the amendment of these bylaws.

Article 10. Statutory References.

All references in these bylaws to statutory sections are references to those sections in RSMo. 2000, as amended.

The undersigned Chairperson of the Jefferson County Planning Commission hereby certifies that the foregoing are the bylaws of the Jefferson County Planning Commission as adopted by the Planning Commission by majority vote of its members present at a meeting on May 12, 2022 at which a quorum was present.

_____, Chairperson