

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, December 16, 2021 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
November 18, 2021

V. SWEARING IN OF WITNESSES

VI. INTRODUCTION OF EVIDENCE

VII. NEW BUSINESS

1. Consent

A. FP21091

The Final Plat for Kingston Hills, parcels 02-1.0-02.0-2-011-037., and 02-1.0-02.0-3-001-001.01, located off Winter Valley Drive, Fenton, in Rock Township and Council District #2.

2. Consideration

A. PP21072

The Preliminary Plat for The Timbers, parcels 08-1.0-12.0-0-000-047., and 08-1.0-12.0-0-000-048., located off Prairie Hollow Road north of Seckman Road, Imperial, in Imperial Township and Council District #4.

B. PR121083

A Request for a Zone Change and Development Plan Application for parcels 04-6.0-14.0-0-000-002 and 04-6.0-14.0-0-000-002.01., located off Highway FF, north of High Trails Drive, Eureka, in Meramec Township and Council District #1, from Single-Family Residential (R-40) Zone District to Planned Single-Family Residential (PR-1) Zone District and Development Plan approval for The Polo Grounds. (CONTINUED TO 1-27-22)

C. PP21084

The Preliminary Plat for The Polo Grounds parcels 04-6.0-14.0-0-000-002 and 04-6.0-14.0-0-000-002.01., located off Highway FF, north of High Trails Drive, Eureka, in Meramec Township and Council District #1. (CONTINUED TO 1-27-22)

D. VR21085

A Request for a Deviation for parcel 02-6.0-23.0-3-002-060., located at 4385 Lonedell Road, Arnold, in Meramec Township and Council District #2, for relief from Chapter 505: Erosion and Sediment Control /Stormwater Code, Section 505.170(B)(3) of the Jefferson County Code of Ordinances.

E. Approval of 2022 Board of Zoning Adjustment and Planning and Zoning Commission Schedule.

F. Amendment of the Bylaws of the Jefferson County, Missouri Planning Commission.

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.

Due to COVID-19, seating in the room will be limited in an effort to maintain proper social distancing practices. In the event of large crowds, attendees may be asked to wait outside until the case they wish to participate in or observe is called for hearing. Temperatures will be screened at the door.

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"

County of Jefferson
PLANNING DIVISION

PO Box 100
HILLSBORO, MO 63050
(636) 797-5580

**Staff Report to the Jefferson County
Planning and Zoning Commission**
Meeting Date: December 16, 2021

General Information:

Petition Number: FP21091
Petition Name: Kingston Hills

Surveyor Name: St. Charles Engineering
Street Address: 801 South Fifth Street, Suite 202
City, State: St. Louis, MO 63301

Developer Name: Rolwes Co.
Street Address: 2200 Barrett Station Rd.
City, State: Ballwin, MO 63021

Location of Site: Northeast of Winter Valley Drive and Southwest of Winter Lake Drive

Requested Action: Approval of the Final Plat for Kingston Hills.

Lot Count: 47
Size of Tract: 15.8 Acres
Parcel Numbers: 02-1.0-02.0-3-001-001, 02-1.0-02.0-2-001-037

Existing Zone District : PR1 – Planned Residential
Township: Rock

Prepared By: Josh Jump, Planner II
Date: November 30, 2021
Recommend: Approval, subject to conditions

Attachments: Final Plat

Regulatory Requirements

Permitted Uses

Single-family residential detached dwellings.

Floor Area, Height, and other Building Requirements

Minimum Lot Size: 7,200 Sq ft

Minimum Lot Width: 50 feet

Maximum Structure Height: 45 feet

Improvement Plan / Site Development

Required Yards

Front Yard: 20'

Side Yard: 6'

Rear Yard 30'

Design Standards

The development shall comply with Suburban 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.

Street Improvements

All street located in the proposed subdivision shall comply with Article VII and Article XVI of the Jefferson County Unified Development Order.

Parking

Parking for the single-family residences shall be 2 per dwelling unit, excluding garage.

Signs

Signs shall comply with Article XIII of the Jefferson County Unified Development Order. The developer shall provide all regulatory signs, including stop signs, speed limit, etc. The developer shall provide a sign at appropriate location in the subdivision, which states "Private Maintenance Begins". This will be reviewed at the improvement plan stage if a preliminary plat is approved.

Landscaping

Landscaping shall comply with landscaping requirements as outlined in Article XIII of the Jefferson County Unified Development Order.

Stormwater

Stormwater management shall comply with Chapter 505 of the Jefferson County Code of Ordinances.

Erosion and Sediment Control

Erosion and sediment control shall comply with Article X of the Jefferson County Code of Ordinances.

Geotechnical

A geotechnical study prepared by an Engineer licensed in the State of Missouri shall be required where there are more than 5 feet of cut or 5 feet of fill and any slopes steeper than 3:1.

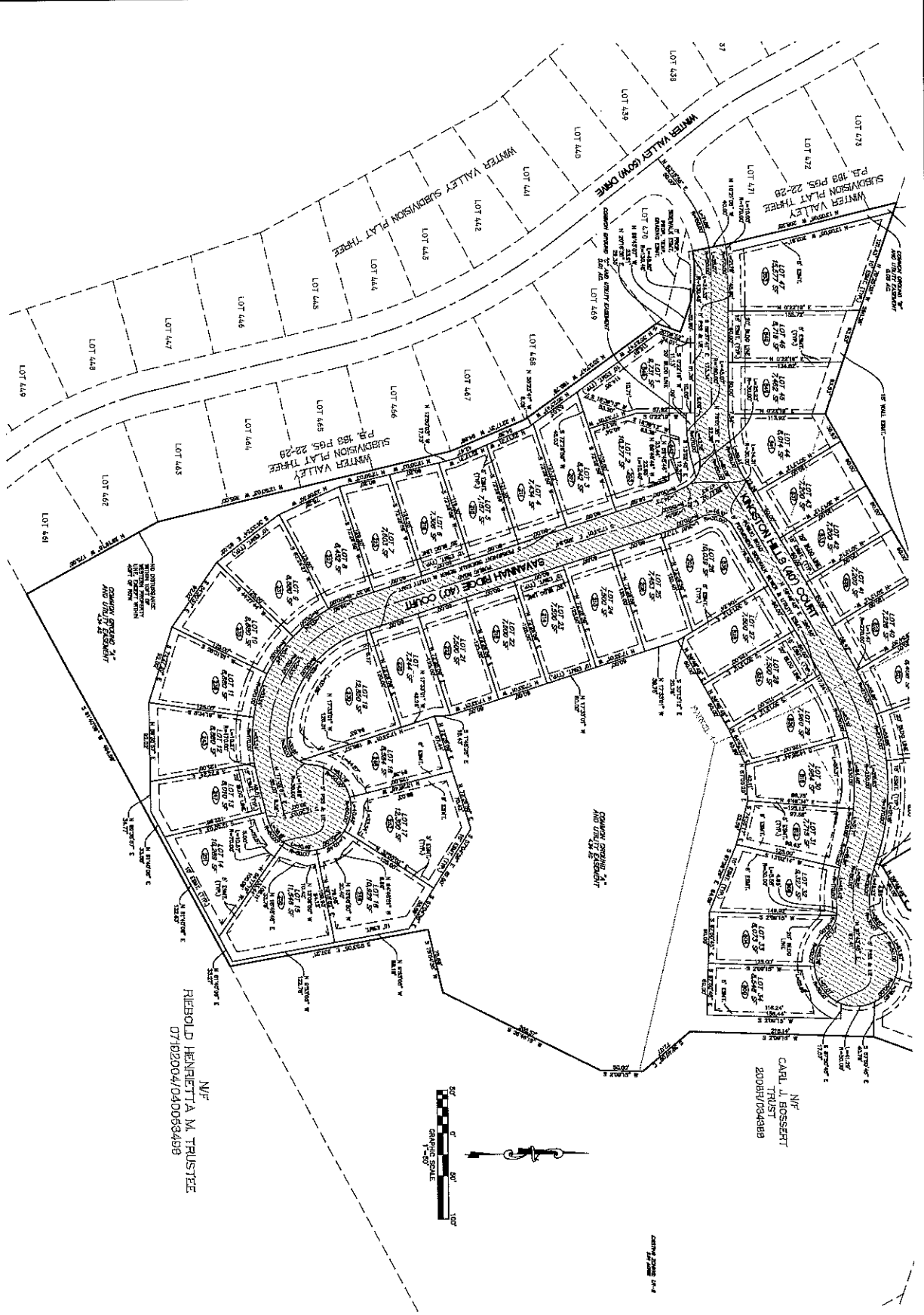
Staff Recommendations

Approval of this petition shall be subject to the conditions outlined below:

General Conditions:

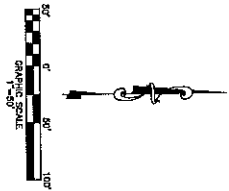
1. All required improvements must be installed and approved and/or escrow must be established.
2. Proof of 911 approval for the street name shall be provided to the Planning Division prior to recording the final plat.
3. All easements shall appear on the final plat and shall correspond to the location of utilities on the approved improvement plan and in accordance with the Jefferson County Unified Development Order.
4. The covenants and restrictions for the Kingston Hills subdivision shall be submitted when the Final Plat is submitted.
5. Proof that the covenants and restrictions have been recorded with the record plat in the Jefferson County Recorder of Deeds shall be provided to the Planning Division.
6. Prior to approval of the final plat, the subdivider shall agree in writing on a form provided by the County Counselor that the subdivider will install the minimum improvements provided herein as required by this UDO.
7. Show easements where swales are necessary to protect properties from stormwater runoff (i.e. Lots 1 through 9).
8. Owner's certificate: The owner's certification must identify that the streets are dedicated for public use but privately maintained by all present and future lot owners, their successors and/or assigns.

ST. CHARLES ENGINEERING & SURVEYING, INC. 801 S. FIFTH STREET, SUITE 302 ST. CHARLES, MO 63401 TEL: (336) 947-0601 FAX: (336) 947-3445



N/E
RIEBOLD HENRIETTA M. TRUSTEE
07/20/04/040068498

N/E
CARL J. BOSSEST
TRUST
2008/034488



ORDER NO. DATE 08/01/04	2	ST. CHARLES ENGINEERING & SURVEYING, INC. 801 S. FIFTH STREET, SUITE 302 ST. CHARLES, MO 63401 TEL: (336) 947-0601 FAX: (336) 947-3445 ST. CHARLES ENGINEERING AND SURVEYING, INC. PROFESSIONAL ENGINEERING AND LAND SURVEYING CORPORATION MISSOURI STATE CERTIFICATES OF AUTHORITY - 001847 & 000379	KINGSTON HILLS RECORD PLAT TOWNSHIP 43 NORTH, RANGE 5 EAST JEFFERSON COUNTY, MISSOURI	
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Jefferson County, Missouri

PLANNING DIVISION

PO Box 100
HILLSBORO, MO 63050
(636) 797-5580
<www.jeffcomo.org>

Jefferson County, Missouri
Planning and Zoning Commission
Meeting Date: December 16, 2021

Staff Report

General Information:

Petition Number: VR21085
Petition Name: Rumpsa

Petitioner Name: Colin and Anita Rumpsa
Street Address: 3206 Richardson Rd.
City, State: Arnold, MO 63010

Owner Name: Same
Street Address:
City, State:

Requested Action: Relief from Section 505.170.B.3 – Buffer Strips – of the Erosion and Sediment Control/Stormwater Management Design Criteria that requires a 25' buffer for a stream order 2.

Parcel Number: 02-6.0-23.0-3-002-060

Township: Windsor
Council District: #2
School District: Fox-C6
Fire District: Rock Community
Water District: PWSD 3
Sewer District: Northeast PSD
Ambulance District: Rock

Prepared By: Josh Jump, Planner II
Date: December 2, 2021
Recommendation: Approval W/Conditions

Attachments:

1. Aerial Map
2. Location Map
3. Letter for Variance
4. Site plan
5. Letter from the Stormwater Department including the analysis of the variance request.

Subject Property

The subject property is located at 4385 Lonedell. The property is currently zoned R20 and is currently undeveloped. The petitioner is seeking to build a single-family residence on the property. The petitioner would like to receive a variance for Stream Order 2 buffer requirements for a stream that traverses the property.

According to FEMA's Flood Rate Insurance Map, no portion of the properties lie within the floodplain or floodway. Additionally, a Stream Order 2 traverses the property.

Surrounding Area

The surrounding zone districts and land uses are as follows:

To the North:	<u>Zoning:</u>	R20
	<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>	R20
	<u>Land Use:</u>	Developed Residential

Petitioner Requests

The petitioner has submitted a request for relief from one (1) development requirement. The request is as follows:

1. Relief from Section 505.170.B.3 – Buffer Strips – of the Erosion and Sediment Control/Stormwater Management Design Criteria, which requires a 25-foot buffer on each side of the stream beginning at the top of the stream bank for a stream order 2. The petitioner is requesting permanent relief for stream buffer setbacks.

Analysis

The Department of Public Works, Stormwater Division is responsible for enforcing the Erosion and Sediment Control/Stormwater Management Design Manual, and therefore provided the analysis:

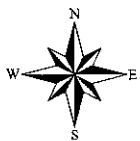
The Stormwater Division recommends approval from the Planning and Zoning Commission for the above variance requests. Jefferson County Stormwater Division is recommending the following conditions to be listed and required on this request.

1. Concrete washout onsite for concrete work as required by stormwater code
2. No trash containers or construction material stored in the stream buffer
3. Sediment and erosion controls in place for water quality protection
4. All vegetation must be re-established after construction is completed

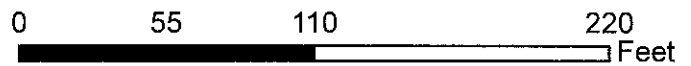
Staff Recommendation

1. The Stormwater Division recommends **Approval** of relief from Section 505.170.B.3 – Buffer Strips – of the Erosion and Sediment Control/Stormwater Management Design to receive relief for the Stream Order 2 buffer with the following conditions:
 - a) Concrete washout onsite for concrete work as required by stormwater code
 - b) No trash containers or construction material stored in the stream buffer
 - c) Sediment and erosion controls in place for water quality protection
 - d) All vegetation must be re-established after construction is completed

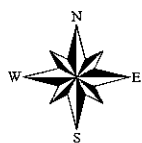
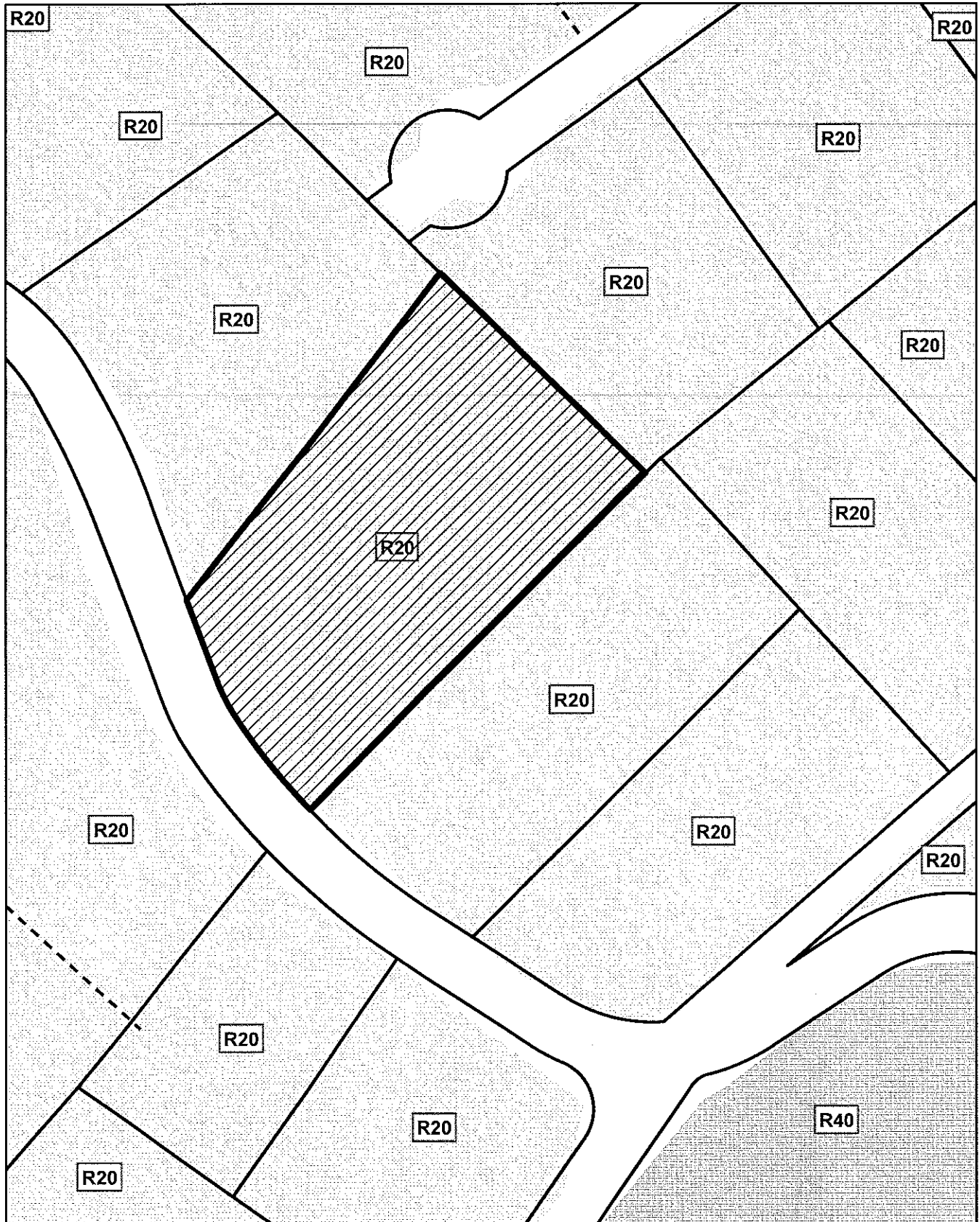
VR21085 - Rumpsa



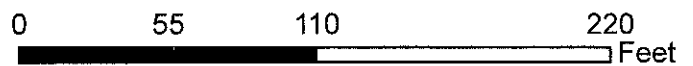
Subject Property



VR21085 - Rumpsa



Subject Property



11-2-2021

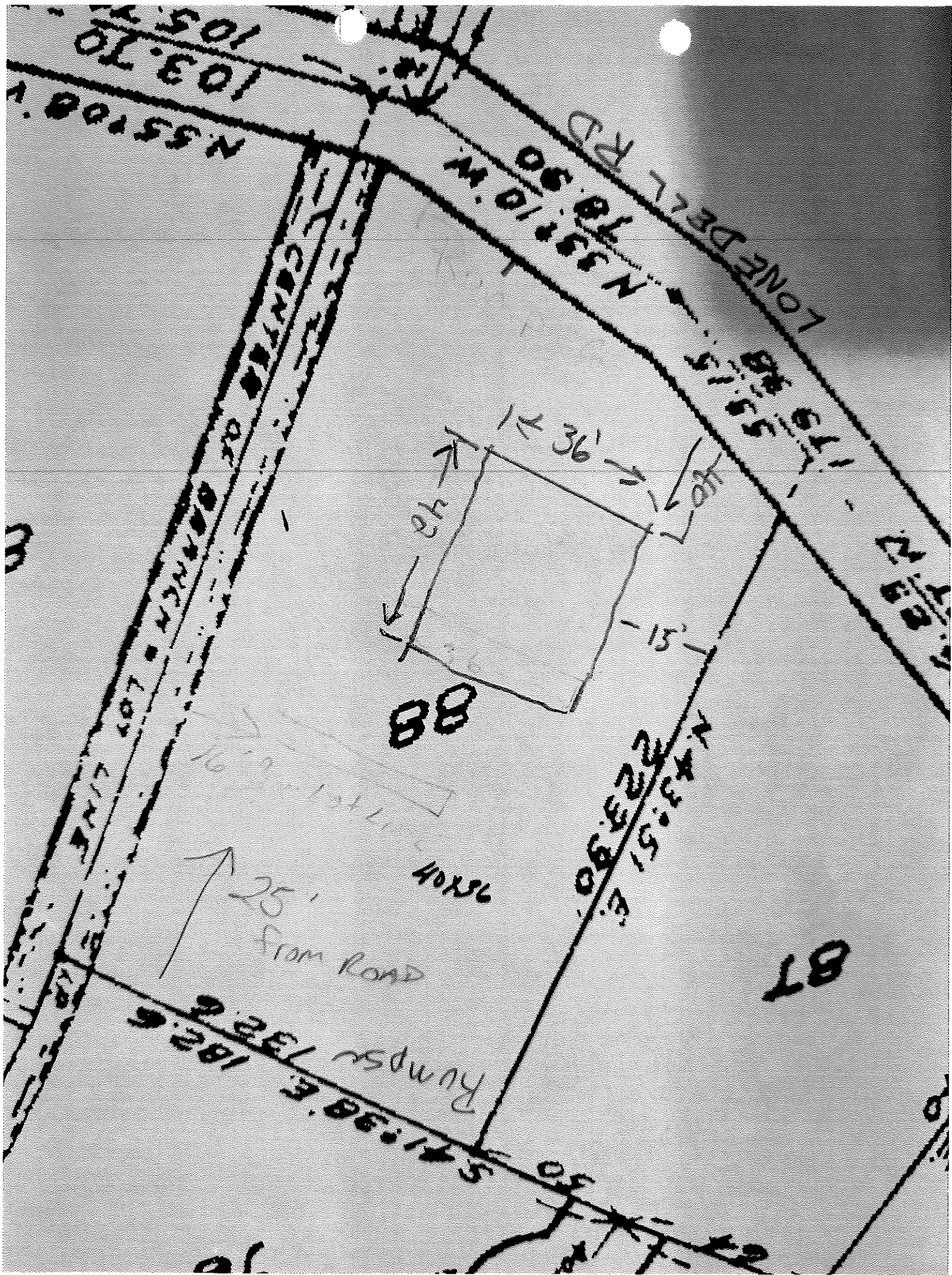
Jefferson County Storm Water Division

Planning + Zoning,

In regards to our property, located at
4385 Lonedell Rd Arnold Mo.

We have plans to set our septic
system at this address. The engineered
Plans set our septic system more than
25 Feet away from the creek which is
on 2 sides of our property. We will
also be planting vegetation and placing
solid Fill along the sides of the creek
for scenic improvement and stop

Erosion,
Respectfully, Colin & Anita Rump





Memo

TO: Josh Jump
FROM: Mike Cook, Stormwater Division
DATE: November 5, 2021
RE: Variance Request
LOCAT: 02-00-230-3-002-060 4385 Lonedell Rd 63010

Josh,

The Stormwater Division recommends approval from the Planning and Zoning Commission for the above variance requests. Jefferson County Stormwater Division is recommending the following conditions to be listed and required on this request.

1. A concrete washout onsite for concrete work as required by stormwater code
2. No trash containers or construction material stored in the stream buffer
3. Sediment and erosion controls in place for water quality protection
4. All vegetation must be re-established after stormwater construction is completed

Thank you,

Michael Cook
Storm Water Division of
Jefferson County, Mo
725 Maple Street
Hillsboro, Mo 63050
636-797-6318

Jefferson County, Missouri

PLANNING DIVISION

PO Box 100
HILLSBORO, MO 63050
(636) 797-5580
<www.jeffcomo.org>

Planning and Zoning Commission

Jefferson County, Missouri

Meeting Date: December 16, 2021

Staff Report

General Information:

Petition Number: PP21072
Petition Name: The Timbers

Petitioner Name: McBride Berra Land Company LLC
Street Address: 17415 N Outer Forty Rd
City, State: Chesterfield, MO 653005

Design Professional: The Sterling Co.
Street Address: 5055 New Baumgartner Rd
City, State: St. Louis MO 63129

Location of Site: Prairie Hollow Road just north of the intersection of Prairie Hollow and Seckman

Requested Action: Preliminary Plat Approval of The Timbers

Size of Tract: 75.4 Acres (two parcels) (Assessor's Records)
Number of Lots: 159
Parcel Number: 08-1.0-12.0-0-000-047 (37.7 Acres), 08-1.0-12.0-0-000-048 (37.7 Acres)

Existing Zone District: PR1

Township: Imperial
Council District: 4
School District: Fox C-6
Fire District: Rock Community
Water District: PWSD C1
Sewer District: Rock Creek PSD
Ambulance District: Rock

Prepared By: Josh Jump, Planner II
Date: December 2, 2021
Recommendation: Approval (subject to conditions)

Attachments:

1. Aerial Map
2. Zoning Map
3. Preliminary Plat
4. Rock Community Fire Letter

5. PWSD C1 correspondence
6. Rock Creek PSD correspondence
7. Soils Report Summary

Subject Property

The preliminary plat for "The Timbers" development is proposed on two parcels of land that are in total 75.4 acres in size. The two parcels are located just north of the intersection of Prairie Hollow Rd. and Seckman Rd. The property successfully went through a rezoning in the fall of 2021. The property's main street frontage is along Prairie Hollow Rd.

The subject property does have steep topographical challenges. According to FEMA's Flood Rate Insurance Map, no portion of the property lies within the floodway or floodplain, and a stream order 1 does traverse the property. The stream runs across the property.

Surrounding Areas

The surrounding land uses and zone districts are as follows:

To the North:	<u>Zoning:</u>	R40
	<u>Land Use:</u>	Developed Residential
To the East:	<u>Zoning:</u>	R10
	<u>Land Use:</u>	Developed Residential
To the South:	<u>Zoning:</u>	R7
	<u>Land Use:</u>	Developed Residential
To the West:	<u>Zoning:</u>	R10, R20, and R40
	<u>Land Use:</u>	Developed Residential.

Preliminary Plat (received September 13, 2021)

The Preliminary Plat for "The Timbers" shows 159 single-family residential lots on approximately 75.4 acres. The minimum lot sizes range from 4,566 SQFT ("A" Lots) to 6,003 SQFT ("B" lots). The biggest lots sizes are 11,130 SQFT ("A" lots) and 10,742 SQFT ("B" Lots) The common ground area proposed includes 43.63 acres. There are six (6) detention basins shown on the preliminary plat.

Analysis

The plat shows 159 lots for single-family residential homes. The plat shows two different types of lots (Type A and Type B) within the subdivision. "Type A" have a minimum lot size of 4,566 SQFT. There are fifty-five (55) "Type A" lots shown on the Preliminary Plat. There are one hundred four (104) "Type B" lots which have a minimum lot size of 6,003 SQFT.

The subdivision has two (2) points of access; both of which are along Prairie Hollow Rd. The number of access points to The Timbers subdivision do appear to meet the approved Development Plan for the development. There is a gated, emergency only access, at the connection of the proposed Timbers development and Saddlebrook Estates. The density of the project comes well below the allowed density in the PR1 zone district. In a PR1 zone district, the density is six (6) units per acre. Timbers has roughly 2.1 units per acre.

The preliminary plat appears to meet the guidelines set forth by both the UDO and Ordinance 21-0453 approved by the county council.

Departmental and Agency Comments

The preliminary plat was forwarded to the following agencies for review and comment:

- Spire Inc. (formerly Laclede Gas)
- Ameren
- Charter Communications
- Southwestern Bell Telephone Company
- Jefferson County 911 Dispatch
- Rock Community Fire
- Fox C-6
- PWSD C1
- Rock Creek PSD
- Rock Ambulance District
- Missouri State Highway Department
- Jefferson County Public Works
- Missouri Department of Natural Resources
- Natural Resources Conservation Service
- U.S. Army Corps of Engineers
- Jefferson County Code Enforcement Division
- Jefferson County Stormwater Division

Official Master Plan

Growth Area

The subject property is located in the Primary Growth Area on the Preferred Growth Alternative Map. The growth policies for this area include the following:

1. Development shall be targeted to infill sites and sites adjacent to existing development, which are designated as "Primary Growth Areas."
2. Development within the "Primary and Secondary Growth Areas" shall be required to utilize or extend public infrastructure systems, including water, sewer and roads.
3. Septic or on-site wastewater treatment systems shall be discouraged in the "Primary and Secondary Growth Areas" and lots with existing systems in these areas should be connected to public sewer when physically and financially possible.
4. Development will be one of the eight development patterns as defined by this plan.
5. Residential development that has access to established transportation corridors shall be encouraged.

Suburban Development Pattern

The Suburban Development Pattern is the most appropriate pattern of development for The Timbers. The Suburban Development Pattern is appropriate in areas with access to services, with characteristics of access being adjacency and strong transportation connections. This pattern is characterized by single-family subdivisions located away from major roads. Single-family homes should be buffered from the impacts of high traffic roads. In contrast, single-family subdivisions are

oriented internally, with few major entrances to local roads and buffers surrounding the subdivision near collector or arterial roads.

Land Uses	A variety of land uses exist in the Suburban pattern spanning all categories (residential, commercial, industrial). These land uses are separated based on broad classifications of uses. Non-residential development tends to occur in large strips along major roads.
Edges / Transitions	Generally within Suburban patterns, buffers or berms further separate each individual site. These areas may be either natural or manicured. Edges between Suburban patterns and other Development Patterns are generally difficult to define, because this pattern attempts to assimilate qualities of different Development Patterns (urban and rural) into one pattern.
Open Space	Open space is more formal, often designed as part of individual site landscape plans. Private open space consists of medium or large yards, common subdivision grounds or landscape areas as part of non-residential site plans. Private open space can be disjointed, due to its individualized design and purposes – (i.e.: designed to serve specific lots or developments). Public open space may exist as part of a formal community-wide planning effort, typically removed from commercial sites and occasionally incorporated in residential subdivisions.
Street network /Transportation	The street network is hierarchical, including local, collector and arterial streets, with county roads functioning as arterial streets. Arterial streets carry the majority of traffic, requiring detailed engineering (width, turning lanes, etc.). Connectivity is generally only provided by collector or arterial streets. This factor, combined with the separation of uses on functional classes make pedestrian, transit or para-transit access impractical. Most trips require an automobile.
Service Infrastructure	Sewer and water service may be common systems – typically municipal extensions but they also may involve development of private systems. Larger lots, however, (over 1 acre) may be able to support well or septic use if state standards are met.
Community Infrastructure	Fire, police, schools, parks and other community infrastructure can be supplied by existing, but remote facilities, if sufficient capacity exists. New facilities must be phased in as subdivisions increase, but may be difficult to provide efficiently.
Lot sizes	Lot sizes are variable. Overall density typically remains between 3 and 6 units per acre.
Criteria for Implementation	♦ Traffic impact is a major determinant of development, as vehicle miles traveled and congestion increase with this pattern. ♦ Typically triggered by immediate availability or short-term practicality of service infrastructure investments. ♦ Community infrastructure (fire, schools, parks) must be provided by existing remote facilities or developed over time as subdivisions increase. ♦ Generally, not appropriate for areas with significant natural features worthy of preservation.

Staff Recommendation

Staff recommends **Approval** of PP21072, a request for Preliminary Plat approval for The Timbers, subject to the following regulatory requirements, conditions of approval, departmental comments, and final plat requirements:

Regulatory Requirements*Permitted Uses*

Single-family residential detached dwellings.

Floor Area, Height, and other Building Requirements

Maximum Density: 6 unit per acre
Minimum Lot Size: 4,566 square feet
Minimum Lot Width: 40 feet
Maximum Structure Height: 45 feet

*Improvement Plan / Site Development***Required Yards**

The required yards shall comply with those permitted on the Preliminary Plat for The Timbers. The required setbacks for the PR1 zone district include front yard – 25', side yard – 6', and rear yard 30'.

Design Standards

The development shall comply with Suburban 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.

Street Improvements

All streets located in the proposed subdivision shall comply with Article VII and Article XVI of the Jefferson County Unified Development Order.

Parking

Two parking spaces are required per dwelling unit, excluding the garage. See Article XII for additional parking regulations. Parking spaces shall not block the sidewalks within the proposed development.

Signs

The subdivider shall provide a sign at the entrances to the subdivision which states, "Private Maintenance Begins". The subdivider shall also place all regulatory signs, including stop signs, speed limit, etc. See Article XIII for additional signage regulations.

Landscaping

The UDO requires the following landscaping for a subdivision:

1. Street Frontage*
 - a. 1 tree for every 75 feet of street frontage.
 - b. 1 shrub for every 20 feet of street frontage.
2. Open yard areas**
 - a. 1 tree for every 5,000 SQFT of open yard.

- b. 2 shrubs for every 5,000 SQFT of open yard.

* Trees and shrubs may be clustered but must be within 20 feet of the provided right-of-way.

** Open yard is the total lot area subtracted from the building footprint.

Stormwater

Stormwater management shall comply with Chapter 505 of the Jefferson County Code of Ordinances.

Erosion and Sediment Control

Erosion and sediment control shall comply with Chapter 505 of the Jefferson County Code of Ordinances.

Geotechnical

A geotechnical study prepared by an Engineer licensed in the State of Missouri shall be required where there are more than 5 feet of cut or 5 feet of fill and any slopes steeper than 3:1.

Expiration of Preliminary Plat

The approval of the preliminary plat shall be effective for a period of two (2) years. If improvement plans for the plat or any phase of the plat or a final plat have not been submitted for approval within two (2) years from the date of approval of the preliminary plat, the preliminary plat approval shall terminate and be null and void, provided in the event of delays caused by regulatory requirements of other Federal, State or local agencies with jurisdiction over the project, the effective date of the preliminary plat may be extended by one (1) year. In the case of termination, a preliminary plat must again be submitted to the Director and approved in compliance with Sections 400.5170 and 400.5180.

Departmental Comments:

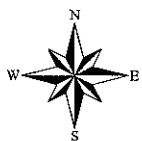
1. Improvement plans will be required to be submitted to the Planning Division
2. A land disturbance permit from the Stormwater department will be required.
3. County Road:
 - a) Sight Distance:
 - a. Access onto a county road shall require 300' of stopping sight distance at 3.5' height of eye and 4.25' height of oncoming vehicle (minimum 1' of clearance between line of sight and surface/top of grass).
 - b. The engineer shall submit sight distance profiles showing that the required sight distance can be met. The submitted profiles do not provide line of sight right for entrance for street "B". The traffic study seems to indicate that the required 300 feet of sight distance is met in both directions for this entrance.
 - c. The engineer shall label the clearance at the most restrictive point on the profiles.
 - d. Any vegetation or obstructions of any sort in the line of sight must be identified.
 - e. As constructed sight distance profiles will be required prior to escrow release.
 - b) Two access points are required for subdivisions with 100-299 lots.
 - a. Where more than one entrance is required, only 65% of traffic is allowed to utilize any entrance. A modification to this requirement was approved with the development plan.
4. Local Access Streets:
 - a) The proposed 28' street and 40' right of way widths are acceptable if the streets are posted "No Parking" on one side.

- b) Street thickness shall include 6" PCC (or 2" Type C Asphaltic Concrete/4" Type X Asphaltic Concrete/4" rock base). Direct access onto a state/county road is required.
- c) Streets shall not exceed 14% grades, 100' horizontal radii, K=20, 0' tangents, and 1500' block length.
- d) Cul-de-sacs must provide 50'R at ROW and 39' at back of curb.
- 5. Sidewalks:
 - a) Sidewalks shall consist of 5' width.
 - b) Sidewalks are *required* on both sides of road and around cul-de-sac.
- 6. Stormwater/detention:
 - a) Detention system shall detain and release stormwater at a rate not to exceed the release rate from the site under the existing (pre-developed) conditions for the 2-year and 10-year, 24-hour storm event. Provide soil types, CN's, etc.
 - b) Stormwater system shall be designed for the 15-year, 20-minute event. Provide hydraulic calculations and drainage area map for each system.
- 7. Grading: Submit a geotechnical report, sealed by an Engineer registered in the State of Missouri, as required where more than 5' of cut or 5' of fill is proposed. Grades at slopes proposed steeper than 3:1 must be included in the report for slope stability.

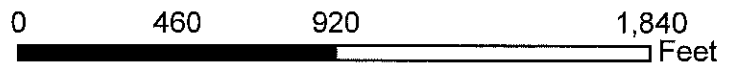
Final Plat Requirements

- 1. Proof of 911 approval for the street name shall be provided to the Planning Division prior to recording the final plat.
- 2. All easements shall appear on the final plat and shall correspond to the location of utilities on the approved improvement plan and in accordance with the Jefferson County Unified Development Order.
- 3. The covenants and restrictions for The Timbers subdivision shall be submitted when the Final Plat is submitted.
- 4. Proof that the covenants and restrictions have been recorded with the record plat in the Jefferson County Recorder of Deeds shall be provided to the Planning Division.
- 5. Prior to approval of the final plat, the subdivider shall agree in writing on a form provided by the County Counselor that the subdivider will install the minimum improvements provided herein as required by this UDO.

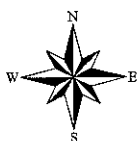
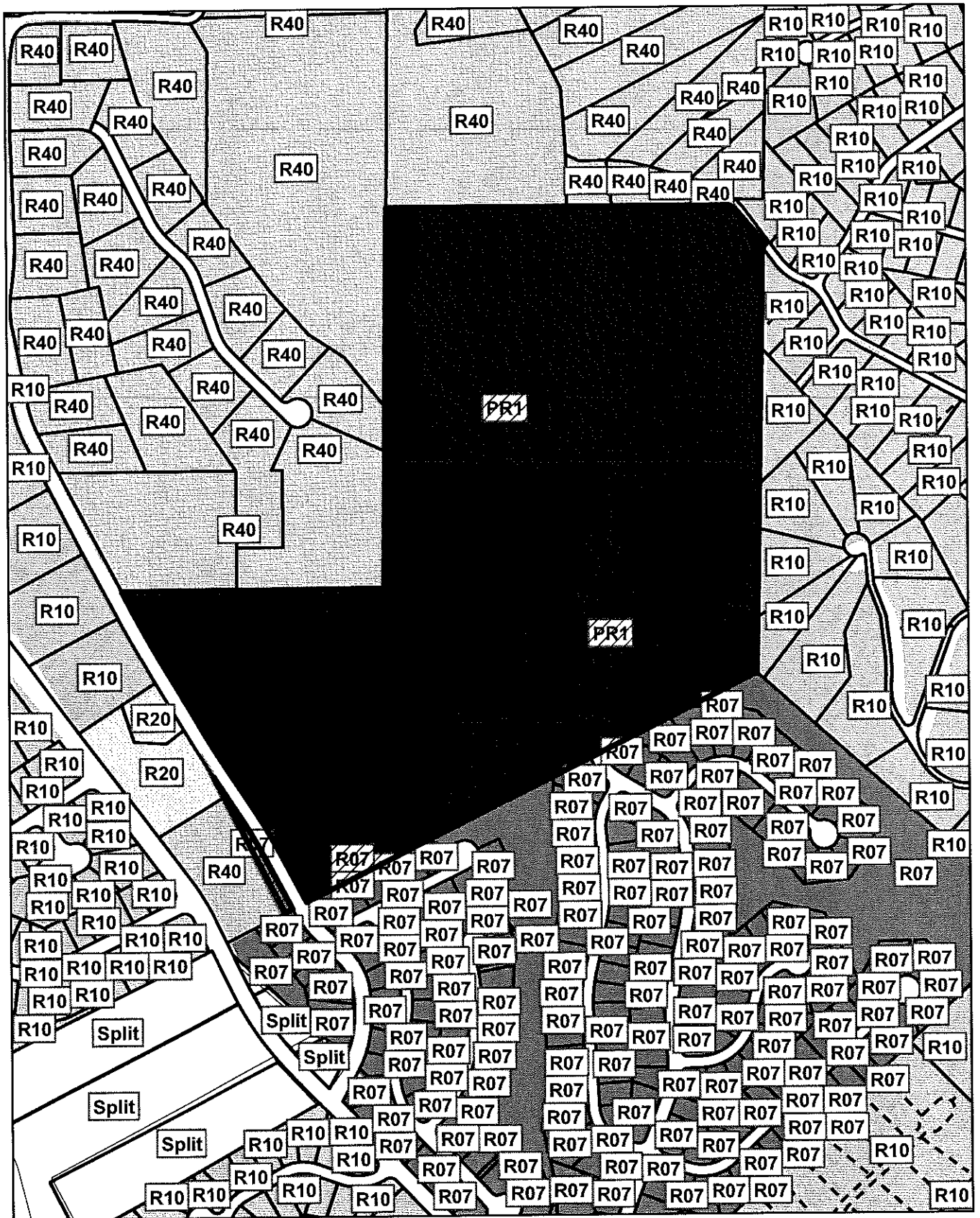
PP21072 - The Timbers



Subject Property



PP21072 - The Timbers



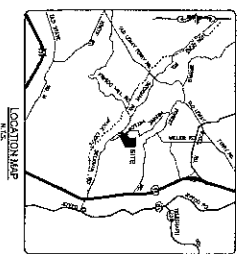
Subject Property

0 400 800 1,600 Feet

The Timbers

A TRACT OF LAND BEING PART OF FRACTIONAL SECTION 12, TOWNSHIP 42 NORTH, RANGE 5 EAST, JEFFERSON COUNTY, MISSOURI

PRELIMINARY PLAT



PROJECT ZIP CODE 63051

ENGINEER

LEGEND

PROPOSED

EXISTING

WATER

WELL

WELL

WELL

WELL

WELL

WELL

WELL

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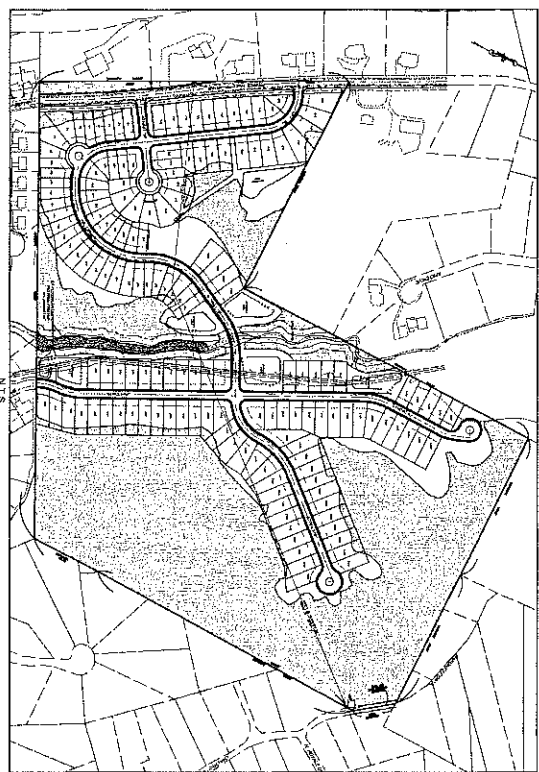
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- ### DEVELOPMENT NOTES:
- 1) ALL LOTS SHALL BE 1/4 AC. OR LARGER.
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 - 99) ALL LOTS SHALL BE 1/4 AC. OR LARGER.
 - 100) ALL LOTS SHALL BE 1/4 AC. OR LARGER.

LOT/ACRE TOTALS:
A' 40' W. - 66 LOTS
B' 52' W. - 104 LOTS
TOTAL LOTS - 170

SHEET INDEX

1.1	COVER SHEET
2.1	OVERALL SITE / GRADING PLAN
3.1-3.2	SITE PLAN
3.3-3.4	PARKING PLAN
4.1-4.2	SITE / GRADING PLAN
5.1	SIGHT DISTANCE STUDY PLAN

PROPERTY DESCRIPTION:

A TRACT OF LAND BEING PART OF FRACTIONAL SECTION 12, TOWNSHIP 42 NORTH, RANGE 5 EAST, JEFFERSON COUNTY, MISSOURI, BEING PART OF THE ESTATE OF JAMES M. BERRY, DECEASED, AS SHOWN ON A PREVIOUSLY RECORDED PLAT OF THE SHERIFF OF JEFFERSON COUNTY, MISSOURI, DATED AND RECORDED IN BOOK 100, PAGE 100, OF THE PUBLIC RECORDS OF JEFFERSON COUNTY, MISSOURI, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

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PROPOSED MODIFICATIONS:

THE PROPOSED MODIFICATIONS TO THE PREVIOUSLY RECORDED PLAT OF THE SHERIFF OF JEFFERSON COUNTY, MISSOURI, DATED AND RECORDED IN BOOK 100, PAGE 100, OF THE PUBLIC RECORDS OF JEFFERSON COUNTY, MISSOURI, ARE AS FOLLOWS:

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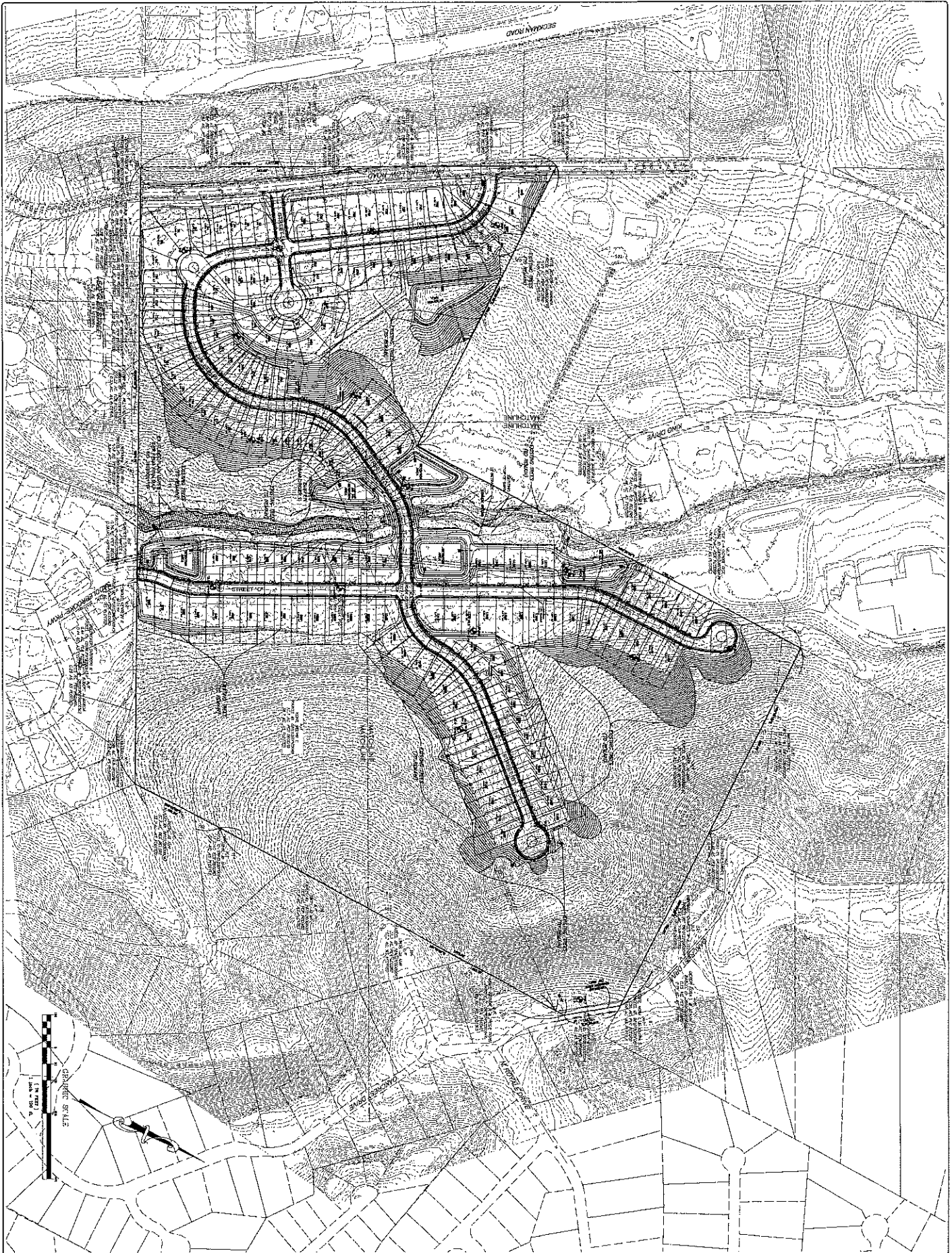
SURVEYOR'S CERTIFICATION:

I, THE UNDERSIGNED, A LICENSED SURVEYOR IN THE STATE OF MISSOURI, DO HEREBY CERTIFY THAT I HAVE PERSONALLY EXAMINED THE SURVEY AND THE INSTRUMENTS USED THEREIN, AND THAT I AM AWARE OF THE CONTENTS OF THE SAME, AND THAT THE SAME ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

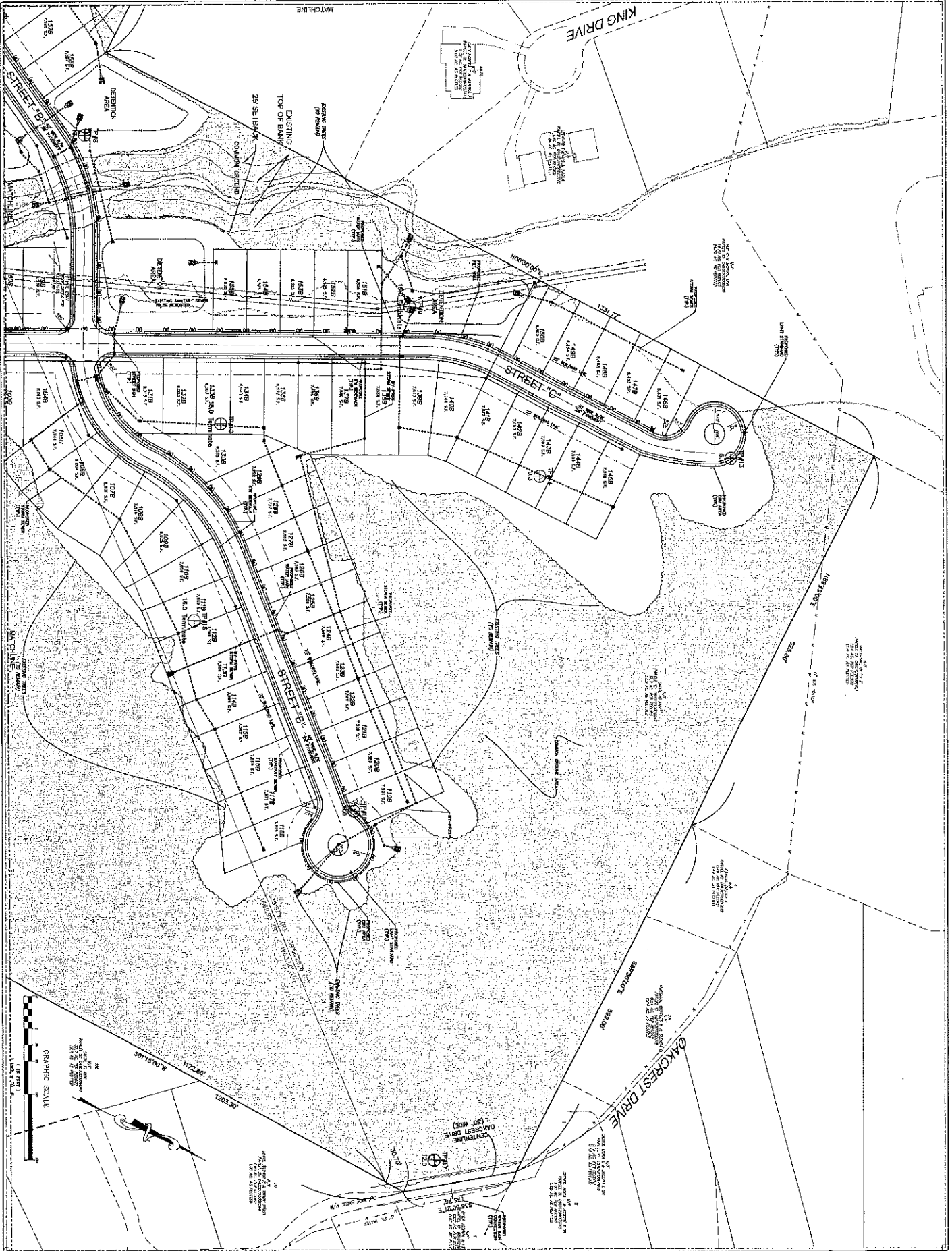
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10-15-2024



18-07-2011 Oct 15 2011 2.1		The Timbers Jefferson County, Missouri PRELIMINARY PLAT OVERALL SITE PAVING PLAN	THE STERLING CO. ENGINEERS & SURVEYORS 5035 New Davenport Road St. Louis, Missouri 63127 Ph 314-487-0440 Fax 314-487-0441 www.sterlingco.com Corporate Certificate of Authority #00348	McBRIDE BERRA LAND CO., L.L.C. 5991 NEW BALDWIN PARTNER ROAD ST. LOUIS, MISSOURI 63128	<table border="1"> <thead> <tr> <th>NO.</th> <th>DATE</th> <th>REVISION</th> <th>BY</th> <th>CHKD.</th> <th>APP'D.</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>10/15/2011</td> <td>PRELIMINARY</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>10/15/2011</td> <td>REV. PER COUNTY COMMENTS</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	NO.	DATE	REVISION	BY	CHKD.	APP'D.	1	10/15/2011	PRELIMINARY				2	10/15/2011	REV. PER COUNTY COMMENTS			
NO.	DATE	REVISION	BY	CHKD.	APP'D.																		
1	10/15/2011	PRELIMINARY																					
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19-07-201
09-15-2021
3/2

GRAPHIC SCALE
1" = 100' 0"

1" = 100' 0"

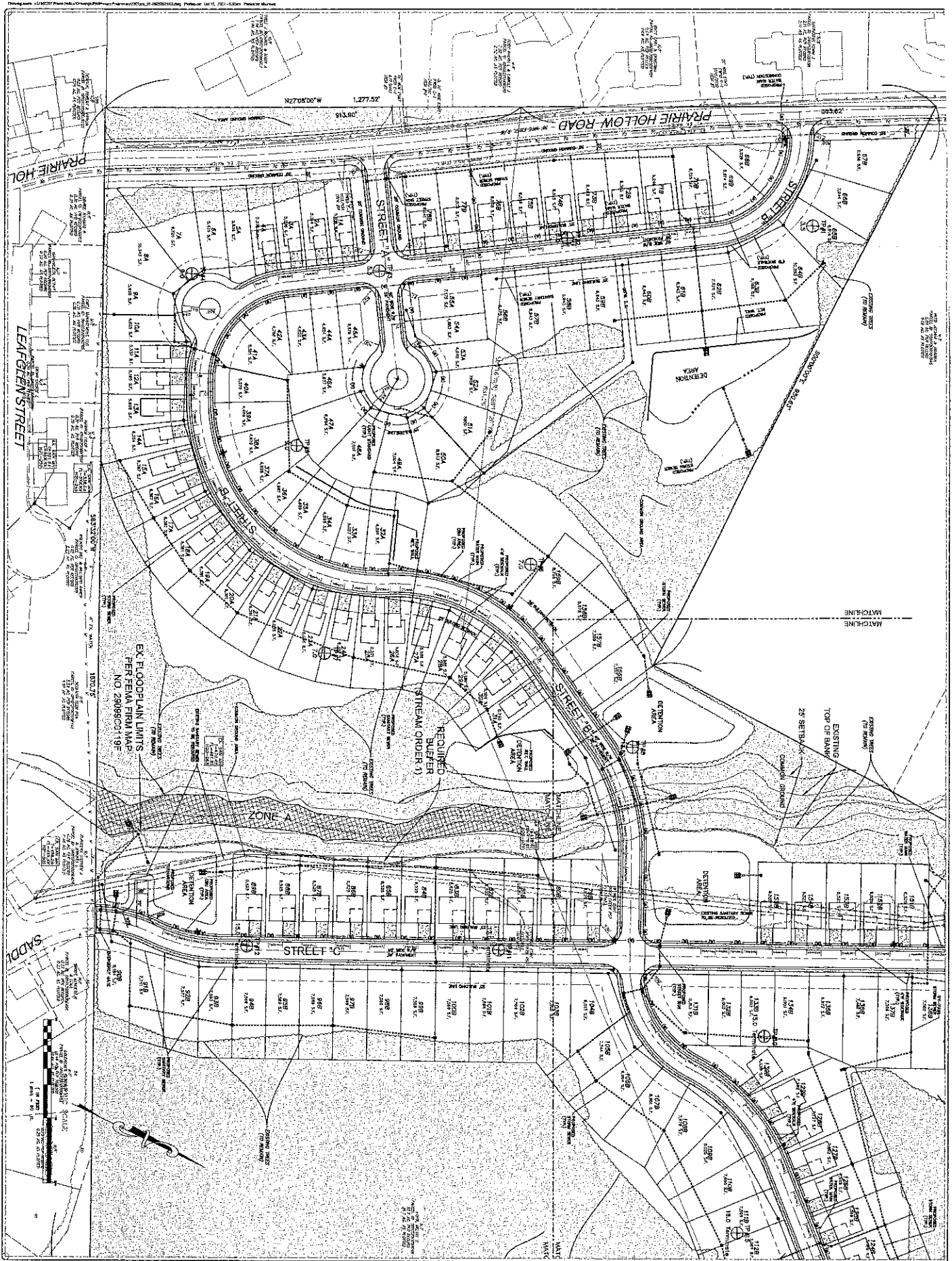
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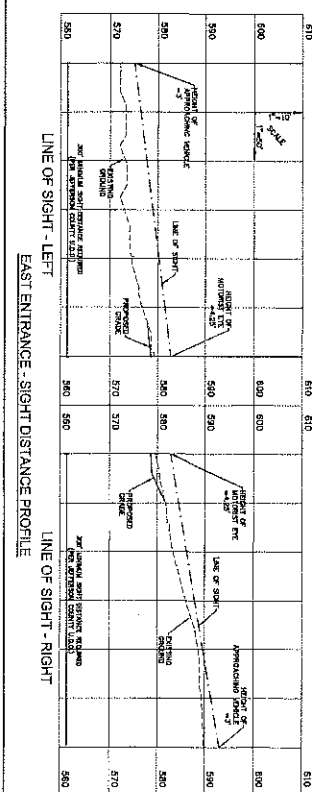
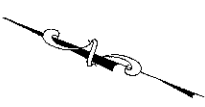
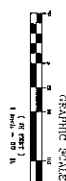
The Timbers
Jefferson County, Missouri
PRELIMINARY PLAT
SITE PLAN

THE STERLING CO.
ENGINEERS & SURVEYORS
5905 New Davenport Road
St. Louis, Missouri 63120
Ph: 314-487-0400 Fax: 314-487-8944
www.sterlingco.com
Corporate Certificate of Authority #01048

McBRIDE BERRA LAND CO., LLC
5901 NEW BALMARTINER ROAD
ST. LOUIS, MISSOURI 63128

REVISIONS
1. 09-15-2021, BY: PER COUNTY COMMENTS
2.
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LINE OF SIGHT - LEFT

STATION	APPROACHED VEHICLE	STOPPED VEHICLE
550+00	550+00	550+00
550+10	550+10	550+10
550+20	550+20	550+20
550+30	550+30	550+30
550+40	550+40	550+40
550+50	550+50	550+50

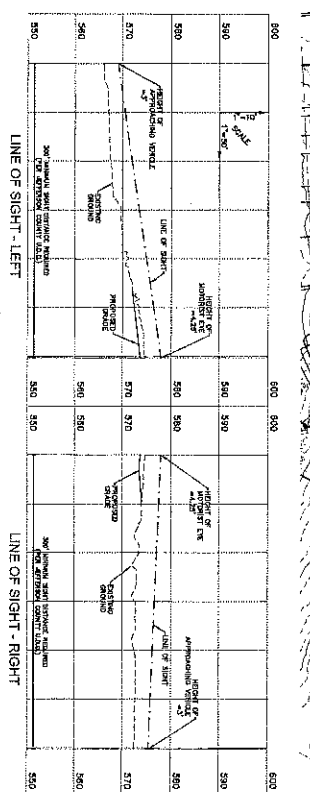
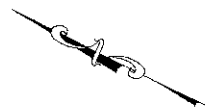
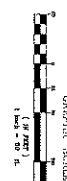
LINE OF SIGHT - RIGHT

STATION	APPROACHED VEHICLE	STOPPED VEHICLE
550+00	550+00	550+00
550+10	550+10	550+10
550+20	550+20	550+20
550+30	550+30	550+30
550+40	550+40	550+40
550+50	550+50	550+50

NOTES:

1. ALL DISTANCES ARE IN FEET.
2. ALL DISTANCES ARE BASED ON A 20% GRADE.
3. ALL DISTANCES ARE BASED ON A 20% GRADE.

18-07-201
10/16/2021
PRELIMINARY PLAT
SIGHT DISTANCE STUDY



LINE OF SIGHT - LEFT

STATION	APPROACHED VEHICLE	STOPPED VEHICLE
550+00	550+00	550+00
550+10	550+10	550+10
550+20	550+20	550+20
550+30	550+30	550+30
550+40	550+40	550+40
550+50	550+50	550+50

LINE OF SIGHT - RIGHT

STATION	APPROACHED VEHICLE	STOPPED VEHICLE
550+00	550+00	550+00
550+10	550+10	550+10
550+20	550+20	550+20
550+30	550+30	550+30
550+40	550+40	550+40
550+50	550+50	550+50

NOTES:

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18-07-201
10/16/2021
PRELIMINARY PLAT
SIGHT DISTANCE STUDY



Rock Community Fire Protection District

Board of Directors

Ken Baker
Edward Zimmerman
Dan Meyer

3749 Telegraph Road
Arnold, Missouri 63010
636-296-2211
636-467-5793 Fax
www.rockfire-rescue.org

Fire Marshal
Jeffrey L DeLapp

(636) 296-2211
(636) 467-5734 Fax

Fire Chief
Jeff Broombaugh

"Whatever It Takes"

November 2, 2021

McBride-Berra Land CO, LLC

RE: The Timbers Subdivision Plat-Jefferson County, MO

Chief Broombaugh,

After reviewing the Preliminary Plat for the above project, the following items need to be addressed and corrected.

1. **F503.5.1.2 Security Gates for new and existing subdivisions: Add new subsection:** Gates shall not be allowed to be installed between new or existing subdivisions of the Rock Community Fire Protection District.
2. **Fire Lane Signs shall comply with 2015 IFC Section D103.6 and RCPD ordinance #101. F503.3.1 (Page 70) No Parking Fire Lane Signs add new section:**

It is the responsibility of the property owner or subdivision governing body to purchase and install signs and provide maintenance of signs.

 1. 300 ft. spacing between signs when applicable.
 2. Signs shall be located on the side of the street that Fire Hydrants are located.
 3. At the Fire Marshal's discretion cul-de-sacs will have 3 signs or two signs and the curb painted red or yellow.
 4. Fire Lane signs cannot be removed unless ordered by the fire marshal.
3. **Appendix C102.2 of the IFC, Setback Distance.** Add a new sub-section.

All fire hydrants shall be set back from the curb or edge of the pavement no further than twelve (12) feet.
4. **D103.2 Grade.** Fire apparatus access roads shall not exceed 10 percent in grade.
5. **C106.3 (Page C-2) Color Coding of Fire Hydrants.** All fire hydrant bonnets (top flange of the fire hydrant) are to be painted as follows.

<u>Color</u>	<u>Water Flow</u>
Red	Below 500 GPM
Orange	500-999 GPM
Green	1,000-1,499
Blue	1,500 GPM or More

6. **C106.4 (Page C-2) Color Coding of Private Fire Hydrants.**

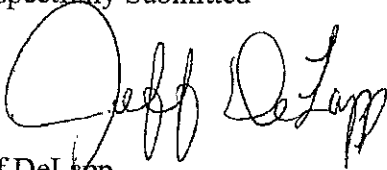
All private fire hydrants shall be marked by the caps being painted the same color as the bonnet as stated in C-106.3.

7. **D103.3 Turning Radius.** The minimum turning radius shall be determined by the *fire code official*.

8. **D103.4 Dead ends.** Dead-end fire apparatus access roads in excess of 150 feet shall be provided with width and turnaround provisions in accordance with **Table D103.4 of 2015 IFC Appendix D Fire Apparatus Access Roads.**

If you have any questions, please feel free to contact me at 636-296-2211 Extension 7103

Respectfully Submitted

A handwritten signature in black ink, appearing to read "Jeff DeLapp". The signature is fluid and cursive, with the first name "Jeff" being more prominent than the last name "DeLapp".

Jeff DeLapp
Fire Marshal

Joshua Jump

From: Erik DeVore <edevore@pwsdc1.com>
Sent: Wednesday, November 3, 2021 9:01 AM
To: Joshua Jump
Cc: Lynne Edwards
Subject: The Timbers

P.W.S.D C-1 will be able to supply water to The Timbers subdivision. We are currently reviewing plans on how the mains will be ran and our connection points, but we do have the capability to serve this subdivision.

Thanks,

Erik DeVore
Field Supervisor
P.W.S.D. C-1
6645 Moss Hollow Rd.
Barnhart, MO 63012
636-948-2500 ext. 1002

Joshua Jump

From: Don Daniel <dondaniel@rockcreekpsd.com>
Sent: Friday, October 22, 2021 7:27 AM
To: Joshua Jump; Rachel Krispin
Cc: Jason Seger
Subject: The Timbers

Staff at Rock Creek PSD has reviewed the plans labeled "The Timbers" and have no comments. The District does have the ability and capacity to serve the development at the Kimmswick Wastewater Treatment Facility.

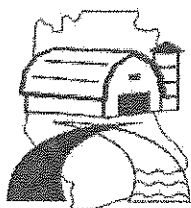
Thank you,

Don

Don Daniel
District Administrator
Rock Creek Public Sewer District

Rock Creek Public Sewer District
P.O. Box 1060
4133 West Outer Road
Arnold, Missouri 63010
Office: 636-464-3305
Fax:: 636-464-2196

WWW.rockcreekpsd.com



Jefferson County Soil & Water Conservation District

10820 BUSINESS 21 ▪ SUITE 200 ▪ HILLSBORO, MO 63050
(636) 789-2441, EXT. 3 ▪

Board of Directors:

Gary Bonacker
Chairman

Ray Lindwedel
Vice Chairman

Carl Haberstroh
Treasurer

Debi Kelly
Secretary

Peggy Ladd
Member

District Staff:

Cynthia Rousan
District Manager
District Spec IV
Info-Ed Specialist

Tristan Soto
DSI/Info Ed Specialist

District & NRCS

Paul Lee
FOSA DSI Shared Tech
SWCD & NRCS

NRCS Staff:

Renee Cook
District Conservationist

Rhonda Davault
Lead Resource
Conservationist

Jerry Busch
Area Technician &
Conservationist

Date: October 19, 2021

To: Department of County Services and Code Enforcement

From: Jefferson County Soil and Water Conservation District

Re: **PP21072 – The Timbers**

The Preliminary Plat PP21072 The Timbers was reviewed using Web Soil Survey (WSS). This database provides soil data and information produced by the National Cooperative Soil Survey. It is operated by the USDA Natural Resources Conservation Service (NRCS). A Custom Soil Resource Report was created for this plat review.

Soil surveys contain information that affects land use planning in survey areas. They highlight soil limitations that affect various land uses and provide information about the properties of the soils in the survey areas. Soil surveys are designed for many different users, including farmers, ranchers, foresters, agronomists, urban planners, community officials, engineers, developers, builders, and home buyers. Also, conservationists, teachers, students, and specialists in recreation, waste disposal, and pollution control can use the surveys to help them understand, protect, or enhance the environment.

Points of interest are listed below. Please see detailed WSS report attached.

- 1) Soil Health: Fragile Soil Index
 - a) Soils are Slightly to Moderately Fragile
- 2) Building Site Development: Dwellings and Small Commercial Buildings
 - a) Soils are Somewhat Limited to Very Limited
- 3) Water Features: Hydrologic Soil Group and Surface Runoff
 - a) Soil Groups with High to Very High Surface Runoff

Regards,

Paul Lee

FOSA District Specialist I
SWCD and NRCS

Attachment: PP21072_The Timbers_WSS

**Jefferson County, Planning Division
2022**

Board of Zoning Adjustment and Planning & Zoning Commission

Preliminary Plat Submittal Deadline	Zone Change; Conditional Use Permit; Development Plan; BOA Submittal Deadline	Final Plat Submittal Deadline	BOA DATES Thursdays @ 4:00 PM	P&Z MEETING DATES Thursday @ 6:30 PM
Dec 2	Dec 16	Dec 20	Jan 13	Jan 13
Dec 16	Dec 30	Jan 3	N/A	Jan 27
Dec 30	Jan 13	Jan 17	Feb 10	Feb 10
Jan 13	Jan 27	Jan 31	N/A	Feb 24
Jan 27	Feb 10	Feb 14	Mar 10	Mar 10
Feb 10	Feb 24	Feb 28	N/A	Mar 24
March 3	March 17	March 21	Apr 14	Apr 14
March 17	March 31	April 4	N/A	Apr 28
March 31	April 14	April 18	May 12	May 12
April 14	April 28	May 2	N/A	May 26
April 28	May 12	May 16	June 9	June 9
May 12	May 26	May 30	N/A	June 23
June 2	June 16	June 20	July 14	July 14
June 16	June 30	July 4	N/A	July 28
June 30	July 14	July 18	Aug 11	Aug 11
July 14	July 28	Aug 1	N/A	Aug 25
July 28	August 11	Aug 15	Sept 8	Sept 8
August 11	August 25	Aug 29	N/A	Sept 22
Sept 1	Sept 15	Sept 19	Oct 13	Oct 13
Sept 15	Sept 29	Oct 3	N/A	Oct 27
Oct 6	Oct 20	Oct 24	Nov 17	Nov 17
Nov 3	Nov 17	Nov 21	Dec 15	Dec 15

Meeting Schedule and Deadlines

These dates do not guarantee a spot on an agenda. Agendas may close prior to the stated deadline if they are already full.

BYLAWS OF THE JEFFERSON COUNTY, MISSOURI, PLANNING COMMISSION

Effective Date: January 1, 2022

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 and report to the Planning Commission on the investigations and recommendations of the staff.
 - 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 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 fifteen 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 ten minutes shall be allowed for those members of the public who are opposed to the matter, with a five 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 December 16, 2021 at which a quorum was present.

_____, Chairperson