

Date: July 3, 2018

To: Tim Teddy, Director of Community Development

From: Patrick R. Zenner, Development Services Manager

Re: Public Notice Procedures & Process – Response to Councilpersons Peters and Skala

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Pursuant to the requests for Councilpersons Peters and Skala the following report has been prepared to assist in gaining an understanding of the public notification procedures that Planning and Zoning Division staff are required to follow as it relates to subdivision and zoning matters brought before the Board of Adjustment, the Council, and the Planning and Zoning Commission. Additionally, this report provides an overview of the engagement opportunities and staff process followed to encourage public participation in the subdivision and zoning process.

For the ease of use, the following report is divided into two sections. Section One provides a description of each type of notice defined within Section 29-6.3(c), what types of cases require that notice, when such notice is provided to the public (if applicable), and samples of the notice provided.

Section Two provides an overview of the three types of processes that the Planning and Zoning Division staff engages in to facilitate public participation in the development and zoning process. Included in this section is a description of the steps taken within each process to ensure that the public notice procedures shown in Section One are disseminated in a timely and compliant manner.

## **SECTION ONE - PUBLIC NOTIFICATION PROCEDURES**

Public notification procedures relating subdivision and zoning actions are formally defined within Section 29-6.3(c) of the Unified Development Code (UDC). Per this section, notification falls into one of four categories – published, posted, mailed, or electronic. Within these categories some types of notice are considered “courtesy” or “mandatory” depending on the type of case.

**Courtesy** notices have evolved over the years and have become City of Columbia “best practices”. Courtesy notices are not deemed legally mandatory; however, in some instances become institutionalized and are often viewed as being equal to mandatory notice. **Mandatory** notices are essential and must be executed to comply with the statutory provisions of the law to ensure that “due process” rights have not been violated.

### **A. PUBLISHED NOTICE**

**Published noticed** is considered **mandatory** and must be provided for those case types shown in Table 1. Published notice must occur ***no less than 15 days prior to*** a scheduled public hearing. Failure to

comply with the required 15 day notice provisions results in a delayed or cancelled public hearing. A sample of a typical public notification is provided as Attachment 1.

**Table 1 – Required Published Notices**

Case Type	Responsible Board or Commission
Appeals	Board of Adjustment or Planning Commission
Alternative Zoning Standards	Board of Adjustment
Annexation	City Council
Conditional Use Permits	Board of Adjustment or Planning Commission
Design adjustment or relief from the UDC	Planning Commission
Development Plans	Planning Commission
Rezoning	Planning Commission
Variances	Board of Adjustment

**B. POSTED NOTICE**

**Posted noticed** is comprised of both **courtesy and mandatory** notice and involve the case types shown in Table 2. Posted notice consists of placing a notification sign, containing specific contact information, upon a property that is the subject of a historic preservation, subdivision, or zoning action. Such sign is generally located in a conspicuous location abutting the public street(s) to which the subject site has frontage. Pursuant to Section 29-6.3(c)(3)(i) failure to place a notification sign for actions of the Board of Adjustment or the Planning Commission shall not affect the validity of the action to be taken. Pictures of typical posted notices are shown in Attachment 2.

**Table 2 – Posted Notice (Courtesy verses Mandatory)**

Case Type	Posted Notice
Appeals	Courtesy
Annexation	Courtesy
Alternative Zoning Standards	Courtesy
Certificate of Appropriateness	Mandatory
Certificate of Economic Hardship	Mandatory
Conditional Use Permits	Courtesy
Design adjustment or relief from the UDC	Courtesy
Demolition Permit	Courtesy
Development Plans	Courtesy
Rezoning	Courtesy
Variances	Courtesy

**C. MAILED NOTICE**

**Mailed notice** is provided for all case types shown in Table 3. Section 29-6.3(c)(4) does not specify if this notice is considered **courtesy or mandatory**, the staff has treated this type of notice as a **mandatory** step in the notification process.

Such notices are distributed to all addresses and property owners as well as City-recognized Neighborhood Associations within 185 and 1,000- feet, respectively, of the site to which action has been requested. Notification lists for addresses and property owners are compiled via Geospatial Information System (GIS) records. Notice is distributed prior to any scheduled public hearing as shown in Table 3. Typical mailed notices are shown as Attachments 3 and 4.

**Table 3 – Mailed Notice**

Case Type	Days Prior to Public Hearing Mailed
Appeals	12 calendar days
Annexation	
Alternative Zoning Standards	
Conditional Use Permits	
Design adjustment or relief from the UDC	
Development Plans	
Rezoning	
Variances	

**D. ELECTRONIC NOTICE**

**Electronic notices** are provided for all case types shown in Table 4. Pursuant to Section 29-6.3(c)(5) such notices are a **courtesy**. Failure to provide such notice or a failure of a property owner to receive such notice shall not affect the validity of the action requested. Electronic notices are typically sent to subscribers to the PZ-listserv which is a database of individuals who previously has expressed interest in being kept abreast of Planning and Zoning activities. This data base is maintained by the City’s Community Development Department. Typical electronic notices are shown as Attachments 5.

**Table 4 – Electronic Notice**

Case Type	Days Prior to Public Hearing Sent
Annexation	6 calendar days
Alternative Zoning Standards	
Conditional Use Permits	
Design adjustment or relief from the UDC	
Development Plans	
Rezoning	

Information related to Board of Adjustment and Planning and Zoning Commission matters are also available to any interested citizen via the City's Community Dashboard Interactive Map (see inset graphics).

The dashboard ([www.como.gov/Maps/Dashboard/](http://www.como.gov/Maps/Dashboard/)) is a hyper-linked map that is accessible from the City's website under the "Map" icon. The dashboard is comprised of six "tabs" each representing a different type of activity. Two tabs are dedicated to Planning and Zoning actions – Planning Cases and Planned Districts.

Selection of the **Planning Cases** tab enables a user to access current (calendar year) development cases and review submitted application materials, reports, and final action information on a particular site. Selection of the **Planned District** tab enables a user to access specific project information relating to current planned district cases going backward to 2010. Additional years earlier than 2010 will be added as time and staffing permits.

## **SECTION TWO – ENGAGEMENT OPPORTUNITIES & NOTIFICATION PROCESSES**

This section of the report will describe the three public engagement opportunities (concept reviews, public information meetings (PIM), and public hearings) built into the subdivision and zoning application process administered by the Planning and Zoning Division staff. The purpose of holding these meetings is to provide maximum opportunity for public engagement in the development and land use change process as well as maintain the highest level of transparency related to departmental and Board/Commission activities.

Of the three engagement opportunities, concept reviews and public information meetings (PIM) have evolved over several years and are not a required component of the application process. These meetings are held as a **courtesy**. Pursuant to Section 29-6.3(c)(1)(iii) failure to provide notice of them does not require the delay of or cancellation of a public hearing.

Unlike concept reviews and public information meetings, a public hearing is a **mandatory** component of the decision making process for the case types noted in Section One, Table 1, above. These hearings are conducted primarily by the Board of Adjustment and Planning and Zoning Commission to ensure an applicant's or aggrieved property owner's "due process" rights have not been violated. Strict compliance with the notification procedures outlined in Section One must be followed to avoid a delay or cancellation of a public hearing.

Several of the case types identified in Section One involve differing levels of public engagement. Table 5 identifies each case type and shows what public engagement opportunities are associated with that case type. Following Table 5 is a description of the engagement process and how staff provides notification to the public.

**Table 5 – Case Types and Engagement Opportunities**

Case Type	Engagement Opportunity		
	Concept Review	PIM	Public Hearing
Appeals			X
Alternative Zoning Standards			X
Annexation	X	X	X
Conditional Use Permits		X	X
Design adjustment or relief from the UDC			X
Development Plans	X	X	X
Rezoning		X	X
Preliminary Plat	X		
Replat	X	X	
Final Plat		X	
Variances			X

As illustrated in Table 5, public engagement can occur following a **concept review or public information meeting, or during a Board or Commission public hearing**. Each of these engagement opportunities involves its own unique process of providing notice. Below is a description of each type of engagement process and how the Planning and Zoning Division staff ensures that public notification is provided in compliance with the provisions described in Section One of this report.

***Engagement Opportunity #1 - Concept Review***

These meetings are held “free of charge” and occur within 7 to 10 days following application. Such meetings are intended to provide applicants an opportunity to gain understanding of the subdivision or rezoning process as well as an understanding of what particular requirements of the city codes would be applicable to the subject site.

These meetings are **mandatory** for the case types shown in Table 5; however, public notification of such meeting is **courtesy** pursuant to Section 29-6.3(c)(1)(iii) of the UDC.

Following a concept review, staff completes the following:

1. Prepares and mails notification postcards (see Attachment 6) for all addresses and property owners within 185-feet of the subject site and City-recognized Neighborhood Associations within 1000-feet within 2 days of the meeting. Notification lists for addresses and property owners are compiled via GIS records.
2. Prepares meeting notes for file and applicant generally within 5-7 business days following meeting. Meeting notes transmitted electronically or by mail to the applicant upon completion and retained as part of the permanent case file. Review notes provided to public upon request.

### ***Engagement Opportunity #2 - Public Information Meetings (PIM) -***

These meetings are intended to provide an early opportunity to inform addresses or property owners and City-recognized Neighborhood Associations within 185-feet and 1000-feet, respectively, of a pending development or zoning action of what is proposed and how they may participate in the public process. PIM's occur generally within 2-weeks following the formal submission of an application and often bring together the project applicant and potentially affected adjacent property owners. These meetings are held as a **courtesy** for the case types shown in Table 5.

Notification for a PIM occurs via postcards (see Attachment 7), e-mail notifications (see Attachment 8) to Council and pz-listserv members, and agenda posting (see Attachment 9) on the City Calendar and City Hall meeting board. Notification lists for addresses and property owners are compiled via GIS records. Notification of PZ-listserv members is based upon a subscription database maintain by Community Development.

Distribution of PIM notices and property owner postcards occurs as follows:

1. Addressed property, property owner and Neighborhood Association postcards and PIM agenda prepared within 5 business days of application deadline.
2. Agenda posted to City website and e-mail notifications distributed within 5-7 business days of application deadline (no less than 7 calendar days prior to PIM).
3. Addressed property, property owner and Neighborhood Association postcards mailed within 6 business days of application deadline (no less than 7 calendar days prior to PIM).
4. PIM agenda posted to City Hall Meeting Board (in lobby) no less than 4 business days prior to PIM.

During these meeting, staff provides a project overview and answers general questions regarding the proposal. Questions range from date and time of the hearing, code standards that could affect the application, and public participation opportunities. Information received during these meetings is incorporated into the staff's evaluation of the request.

These meetings are not considered a public hearing regarding the proposed project and staff encourages those in attendance provide written comments that can be included in the Planning Commission and Council reports. Additionally, staff invites those in attendance to the scheduled hearing, if applicable, to address the Commission directly and have their comments recorded in the "official" meeting minutes.

### ***Engagement Opportunity #3 – Public Hearings***

Public hearings are generally conducted for the purposes of meeting the statutory requirements and to ensure the "due process" rights of an applicant or aggrieved individual have not been violated. Such hearings are conducted primarily by the Board of Adjustment and Planning and Zoning Commission; however at times, may also be held by the City Council. This form of engagement is **mandatory** for the case types noted in Table 5.

A public hearing is intended to allow the applicant and potentially affected individuals an opportunity to voice their concerns, support for or against a proposal, or provision of additional relevant information to the Board or Commission which has responsibility for the specific case type. The comments made during a public hearing become part of the official public meeting record and, at times, may impact the outcome of a proposal.

To ensure that compliance with the public hearing notice procedures identified in Section One are obtained, Planning and Zoning Division staff perform the following tasks:

1. Prepared newspaper advertising (see Attachment 1) for each case type requiring public notice within 5-7 business days following formal application submission.
2. E-mail public hearing notice to the Columbia Tribune and request advertising “proof” 14 business days following formal application submission. Public hearing notice is advertised 17 business days following formal application – this is generally 15-17 calendar days prior to public hearing date.
3. Prepare notification letters (see Attachment 3 & 4) to all addresses, property owners, and Neighborhood Associations within 185-feet or 1000-feet, respectively, of subject site no less than 15 business days following formal application.
4. Mail notification letters no less than 12 calendar days prior to the public hearing.
5. Post property with public hearing signage (see Attachment 5) no less than 10 calendar days prior to public hearing date.
6. Prepare meeting agenda (see Attachment 10) which is inclusive of public hearing cases no less than 4 business days prior to public hearing date.
7. Distribute meeting agenda electronically (see Attachment 11) to Planning and Zoning Commissioners, staff, and PZ-Listserv members, upload agenda to City Calendar/Granicus, and post on City Hall Lobby Meeting Board no less than 4 calendar days to prior public hearing date.

## **SUMMARY**

The information contained within this report has attempted to better define what public notice obligations the Community Development Department’s Planning and Zoning Division are required to comply with as it relates to subdivision and zoning matters. Furthermore, this report has attempted to shed light on what opportunities and processes exist to maximize public engagement and transparency related to subdivision and zoning matters.

As has hopefully been illustrated, the procedure for public notice and the processes to ensure compliance is complex and often exceeds what is required by statutory provisions. Division staff endeavors to consistently comply with both the courtesy and mandatory notice obligations; however, errors do occur.

The Planning and Zoning Division is staffed with 3 professional planners and a Division Manager tasked with the responsibility of managing all subdivision and zoning applications and their corresponding



public notices. Each application receive has some type of public notice required – often more than one notice. The Division, in the first 7 months of FY 18, has processed a total of 148 applications. In FY 17 a total of 248 applications were received and processed. Given these volumes, dependence on the staff to ensure that courtesy notification is consistently delivered is not sustainable. To ensure maximum levels of consistency potential changes to courtesy notifications could be implemented or reliance on the City’s website and its Community Dashboard could be ways of improving outreach. Given that not all residents or affect parties may have access to electronic communications it may be necessary to allocate additional resources for more traditional methods of notification (i.e. mailed notice) to ensure maximum public outreach and notification effectiveness.

## ATTACHMENT 1 – Public Hearing Notice

### NOTICE OF PUBLIC HEARING

Notice is hereby given of a public hearing before the Planning and Zoning Commission of the City of Columbia, Missouri, to be held in the City Council Chamber on the first floor of the City Hall New Addition, 701 East Broadway on **February 22, 2018** at 7:00 p.m. to give all citizens and interested parties an opportunity to be heard in relation to the following:

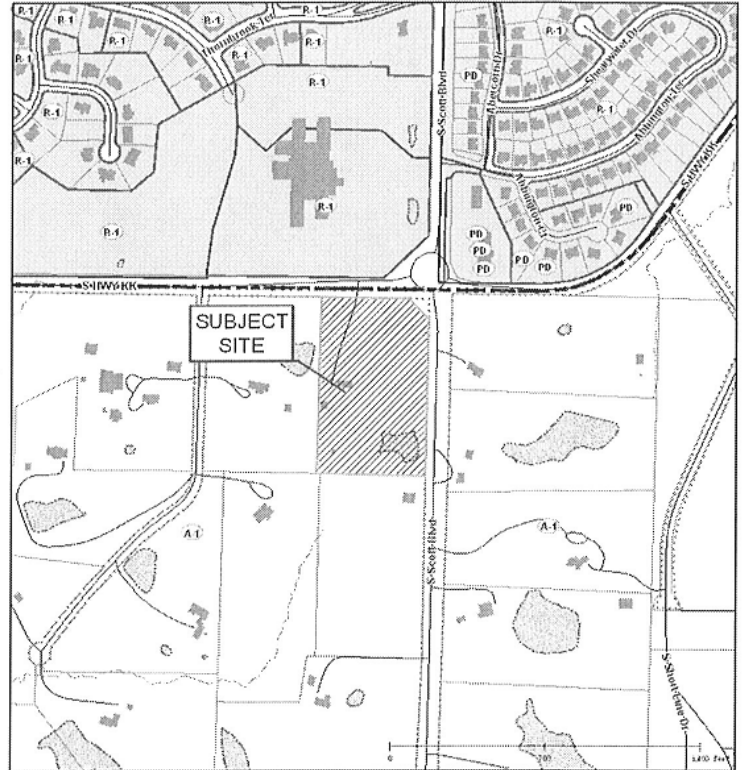
A request by Crockett Engineering Consultants (agent) on behalf of J. Blaine and Ann A. Alberty (owners) to permanently zone 10.0 acres of Boone County A-1 (Agricultural) zoned land to M-N (Mixed-Use Neighborhood) as permanent zoning pending annexation of the property into the City of Columbia. The subject site is located at the southwest corner of Highway KK and Scott Boulevard, and addressed as 5800 Hwy KK. (**Case #18-42**)

Staff reports for this item can be viewed at [www.como.gov/Council/Commissions/index.php](http://www.como.gov/Council/Commissions/index.php) four days prior to the public hearing date. To access the staff report select the “**Planning and Zoning Commission**” from the meeting body list and then “**Agendas & Minutes**” from the drop-down list in upper left corner.

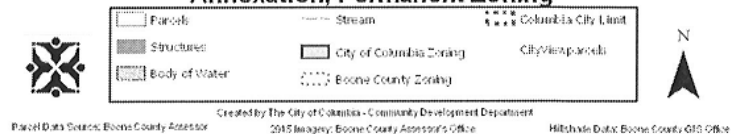
For additional information, call (573) 874-7239.

PLANNING AND ZONING COMMISSION  
Rusty Strodman, Chairperson

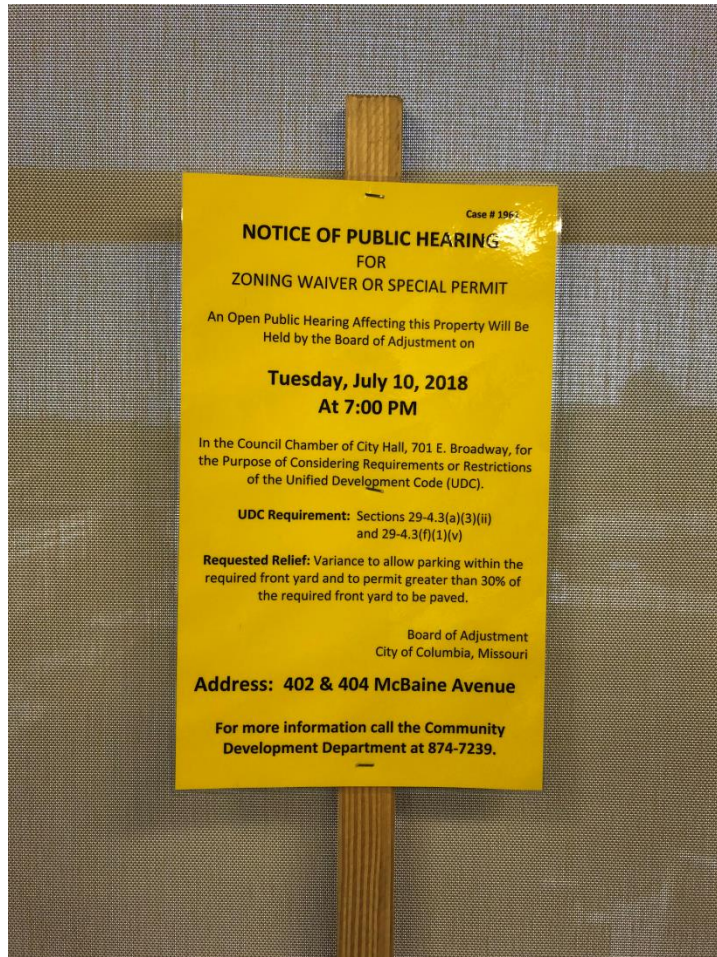
**INSERTION DATE: February 6, 2018**



### #18-42: Alberty Annexation Annexation, Permanent Zoning



**ATTACHMENT 2 – Posted Notice Examples**



**ATTACHMENT 3 – Mailed Notice (Planning Commission); front**



**City of Columbia**

**Community Development Department**

701 East Broadway, PO Box 6015, Columbia, MO 65205-6015

February 2, 2018

**RE: Alberty Annexation – Permanent Zoning (Case #18-42)**

Dear Property Owner:

A public hearing will be held to discuss a request by Crockett Engineering Consultants (agent) on behalf of J. Blaine and Ann A. Alberty (owners) to permanently zone 10.0 acres of Boone County A-1 (Agricultural) zoned land to M-N (Mixed-Use Neighborhood) as permanent zoning pending annexation of the property into the City of Columbia. The subject site is located at the southwest corner of Highway KK and Scott Boulevard, and addressed as 5800 Hwy KK.

The public hearing is scheduled for **7:00 p.m. on Thursday, February 22, 2018**, in the City Hall Council Chambers, 701 East Broadway, Columbia, Missouri. You are invited to attend and may submit any information in favor of or in opposition to the request on or before the public hearing date. After the public hearing, the Commission will forward its recommendation to the City Council. The City Council will take final action on the application, usually 45 days after the Commission's public hearing.

You may present your support or opposition to this application to the Council regardless of any action that the Planning and Zoning Commission takes. In addition, you may file a written protest petition with the City Clerk no later than noon on the Wednesday before the Council meeting at which this proposal is scheduled to be considered for passage. Protest petition forms are available in the City Clerk's office, which is located on the second floor of City Hall, 701 East Broadway.

This notice is being mailed to all owners of property within 200 feet of the subject property, and other interested parties. A map, which identifies the location of the subject property, is on the back of this letter. You are welcome to review this application at the Community Development Service Center, which is located on the third floor of City Hall. Please contact Clint Smith, Planner, at (573) 874-7437 or [clinton.smith@como.gov](mailto:clinton.smith@como.gov) for additional information.

Sincerely,

Clint Smith, Planner  
[clinton.smith@como.gov](mailto:clinton.smith@como.gov)

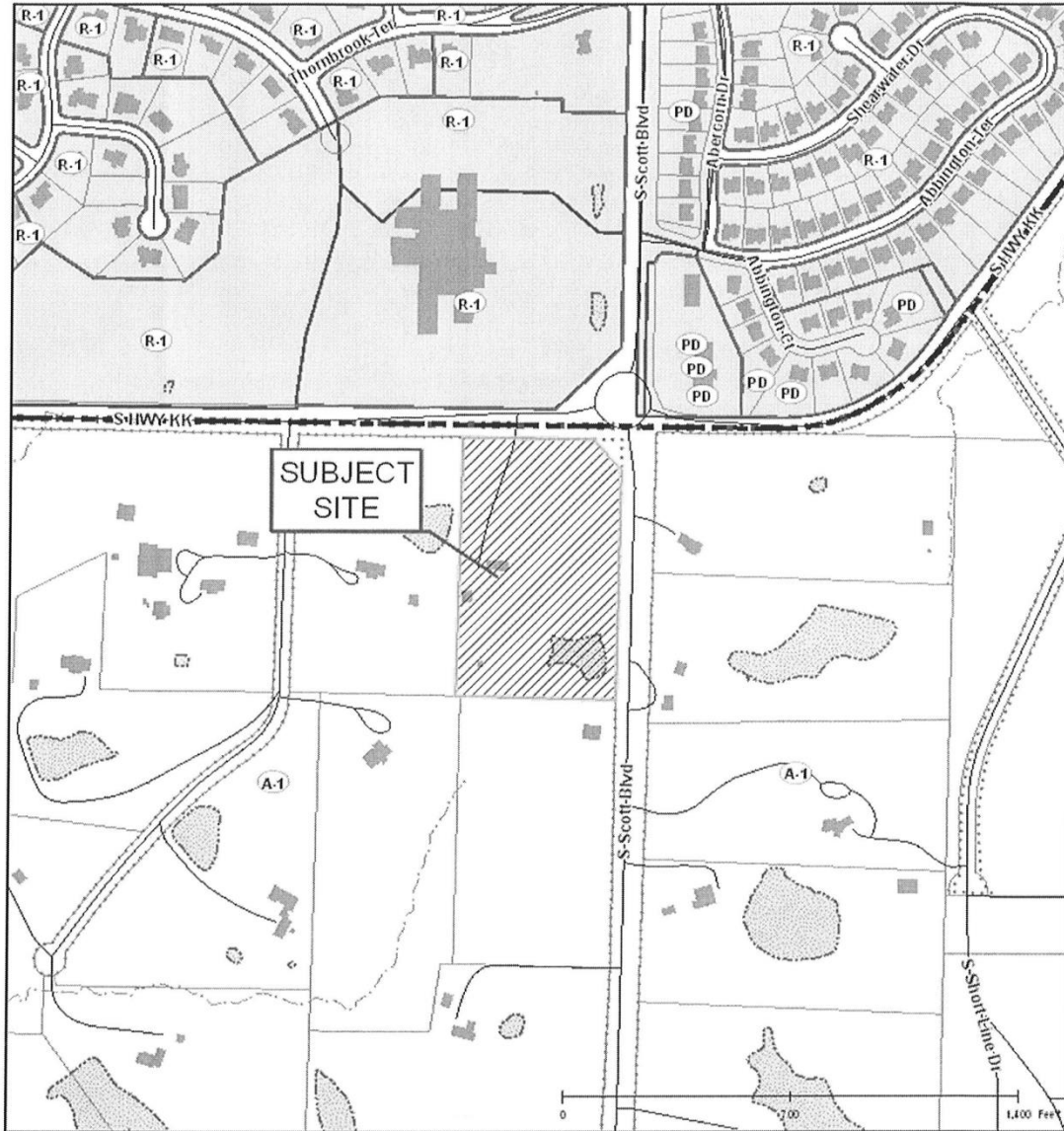
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Building & Site Development  
(573) 874-7474  
Fax (573) 874-7283

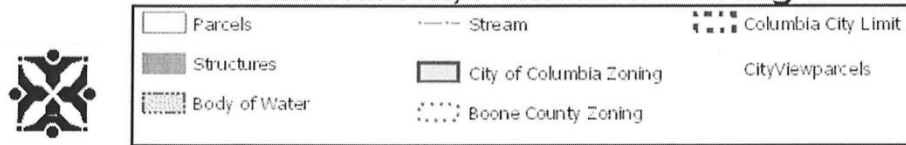
Neighborhood Services  
(573) 817-5050  
Fax (573) 442-0022

Planning & Zoning  
(573) 874-7239  
Fax (573) 874-7546

**ATTACHMENT 3 – Mailed Notice (Planning Commission); back**



**#18-42: Alberty Annexation  
Annexation, Permanent Zoning**



Created by The City of Columbia - Community Development Department

Parcel Data Source: Boone County Assessor

2015 Imagery: Boone County Assessor's Office

Hillshade Data: Boone County GIS Office



## ATTACHMENT 4 – Mailed Notice (Board of Adjustment)



City of Columbia

Community Development Department - Planning & Zoning

701 East Broadway, PO Box 6015, Columbia, MO 65205-6015

[www.CoMo.gov/community\\_development](http://www.CoMo.gov/community_development) (573) 874-7239

Case No. 1958

### LETTER OF NOTICE TO PARTIES IN INTEREST (PERTAINING TO PUBLIC HEARING BEFORE THE BOARD OF ADJUSTMENT)

DATE: January 29, 2018

TO: Whom it may concern

RE: **A request by Timothy R. Gerding (attorney), on behalf of 1013 Park Avenue, LLC (owners), to grant variances to the required front yard setback, allowable accessory structure coverage, and accessory structure location so as to permit construction of an outdoor stage on property addressed as 1013 Park Avenue which are not permitted per Sections 29-4.1(a), Table 4.1-3 and 29-3.3 (ii)(1), of the Unified Development Code.**

Notice of public hearing before the Board of Adjustment of the City of Columbia, Missouri in relation to the following described property located in the City of Columbia, County of Boone, State of Missouri:

**LOT THREE (3) OF HARBISON'S ADDITION AND COLT RAILROAD ADMINISTRATIVE PLAT IN THE CITY OF COLUMBIA, BOONE COUNTY, MISSOURI, AS SHOWN BY THE PLAT THEREOF RECORDED IN BOOK 1775, PAGE 572, RECORDS OF BOONE COUNTY, MISSOURI.**

known as, or located at **1013 Park Avenue.**

Notice is hereby given that there will be a public hearing before the Board of Adjustment of the City of Columbia, Missouri at the hour of **7:00 p.m.** on **Tuesday**, the **13<sup>th</sup>** day of **February, 2018**, in the Council Chamber on the First Floor of City Hall, 701 E. Broadway, in Columbia, Missouri.

The person or persons requesting said hearing have listed you as a party in interest to an application or appeal to the Board of Adjustment relative to the above described property.

The filed copy of the Notice of Appeal or Notice of Application may be seen at the office of the Community Development Department, which is located on the 5<sup>th</sup> floor of City Hall, 701 E. Broadway, Columbia, Missouri. It can also be seen on City's website [www.como.gov](http://www.como.gov) by selecting the above stated meeting date of the Board of Adjustment from the "Boards and Commission" link under the "City Government" tab.

Notices of the public hearing are being published in a newspaper circulated within the City of Columbia, Missouri. The relative property is, or will be, posted with a notice pertaining to the public hearing.

The Board of Adjustment invites you to attend the Public Hearing and make known your interests in the appeal or application.

Signed: \_\_\_\_\_

Patrick R. Zenner, Development Services Manager and Liaison to the Board of Adjustment  
Post Office Box 6015  
Columbia, Missouri 65205  
Telephone: (573) 874-7239

E-mail: [planning@como.gov](mailto:planning@como.gov)

## ATTACHMENT 5 – Electronic Notice Examples

6/20/2018

City of Columbia, MO Mail - June 21, 2018 Planning Commission Work Session and Regular Meeting Agendas



Patrick Zenner <patrick.zenner@como.gov>

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### June 21, 2018 Planning Commission Work Session and Regular Meeting Agendas

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Patrick Zenner <patrick.zenner@como.gov>

Fri, Jun 15, 2018 at 11:34 AM

To: Patrick Zenner <Patrick.Zenner@como.gov>

Bcc: PZC Members <pzc-members@como.gov>, Planning and Development Listserv <pz-l@gocolumbiamo.com>, Jose Caldera <jose.caldera@como.gov>, "Glascock, John" <John.Glascock@como.gov>

Attached please find the PDF agendas for the upcoming June 21, 2018 work session and regular meetings.

The work session will begin at 5:30 pm in Conference Room 1-B of City Hall. The regular meeting will begin at 7:00 pm in the Council Chambers.

--  
Patrick R. Zenner, Development Services Manager  
City of Columbia - Community Development Department  
701 E. Broadway  
Columbia, MO 65201  
(573) 874-7246

**Please update your contact info. My email has changed to patrick.zenner@CoMo.gov**

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#### 2 attachments

Published WS Agenda.pdf  
127K

Published Regular Agenda.pdf  
146K

6/20/2018

City of Columbia, MO Mail - June 26, 2018 Public Information Meeting - Planning and Zoning Commission Projects



Patrick Zenner <patrick.zenner@como.gov>

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### June 26, 2018 Public Information Meeting - Planning and Zoning Commission Projects

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1 message

Patrick Zenner <patrick.zenner@como.gov>

Thu, Jun 14, 2018 at 6:05 PM

To: Patrick Zenner <Patrick.Zenner@como.gov>

Bcc: City of Columbia Mayor <mayor@como.gov>, City Of Columbia Ward1 <ward1@como.gov>, City Of Columbia Ward2 <ward2@como.gov>, City of Columbia Ward3 <ward3@como.gov>, Ian Thomas <ward4@como.gov>, City Of Columbia Ward5 <ward5@como.gov>, City Of Columbia Ward6 <ward6@como.gov>, "Glascock, John" <John.Glascock@como.gov>, Rusty Palmer <Rusty.Palmer@como.gov>, Rachel Bacon <rachel.bacon@como.gov>, Clinton Smith <Clinton.Smith@como.gov>, Planning and Development Listserv <pz-l@gocolumbiamo.com>

Attached please find the agenda for the upcoming June 26, 2018 Public Information Meeting for Planning and Zoning Commission Projects. The meeting will begin at 5:30 pm in the City Hall Lobby (701 E. Broadway Street).

Questions regarding the projects on the agenda should be directed to the Case Manager listed below the project description.

Sincerely,

--  
Patrick R. Zenner, Development Services Manager  
City of Columbia - Community Development Department  
701 E. Broadway  
Columbia, MO 65201  
(573) 874-7246

**Please update your contact info. My email has changed to patrick.zenner@CoMo.gov**

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June 26, 2018 Agenda.pdf  
138K

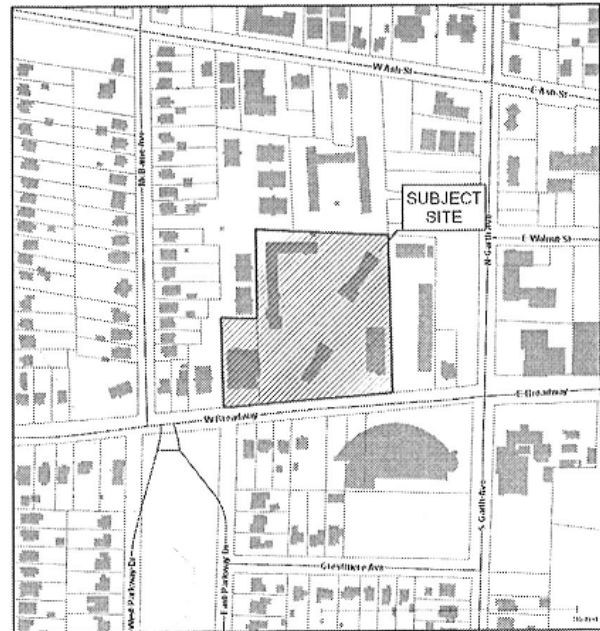
## ATTACHMENT 6 – Concept Review Notification Postcard

A **concept review meeting** was held on February 8, 2018 to discuss a conceptual proposal:

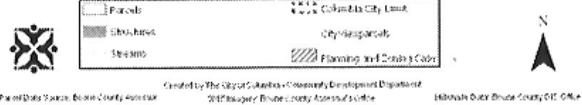
A request by Simon and Struempfh Engineering (agent) on behalf of DRS LLC (owner) to discuss a conceptual one-lot final plat of M-OF (Mixed Use - Office) zoned property, constituting a replat of Lots 3 & portions of Lot 4 of the plat Garth's Addition to Columbia. The 4.5-acre property is located on the north side of Broadway, approximately 250 feet west of Garth Avenue, and is addressed as 201 W Broadway. (**Case #18-63**)

Concept reviews are meant to provide infrastructure and regulatory information related to potential development requests. If a formal application is filed you will be notified in advance of public meetings.

**Info: Clint Smith, Senior Planner**  
City of Columbia, Community Dev. Dept.  
[clinton.smith@como.gov](mailto:clinton.smith@como.gov)  
(573) 874-7437



**#18-63: Lots 3 & 4 Garth's Addition Replat  
Concept Review**





## ATTACHMENT 7 – Public Information Meeting Notification Postcard

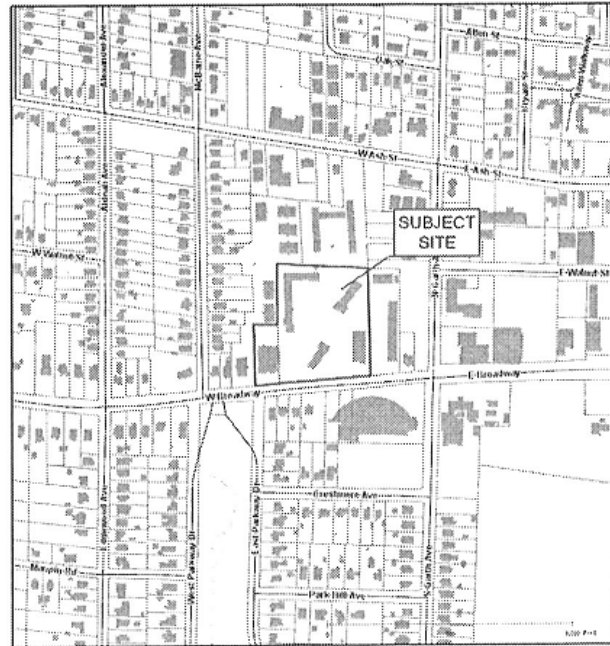
A **public information meeting** will be held on March 13, 2018 to discuss:

A request by Simon and Struempf Engineering (agent) on behalf of DRS PARK LLC (owner) for approval of a one-lot final plat of M-OF (Mixed Use - Office) zoned property to be known as *Riddick Subdivision Plat 1*, with an associated design adjustment for less right of way dedication. The 4.53-acre property is located on the north side of Broadway, approximately 250 feet west of Garth Avenue, and is addressed as 201 W Broadway. (**Case #18-79**)

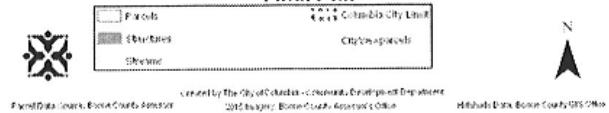
**When: 5:30 p.m., Tuesday, March 13**

**Where: City Hall Lobby**

**Info:** Clint Smith, Senior Planner  
City of Columbia, Community Dev. Dept.  
[clinton.smith@como.gov](mailto:clinton.smith@como.gov)  
(573) 874-7437



**#18-79: Riddick Subdivision Plat 1  
Final Plat**



## ATTACHMENT 8 – Electronic Notice (Public Information Meeting)

6/20/2018

City of Columbia, MO Mail - June 12, 2018 Public Information Meeting - Planning and Zoning Commission Projects



Patrick Zenner <patrick.zenner@como.gov>

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### June 12, 2018 Public Information Meeting - Planning and Zoning Commission Projects

1 message

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Patrick Zenner <patrick.zenner@como.gov>

Fri, Jun 1, 2018 at 4:32 PM

To: Patrick Zenner <Patrick.Zenner@como.gov>

Bcc: City of Columbia Mayor <mayor@como.gov>, City Of Columbia Ward1 <ward1@como.gov>, City Of Columbia Ward2 <ward2@como.gov>, City of Columbia Ward3 <ward3@como.gov>, Ian Thomas <ward4@como.gov>, City Of Columbia Ward5 <ward5@como.gov>, City Of Columbia Ward6 <ward6@como.gov>, "Glascocock, John" <John.Glascocock@como.gov>, Rachel Bacon <rachel.bacon@como.gov>, Clinton Smith <Clinton.Smith@como.gov>, Rusty Palmer <Rusty.Palmer@como.gov>, Planning and Development Listserv <pz-l@gocolumbiamo.com>

Attached please find the agenda for the upcoming June 12, 2018 Public Information Meeting for Planning and Zoning Commission Projects. The meeting will begin at 5:30 pm in the City Hall Lobby (701 E. Broadway Street).

Questions regarding the projects on the agenda should be directed to the Case Manager listed below the project description.

Sincerely,

--

Patrick R. Zenner, Development Services Manager  
City of Columbia - Community Development Department  
701 E. Broadway  
Columbia, MO 65201  
(573) 874-7246

**Please update your contact info. My email has changed to [patrick.zenner@CoMo.gov](mailto:patrick.zenner@CoMo.gov)**

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June 12, 2018 Agenda.pdf  
133K

# ATTACHMENT 9 – Public Information Meeting Agenda (page 1)



## City of Columbia, Missouri

### Meeting Agenda

#### Planning and Zoning Commission

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Tuesday, March 13, 2018  
5:30 PM

Public Information Meeting

City Hall Lobby  
Columbia City Hall  
701 E. Broadway

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I. PURPOSE AND INTRODUCTIONS

II. PENDING PROJECT OVERVIEW

**Case # 18-73**

A request by Central Design Group (agent) on behalf of School of Service, Inc (owners), seeking rezoning of three parcels on the west side of Old Hwy 63, between Amelia and McAlester Streets. The subject parcels are addressed as 701 Old Highway 63 and total 0.55 acres and are currently zoned R-1 (One-Family Residential District). The applicant is seeking M-OF (Mixed-Use Office District) to facilitate the construction of a new office building. **(Ward 3)**

**Case Manager - Rusty Palmer (874-7394)**

Attachments: [Locator Map](#)

**Case # 18-76**

A request by McClure Engineering Company (agent) on behalf of P1316, LLC (owner) for approval of a PD (Planned Development) Plan to be known as Discovery Park South, along with an associated statement of intent and design parameters. The 40.6-acre subject property is located at the southwest corner of Ponderosa and Discovery Parkway. **(Ward 6)**

**Case Manager - Clint Smith (874-7437)**

Attachments: [Locator](#)

## ATTACHMENT 9 – Public Information Meeting Agenda (page 2)

### Case # 18-79

A request by Simon and Struempff Engineering (agent) on behalf of DRS PARK LLC (owner) for approval of a one-lot final plat of M-OF (Mixed Use - Office) zoned property to be known as Riddick Subdivision Plat 1, constituting a replat of Lots 3 & portions of Lot 4 of the plat Garth's Addition to Columbia. The 4.53-acre property is located on the north side of Broadway, approximately 250 feet west of Garth Avenue, and is addressed as 201 W Broadway. **(Ward 1)**

### Case Manager - Clint Smith (874-7437)

Attachments: [Locator Map](#)

### Case # 18-81

A request by McClure Engineering Company (agent) on behalf of the City of Columbia (owner) for approval of a PD (Planned Development) Plan to be known as Auburn Hills Plat 16 PD Plan. The 8.55-acre subject property is zoned PD (planned development) and is located approximately 300 feet east of Rangeline Street and south of International Drive. **(Ward 2)**

### Case Manager - Rachel Bacon (874-7682)

Attachments: [Locator Map](#)

### III. PUBLIC AND APPLICANT COMMENTS

### IV. TENTATIVE PLANNING COMMISSION AGENDA DATE FOR PROJECTS

Projects reviewed tonight, except Case # 18-73, are tentatively scheduled to be heard before the Planning and Zoning Commission on April 5, 2018. Case # 18-73 is tentatively to be heard by the Planning and Zoning Commission on March 22, 2018. Staff reports relating to items that will be considered by the Planning and Zoning Commission will be available the Friday prior to such meeting date and can be obtained at:

<https://gocolumbiamo.legistar.com/Calendar.aspx>.

### V. NEXT MEETING DATE - March 27, 2018 @ 5:30 pm (tentative)

### VI. ADJOURNMENT

Members of the public may attend any open meeting. For requests for accommodations related to disability, please call 573-874-CITY (573-874-2489) or email CITY@CoMo.gov. In order to assist staff in making the appropriate arrangements for your accommodation, please make your request as far in advance of the posted meeting date as possible.

**ATTACHMENT 10 – Planning Commission Public Hearing Agenda (page 1)**



**City of Columbia, Missouri**

**Meeting Agenda**

**Planning and Zoning Commission**

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Thursday, April 19, 2018  
7:00 PM

**Regular Meeting**

Council Chambers  
Columbia City Hall  
701 E. Broadway

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I. CALL TO ORDER

II. INTRODUCTIONS

III. APPROVAL OF AGENDA

IV. APPROVAL OF MINUTES

*Attachments:* [April 5, 2018](#)

V. SUBDIVISIONS

**Case # 18-94**

A request by Crockett Engineering Consultants (agent) on behalf of the Robert G. Craig Trust (owner) for approval of a final minor plat to be known as Craig Point Plat No. 1. The .23-acre subject property is zoned R-MF (Multiple-Family Dwelling) and is addressed 1022 S. College Avenue.

*Attachments:* [Staff Report to Planning and Zoning Commission](#)

[Locator Maps](#)

[Final Plat](#)

VI. PUBLIC HEARINGS & SUBDIVISIONS

**Case # 18-91**

A request by GRAM Engineering (agent), on behalf of AHJ, LLC (owner), seeking approval to rezone their 10.8-acre property located at the current terminus of Jenne Lane at Jenne Hill Drive, from PD (Planned District) to M-OF (Mixed-Use Office District). The owner intends to divide the property and develop Lot 1 with a residential care facility. A preliminary plat of the property (Case # 18-90) is being considered concurrently with this rezoning.

*Attachments:* [Staff Report to the Planning and Zoning Commission](#)

[Locator Maps](#)

## ATTACHMENT 10 – Planning Commission Public Hearing Agenda (page 2)

### Case # 18-90

A request by GRAM Engineering (agent), on behalf of AHJ, LLC (owner), seeking approval of a preliminary plat to be known as "Hilltop Subdivision". The subject parcel is 10.8 acres in size and is located at the current terminus of Jenne Lane at Jenne Hill Drive. A rezoning of the property (Case # 18-91) is being considered concurrently with this preliminary plat.

Attachments: [Staff Report to the Planning and Zoning Commission](#)

[Locator Maps](#)

[Preliminary Plat](#)

VII. PUBLIC COMMENTS

VIII. STAFF COMMENTS

IX. COMMISSIONER COMMENTS

X. NEXT MEETING DATE - May 10, 2018 @ 7pm (tentative)

XI. ADJOURNMENT

Members of the public may attend any open meeting. For requests for accommodations related to disability, please call 573-874-CITY (573-874-2489) or email CITY@CoMo.gov. In order to assist staff in making the appropriate arrangements for your accommodation, please make your request as far in advance of the posted meeting date as possible.

## ATTACHMENT 11 – Electronic Public Hearing Notice

6/20/2018

City of Columbia, MO Mail - June 21, 2018 Planning Commission Work Session and Regular Meeting Agendas



Patrick Zenner <patrick.zenner@como.gov>

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### June 21, 2018 Planning Commission Work Session and Regular Meeting Agendas

1 message

Patrick Zenner <patrick.zenner@como.gov>

Fri, Jun 15, 2018 at 11:34 AM

To: Patrick Zenner <Patrick.Zenner@como.gov>

Bcc: PZC Members <pzc-members@como.gov>, Planning and Development Listserv <pz-l@gocolumbiamo.com>, Jose Caldera <jose.caldera@como.gov>, "Glascocock, John" <John.Glascocock@como.gov>

Attached please find the PDF agendas for the upcoming June 21, 2018 work session and regular meetings.

The work session will begin at 5:30 pm in Conference Room 1-B of City Hall. The regular meeting will begin at 7:00 pm in the Council Chambers.

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Patrick R. Zenner, Development Services Manager  
City of Columbia - Community Development Department  
701 E. Broadway  
Columbia, MO 65201  
(573) 874-7246

**Please update your contact info. My email has changed to [patrick.zenner@CoMo.gov](mailto:patrick.zenner@CoMo.gov)**

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#### 2 attachments

Published WS Agenda.pdf  
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Published Regular Agenda.pdf  
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