



Planning & Zoning Commission Meeting

Tuesday, November 14, 2023 at 6:30 pm

CENTRALIA CITY HALL COUNCIL CHAMBERS

114 S. Rollins Street, Centralia, MO 65240

1. CALL TO ORDER

2. ROLL CALL

Commissioners: Susan Aleshire, Brian Maenner, Lynn Behrns, Dale Hughes, Don Bormann, Phil Hoffman, Landon Magley, David Wilkins, Chris Cox

3. PLEDGE OF ALLEGIANCE

4. REVIEW & APPROVAL OF PRIOR MEETING MINUTES

Attachments:

- [planning-zoning-commission-meeting_minutes_2023-06-13_165342](#) (planning-zoning-commission-meeting_minutes_2023-06-13_165342.pdf)

ACTION AGENDA

5. PUBLIC HEARING

a. NOTICE CUP #48 VRBO 222 Denton

Attachments:

- **CUP Application** (CUP_Application.pdf)
- **City of Centralia, MO Short-Term Rentals_** (City_of_Centralia__MO_Short-Term_Rentals_.pdf)
- **NOTICE CUP #48 VRBO 222 Denton** (NOTICE_CUP__48_VRBO_222_Denton.docx)

6. AS MAY ARISE

7. ADJOURN

Contact: Tara Strain, City Administrator (tara@centraliamo.org) (573) 682-2139 | Agenda published on 11/09/2023 at

8:17 AM



Planning & Zoning Commission Meeting

Minutes

Tuesday, June 13, 2023 at 6:30 pm

CENTRALIA CITY HALL COUNCIL CHAMBERS

114 S. Rollins Street, Centralia, MO 65240

1. CALL TO ORDER

Minutes:

Chairman Susan Aleshire called the meeting to order at 6:30 p.m.

2. ROLL CALL

Minutes:

Commissioners Susan Aleshire, Brian Maenner, Lynn Behrns, Phil Hoffman, Landon Magley, and Don Bormann answered roll call. Commissioners Dale Hughes, David Wilkins, and Chris Cox were absent. Others present: City Administrator Tara Strain, City Clerk Marilyn Dick, Public Works & Utilities Director Matt Rusch. Citizens present: James Smith with the Centralia Fireside Guard, Sam Jennings, Anne Jennings.

3. PLEDGE OF ALLEGIANCE

Minutes:

Chairman Aleshire led everyone in reciting the Pledge of Allegiance.

4. REVIEW & APPROVAL OF PRIOR MEETING MINUTES

Minutes:

Commissioner Maenner made a motion to approve the minutes from the February 22, 2023 meeting, as presented. Commissioner Magley seconded the motion. On a call by Chairman Aleshire for ayes and nays the motion passed unanimously.

ACTION AGENDA

5. PUBLIC HEARING

Re-Zoning Request for 404 S. Jenkins

Minutes:

Chairman Aleshire opened the public hearing at 6:35 pm and called for comments on the issue of re-zoning property located at 404 S Jenkins. Owner Sam Jennings initially requested the property be changed from R1 to R2; the application was later amended to request rezoning to R3. Discussion was held regarding the city and county requirements for each zone; it was determined

R2 would be more beneficial to the owners, to which Sam Jennings agreed. Commissioner Behrns made a motion to recommend the Board of Aldermen re-zone 404 S Jenkins as R2. Commissioner Magley seconded the motion. On a call by Chairman Aleshire for ayes and nays the motion passed unanimously. The Public Hearing section was closed at 6:43pm.

6. DISCUSSION INVOLVING CHAPTER 30.1 SUBDIVISION OF LAND

Minutes:

City Administrator Strain presented a copy of city code section 30.1-6 subsection C. The code currently states that after approval of a preliminary plat by the Board, a developer has a period of 5 years to submit the final plat. The City proposed amending this time frame to two years. Discussion ensued, during which Commissioner Bormann expressed his disagreement with this change; Bormann stated recent subdivision developments have all taken longer than 5 years. Administrator Strain expressed that it is difficult for the City to plan and budget properly for plats that are lingering for years, as material costs and delays continue to rise each year. Commissioner Maenner proposed that the deadline on the code could remain 5 years but additional language could be added to the code to require the developer to make an attempt to begin construction within 5 years, or the preliminary plat would become null and void. In addition, an inflationary clause should be added to the code. The Commission agreed that Administrator Strain will work with City Attorney Cydney Mayfield to draft these changes.

Administrator Strain presented code Section 30.1-13 Subsection E, which contains wording requiring payment for materials for the installation of water mains and hydrants. The City recommended amending this verbiage to read, "Either payment for materials for the installation of water and electric infrastructure, or reimbursement to the City for the costs of such materials. Labor for the installation for such water mains shall be furnished without charge by the City." Commissioner Behrns asked for clarification that this change would only apply to new subdivisions from this point on; Administrator Strain confirmed that current projects and plats would be grandfathered in and would not be subject to this code change. No opposition to the amended language was expressed.

Code Section 30.1-16 Subsection D was presented and discussed. This section currently requires developers to warranty the improvements for one year, and the City recommends increasing this time to 2 years. Discussion centered on the problems with some roads that have been poorly constructed by some developers in the past. Commissioner Hoffman stated the warranty period should be a minimum of 2 years. Commissioners Maenner and Magley pointed out that during construction all necessary third party inspections and concrete testings should be mandatory, at the developer's expense, which could drastically reduce the occurrence of faulty road construction. The Commission directed Administrator Strain to work with City Attorney Mayfield to draft changes to the code.

7. DISCUSSION INVOLVING CHAPTER 30, SECTIONS 12 & 13

Minutes:

City Administrator Strain presented city code Chapter 30, Sections 12 and 13, which address city road requirements. Very few specifications are listed in the code, so Strain has reviewed the City of Columbia code for comparison. Strain advised that an on-call engineer from ES&S is willing to

come meet with the Commission to make recommendations for changes. Strain reported that the ordinance includes no requirements for alleyways, and no backfill guidelines. It does address emergency, weekend, and after-hours street work. No street patches are allowed until the backfill is inspected, approved, and a permit is issued. Commissioner Magley suggested the language be amended to read any city right-of- way. It was also suggested that a permit for street cuts should be amended to require more third party inspections. Commissioner Hoffman requested that the code also address repairing cuts to sidewalks. Commissioner Behrns reminded Administrator Strain that Chapter 30 changes do not require approval by the P & Z Commission. Strain will work with City Attorney Mayfield to review examples from other municipalities in order to draft an ordinance change.

8. AS MAY ARISE

9. ADJOURN

Minutes:

Commissioner Behrns made a motion to adjourn the meeting. Commissioner Bormann seconded the motion. On a call by Chairman Aleshire for ayes and nays the motion passed unanimously. The meeting was adjourned at 7:35 pm.



DATE RECEIVED: October 16th

APPLICATION FOR CONDITIONAL USE PERMIT
TO CENTRALIA PLANNING AND ZONING COMMISSION

APPLICANT:

NAME: Kelly Confessore
ADDRESS: 222 Denton Street, Centralia, MO 65240
PHONE #: 631-662-3769
EMAIL ADDRESS: Swtp1766@gmail.com
PREFERRED CONTACT METHOD (check all that apply): ☒ Phone Call ☒ Email ☒ Text Message

ALL PROPERTY OWNERS (If Different From Applicant):

NAME: _____
ADDRESS: _____
PHONE #: _____

REQUESTED CONDITIONAL USE: VRBO, Short Term Rental

SITE FOR REQUESTED CONDITIONAL USE:

STREET ADDRESS: 222 Denton Street, Centralia, MO 65240
LEGAL DESCRIPTION: _____

Lot fifteen (15) in block seven (7) of Denton and Whitman Subdivision of Block "A" of J.C. Hurt's Subdivision of Section Sixteen (16) Township Fifty-one (51) North, Range Eleven (11) West of the Fifth (5) Principal Meridian, in the City of Centralia, Boone County, Missouri, as shown by the plat thereof Recorded in Plat Book 4, Page 21, Records of Boone County, Missouri.

CURRENT ZONE DISTRICT OF SITE: R-1

ATTACH SITE PLAN AND SPECIAL LICENSES, EXHIBITS OR ANY OTHER EVIDENCE THAT IS APPROPRIATE (SEE SECTION 31-65C(11) OF THE CITY CODE FOR STANDARDS USED IN ASSESSMENT FOR CONDITIONAL USE PERMIT).

APPLICANT SIGNATURE: Kelly Confessore

DATE: 10/13/2023

City of Centralia, MO
Tuesday, November 14, 2023

Chapter 16. Licenses

Article I. In General

Section 16-15.3. Short-Term Rentals.

[Ord. No. 3031, 10-21-2019]

A. Application And Permit; Procedures.

1. The owner of the short-term rental property shall adhere to the following conditions and shall submit the following information on a short-term rental property application form provided by the City, which shall include, at a minimum, the following information:
 - a. The name, address and telephone number of the owner of the short-term rental property and the website address of the facilitation platform wherein the short-term rental property is listed for marketing and rental purposes.
 - b. A designated local contact person, which may be listed as:
 - [1] The owner, and
 - [2] An alternate contact.

Provided, however, any such local contact person shall be available twenty-four (24) hours per day, seven (7) days per week, for the purpose of responding within twenty-five (25) minutes to complaints regarding the condition, operation or conduct of transient guests or other occupants, and for the purpose of responding to any request, disturbance notice, or for any other reason as the City Clerk may deem necessary for purposes of this Article, and for the purpose of responding to any request or complaint by any transient guest regarding the condition or operation of the short-term rental property. In each case, such local contact person shall be available during the prescribed times for the entire term of any rental period.

- c. The name, address, cell phone number and telephone number of the local contact person shall at all times be kept on file with the City Clerk, and shall be kept in the records of the City for a period of three (3) years after the conclusion of any short-term rental.
- d. A one-time initial application fee for any short-term rental property shall be due and payable in the amount of fifty dollars (\$50.00) in the form of a check made payable to the City of Centralia, as of the date and time the short-term rental property application is submitted. For each year thereafter, the owner shall be subject only to the annual business license fee.
- e. Upon receiving a short-term rental property application that complies with the provisions of this Article, the residents within one hundred eighty-five (185) feet of the property lines of the subject short-term rental property shall be notified by the City Clerk or his/her designee of the existence and potential approval of the short-term rental property application.

2. Any false statements or false information provided in the short-term rental property application shall be grounds for denial of a short-term rental property permit, permit revocation or imposition of other penalties as outlined in this Code.
3. A short-term rental property application shall be denied if the owner has had a short-term rental property license revoked within the past twelve (12) months for the same or other short-term rental property. If a short-term rental property license is revoked twice, no short-term rental property license shall be subsequently issued for such owner.
4. The owner shall post the short-term rental property license at the rental property within plain view. The license shall be between eight and one-half (8½) inches by eleven (11) inches and four (4) inches by five (5) inches in size and shall be displayed at all times that the short-term rental property is being used for a short-term rental.
5. A short-term rental property license shall be valid for one (1) year from January through December of each year. A short-term rental property license shall be renewed annually by the owner by submitting to the City Clerk all updated information as required by the renewal form, along with a fifty dollar (\$50.00) application renewal fee.

B. Record Of Transient Guest(s) And Notice.

1. Prior to each and every rental period of a short-term rental property, the owner shall:
 - a. Execute a standardized rental agreement with the transient guest;
 - b. Require any transient guest under the age of eighteen (18) to be accompanied by an adult of legal age who shall execute and acknowledge an addendum to the formal acknowledgement described above, which shall be in substantially the form of a waiver of all claims against the owner and City and shall indicate that the transient guest over the age of eighteen (18) shall assume full responsibility for the transient guest under eighteen (18);
 - c. Information required in Subsections (B)(1)(a) and (b), above, shall be maintained by the owner for a period of three (3) years and shall be made available upon request by any officer of the City responsible for the enforcement of any provision of this Code or any applicable law, rule or regulation pertaining to the use and occupancy of the short-term rental property; and
2. On-site parking shall be allowed on an approved driveway, garage and/or carport areas.
3. The City Clerk or such other designee shall have the authority to impose additional conditions on the use and rental period of any short-term rental property to ensure that any potential secondary affects unique to the subject short-term rental property are avoided or adequately mitigated.

C. Procedures For Violations Or Other Misconduct.

1. The owner or local contact person shall use reasonably prudent business practices to ensure that all transient guests of the short-term rental property do not create unreasonable noise or disturbances, engage in disorderly conduct or violate any applicable law, rule or regulation pertaining to the use and occupancy of the subject short-term rental property.
2. No amplified or reproduced sound shall be used outside or audible from the property line of any short-term rental property between the hours of 10:00 p.m. and 9:00 a.m.
3. The owner or local contact person shall upon notification that any transient guest or other occupant of the short-term rental property has created unreasonable noise or disturbances, engaged in disorderly conduct or committed a violation of any applicable law, rule or regulations pertaining to the use and occupancy of the short-term rental property or otherwise, respond in a timely and appropriate manner to immediately halt or prevent reoccurrence of such conduct.

4. Failure of the owner or local contact person to respond to such calls or complaints regarding the condition, operation or conduct of transient guests of the short-term rental property in a timely and appropriate manner shall be grounds for revocation of the short-term rental property permit and shall subject the owner to all administrative, legal and equitable remedies available to the City.
5. The City may revoke or refuse a license after two (2) occurrences of non-compliance by failing to respond to calls or complaints outlined in above in Subsection (C)(4).

NOTICE OF PUBLIC HEARING

A Public Hearing will be held before the Centralia Planning and Zoning Commission beginning at 6:30 p.m., Tuesday, November 14, 2023, in the City Hall Council Chambers, 114 South Rollins, Centralia, Missouri, 65240.

The purpose of this hearing will be to receive public comment on a request by Kelly Confessore for a conditional use permit to operate a VRBO (Vacation Rental by Owner) at 222 Denton St., Centralia, Missouri 65240, indicated on the map below:



Further information on the proposal is available at the office of the City Administrator, Centralia City Hall, 114 South Rollins St., Centralia, Missouri 65240. Comments will be received at the hearing or in writing at the City Administrator's office during regular business hours until 5:00 p.m., Tuesday, November 14, 2023.