



City of Springfield

Agenda

Planning and Zoning Commission

Randall Doennig, Chair

Dan Scott, Vice Chair
Bill Knuckles
Helen Gunther
Betty Ridge

Bruce Colony
Eric Pauly
Christopher Lebeck
Layne Hunton

March 13, 2025

6:30 PM

Regional Police-Fire Training Center
2620 West Battlefield Road
Room 101, 102, and 103

1. **ROLL CALL.**
2. **APPROVAL OF MINUTES.**
 - 2.1. February 13, 2025
3. **COMMUNICATIONS.**
 - 3.1. February 2025 Planning and Zoning / City Council Actions
4. **CONSENT ITEMS.**
 - 4.1. Relinquishment of Easement 951
417 West Lynn Street (Applicant: Springfield Public Schools)
 - 4.2. Relinquishment of Easement 952
400 West Division Street (Applicant: Springfield Public Schools)
 - 4.3. Relinquishment of Easement 953
417 West Lynn Street (Applicant: Springfield Public Schools)
 - 4.4. Relinquishment of Easement 954
417 West Lynn Street (Applicant: Springfield Public Schools)
5. **UNFINISHED BUSINESS.**

6. PUBLIC HEARINGS.

- 6.1. Z-2-2025
6116 South Farm Road 175 (Applicant: TAG Property Development, LLC)
- 6.2. Z-3-2025 COD 268
1320, 1324 & 1328 East Division Street (Applicant: Rosales Holdings, LLC)

7. OTHER BUSINESS.

- 7.1. Preliminary Plat of Hidden Gem Estates
6116 South Farm Road 175 (Applicant: TAG Property Development, LLC)
- 7.2. Initiate Changes to the Rules of Procedure for Planning and Zoning Commission Order of Business Agenda
Citywide (Applicant: City of Springfield)

8. ADJOURN.

In accordance with ADA guidelines, if you need special accommodations when attending this meeting, please notify the Planning and Development office at 417-864-1611 as soon as possible to accommodate your needs.

**City of Springfield
Minutes
Planning and Zoning Commission**

Dan Scott, Vice Chair
Helen Gunther
Christopher Lebeck
Betty Ridge

Randall Doennig, Chair

Bruce Colony
Eric Pauly
Bill Knuckles
Layne Hunton

February 13, 2025

6:30pm

**Regional Police-Fire Training Center
2620 West Battlefield Road
Room 101, 102, and 103**

ROLL CALL.

Present: Commissioner Doennig, Commissioner Layne, Commissioner Colony, Commissioner Pauly, Commissioner Ridge, Commissioner Gunther, and Commissioner Scott. Absent: Commissioner Lebeck and Commissioner Knuckles.

Staff in attendance: Justin Crighton, Planning and Development Assistant Director, Bob Hosmer, Planning Manager, Andrew Menke, Senior Planner, and Laura Vales, Assistant City Attorney.

APPROVAL OF MINUTES.

The minutes of January 16, 2025 were approved.

COMMUNICATIONS.

City Council summary for January 2025

CONSENT ITEMS.

UNFINISHED BUSINESS.

PUBLIC HEARINGS.

Preliminary Plat of Broadway Cottages
737, 745, 751, 761 & 801 North Broadway Avenue and 732 & 742 North Weaver Avenue
Applicant: Drew Lewis Foundation, Inc.

Mr. Andrew Menke requests to approve a preliminary plat for an 11-lot residential subdivision.

Mr. Doennig opened the public hearing.

Mr. Cameron Hole, 3213 S. West Bypass and here to answer any questions stating that the existing single-family residential structure is occupied, and they will be working around the house, but plan to do an administrative replat and split the larger lot into four lots once the house is demolished.

Mr. Doennig closed the public hearing.

COMMISSION ACTION:

Planning and Zoning Commissioner Scott moved to approve Preliminary Plat of Broadway Cottages; Commissioner Pauly seconded the motion. It **Passed** with the following vote: Ayes: Commissioner Doennig,

Commissioner Ridge, Commissioner Colony, Commissioner Hunton, Commissioner Pauly, Commissioner Gunther, and Commissioner Scott. Nays: None. Absent: Commissioner Lebeck and Commissioner Knuckles. Abstain: None.

Preliminary Plat of McClernon Springs 1st Addition

3156 North National Avenue

Applicant: Gerst Properties, LLC

Mr. Andrew Menke requests to approve to approve a preliminary plat for a 2-lot residential subdivision.

Mr. Scott asked about the property line from the existing structure and if it meets the zoning ordinance.

Mr. Menke replied that it did.

Mr. Doennig opened the public hearing.

Mr. Rick Wilson, 1835 E. Stewart, believes that it meets all the zoning and subdivision requirements.

Mr. Doennig closed the public hearing.

COMMISSION ACTION:

Planning and Zoning Commissioner Scott moved to approve Preliminary Plat of McClernon Springs 1st Addition; Commissioner Pauly seconded the motion. It **Passed** with the following vote: Ayes: Commissioner Doennig, Commissioner Ridge, Commissioner Colony, Commissioner Hunton, Commissioner Pauly, Commissioner Gunther, and Commissioner Scott. Nays: None. Absent: Commissioner Lebeck and Commissioner Knuckles. Abstain: None.

Preliminary Plat of Elevate Subdivision

1103 East Smith Street

Applicant: Elevate Investments Group, LLC

Mr. Andrew Menke requests to approve a preliminary plat for a 4-lot residential subdivision.

Mr. Scott asked if there is any plan to dedicate Howard Avenue.

Mr. Menke noted that staff is open to the opportunity, but it is complicated as there is a house on the same property as the drive and landlocked parcels adjacent to the drive.

Mr. Doennig opened the public hearing.

No speakers.

Mr. Doennig closed the public hearing.

COMMISSION ACTION:

Planning and Zoning Commissioner Scott moved to approve Preliminary Plat of Broadway Cottages; Commissioner Colony seconded the motion. It **Passed** with the following vote: Ayes: Commissioner Doennig, Commissioner Ridge, Commissioner Colony, Commissioner Hunton, Commissioner Pauly, Commissioner Gunther, and Commissioner Scott. Nays: None. Absent: Commissioner Lebeck and Commissioner Knuckles. Abstain: None.

OTHER BUSINESS.

Code Amendments

Citywide

Applicant: City of Springfield

Mr. Justin Crighton stated that if the Commission recommends approval the next step will be a public hearing with City Council on March 10, 2025.

Mr. Doennig opened the public hearing.

Mr. Chris Brewster, Kansas City, with Multistudio and the consulting team. He went over the process and details. (Why update the LDC, Design based approach, Key changes to the code, Next steps and Discussion).

Mr. Scott asked if Multistudio feels that they met their guiding principles and Mr. Brewster believes that it has been a success, noting that they are working and heading in the right direction with being user friendly, streamlined and better organized, but still in coordination as they test the code.

Mr. Hosmer stated that the city will be accepting all comments and will go with the packet going to council and will have a series of text amendments.

Mr. Brendan Griesemer, 1409 W. Sunshine, executive director of Restore SGF and spoke about options to increase homeownership and this update starts that process to chip away with that deficit. He went over the middle missing from the community and asks for approval.

Mr. Mike Stevens, 806 S. Weller and with the Drew Lewis Foundation and will speak in support of the Code Amendment and believes it will take us into the future.

Mr. Doennig closed the public hearing.

COMMISSION ACTION:

Planning and Zoning Commissioner Scott moved to approve Code Amendments; Commissioner Pauly seconded the motion. It **Passed** with the following vote: Ayes: Commissioner Doennig, Commissioner Ridge, Commissioner Colony, Commissioner Hunton, Commissioner Pauly, Commissioner Gunther, and Commissioner Scott. Nays: None. Absent: Commissioner Lebeck and Commissioner Knuckles. Abstain: None.

ADJOURN.

PNZ City Council Results

Meeting Dates From: 02/01/2025 **To:** 02/28/2025

Project Info	PNZ Hearing Date / Result	1st City Council Hearing Date / Result	2nd City Council Hearing Date / Result
PPlat of Broadway Cottage Courtyard 737 N BROADWAY AVE	2/13/2025 Approved		
PPlat of McClernon Springs 1st Addition 3156 N NATIONAL AVE	2/13/2025 Approved		
PPlat of Elevate Subdivision 1103 E SMITH ST	2/13/2025 Approved		
Code Amendment Citywide	2/13/2025 Approved		
Conditional Use Permit 477 2854 W GRAND ST	1/16/2025 Approved	2/10/2025 Complete	
Z-32-2024 2224 W PHELPS ST 2234 W PHELPS ST	1/16/2025 Approved	2/10/2025 Complete	
Planned Development 390 739 W TALMAGE ST 2655 N GRANT AVE	1/16/2025 Approved	2/10/2025 Complete	
Z-1-2025 COD 267 2242 N OAKLAND AVE	1/16/2025 Approved	2/10/2025 Complete	
Conditional Use Permit 479 901 S WESTBYPASS BYP	1/16/2025 Approved	2/10/2025 Complete	

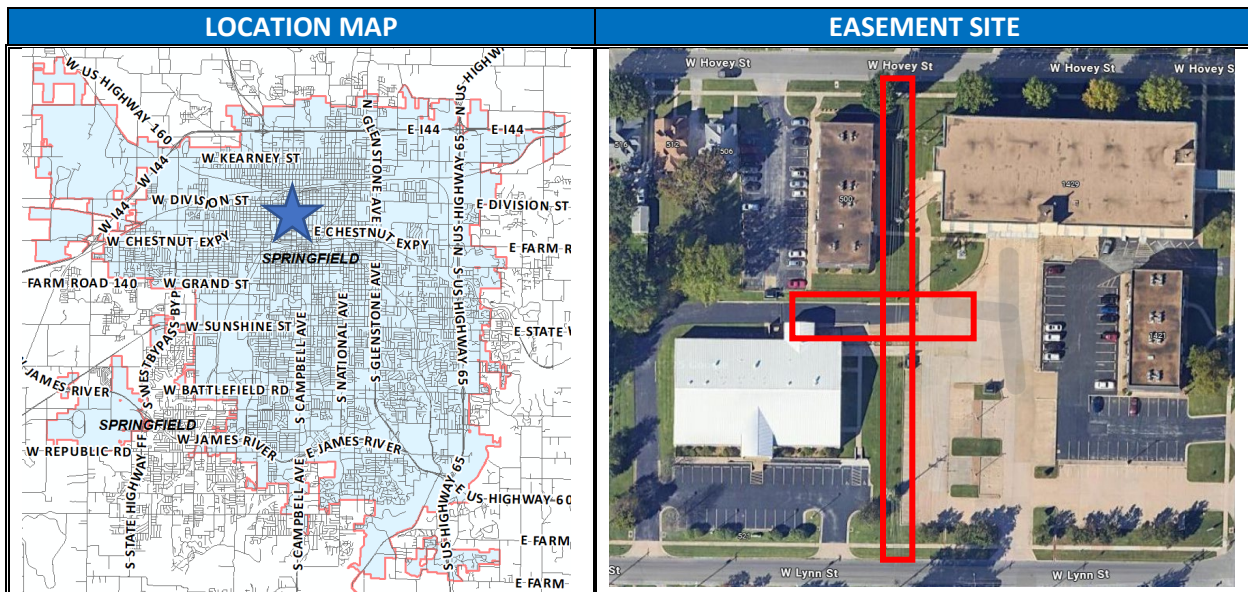
DEVELOPMENT REVIEW STAFF REPORT

PROJECT INFORMATION

Case Number:	Relinquishment of Easement 951
Location:	417 West Lynn Street
Total Acres:	0.22 acres
Applicant:	School District of Springfield R-12
Existing Land Use:	Open Space and Driveway
Planning and Zoning Commission:	March 13, 2025
City Council:	April 7, 2025
Staff:	Tyler Hession, Assistant Planner
Staff recommendation:	Staff recommends approval
Proposed motion:	I move to authorize the relinquishment of the electric and phone easements identified in the staff report for Relinquishment of Easement 951. (All commission motions are made in the affirmative.)
Required Vote:	Five (5) voting members to approve or deny.

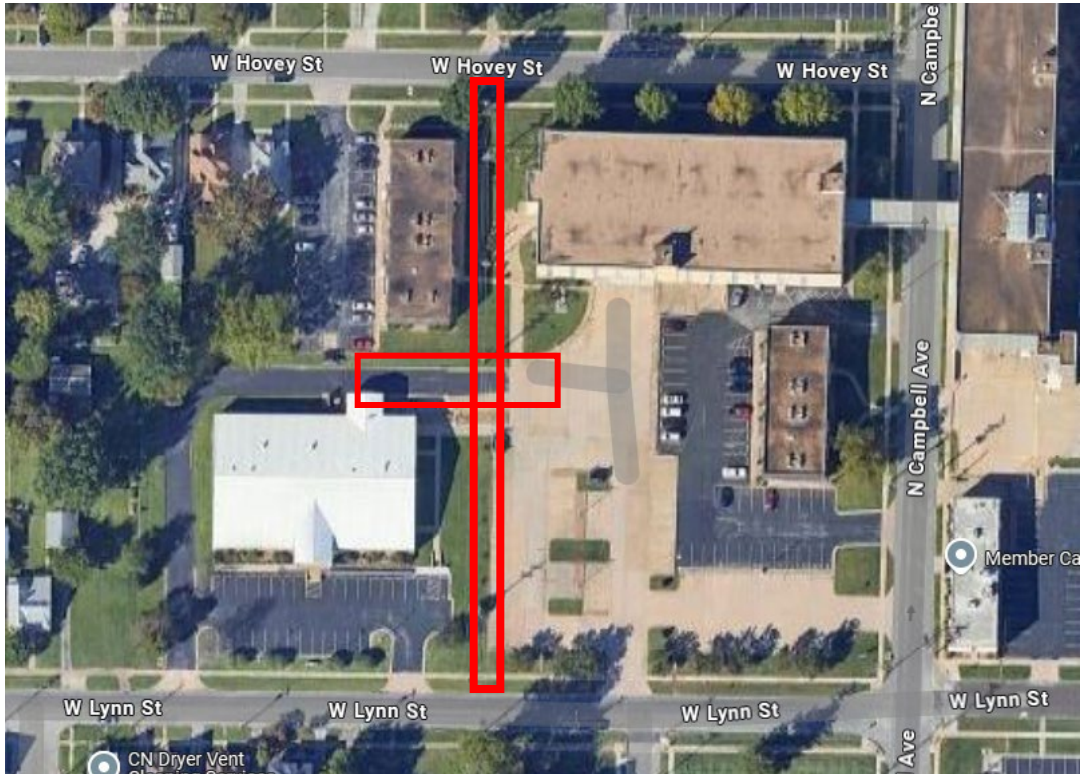
PROJECT SUMMARY:

The applicant, School District of Springfield R-12, is requesting to relinquish electric and phone easements to facilitate the development of the property at the new Pipkin Middle School. The relinquishment of the easement is contingent upon the relocation, abandonment, or replacement of utility easements.



DEVELOPMENT REVIEW STAFF REPORT

GOOGLE AERIAL OF LANDMARKS, BUSINESSES, AND ATTRACTIONS:



GOOGLE MAPS STREET VIEW:



DEVELOPMENT REVIEW STAFF REPORT

PLANNING AND ZONING COMMISSION AUTHORITY:

Sec. 98-160. - Relinquishment of public utility easements.

- (a) The planning and zoning commission may authorize the relinquishment of a public utility easement upon determining the following:
 - (1) No one has objected to the relinquishment of the easement.
 - (2) The appropriate city agency (public works in the case of sewer easements, and city utilities in the case of electric, gas and water easements) has filed with the department of community development a statement that the easement is no longer needed to provide utility service.
 - (3) The retention of the easement no longer serves any useful public purpose.
- (b) Upon the planning and zoning commission determining that the conditions set forth in subsection (a) of this section have been satisfied, the commission may adopt a resolution authorizing the mayor of the city to quitclaim the city's interest in the public utility easement, which quitclaim deed shall be filed in the county land records. If the conditions set forth in subsection (a) of this section are not satisfied, any person who has filed a request for the relinquishment of the public utility easement can request that the city council consider the matter by filing a notice with the director of community development asking that the city council hear the matter.

DEPARTMENT COMMENTS:

- 1. CITY UTILITIES:
Approved with conditions.
- 2. ATT:
Approved, cable in this easement will be abandoned in place.

DEVELOPMENT REVIEW STAFF REPORT

STAFF ANALYSIS AND RECOMMENDATION:

1. The applicant is requesting to relinquish an electric and phone easement to facilitate the development of the property.
2. The Planning and Zoning Commission has the authority to relinquish easements if the relinquishment does not affect public utilities.
3. No one has objected to this request to date.

CONDITIONS:

A. If approved, the relinquishment of the electric and phone easement is not effective until:

1. All electric AT&T, Mediacom, and Springnet services shall be relocated, abandoned, or preserved with replacement utility easements.

If these conditions are not completed within four (4) years from City Council's approval, then that approval is null, and void and the electric and phone easement requested to be relinquished will remain.

STAFF RECOMMENDATION:

1. Staff recommends approval with conditions based on the finding of facts above.

PLANNING AND ZONING OPTIONS:

1. Recommend that the relinquishment is determined to be generally consistent with the master plan (Comprehensive Plan Forward SGF).
2. Recommend that the relinquishment is determined to be not consistent with the master plan (Comprehensive Plan Forward SGF).

DEVELOPMENT REVIEW STAFF REPORT

REQUIREMENTS FOR APPROVAL:

TABLE A

In order to approve a relinquishment of a public easement, the Planning and Zoning Commission must make the following findings.		Staff Response
1.	No one has objected to the relinquishment of the easements.	No one has objected to the relinquishment of the easement.
2.	The appropriate City agency has filed with the Planning and Development Department a statement that the easements are no longer needed to provide service.	All interested City agencies have filed a statement and do not object to the relinquishment of the subject easement. The applicant is dedicating a replacement easement.
3.	That the retention of the easements no longer serves any useful public purpose.	The retention of the subject easement no longer serves a public purpose. The applicant is to dedicate a replacement easement through a separate instrument.

LEGAL DESCRIPTION:

Electric Easement:

An existing 15-foot wide Electric Line Easement described in Book 1468, at Page 563, being a part of Lots 19, 20, 31 and 32 and a part of the public alley vacated in Special Ordinance No. 16460, recorded in Book 1600, at Page 230 in Hovey's Addition as recorded in Plat Book E, at Page 13, in the Greene County Recorder's Office, Springfield, Greene County, Missouri, being described as:

A 15-foot strip of ground 7 1/2 feet on either side of the following described center line:

Beginning at a point 5.1 feet West of the Northwest corner of Lot 19, Hovey's Addition to the City of Springfield, thence South to a point 7 1/2 feet East of the Southwest corner of Lot 32 of said addition.

Cont.

DEVELOPMENT REVIEW STAFF REPORT

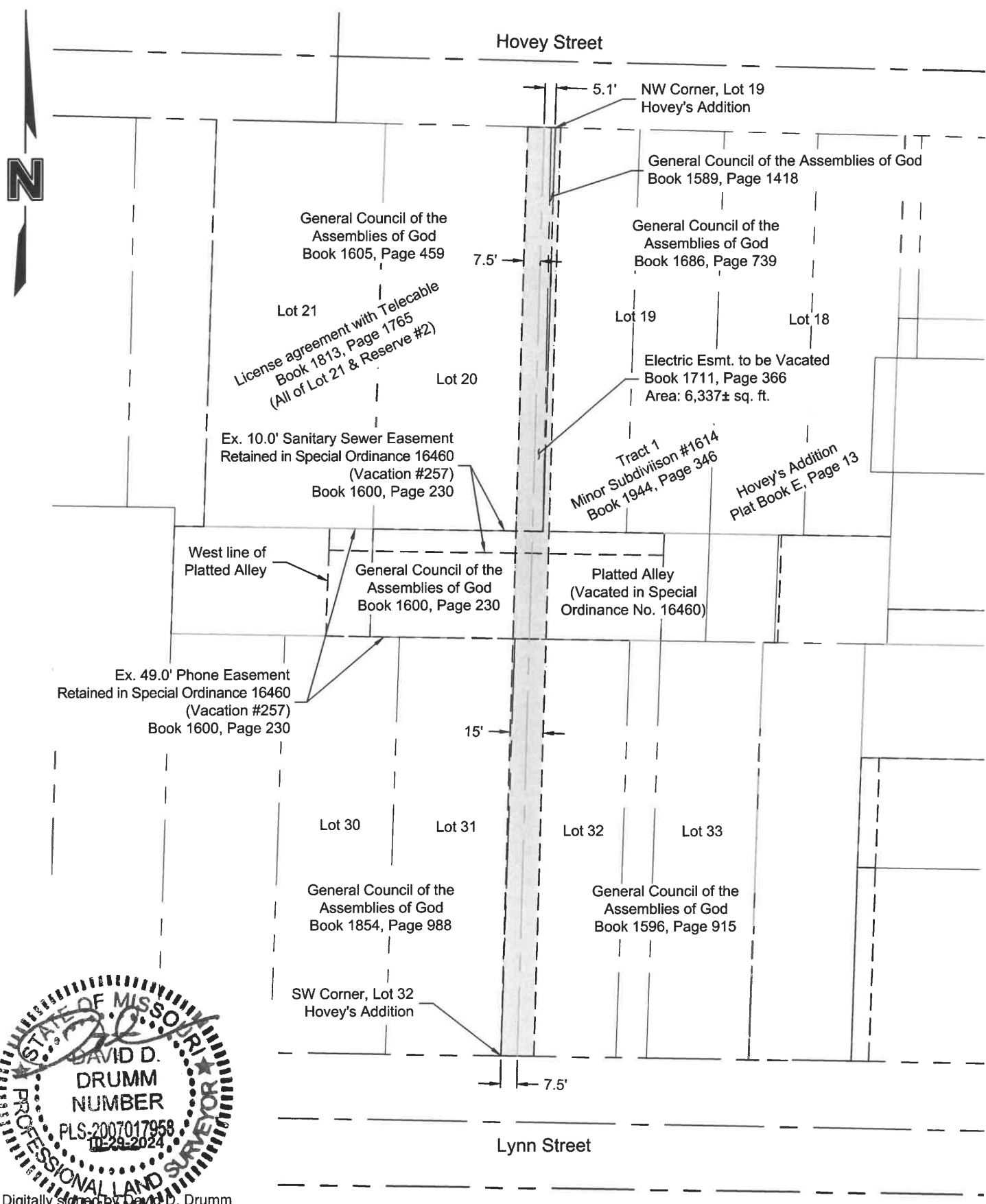
Phone Easement:

An existing Phone Easement to be relinquished being a part of the platted alley vacated by Special Ordinance No. 16460 and recorded in Book 1600 at Page 230, in Hovey's Addition, recorded in Plat Book E, at Page 13, Springfield Greene County, Missouri described as:

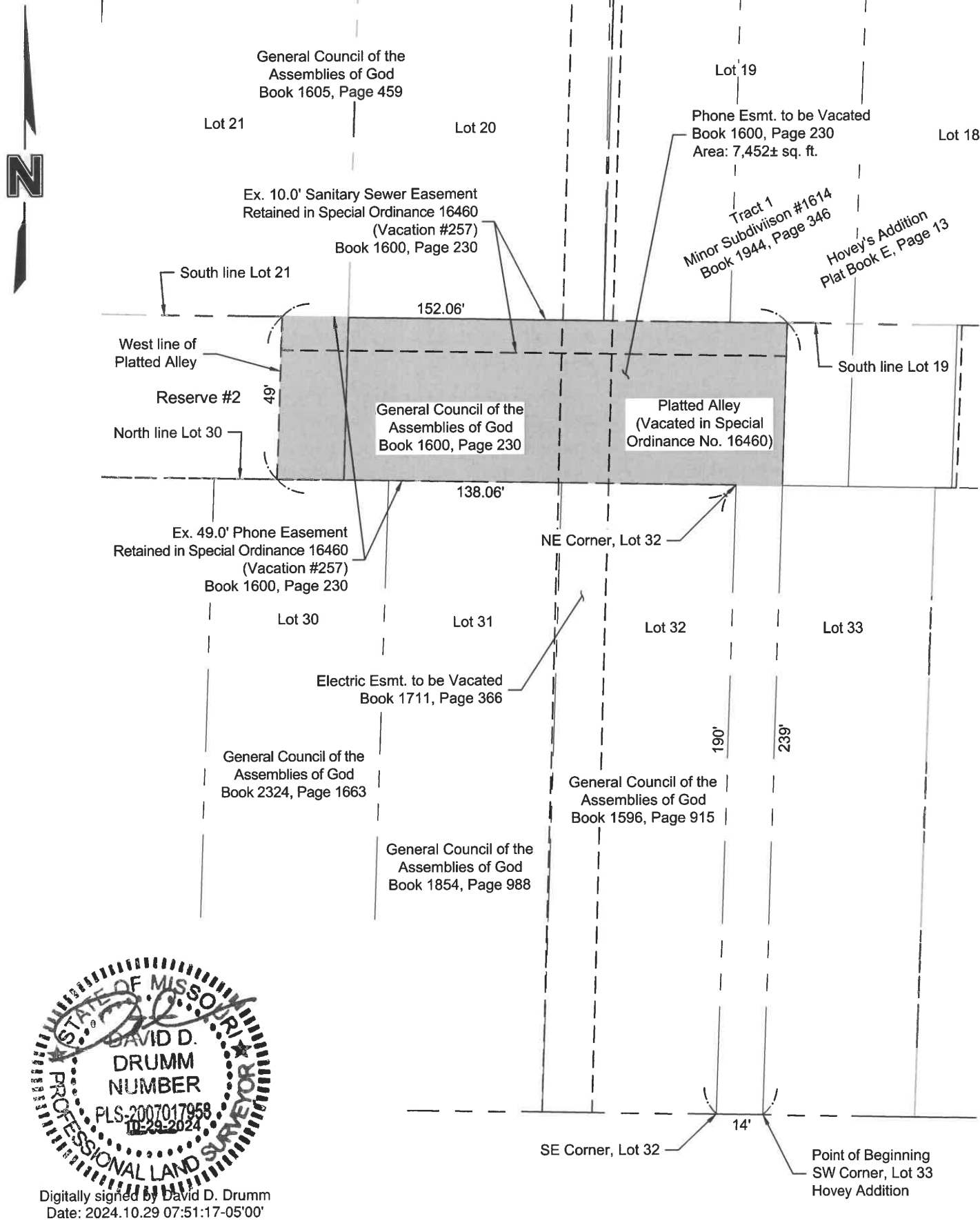
The North 49 feet of the following described tract:

BEGINNING at the Southwest corner of Lot 33, Hovey Addition; thence North 239 feet to the South line of Lot 19; thence West 152.06 feet to a point on the South line of Lot 21; thence South 49 feet to a point on the North side of lot 30; thence East 138.06 feet to the Northeast corner of Lot 32; thence South 190 feet to the Southeast corner of Lot 32; thence East 14 feet to the POINT OF BEGINNING, all in Section 14, Township 29, Range 22, Springfield, Greene County, Missouri

DATE: Oct 28, 2024 3:12pm XREFS: V_XESMT_02300342-HOVEY SITE V_XBNDY_02300342-HOVEY SITE



This sketch is not a boundary survey. It is intended to show the configuration of a electric easement vacation. It should not be used to locate property lines and does not meet the Standards for Property Boundary Surveys.



This sketch is not a boundary survey. It is intended to show the configuration of a phone easement vacation. It should not be used to locate property lines and does not meet the Standards for Property Boundary Surveys.

Project no: 023-00342	PHONE EASEMENT VACATION	olsson	Olsson Associates, Inc. Survey MO Certificate of Authority #LC366 550 St. Louis Street Springfield, MO 65806 TEL 417.890.8802 FAX 417.890.8805	EXHIBIT
Drawn by: MRN	BOOK 1600, PAGE 230			B
Date: 10/24/24	SPRINGFIELD SCHOOL DIST.			

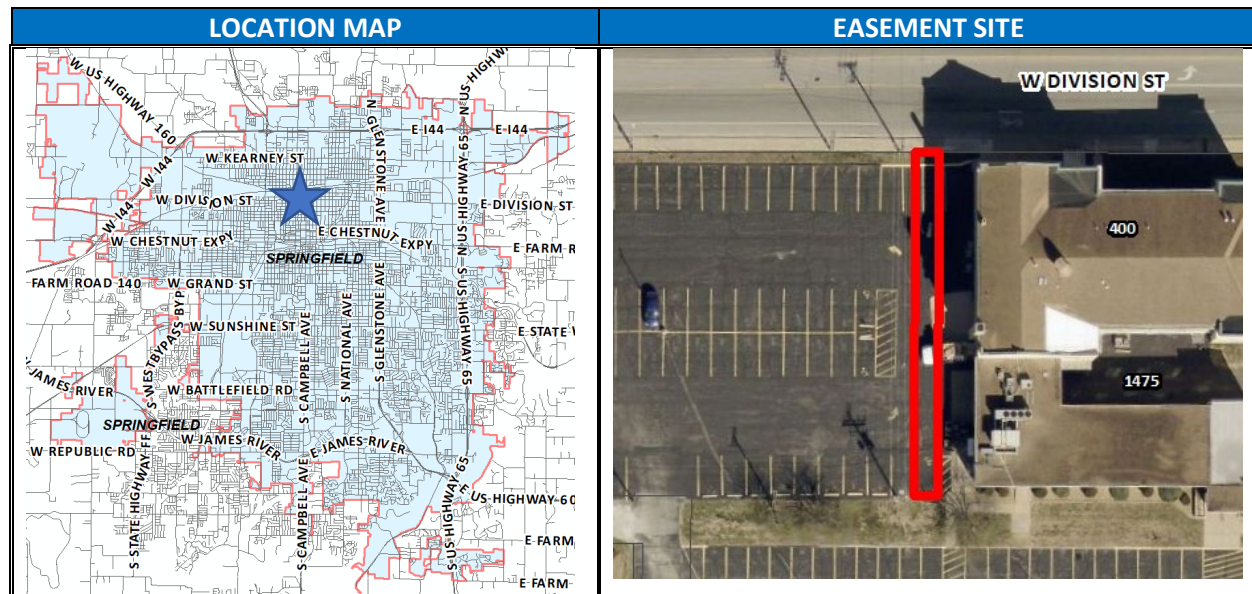
DEVELOPMENT REVIEW STAFF REPORT

PROJECT INFORMATION

Case Number:	Relinquishment of Easement 952
Location:	400 West Division Street & 1475 North Campbell Avenue
Total Acres:	0.03 acres
Applicant:	Springfield Public Schools
Existing Land Use:	Parking Lot
Planning and Zoning Commission:	March 13, 2025
City Council:	April 7, 2025
Staff:	Andrew Menke, Senior Planner, (417) 864-1613
Staff recommendation:	Staff recommends approval
Proposed motion:	I move to recommend approval of RE 952 as submitted in the staff report. (All commission motions are made in the affirmative.)
Required Vote:	A majority of five (5) voting members shall be required.

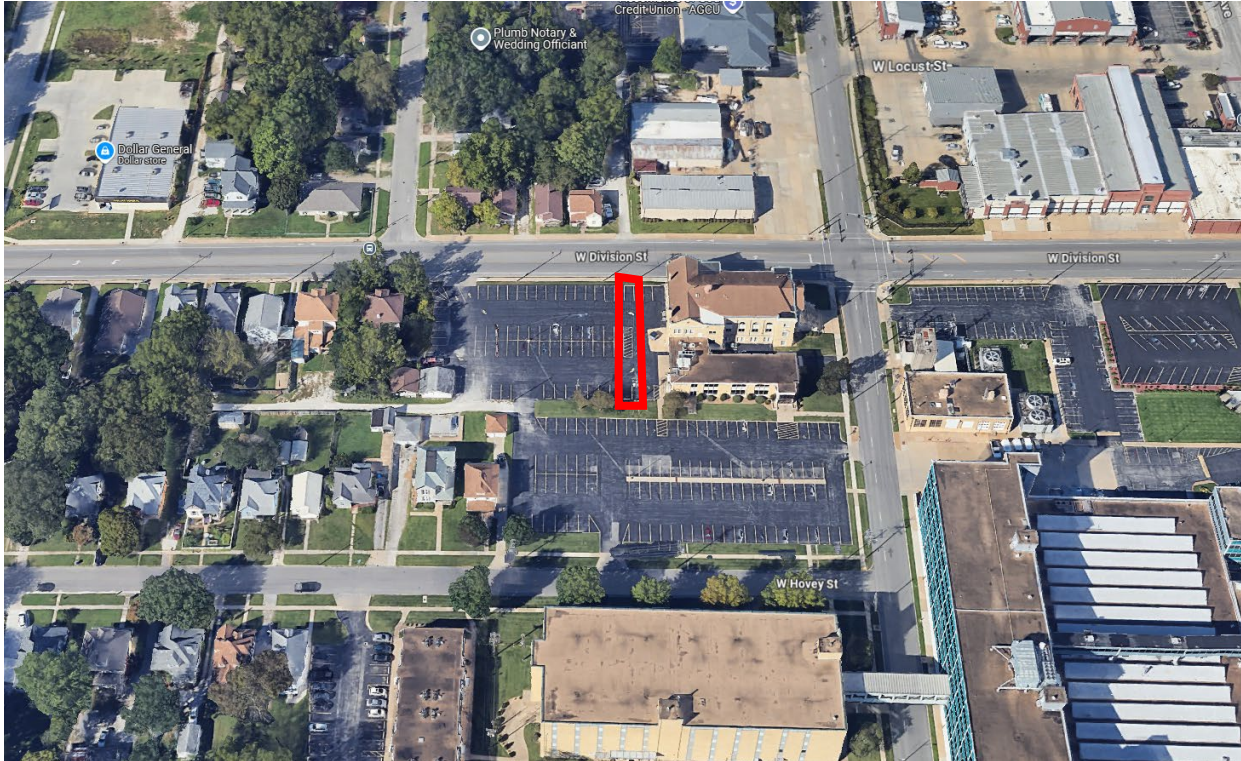
PROJECT SUMMARY:

The applicant, Springfield Public Schools, is requesting to relinquish an electric line easement to facilitate the development of the property for the new Pipkin Middle School. A replacement easement is to be dedicated. The relinquishment of the easement is contingent upon the relocation of public utilities.



DEVELOPMENT REVIEW STAFF REPORT

GOOGLE AERIAL OF LANDMARKS, BUSINESSES, AND ATTRACTIONS:



GOOGLE MAPS STREET VIEW:



DEVELOPMENT REVIEW STAFF REPORT

PLANNING AND ZONING COMMISSION AUTHORITY:

Sec. 98-160. - Relinquishment of public utility easements.

- (a) The planning and zoning commission may authorize the relinquishment of a public utility easement upon determining the following:
 - (1) No one has objected to the relinquishment of the easement.
 - (2) The appropriate city agency (public works in the case of sewer easements, and city utilities in the case of electric, gas and water easements) has filed with the department of community development a statement that the easement is no longer needed to provide utility service.
 - (3) The retention of the easement no longer serves any useful public purpose.
- (b) Upon the planning and zoning commission determining that the conditions set forth in subsection (a) of this section have been satisfied, the commission may adopt a resolution authorizing the mayor of the city to quitclaim the city's interest in the public utility easement, which quitclaim deed shall be filed in the county land records. If the conditions set forth in subsection (a) of this section are not satisfied, any person who has filed a request for the relinquishment of the public utility easement can request that the city council consider the matter by filing a notice with the director of community development asking that the city council hear the matter.

DEVELOPMENT REVIEW STAFF REPORT

DEPARTMENT COMMENTS:

1. AT&T:

Approved.

2. MEDIACOM:

Approved.

3. CITY UTILITIES:

Approved.

DEVELOPMENT REVIEW STAFF REPORT

STAFF ANALYSIS AND RECOMMENDATION:

1. The applicant is requesting to relinquish an electric line easement to facilitate the development of the property.
2. The Planning and Zoning Commission has the authority to relinquish easements if the relinquishment does not affect public utilities.
3. No one has objected to this request to date.

CONDITIONS:

A. If approved, the relinquishment of the electric line easement is not effective until:

1. All electric, AT&T, Mediacom, and Springnet services shall be relocated, abandoned, or preserved with replacement utility easements.

If these conditions are not completed within four (4) years of City Council's approval, then the approval is null, and void and the electric line easement requested to be relinquished shall remain.

STAFF RECOMMENDATION:

1. Staff recommends approval based on the finding of facts above.

PLANNING AND ZONING OPTIONS:

1. Recommend that the relinquishment is determined to be generally consistent with the master plan (Comprehensive Plan Forward SGF).
2. Recommend that the relinquishment is determined to be not consistent with the master plan (Comprehensive Plan Forward SGF).

DEVELOPMENT REVIEW STAFF REPORT

REQUIREMENTS FOR APPROVAL:

TABLE A

In order to approve a relinquishment of a public easement, the Planning and Zoning Commission must make the following findings.		Staff Response
1.	No one has objected to the relinquishment of the easements.	No one has objected to the relinquishment of the easement.
2.	The appropriate City agency has filed with the Planning and Development Department a statement that the easements are no longer needed to provide service.	All interested City agencies have filed a statement and do not object to the relinquishment of the subject easements. The applicant is dedicating a replacement easement.
3.	That the retention of the easements no longer serves any useful public purpose.	The retention of the subject easements no longer serves a public purpose. The applicant is to dedicate a replacement easement through a separate instrument.

DEVELOPMENT REVIEW STAFF REPORT

LEGAL DESCRIPTION:

An existing 10-foot wide Electric Line Easement described in Book 1468, at Page 563, being a part of Lot 3 in Hovey's Addition as recorded in Plat Book E, at Page 13, in the Greene County Recorder's Office, Springfield, Greene County, Missouri, being described as:

A 10-foot strip of ground 5 feet on either side of the following described center line:

Beginning at a point 40 feet East of the Northwest corner of Lot 3, Hovey's Addition, thence South 142 feet to the South line of Lot 3 of said addition.

Division Street

40'

NW Corner, Lot 3
Hovey's Addition

5'

142'

10'

Electric Esmt. to be Vacated
Book 1468, Page 563
Area: 1,420± sq. ft.

Lot 4

Hovey's Addition
Plat Book E, Page 13

General Council of the
Assemblies of God
Book 1866, Page 1428

Lot 3

Lot 2

Minor Subdiviison #1105
Book 1885, Page 963

Vacated Alley

South line Lot 3



This sketch is not a boundary survey. It is intended to show the configuration of a electric easement vacation. It should not be used to locate property lines and does not meet the Standards for Property Boundary Surveys.

Digitally signed by David D. Drumm
Date: 2024.10.29 08:00:18-05'00'

Project no:	023-00342
Drawn by:	MRN
Date:	10/24/24

ELECTRIC EASEMENT VACATION
BOOK 1468, PAGE 563
SPRINGFIELD SCHOOL DIST.

olsson

Olsson Associates, Inc. Survey MO
Certificate of Authority #LC366
550 St. Louis Street
Springfield, MO 65806
TEL 417.890.8802 FAX 417.890.8805

EXHIBIT

B

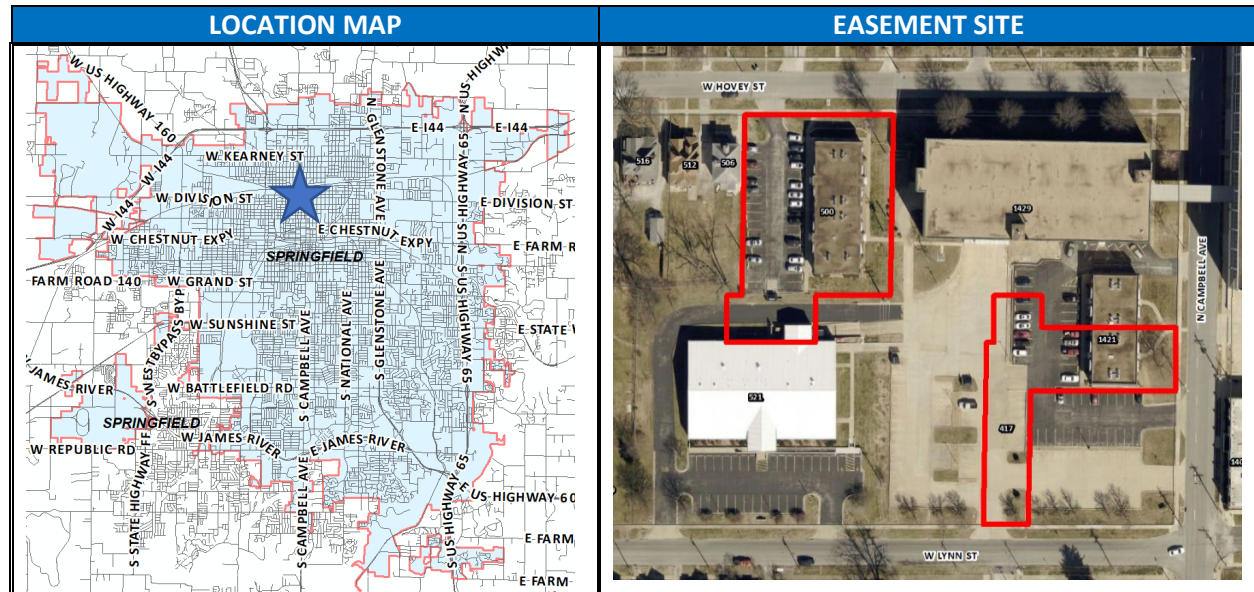
DEVELOPMENT REVIEW STAFF REPORT

PROJECT INFORMATION

Case Number:	Relinquishment of Easement 953
Location:	417 West Lynn Street, 500 West Hovey Street, & 1421 North Campbell Avenue
Total Acres:	1.25 acres
Applicant:	Springfield Public Schools
Existing Land Use:	Multifamily Dwellings & Parking Lot
Planning and Zoning Commission:	March 13, 2025
City Council:	N/A
Staff:	Andrew Menke, Senior Planner, (417) 864-1613
Staff recommendation:	Staff recommends approval
Proposed motion:	I move to recommend approval of RE 953 as submitted in the staff report. (All commission motions are made in the affirmative.)
Required Vote:	A majority of five (5) voting members shall be required.

PROJECT SUMMARY:

The applicant, Springfield Public Schools, is requesting to relinquish a telecable license to facilitate the development of the property for the new Pipkin Middle School. No replacement easements are to be dedicated.



DEVELOPMENT REVIEW STAFF REPORT

GOOGLE AERIAL OF LANDMARKS, BUSINESSES, AND ATTRACTIONS:



GOOGLE MAPS STREET VIEW:



View from corner of Lynn St &
Campbell Ave

DEVELOPMENT REVIEW STAFF REPORT



View from Hovey St

PLANNING AND ZONING COMMISSION AUTHORITY:

Sec. 98-160. - Relinquishment of public utility easements.

- (a) The planning and zoning commission may authorize the relinquishment of a public utility easement upon determining the following:
 - (1) No one has objected to the relinquishment of the easement.
 - (2) The appropriate city agency (public works in the case of sewer easements, and city utilities in the case of electric, gas and water easements) has filed with the department of community development a statement that the easement is no longer needed to provide utility service.
 - (3) The retention of the easement no longer serves any useful public purpose.
- (b) Upon the planning and zoning commission determining that the conditions set forth in subsection (a) of this section have been satisfied, the commission may adopt a resolution authorizing the mayor of the city to quitclaim the city's interest in the public utility easement, which quitclaim deed shall be filed in the county land records. If the conditions set forth in subsection (a) of this section are not satisfied, any person who has filed a request for the relinquishment of the public utility easement can request that the city council consider the matter by filing a notice with the director of community development asking that the city council hear the matter.

DEVELOPMENT REVIEW STAFF REPORT

DEPARTMENT COMMENTS:

1. AT&T:

Approved.

2. MEDIACOM:

Mediacom will be removing aerial coax and strand in this vacated alley. Cable to building will also be removed.

3. CITY UTILITIES:

It doesn't appear CU is a party to the license agreement. No issues with the relinquishment.

DEVELOPMENT REVIEW STAFF REPORT

STAFF ANALYSIS AND RECOMMENDATION:

1. The applicant is requesting to relinquish a telecable license to facilitate the development of the property.
2. The Planning and Zoning Commission has the authority to relinquish easements if the relinquishment does not affect public utilities.
3. No one has objected to this request to date.

STAFF RECOMMENDATION:

1. Staff recommends approval based on the finding of facts above.

PLANNING AND ZONING OPTIONS:

1. Recommend that the relinquishment is determined to be generally consistent with the master plan (Comprehensive Plan Forward SGF).
2. Recommend that the relinquishment is determined to be not consistent with the master plan (Comprehensive Plan Forward SGF).

REQUIREMENTS FOR APPROVAL:

TABLE A

In order to approve a relinquishment of a public easement, the Planning and Zoning Commission must make the following findings.		Staff Response
1.	No one has objected to the relinquishment of the easements.	No one has objected to the relinquishment of the easements.
2.	The appropriate City agency has filed with the Planning and Development Department a statement that the easements are no longer needed to provide service.	All interested City agencies have filed a statement and do not object to the relinquishment of the subject easements. The applicant is not required to dedicate a replacement easement.
3.	That the retention of the easements no longer serves any useful public purpose.	The retention of the subject easements no longer serves a public purpose. The applicant is not required to dedicate a replacement easement.

DEVELOPMENT REVIEW STAFF REPORT

LEGAL DESCRIPTION:

An existing License Agreement recorded in Book 1813, at Page 1765 being a part of Hovey's Addition, recorded in Plat Book E, at Page 13 in Springfield, Greene County, Missouri, described as follows:

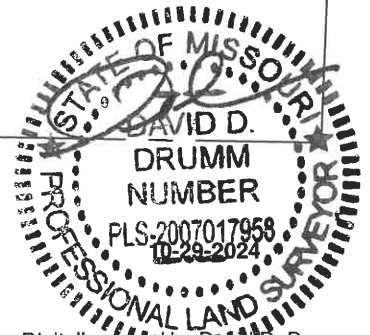
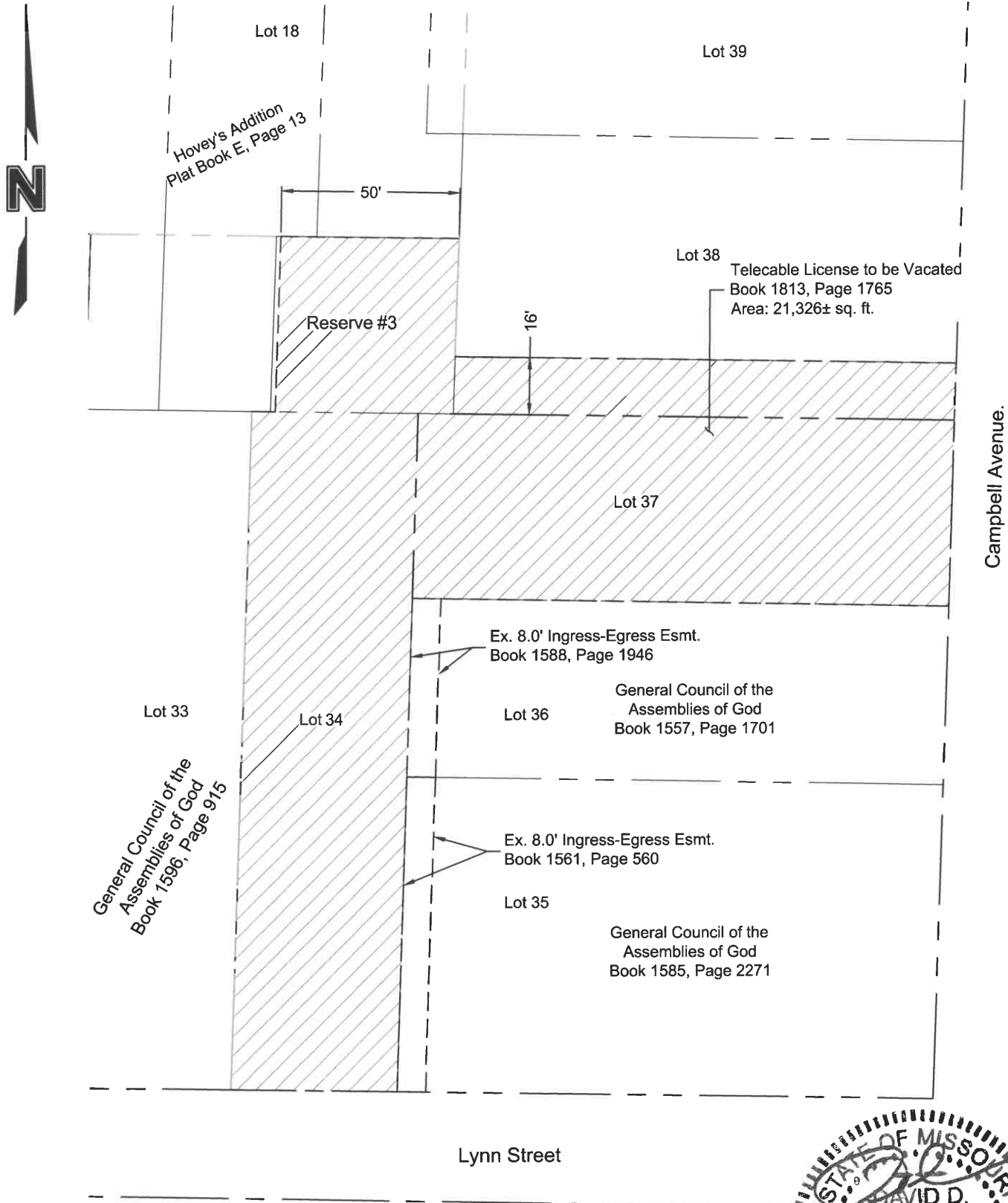
All of Lot Thirty-four (34) in Hovey's Addition in the City of Springfield, Greene County, Missouri.

All of the Fifty (50) feet off of the East side of Hovey's Reserve No. Three (3) in Hovey's Addition to the City of Springfield, Greene County, Missouri.

All of Lot Thirty-seven (37) and the South Sixteen (16) feet of Lot Thirty-eight (38) in Hovey's Addition to the City of Springfield, Greene County, Missouri.

Lot Twenty-one (21) in Hovey's Addition in the City of Springfield and Reserve No. 2 and that portion of a vacated alley lying South and adjacent to said Lot Twenty-one (21), all in the City of Springfield, Greene County, Missouri.

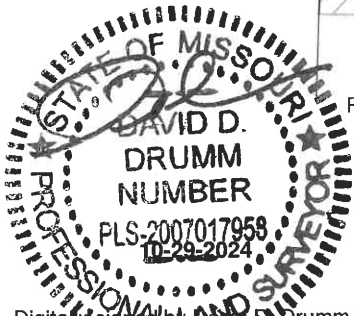
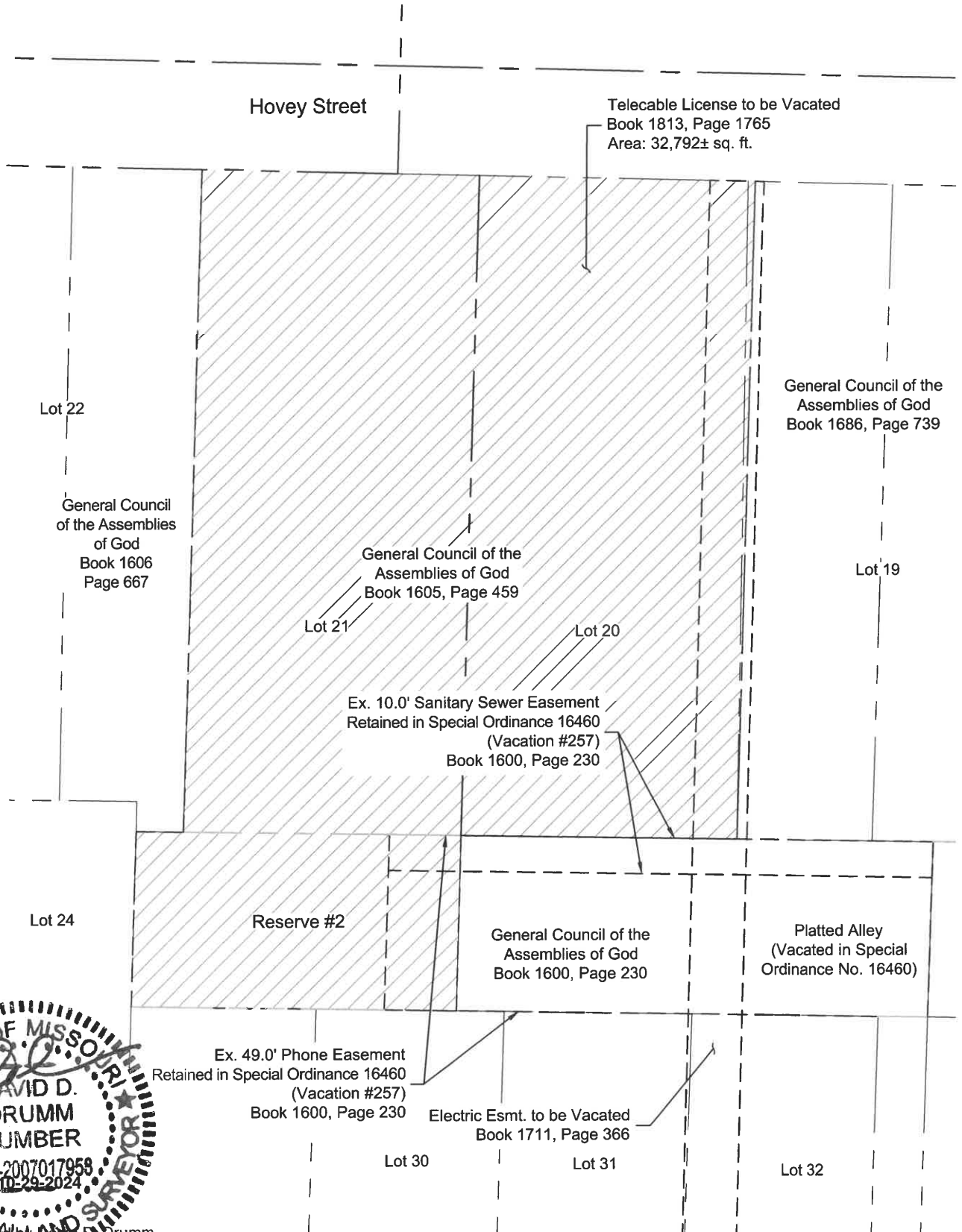
All of Lot Twenty (20) in Hovey's Addition to the City of Springfield, Greene County, Missouri.



This sketch is not a boundary survey. It is intended to show the configuration of a telecable easement vacation. It should not be used to locate property lines and does not meet the Standards for Property Boundary Surveys.

Digitally signed by David D. Drumm
Date: 2024.10.29 09:08:18-05'00'

Project no: 023-00342	TELECABLE LICENSE VACATION BOOK 1813, PAGE 1765 SPRINGFIELD SCHOOL DIST.		Olsson Associates, Inc. Survey MO Certificate of Authority #LC366 550 St. Louis Street Springfield, MO 65806 TEL 417.890.8802 FAX 417.890.8805	EXHIBIT
Drawn by: MRN				B1
Date: 10/24/24				



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Date: 2024.10.29 08:41:05'00'

This sketch is not a boundary survey. It is intended to show the configuration of a telecable easement vacation. It should not be used to locate property lines and does not meet the Standards for Property Boundary Surveys.

Project no:	023-00342
Drawn by:	MRN
Date:	10/24/24

TELECABLE LICENSE VACATION
BOOK 1813, PAGE 1765
SPRINGFIELD SCHOOL DIST.



Olsson Associates, Inc. Survey MO
Certificate of Authority #LC366
550 St. Louis Street
Springfield, MO 65806
TEL 417.890.8802 FAX 417.890.8805

EXHIBIT
B2

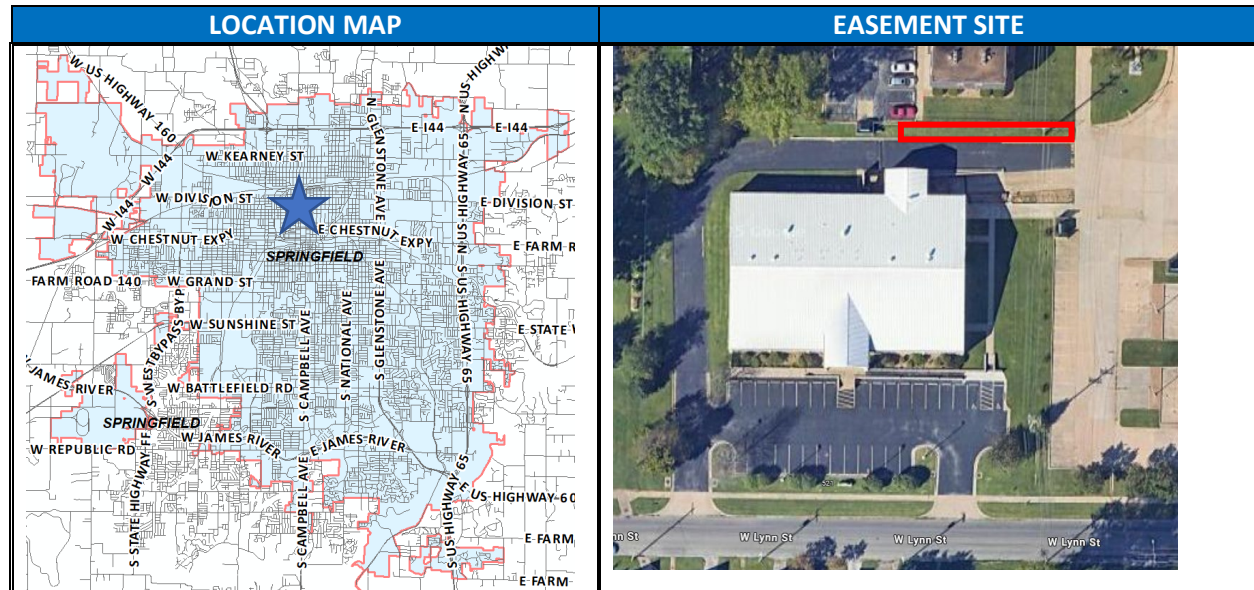
DEVELOPMENT REVIEW STAFF REPORT

PROJECT INFORMATION

Case Number:	Relinquishment of Easement 954
Location:	417 West Lynn Street
Total Acres:	0.03 acres
Applicant:	Springfield Public Schools
Existing Land Use:	Ministry, open space, and parking
Planning and Zoning Commission:	March 13, 2025
City Council:	N/A
Staff:	Tyler Hession, Assistant City Planner, (417) 864-1615
Staff recommendation:	Staff recommends approval
Proposed motion:	Move to approve as submitted in the staff report. (All commission motions are made in the affirmative.)
Required Vote:	A majority of five (5) voting members shall be required.

PROJECT SUMMARY:

The applicant, Springfield Public Schools, is requesting to relinquish a sanitary sewer easement that is no longer needed.



DEVELOPMENT REVIEW STAFF REPORT

GOOGLE AERIAL OF LANDMARKS, BUSINESSES, AND ATTRACTIONS:



GOOGLE MAPS STREET VIEW:



DEVELOPMENT REVIEW STAFF REPORT

PLANNING AND ZONING COMMISSION AUTHORITY:

Sec. 98-160. - Relinquishment of public utility easements.

- (a) The planning and zoning commission may authorize the relinquishment of a public utility easement upon determining the following:
 - (1) No one has objected to the relinquishment of the easement.
 - (2) The appropriate city agency (public works in the case of sewer easements, and city utilities in the case of electric, gas and water easements) has filed with the department of community development a statement that the easement is no longer needed to provide utility service.
 - (3) The retention of the easement no longer serves any useful public purpose.
- (b) Upon the planning and zoning commission determining that the conditions set forth in subsection (a) of this section have been satisfied, the commission may adopt a resolution authorizing the mayor of the city to quitclaim the city's interest in the public utility easement, which quitclaim deed shall be filed in the county land records. If the conditions set forth in subsection (a) of this section are not satisfied, any person who has filed a request for the relinquishment of the public utility easement can request that the city council consider the matter by filing a notice with the director of community development asking that the city council hear the matter.

DEPARTMENT COMMENTS:

1. ES – Clean water Services:

No objection to relinquishment. Sewer maintenance approves abandoning the sewer north of Lynn provided there is a PW inspection to cap the main at the R/W. Needs to be routed to the public improvement plans to add this.

DEVELOPMENT REVIEW STAFF REPORT

STAFF ANALYSIS AND RECOMMENDATION:

1. The applicant is requesting to relinquish a sanitary sewer easement because the easement is no longer needed.
2. The Planning and Zoning Commission has the authority to relinquish easements if the relinquishment does not affect public utilities.
3. No one has objected to this request to date.

STAFF RECOMMENDATION:

1. Staff recommends approval based on the finding of facts above.

PLANNING AND ZONING OPTIONS:

1. Recommend that the relinquishment is determined to be generally consistent with the master plan (Comprehensive Plan Forward SGF).
2. Recommend that the relinquishment is determined to be not consistent with the master plan (Comprehensive Plan Forward SGF).

REQUIREMENTS FOR APPROVAL:

TABLE A

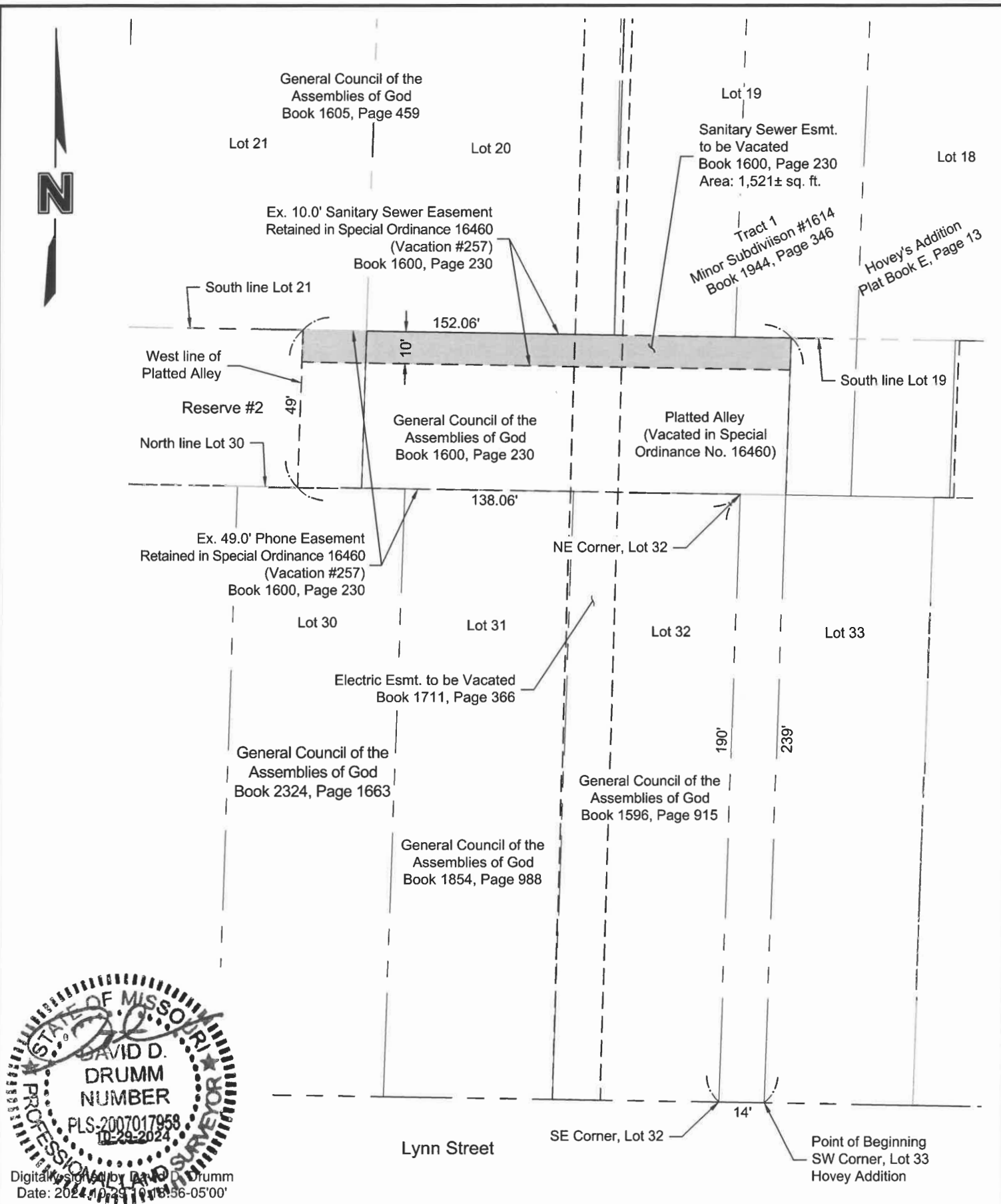
In order to approve a relinquishment of a public easement, the Planning and Zoning Commission must make the following findings.		Staff Response
1.	No one has objected to the relinquishment of the easements.	No one has objected to the relinquishment of the easement.
2.	The appropriate City agency has filed with the Planning and Development Department a statement that the easements are no longer needed to provide service.	All interested City agencies have filed a statement and do not object to the relinquishment of the subject easement. The applicant is not required to dedicate a replacement easement.
3.	That the retention of the easements no longer serves any useful public purpose.	The retention of the subject easement no longer serves a public purpose. The applicant is not required to dedicate a replacement easement.

DEVELOPMENT REVIEW STAFF REPORT**LEGAL DESCRIPTION:****SANITARY SEWER EASEMENT VACATION**

An existing 10-foot Sanitary Sewer Easement being a part of the platted alley relinquished in special ordinance 16460 (Vacation #257), recorded in Book 1600 at Page 230, in Hovey's Addition, as recorded in Plat Book E, at Page 13, Springfield, Greene County, Missouri, described as follows:

The North 10 feet of the following described tract:

BEGINNING at the Southwest corner of Lot 33, Hovey Addition; thence North 239 feet to the South line of Lot 19; thence West 152.06 feet to a point on the South line of Lot 21; thence South 49 feet to a point on the North side of lot 30; thence East 138.06 feet to the Northeast corner of Lot 32; thence South 190 feet to the Southeast corner of Lot 32; thence East 14 feet to the POINT OF BEGINNING, all in Section 14, Township 29, Range 22, Springfield, Greene County, Missouri.



STATE OF MISSOURI
DAVID D. DRUMM
NUMBER
PLS:2007017958
10-29-2024
PROFESSIONAL SURVEYOR
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Date: 2024.10.29 10:16:56-05'00'

This sketch is not a boundary survey. It is intended to show the configuration of a sanitary sewer easement vacation. It should not be used to locate property lines and does not meet the Standards for Property Boundary Surveys.

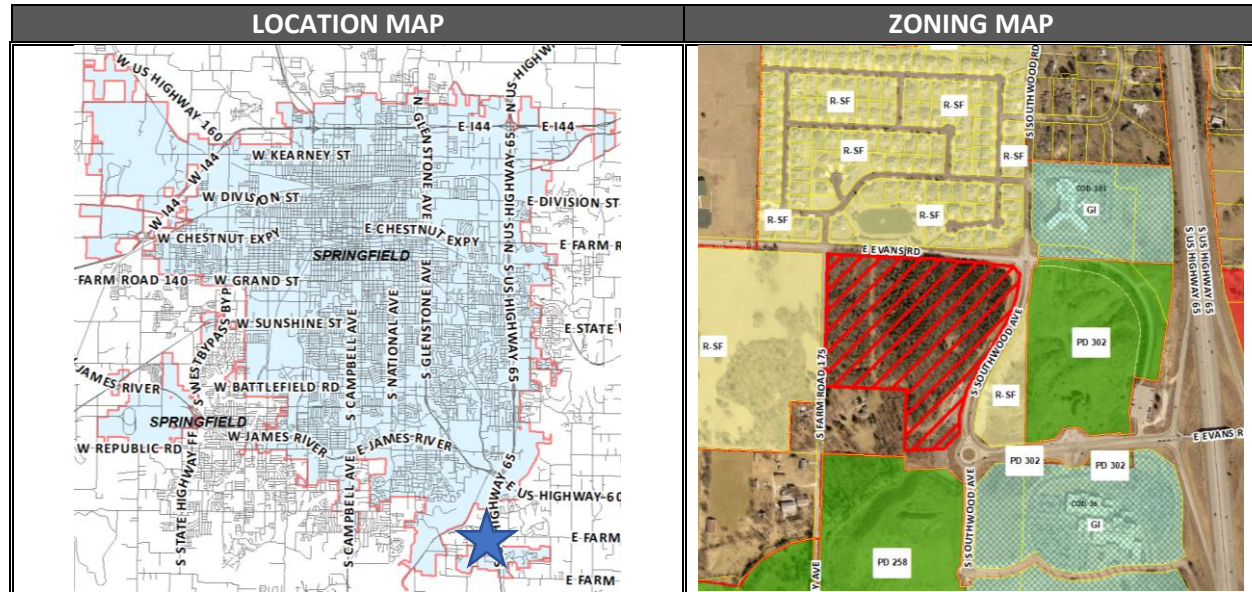
DEVELOPMENT REVIEW STAFF REPORT

PROJECT INFORMATION

Case Number:	Z-2-2025
Location:	6116 South Farm Road 175
Total Acres:	25.2 acres
Applicant:	Tag Property Development LLC
Existing Land Use:	Undeveloped land
Neighborhood Meeting:	February 17, 2025
Planning and Zoning Commission:	March 13, 2025
City Council:	April 7, 2025
Public Notification:	Mail, posted property, and legal in Daily Events
Staff:	Michael Sparlin, Senior Planner
Staff recommendation:	Staff recommends approval
Proposed motion:	I move to recommend approval of rezoning case Z-2-2025 (All commission motions are made in the affirmative).
Required Vote:	A majority of those present (5 members are a quorum).

PROJECT SUMMARY:

Request to rezone approximately 25.2 acres of property generally located at 6116 South Farm Road 175 from County R-1, Suburban Residence to R-SF, Single-Family Residential District.



DEVELOPMENT REVIEW STAFF REPORT

GOOGLE AERIAL OF LANDMARKS, BUSINESSES, AND ATTRACTIONS:



GOOGLE MAPS STREET VIEW:



DEVELOPMENT REVIEW STAFF REPORT

PROPERTY HISTORY:

The subject property was recently annexed into city limits on January 13, 2025.

PLANNING AND ZONING COMMISSION AUTHORITY:

Sec. 36-367. – Amendments

(7) Findings by the commission.

(a) Rezoning. If the application is for a reclassification of property to a different zoning district classification on the zoning map, the report of the planning and zoning commission may consider:

1. Whether the proposed zoning district classification is consistent with the Springfield Comprehensive Plan;
2. Whether there are any changed or changing conditions in the area affected that make the proposed rezoning necessary;
3. Whether the range of uses in the proposed zoning district classification are compatible with the uses permitted on other property in the immediate vicinity;
4. Whether adequate utility and sewer and water facilities exist or can be provided to serve the uses that would be permitted on the property if it were rezoned;
5. The impact the uses, which would be permitted if the property were rezoned, will have upon the volume of vehicular and pedestrian traffic and traffic safety in the vicinity;
6. Whether the proposed rezoning would correct an error in the application of this article as applied to the subject property;
7. Whether a reasonably viable economic use of the subject property will be precluded if the proposed rezoning is denied; and
8. Information submitted at the public hearing.

ZONING ORDINANCE REQUIREMENTS:

CODE ITEM	REQUIREMENTS FOR R-SF
Use Limitations	(a) All uses shall operate in accordance with the noise standards contained in section 36-485, noise standards. (b) No use shall emit an odor that creates a nuisance as determined by Springfield City Code.
Maximum Height	1. When side yards are less than 15 feet in width: 35 feet or two and one-half stories above the finished grade. 2. When side yards are 15 feet in width or greater: 45 feet or three stories above the finished grade.
Minimum Open Space	Not less than 20 percent
Buffering and Landscaping	None, unless a non-residential use is established. The non-residential use adjacent to a residential district requires a bufferyard Type D.

COMPATIBILITY WITH COMPREHENSIVE PLAN:

DEVELOPMENT REVIEW STAFF REPORT

PLACETYPE:

The *Comprehensive Plan's Land Use & Development* chapter identifies the subject property as the Traditional Neighborhoods placetype. Traditional Neighborhoods are comprised of post-war residential neighborhoods that contain predominantly single-family detached dwellings with uniform setbacks, building designs, and parcel sizes, that are separated from dissimilar uses by distinct zoning boundaries and buffer yards. Housing in Traditional Neighborhoods range from bungalows to expansive ranch style homes constructed with a variety of materials and methods. Neighborhood parks, schools, and churches are dispersed throughout to serve nearby residents. These neighborhoods can follow a gridded block pattern or curvilinear streets and are well connected internally with sidewalks and trails. Traditional Neighborhoods tend to be expansive, isolating residents from services and resources on the edges, often beyond walking distance.

Planning for Traditional Neighborhoods should strive to increase and integrate quality of place and complete neighborhood characteristics. These characteristics could include beautification efforts such as planting street trees, expanding connections and access to the greenway and trail system, and support for low-intensity multi-family, low-intensity neighborhood commercial, or a mix of uses to serve area residents. Multi-family, neighborhood commercial, or mixed use should be located on the edges of the greenway system, on higher classification roadways, or areas identified by residents during the neighborhood planning process. Preservation of residential housing and housing patterns should be prioritized where lots are predominately accessed from side or internal local streets.

PRIMARY USES

- Single-family detached

SUPPORTING USES

- Single-family attached
- Low-intensity multifamily
- Low-intensity, neighborhood commercial
- Parks, greenways, and open space
- Public and private schools and places of worship
- Low-intensity urban agriculture

CHARACTERISTICS TRANSPORTATION & INFRASTRUCTURE

- Traffic-calming measures, such as speed-humps, bump-outs, roundabouts, landscaped chicanes with integrated stormwater management, and on-street parking are used to slow traffic.
- Best management practices for stormwater management are required in development projects and within public rights-of-way, such as permeable paving, rain gardens, green roofs, native landscaping, and other low impact design strategies.
- Sidewalk gaps are filled, and sidewalks connect to transit routes, greenways and trails, and supportive uses are located within the neighborhood and around the perimeter.
- Alleys provide pedestrian connections, alternative access to rear yards, detached garages, and other approved accessory uses.

DEVELOPMENT REVIEW STAFF REPORT

- Sense of place and identity is enhanced through neighborhood organization efforts, preservation and planting trees, neighborhood identification signs, and traffic calming improvements that double as streetscape elements.
- As technology, trends, and funds permit, utilities are buried or are consolidated along rear property lines, reducing conflicts with street trees, pedestrian infrastructure, and viewsheds.
- Major entrances into neighborhoods are marked by identification signs and landscaping.

URBAN DESIGN - BUILDING AND SITE TYPOLOGY - Urban design characteristics that apply to both Center City and Traditional Neighborhoods include:

- The main entrances of new residential developments are oriented towards the primary street.
- Preservation and adaptive reuse of neighborhood schools and surplus buildings are encouraged.
- When appropriate, adaptive reuse of residential structures for low-intensity, neighborhood-scale nonresidential uses, including missing middle housing types, is encouraged at neighborhood nodes and along edges.
- Accommodations are made to allow expanded home occupations, without detracting from the character of the neighborhood, being conscious of changing trends and advances in technologies.
- New and infill buildings maintain the proportions and architectural features common in the existing block.
- When commercial buildings are located within or adjacent to the neighborhood, they are oriented to the street, focus on pedestrian-scale, and provide limited vehicle parking.

Traditional Neighborhood, Urban design characteristics unique to Traditional Neighborhood character area include:

- Residential subdivisions are designed and platted with curvilinear streets in structured layouts that maximize use of land.
- Lots have uniform widths, depths, and setbacks that align with home sizes and densities.
- Attached garages are a standard element, typically integrated into the design of the home and make up a dominant part of the front elevation, reducing the on-street parking demands.
- Vehicular driveways are provided for each home and are accessed almost exclusively from the front or side street, limiting on-street parking opportunities.
- Neighborhoods are often self-regulated by covenants that limit use, size, and design of structures, as well as care and use of private amenities and common areas.

Transitions:

- A “stepped down” approach is used to transition from higher density/intensity residential and non-residential uses to single-family residential homes and uses, with

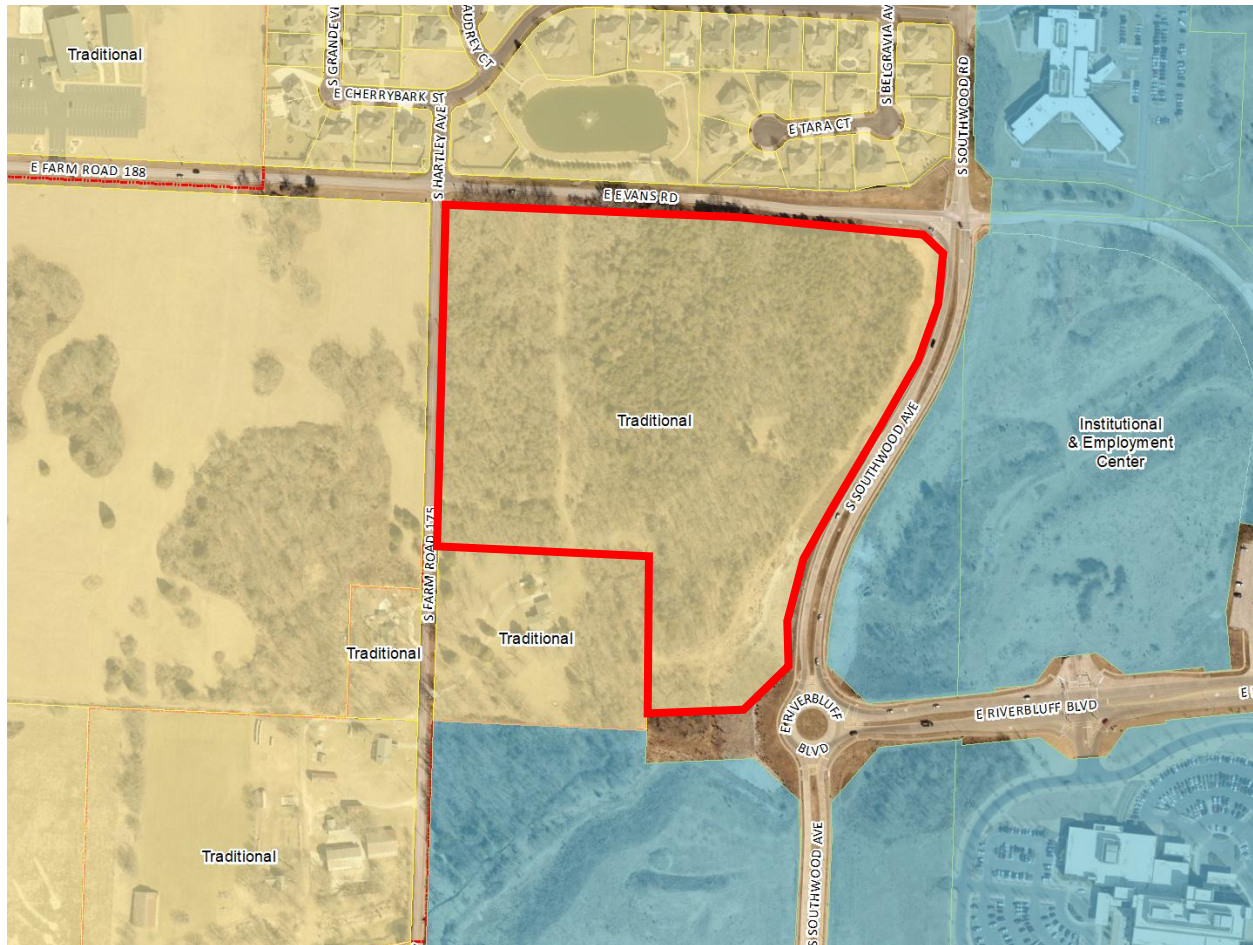
DEVELOPMENT REVIEW STAFF REPORT

greater densities/intensities located on higher functioning roadways, at the periphery of the neighborhood.

- Lower density residential uses are sufficiently screened and buffered between higher density housing and nonresidential uses.
- The design of higher density residential uses integrated into the Residential Neighborhood Placetype should complement the scale and character of the surrounding neighborhood. Attention should be given to building height, orientation, architectural style, and setback to ensure the existing neighborhood character is retained.

DEVELOPMENT REVIEW STAFF REPORT

FUTURE PLACETYPE MAP:



PLACETYPES	LAND USES													
	Single-Family Detached	Single-Family Attached	Multi-family	Parks & Open Space	Sports Complexes & Recreational Facilities	Urban Agriculture	Office, Hospitality, Retail Sales & Service	Neighborhood Commercial	Major Retail, Wholesale & Service	Public & Private Schools & Innovation Spaces	Universities, Colleges & Vocational Schools	Government, Health Care & Institutional Facilities	Personal Services, Outdoor Sales & Service	Light Industry
Residential Neighborhood	●	○	◇	○	◇	◇	○							
Mixed Residential	●	●	○	○	◇	◇	○							
Downtown			●	○	○	○	●	○	○	○	○	○	○	○
Mixed-Use	○	○	●	○	○	○	●	○	○	○	○	○	○	○
City Corridor			●	○	○	○	●	○	○	○	○	○	○	○
Institutional & Employment Center			○	○	○	○	○	○	○	○	○	○	○	○
Business Flex			○	○	○	○	○	○	○	○	○	○	○	○
Industry & Logistics			○	○	○	○	○	○	○	○	○	○	○	○
Urban Green Space & Recreation			●	●	○									

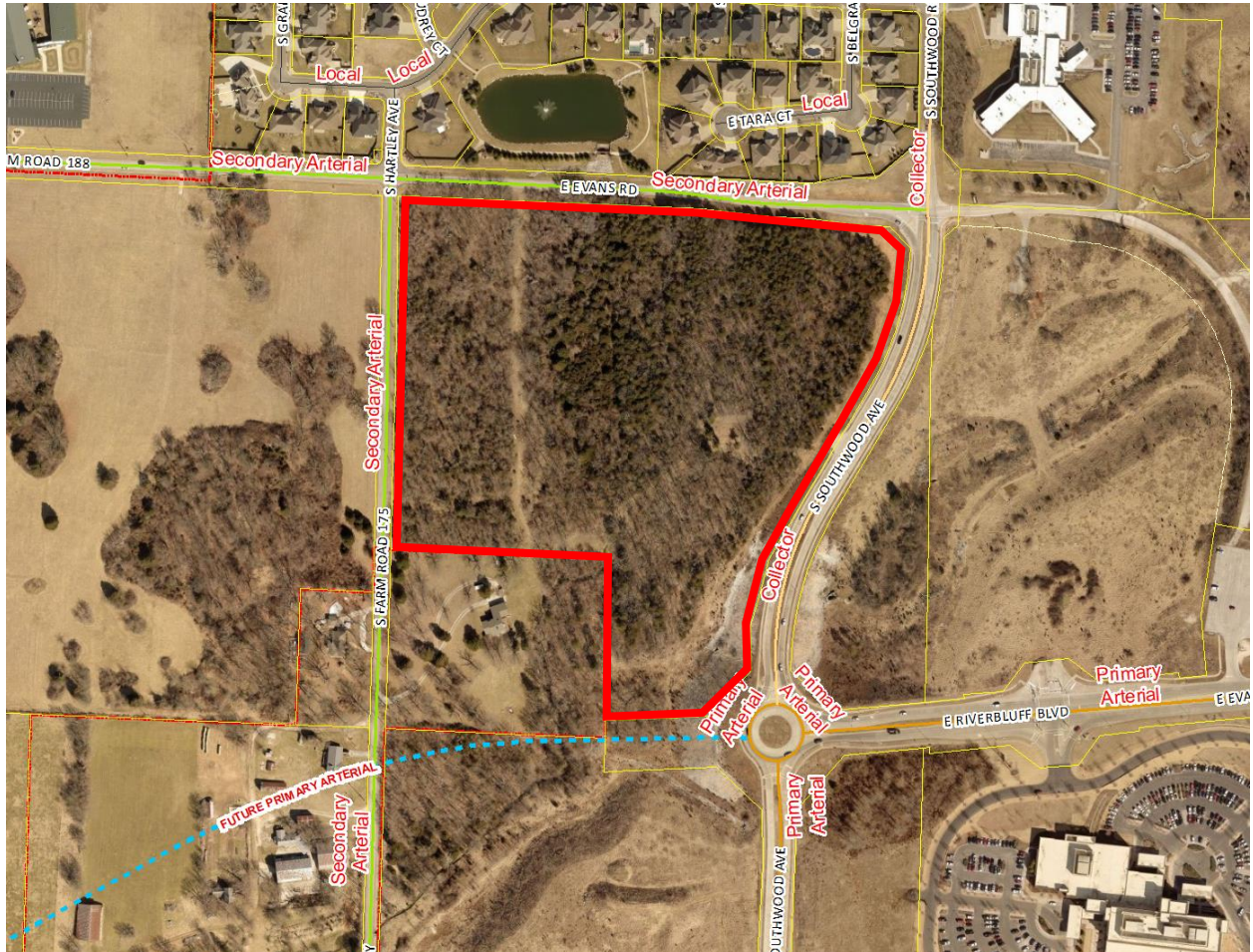
● **Primary Land Use:**
More prominent and play a pivotal role in characterizing that placetype

○ **Supporting Land Use:**
Less prevalent and serve to support the primary land use.

◇ **Low Intensity Supporting Land Use:**
Less prevalent and serve to support the primary use at neighborhood scale

DEVELOPMENT REVIEW STAFF REPORT

MAJOR THOROUGHFARE MAP:



SURROUNDING ZONING, LAND USES AND PLACETYPES:

	NORTH	SOUTH	EAST	WEST
ZONING	R-SF	PD 258, County R-1	R-SF, PD 362	County R-1
LAND USE	Single-family residences	Single-family residences	Undeveloped land	Single-family residences
PLACETYPES	Traditional neighborhood	Traditional neighborhood, Institutional & Employment Center	Institutional & Employment Center	Traditional neighborhood

DEPARTMENT OF BUILDING DEVELOPMENT SERVICES:

DEVELOPMENT REVIEW STAFF REPORT

No comments.

CITY UTILITIES:

No issues with the proposed rezoning. CU Electric/Gas/Water is available to the property.

DEPARTMENT OF ENVIRONMENTAL SERVICES WASTEWATER MANAGEMENT DIVISION:

No issues.

FIRE DEPARTMENT:

No comments.

DEPARTMENT OF PUBLIC WORKS TRAFFIC ENGINEERING DIVISION:

	Street Name	Street Classification	Jurisdiction	ROW from Centerline (ft.)		Traffic Count (vehicles per day)	On-Street Parking	Sidewalk	
				Required	Existing			Required	Existing
Street 1	E. Riverbluff Boulevard	Primary Arterial	City	50	50	NA	No	Yes	No
Street 2	E. Farm Road 188 (Evans)	Secondary Arterial	City	35	35	NA	No	Yes	No
Street 3	S. Farm Road 175	Secondary Arterial	City	35	20	NA	Yes	Yes	No
Street 4	S. Southwood Avenue	Collector	City	30	30	NA	Yes	Yes	Yes

ACCESS - All new or modified driveway approaches shall comply with current City of Springfield standards for the street classification.

TRAILS, BUS STOPS, AND ADDITIONAL INFORMATION - There are no Greenway Trails near the property. There are no bus stops near the property.

IMPROVEMENTS - No improvements are required for this rezoning. A traffic study is not required for this rezoning.

DEPARTMENT OF PUBLIC WORKS STORMWATER ENGINEERING DIVISION:

SITE DESCRIPTION & DRAINAGE PATTERN

DEVELOPMENT REVIEW STAFF REPORT

The property is in the **Farmer Branch** drainage basin. The property **is not** located in a FEMA designated floodplain. Staff **is** aware of flooding problems in the local or downstream area. The city **is** aware of a sinkhole or other Karst feature at this location. The property **does have a stream buffer on site**.

A fee in lieu of on-site stormwater detention **will not be allowed and detention is required**.

Please note that development of the property will be subject to the following conditions at the time of development:

All chapter and section references below are to the City's Flood Control and Water Quality Protection Manual Version April 2022.

DETENTION AND DISCHARGE REQUIREMENTS

1. Any development or redevelopment that increases runoff, through the increase in impervious surface, current detention requirements must be met per Chapter 3 Sec. 2.3.3.

a. A fee in lieu of detention application would not be permitted. The site drains south through adjacent properties that have resident structures near the stream.

WATER QUALITY REQUIREMENTS

1. Water Quality is required for new development projects or redevelopment projects, with new or increased impervious surfacing, within the city limits of Springfield that disturb 1 acre or greater. Including projects less than 1 acre that are part of a larger common plan of development or sale that will disturb 1 or more acres over the life of the project. Chapter 10 Sec. 2.0.

2. A land disturbance permit will be required with disturbing 1 acre or greater per Chapter 4 Section 5 of the City's Flood Control and Water Quality Protection Manual.

3. Water Quality Credits are available to use in design for preserved trees and new planted trees. Landscaping and Bufferyards trees required by planning cannot be used for the water quality credits unless it is part of a SCM. Chapter 10, Section 3.1.

FLOODPLAIN

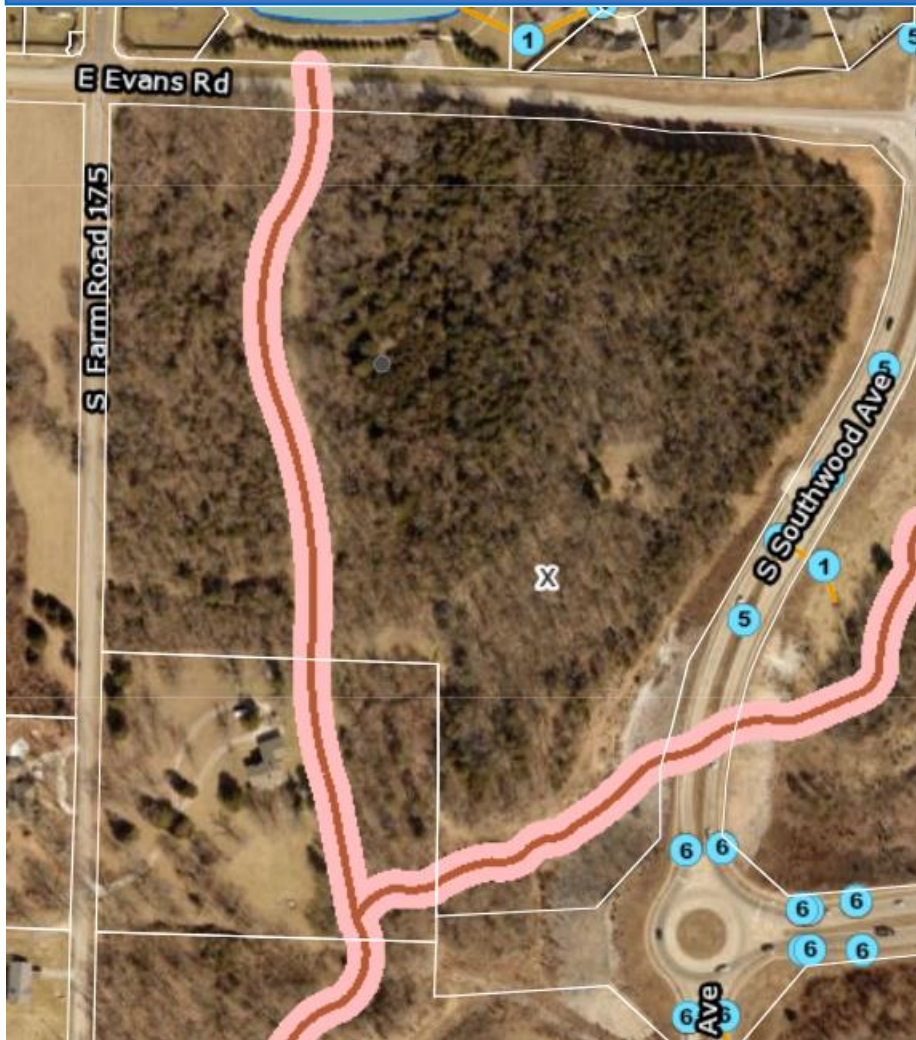
N/A

NATURAL CHANNEL & STREAM BUFFERS

1. The proposed property has two tributaries of the Farmers Branch stream crossing the property. The streams will require a stream buffer easement recorded prior to approval of the annexation by PW-Stormwater.

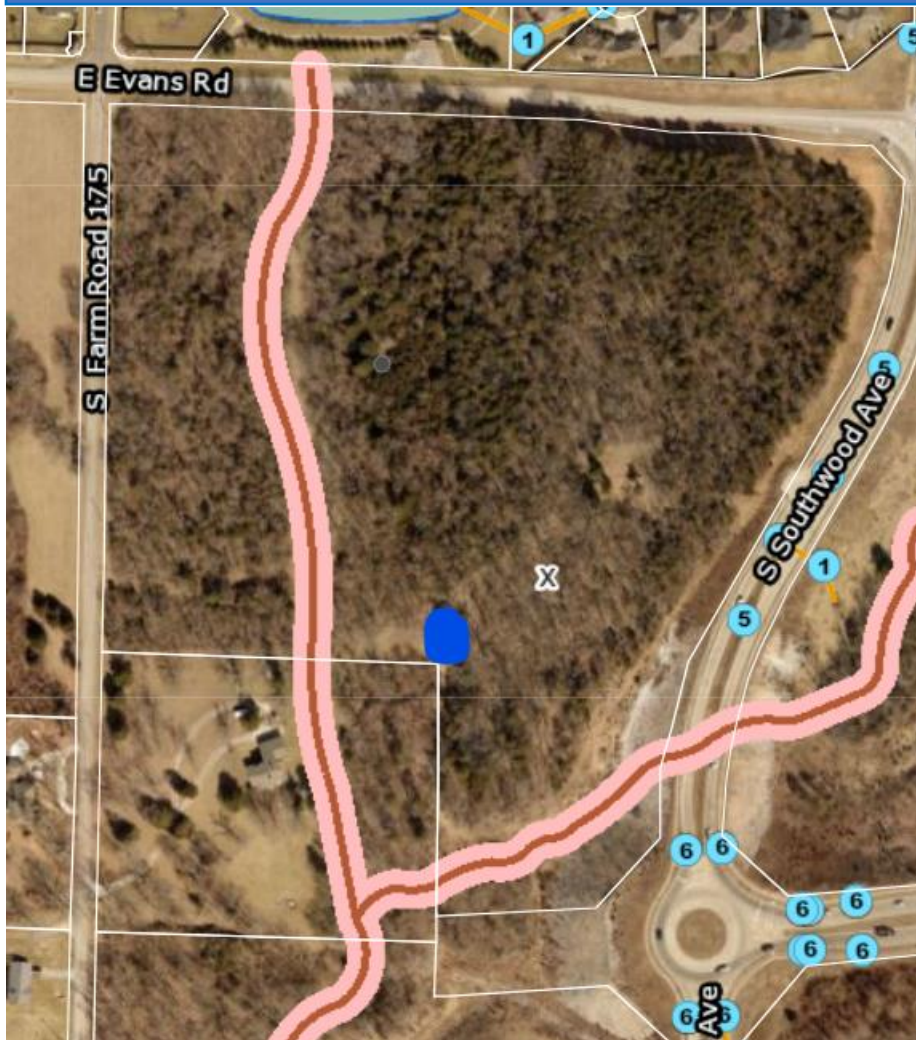
a. Both parts of the stream are Category D Small Tributaries, it requires a 60 feet wide buffer with 30 feet from top of bank on both sides. The Silverleaf and Evergreen Park subdivisions have encroachments inside of the stream buffer which do not require any changes. The stream buffer should follow the normal streamline and conform to the buffer size as much as possible.

b. Chapter 8, Sec 4.1.3 Ownership and Recording: Stream buffers consisting of the stream and approved buffer zones shall be designated as a Stream Buffer Area on any replat, preliminary plat, or final plat in accordance with City Code Sec. 36-253, or recorded in a stream buffer easement.

DEVELOPMENT REVIEW STAFF REPORT**SINKHOLES & KARST FEATURES**

1. There is an identified fresh water spring present on the SW corner of the property. At time of development the sinkhole will require a 100 feet wide buffer around the sinkhole.

DEVELOPMENT REVIEW STAFF REPORT



ADDITIONAL STORMWATER REQUIREMENTS

1. Stormwater Control Measures are the responsibility of the property owner or property owners' association to maintain, repair, and update unless the agreement is made with the City to operate. Operation and maintenance agreements are required for any permanent stormwater control measures.

STAFF ANALYSIS AND RECOMMENDATION:

1. The applicant is requesting to rezone approximately 25.2 acres of property generally located at 6116 South Farm Road 175 from Planned Development No. 288 to R-SF, Single-Family Residential District. The applicant intends to develop a residential subdivision. This rezoning is being processed concurrently with the preliminary plat of Hidden Gem Estates.
2. This application for R-SF is consistent with the *Comprehensive Plan's Land Use & Development* chapter which identifies the subject property as within the Traditional Neighborhood placetype.

DEVELOPMENT REVIEW STAFF REPORT

3. This application is consistent with the Traditional Neighborhood placetype which lists single-family detached dwellings as a primary use.
4. The subject property has access to City Utilities infrastructure, and any necessary extension of such services can be provided via City Utilities' extension policy, though new easements may be necessary to accommodate this.
5. There are few known changing conditions in the area affected that make the proposed rezoning necessary.
6. The range of uses in the proposed R-SF district are compatible with the uses permitted on other property in the immediate vicinity.
7. There are adequate utility and sewer and water facilities existing or can be provided to serve the uses that would be permitted on the property if it were rezoned.
8. The impact the uses, which would be permitted if the property were rezoned, is not expected to significantly increase the volume of vehicular and pedestrian traffic or reduce traffic safety in the vicinity.
9. The proposed zoning will not correct an error in the application of this article, but rather will provide a viable use of the property subject to the provisions of the zoning district.
10. A reasonably viable economic use of the subject property will not be precluded if the proposed rezoning is denied. The property can still develop with the existing zoning.

STAFF RECOMMENDATION:

1. Staff recommends approval based on the proposal's general conformance to the Comprehensive Plan's Traditional Neighborhood placetype and on the finding of facts above.

PLANNING AND ZONING OPTIONS:

The planning and zoning commission shall make one of the following recommendations in connection with each proposed change in zoning district classification of this article:

1. Recommend against the proposed change in the zoning district classification.
2. Recommend a change in the zoning district classification.
3. Recommend a change in the zoning district classification together with recommendations which, in the judgment of the planning and zoning commission, will protect adjacent property and ensure that the proposed amendment is consistent with the purpose and intent of this article.

AFFIDAVIT OF NEIGHBORHOOD NOTIFICATION AND MEETING SUMMARY

1. Request change to zoning from: Suburban Residence R-Ito R-SF
(existing zoning) (proposed zoning)
2. Meeting Date & Time: 2/17/25 from 4-6:30 pm
3. Meeting Location: The Springs Church, 5500 S. Southwood Rd
4. Number of invitations that were sent: 75
5. How the mailing list was generated: Received from city of Springfield
6. Number of neighbors in attendance (attach a sign-in sheet): 7
7. List the verbal comments and how you plan to address any issues:
(City Council does not expect all the issues to be resolved to the neighborhood's satisfaction; however, the developer must explain why the issues cannot be resolved).

list attached, all questions addressed

8. List or attach the written comments and how you plan to address any issues:

Didn't receive any written comments

1. Terri Herman (print name), attest that the neighborhood meeting was held on 2/17/2025 (month/date/year), and is at least twenty-one (21) days prior to the Planning and Zoning Commission public hearing and in accordance with the attached "Neighborhood Notification and Meeting Process."


Signature of person completing affidavit

Terri Herman
Printed name of person completing affidavit

Questions:

1. Can you explain the detainage area shown?

Answer: The city has guidelines and our engineers have designed the detainage area per their specifications. The water will run through the area and continue it's natural flow.

2. What size homes will be built?

Answer: We are currently writing the CCR's but believe lots 1-6 will have a minimum square footage requirement of 2700 sq ft on the main floor and lots 7-18 to have a minimum of 3000 sq ft on the main floor.

3. What are the schools?

Answer: Eugene Field Elementary, Pershing Middle School and Glendale High School

4. What are you doing about the graveyard?

Answer: We are replacing the fencing so it is more attractive and have designated an area around the cemetery as greenspace that will be landscaped.

5. Will there be sidewalks?

Answer: Yes. The sidewalk will continue around the neighborhood and will also run along the east side of the main street called Sapphire Lane.

6. Have you built with Insulated Concrete Forms?

Answer: No.

7. Will you allow solar shingles?

Answer: We are advocates of solar energy, but this subdivision will be trying to save as many trees as possible and since solar needs lots of sun, the panels may not be very efficient in this subdivision.

8. What style will the homes be?

Answer: We anticipate a nice variety of styles with all homes being high quality and at a minimum sq ft cost.

9. Who owns the neighboring properties and what are they doing with their property?

Answer: We don't know, but it is public record that could be looked up and everyone was notified to attend today's meeting.

10. What about displacing the deer?

Answer: There will still be greenspace they can graze in.

11. Why are you planning to have a water feature?

Answer: We believe it will look wonderful inside the gate area.

12. What fence types will be allowed?

Answer: While fences are encouraged, right now we don't plan on allowing the standard wood privacy fence. Allowable fence types will be included in the CCR's.

13. How will heavy equipment access the property during infrastructure construction?

Answer: We plan on entry and exit from Farm Road 175 as much as possible during construction.

14. Homeowner Pete (home on Grande Vista) left the meeting but returned a short time later with an additional question his wife asked. He wanted to know the approximate cost per square foot of the home he described that they would like to build.

Response: We only do estimates after receiving a construction set of plans so we wouldn't be able to commit to any price until we go through our detailed estimating process.

	A	B	C	D	E	F	G	H	I
1	Neighborhood Meeting 2-17-2025 Sign -in Sheet								
2									
3									
4	Name		Address				SPR	Phone #	
5	Steve & Jill COX		5920 S. Belgravia Ave				65804	417-880-4646	
6	Stephen & Dana		2711 E Woodford St				SGF	65804	
7	Hazzard								
8									
9	Pete Legdin		5827 So. GRANDE VISTA				65804		
10									
11	Jerry & Thelma		5904 S. AUDREY				65804	417-655-0655	
12	Christ		CT						
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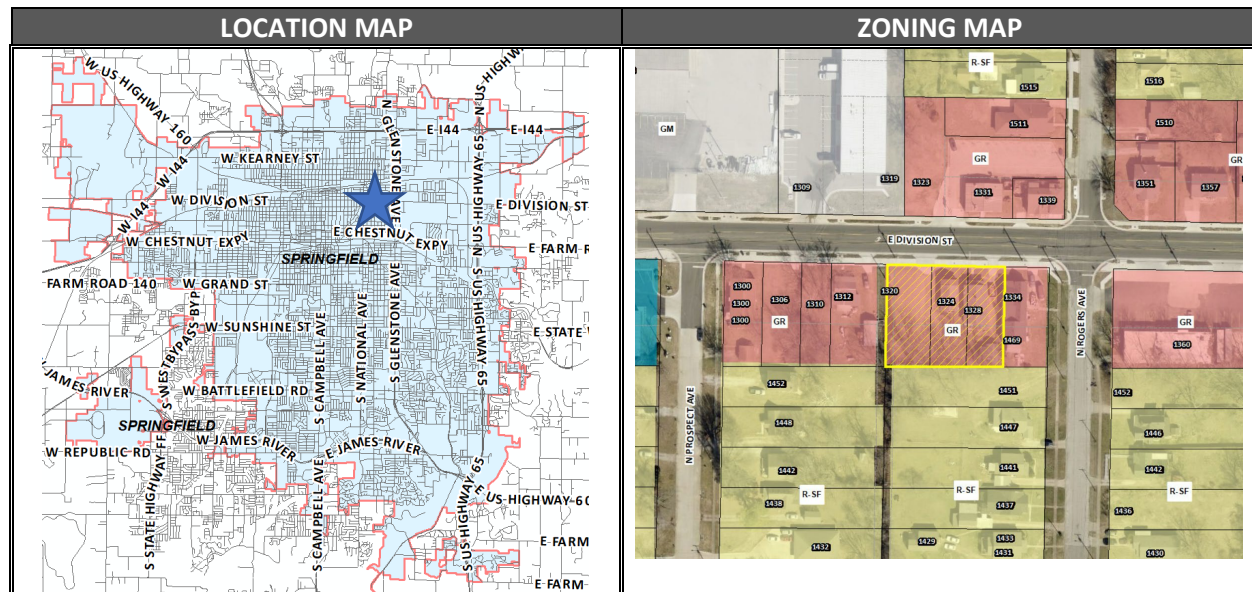
DEVELOPMENT REVIEW STAFF REPORT

PROJECT INFORMATION

Case Number:	Z-3-2025 w/ Conditional Overlay District No. 268
Location:	1320, 1324 & 1328 E. Division Street
Total Acres:	0.45 acre
Applicant:	Rosales Holdings LLC
Existing Land Use:	Single-family residential uses and vacant lot
Neighborhood Meeting:	February 20, 2025
Planning and Zoning Commission:	March 13, 2025
City Council:	April 7, 2025
Public Notification:	Mail, posted property, and legal in Daily Events
Staff:	Daniel Neal, Senior Planner
Staff recommendation:	Staff recommends approval
Proposed motion:	I move to recommend approval of rezoning case Z-3-2025 with Conditional Overlay District No. 268 as set forth in Attachment 1 (All commission motions are made in the affirmative).
Required Vote:	A majority of those present (5 members are a quorum).

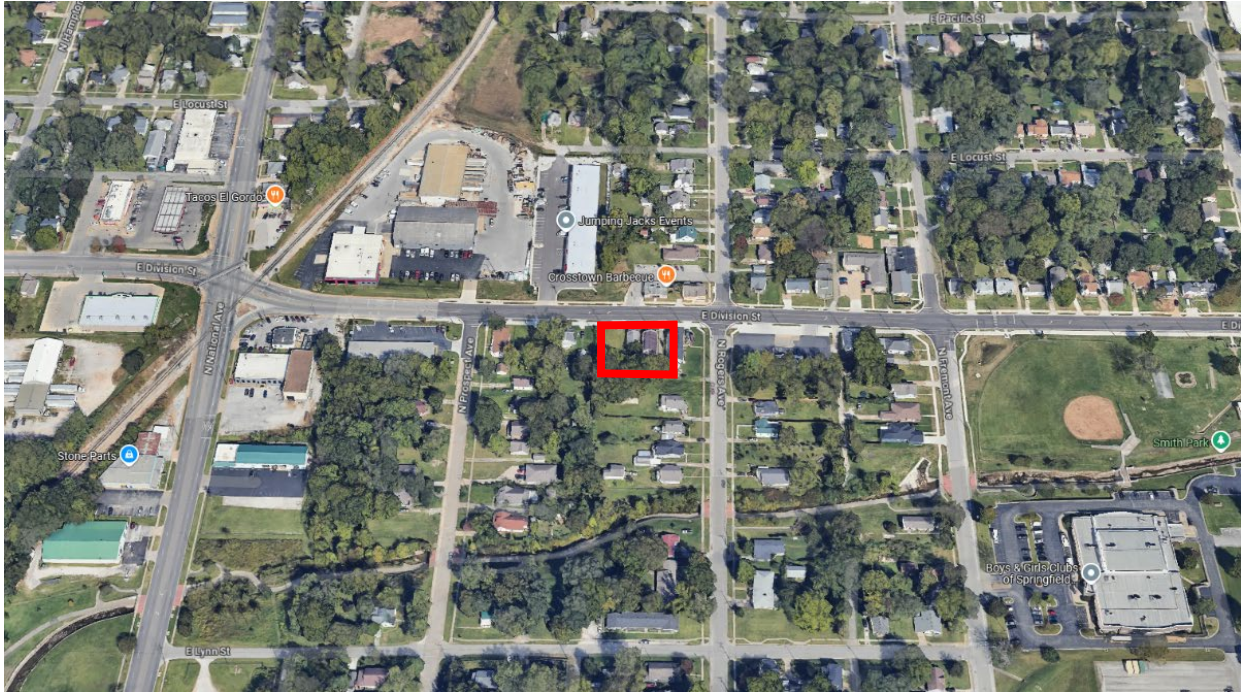
PROJECT SUMMARY:

Request to rezone approximately 0.45 acre generally located at 1320, 1324 and 1328 East Division Street from GR, General Retail District to R-TH, Residential Townhouse District and establishing Conditional Overlay District No. 268



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GOOGLE AERIAL OF LANDMARKS, BUSINESSES, AND ATTRACTIONS:



GOOGLE STREETVIEW:



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PROPERTY HISTORY:

The subject property was zoned GR in the 1995 city-wide remapping.

PLANNING AND ZONING COMMISSION AUTHORITY:

Sec. 36-367. – Amendments

(7) Findings by the commission.

(a) Rezoning. If the application is for a reclassification of property to a different zoning district classification on the zoning map, the report of the planning and zoning commission may consider:

1. Whether the proposed zoning district classification is consistent with the Springfield Comprehensive Plan;
2. Whether there are any changed or changing conditions in the area affected that make the proposed rezoning necessary;
3. Whether the range of uses in the proposed zoning district classification are compatible with the uses permitted on other property in the immediate vicinity;
4. Whether adequate utility and sewer and water facilities exist or can be provided to serve the uses that would be permitted on the property if it were rezoned;
5. The impact the uses, which would be permitted if the property were rezoned, will have upon the volume of vehicular and pedestrian traffic and traffic safety in the vicinity;
6. Whether the proposed rezoning would correct an error in the application of this article as applied to the subject property;
7. Whether a reasonably viable economic use of the subject property will be precluded if the proposed rezoning is denied; and
8. Information submitted at the public hearing.

ZONING ORDINANCE REQUIREMENTS:

CODE ITEM	REQUIREMENTS FOR R-TH DISTRICT
Use Limitations	(a) There shall be a separate platted lot of record for each single-family semi-detached or townhouse dwelling unit. (b) All uses shall operate in accordance with the noise standards contained in section 36-485, noise standards. (c) No use shall emit an odor that creates a nuisance as determined by chapter 2A, article X, Springfield City Code.
Minimum Lot Size	(a) <i>Minimum lot area:</i> 1. Single-family detached dwellings and residential group homes: 5,000 square feet. 2. Duplexes: 7,500 square feet. 3. Each single-family semi-detached dwelling on a separate platted lot: 3,750 square feet. 4. Each townhouse on a separate platted lot: a. End lots: 4,000 square feet.

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	b. Interior lots: 3,000 square feet. 5. All other uses: 7,500 square feet. (b) <i>Minimum lot width:</i> 1. Single-family detached and duplex dwellings and residential group homes: 45 feet. 2. Townhouses: a. End lots: 40 feet. b. Interior lots with driveway in front yard: 30 feet. c. Interior lots without driveway in front yard: 24 feet. 3. Single-family semi-detached dwelling units: 30 feet. 4. All other uses: 45 feet. (c) <i>Minimum lot depth:</i> 80 feet.
Maximum Height	(a) <i>Maximum structure height:</i> 1. When side yards are less than 15 feet in width: 35 feet or two and one-half stories above the finished grade. 2. When side yards are 15 feet in width or greater: 45 feet or three stories above the finished grade.
Bulk Plane	None
Minimum Yard Requirements	1. <i>Front yard:</i> a. Twenty-five feet along a street classified as a collector or higher classification street or as required by section 36-453, supplemental open space, and yard regulations. b. Fifteen feet along a street classified as a local street or as required by section 36-453, supplemental open space, and yard regulations. 2. <i>Side yards:</i> Ten feet on each side of a lot or as required by section 36-453, supplemental open space and yard regulations, provided that no side yard is required for any building that has a common wall on a lot line. 3. <i>Rear yards:</i> Ten percent of the lot depth but may not be less than ten feet nor more than 20 feet be required.
Minimum Open Space	Not less than 20 percent of the total lot area shall be devoted to open space including required yards and bufferyards unless modified in accordance with subsection 36-482(15). Open space shall not include areas covered by buildings, structures, parking, loading and other paved areas and internal streets. Open space shall contain living ground cover and other landscaping materials.
Density Requirements	<i>Density requirements.</i> The maximum density shall be 3,750 square feet per dwelling unit provided the requirements of subsection 36-303(22) are met.

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Design Requirements	(a) A site plan meeting the requirements of section 36-360, site plan review, shall be submitted and approved. (b) A landscape plan meeting the requirements of section 36-482, landscaping and bufferyards, and 36-483, off-street parking and loading area design standards, shall be submitted, and approved. (c) All off-street parking and vehicular use areas shall be screened from all residential uses in accordance with section 36-480, screening, and fencing. (d) All outdoor storage and refuse storage areas shall be screened from view in accordance with section 36-480, screening, and fencing. (e) Mechanical and electrical equipment, including air conditioning units, shall be screened from view in accordance with section 36-480, screening, and fencing. (f) Lighting shall be designed to reflect away from any adjacent or nearby residential area and in accordance with section 36-484, lighting standards. (g) Accessory buildings and structures shall meet the requirements of section 36-450, accessory structures and uses.
Buffering and Landscaping	Whenever any development in an R-TH district is located adjacent to a different zoning district, screening and a bufferyard shall be provided in accordance with sections 36-480, screening, and fencing, and 36-482, landscaping and bufferyards.

COMPATIBILITY WITH COMPREHENSIVE PLAN:

PLACETYPE:

The *Comprehensive Plan's Land Use & Development* chapter identifies the subject property as the Center City neighborhood placetype. Center City Neighborhoods are Springfield's oldest residential neighborhoods, dating to before WWII. They are typically characterized by a diverse range of single-family homes with varying architectural styles, setbacks, compact and shared spaces and parcel sizes. Center City neighborhoods historically had small scale neighborhood supporting retail services provided at key intersection, streetcar routes, and neighborhood centers. These building types and commercial uses were integrated into the neighborhood fabric. Most Center City Neighborhoods follow a gridded block pattern with alleys, tree-lined streets, and a well-connected sidewalk network that allows residents to walk to nearby neighborhood amenities. Due to their compact form and proximity to urban centers,

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these neighborhoods are places where residents should reasonably be able to walk, bike, or ride transit to meet some of their educational, employment, shopping, and recreational needs. Center City Neighborhoods are also integrated with key cultural and institutional uses, such as schools and places of worship that serve surrounding residents. Center City Neighborhoods consist of housing of varying conditions, age, affordability, and vacancies. Opportunities for infill development are pursued where appropriate, diversifying the housing stock. Much of the housing stock uses traditional stick-framed construction with lap siding or masonry veneer. Elevated porches with columns and stoops are focal points common to homes in these areas. Infill can include higher density residential development that should blend with the surrounding character. Vacant and underutilized properties are considered for new uses, such as pocket parks, community gardens, or small neighborhood commercial nodes as well as housing. The creation of neighborhood-scale commercial should focus on the incorporation of context sensitive designs and low intensity uses to ensure integration into the surrounding area. These low intensity uses could include dining, personal services, office, and essential goods. These nodes could be located along historic streetcar routes or higher classification roadways on the edges of the neighborhood. Priority is given to the pedestrian environment to foster a walkable neighborhood. Planning for Center City Neighborhoods should strive to improve infrastructure and support the building types and uses that make these neighborhoods more complete, diverse, and accessible to residents.

PRIMARY USES

1. Single-family detached

SUPPORTING USES

1. Single-family attached
2. Low-intensity multifamily
3. Low-intensity, neighborhood commercial
4. Parks, greenways, and open space
5. Public and private schools and places of worship
6. Low-intensity urban agriculture

CHARACTERISTICS TRANSPORTATION & INFRASTRUCTURE

1. Traffic-calming measures, such as speed-humps, bump-outs, roundabouts, landscaped chicanes with integrated stormwater management, and on-street parking are used to slow traffic.
2. Best management practices for stormwater management are required in development projects and within public rights-of-way, such as permeable paving, rain gardens, green roofs, native landscaping, and other low impact design strategies.
3. Sidewalk gaps are filled, and sidewalks connect to transit routes, greenways and trails, and supportive uses are located within the neighborhood and around the perimeter.
4. Alleys provide pedestrian connections, alternative access to rear yards, detached garages, and other approved accessory uses.
5. Sense of place and identity is enhanced through neighborhood organization efforts, preservation and planting trees, neighborhood identification signs, and traffic calming improvements that double as streetscape elements.

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6. As technology, trends, and funds permit, utilities are buried or are consolidated along rear property lines, reducing conflicts with street trees, pedestrian infrastructure, and viewsheds.
7. Major entrances into neighborhoods are marked by identification signs and landscaping.

URBAN DESIGN - BUILDING AND SITE TYPOLOGY - Urban design characteristics that apply to both Center City and Traditional Neighborhoods include:

1. The main entrances of new residential developments are oriented towards the primary street.
2. Preservation and adaptive reuse of neighborhood schools and surplus buildings are encouraged.
3. When appropriate, adaptive reuse of residential structures for low-intensity, neighborhood-scale nonresidential uses, including missing middle housing types, is encouraged at neighborhood nodes and along edges.
4. Accommodations are made to allow expanded home occupations, without detracting from the character of the neighborhood, being conscious of changing trends and advances in technologies.
5. New and infill buildings maintain the proportions and architectural features common in the existing block.
6. When commercial buildings are located within or adjacent to the neighborhood, they are oriented to the street, focus on pedestrian-scale, and provide limited vehicle parking.

Center City Neighborhood Urban design characteristics unique to Center City Neighborhood character area include:

1. Residential subdivisions are designed and platted in more conventional layouts with shorter blocks.
2. Lots have a variety of widths, depths, and setbacks creating unique identity from neighborhood to neighborhood.
3. While not as common, attached and detached garages provide limited parking options and create a greater demand for on-street parking.
4. Garages reflect the architectural style and scale of the primary buildings and are often setback well behind the front facade.
5. Driveways are often accessed from the rear alley and are shared or absent in exchange for sidewalks to the front door or porch, which provides increased on-street parking opportunities.
6. Properties and neighborhoods eligible for local historic designation are continually identified and preserved.
7. Key corridors that offer transit and other multimodal, trail, or greenway connections can be enhanced with increased housing and neighborhood scale services, shops, and dining.
8. Low-impact, neighborhood-scale commercial uses should be considered at locations where community facilities and amenities or other informal neighborhood hubs already exist, at former streetcar stops, along the edges of the neighborhood or at other significant neighborhood destinations.

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9. Neighborhood parks, community centers, greenway or trailheads, museums, gardens, schools, and churches can serve as anchors for neighborhood commercial hubs.

Transitions:

1. A “stepped down” approach is used to transition from higher density/intensity residential and non-residential uses to single-family residential homes and uses, with greater densities/intensities located on higher functioning roadways, at the periphery of the neighborhood.
2. Lower density residential uses are sufficiently screened and buffered between higher density housing and nonresidential uses.
3. The design of higher density residential uses integrated into the Residential Neighborhood Placetype should complement the scale and character of the surrounding neighborhood. Attention should be given to building height, orientation, architectural style, and setback to ensure the existing neighborhood character is retained.

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FUTURE PLACETYPE MAP:



PLACETYPES	LAND USES															
	Single-Family Detached	Single-Family Attached	Multi-family	Parks & Open Space	Sports Complexes & Recreation Facilities	Urban Agriculture	Office/Hospitality, Retail Sales & Service	Neighborhood Commercial	Major Retail & Wholesale	Public & Private Schools & Places of Worship	Universities, Colleges & Vocational Schools	Government, Healthcare & Institutional Facilities	Personal Services, Retail & Institutional Facilities	Light Industry	Warehousing & Distribution Facilities	Heavy Industry & Manufacturing
Residential Neighborhood	●	○	◇	○	○	○	○	○	○	○	○	○	○	○	○	○
Mixed Residential	●	●	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Downtown	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Mixed-Use	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
City Corridor	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Institutional & Employment Center	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Business Flex	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Industry & Logistics	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Urban Green Space & Recreation	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○

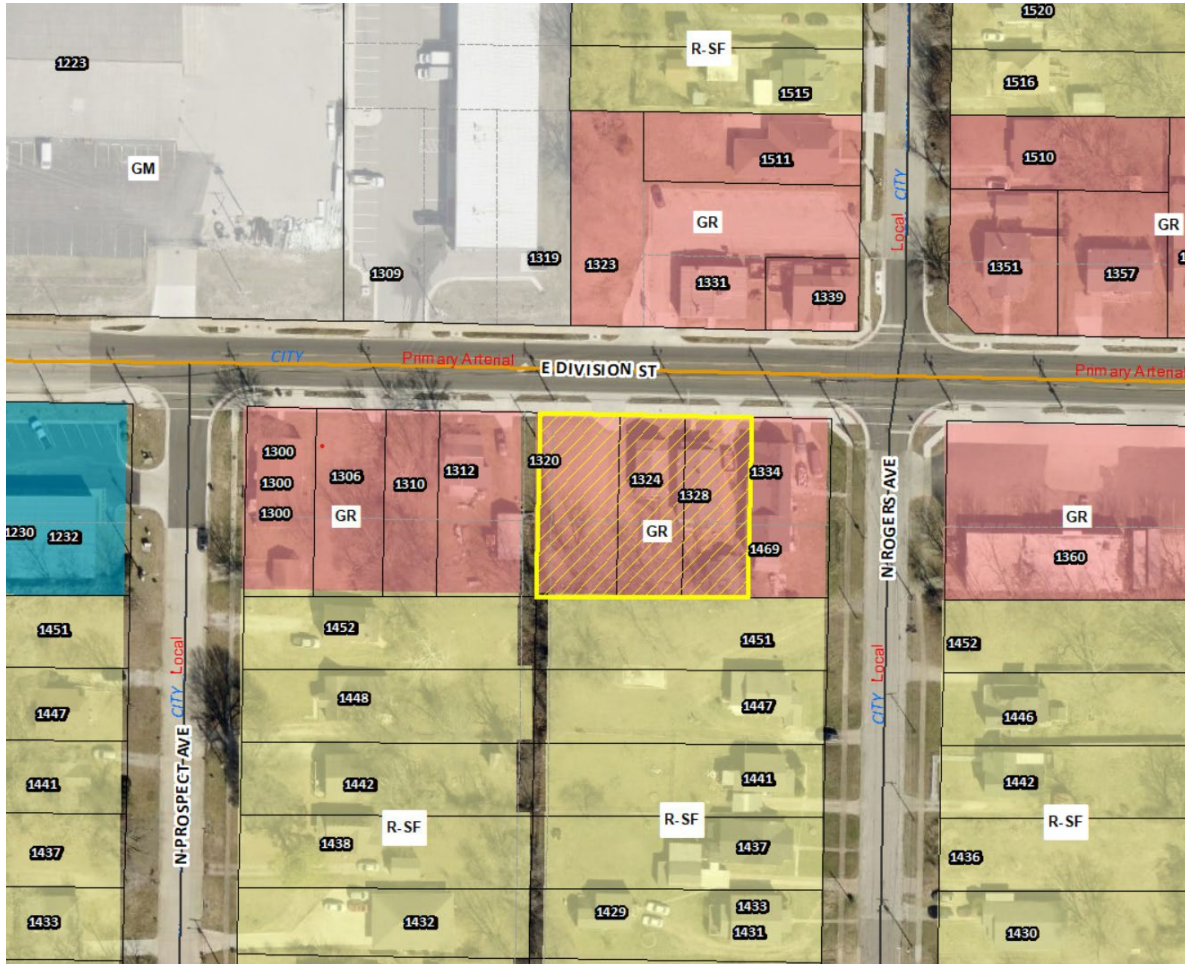
● **Primary Land Use:**
More prominent and play a pivotal role in characterizing that placetype

○ **Supporting Land Use:**
Less prevalent and serve to support the primary land use

◇ **Low Intensity Supporting Land Use:**
Less prevalent and serve to support the primary use at neighborhood scale

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MAJOR THOROUGHFARE MAP:



SURROUNDING ZONING, LAND USES AND PLACETYPES:

	NORTH	SOUTH	EAST	WEST
ZONING	GR	R-SF	GR	GR
LAND USE	Restaurant and office uses	Single-family home	Duplex	Single-family home
PLACETYPES	Center City Neighborhood	Center City Neighborhood	Center City Neighborhood	Center City Neighborhood

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DEPARTMENT OF BUILDING DEVELOPMENT SERVICES:

No comments.

CITY UTILITIES:

No issues

DEPARTMENT OF ENVIRONMENTAL SERVICES WASTEWATER MANAGEMENT DIVISION:

No issues. Lots have access to public sewer.

FIRE DEPARTMENT:

No objections to rezoning.

DEPARTMENT OF PUBLIC WORKS TRAFFIC ENGINEERING DIVISION:

TRAFFIC REPORT

	Street Name	Street Classification	Jurisdiction	ROW from Centerline (ft.)		Traffic Count (vehicles per day)	On-Street Parking	Sidewalk	
				Required	Existing			Required	Existing
Street 1	E. Division Street	Primary Arterial	City	50	30	NA	No	Yes	Yes

ACCESS - All new or modified driveway approaches shall comply with current City of Springfield standards for the street classification.

TRAILS, BUS STOPS, AND ADDITIONAL INFORMATION - There are no Greenway Trails near the property. There is one (1) bus stop on Division Street near the property.

IMPROVEMENTS - No improvements are required for this rezoning. A traffic study is not required for this rezoning.

DEPARTMENT OF PUBLIC WORKS STORMWATER ENGINEERING DIVISION:

SITE DESCRIPTION & DRAINAGE PATTERN

The property is in the **Jordan Creek North Branch** drainage basin. The property **is not** located in a FEMA designated floodplain. Staff **is not** aware of flooding problems in the local or downstream area. The city **is not** aware of a sinkhole or other Karst feature at this location. The property **does not have a stream buffer on site**. A fee in lieu of on-site stormwater detention **is not applicable because the site is built out**.

All chapter and section references below are to the City's Flood Control and Water Quality Protection Manual Version April 2022.

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DETENTION AND DISCHARGE REQUIREMENTS

If the lots are already part a platted subdivision.

WATER QUALITY REQUIREMENTS

N/A

FLOODPLAIN

N/A

NATURAL CHANNEL & STREAM BUFFERS

N/A

SINKHOLES & KARST FEATURES

N/A

ADDITIONAL STORMWATER REQUIREMENTS

N/A

STAFF ANALYSIS AND RECOMMENDATION:

1. The applicant is requesting to rezone approximately 0.45 acre generally located at 1320, 1324 and 1328 East Division Street from GR, General Retail District to R-TH, Residential Townhouse District and establishing Conditional Overlay District No. 268. The applicant intends build duplexes. The R-TH district would allow single-family or duplexes. Single-family detached dwellings require a minimum of 6,000 square feet of land area. Duplexes will require at least 7,500 square feet of area so a replat of lots will likely occur after zoning.
2. The *Comprehensive Plan's Land Use & Development* chapter identifies the subject property within the Center City neighborhood placetype.
3. Low-intensity multifamily is listed as a supporting use in the Center City neighborhood placetype.
4. This application is consistent with the *Comprehensive Plan's Housing and Neighborhoods* chapter which encourages creative housing solutions to add housing diversity and support downsizing households, young professionals, and aging-in-place. The *Plan* encourages the use of "missing middle" housing types. Missing middle housing sits in the middle of the development spectrum between single-family homes and mid-rise to high-rise apartment buildings. These housing types should be integrated into Springfield's existing neighborhoods to increase housing diversity and provide a wider, more equitable range of housing choices.
5. The subject property's proximity to Smith Park, one city block to the east, provides an opportunity to place more residential units close to amenities that residents can utilize.

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6. The range of uses in the proposed R-TH district is compatible with the uses permitted on other property in the immediate vicinity.
7. The subject property has access to City Utilities infrastructure, and any necessary extension of such services can be provided via City Utilities' extension policy, though new easements may be necessary to accommodate this.
8. There are few changing conditions in the area affected that make the proposed rezoning necessary.
9. The range of uses in the proposed R-TH district is compatible with the uses permitted on other property in the immediate vicinity. Single-family homes are the predominant use in this area; however, duplexes and commercial uses exist along the Division Street corridor.
10. There are adequate utility and sewer and water facilities existing or can be provided to serve the uses that would be permitted on the property if it were rezoned.
11. The impact of the uses, which would be permitted if the property were rezoned, is not expected to significantly increase the volume of vehicular and pedestrian traffic or reduce traffic safety in the vicinity.
12. The proposed zoning will not correct an error in the application of this article, but rather will provide a viable use of the property subject to the provisions of the zoning district.
13. A reasonably viable economic use of the subject property will not be precluded if the proposed rezoning is denied.

STAFF RECOMMENDATION:

1. Staff recommends approval based on the proposal's general conformance to the Comprehensive Plan's Center City neighborhood placetype and on the finding of facts above.

PLANNING AND ZONING OPTIONS:

The planning and zoning commission shall make one of the following recommendations in connection with each proposed change in zoning district classification of this article:

1. Recommend against the proposed change in the zoning district classification.
2. Recommend a change in the zoning district classification.
3. Recommend a change in the zoning district classification together with recommendations which, in the judgment of the planning and zoning commission, will protect adjacent property and ensure that the proposed amendment is consistent with the purpose and intent of this article.



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ATTACHMENT 1

CONDITIONAL OVERLAY DISTRICT PROVISIONS NO. 268

The requirements of Section 36-381 of the Springfield Zoning Ordinance shall be modified herein for development within this district to include the following:

1. Construction on the subject sites shall comply with the City of Springfield's Affordable Housing Design Guidelines.

Attachment 2

AFFIDAVIT OF NEIGHBORHOOD NOTIFICATION AND MEETING SUMMARY

1. Request change to zoning from: GR to R-TH
(existing zoning) (proposed zoning)
2. Meeting Date & Time: 02/20/2025 from 4:00-6:30pm
3. Meeting Location: 1301 N Boonville Ave, Springfield, MO 65802
4. Number of invitations that were sent: 157
5. How the mailing list was generated: City of Springfield
6. Number of neighbors in attendance (attach a sign-in sheet): 1
7. List the verbal comments and how you plan to address any issues:
(City Council does not expect all the issues to be resolved to the neighborhood's satisfaction; however, the developer must explain why the issues cannot be resolved).

N/A

8. List or attach the written comments and how you plan to address any issues:

See attached

I, Amber Broyles (print name), attest that the neighborhood meeting was held on 02/20/2025 (month/date/year), and is at least twenty-one (21) days prior to the Planning and Zoning Commission public hearing and in accordance with the attached "Neighborhood Notification and Meeting Process."

Amber Broyles

Signature of person completing affidavit

Amber Broyles

Printed name of person completing affidavit

[illegible]

Comments

What's going to happen after rezoning?

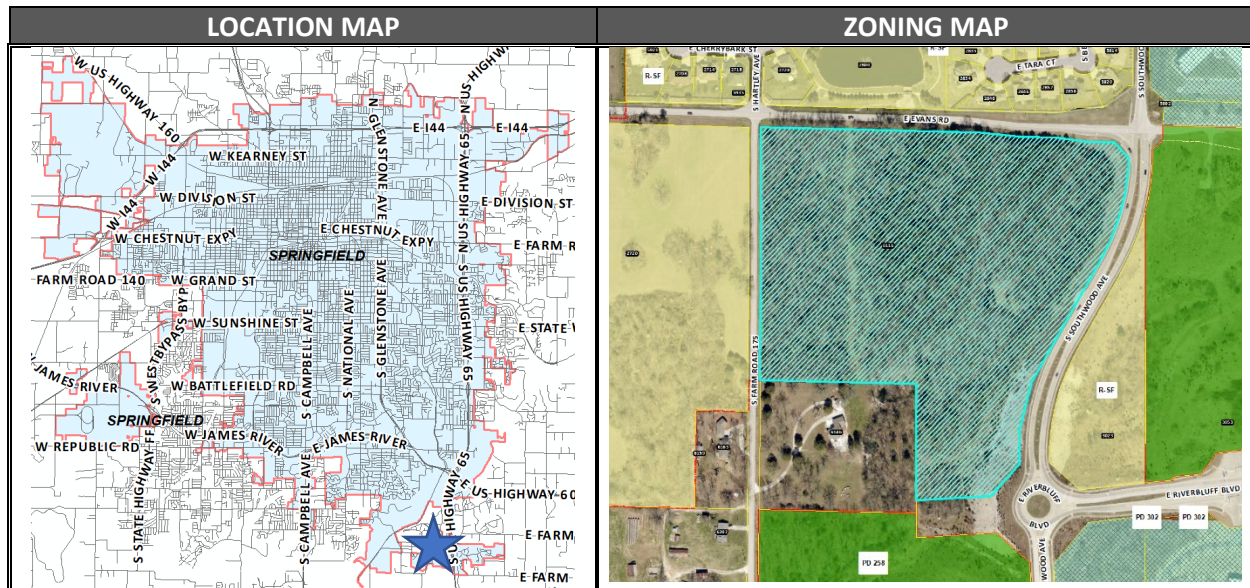
Why is the rezoning for three lots?

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PROJECT INFORMATION	
Case Number:	Preliminary Plat of Hidden Gem Estates
Location:	6116 South Farm Road 175
Total Acres:	25.76 acres
Applicant:	TAG Property Development, LLC
Existing Land Use:	Undeveloped & Cemetery
Neighborhood Meeting:	N/A
Planning and Zoning Commission:	March 13, 2025
City Council:	April 7, 2025
Public Notification:	Posted property
Staff:	Andrew Menke, Senior Planner, (417) 864-1613
Staff recommendation:	Staff recommends approval
Proposed motion:	Move to approve the preliminary plat of Hidden Gem Estates subject to the conditions listed in Attachment 2 of the staff report. (All commission motions are made in the affirmative.)
Required Vote:	A majority of those present (5 members are a quorum).

PROJECT SUMMARY:

Request to subdivide approximately 25.76 acres of property generally located at 6116 South Farm Road 175 into eighteen (18) lots to facilitate the development of the site.

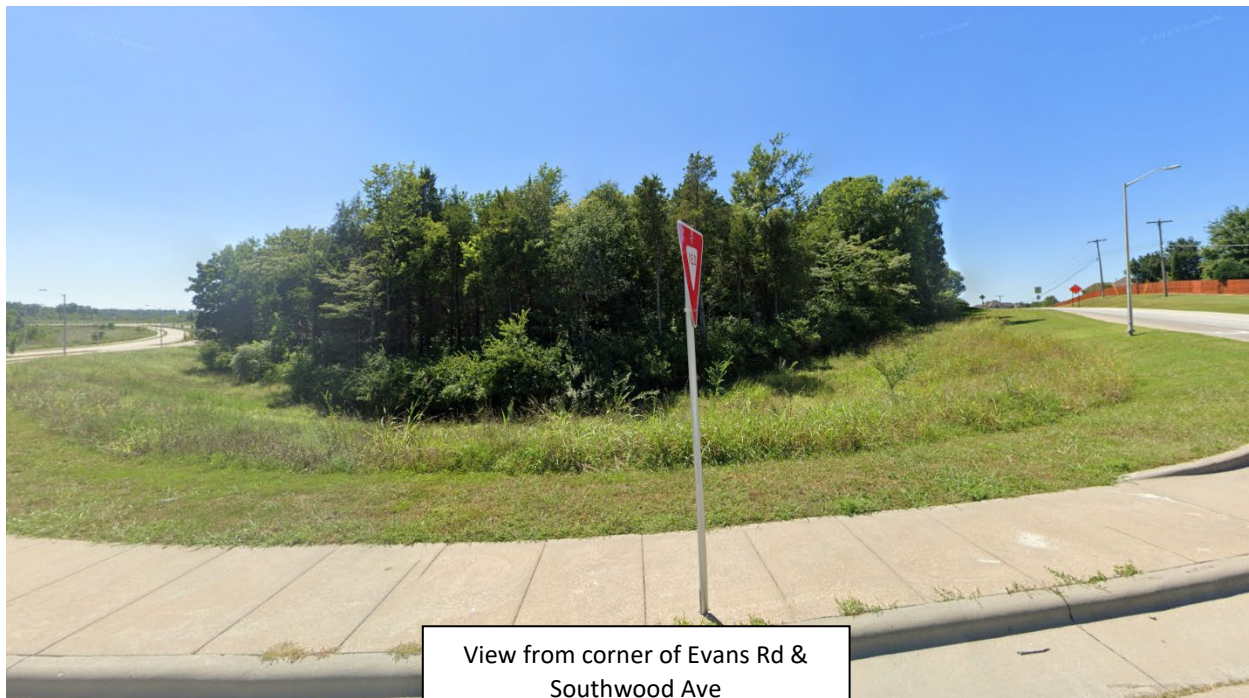


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GOOGLE AERIAL OF LANDMARKS, BUSINESSES, AND ATTRACTIONS:



GOOGLE MAPS STREET VIEW:



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PROPERTY HISTORY:

The subject property was annexed into the city on January 13, 2025.

PLANNING AND ZONING COMMISSION AUTHORITY:

Action Type: Administrative.

A subdivision is the legal process to divide a surveyed tract of land into lots for the purposes of sale of the property. Platting is the process of mapping those lots and is considered part of the subdivision process. Subdivision is an administrative action. An administrative action is ministerial and non-discretionary. In reviewing a preliminary plat, the role of the Planning and Zoning Commission is to determine whether the plat meets the minimum requirements set forth in the subdivision statutes and the subdivision regulations in the Land Development Code. If the plat meets these standards, approval is required.

Relevant Authority

Revised Statutes of Missouri

Sections 89.400 through 89.470

City Charter

Sec. 11.7. – Legal status of master plan.

- (1) *Master plan to provide general guidelines.* The master plan shall be prepared and maintained as a general guide for the orderly and efficient development and redevelopment of the City of Springfield. The master plan shall be kept current through review not less than every five years. When required by this Charter or otherwise deemed necessary, such review shall include proposed revisions or alterations in the master plan and public hearings thereon.
- (2) *Regulations to generally conform to master plan.* All rezoning of land, subdivision plats, development proposals, and the zoning ordinance, subdivision ordinance and the zoning map should generally conform with the guidelines set forth in the master plan and should be reviewed for consistency with the master plan; provided, however, inconsistencies with the master plan shall not constitute cause to invalidate any such matter. The master plan shall not have the effect of a regulatory ordinance.
- (3) *Master plan to guide public improvements.* The master plan shall provide guidelines for the location of public streets, parks and other public ways, grounds and spaces, public buildings and structures, facilities of public or private utilities, and the acquisition of real property by the city for public use. To that end the planning and zoning commission shall review the following:
 - (a) All proposals to construct or extend public streets.
 - (b) All proposals to improve land as a park.

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- (c) All proposals to lay out or improve other public ways, grounds or spaces.
- (d) All proposals to construct public buildings and structures.
- (e) All proposals to lay out and construct facilities of public utilities, whether publicly or privately owned.
- (f) All proposals to acquire real property for public purposes.

In reviewing and approving all such proposals, the function of the planning and zoning commission shall be to determine whether they are generally consistent with the master plan of the city. No such proposals shall be constructed or authorized until the location, extent and character thereof has been submitted and approved by the planning and zoning commission.

In case of disapproval, the commission shall communicate its reasons to the city council, and the city council, by vote of not less than two-thirds of its entire membership, may overrule the disapproval and, upon the overruling, the city council or the appropriate board or officer may proceed, except that if the proposal is by an agency other than an agency of the city and the authorization or financing does not fall within the province of the city council, then the submission to the planning commission shall be by the agency having jurisdiction, and the planning commission's disapproval may be overruled by that agency by a vote of not less than two-thirds of its entire membership. The acceptance, widening, removal, extension, relocation, narrowing, vacation, abandonment, change of use, acquisition of land, sale or lease of any street or other public facility is subject to similar submission and approval, and the failure to approve may be similarly overruled.

In the event the commission shall fail to act within thirty days after the date of official submission of a proposal (which date shall be the date that the matter is placed upon the agenda of the commission) to the commission, then the proposal shall be deemed to have been approved by the commission, unless a longer period for review by the commission shall have been authorized by the council or by the public officials submitting the proposal. In any case in which the commission finds that it is not reasonably able to complete its review of a proposal within thirty days, it may extend the time for such review for not more than thirty days.

City of Springfield Land Development Code

Sec. 36-226. - Major subdivision review procedure.

- (3) Preliminary plat.
 - (a) After participating in the pre-subdivision review with city staff, the subdivider may prepare a preliminary plat, together with supplementary material as prescribed in section 36-263.
 - (b) Copies of the preliminary plat and supplementary materials specified, together with a fee for administrative handling and processing in the amount prescribed by ordinance, shall be submitted to the director of planning and development with written application for approval. Upon determination that the application is complete, the director shall place the application on the agenda of the commission at a regular meeting not later than the second such meeting following the date of the filing of the application.

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- (c) The commission shall hold a public hearing on the preliminary plat. Notice of the public hearing shall be made in accordance with city ordinance and the rules of the commission.
- (d) The commission shall review the preliminary plat and supporting material, recommendations from agencies or officials, and testimony and exhibits submitted at the public hearing. The commission shall approve, conditionally approve or disapprove the preliminary plat and if approved, the commission shall express its approval and state the conditions of such approval, if any, or if disapproved, shall express its disapproval and its reasons, therefore. In any case, a notation of the action taken, and the reasons, therefore, shall be entered in the records of the commission.
- (e) If approved by the commission or approved with conditions acceptable to the applicant, then the director of planning and development shall forward the preliminary plat to the city council for its approval. Council shall determine if the land or easement proposed to be dedicated by the applicant for public use or if the public improvements shall be accepted by the city. If the city council determines that the location of the land to be dedicated for public use or the location of public improvements is appropriate and complies with applicable ordinances then the city council shall authorize the acceptance of the dedication of the land or easements upon the applicant filing and recording a final plat which substantially conforms to the preliminary plat and shall authorize the acceptance of the public improvements upon the director of public works certifying to the director of planning and development and the city clerk that the public improvements have been made in accordance with city standards and specifications.
- (f) If approved with modifications which are not acceptable to the applicant or if disapproved, the director of planning and development shall attach to the plat a statement of reasons for such action and return it to the subdivider.
- (g) Actions by the commission regarding the preliminary plat are final unless such action is appealed by the subdivider to the city council within 90 days of the action by the commission.
- (h) Effective period of preliminary approval.
 - 1. The approval of a preliminary plat shall be effective for a period of two years. The application for final plat approval must be submitted to the department of planning and development within the two-year period. Any plat not submitted within the two-year limit shall be null and void except as provided in subparagraph 2. below.
 - 2. The planning and zoning commission may at its discretion and upon application by the subdivider extend the effective period of preliminary approval by two years, one time. All other submittals shall be considered a new preliminary plat and subject to applicable reviews.

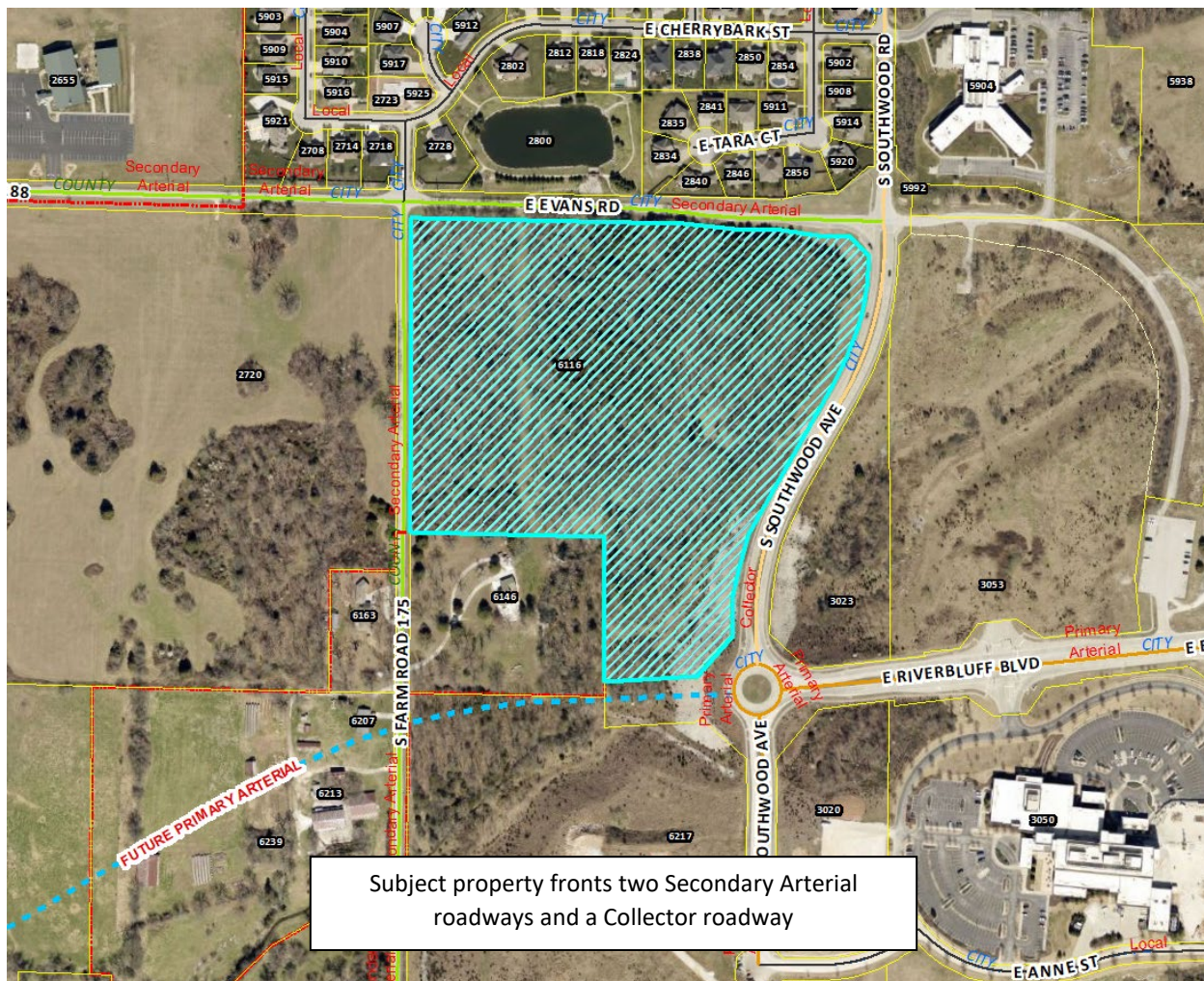
DEVELOPMENT REVIEW STAFF REPORT

ZONING ORDINANCE REQUIREMENTS:

CODE ITEM	REQUIREMENTS FOR SINGLE-FAMILY RESIDENTIAL
Minimum lot dimension requirements	Lot Area: 6,000 square feet Lot Width: 50 feet Lot Depth: 80 feet
Maximum structure height	- When side yards are less than 15 feet in width: 35 feet or two and one-half stories above the finished grade. - When side yards are 15 feet in width or greater: 45 feet or three stories above the finished grade.
Front yard setback	15 feet along local streets 25 feet along Collector streets or higher
Side yard setback	Five feet or as required by section 36-453, supplemental open space and yard regulations.
Rear yard setback	Ten percent of the lot depth, but may not be less than ten feet nor shall more than 20 feet be required.
Street Classification	E Riverbluff Boulevard – Primary Arterial E Evans Road (Farm Road 188) – Secondary Arterial S Hartley Avenue (Farm Road 175) – Secondary Arterial S Southwood Avenue – Collector S Ruby Court – Private Local
Sidewalks	Sidewalk is required along the frontage of all adjacent streets. Sidewalk currently exists along Southwood Avenue.
Open Space Requirements	The minimum open space ratio on each buildable lot shall be at least 30 percent.

DEVELOPMENT REVIEW STAFF REPORT

MAJOR THOROUGHFARE MAP:



DEVELOPMENT REVIEW STAFF REPORT

STAFF ANALYSIS AND RECOMMENDATION:

1. The applicant is proposing to subdivide approximately 25.76 acres into an eighteen (18) lot subdivision named “Hidden Gem Estates”.
2. The portion of South Farm Road 175 that is located within this plat will be renamed South Hartley Avenue as a part of the Major Subdivision process.
3. Lots 1-6 have frontage on Hartley Avenue, but will take access via a gated, one-way private drive that runs across the west side of the lots. The private drive is located within an access easement.
4. Ruby Court is a gated, private street that provides access to Lots 7-18 and the existing cemetery. This private street is located in public right-of-way.
5. A single, year-round spring is located on Lot 12. The spring requires a 100-foot diameter Karst/Spring Buffer, in which no development is allowed. The purpose of the buffer area is to prevent soil destabilization, flooding hazards, and groundwater contamination.
6. The property is currently zoned County R-1, Suburban Residence. The property owner has submitted an application to rezone the property to R-SF, Single-Family Residential District, which is currently in process.
7. All lots meet the minimum requirements of the City’s subdivision regulations and the R-SF, Single-Family Residential District.
8. If Planning and Zoning Commission approves the preliminary plat, then the plat will be forwarded to City Council for acceptance of public streets and easements. An approved preliminary plat is active for two (2) years.
9. The Land Development Code requires that each lot have adequate public facilities including but not limited to water, sanitary sewer, electricity, gas, open space, storm drainage, access to the public transportation system, and that any existing natural features such as floodplains, stream buffers and sinkholes have been identified on the preliminary plat.
10. The proposed preliminary plat was reviewed by City departments and comments are contained in **Attachment 1**. Conditions of Approval are provided in **Attachment 2**. The Preliminary Plat drawing can be found in **Attachment 3**.

STAFF RECOMMENDATION:

1. The proposed subdivision meets all applicable requirements of the City of Springfield’s *Land Development Code* for subdivisions and is compatible with the zoning requirements of the R-SF Single-Family Residential District.

DEVELOPMENT REVIEW STAFF REPORT

2. Staff recommends approval as submitted in the staff report.

PLANNING AND ZONING COMMISSION OPTIONS:

In reviewing a preliminary plat, the role of the Planning and Zoning Commission is to determine whether the plat meets the requirements set forth in the subdivision statutes and the Land Development Code. If the plat meets these minimum standards, approval is required.

The commission shall review the preliminary plat and supporting material, recommendations from agencies or officials, and testimony and exhibits submitted at the public hearing.

1. The commission shall approve the preliminary plat.
2. The commission shall conditionally approve the preliminary plat.
3. The commission shall disapprove the preliminary plat and state for the record which requirement or requirements of the *Land Development Code* the preliminary plat fails to meet.

PUBLIC NOTIFICATION AND COMMENTS:

The property was posted by the applicant at least 10 days prior to the public hearing.

No comments were received by citizens for this case at the time of publication.

DEVELOPMENT REVIEW STAFF REPORT

DEPARTMENT COMMENTS:

ATTACHMENT 1

1. AT&T:

Approved.

2. CITY UTILITIES:

CU can provide Electric/Gas/Water to the development from FR 188. Utilities will need to be extended to serve all lots per CU's extension policy.

If the streets will be private, the entire private ROW area will need to be dedicated as a utility easement in addition to 10' utility easements along the perimeter of the private streets. Sapphire Ln will only need the additional 10' where the ROW area isn't adjacent to FR 175 ROW. These easements will need to be indicated in the plan view. This can be done on the final plat.

3. DEPARTMENT OF PUBLIC WORKS TRANSPORTATION ENGINEERING SURVEY DIVISION:

Approved.

4. DEPARTMENT OF ENVIRONMENTAL SERVICES WASTEWATER MANAGEMENT DIVISION:

Critical issues:

1. Public sewer needs to be extended to be available to each lot. Public improvement plans will need to be designed, submitted and constructed to city standards. The public improvements must be approved, filed and constructed or escrowed before any building permits or plats can be issued according to city code section 98-12(b)(c) Private Construction of Public Improvements and section 98-14. - Assurance for completion of Public Improvements.

2. There is a trunkline connection fee for Farmer/Hunt Branch of \$0.0075 per square foot. According to the sketch plat, the area of the subdivision is 1122159 s.f. so the trunkline connection fee would be \$8,416.19

3. This fee will be added to the engineering and inspection fees which are 5.34% of the approved construction estimate for all required public improvements.

5. FIRE DEPARTMENT:

Fire hydrant placement shall comply with 2018 IFC.

6. PARKS & GREENWAYS:

Approved.

DEVELOPMENT REVIEW STAFF REPORT

7. DEPARTMENT OF PUBLIC WORKS TRANSPORTATION ENGINEERING RIGHT-OF-WAY DIVISION:

Approved.

8. DEPARTMENT OF PUBLIC WORKS STORMWATER ENGINEERING DIVISION:

Site Description and Drainage Pattern

The property is in the **Farmer Branch** drainage basin. The property **is not** located in a FEMA designated floodplain. Staff **is** aware of flooding problems in the local or downstream area. The city **is** aware of a sinkhole or other Karst feature at this location. The property **does have a stream buffer on site.**

A fee in lieu of on-site stormwater detention **will not be allowed and detention is required.**

All chapter and section references below are to the City's Flood Control and Water Quality Protection Manual Version April 2022.

Detention and Discharge Requirements

1. Flood Control is required for the proposed development. The new subdivision drains directly to the Greene County boundary and downstream properties adjacent or crossed by the Farmer's Branch tributary are affected by the tributary flooding elevations.

Water Quality Requirements

1. Water Quality is required for new development projects or redevelopment projects, with new or increased impervious surfacing, within the city limits of Springfield that disturb 1 acre or greater. Including projects less than 1 acre that are part of a larger common plan of development or sale that will disturb 1 or more acres over the life of the project. Chapter 10 Sec. 2.0.
2. A land disturbance permit will be required with disturbing 1 acre or greater per Chapter 4 Section 5 of the City's Flood Control and Water Quality Protection Manual.
3. Water Quality Credits are available to use in design for preserved trees and new planted trees. Landscaping and Bufferyards trees required by planning cannot be used for the water quality credits unless it is part of a SCM. Chapter 10, Section 3.1.

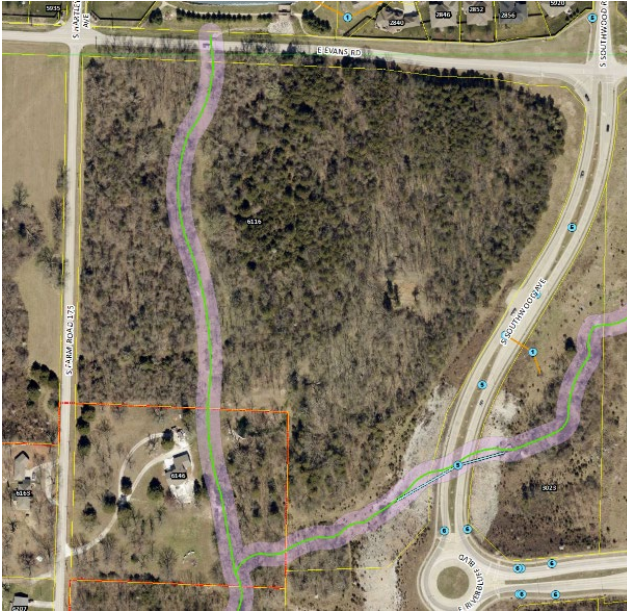
Floodplain

N/A

DEVELOPMENT REVIEW STAFF REPORT

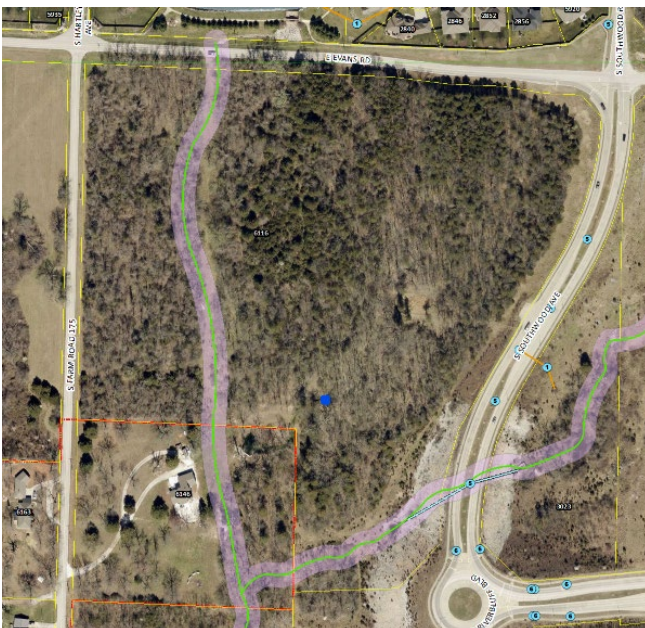
Natural Channels and Stream Buffers

Two tributaries of the Farmers Branch stream cross the new subdivision. Both Tributaries are Category D Small Tributaries and require a 60 feet wide stream buffer easement (30 feet from top of bank both sides).



Sinkholes and Karst Features

A single year-round spring is in the southside of the subdivision on the proposed Lot 12. The spring requires a 100 feet diameter Karst/Spring Buffer. No development is allowed in the 100 feet buffer to prevent soil destabilization, flooding hazards, and groundwater contamination.



DEVELOPMENT REVIEW STAFF REPORT

9. DEPARTMENT OF PUBLIC WORKS TRAFFIC ENGINEERING DIVISION:

Access

All new or modified driveway approaches shall comply with current City of Springfield standards for the street classification. All gated access shall comply with current City of Springfield codes and standards.

Trails, Bus Stops, And Additional Information

There are no Greenway Trails near the property. There are no bus stops near the property.

Improvements

No improvements are required for this preliminary plat. A traffic study is not required for this property.

	Street Name	Street Classification	Jurisdiction	ROW from Centerline (ft.)		Traffic Count (vehicles per day)	On-Street Parking	Sidewalk	
				Required	Existing			Required	Existing
Street 1	E. Riverbluff Boulevard	Primary Arterial	City	50	50	NA	No	Yes	No
Street 2	E. Farm Road 188 (Evans)	Secondary Arterial	City	35	35	NA	No	Yes	No
Street 3	S. Farm Road 175 (Hartley)	Secondary Arterial	City	35	20	NA	No	Yes	No
Street 4	S. Southwood Avenue	Collector	City	30	30	NA	No	Yes	Yes
Street 5	S. Ruby Court	Local	Private	25	NA	NA	Yes	Yes	No

DEVELOPMENT REVIEW STAFF REPORT

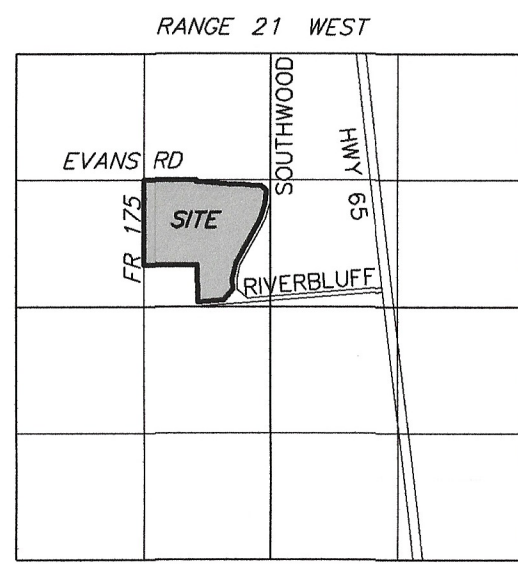
CONDITIONS FOR APPROVAL:

ATTACHMENT 2

Staff recommends the Planning and Zoning Commission approve the Preliminary Plat, with the conditions listed below:

1. All improvements shall be constructed in accordance with the “Design Standards for Public Improvements” of the Public Works Department and the maintenance and operation of such improvements shall be the responsibility of the developers unless approved by the Director of Public Works. All required sanitary sewer, street, sidewalk, and drainage plans shall be prepared in accordance with City standards and specifications and approved by the Director of Public Works.
2. All required street rights-of-way, drainage and utility easements and limitations of access shall be dedicated on the final plat.
3. The developer shall meet all city and state erosion control regulations prior to disturbing the soil.
4. It is determined that the public interest requires assurance concerning adequate maintenance of common space areas and improvements. The restrictive covenants, rules and bylaws creating the common ownership must therefore provide that if the owners of the Property Owners Association shall fail to maintain the common areas or improvements in reasonable order and condition in accordance with the approved plans, the City may, after notice and hearing, maintain the same and assess the costs against the units or lots, per the Common Open Space and Common Improvement Regulations section of the Zoning Ordinance.
5. The developer shall be responsible for the relocation costs of any existing utility services and shall be responsible for clearing all utility easements of trees, brush, and overhanging tree limbs.
6. All other requirements which are necessary for this subdivision to be in compliance with the Subdivision Regulations.

If the request is recommended for denial by the Commission and the applicant requests City Council consideration, all the above conditions, plus any amendments made by the Planning and Zoning Commission, shall be included in the Council Bill.



LOCATION SKETCH
SCALE 1" = 2000'

OWNER & DEVELOPER

TAG PROPERTY DEVELOPMENT, LLC
GARY HERMAN
5150 S. SOUTHWOOD ROAD
SPRINGFIELD, MO 65804
herman_assoc@hotmail.com
(417) 849-0225
TRUSTEE'S WARRANTY DEED
BOOK 2024 PAGE 033455-24

LEGEND

- 1210 EXISTING CONTOURS
- PROPERTY LINE
- EXISTING WATER LINE
- EXISTING SANITARY SEWER LINE
- PROPOSED SANITARY SEWER LINE
- SANITARY SEWER MANHOLE
- CURB INLET
- PROPOSED 5' SIDEWALK

SITE INFORMATION

DATE OF SUBMITTAL: 1-31-2025

SOURCE OF TITLE BOOK 2024 PAGE 033455-24

TOTAL ACREAGE OF DEVELOPMENT - 25.76 ACRES

TOTAL NUMBER OF LOTS - 18

AREA OF SMALLEST LOT - 0.71 ACRES (LOT 1)

AREA OF LARGEST LOT - 1.25 ACRES (LOT 8)

PROPOSED LAND USE: SINGLE FAMILY RESIDENTIAL

CURRENT ZONING CLASSIFICATION - R-1 SUBURBAN RESIDENCE DISTRICT
(GREENE COUNTY)

PROPOSED ZONING CLASSIFICATION -
R-SF SINGLE FAMILY RESIDENTIAL DISTRICT

WASTEWATER TREATMENT - CITY OF SPRINGFIELD SANITARY SEWER SYSTEM

WATER, GAS AND ELECTRIC SUPPLY - CITY UTILITIES OF SPRINGFIELD

BUILDING SETBACK REQUIREMENTS:

FRONT: 25 FEET REAR: 20 FEET SIDEYARD: 5 FEET

THERE IS A 10' UTILITY EASEMENT ADJACENT TO ALL STREET RIGHT
OF WAY AND ALONG THE REAR OF ALL LOTS.

STREET RIGHT OF WAY WIDTH DEDICATED
FARM ROAD 175 - 40 FEET FROM CENTERLINE
FARM ROAD 188 - 40 FEET FROM CENTERLINE
ALL OTHER STREETS 50 FEET

NO DIRECT ACCESS PERMITTED FROM ANY LOT TO FARM ROAD 188

NO DIRECT ACCESS PERMITTED FROM ANY LOT TO FARM ROAD 175
EXCEPT AT DESIGNATED PRIVATE DRIVE ENTRANCE.

THIS PROPERTY IS LOCATED IN ZONE X AND DOES NOT LIE WITHIN
A FLOOD HAZARD AREA AS DETERMINED BY THE FLOOD INSURANCE
RATE MAP NUMBER 29077 C 0476 E WHICH BEARS AN EFFECTIVE
DATE OF 12-17-2010.

SANITARY SEWER LATERALS SERVING LOTS 1-11 ARE FOR THE BENEFIT
OF EACH LOT AND WILL BE THE RESPONSIBILITY OF EACH SUBSEQUENT
OWNER. PRIVATE SEWER EASEMENT CONNECT EACH LOT TO THE PUBLIC
SANITARY SEWER MAIN. THE CITY OF SPRINGFIELD DOES NOT MAINTAIN
THESE LATERALS.

AREA TABULATION

TOTAL AREA = 25.76 ACRES
(HARTLEY AVE AND EVANS RD)
RIGHT OF WAY TO BE DEDICATED = 1.21 ACRES
AREA OF NEW RIGHT OF WAY = 1.15 ACRES (RUBY COURT)
COMMON AREAS = 6.01 ACRES
AREA IN LOTS = 17.39 ACRES

CURVE DATA

#	Radius	Delta	Length	Chord	Tangent	Chord Bearing
1	800.00'	29°19'41"	409.50'	405.04'	209.34'	S 17°31'20" W
2	41.50'	34°48'52"	25.22'	24.83'	13.01'	S 16°15'10" E
3	148.00'	27°17'43"	70.51'	69.84'	35.94'	N 16°13'08" E
4	300.00'	39°18'14"	205.79'	201.78'	107.13'	S 16°47'38" E
5	175.00'	30°02'54"	91.78'	90.73'	46.97'	N 17°03'43" E
6	735.00'	58°49'36"	369.79'	365.90'	188.89'	N 16°55'18" E
7	31.50'	20°04'37"	27.53'	26.66'	14.71'	N 00°23'37" E
8	31.50'	62°55'04"	34.59'	32.88'	19.27'	S 54°10'11" E
9	48.50'	291°03'39"	246.38'	54.30'	12.24'	N 59°54'06" E
10	20.00'	62°55'04"	21.96'	20.88'	9.34'	S 54°10'11" E
11	20.00'	50°04'30"	17.48'	16.93'	9.34'	N 00°23'37" E
12	60.00'	58°11'52"	60.94'	58.36'	33.39'	S 03°40'01" W
13	30.00'	84°49'52"	44.42'	40.47'	27.41'	N 40°16'40" W
14	95.00'	37°03'08"	61.55'	61.55'	31.90'	N 11°14'11" W
15	110.00'	22°47'56"	43.77'	43.48'	22.18'	S 04°02'28" E
16	80.00'	120°49'21"	126.53'	104.35'	105.67'	N 25°13'02" W
17	60.00'	87°28'03"	51.60'	52.96'	57.40'	N 13°26'17" W
18	60.00'	24°34'22"	25.73'	25.54'	13.07'	N 47°28'49" E
19	18.50'	38°28'36"	12.42'	12.19'	6.46'	N 13°26'17" W
20	30.00'	91°03'00"	30.56'	27.67'	42.81'	S 47°59'50" E
21	30.00'	85°25'51"	44.73'	40.70'	27.70'	N 03°28'37" E
22	30.00'	31°39'58"	16.58'	16.37'	8.51'	S 13°41'43" W
23	30.00'	38°12'58"	20.01'	19.84'	10.38'	N 10°26'13" W
24	30.00'	32°10'29"	16.85'	16.63'	8.65'	S 30°04'17" W
25	30.00'	41°24'35"	21.68'	21.21'	11.34'	N 18°34'01" E
26	53.00'	46°40'03"	43.17'	41.39'	22.86'	N 15°48'01" E
27	53.00'	91°40'56"	84.81'	76.05'	54.58'	N 02°22'05" E
28	25.00'	46°42'37"	20.38'	19.82'	10.80'	N 24°51'15" W
29	53.00'	108°56'20"	100.77'	86.26'	74.22'	N 07°10'28" E
30	25.00'	48°47'38"	21.29'	20.65'	11.34'	S 22°53'53" E

BENCHMARK

MISSOURI GEOGRAPHIC
REFERENCE SYSTEM
MONUMENT GR-08
ELEVATION 1294.14
VERTICAL DATUM
NAVD 1983

TOWNSHIP
28
NORTH

BASIS OF BEARINGS

GRID NORTH
MISSOURI COORDINATE
SYSTEM OF 1983
CENTRAL ZONE

CHURCH OF JESUS CHRIST
OF LATTER DAY SAINTS
BOOK 2024 PAGE 17542-24



PRELIMINARY PLAT OF HIDDEN GEM ESTATES A PART OF THE SOUTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 28, TOWNSHIP 28 NORTH, RANGE 21 WEST GREENE COUNTY, MISSOURI

PROPERTY DESCRIPTION

TRACT 1 SRB 5490 PAGE 2197
BOOK 2010 PAGE 052372-10
BOOK 2024 PAGE 033455-24

ALL THAT PART OF THE SOUTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 28, IN
TOWNSHIP 28 NORTH, RANGE 21 WEST, GREENE COUNTY, MISSOURI, BEING A PART OF THE LANDS
DESCRIBED IN THE WARRANTY DEED DULY RECORDED IN THE GREENE COUNTY RECORDER'S OFFICE
IN BOOK 2726, AT PAGE 179, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:
COMMENCING AT THE SOUTHEAST CORNER OF THE SOUTHEAST QUARTER OF THE NORTHWEST QUARTER
OF SECTION 28, TOWNSHIP 28 NORTH, RANGE 21 WEST, GREENE COUNTY, MISSOURI; THENCE
NORTH 87 DEGREES 46 MINUTES 31 SECONDS EAST ALONG THE SOUTH LINE OF SAID QUARTER-
QUARTER, A DISTANCE OF 792.24 FEET TO THE SOUTHEAST CORNER OF THE TRACT OF LAND
DESCRIBED IN THE GENERAL WARRANTY DEED DULY RECORDED IN THE GREENE COUNTY RECORDER'S
OFFICE IN BOOK 2261, AT PAGE 1047 (BRIGHT TRACT); THENCE DEPARTING SAID SOUTH LINE
NORTH 01 DEGREES 36 MINUTES 55 SECONDS EAST ALONG THE EAST LINE OF SAID BRIGHT TRACT,
A DISTANCE OF 47.19 FEET TO THE POINT OF BEGINNING; THENCE DEPARTING SAID EAST LINE
NORTH 87 DEGREES 46 MINUTES 31 SECONDS EAST, A DISTANCE OF 143.91 FEET TO A
POINT; THENCE NORTH 00 DEGREES 07 MINUTES 54 SECONDS WEST, A DISTANCE OF 108.56 FEET
TO A POINT; THENCE NORTH 15 DEGREES 08 MINUTES 29 SECONDS EAST, A DISTANCE OF 169.97
FEET TO A POINT; THENCE NORTH 31 DEGREES 20 MINUTES 05 SECONDS EAST, A DISTANCE OF
460.59 FEET TO A POINT OF CURVATURE; THENCE ALONG A TANGENT CURVE TO THE LEFT HAVING
A RADIUS OF 735.00 FEET AND AN INTERNAL ANGLE OF 28 DEGREES 49 MINUTES 36 SECONDS,
A DISTANCE OF 369.79 FEET TO A POINT; THENCE NORTH 43 DEGREES 00 MINUTES 44 SECONDS
WEST, A DISTANCE OF 71.35 FEET TO A POINT; THENCE NORTH 87 DEGREES 29 MINUTES 29
SECONDS WEST, A DISTANCE OF 88.58 FEET TO A POINT; THENCE NORTH 80 DEGREES 38 MINUTES
13 SECONDS WEST, A DISTANCE OF 100.54 FEET TO A POINT; THENCE NORTH 87 DEGREES 29
MINUTES 29 SECONDS WEST, A DISTANCE OF 128.72 FEET TO A POINT; THENCE NORTH 82 DEGREES
41 MINUTES 47 SECONDS WEST, A DISTANCE OF 246.52 FEET TO A POINT; THENCE NORTH 77
DEGREES 02 MINUTES 15 SECONDS WEST, A DISTANCE OF 33.83 FEET TO A POINT; THENCE NORTH
87 DEGREES 18 MINUTES 44 SECONDS WEST, A DISTANCE OF 80.20 FEET TO A POINT; THENCE
NORTH 02 DEGREES 28 MINUTES 07 SECONDS EAST, A DISTANCE OF 22.80 FEET TO A POINT THE
NORTH LINE OF SAID QUARTER-QUARTER; THENCE ALONG SAID NORTH LINE NORTH 87 DEGREES 31
MINUTES 53 SECONDS WEST, A DISTANCE OF 541.85 FEET TO THE NORTHWEST CORNER THEREOF;
THENCE SOUTH 01 DEGREES 31 MINUTES 11 SECONDS WEST ALONG THE WEST LINE OF SAID QUARTER-
QUARTER, A DISTANCE OF 891.17 FEET TO THE NORTHWEST CORNER OF SAID BRIGHT TRACT; THENCE
DEPARTING SAID WEST LINE SOUTH 87 DEGREES 40 MINUTES 02 SECONDS EAST ALONG THE NORTH
LINE OF SAID BRIGHT TRACT, A DISTANCE OF 540.01 FEET TO THE NORTHEAST CORNER THEREOF;
THENCE SOUTH 01 DEGREES 36 MINUTES 55 SECONDS WEST ALONG THE EAST LINE OF SAID BRIGHT
TRACT, A DISTANCE OF 369.79 FEET TO THE POINT OF BEGINNING AND CONTAINING 1,122,159
SQUARE FEET OR 25.761 ACRES OF LAND, MORE OR LESS, EXCEPT ANY PART THEREOF TAKEN,
DEEDED OR USED FOR ROAD OR HIGHWAY PURPOSES. SUBJECT TO ANY EASEMENTS OR RESTRICTIONS
OF RECORD.

BOUNDARY COURSES

COURSE	BEARING	DISTANCE
1	N 01°36'55" E	47.19'
2	N 87°50'30" E	289.77'
3	N 42°58'38" E	143.91'
4	N 00°07'54" W	108.56'
5	N 15°08'29" E	169.97'
6	N 81°02'05" E	460.59'
7 - LC	N 16°55'18" E	369.90'
8	N 43°00'44" W	71.35'
9	N 87°29'29" W	88.58'
10	N 80°38'13" W	100.54'
11	N 87°29'29" W	128.72'
12	N 82°41'47" W	246.52'
13	N 77°02'15" W	33.83'
14	N 87°18'44" W	80.20'
15	N 02°28'07" E	22.80'
16	N 87°31'53" W	541.85'
17	S 01°31'11" W	891.17'
18	S 87°40'02" E	540.01'
19	S 01°36'55" W	369.69'

COURSE TABLE

NO.	BEARING	DIST.
L-1	S 02°19'58" W	44.47'
L-2	S 87°40'02" E	60.34'
L-3	N 47°05'36" E	41.98'
L-4	S 40°16'45" E	14.77'
L-5	S 02°08'16" W	34.36'
L-6	N 02°08'16" E	30.28'
L-7	N 47°19'24" E	14.10'
L-8	N 54°16'34" W	46.58'
L-9	N 01°29'56" E	48.18'
L-10	S 01°29'56" W	20.42'
L-11	N 01°29'56" E	18.52'

ESTIMATED DETENTION VOLUME

Basin for Lots 1-6
4.74 ac x 0.80 = 3.80 ac x 12,800 CF/ac = 48,640 CF

Basin for Lots 7-12
6.35 ac x 0.80 = 5.08 ac x 12,800 CF/ac = 65,024 CF

Basin for Lots 13-18
7.22 ac x 0.80 = 5.78 ac x 12,800 CF/ac = 73,933 CF

DRAINAGE NOTES

- The area shown hereon is not located in a storm sewer district as of the date of recording and may be subject to future assessment cost if included in future storm water benefit district deemed necessary resulting from problems created by surface water runoff. This is due to the fact that the surface water runoff is presently being accommodated by street and open drainage facilities.
- All Common Areas shall be considered drainage easements. All Common Areas are to be maintained by the property owner's association. All drainage easements are to be maintained by the property owner.
- No fences, plantings, or obstructions other than mailboxes are permitted within the limits of any drainage easement or common area, unless the drainage is enclosed in below grade conduit. At no time shall permanent structures be allowed in the easement.

SURVEYORS CERTIFICATE

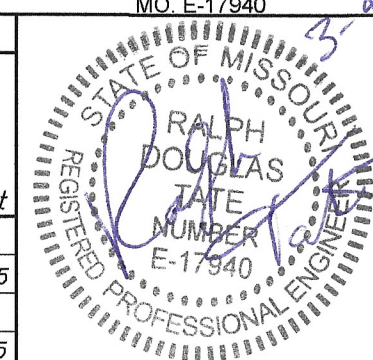
KNOW ALL MEN BY THESE PRESENTS:
THAT I, LAWRENCE E. JANSEN, DO HEREBY CERTIFY THAT THIS PLAT WAS PREPARED UNDER MY
SUPERVISION FROM AN ACTUAL SURVEY OF THE LAND HEREIN DESCRIBED PREPARED BY LAWRENCE
E. JANSEN DATED 04-01-2025 AND SIGNED BY LAWRENCE E. JANSEN P.L.S. NO. 2385 AND THAT
THE CORNER MONUMENTS AND LOT CORNER PINS SHOWN HEREIN WERE PLACED OR FOUND EXISTING
UNDER THE PERSONAL SUPERVISION OF LAWRENCE E. JANSEN P.L.S. NO. 2385 IN ACCORDANCE WITH
SECTION 410.5 OF THE SUBDIVISION REGULATIONS, ARTICLE 11, OF THE CITY OF SPRINGFIELD,
GREENE COUNTY, MISSOURI.

LAWRENCE E. JANSEN
LAWRENCE E. JANSEN, P.L.S. 2385

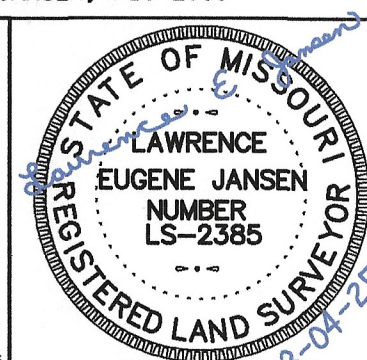
3-04-25
DATE

CLASS OF SURVEY "URBAN"
EXP. --- EXISTING IRON PIN
SIP. --- SET IRON PIN
X---X--- FENCELINE
S/B --- Setback Line
U/E --- Utility Easement
D/E --- Drainage Easement
Job No.: 2408-003
Date of Preparation: 1-31-2025
Address: OZARK, MO 65721
6116 S FARM ROAD 175

RALPH D. TATE, P.E.
MO E-17940



TATE
ENGINEERING
CONSULTANTS
4054 W. PAGE PLACE
SPRINGFIELD, MO 65802
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Licensee Number:
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GLOBAL
PRECISION SURVEYING, L.L.C.
P.O. BOX 790, REPUBLIC, MO 65738
PHONE (417) 888-0300 FAX (417) 888-0335
CERTIFICATE OF AUTHORITY
NUMBER LS-2010000563

**PLANNING AND DEVELOPMENT DEPARTMENT
DEVELOPMENT REVIEW OFFICE
MEMORANDUM**

DATE: February 6, 2025

TO: Planning and Zoning Commission

FROM: Bob Hosmer, AICP Planning Manager

SUBJECT: Update of Rules of Procedure for Planning Commission

Staff is proposing to modify the Rules of Procedure for the Planning and Zoning Commission (see attached rules).

The process to change the Rules of Procedures are as follows;

7.1 Amendment to Rules of Procedure. The rules of procedure of this Commission shall be amended only with five (5) affirmative votes. Any proposed amendment or rescission of rules shall be voted upon only after the same has been reduced to writing, filed with the Secretary of the Commission and read at the regular meeting immediately preceding the meeting at which the same is voted upon. Debate on the proposed amendment or rescission shall be permitted at both the meeting where the proposed amendment or rescission was read and at the meeting where it is to be voted upon.

This amendment requires at least 5 affirmative votes in order to pass.

Staff has submitted for reviewed the proposed amendments to the Rules of Procedure with the Planning and Zoning Commission at the March 13, 2025 meeting per Planning and Zoning Commission Rule of Procedure.

Staff will resubmit the final changes to the April 10, 2025 Planning and Zoning Commission meeting for approval.

RULES OF PROCEDURE for the PLANNING AND ZONING COMMISSION

The following Rules of Procedure are adopted by the Planning and Zoning Commission to facilitate the performance of its duties and the exercise of its powers, as outlined in Article XI of the City Charter of the City of Springfield, Missouri.

Section 1.0 Officers

1.1 Selection. During the first meeting in January of each year, the Commission shall select from the membership a Chairperson and a Vice Chairperson. The Director of Planning and Development shall serve as the Executive Secretary of the Commission. Election of a Chairperson and Vice Chairperson shall be made by motion with second. Tie votes shall be decided by a runoff of the persons tied. Before a vote is taken, for each position, a commissioner may request that his or her name be stricken from the list. (10-8-1998)

1.2 Tenure. The Chairperson and Vice Chairperson shall take office at the first meeting immediately following their selection and shall hold office for a term of one year or until their successors are selected and assume office. (10-8-1998)

1.3 Duties. The Chairperson shall preside at all meetings, appoint committees, and perform such other duties as may be ordered by the Commission.

The Vice Chairperson shall act in the capacity of the Chairperson in their absence. In the event the office of the Chairperson becomes vacant, the Vice Chairperson shall succeed to this office for the unexpired term until a new election.

The Executive Secretary shall execute documents in the name of the Commission, perform the duties hereafter listed and shall perform such other duties as the Commission may determine.

In the absence of the Director, the Director shall appoint a representative who shall act in their capacity as Executive Secretary.

Section 2.0 Meetings

2.1 Regular Meetings. A meeting of the Commission shall be held at least one Thursday per month. A second meeting may also be held each month. The Commission shall determine the meeting dates for the following calendar year at their first meeting in December. Agendas for the regular meetings shall be given by the Executive Secretary to the members of the Commission at least seventy-two (72) hours prior to such meetings. (09-17-2009)

2.2 Special Meetings. Special meetings shall be called at the request of the Chairperson, or at the request of five members of the Commission. Notice of special meetings shall be given by the Executive Secretary to the members of the Commission at least forty-eight (48) hours prior to such meeting and shall state the purpose and the time of the meeting.

2.3 Rescheduled Meetings. A regular meeting shall be automatically rescheduled to the following Thursday, unless such Thursday is a scheduled City holiday and then for the Thursday after such holiday, for the same time and location as previously noted on an agenda, advertisement or other notice of public hearing when, at the time scheduled for the regular meeting:

1. There exists within the City of Springfield a state of emergency declared by the Mayor, the Director of the Springfield-Greene County Emergency Management Office, the Governor or the President, or their respective designees; or
2. Weather or other condition threatens safe travel to and from the meeting for the public, staff and commission members as determined solely at the discretion of the City Manager, the Director of the Springfield-Greene County Emergency Management Office, the Chair, or the Executive Secretary to the Commission, or their respective designees; or
3. The location of the meeting is not considered habitable or safe to remain within the structure at the discretion of the City Manager, the Director of the Springfield-Greene County Emergency Management Office, the Fire Chief, the Directors of Public Works, Building Development Services, or Health, the Chair, or the Executive Secretary to the Commission, or their respective designees.
4. Should a meeting be automatically rescheduled under this Rule, the continuation of such shall be posted on at least two locations, at least one of which shall be the main entrance, at the address where the meeting was to be held unless posting itself poses as danger to staff to go to the location. If such danger exists, then posting notice at the two closest locations available to the public as determined by the Executive Secretary to the Commission, or their designee, shall be deemed sufficient notice. All practical methods to contact the applicants and public about the changes or cancellation will be used. In addition, upon such rescheduling, all public hearings and other proceedings requiring public notices shall be deemed to be continued and extended to such rescheduled date and time without need for new notices or advertisements with the exception of those required by Chapter 610, RSMo.
5. In the event the conditions leading to the rescheduling have not been alleviated by the rescheduled date and time, such hearings and proceedings shall be noticed and re-advertised in the same manner as previously done under the Land Development Code of the City of Springfield or other law or rule.

(2-20-2014)

2.4 Public Hearings. All regular and special meetings, hearings, records, and accounts shall be open to the public. After presentation of testimony and exhibits at each public hearing, the Chairperson shall declare the public hearing closed, so that the Commission may make its decision on the item.

2.5 Quorum. Five (5) members shall constitute a quorum for the transaction of business.

2.6 Action by the Commission. A majority of five (5) voting members shall be required to either approve or disapprove any action on which the Commission has final authority and to approve any item or amend any plan or policy. In the event the five (5) votes cannot be obtained, the item is automatically postponed to the Commission's next scheduled meeting and voted on again at that meeting. If five votes are not obtained after three such votes, the item shall be deemed denied.

On actions on which the Commission acts as a recommending body to the City Council or to any other governmental body, a majority of voting members present at the time the vote is taken shall prevail. In the event of a tie vote, the item shall be automatically postponed to the next scheduled meeting.

2.7 Order of Business, Agenda. The Executive Secretary shall prepare an agenda for each meeting and the Order of Business therein shall be as follows:

1. Roll Call
2. Approval of Minutes
3. Communications
4. Finalization and Approval of Consent Items
5. Unfinished Business
6. Public Hearings
 - a. Zoning Cases
 - b. Planned Developments
 - c. Conditional Use Permits
 - d. Vacations
 - e. Other Public Hearings and appeals
 - f. Administrative Actions: Subdivisions
 - g. Other Business
7. Reports
8. New Business
9. Adjournment

The Executive Secretary shall place items that do not require a public hearing such as renewal of subdivision plats, relinquishments of easements, offers to dedicate property, property disposals, change of use, property acquisitions and other similar requests, under Consent Items. Any item placed under Consent Items may be removed from that portion of the agenda and moved to the appropriate portion for discussion, debate, and vote upon the request of a citizen, Commission member, or Executive Secretary. Removal of any Consent Item shall be done prior to the Finalization of Consent Items. After the Consent Items are finalized, no item of business shall be removed there from except by temporary suspension of Commission's Rules of Procedure. A Consent Item shall not be discussed unless the item is removed as stated above. A single vote by the Commission shall recommend for approval or denial all Consent Items.

(7-1-1999) (9-9-1999)

2.8 Motions. Motions shall be made orally and shall be restated by the Chair before a final vote is taken. All oral motions shall be recorded by the Executive Secretary for the minutes of the Commission.

2.9 Staff Reports. At all hearings, the report and recommendations, if any, of the staff on an item shall be presented to the Commission before the Commission takes action on the item.

2.10 Commission Action. The Commission shall not take action on any item on which a public hearing is required until the public hearing has been closed.

2.11 Parliamentary Procedures. Parliamentary procedure in Commission meetings shall be governed by the latest published edition of "Roberts Rules of Order, Newly Revised" except as specifically modified herein.

2.12 Recommendations Forwarded to Council. When the Commission makes a recommendation on an item, the item shall be automatically forwarded to City Council for final action as required by code. It shall be the duty of the Executive Secretary, provided all notice requirements are satisfied, to place such items on the City Council agenda no later than the third Council meeting following the Commission meeting at which the Commission takes action.

(6-4-2015)

Section 3.0 Duties of the Executive Secretary

3.1 Minutes. The Executive Secretary shall keep the minutes of each meeting of the Commission.

3.2 Communications. Petitions, etc., all communications, petitions, and reports shall be addressed to the Commission and delivered or mailed to the Executive Secretary.

Section 4.0 Hearings

4.1 Regular Hearings. The Planning and Zoning Commission shall hold a public hearing on all proposals requiring a public hearing. Notice of the public hearing shall be given in accordance with the requirements of the Springfield City Code. (10-8-1998)

1. Plats. For any preliminary plat application, notice of the hearing shall be posted at least ten (10) days prior to the hearing in conspicuous places on or in the immediate vicinity of the property which is the subject of the application. One (1) sign shall be posted for each one hundred fifty (150) feet of street frontage, or part thereof, up to a maximum of three (3) signs, provided at least one (1) sign is posted on each frontage of the subject property. Further provided, for preliminary plat applications involving more than one (1) block, one (1) sign is required for each street bounding or contained within the area to be platted. Additional signs may be posted at the discretion of the Executive Secretary of the Commission. Signs shall conform to the requirements for posted notices contained in the Zoning Ordinance.

4.2 Applicant. The applicant, or person acting on their behalf for consideration of changes to zoning district classifications, conditional use permits, or text amendments before the Commission, shall appear at the scheduled public hearing. On all other agenda items Commission has the discretion to conduct the public hearing without the applicant present by a motion and a second.

4.3 Requests for Postponement. Any applicant may request that the Commission postpone their application to a specific Commission meeting by submitting such request in writing to the Executive Secretary at least forty-eight (48) hours in advance of the scheduled meeting at which the applicant is to be considered. If a request is made less than forty-eight (48) hours in advance of such meeting, the Commission may, upon good cause shown, postpone such item upon its own motion. All items postponed for a period of 180 days from the original scheduled public hearing date without substantive amendments from the applicant or final action by the Commission, shall be withdrawn from the agenda without further action by the Commission.

Exceptions: The Commission may grant a request to postpone or table a case for a longer period than from the originally scheduled date of the public hearing, in cases where circumstances beyond the control of the applicant render it difficult to comply with the public hearing schedule.

The Commission reserves the right to continue a public hearing to a date certain, without requiring new notice or a new application, for purposes of hearing additional testimony or viewing additional exhibits.

(10-8-1998)

4.4 Removal from Table by Applicant. If an applicant desires to have an application removed from the table, the applicant shall notify the Executive Secretary in writing at least 10 days prior to the meeting date. If postponed to a specific meeting date, the applicant does not have to request removal for that date. The Commission shall determine at the meeting whether or not it is appropriate to remove the application from the table as requested by the applicant. Nothing in this section precludes the Commission from removing an item from the table.

(7-1-1999)

4.5 Recommendations. All motions are made in the affirmative. After a public hearing, the Planning and Zoning Commission may, within its discretion, make one or more recommendations, together with pertinent principal reasons, in connection with each proposed change in zoning classification or text amendment. The recommendations will be in one of the following forms:

1. Recommend against the proposed change in the zoning district classification or text amendment.
 2. Recommend the change in the zoning district classification or text amendment or.
 3. Recommend the change in the zoning district classification or text amendment together with recommendations which, in the judgement of the Commission, will protect adjacent property and ensure that the proposed changes are consistent with the purpose and intent of the zoning ordinance and the comprehensive plan.
- (11-4-1993) (7-1-1999)

4.6 Report of Action Taken. Each such recommendation made by the Planning and Zoning Commission, whether orally or by other methods, shall be reported by the Executive Secretary of said Commission to the City Council, by applicable administrative procedure, and the applicant notified of the action of the Planning and Zoning Commission. The Executive Secretary of the Planning and Zoning Commission shall set up and maintain a separate file for each application received and all records and files herein provided shall be permanent and official files of the City of Springfield.

4.7 Hearing Exhibits. Any part to any proceeding before the Commission shall, insofar as it may be possible, prepare and submit in advance for hearing, any exhibits proposed to be used in the proceeding, which said submission shall be made to the Commission by filing the same in the office of the Planning and Development Department of the City of Springfield. The applicant and other proponents shall submit all exhibits at least ten (10) days in advance of the hearing; the Planning and Development Department, other governmental agencies and departments, and opponents of the applicant's request shall submit exhibits including all staff reports at least five (5) days in advance of the hearing. Staff visual presentations, such as PowerPoint presentations, shall not be considered exhibits. Such exhibits shall be identified as to the party who intends to sponsor the exhibit and shall be consecutively numbered or lettered. All material so submitted shall be deemed a public record and shall be open for inspection and copy by any person whomsoever. Any exhibit not so filed shall be admitted by the Commission only upon a clear showing as determined by a majority vote of the Commission that such filing was not in good faith reasonably possible.

4.8 Hearing Testimony. The applicant bears the burden, in any item before the Commission, to present sufficient facts and/or testimony such that a decision by the Commission is based upon substantial evidence in the record of proceedings before the Commission. Nothing shall prohibit any member of the Commission inquiring of any witness or party at any time during the proceedings upon any fact or item relating to the proceedings, but it shall not be the duty of the Commission to supply any deficiencies in or to seek to provide facts in any proceedings.

4.9 Manner of Addressing Commission/Time Limit. Each person addressing the Commission, including the applicant or applicant's representative, shall step up to the podium, give their name and address for the record, and unless further time is granted by the Commission, shall limit their address to five (5) minutes. The Commission may reduce the time to three (3) minutes by a majority vote. All remarks shall be addressed to the Commission as a body and not to any member thereof. No person, other than the Commission and the person having the floor shall be permitted to enter into any discussion, either directly or through a member of the Commission without the permission of the Chairperson. No question shall be asked of a member of the Commission except through the presiding officer.

4.10 Decorum.

1. No person shall make personal, impertinent, or slanderous remarks, nor otherwise disturb the order and decorum of any Commission meeting.
2. The Sergeant-at-Arms, at the direction of the Chairperson, shall remove any person violating the provisions of this section. The Chief of Police, or such members of the Police Department as he may designate, shall be Sergeant-at-Arms of the Commission meetings. He shall carry out all orders and instructions given by the Chairperson for the purpose of maintaining order and decorum at the Commission meetings.
3. No person shall carry or display a sign inside the room wherein the Commission is meeting, or any other similar type of written communication which is carried or displayed, except nothing contained herein shall be construed to prohibit a person from using visual materials when presenting an item to the Commission. The Commission hereby determines that signs or displays in the meeting room may obstruct the view of citizens, can cause injury, and affect the decorum of Commission meetings, and are hereby prohibited for such reasons. The Sergeant-at-Arms shall inform citizens when signs or displays violate this section and shall remove the signs or displays from the meeting room or may cause citizens carrying such signs or displays to be removed from the meeting room.

Section 5.0 Behavior; Ethics.

5.1 Member Service. Membership on the Planning and Zoning Commission is accepted as public service. Members are appointed by the City Council for a term of four (4) years and until their successors are appointed and qualified. Any member who misses three consecutive regular meetings of the Commission without good reason shall be in violation of the City Code of Ethics, and such violation shall constitute good cause for removal. Any member may be removed from the Planning and Zoning Commission by action of the City Council. The removal of any such member shall be in accordance with Article IV, Section 15.6 of the Charter and notification of such removal shall be made in writing stating the reasons for such removal and sent to such member at their residence address by United States Mail. (8-6-2015)

5.2 Commissioners Unpaid. Commissioners are unpaid. When Commissioners attend meetings for the benefit of the Commission, staff or City Planning for Springfield generally, expenses may be paid in full or in part by the City of Springfield as provided by current rules and regulations; such reimbursed travel must be indicated in the annual budget officially approved by the City Council.

5.3 Case Discussion. Except at public meetings of the Commission, its members shall not discuss the resolution of specific cases scheduled or likely to come before the Commission, with applicants, their representatives, or others with a direct interest.

5.4 Personal Interest. A member of the Commission who has some personal or financial interest, as defined in the City Code of Ethics, in any case presented to the Commission shall disqualify himself as the particular case is concerned, shall not sit as a member of the Commission during the hearing of the particular case, and shall not participate in the Commission's hearing and decision in such case.

5.5 Representing Commission. Each Commissioner decides which invitations to attend or participate in public and private functions, he can appropriately accept as a member of the Commission. Commissioners should be careful to indicate when they are representing the Commission, rather than acting or speaking for them self. Such allied efforts, contributing to the work and purposes of City Planning in Springfield are

unpaid, except when infrequently acceptance of out-of-pocket expenses is necessary to make possible the constructive participation; in such instances, the Commission is officially consulted or advised.

5.6 Employment not Qualification. Commissioners do not engage in any private or profitable employment, or in any personal business transaction in which the fact of membership on the Commission or any knowledge of its actions unique to membership would be qualification for such employment or a significant reason for the personal business transaction.

5.7 Gifts. Commissioners do not accept gifts from applicants, their representatives, or other persons and institutions concerned with items which have been or might come before the Commission. However well intended acceptance of such gifts could lead to misconceptions by prospective donors or the public generally.

5.8 Meeting Conduct. City Planning and Zoning Commissioners shall conduct themselves at Commission meetings in a fair, understanding, and as gracious a manner as circumstances permit. They shall seek to be considerate of all individuals, attitudes, and the difference of opinion almost always involved.

5.9 Commissioner Responsibility. In their behavior and actions, each City Planning and Zoning Commissioner is keenly aware of the Commission's responsibility, together with the City Planning staff, to plan for Springfield as a whole in all primary aspects, both with respect to the present and long-range future. Numerous organizations and individuals contribute significantly to one or several elements of the City, but very few are obliged to continuously consider the entire physical City, its present population and condition, and its future development and inhabitants.

Section 6.0 Miscellaneous

6.1 Amendment to Rules of Procedure. The rules of procedure of this Commission shall be amended only with five (5) affirmative votes. Any proposed amendment or rescission of rules shall be voted upon only after the same has been reduced to writing, filed with the Executive Secretary of the Commission and read at the regular meeting immediately preceding the meeting at which the same is voted upon. Debate on the proposed amendment or rescission shall be permitted at both the meeting where the proposed amendment or rescission was read and at the meeting where it is to be voted upon.

Passed this 9th day of February 2023

/s/ Briton Jobe
Chairperson

ATTESTED: /s Susan Istenes, AICP Planning Director
Secretary

AMENDED:

July 12, 1965	February 25, 1982	March 12, 1998
November 15, 1965	December 15, 1983	October 8, 1998
February 17, 1969	January 19, 1984	July 1, 1999
November 19, 1973	October 10, 1985	September 9, 1999
February 11, 1974	May 22, 1986	April 2002
January 13, 1975	November 30, 1989	September 2009
February 3, 1977	December 12, 1991	February 20, 2014
August 18, 1977	June 29, 1992	June 4, 2015
November 6, 1980	November 4, 1993	August 6, 2015
January 29, 1981	July 31, 1997	February 9, 2023