

City of Duquesne, Mo
Planning & Zoning Commission Final

March 7th, 2022

In Attendance: Kerry Divine (4.12.2024), Rick Gamboa (4.14.2024), Ray Brown (12.10.2022), Denny White (9.13.20.25), Gary Jackson (12.31.2022), Chris Ellsworth (1.31.2023), Sherry Lawrence (12.13.2025), Donny Allen (10.14.2023), Absent Tom Johnston (12.31.2023).

Call to order: 6:00 PM by President Ray Brown

Approve Amended Agenda: Devine/Allen 8/0 New business added after public comments to include protocol when we do not have items on the agenda. Municipal Code, Comprehensive plan training. New members emails not working for notifications.

Approve January Minutes: Lawrence/White 8-0

Public Comments: Discussion of training in the event of no item on the agenda.

Bill Sherman mentioned that he has access to some training videos from MML but we should not limit our training only to those. We should consider training on the Municipal code and the comprehensive plan.

Ellsworth said the comprehensive plan was last worked on in 2019 but never finished. He recommends that we ask the council to hire a professional to finish it as it needs some very complicated information as much of the information in the 2019 version is now outdated. As an example, the census records, school information and many other things need updated. He would recommend asking HST for a source.

Sherman went on to say that the P&Z is the first step in any process that the city uses to undertake projects and so it is important that we educate ourselves in the City Code and the Comprehensive Plan to be able to make decisions. Ellsworth said he would be willing to bring his hard copy of the plan to the next meeting and go over what had been agreed on in 2019. Everyone agreed that this would be a good start.

Gamboa asked if everyone agreed that 1. Ellsworth would bring us up to speed on the Comprehensive Plan and 2. We would recommend to the council that we hire a professional to complete the comprehensive plan. All agreed. Allen mentioned that we should also receive training on the Municipal code regarding P&Z. Allen felt that we should get some training on areas that might come up in the meetings, so we could discuss how we should deal with requests. Gamboa said that the issue is that most of the time the agenda isn't set until Friday before a Monday meeting.

Ellsworth proposed changing our meeting format to a work session at 6pm and a formal meeting time of 7PM which would allow us to research any area that might be on the agenda in the formal meeting without naming any specifics people or projects or items but rather a general discussion of the code and its meaning.

Divine mentioned that we already have things that could be researched i.e. small houses, preliminary plats, lot splits, air B&B. Gamboa said he thought there were two parts to decide on: 1. What items should be discussed in the work session and 2. Who would teach it. He felt that there could be several interpretations of the code and we should reach a consensus on its interpretation. Ellsworth mentioned that the code is the law and that we may have to have our city attorney in attendance when the code is taught to make sure that we are interpreting the code correctly as written. Ellsworth said he thought we should ask the council for money to have the city attorney in attendance for the city code sessions.

Gary Heilbrun said part of the Comprehensive plan hold up was the census was coming up which would change everything. He felt the pre meeting work session was a good idea. He thought each member could research and present parts of the code or plan for discussion. He thought we might ask the council for a budget for the attorney. Ellsworth said he didn't think we need a budget because the council would be agreeable to pay the attorney.

Ellsworth mentioned that all the training, he got over the years was from reading the code and listening to the discussions at meetings. He felt that if everyone read over the code and brought questions to be discussed, that we would all benefit. He also felt that if we ran out of things to discuss, we could just start reading and discussing each line of the Municipal code as it applies to P&Z.

Divine asked if Schuber Mitchell was going to re-apply for their plat. Ellsworth said probably when they are prepared. Lawrence asked if we shouldn't have our city engineer present. Gamboa mentioned that our city engineer would already have signed off on the plan in the future.

New Business:

1. New member emails: Melody will work with Lawrence to correct her email issue.
2. Training session content will include the Comprehensive plan and the Municipal code.
3. Work session will begin at 6 PM and formal meetings at 7 PM. Motion Ellsworth/White 8-0
4. Sherman will provide the memberships with a hard copy of the Municipal code 400
5. Recommendation to council that we hire a professional to complete the City Comprehensive Plan
6. Request to the council for funding for the city attorney attendance at some P&Z work sessions.

Speakers: Gary Heilbrun, 4025 E 20th, Bill Sherman, 825 South Duquesne Rd

Schedule next meeting: April 4th, 6 PM work session, 7 PM regular meeting

Meeting Adjourned: 7:00 PM White/ Ellsworth 8-0.

Submitted by: Rick Gamboa