



VILLAGE OF INNSBROOK
BOARD OF TRUSTEES MEETING MINUTES
Innsbrook Village Hall
1835 Highway F, Innsbrook, MO 63390
Tuesday, November 15, 2022, 5:00 PM

AGENDA

- 1) CALL TO ORDER
- 2) OPENING CEREMONY
 - a. Pledge of Allegiance
- 3) ROLL CALL
- 4) ADOPTION OF AGENDA
- 5) **PUBLIC HEARING**
 - a. Rezone Application - Overland Group LLC; 2.60 Acres
- 6) PUBLIC COMMENTS/GUEST SPEAKERS/PRESENTATIONS
- 7) APPROVAL OF MINUTES:
 - a. Regular Meeting: September 20, 2022
 - b. Special Meeting: October 28, 2022
- 8) CHAIRMAN'S REPORT/APPOINTMENTS
 - a. Oath of Office to Newly Appointed Trustee
- 9) DEPARTMENT/COMMITTEE REPORTS:
 - a. Financial Reports - September 2022 & October 2022
 - i. Bills of The Month
 - b. Administrator's Report
 - i. Quarterly Building Permit Report
 - c. University of Missouri Extension Council
 - d. Planning & Zoning Commission
 - i. Plat Application - Innsbrook Corporation; Innsbrook Estates Plat 109
 - ii. Amendment of Zoning Regulations; Chapter 12 - "Signs"
 - iii. Rezone Application - Overland Group LLC; 2.60 Acres
- 10) UNFINISHED BUSINESS:
 - a. **BILL NO. 325 - AN ORDINANCE PROVIDING FOR A CHANGE IN ZONING CLASSIFICATION OF 18.6 ACRES OF LAND FROM "AFM" AGRICULTURAL FOREST MANAGEMENT DISTRICT TO "PRD" PLANNED RESIDENTIAL DEVELOPMENT DISTRICT AND AUTHORIZING A CHANGE IN THE ZONING MAP FOR THE VILLAGE OF INNSBROOK, MISSOURI. [Second Reading]**
 - b. Village Administration Building
 - i. Conceptual Design/Architect Report [Cochran]
 - ii. Loan Proposal/Application [USDA Rural Development]
- 11) NEW BUSINESS:
 - a. **BILL NO. 326 - AN ORDINANCE APPROVING INNSBROOK ESTATES PLAT 109 FOR THE DEVELOPMENT OF SIX (6) SINGLE FAMILY RESIDENTIAL SITES.**
 - b. **BILL NO. 327 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI REPEALING AND REPLACING CHAPTER 12, "SIGNS" OF THE ZONING REGULATIONS.**
 - c. **BILL NO. 328 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI PROVIDING FOR SUBMISSION OF THE PROPOSAL TO THE QUALIFIED VOTERS OF THE VILLAGE FOR THEIR APPROVAL AT THE GENERAL ELECTION CALLED AND TO BE HELD IN THE VILLAGE ON, APRIL 4, 2023. [First Reading]**
- 12) BOARD OF TRUSTEE ANNOUNCEMENTS
- 13) OPEN FORUM
- 14) ADJOURNMENT

Unfinished Business/Hold Items

- BHS/Zykan Landfill Area
- Dry Hydrants
- Village Cemetery
- Broadband Infrastructure

(Next quarterly report Dec. 2022)

MINUTES

The Tuesday, November 15, 2022 regular meeting of the Village of Innsbrook Board of Trustees was held in person as well as Zoom Video Conference, and called to order at 5:00 PM (CST) with Chairman Thomsen presiding. Chairman Thomsen led the Pledge of Allegiance.

Upon roll call, Trustees Dan Reuter, Ted Sator, Jeff Thomsen and Donna West were present in person. Others in attendance in person included Village Administrator/Clerk - Carla Ayala, Keith Thompson - Innsbrook Corporation, Charlie Boyce - Innsbrook Corporation, Bob Dowdle, Jan Payne, Jean Jarchow, Linda Gambill, Steve Taylor, Ric Baldini, Allen Huddleston, Cynthia Cook. All other visitors attended this meeting via videoconference. Those attendees included, but were not limited to Village Attorney - Nathan Bruns and eight others.

ADOPTION OF AGENDA

Motioned by Trustee Reuter, seconded by Trustee Sator, to adopt the agenda. All Trustees present voted "Yea". Motion passed and approved with a 4 "Yea", 0 "Nay", 0 Abstain vote.

PUBLIC HEARINGS

- a. Rezone Application; Overland Group LLC; 2.60 Acres - Chairman Thomsen opened the public hearing at 5:03pm to hear public comments regarding the Rezone Application from Overland Group LLC of 2.60 acres from "AFM" Agriculture Forest Management District to "C-H" Commercial Highway Business District. The Trustees have received the official plat, a site plan, and all fees required to be in compliance with the rezoning application from Overland Group LLC. Public Notice has been published in the Warren County Record, at Village Hall and on the Village website. All neighboring property owners have been notified of this public hearing by Certified Mail. There were seventeen written public comments received by the Village. Chairman Thomsen opened the floor to public comments. Jan Payne [2124 Meadow Valley Drive] Would like to know why the Village needs a Dollar General and how this come about. Ric Baldini [2258 Alpine Ridge Drive] Has concerns about the traffic at that intersection and the impact on the Innsbrook Market and local businesses in the area. Asked about legal obligation. Bob Dowdle [548 Lorraine Creek Drive] Would like to know if a survey has been done with the citizens of the Village. Curious about the benefit of another Dollar General in the area. Jean Jarchow [2133 Meadow Valley Drive] Wanted to know who owns the property. Steve Taylor [2109 Meadow Oaks Drive] Questioned if the property has been rezoned and if the building has been discussed. Linda Gambill [2447 Alpine Meadow Drive] Would like for a poll to be sent out to all residents. Wants to know if the Village can legally reject the rezone. Charlie Boyce [Innsbrook Corporation] Offered to assist in polling if needed. Has been contacted by many residents, all comments have been negative against the rezone. Requested that the Village implement a Comprehensive Plan. Nathan Bruns commented that this is just the first step of a multistep process. Allen Huddleston [2 Oakwood Estates], Planning and Zoning Commissioner, stated that the Commission is doing their due diligence on this rezone. Considering all legal aspects and hearing citizen input. At this time the Commission has tabled discussion until the December meeting. The public hearing was closed at 5:29pm.

PUBLIC COMMENTS

None at this time.

APPROVAL OF MINUTES

Motioned by Trustee Sator, seconded by Trustee West to approve the August 20, 2022 regular session and October 28, 2022 special session meeting minutes. All Trustees present voted "Yea", motion passed and approved with a 4 "Yea", 0 "Nay", 0 Abstain vote.

CHAIRMAN'S REPORT/APPOINTMENTS

- a. Oath of Office to Newly Appointed Trustee - Village Administrator/Clerk, Carla Ayala, swore in Cynthia Cook to the Board of Trustees. This fills the vacant seat left by Trish Dunn which will expire in April 2023. Cynthia Cook joined the Trustees on the dais for the remainder of the meeting.

DEPARTMENT REPORTS

- a. Financial Report - The September and October 2022 financial reports and the bills of the month were distributed and viewed by all Trustees in attendance. Motioned by Trustee Reuter, seconded by Trustee Cook to approve the financial report and pay all the bills of the month. All Trustees present voted "Yea". Motion passed and approved with a 5 "Yea", 0 "Nay", 0 Abstain vote.
- b. Administrator's Report - Village Administrator/Clerk, presented the Administrator's report to the Trustees.
 - Village Hall will be closed on November 24 & 25 for the Thanksgiving Holiday.
 - The Boonslick General Membership meeting was held on Monday, September 26th. Trustee West reported that no formal presentation was held. Chad Eggen bid farewell to the members and the new Director Teresa Lee was introduced.
 - One Hundred Twenty Village business permits have been issued to date.

- Innsbrook Corporation sent the Village a log of complaints filed on short term rental properties. Trustee Sator noticed there are four complaints on one property. Would like to know what enforcement is being done. Charlie Boyce is currently working with the property owner to remedy the situation. Trustee Reuter commented that there has been enough time to enforce these issues and Innsbrook Corporation needs to be tougher on these issues.
- i. Quarterly Building Permit Report - 16 building permits were issued for the third quarter of 2022, broken down as follows: 9 new construction, 3 storage buildings, 1 remodel, 1 addition and 1 docks/decks. This makes a total of 84 permits to date for the year 2022.
- c. University of Missouri Extension Council Update - None at this time.
- d. Planning and Zoning Commission - The Commission held a meeting on November 02, 2022. John Simon was sworn into serve on the Planning and Zoning Commission. Filling the vacant seat left by Bud Oldani which will expire in April 2024.
 - i. Plat Application - Innsbrook Corporation; Innsbrook Estates Plat 109 - The Planning and Zoning Commission recommend approval to the Board of Trustees of the plat application of Innsbrook Estates Plat 109 [Bill No. 326] with a 4 "Yea", 0 "Nay", 1 Abstain vote.
 - ii. Amendment of Zoning Regulations; Chapter 12 - "Signs" - The Planning and Zoning Commission recommend approval to the Board of Trustees of the amendment of zoning regulations [Bill No. 327] with a 7 "Yea", 0 "Nay", 0 Abstain vote.
 - iii. Rezone Application - Overland Group LLC; 2.60 Acres - The Planning and Zoning Commission tabled this rezone for further discussion at the December 7, 2022 meeting with a 7 "Yea", 0 "Nay", 0 Abstain vote.

UNFINISHED BUSINESS:

- a. BILL NO. 325 - AN ORDINANCE PROVIDING FOR A CHANGE IN ZONING CLASSIFICATION OF 18.6 ACRES OF LAND FROM "AFM" AGRICULTURAL FOREST MANAGEMENT DISTRICT TO "PRD" PLANNED RESIDENTIAL DEVELOPMENT DISTRICT AND AUTHORIZING A CHANGE IN THE ZONING MAP FOR THE VILLAGE OF INNSBROOK, MISSOURI. - Chairman Thomsen read Bill No. 325 a second time by title only. Chairman Thomsen offered discussion on Bill No. 325. There were no public comments received by the Village. Motioned by Trustee Reuter, seconded by Trustee Sator to vote to enact Bill No. 325 as an Ordinance of the Village. By roll call vote, Trustee Cook - "Yea", Trustee Reuter - "Yea", Trustee Sator - "Yea", Trustee Thomsen - "Yea", Trustee West - "Yea". With a 5 "Yea", 0 "Nay", 0 Abstain vote, Bill No. 325 is enacted as Ordinance No. 321 of the Village of Innsbrook, Missouri.
- b. Village Administration Building
 - i. Conceptual Design/Architect Report [Cochran] - Nothing to report.
 - ii. Loan Proposal/Application [USDA Rural Development] - The Village CDC will need three bank denial letters from commercial lenders. Boonslick can assist with this. Michael Hartman will be holding a meeting with Chairman Jeff Thomsen and Village Administrator/Clerk, Carla Ayala on November 17 to discuss the next steps and go over necessary paperwork.

NEW BUSINESS:

- a. BILL NO. 326 - AN ORDINANCE APPROVING INNSBROOK ESTATES PLAT 109 FOR THE DEVELOPMENT OF SIX (6) SINGLE FAMILY RESIDENTIAL SITES - Motioned by Trustee Reuter, seconded by Trustee West to hold the first and second reading of Bill No. 326 by title only. All Trustees present voted "Yea". Motion passed and approved with a 5 "Yea", 0 "Nay", 0 Abstain vote. Chairman Thomsen read Bill No. 326 twice by title only. Chairman Thomsen offered discussion on Bill No. 326. Keith Thompson clarified the location of Plat 109 with the Trustees. Six Tree-house concept homes are to be built on this plat. There were no public comments received by the Village. Motioned by Trustee Sator, seconded by Trustee West to vote to enact Bill No. 326 as an Ordinance of the Village. By roll call vote, Trustee Cook - "Yea", Trustee Reuter - "Yea", Trustee Sator - "Yea", Trustee Thomsen - "Yea", Trustee West - "Yea". With a 5 "Yea", 0 "Nay", 0 Abstain vote, Bill No. 326 is enacted as Ordinance No. 322 of the Village of Innsbrook, Missouri.
- b. BILL NO. 327 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI REPEALING AND REPLACING CHAPTER 12, "SIGNS" OF THE ZONING REGULATIONS - Village Attorney Nathan Bruns explained that an issue came up a few months ago however we couldn't enforce our code because it needed an update to reflect current case law. This was a complete overhaul to the entire Chapter 12. Trustee West questioned what major updates were made. It was stated that the size of signs in different zoning districts was a large part of the modification. Motioned by Trustee Cook, seconded by Trustee Reuter to hold the first and second reading of Bill No. 327 by title only. All Trustees present voted "Yea". Motion passed and approved with a 5 "Yea", 0 "Nay", 0 Abstain vote. Chairman Thomsen read Bill No. 327 twice by title only. Chairman Thomsen offered discussion on Bill No. 327. There were no public comments received by the Village and no discussion was held. Motioned by Trustee Reuter, seconded by Trustee Sator to vote to enact Bill No. 327 as an Ordinance of the Village. By roll call vote, Trustee Cook - "Yea", Trustee Reuter - "Yea", Trustee

Sator - "Yea", Trustee Thomsen - "Yea", Trustee West - "Yea". With a 5 "Yea", 0 "Nay", 0 Abstain vote, Bill No. 327 is enacted as Ordinance No. 323 of the Village of Innsbrook, Missouri..

- c. BILL NO. 328 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI PROVIDING FOR SUBMISSION OF THE PROPOSAL TO THE QUALIFIED VOTERS OF THE VILLAGE FOR THEIR APPROVAL AT THE GENERAL ELECTION CALLED AND TO BE HELD IN THE VILLAGE ON, APRIL 4, 2023 - This Bill would allow Proposition U (Use Tax) to be placed on the April 2023 ballot. Motioned by Trustee Reuter, seconded by Trustee Cook to hold the first reading of Bill No. 328 by title only. All Trustees present voted "Yea". Motion passed and approved with a 5 "Yea", 0 "Nay", 0 Abstain vote. Chairman Thomsen read Bill No. 328 once by title only. The second reading of Bill No. 328 will be held at the December 13, 2022 regular Board of Trustees meeting.

BOARD OF TRUSTEES COMMENTS

Trustee Reuter attended the Warren County Emergency Management meeting in October. Many area entities were in attendance. It was discussed that the new Village Hall could be used as a triage center if needed. Jim Sharp is our point of contact in a disaster emergency. PPE is available upon request through the Warren County EMA.

Trustee West stated that she has been contacted by residents that are not in favor of a Dollar General.

OPEN FORUM

Keith Thomson notified the Trustees that after the first of the year, he will be submitting an application to annex into the Village the southern area of Tyrol Valley.

Village Administrator/Clerk, Carla Ayala stated that Candidate Filing opens on December 6, 2022 at 8am and closes on December 27, 2022 at 5pm. Three Trustee seats will be on the April Election currently held by Trustees Thomsen, Reuter and Cook.

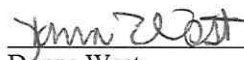
VOTE TO ADJOURN

Motioned by Trustee Reuter, seconded by Trustee Sator, to adjourn the regular meeting. All Trustees present voted "Yea". Motion passed and approved with a 5 "Yea", 0 "Nay", 0 Abstain vote. Meeting adjourned at 6:29 PM.


I hereby certify that these are the original minutes of the regular meeting of the Board of Trustees held on Tuesday, November 15, 2022.

Carla Ayala, Village Administrator/Clerk

Date Minutes Approved: 12-13-2022



Donna West,
Village Board Clerk



Attest: Carla Ayala,
Village Administrator/Clerk

(seal)

