



**VILLAGE OF INNSBROOK
PLANNING AND ZONING MEETING MINUTES
Innsbrook Village Hall
1835 Highway F, Innsbrook, MO 63390
Wednesday, April 05, 2023, 5:00 PM**

AGENDA

- 1) CALL TO ORDER
- 2) OPENING CEREMONY
 - a. Pledge of Allegiance
- 3) ROLL CALL
- 4) ADOPTION OF AGENDA
- 5) PUBLIC COMMENTS/GUEST SPEAKERS/PRESENTATIONS
- 6) APPROVAL OF MINUTES
 - a. March 01, 2023 Regular Session
- 7) CHAIRMAN'S REPORT/APPOINTMENTS
 - a. Recognition of Outgoing Commissioner Michael Wally
 - b. Oath of Office to Commissioners for Reappointed Term
 - c. Nomination and Election of Chairman
 - d. Nomination and Election of Secretary
- 8) COMMITTEE REPORTS
 - a. Transportation Advisory Commission (TAC)
- 9) UNFINISHED BUSINESS:
 - a. Wags and Whiskers Special Use Permit Review
- 10) NEW BUSINESS:
 - a. Commissioner Vacancy
- 11) COMMISSIONER ANNOUNCEMENTS
- 12) ADJOURNMENT

MINUTES

The April 5, 2023 regular meeting of the Innsbrook Planning and Zoning Commission was held in person as well as Zoom Video Conference, and called to order at 5:00 PM (CST) with Planning and Zoning Chairman Allen Huddleston presiding. Chairman Huddleston led the Pledge of Allegiance.

Upon roll call, Commissioners Bernie Cosby, Allen Huddleston, Cheri Joyce, Jerry Rust, John Simon, Mike Wally and Virgal Woolfolk were present. Others in attendance in person included Village Administrator/Clerk - Carla Ayala, Katie Joyce, Kathy Caton [42 S. Lionshead] and Les Kauble [26119 Rynelle Dr.]. All other visitors attended this meeting via videoconference. Those attendees included, but were not limited to, Nathan Bruns - Graville Law Firm, and approximately five others.

ADOPTION OF AGENDA

Motioned by Commissioner Simon, seconded by Commissioner Rust to approve the meeting agenda. All members present voted "Yea". Motion passed and approved with a 7-0 vote.

PUBLIC COMMENTS/GUEST SPEAKERS

The Village received one public comment via email from Wanda Thomas, which was read aloud and will be entered into the record.

APPROVAL OF MINUTES

Motioned by Commissioner Rust, seconded by Commissioner Woolfolk to approve minutes from the regular Planning and Zoning meeting held on March 01, 2023. All members present voted "Yea". Motion passed and approved with a 7-0 vote.

CHAIRMAN'S REPORT AND APPOINTMENTS

- a. Recognition of Outgoing Commissioner Michael Wally - Commissioner Mike Wally declined to renew his term with the Planning and Zoning Commission. Chairman Huddleston presented Mike Wally with a plaque and thanked him for his service to the community. The Commissioners expressed their gratitude as well.
- b. Oath of Office to Commissioners for Reappointed Term - Commissioners Bernie Cosby and Jerry Rust took an Oath of Office for a four year term, beginning April 10, 2023.
- c. Nomination and Election of Chairman - Commissioner Rust nominated Commissioner Allen Huddleston as Chairman of the Planning and Zoning Commission for one year. No other nominations were made. Motioned by Commissioner Rust, seconded by Commissioner Simon, to approve Commissioner Allen Huddleston as Chairman for one year. By roll call vote, Commissioner Cosby - "Yea", Commissioner Huddleston - Abstain, Commissioner Joyce - "Yea", Commissioner Rust - "Yea", Commissioner Simon - "Yea", Commissioner Wally - "Yea", and Commissioner Woolfolk - "Yea". Motion passed and approved with a 6 "Yea", 0 "Nay", 1 Abstain vote.
- d. Nomination and Election of Secretary - Commissioner Rust nominated Commissioner Bernie Cosby as Secretary of the Planning and Zoning Commission for one year. No other nominations were made. Motioned by Commissioner Rust, seconded by Commissioner Joyce, to approve Commissioner Bernie Cosby as Secretary for one year. By roll call vote, Commissioner Cosby - Abstain, Commissioner Huddleston - "Yea", Commissioner Joyce - "Yea", Commissioner Rust - "Yea", Commissioner Simon - "Yea", Commissioner Wally - "Yea", and Commissioner Woolfolk - "Yea". Motion passed and approved with a 6 "Yea", 0 "Nay", 1 Abstain vote.

COMMITTEE REPORTS

- a. Transportation Advisory Commission (TAC) - Commissioner Cosby reported that the reconfiguring of the Hwy F and M intersection is on MoDOT's wish list of road projects. Discussed possibly getting a traffic study done during the busy summer months along Hwy's F and M.

UNFINISHED BUSINESS:

- a. Wags and Whiskers Special Use Permit Review - Ms. Katie Joyce stated that she is the acting Attorney for Wags and Whiskers. The request for approval of the septic system has been sent to the State Department of Natural Resources (DNR). A soil test has been completed and no additional work has been done to the septic system itself. Work has progressed on the construction of the building, which includes plumbing. Ms. Katie Joyce asked that the Commissioners do not take it upon themselves to stop by the job site and ask the workers to stop working, as a stop-work order has not been submitted. Nathan Bruns reminded the Commissioners that Planning and Zoning is a recommending body, not an enforcement body of the Village, and echoed Ms. Joyce's statement. A decision has not been made by DNR yet, and further discussion on this item would be premature. Ms. Joyce is hopeful for a result within the next few weeks. A special meeting could possibly be scheduled when those results come in, and an executive session can be held at a later date if the Commissioners need legal advice. Chairman Huddleston made a formal request asking the Commissioners not to go onto the job site and hold up progress. Ms. Katie Joyce has been in contact with Ms. Wanda Thomas and will be meeting with her later this week to discuss her concerns. It seems like she may not have the correct information. Commissioner Rust questioned who the engineer is working with DNR, and asked for the contact information for the DNR representative they are going through. Commissioner Cosby questioned if they has a project manager and if all reports are getting done correctly. Ms. Katie Joyce stated that Mike Bohm is the contact point for the project and reports regularly to the main Board for Wags and Whiskers.

NEW BUSINESS:

- a. Commissioner Vacancy - The vacancy left by Mike Wally will need to be filled. Commissioners are to ask around and send interested parties to see the Village Administrator/Clerk. In addition, the vacancy will be posted on the Village website.

COMMISSIONER ANNOUNCEMENTS

Commissioner Woolfolk followed up regarding the concerns he expressed last meeting, with additional mailboxes, strengthening penalties for noise levels, night time lighting and removing boats. He did reach out to the Innsbrook Home Owners Association, and it seems like the noise and light issues have been resolved. However, communication to get to the resolution was not the greatest.

ADJOURNMENT

Motioned by Commissioner Rust, seconded by Commissioner Simon, to adjourn the regular meeting. All members present voted "Yea". Motion passed with a 7-0 vote. Meeting adjourned at 5:47 pm.

I hereby certify that these are the original minutes of the regular meeting of the Planning and Zoning Commission held on Wednesday, April 05, 2023.

Carla Ayala, Village Administrator/Clerk

Date Minutes Approved: _____

Bernie Cosby, Secretary

(seal)

Attest: Carla Ayala,
Village Administrator/Clerk

