



CITY OF JACKSON
MAYOR & BOARD OF ALDERMEN STUDY SESSION

Monday, September 23, 2024 at 6:20 PM
Board Chambers, City Hall, 101 Court St.

AGENDA

DISCUSSION ITEMS

- [1.](#) September 11th Planning & Zoning Commission Report
2. Amendments to Chapter 58 (Annexation) of the City Code - applications for voluntary annexation with zoning
- [3.](#) September 9th Park Board Report
4. Traffic control amendments on Parkview Street and Cascade Drive in the City Park
- [5.](#) Upgrade to Circuits 8 and 21 to accommodate an expansion at Midwest Sterilization Corporation
- [6.](#) Grant award and update on the East Jackson Boulevard Roadway Lighting Project
- [7.](#) Addendum to Memorandum of Understanding with the UJRO for the Wayfinding Signage Plan
8. Discussion of previously tabled items (unspecified)
9. Additional items (unspecified)

Posted on 9/20/2024 at 4:00 PM.



CITY OF JACKSON
PLANNING & ZONING COMMISSION MEETING AGENDA
Wednesday, September 11, 2024 at 6:00 PM
City Hall, 101 Court Street, Jackson, Missouri

Regular Members

Bill Fadler
Tony Koeller
Michelle Weber
Tina Weber

Harry Dryer, Chairman

Eric Fraley, Alderman Assigned
Mike Seabaugh, Alderman Assigned
Steve Stroder, Alderman Assigned
Larry Miller, Staff Liaison

Regular Members

Angelia Thomas
Heather Harrison
Russ Wiley
Travis Niswonger

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

1. Approval of the August 14, 2024 minutes.

PUBLIC HEARINGS

OLD BUSINESS

2. Comprehensive Plan discussion.

NEW BUSINESS

3. Consider a request on behalf of the City of Jackson, Missouri, for a text amendment to Chapter 65 (Zoning) of the Code of Ordinances relative to applications to voluntary annexation with zoning.

CONSIDER A MOTION TO ADD ITEMS TO THE AGENDA

ADJOURNMENT

This agenda was posted at City Hall on September 6, 2024, at 12:00 PM.

JOURNAL OF THE PLANNING & ZONING COMMISSION
CITY OF JACKSON, MISSOURI
WEDNESDAY, AUGUST 14, 2024, 6:00 P.M.
REGULAR MEETING
CITY HALL COUNCIL ROOM, 101 COURT STREET, JACKSON, MISSOURI

The Planning and Zoning Commission met in regular session, with Chairman Harry Dryer presiding. Commissioners Tony Koeller, Bill Fadler, Tina Weber, Heather Harrison, Russ Wiley, and Travis Niswonger were present. Commissioners Angelia Thomas and Michelle Weber were absent. Building and Planning Manager Larry Miller was present as staff liaison. Alderman Mike Seabaugh, Eric Fraley, and Steve Stroder were present. There were no citizens in attendance.

APPROVAL OF MINUTES

Approval of the June 12, 2024)
regular meeting minutes)

The minutes of the previous meeting were unanimously approved on a motion by Commissioner Tony Koeller, seconded by Commissioner Travis Niswonger.

PUBLIC HEARINGS

None)

OLD BUSINESS

None)

NEW BUSINESS

Consider a request to approve a Land)
Exchange Certification for transferring)
.046 acres from 2457 Smith Trail to)
2403 Smith Trail,)
as submitted by Jennifer Ewert.)

Chairman Harry Dryer asked for a staff report.

Mr. Larry Miller explained that Ms. Ewert was selling her house, but since her house is a couple of feet from the property line, her buyer's bank wouldn't let the loan go through. She and her neighbor agreed on a land exchange so that her house would have the required side yard setbacks and the bank could grant her buyers the loan.

Commissioner Tina Weber motioned to approve the Land Exchange as submitted. Commissioner Tony Koeller seconded the request, which was approved.

Vote: 7 ayes, 0 nays, 0 abstentions, 2 absent

Amendments to Chapter 58 (Annexation))
 and Chapter 65 (Zoning) of the City)
 Code - applications for)
 voluntary annexation + zoning)

Chairman Harry Dryer asked for a staff report.

Mr. Larry Miller explained to the Commission that the Board of Aldermen wanted their thoughts on an application for annexation that would include zoning. Currently, the city's annexation process works with the land being annexed coming in as an R1, and then the applicant has to go before the Planning and Zoning Commission to ask for a rezoning.

Mr. Larry Miller told the Commission that Rodney Bollinger, Janet Sanders, Curt Poore, and he met to discuss the pros and cons of annexation plus rezoning. He told them the process could be done within the law's perimeter.

Mr. Larry Miller explained how the process would work to the Commission. He explained the annexation form would need to be changed in a few areas. The area that asks, "Is a rezoning application to be filed?" would be removed and replaced with "Circle the proposed zoning being requested." There will also be a new section for the comprehensive land use plan.

Mr. Larry Miller explained that steps would be added to the annexation process, consisting of sending public hearing letters to the property owners within 185 feet of the proposed annexation property. He told the Commission that the public hearing would be at the Board of Aldermen level. A sign would also be posted on the tract of land that wanted to be annexed, showing the public hearing date and time. The public hearing would also be placed in the paper at least 15 days before the hearing.

Mr. Larry Miller told the Commission that this new process would not affect rezoning.

Mr. Larry Miller told the Commission that a code amendment would be needed. The amendment would then be brought before the Commission for approval before being sent to the Board of Aldermen for finalization.

Mr. Larry Miller explained that this new process would benefit the applicant because there would be only one process instead of two. They would go before one board instead of two. There would only be one public hearing instead of one at the P&Z and one at the Board of Aldermen levels, and it can be held on the same night the annexation public hearing is held.

Mr. Larry Miller told the Commission the annexation and zoning process would be quicker. He explained that the current process takes approximately 75 days, depending on the holidays, and the new annexation plus zoning process will take approximately 45 days, depending on the holidays.

Mr. Larry Miller gave the Commission an example of the timeline from the application's submission to its approval.

Mr. Larry Miller told the Commission that if they agree on this, the next step would be to get a motion from the Board of Aldermen to give the City permission to turn in an application for the code amendments.

Commissioner Bill Fadler asked if the annexed land would be zoned residential, and Mr. Larry Miller explained it would be up to the applicant to decide what they want the land zoned as.

Alderman Steve Stroder said this new process would have been so much easier after the current annexation process he went through. He said the new process doesn't change anything, and the public could still voice their opinion about the zoning. Alderman Steve Stroder said it would also shorten the process.

Commissioner Heather Harrison asked if the public would still receive the same notification about the zoning. Mr. Larry Miller said the required 15-day notice would still be given. Commissioner Heather Harrison was concerned that the public wouldn't have as many opportunities to speak if there was only one hearing instead of two. Mr. Larry Miller explained this is true but mentioned that not every P&Z rezoning sets a public hearing.

After further discussion, Commissioner Tina Weber moved to approve the request, which Commissioner Tony Koeller seconded. The request was approved.

Vote: 7 ayes, 0 nays, 0 abstentions, 2 absent

ADDITIONAL ITEMS

The Commission received a draft)
of the Comprehensive Plan.)

Mr. Larry Miller gave a copy of the Comprehensive Plan draft to the Commission and explained that they are the ones that approve the Plan. It doesn't go before the Board of Alderman for

approval. He told them they needed to review the draft and send any comments to him, which he would then pass on to Houseal Lavigne, the Comprehensive Plan company. He told the Commission the plan had already been placed on the project website, the city's website, and the city's Facebook page so the public could start voicing their input. Mr. Larry Miller told the Commission that the October 9th P&Z meeting would be at the Civic Center because Houseal Lavigne would present the Comprehensive Plan to the Commission and answer questions from the public.

ADJOURNMENT

Consider a motion to adjourn)

Commissioner Bill Fadler motioned to adjourn, seconded by Commissioner Heather Harrison, and unanimously approved.

Vote: 7 ayes, 0 nays, 0 abstentions, 2 absent

Respectfully submitted,

Tony Koeller
Planning and Zoning Commission Secretary

Attest:

Larry Miller
Building and Planning Manager

NOTE: ACTION (IF ANY) ON LAND EXCHANGE CERTIFICATIONS, COMPREHENSIVE PLAN, AND MAJOR STREET PLAN IS FINAL APPROVAL; ALL OTHER ACTION TAKEN BY THE PLANNING AND ZONING COMMISSION SERVES AS A RECOMMENDATION TO THE BOARD OF ALDERMEN AND NOT AS FINAL APPROVAL OF THE ITEMS CONSIDERED AT THIS MEETING

Staff Report

ACTION ITEM: Consider a request on behalf of the City of Jackson, Missouri, for a text amendment to Chapter 65 (Zoning) of the Code of Ordinances relative to applications for voluntary annexation with zoning.

APPLICANT: City of Jackson

APPLICANT STATUS: Municipal Governing Authority

PURPOSE: This text amendment will eliminate the process of going through Planning and Zoning for a rezoning.

APPLICABLE REGULATIONS: Zoning Code Chapter 65-3 (4)

COMMENTS: This amendment will eliminate the need to classify parcels under (5) acres as an R-1 Single-Family residential district when annexed and parcels over (5) acres as an A-1 Agricultural district or R-1 Single-family residential district, depending on the owner's preference at the time of annexation.

It will also eliminate the need to go through the rezoning process at the Planning and Zoning level if the owner wants the property to be zoned differently.

The procedures in section 58-4, Voluntary annexation of property that is not part of an existing platted development of the Code of Ordinance (for zoning), will consist of the following steps.

- 1) On the application for annexation with zoning, the applicant will be able to choose which zoning they propose.
- 2) A public hearing for zoning will be held at the Board of Aldermen level.
- 3) Letters notifying them of the public hearing will be sent to the property owners within 185' of the proposed zoning.
- 4) A sign placed on the property for annexation with zoning stating the date and time of the public hearing.
- 5) A public hearing with a 15-day notice placed in the paper.
- 6) An MOU would be completed for any zoning R-3 through I-3.

The annexation with zoning process can take 45 days, depending on the holidays. An example of the process is described below.

- a) The Board of Aldermen will vote on a resolution on June 3, 2024, and discuss it during the study session.
- b) On June 5, 2024, the public hearing will be published in the newspaper, a sign will be posted on the property, and letters will be sent to the property owners within 185' of the proposed zoning. (15-day notice required by law)
- c) If applicable, an MOU for R-3 through I-3 would be approved on June 17, 2024.
- d) The public hearing for annexation with zoning will be held on July 1, 2024. If any public input was received from the hearing, it will be discussed during the study session.

- e) On July 15, 2024, annexation with zoning would be voted on for approval.

ACTION REQUIRED: A public hearing is optional at the P&Z level but required for the Board of Aldermen. The Commission shall vote to approve or deny this request, which will serve as a recommendation to the Board of Aldermen.

Sec. 65-3. - District boundaries and general regulations.

- (4) ~~All parcels or portions of parcels which may hereafter be annexed to the City of Jackson which are under five (5) acres shall be classified in the R-1 Single-family residential district. All parcels or portions of parcels which are five (5) acres or greater shall be classified in the A-1 Agricultural district or R-1 Single-family residential district, depending upon the preference of the owner at the time of annexation until, within a reasonable time after annexation, the annexed territory shall be appropriately classified by ordinance in accordance with [section 65-29](#).~~
- (4) All parcels or portions of parcels that may hereafter be annexed to the City of Jackson will have zoning determined pursuant to the procedures set forth in Section 58-12 of the Code of Ordinance.

Jackson Park Board



September 9, 2024
6:00 pm

Regular Meeting | Civic Center

Agenda

Board Members Present

Recognition Of Visitors:

Reading Of Previous Meeting Minutes

Old Business

1) American Rescue Funds Project Updates

New Business

Civic Center Report

Parks & Recreation Director's Report

Adjournment



MEMO

To: Mayor and Board of Aldermen
From: Don Schuette
Date: Tuesday, September 17, 2024
Re: Upgrade to Circuit 8 and 21, Prebid Notification

Mayor and Board of Aldermen,

The engineering for circuit 8 and 21 is nearly finished and we intend to try to publish the notice to bid in early October in order to have this project under contract before the end of the year. This project will replace approximately 34 utility poles, several thousand feet of conductor and miscellaneous other line parts. The project is necessary to provide enough capacity to serve the new and future loads that Midwest Sterilization have indicated that they will require. This project will also add capacity for any other future loads along the pole path.

Please let me know if you have further questions or comments.

Thank you,


Don Schuette

Director of Electric Utilities



City of Jackson

MEMO TO: The Honorable Mayor Dwain Hahs and
Members of the Board of Aldermen

FROM: Rodney Bollinger, Director of Administrative Services 

DATE: September 18, 2024

SUBJECT: East Jackson Boulevard Roadway Lighting Project
Governor's Transportation Cost Share Program

The purpose of the Governor's Transportation Cost Share Program is to build partnerships with local communities to pool efforts and resources to deliver road and bridge projects. This program is funded with a \$75 million General Revenue appropriation from the General Assembly. The program provides financial assistance to public and private applicants for public road and bridge projects satisfying a transportation need.

In September, the City of Jackson made application for the East Jackson Boulevard Roadway Lighting Project.

Participation and funding: The City's financial participation is 50% of the total cost to construct the project, which is estimated at \$1.9M. The source of local funds is a portion of the City's ARPA allocation.

Expected benefits: The infrastructure will help transform this corridor through Jackson into a well-lit facility that enhances the travel experience for all. The lighting project will improve access and provide increased safety for motorists. Whether it's a family trying to find their vacation destination, a truck driver navigating to and from the sand plant west of Jackson, or an employee returning home from work, a well-lit highway is essential.

Enhanced nighttime economic activity: Public street lighting supports economic growth by increasing the amount of time that people can spend on economic activities such as jobs, entertainment, and meals away from home at night. Research indicates that improved lighting can in fact increase street use after dark which would likely translate into enhanced economic activity. Many more people are willing to be out-of-doors after dark, there is a greater confidence in home and community and a general willingness to see things in a more positive

way. Good well-planned lighting on East Jackson Boulevard will make it easier for people to use it after dark.

Status of plans: The plans, specifications, and bid documents are substantially complete.

Status of grant application: On Thursday, September 19th, the MoDOT cost share committee approved our application and awarded funds for the lighting project. Attached is MoDOT's award letter that outlines the amount awarded and the fiscal year the funds are to be programmed. Our next steps will be to begin drafting a cost share program agreement and to get a lighting agreement in place for the existing lights the City will take over on W. Jackson Blvd.

Thanks for your time and consideration of the information. Please contact me should you have any questions regarding this matter.

Missouri Department of Transportation

2675 North Main Street
Sikeston, Missouri 63801
573.472.5340
Fax: 573.522.6455
1.888.ASK MODOT (275.6636)

September 17, 2024

Dwain Hahs Mayor
City of Jackson
101 Court St
Jackson MO 63755

Dear Mayor Hahs:

Congratulations! MoDOT's Cost Share Committee approved your application to add lighting along five lanes of roadway of Route 61 from First Midwest Bank, located at 2319 East Jackson Boulevard to the intersection of South Old Orchard Road at its September 12, 2024, meeting. Cost Share funds not to exceed \$926,552 are available in state fiscal year 2025.

The funding for this project is contingent on the following items: the city taking over maintenance of the existing lights as well as the proposed lights in this corridor and approval by the Missouri Highways and Transportation Commission via a STIP amendment.

Christopher Crocker, Area Engineer will be contacting you to proceed with the execution of the Cost Share agreement. In accordance with the Cost Share Guidelines, the Cost Share agreement must be executed by the city within 6 months after the recommendation of the Committee to prevent the Cost Share funds from expiring and being allocated to another project.

If you have any questions, please contact Christopher Crocker at 573-380-1658.

Sincerely,



Mark Croarkin
Southeast District Engineer

Copies: Partnership Development-fs
Christopher Crocker, Area Engineer



Our mission is to provide a world-class transportation system that is safe, innovative, reliable, and dedicated to a prosperous Missouri.

www.modot.org

EAST JACKSON BOULEVARD ROADWAY LIGHTING PROJECT

JACKSON, MISSOURI

SHEET INDEX

COVER SHEET	E0.0
DETAIL SHEET	E1.0
LIGHTING PLANS	E1.1 - E1.4



LOCATION MAP
NOT TO SCALE



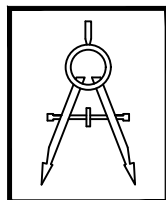
UTILITY INFORMATION
THE LOCATION OF UNDERGROUND UTILITIES AS SHOWN
ARE BASED ON ABOVE GROUND STRUCTURES AND
INFORMATION PROVIDED BY THE UTILITY COMPANIES.
LOCATIONS OF UNDERGROUND UTILITIES/STRUCTURES
MAY VARY FROM LOCATIONS SHOWN. ADDITIONAL
BURIED UTILITIES/STRUCTURES MAY BE ENCOUNTERED.
NO EXCAVATIONS WERE MADE IN THE PROCESS OF THIS
SURVEY TO LOCATE BURIED UTILITIES/STRUCTURES.

UTILITY JURISDICTION

* WATER, ELECTRIC, SEWER CITY OF JACKSON PUBLIC WORKS DEPARTMENT 101 COURT ST JACKSON, MO 63755 573-243-2300	* GAS ATMOS ENERGY 2370 N HIGH ST JACKSON, MO 63755 573-204-8148
* TELEPHONE SOUTHWESTERN BELL TELEPHONE 800 BROADWAY CAPE GIRARDEAU, MO 63701 573-339-9463	* CABLE TV CHARTER COMMUNICATIONS 1620 N KINGSHIGHWAY CAPE GIRARDEAU, MO 63701 573-334-4225

* MISSOURI ONE-CALL
1-800-DIG-RITE

ENGINEER



STRICKLAND
ENGINEERING

CIVIL MECHANICAL ELECTRICAL
ENGINEERING

113 WEST MAIN STREET
JACKSON, MISSOURI 63755
TEL: 573-243-4080
FAX: 573-243-2191

LAND SURVEYING

LEGEND			
CONDUIT			
STREET LIGHT			
POWER SUPPLY			
POLE NUMBER			



REV	DESCRIPTION	DATE	REV	DESCRIPTION	DATE

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EAST JACKSON BOULEVARD ROADWAY LIGHTING PROJECT

JACKSON, MISSOURI

STRICKLAND
ENGINEERING

113 WEST MAIN STREET
JACKSON, MISSOURI 63755
TEL: 573-243-4080
FAX: 573-243-2191

CIVIL - MECHANICAL - PLUMBING - ELECTRICAL ENGINEERING
LAND SURVEYING

DRAWING TITLE

COVER SHEET

SCALE	As Noted
DATE	04/04/2024
DRAWN BY	SW/AW
JOB NO.	23-135
DRAWING NUMBER	E0.0
CONSECUTIVE NUMBER OF	





City of Jackson

TO: Mayor and Board of Aldermen

FROM: Janet Sanders, Director of Public Works

DATE: September 19, 2024

RE: Addendum to Memorandum of Understanding with Uptown Jackson Revitalization Organization Regarding Wayfinding Signage

Attached is a first draft of an addendum to an existing Memorandum of Understanding with Uptown Jackson Revitalization Organization. This amendment relates to the wayfinding signage design and plan they have previously presented. This signage is part of UJRO's commitment for use of the AARPA funds provided by the City.

The Board can make any changes desired before the final version is submitted to UJRO for signature. The Uptown Director Erin Ruessler was also provided a copy of this draft for concurrent review by their board.

As always, if you have any questions, please contact me at jsanders@jacksonmo.org or 573-243-2300 x 2031.

ADDENDUM TO MEMORANDUM OF UNDERSTANDING

THIS ADDENDUM TO MEMORANDUM OF UNDERSTANDING (“MOU” or “Agreement”) is made and entered into this _____ day of September, 2024, by and between the **CITY OF JACKSON, MISSOURI, a municipal corporation, (“City”)**, and the **UPTOWN JACKSON REVITALIZATION ORGANIZATION, INC., a Missouri Non-profit Corporation, (“UJRO”), WITNESSETH:**

WHEREAS, the City and UJRO entered into a MOU dated July 17, 2023; and

WHEREAS, the MOU provided, among other things, for the City’s distribution of ARPA funds to UJRO for the purchase and installation of wayfinding directional signs (“Signs”) for Uptown; and

WHEREAS, the City did, in fact, distribute ARPA finds to UJRO pursuant to the MOU and UJRO does hereby acknowledge receipt of such funds; and

WHEREAS, the parties desire to amplify and clarify the duties and responsibilities of the City and UJRO for the purchase and installation of Signs for Uptown.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein and other good and valuable consideration, the adequacy and sufficiency of which are hereby acknowledged, it is mutually covenanted and agreed as follows:

1. UJRO will, at its expense, prepare, or caused to be prepared, plans and specifications for the installation of Signs in the Uptown area which said area is defined as north of Jackson Boulevard, south of Washington Street, west of Goose Creek, and east of Farmington Road.

2. UJRO will present the plans and specifications for the Signs to the City for its review and approval.

3. UJRO agrees to erect the Signs according to the plans and specifications approved by the City.

4. The City grants UJRO the authority to access the City's right-of-way to install Signs in Uptown according to the plans and specifications approved by the City.

5. UJRO will maintain the Signs in a safe, neat, and good physical condition at the sole expense of UJRO.

6. UJRO agrees that the City is not responsible for loss or damage to the Signs and the Signs shall be the sole property of UJRO.

7. UJRO agrees that it is responsible for obtaining permission for the installation of Signs on property owned by the State of Missouri or private citizens.

8. To the fullest extent permitted by law, UJRO agrees to indemnify, defend and hold harmless the City, its officers, agents, volunteers, lessees, invitees, and employees from and against all suits, claims, damages, losses, and expenses, including but not limited to attorneys' fees, court costs, or alternative dispute resolution costs arising out of, or related to the Signs involving an injury to a person or persons, whether bodily injury or other personal injury (including death), or involving an injury or damage to property (including loss of use or diminution in value), but only to the extent that such suits, claims, damages, losses or expenses are caused by the negligence or other wrongdoing of UJRO, its officers, agents, and volunteers, or anyone directly or indirectly employed or hired by UJRO or anyone for whose acts UJRO may be liable, regardless of whether caused in part by the negligence or wrongdoing of the City and any of its agents or employees.

9. UJRO will provide the City with a Certificate of Insurance subject to approval by the City.

10. UJRO, its contractors and volunteers will comply with all applicable city, state, and federal ordinances, statutes, regulations, policies, permits and procedures.

11. This Agreement may not be assigned without the written consent of the City.

12. This Agreement may be terminated by either party for any reason upon giving thirty (30) days written notice. UJRO agrees to remove the Signs and to restore the sites to original condition within thirty (30) days from the date of termination of this Agreement.

13. All other provisions of the original Memorandum of Understanding shall remain in full force and effect unless modified herein.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding as of the day and year first above written.

CITY:

CITY OF JACKSON, MISSOURI

Dwain Hahs, Mayor

ATTEST:

Angela Birk, City Clerk

**UPTOWN JACKSON REVITALIZATION
ORGANIZATION, INC.:**

Hunter A. Williams, President