



**CITY OF JACKSON**  
**MAYOR & BOARD OF ALDERMEN STUDY SESSION**  
**Monday, September 19, 2022 at 6:30 PM**  
**Board Chambers, City Hall, 101 Court St.**

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**AGENDA**

**DISCUSSION ITEMS**

- [1.](#) September 14 Planning & Zoning Commission Report
- [2.](#) September 12 Park Board Report
- [3.](#) Memorandum of Understanding for Savers Farm Subdivision, Phases 8 & 9
4. Fire Department Facilities Evaluation
5. Discussion of the American Rescue Plan Act (ARPA) Funds
6. Tourism proposal by the Jackson Area Chamber of Commerce
- [7.](#) Adoption of the 2021 International Residential Code (IRC) Appendix AQ: Tiny Houses
- [8.](#) Soccer Park Phase 1 Drainage Improvements Project - bid tabulation
- [9.](#) Hubble Creek Recreation Trail Project, Phase 3 – engineering services proposal
- [10.](#) South Old Orchard Road Lateral Sewer District Project
11. Discussion of utility vehicles
12. Previously tabled items (unspecified)
13. Additional items (unspecified)

Posted on 9/16/2022 at 4:00 PM.

# ***PLANNING & ZONING COMMISSION***

## **September, 2022 Report**

SUBMITTED BY: Janet Sanders, Building & Planning Manager

DATE: September 14, 2022

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The following action was taken at the September, 2022 Planning & Zoning meeting:

- A preliminary plat of Savers Farm Subdivision Phase 9 was tabled to the October 12, 2022, meeting with written approval of the applicant.
- A request for rezoning of 385-389-391 Timber Lane from R-1 Single Family Residential to R-4 General Residential was recommended for approval conditional on successful annexation.
- A request for a towing business in a C-2 General Commercial District at 1383 South Hope Street was recommended for approval with three special conditions recommended by staff, as listed in the staff report.
- An educational session was presented by City Attorney Curt Poore, including information on P&Z duties, P&Z attendance policy, meeting protocol, Sunshine Law, ethics, and other items.

As always, if you have questions on any of these items, please contact me at 573-243-2300 or [jsanders@jacksonmo.org](mailto:jsanders@jacksonmo.org).

JOURNAL OF THE PLANNING & ZONING COMMISSION  
CITY OF JACKSON, MISSOURI  
WEDNESDAY, SEPTEMBER 14, 2022, 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. Also present were Commissioners Heather Harrison, Angelia Thomas, Michelle Doughten Weber, Beth Emmendorfer, Eric Fraley, and Bill Fadler. Tony Koeller and Tina Weber were absent. Building & Planning Administrative Assistant Ginger Earnest was present as acting staff liaison. Assigned Alderman Mike Seabaugh was also present. No citizens were present.

Chairman Dryer called the meeting to order, and Commissioner Emmendorfer called roll.

#### APPROVAL OF MINUTES )

Minutes of the August 10, 2022, meeting were unanimously approved on a motion by Commissioner Fadler, seconded by Commissioner Michelle Weber.

#### NEW BUSINESS

Request for approval of a preliminary )  
plat of Savers Farm Subdivision Phase 9 )  
submitted by Cape Land & Development, )  
LLC )

It was clarified that this item needs to remain tabled while the Board of Aldermen is still negotiating a Memorandum of Understanding with the developer for the Savers Farm Phases 8 & 9 Subdivisions.

The previously tabled plat was removed from the table on a motion by Commissioner Fadler, seconded by Commissioner Emmendorfer and unanimously approved. Based on a letter from developer Brandon Williams agreeing to an additional extension, the plat was re-tabled to the October 12<sup>th</sup> meeting on a motion by Commissioner Fadler seconded by Commissioner Fraley and unanimously approved.

Vote: 7 ayes, 0 nays, 0 abstentions, 2 absent (to re-table)

Request for rezoning of property addressed )  
as 385-389-391 Timber Lane submitted by )  
JWRPM Properties, LLC )

The applicant was not present to speak on this request.

The Commission discussed the issue of spot zoning in rezoning this small area R-4 General Residential versus the protection to the current property use provided by the R-4 zoning. No public hearing was felt to be needed since the property is already a triplex.

Commissioner Harrison made a motion to approve the request contingent on successful annexation, seconded by Commissioner Emmendorfer and unanimously approved.

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

Request for approval of a Special Use           )  
 Permit for a towing business in a C-2           )  
 General Commercial District submitted by    )  
 Land Escapes, LLC                                    )

The Commission discussed this was applicant's third location and Special Use Permit application in trying to relocate his business. It was clarified that if any part of the towing business is on the portion of this property that is inside the city limits, it must have a Special Use Permit.

Commissioner Fadler made a motion to approve the plat with the three special conditions recommended in the staff report. The motion was seconded by Commissioner Michelle Weber and was unanimously approved.

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

Educational session by City Attorney           )  
 Curt Poore    )

City Attorney Curt Poore presented an educational session focusing on the duties of the Planning and Zoning Commission, meeting protocol, P&Z attendance policy, ethics, Sunshine Law, and other pertinent topics.

Consider a motion to add items to the           )  
 agenda    )

No items were added to the agenda.

Adjournment    )

Commissioner Thomas made a motion to adjourn, seconded by Commissioner Fraley and unanimously approved.

Respectfully submitted,

Beth Emmendorfer  
 Acting Planning and Zoning Commission Secretary

Attest:



Ginger Earnest  
Building & Planning Administrative Assistant

*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.*



**CITY OF JACKSON**  
**PLANNING & ZONING COMMISSION MEETING AGENDA**

**Wednesday, September 14, 2022 at 6:00 PM**

**City Hall, 101 Court Street, Jackson, Missouri**

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Bill Fadler  
Tony Koeller  
Michelle Weber  
Tina Weber

**Harry Dryer, Chairman**  
Joe Baker, Alderman Assigned  
Mike Seabaugh, Alderman Assigned  
Janet Sanders, Staff Liaison

Angelia Thomas  
Heather Harrison  
Beth Emmendorfer  
Eric Fraley

**CALL TO ORDER**

**ROLL CALL**

**APPROVAL OF MINUTES**

1. Approval of minutes of August 10, 2022 meeting.

**PUBLIC HEARINGS**

**OLD BUSINESS**

2. Request for approval of a preliminary plat of Savers Farm Subdivision Phase 9 submitted by Cape Land & Development, LLC.

**NEW BUSINESS**

3. Request for rezoning of property addressed as 385-389-391 Timber Lane from R-1 Single-Family Residential to R-4 General Residential submitted by JWRPM Properties, LLC
4. Request for a Special Use Permit for a towing business in a C-2 General Commercial District located on 1.6 acres of 1383 South Hope Street submitted by Land Escapes, LLC.
5. Educational Session by City Attorney Curt Poore

**CONSIDER A MOTION TO ADD ITEMS TO THE AGENDA**

**ADJOURNMENT**

This agenda was posted at City Hall on September 8, 2022 at 5:00 PM.

PLEASE OBSERVE SOCIAL DISTANCING WHEN ATTENDING THIS MEETING.

JOURNAL OF THE PLANNING & ZONING COMMISSION  
CITY OF JACKSON, MISSOURI  
WEDNESDAY, AUGUST 10, 2022, 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. Also present were Commissioners Heather Harrison, Angelia Thomas, Tina Weber, Tony Koeller, Michelle Doughten Weber, Eric Fraley, and Bill Fadler. Beth Emmendorfer was absent. Building & Planning Manager Janet Sanders was present as staff liaison. Assigned Aldermen Joe Bob Baker and Mike Seabaugh were also present. Citizens present was Patrick Morgan, Brennon Todt, Melanie Balsman, Stuart Higgerson, George & Sharon Spanzynksi, Kaitlyn Cormier, Ron Kucera, Jr, and Teddy Eggimann.

Chairman Dryer called the meeting to order, and Commissioner Koeller called roll.

#### APPROVAL OF MINUTES )

Minutes of the July 13, 2022, meeting were unanimously approved on a motion by Commissioner Harrison, seconded by Commissioner Koeller.

#### PUBLIC HEARINGS

Public hearing regarding a request for a )  
Special Use Permit for a towing business )  
in a C-2 General Commercial District at )  
1405 South Farmington Road submitted )  
by Land Escapes, LLC )

Chairman Dryer opened the hearing and explained the hearing procedure. Mrs. Sanders read a report detailing the dates of application and notifications for this hearing.

Mr. Patrick Morgan came forward and gave his address as 1000 North High Street. He stated that is the current location of his towing business and he has outgrown the space. He wants to stay within the city limits and continue to offer services to the fire department for extrication training on wrecked vehicles. He currently provides wrecked vehicles any time they need to train a new employee or practice with new equipment. He said in cases of stolen vehicles, the police often perform their search of the vehicle on his lot. Being in the city limits is convenient for those departments.

Chairman Dryer confirmed with Mr. Morgan that he plans to use one half of the duplex as a residence and one half as his office space.

Commissioner Koeller asked if the training is always during business hours from 8 a.m. to 5 p.m. Mr. Morgan said there have been two times in the last five years where there was after-dark training to allow them to train with lights because accidents do not only happen during the day. They set up accident scenes for the training. Commissioner Koeller asked if nearby residents can be warned when there would be night training.

Mr. Morgan said the training operations are not loud and there will be about 400 feet of tree buffer between the towing yard and the residential properties that will deafen sound.

Commissioner Tina Weber asked how much of the property will be cleared. Mr. Morgan said his lot will be to the south in an area approximately 150' x 200' and he will build an approximately 50' x 100' building south of the lot with a cleared area in front of it.

Commissioner Koeller said 400' is more than the length of a football field. Chairman Dryer confirmed with Mrs. Sanders that the distance for individual notification is 185'. Commissioner Michelle Weber asked how many residents were notified individually. Mrs. Sanders said there were 24 including the current property owner and the City of Jackson, who also owns property within that area.

Chairman Dryer read the list of proposed special conditions, so the audience was aware. He confirmed with Mr. Morgan that he had received these conditions. He then asked if anyone else was present to speak in favor. Finding none, he asked if anyone was present to speak in opposition.

Stuart Higerson of 1625 Jackson Ridge came forward and was sworn in. He expressed concern this will cause a negative impact on property values. He had not been aware that there would be a time limit on how long vehicles can remain on the lot. He asked what forces the 400' buffer.

George Spanzynski of 513 Jackson Ridge came forward and was sworn in. He asked what keeps them from expanding into this 400' buffer and what stops oil and gas from leaking onto the property. There is a creek in the back. Mr. Spanzynski said he has been inside the current location, and it is a mess inside.

Commissioner Koeller said this is a commercial property.

Mr. Ron Kucera, Jr. came forward and was sworn in. He gave his address as 1437-1439 Dogwood Avenue. He expressed concerns with development in the floodplain and floodway and said DNR must agree to any development in the floodplain. He wants to make sure that Mr. Morgan understands those regulations so that he does not buy property he cannot use. Mr. Kucera's business is the second on the left on Dogwood Avenue, located between Midwest Sterilization and Langford Mechanical.

Chairman Dryer invited Mr. Morgan to come forward again to answer the concerns about the buffer, the gas/oil, and the floodplain.

Mr. Morgan said that 90% of the time, any leaking gas or oil ends up on the streets during towing. For leaking vehicles, matting is placed underneath, or they are put on a concrete pad where it can be cleaned up. He was asked if DNR ever visits to his business, and he said there have been no visits. He said the 400' buffer can be a condition of the permit because he will still have room to expand to the south. He is also aware that the building will need to be elevated. Mrs. Sanders had printed for him a copy of the floodplain and floodway map.

Mrs. Sanders reminded the Commission this property will have two businesses, the towing business and the landscaping business. The landscaping business does not require a special use permit. She said Mr. Morgan had also been educated on the floodplain requirements when he was looking at a different property in the floodplain and floodway.

Clarification was then requested about whether the two businesses will be in separate locations. Mr. Morgan said they will not be separated. The office work for both will be in the same office.

The Commission briefly discussed that only five houses are directly affected.

Chairman Dryer then closed the hearing.

## OLD BUSINESS

Request for a Special Use Permit for a )  
towing business in a C-2 General )  
Commercial District at 1405 South )  
Farmington Road submitted by Land )  
Escapes, LLC )

Chairman Dryer asked for a motion on this item. Commissioner Koeller made a motion to approve the request with an additional condition that a 400-foot wooded and shrubbery area remain, to extend from the north property line. The motion was seconded by Commissioner Thomas. Commissioner Fadler pointed out to the audience that the Special Use Permit is issued to this owner and does not transfer if the property is sold. The motion was unanimously approved.

Vote: 8 ayes, 0 nays, 0 abstentions, 1 absent (with additional special condition)

Request for approval of a preliminary plat )  
of Savers Farm Subdivision Phase 9 )  
submitted by Cape Land and Development, )  
LLC )

The Commission unanimously voted to remove this item from the table on a motion by Commissioner Fadler, seconded by Commissioner Tina Weber.

Mrs. Sanders reported the application and Board of Aldermen are still in the process of completing a Memorandum of Understanding regarding the potential for privately maintained streets and other items. The engineer also has not yet submitted the response to the staff review letter for this phase. The applicant has provided written consent to extend the time frame for approval of this plat for an additional sixty days to allow these items to be completed. Mrs. Sanders requests that the item be re-tabled for up to sixty days rather than to a specific meeting date.

Commissioner Koeller made a motion to re-table this item for up to 60 days. The motion was seconded by Commissioner Thomas and was unanimously approved.

Vote (to re-table): 8 ayes, 0 nays, 0 abstentions, 1 absent

## NEW BUSINESS

Request for approval of a Land Exchange )  
Certification for division of a 61.6-acre )  
parent tract on South Old Orchard Road )  
into four tracts, all three acres or larger, )  
submitted by Villas of West Park, LLC )

Mrs. Sanders reported this is the division of the large undeveloped tract north of Buchheits on South Orchard Road. The land is being cleared under an existing grading permit and the owner has potential buyers for the two smaller tracts. The size of the tracts complies with the exception that allows division of up to four tracts without having to install utilities and other requirements of the Land Subdivision Regulations.

Commissioner Fraley made a motion to approve the request, seconded by Commissioner Koeller and unanimously approved.

Vote: 8 ayes, 0 nays, 0 abstentions, 1 absent

Request for approval of a Special Use )  
 Permit for shipping containers as long-term )  
 Storage in a C-2 General Commercial )  
 District at 957 West Independence Street )  
 Submitted by Brennon Todt )

Mrs. Sanders reported this is a separate special use permit from the one approved for redevelopment of the property into a high-density mixed residential development because this use is expected to be temporary for the period of redevelopment.

Mr. Brennon Todt came forward and said he has three shipping containers to allow storage of tools and building materials in a dry and safe environment.

Chairman Dryer commended him on the improvements that have been made to this property. He asked if the shipping containers will be located on vacant lots and Mr. Todt said they would.

Commissioner Koeller asked for a time frame. Mr. Todt said he expects redevelopment to take two to five years, but they have to work around current leases. There may be some re-shuffling.

Mrs. Sanders explained the difference between the short-term storage and long-term storage use of shipping containers.

Commissioner Harrison made a motion to approve the request, seconded by Commissioner Doughten and unanimously approved.

Vote: 8 ayes, 0 nays, 0 abstentions, 1 absent

Request for approval of a minor subdivision )  
 Estates submitted by Teddy D. & )  
 Cara E. Eggimann )

Mrs. Sanders reported this plat is to combine multiple lots and pieces of lots into two individually defined lots.

Mr. Teddy Eggimann came forward and said they own Lots 2, 3, 4, and part of Lot 5. He wants to leave Lot 2 separate and combine the other lots. He said he had his house appraised and since they only counted one 50' x 100' lot with his house, it hurt his appraisal. Commissioner Koeller confirmed that

the Eggiman's house was considered to be on a single lot and the larger portion of the property is considered to be part of the house next door that they also own. This plat will switch the larger area to his personal home.

Commissioner Koeller made a motion to approve the plat, seconded by Commissioner Weber and unanimously approved.

Vote: 8 ayes, 0 nays, 0 abstentions, 1 absent

Request for re-approval of a preliminary )  
 plat of Jackson North Industrial Park )  
 Subdivision submitted by the City of )  
 Jackson )

Mrs. Sanders said it is again time to re-approve this plat. Preliminary plat approvals are good for one year.

Commissioner Koeller made a motion to approve the plat, seconded by Commissioner Fadler and unanimously approved.

Consider a motion to add items to the )  
 agenda )

Mrs. Sanders informed the Commission that next month's meeting will include an educational session from the city attorney.

Adjournment )

Commissioner Tina Weber made a motion to adjourn, seconded by Commissioner Koeller and unanimously approved.

Respectfully submitted,

Tony Koeller  
 Planning and Zoning Commission Secretary

Attest:

Janet Sanders  
Building & Planning Manager

Item 1.

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### 60 Day Request for Extension

Cape Land and Development, LLC submitted to the Planning and Zoning Commission Savers Farm Subdivision Phase 9- Preliminary Plat. The Savers Farm Subdivision Phase 9- Preliminary Plat was supposed to be discussed at the P & Z Commission meeting scheduled for August 10, 2022.

Pursuant to the Code of the City of Jackson, Missouri Section 57-5 (d)(4), the commission and the applicant can consent to an extension of the sixty (60) daytime frame to approve or disapprove a preliminary plat.

Brandon Williams on behalf of Cape Land and Development, LLC is requesting a sixty (60) day extension for approval of the Savers Farm Subdivision Phase 9- Preliminary Plat. Cape Land and Development, LLC is requesting their Preliminary Plat be tabled during the September 14, 2022, Planning and Zoning meeting and discussed at the October 12, 2022, Planning and Zoning Commission meeting.

Cape Land and Development, LLC

A handwritten signature in black ink, appearing to read 'Brandon Williams', is written over a horizontal line.

Brandon Williams, Sole Member

## Staff Report 2

**ACTION ITEM:** Request for approval of a preliminary plat of Savers Farm Subdivision Phase 9

**APPLICANT:** Cape Land & Development, LLC

**APPLICANT STATUS:** Property owner

**PURPOSE:** To provide an additional phase of a county subdivision on land that is already inside the city limits but only accessible from the county

**SIZE:** 17.29 acres

**PRESENT USES:** Undeveloped land

**PROPOSED USE:** Single-family residential subdivision

**ZONING:** R-2 Single Family Residential

**SURROUNDING LAND USE:** North – out of city; South – R-2 Single Family Residential; East – R-2 Single Family Residential; West – R-2 Single Family Residential

**HISTORY:** This piece of property was found to already be inside the city limits on a 1961 city limits map. The property to the south developed as Bent Creek Golf Course and Bent Creek Subdivision, which provided for no stubbed streets to access this property.

In 2019, P&Z reviewed and the Board of Aldermen approved new code language in Chapter 57 (Land Subdivision Regulations) to allow limited access land development. This allows a subdivision to have access other than a public city street when no city street right-of-way is available for a connection. This code language was developed due to this specific property.

**TRANSPORTATION AND PARKING:** All required street frontage and parking will be developed as part of the subdivision development and building construction.

**APPLICABLE REGULATIONS:** Land Subdivision Regulations (Chapter 57); Zoning Code (Chapter 65)

**2009 COMPREHENSIVE PLAN:** Residential use

**FLOODPLAIN INFORMATION:** This property includes an area of floodplain that will be located in the rear yard of seven lots and does not prevent an adequate buildable area for those lots.

**PHYSICAL CHARACTERISTICS:** No access is available except through previous Savers Farm Subdivision phases located in the county.

**COMMENTS:** This subdivision contains 40 lots.

This subdivision is proposed to have privately maintained streets. They will also have Ameren Electric because no city electric service is available to this location. The subdivision will install city water and sewer. The developer will install a water main extension from the existing main near Greensferry Road through a new easement across adjacent undeveloped property. City sanitation and emergency services will serve these lots. City staff and administration are aware of this hybrid mixture of public and private infrastructure.

NOTE: This application form looks different from the traditional application form because it was submitted through the Building & Planning Department's new online portal. We expect to begin to see more applications in this format.

**NOTE: The Board of Aldermen is still negotiating a Memorandum of Understanding with the developer. It is the opinion of the city attorney that this plat cannot be approved prior to resolution of that MOU. Due to several absences at the Board of Aldermen meeting on the 6<sup>th</sup>, they requested this again be on their study session for September 19<sup>th</sup>, a date which is past the P&Z meeting. An additional extension approval has been requested from the developer.**

**Revisions to the plat and review comments have been included in the September P&Z packet.**

**ACTION REQUIRED:** The Commission shall approve or deny this subdivision based on compliance with the Land Subdivision Regulations **or may table the request if the developer provides written agreement.**



# Subdivision Permit Application

Date: 06/15/2022

## Applicant / Current Owner

Applicant Name: Brandon Williams  
 Address: 2985 Boutin Drive  
 City, State, Zip: Cape Girardeau, MO 63701  
 Phone: 573-335-3382  
 Email: bowconstruction@aol.com

Owner Name: Cape Land & Development, LLC  
 Address: 2985 Boutin Drive  
 City, State, Zip: Cape Girardeau, MO 63701  
 Phone:  
 Email:

## Proposed Owner / General Project Information

Owner Name: Cape Land & Development, LC  
 Address: 2985 Boutin Drive  
 City, State, Zip: Cape Girardeau, MO 63701  
 Phone:  
 Email:

Site Address: SAVERS FARM SUBDIVISION PHASE 9  
 City, State, Zip:  
 Current Use:  
 Current Zoning: R-2 Single-Family Residential  
 Proposed Zoning: R-2 Single-Family Residential

Project Description:

## Annexation

Rezoning App?: No  
 Special Use App?: No

Current Use:  
 Legal:

## Rezoning / Special Use / Variance Information

Request Reason:  
 Current Use:  
 Proposed Use:

Prior Variance: No  
 Prior Request:  
 Permission to Visit: No

## Subdivision Information / Current Zoning

Subdivision Type: Preliminary Plat  
 Current Use:  
 Proposed Use:  
 Subdivision Name: Savers Farm Subdivision - Phase 9  
 Engineer Company: Strickland Engineering  
 Contact: Marc Mahnke / Brian Strickland  
 Mailing Address: 113 W. Main Street  
 City, State, Zip: Jackson, MO 63755  
 Phone: 573-243-4080  
 Other Permit: No  
 Legal:

R-1: ☐  
 R-2: ☒  
 R-3: ☐  
 R-4: ☐  
 MH-1: ☐  
 O-1: ☐  
 CO-1: ☐  
 C-1: ☐  
 C-2: ☐  
 C-3: ☐  
 C-4: ☐  
 I-1: ☐  
 I-2: ☐  
 I-3: ☐

**Proposed Zoning**

R-1: ☐  
R-2: ☒  
R-3: ☐  
R-4: ☐  
MH-1: ☐  
O-1: ☐  
CO-1: ☐

C-1: ☐  
C-2: ☐  
C-3: ☐  
C-4: ☐  
I-1: ☐  
I-2: ☐  
I-3: ☐

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**Land Exchange Information**

Current Use:  
Request Reason:  
Granting Property:  
Receiving Property:  
Engineer Company:  
Engineer Contact:  
Address:  
City, State, Zip:  
Phone:

Granting Owner:  
Address:  
City, State, Zip:  
Receiving Owner:  
Address:  
City, State, Zip:  
Application For:      Combination or re-  
                                 combination of previously  
                                 platted lots

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**Additional Comments**

SUBDIVISION OF LAND

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I do hereby certify that the information contained herein is true and correct.

Brandon Williams

Name

06/15/2022

Date



August 22, 2022

City Of Jackson  
Attn: Ms. Janet Sanders  
101 Court Street  
Jackson MO 63755

RE: Savers Farm Subdivision Phase 9

Dear Ms. Sanders:

The developers of Phase 9 of Savers Farm Subdivision are requesting the following variance for the property:

- A variance from the 1,000 foot block length requirement for the looped street Highlander Circle.

Please contact me if you have any questions or need any further information.

Sincerely,

Marc T Mahnke, PE

### 60 Day Request for Extension

Cape Land and Development, LLC submitted to the Planning and Zoning Commission Savers Farm Subdivision Phase 9- Preliminary Plat. The Savers Farm Subdivision Phase 9- Preliminary Plat was supposed to be discussed at the P & Z Commission meeting scheduled for August 10, 2022.

Pursuant to the Code of the City of Jackson, Missouri Section 57-5 (d)(4), the commission and the applicant can consent to an extension of the sixty (60) daytime frame to approve or disapprove a preliminary plat.

Brandon Williams on behalf of Cape Land and Development, LLC is requesting a sixty (60) day extension for approval of the Savers Farm Subdivision Phase 9- Preliminary Plat. Cape Land and Development, LLC is requesting their Preliminary Plat be tabled during the August 10, 2022 Planning and Zoning meeting and discussed at the September 14, 2022 Planning and Zoning Commission meeting.

Cape Land and Development, LLC

A handwritten signature in black ink, appearing to read 'Brandon Williams', is written over a horizontal line.

Brandon Williams, Sole Member



August 22, 2022

City Of Jackson  
Attn: Ms. Janet Sanders  
101 Court Street  
Jackson MO 63755

RE: Savers Farm Subdivision Phase 9 – Preliminary Plat

Dear Ms. Sanders:

Attached is an updated preliminary plat for the above referenced project. The review comments from your June 29, 2022 letter are further addressed below:

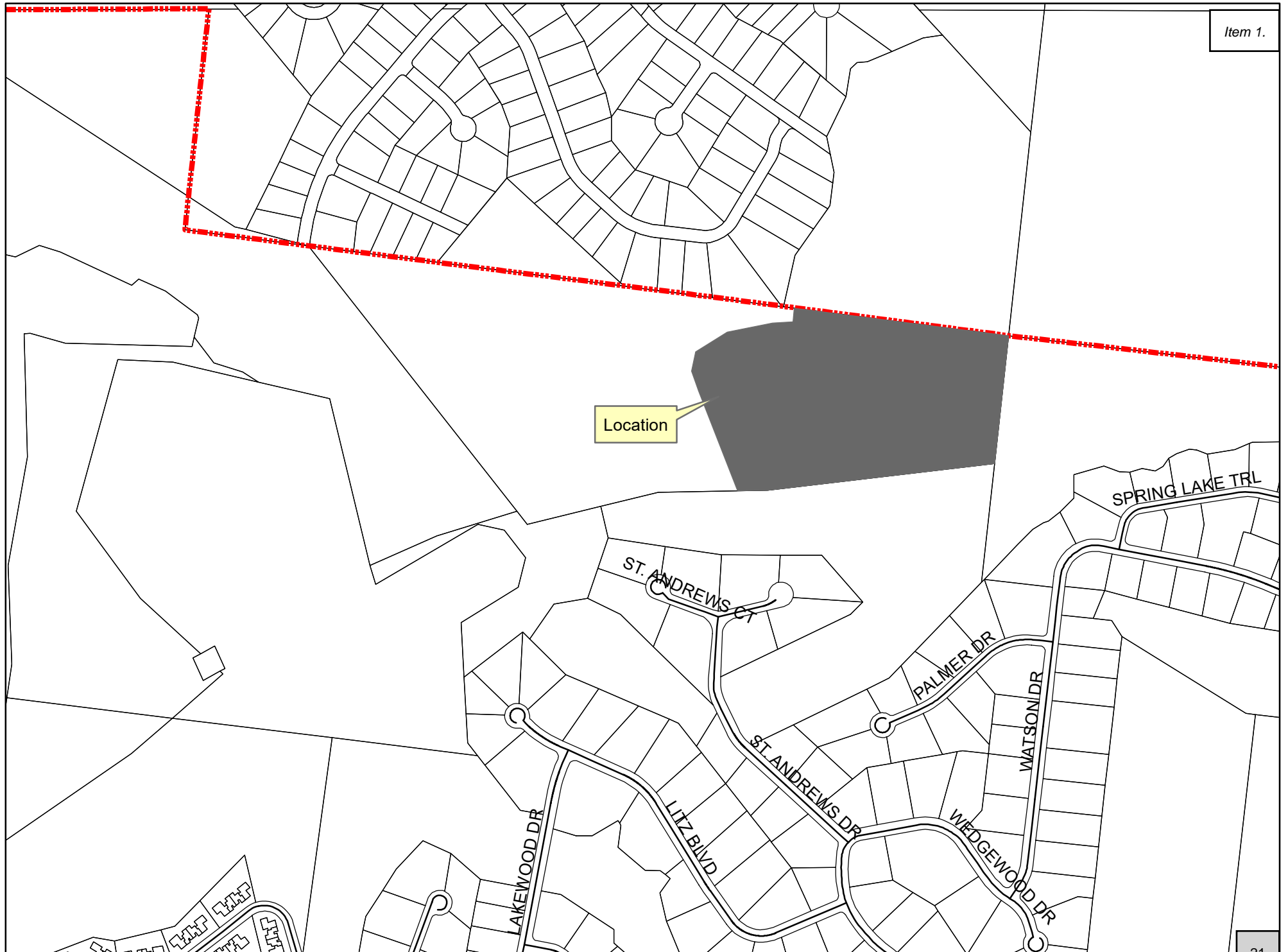
1. Strickland Engineering was not involved in the design of the bridge. Information regarding the bridge capacity will need to be provided by the developer.
2. I have attached an exhibit which shows this phase and the relationship to existing properties to the east. As you can see the entire eastern property line is bordered by Bent Creek Golf Course and is not an undeveloped tract. The developer wants to keep phases 8 and 9 separate from each other and wants to avoid doing any work in the floodplain & floodway beyond what is absolutely necessary for utility service, so no change has been made to connect the two phases.
3. I have attached a letter formally requesting a variance to the maximum block length requirement.
4. Easements will be provided on the final plat of the development for the detention basins as well as for providing access to them. I've also added a note to the preliminary plat stating this.
5. Easements will be provided on the final plat.
6. A 20' easement will be provided on the final plat. I have also shown the easement on the preliminary plat where it is currently anticipated to be located.
7. The developer would prefer that the streets match the streets throughout the remainder of the development and as a result would prefer to keep them private.

Please contact me if you have any questions or need any further information.

Sincerely,

Marc T Mahnke, PE

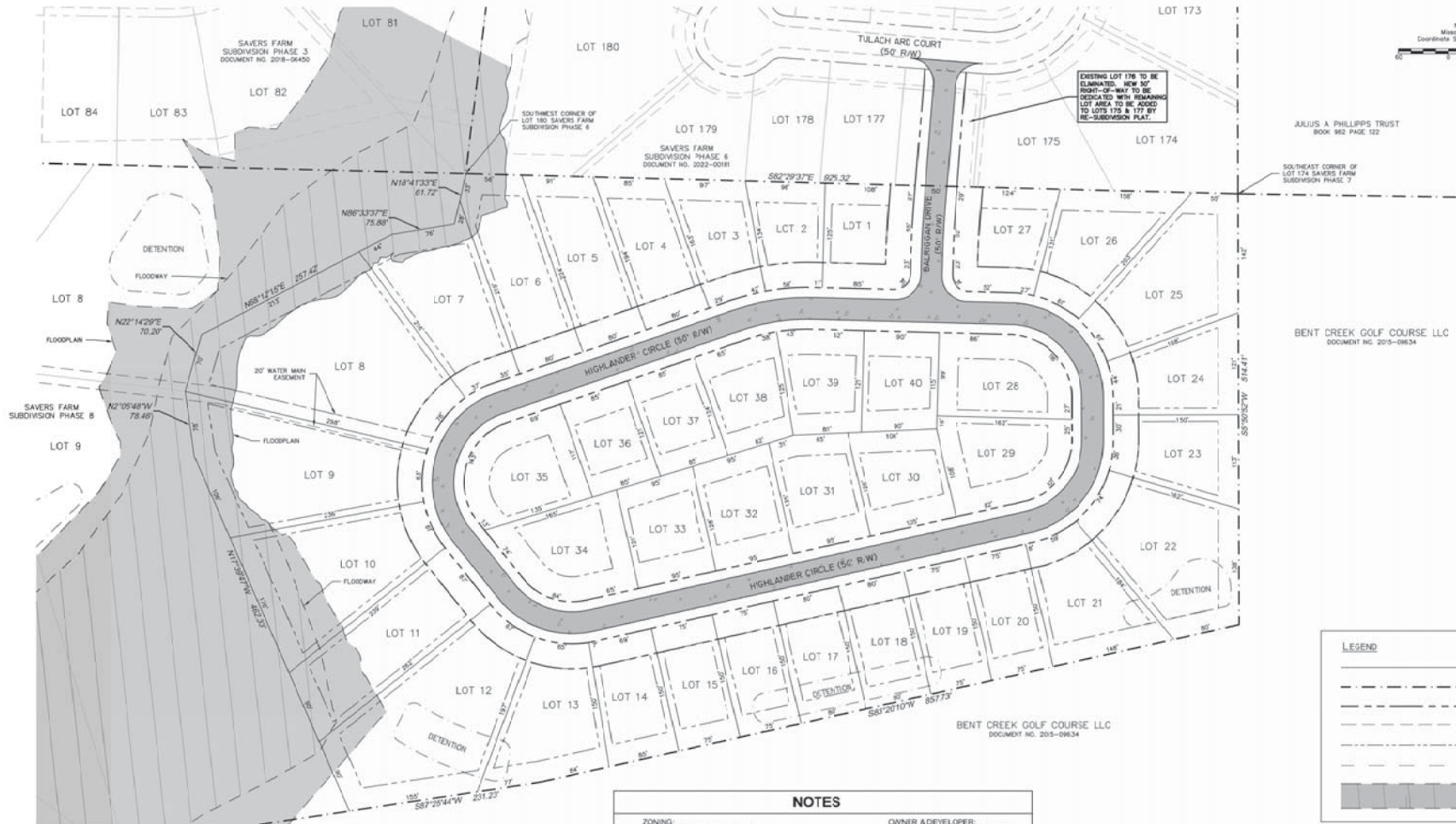




Savers Farm Subdivision Phase 9  
Location Map

# SAVERS FARM SUBDIVISION - PHASE 9

Part of U.S.P. SURVEY 318, Township 31 North Range 13 East of the Fifth Principal Meridian  
in the City of Jackson and County of Cape Girardeau, Missouri.



## LEGEND

	LOT LINE
	PROPERTY BOUNDARY LINE
	RIGHT-OF-WAY LINE
	EASEMENT LINE
	BUILDING SETBACK LINE
	100-YEAR FLOODPLAIN LINE
	100-YEAR FLOODWAY

## NOTES

**ZONING:**  
R2 SINGLE FAMILY RESIDENTIAL

**EASEMENT NOTES:**  
15' FRONT (MINIMUM)  
15' REAR (MINIMUM)  
10' PERIMETER OF SUBDIVISION (MINIMUM)  
ALL DETENTION BASINS WILL HAVE EASEMENT PROVIDING ACCESS TO BASIN AND AROUND PERIMETER  
20' WATER MAIN (AS SHOWN)

**BUILDING SETBACKS:**  
FRONT YARD SETBACK = 30'  
REAR YARD SETBACK = 15'  
SIDE YARD SETBACK = 5'

**DESIGN STANDARDS:**  
50' RIGHT OF WAY WIDTH

26" WIDE PRIVATE CONCRETE STREETS WITH CURB TO BE MAINTAINED BY THE SAVERS FARM SUBDIVISION HOMEOWNERS ASSOCIATION.

**OWNER & DEVELOPER:**  
CAPE JANI & DEVELOPMENT, LLC  
c/o BRANDON WILLIAMS  
2865 SOUTH DRIVE  
CAPE GIRARDEAU, MO 63701

**PREPARED BY:**  
STRICKLAND ENGINEERING  
113 W MAIN STREET SUITE 1  
JACKSON, MO 63701  
(573) 243-4380

ACCURACY STANDARD: TYPE URBAN

## LOCATION MAP



**FLOODPLAIN NOTE:**  
A PORTION OF THE DESCRIBED TRACT IS LOCATED WITHIN A FLOOD HAZARD ZONE AS SHOWN ON THE FLOOD INSURANCE RATE MAP, COMMUNITY PANEL 290312144E.

 <b>STRICKLAND ENGINEERING</b> CIVIL - MECHANICAL - ELECTRICAL ENGINEERING - LAND SURVEYING	113 WEST MAIN STREET P.O. BOX 159 JACKSON, MISSOURI 63755 TEL: 573-243-4380 FAX: 573-243-2191
	<b>PRELIMINARY PLAT FOR SAVERS FARM SUBDIVISION PH. 9</b>
	<b>JACKSON, MISSOURI</b>
	SCALE 1" = 60' DATE 8-22-2022 DRAWN BY MTM CHECKED BY RA/BS PROJECT # 22-074

## Staff Report

**ACTION ITEM:** Request for rezoning 385-389-391 Timber Lane from R-1 Single Family Residential to C-2 General Commercial

**APPLICANT:** JWRPM Properties, LLC

**APPLICANT STATUS:** Property owner

**PURPOSE:** To rezone newly annexed property to match existing use as a triplex.

**SIZE:** 0.59 acres

**PRESENT USES:** Residential triplex

**PROPOSED USE:** Same

**SURROUNDING LAND USE:** North – R-1 Single Family Residential; South – out of city; East – R-1 Single Family Residential; West – out of city

**HISTORY:** This property was originally part of a 6.67-acre lot in the Grandview Acres Subdivision that was not annexed with the remainder of the subdivision under a previous owner. It is now a separate lot from the remainder of the original tract under separate ownership. According to the tax records, the building was built in 1969 and is listed in tax records as a duplex.

**TRANSPORTATION AND PARKING:** All required street frontage and parking currently exist.

**APPLICABLE REGULATIONS (code excerpt):** Zoning Code (Chapter 65):

**Sec. 65-8. - R-4 General residential district regulations.**

1) *Use regulations.* A building or premises shall be used only for the following purposes:

f. Multiple-family dwellings.

**2009 COMPREHENSIVE PLAN:** Residential use

**FLOODPLAIN INFORMATION:** This property is not located in a floodplain per FEMA panel 29031C0143E dated 9/29/11

**PHYSICAL CHARACTERISTICS:** This is the last residential property on the south side of Timber Lane. All other residences are single family homes. To the west is a large shop building located on the remainder of the original 6+ acre tract.

**COMMENTS:** The property is in the annexation process due to failure of the existing septic system. When annexed it will be eligible to connect to city sewer with a small sewer main extension that is the responsibility of the property owner. This property is currently served by

city water under a long-existing agreement for non-citizen water service. These types of service are no longer created.

Zoning this one standard-sized lot R-4 could be considered spot zoning. However, R-4 General Residential is the first residential district that allows multi-family housing so is the only option to make the property a conforming zoning use. Remaining R-1 Single Family Residential would make the property a non-conforming (grandfathered) use as a triplex in a single-family residential district. Non-conforming status includes the risk that if the building was destroyed by any means, voluntary or involuntary, by more than 65%, the property must then be brought into conformance with R-1 Single Family zoning allowable uses.

**ACTION REQUIRED:** The Commission shall vote to recommend approval or denial of the request for rezoning. A public hearing at this level is optional and is required at the Board of Aldermen level.



## REZONING / SPECIAL USE PERMIT APPLICATION

City of Jackson, Missouri

APPLICATION DATE: 8-1-2022

TYPE OF APPLICATION: ☒ Rezoning ☐ Special Use Permit

PROPERTY ADDRESS (Other description of location if not addressed):

385 ~~2820-0840~~ Timber Lane, Jackson, MO 63755-8121

CURRENT PROPERTY OWNERS (all legal property owners as listed on current deed, including trusts, LLCs, etc):

Property Owner Name(s): JWRPM Properties LLC

Mailing Address: 110 Talbot Dr

City, State ZIP: Cape Girardeau, MO 63701-8871

PROPOSED PROPERTY OWNERS (if property is to be transferred, name(s) in which property will be deeded):

Proposed Property Owner(s): N/A

Mailing Address: \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

### CONTACT PERSON HANDLING APPLICATION:

Contact Name: Chris Collier

Mailing Address: 1107 Anise Ln

City, State ZIP: Jackson, MO 63755

Contact's Phone: 573-450-7466

Email Address (if used): \_\_\_\_\_

CURRENT ZONING: (check all that apply)

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> R-1 (Single-Family Residential) | <input type="checkbox"/> C-1 (Local Commercial)        |
| <input type="checkbox"/> R-2 (Single-Family Residential)            | <input type="checkbox"/> C-2 (General Commercial)      |
| <input type="checkbox"/> R-3 (One- And Two-Family Residential)      | <input type="checkbox"/> C-3 (Central Business)        |
| <input type="checkbox"/> R-4 (General Residential)                  | <input type="checkbox"/> C-4 (Planned Commercial)      |
| <input type="checkbox"/> MH-1 (Mobile Home Park)                    | <input type="checkbox"/> I-1 (Light Industrial)        |
| <input type="checkbox"/> O-1 (Professional Office)                  | <input type="checkbox"/> I-2 (Heavy Industrial)        |
| <input type="checkbox"/> CO-1 (Enhanced Commercial Overlay)         | <input type="checkbox"/> I-3 (Planned Industrial Park) |

CURRENT USE OF PROPERTY: Single-family residential

Item 1.

**PROPOSED ZONING:** (check all that apply)

- |   |                                   |                              |                           |
|---|-----------------------------------|------------------------------|---------------------------|
| <input type="checkbox"/> R-1            | (Single-Family Residential)       | <input type="checkbox"/> C-1 | (Local Commercial)        |
| <input type="checkbox"/> R-2            | (Single-Family Residential)       | <input type="checkbox"/> C-2 | (General Commercial)      |
| <input type="checkbox"/> R-3            | (One- And Two-Family Residential) | <input type="checkbox"/> C-3 | (Central Business)        |
| <input checked="" type="checkbox"/> R-4 | (General Residential)             | <input type="checkbox"/> C-4 | (Planned Commercial)      |
| <input type="checkbox"/> MH-1           | (Mobile Home Park)                | <input type="checkbox"/> I-1 | (Light Industrial)        |
| <input type="checkbox"/> O-1            | (Professional Office)             | <input type="checkbox"/> I-2 | (Heavy Industrial)        |
| <input type="checkbox"/> CO-1           | (Enhanced Commercial Overlay)     | <input type="checkbox"/> I-3 | (Planned Industrial Park) |

PROPOSED USE OF PROPERTY: General residential

**LEGAL DESCRIPTION OF TRACT** (attach a copy of the deed or other legal description):

PT Lot 1 Block 3 ; PT Block 8 Grandview Acres Second 07/05

**REASON FOR REQUEST:** State the reason(s) why you believe the requested use will be beneficial to the neighborhood and the City of Jackson. Attach additional page(s) as needed.

Able to be tied into the city sewers

**DRAWINGS (FOR SPECIAL USE PERMITS ONLY):** If one or more buildings or other structures are to be added to the property for a special use permit, attach a scaled plat of the tract(s) showing the location of all buildings. If any buildings are to be less than the standard minimum setbacks, include these distances on the drawing. Any approved special use permit will be based on this building layout. Changes to the layout will require a new special use permit.

**SURROUNDING PROPERTY OWNERS:** A map of the property location and a map and list of all owners of property within 185' of the property in question will be incorporated by the City as part of this application. The 185' distance is exclusive of right-of-ways. The City will prepare this map based on the most current tax information published by the Cape Girardeau County Assessor.



**OWNER SIGNATURES:**

Item 1.

I state upon my oath that all of the information contained in this application is true. *(Signatures of all persons listed on the current property deed and the authorized signer(s) for any owning corporation or trust.)*

 B Wayland

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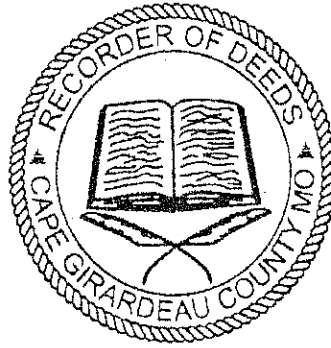
Please submit this application along with appropriate non-refundable application fee to:

Janet Sanders  
Building & Planning Manager  
City of Jackson  
101 Court Street  
Jackson, MO 63755

573-243-2300 ext.29 (ph)  
573-243-3322 (fax)  
[jsanders@jacksonmo.org](mailto:jsanders@jacksonmo.org)

**APPLICATION FEE: \$200.00**

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ANDREW DAVID BLATTNER  
RECORDER OF DEEDS  
CAPE GIRARDEAU COUNTY, MO  
eRECORDED ON  
03/03/2022 08:31:01 AM  
REC FEE: 27.00  
PAGES: 2

## WARRANTY DEED

This Warranty Deed made and entered into this 2nd day of March, 2022, by and between **Keith Brugger and Christy Brugger, husband and wife**, of the County of Cape Girardeau, State of Missouri, hereinafter referred to as **GRANTORS**, and **JWRPM Properties LLC, a Missouri Limited Liability Company**, of the County of Cape Girardeau, State of Missouri, hereinafter referred to as **GRANTEE**. The mailing address of the Grantee is:

1429 Kurre Lane, Cape Girardeau, MO 63701

**WITNESSETH:** The Grantors, for and in consideration of the sum of TEN DOLLARS (\$10.00) and other valuable consideration paid to the Grantors, the receipt of which is hereby acknowledged, do by these presents Grant, Bargain, and Sell, Convey and Confirm unto the Grantee the following described lots, tracts or parcels of land lying, being and situated in the County of Cape Girardeau and State of Missouri, to-wit:

Part of Block 8 and part of Lot 1 in Block 3 of Grandview Acres Second Subdivision in Section 13, Township 31 North, Range 12 East of the Fifth Principal Meridian, Cape Girardeau County, Missouri, as shown by plat filed for record in Plat Book 7 at Page 5 in the land records of Cape Girardeau County, Missouri, more particularly described as follows:  
Commence at a found iron pin at the Northeast corner of U.S.P.S No. 186; thence South 06 degrees 18 minutes 45 seconds West 112.47 feet to a found iron pin; thence South 83 degrees 44 minutes 13 seconds East 160.98 feet to a set iron pin for the point of beginning; thence North 06 degrees 25 minutes 09 seconds East 204.71 feet to a set iron pin; thence North 46 degrees 49 minutes 21 seconds East 66.05 feet to a set iron pin on the West line of Sunset Lane; thence along said West line, South 06 degrees 08 minutes 30 seconds West 34.99 feet to a found iron pin on the South line of Timber Lane; thence along said South line, South 83 degrees 21 minutes 46 seconds East 71.34 feet to a set iron pin; thence leaving said South line, South 06 degrees 25 minutes 09 seconds West 219.44 feet to a set iron pin; thence North 83 degrees 44 minutes 13 seconds West 114.32 feet to the point of beginning. The herein described tract contains 0.59 acres, more or less.



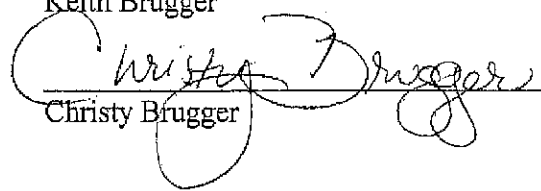
*SUBJECT TO an easment for ingress and egress as set out in General Warranty Deed recorded 10/22/2014 in Document No. 2014-11063 in the land records of Cape Girardeau County, Missouri.*

**TO HAVE AND TO HOLD** the premises aforesaid, with all and singular the rights, privileges, appurtenances and immunities thereto belonging or in anywise appertaining, unto the said Grantee and unto its successors and assigns **FOREVER**, the said Grantors hereby covenanting that they are lawfully seized of an indefeasible estate in fee in the premises herein conveyed; that they have good right to convey the same; that the said premises are free and clear of any encumbrances done or suffered by them or those under whom they claimed title; and that they will warrant and defend the title to said premises unto the said Grantee, and unto its successors and assigns forever, against the lawful claims and demands of all persons.

**IN WITNESS WHEREOF**, the said Grantors have hereunto set their hands the day and year first above written.

**GRANTORS:**

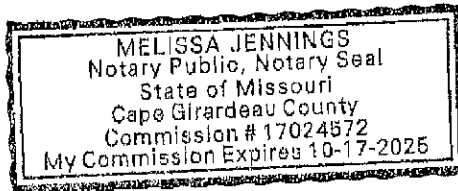
  
Keith Brugger

  
Christy Brugger

STATE OF MISSOURI                    )  
  ) ss.  
COUNTY OF CAPE GIRARDEAU )

On this 2 day of March, 2022, before me personally appeared **Keith Brugger and Christy Brugger, husband and wife**, to me known to be the persons described in and who executed the within Warranty Deed, and acknowledged to me that they executed the same as their free act and deed and for the purposes therein stated.

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed my official seal, the day and year first above written.



  
Notary Public

My commission expires:

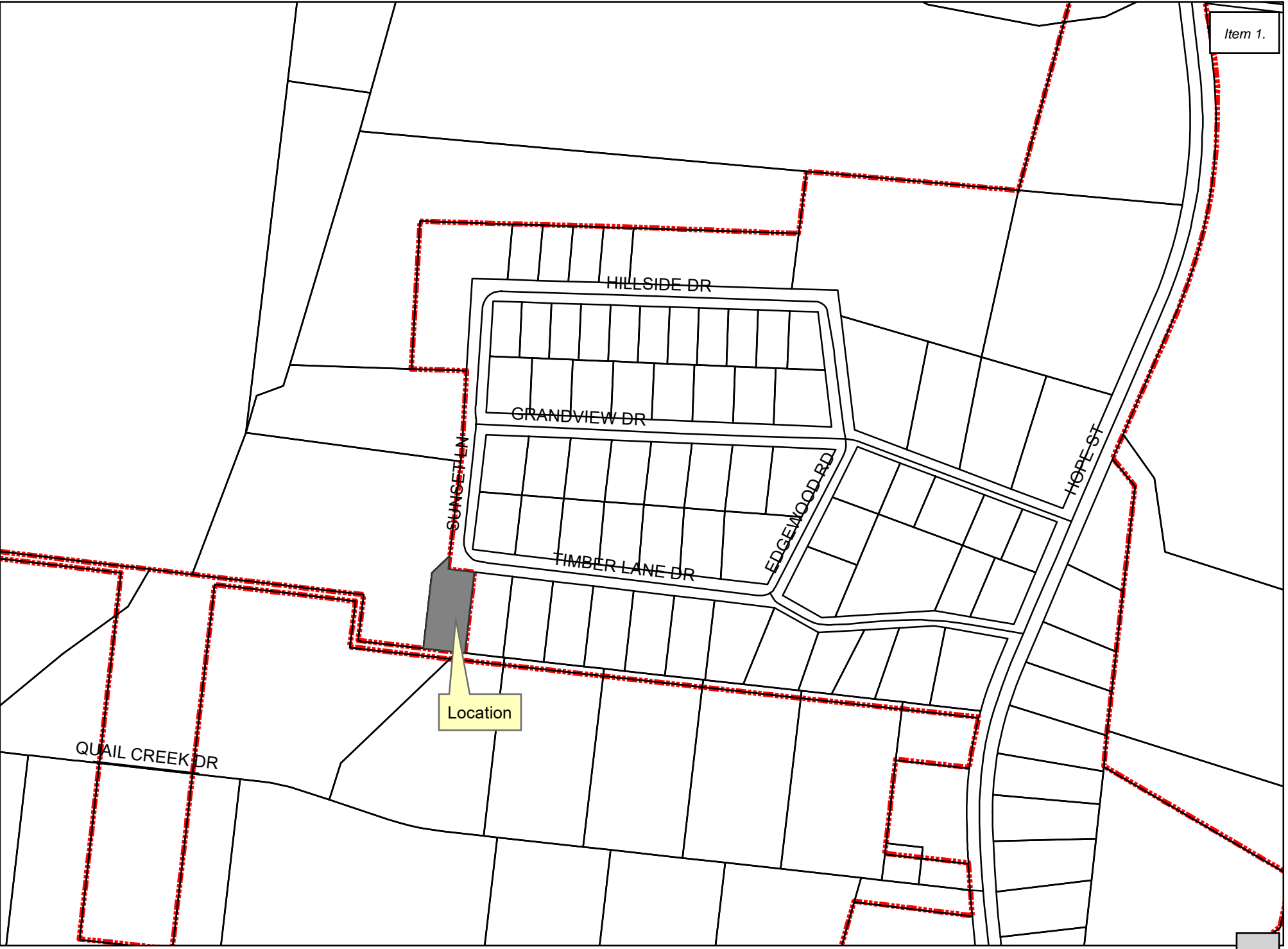
2201106





385 Timber Lane - Existing Triplex  
Property Aerial Photo

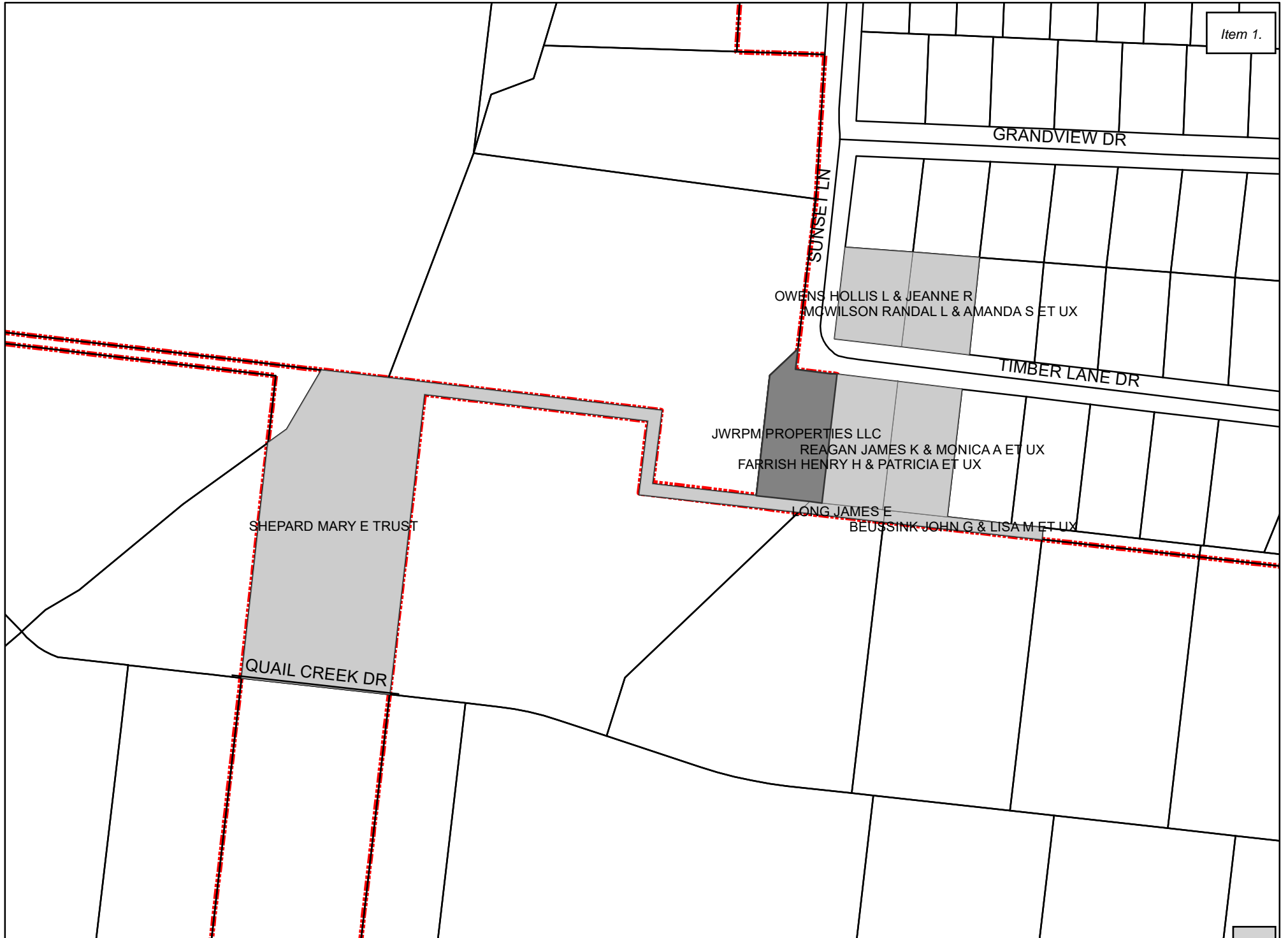




Item 1.

Location





## Staff Report

**ACTION ITEM:** Request for a Special Use Permit for a towing business in a C-2 General Commercial District located on 1.6 acres of 1383 South Hope Street

**APPLICANT:** Land Escapes, LLC

**APPLICANT STATUS:** Proposed Property Owner

**PURPOSE:** To relocate an existing towing business to a new location inside Jackson

**SIZE:** 1.6 acres within the city limits. Additional acreage outside the city limits.

**PRESENT USES:** Vacant land

**PROPOSED USE:** Towing & landscaping businesses

**ZONING:** C-2 General Commercial

**SURROUNDING LAND USE:** North – I-1 Light Industrial; South – C-2 General Commercial; East – out of city; West – C-2 General Commercial & R-2 Single Family Residential

**HISTORY:** This property was part of a previous agricultural tract. Part of the original property has been developed into storage sheds by another developer.

**TRANSPORTATION AND PARKING:** All required street frontage exists on South Hope Street and West Jackson Trail. Required parking will be provided as part of the building construction.

**APPLICABLE REGULATIONS:** Zoning Code (Chapter 65): Towing businesses are not specifically listed as a use in any zoning district so fall under the following category  
**Sec. 65-12. - C-2 General commercial district regulations.**

(1) *Use regulations.* A building or premises shall be used only for the following purposes:

- xx. Any other type of business, institutional, governmental, professional, or medical use, retail store or service use not specifically permitted herein, when authorized by the board of aldermen after receipt of review and recommendations from the planning and zoning commission, and only when such use is consistent with the intent and purpose of the C-2 General commercial district regulations.

Specifically listed categories related to vehicles in the C-2 district include the following when located fifty feet or more from any residential district:

- 5. Automobile service and filling station, provided that storage tanks are underground.
- 16. Farm machinery and equipment sales and repair, feed and seed stores.

- 20. Bus terminal or taxi station.
- 21. Automobile, boat, or trailer display and sales offices, including used car sales or storage lot.
- 22. Commercial garage, automobile repair or body shop, or automobile car wash.
- 23. Motorcycle repair, sales, and rental.
- 29. Tire sales and service, including vulcanizing.

**2009 COMPREHENSIVE PLAN:** Single Family Residential Use

**FLOODPLAIN INFORMATION:** This property is not located in a floodplain per FEMA panel 29031C0143E dated 9/29/11.

**PHYSICAL CHARACTERISTICS:** The property is located at the intersection of South Hope Street and West Jackson Trail and is currently mostly wooded.

**COMMENTS:** The intent of the applicant is to construct a building for his businesses on the lot within the city limits and have the towing lot to the rear, primarily outside the city limits.

This property is more than 50' from any residential zoning district.

No special use permit is required in this zoning district for the landscaping business.

The following special conditions are recommended by staff to be added to any approval of a special use permit for this application:

- 1. No wrecked or inoperable vehicle is to remain on the property within the city limits for a period to exceed 45 days, unless stored inside a completely enclosed building.**
- 2. All wrecked vehicles within the city limits must be visibly screened from all public streets and surrounding city property by a privacy fence or a dense evergreen hedge of sufficient height to form a visible screen.**
- 3. No stripping or tearing down of vehicles is permitted on the property.**

**ACTION REQUIRED:** The Commission shall vote to approve or deny this request. A public hearing at this level is optional. A public hearing is required at the Board of Aldermen level.



## REZONING / SPECIAL USE PERMIT APPLICATION

City of Jackson, Missouri

APPLICATION DATE: 8-30-22

TYPE OF APPLICATION: ☐ Rezoning ☒ Special Use Permit

PROPERTY ADDRESS (Other description of location if not addressed):

1383 S. Hope St.

CURRENT PROPERTY OWNERS (all legal property owners as listed on current deed, including trusts, LLCs, etc):

Property Owner Name(s): Land Escapes Landscaping LLC

Mailing Address:

City, State ZIP:

PROPOSED PROPERTY OWNERS (if property is to be transferred, name(s) in which property will be deeded):

Proposed Property Owner(s): Land Escapes Landscaping LLC

Mailing Address:

City, State, ZIP

CONTACT PERSON HANDLING APPLICATION:

Contact Name:

Pat Morgan

Mailing Address:

998 W High St

City, State ZIP

Jackson MO 63755

Contact's Phone:

573-225-4653

Email Address (if used):

PMorgan7564@yahoo.com

CURRENT ZONING: (check all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> R-1 (Single-Family Residential)       | <input checked="" type="checkbox"/> C-1 (Local Commercial) |
| <input type="checkbox"/> R-2 (Single-Family Residential)       | <input type="checkbox"/> C-2 (General Commercial)          |
| <input type="checkbox"/> R-3 (One- And Two-Family Residential) | <input type="checkbox"/> C-3 (Central Business)            |
| <input type="checkbox"/> R-4 (General Residential)             | <input type="checkbox"/> C-4 (Planned Commercial)          |
| <input type="checkbox"/> MH-1 (Mobile Home Park)               | <input type="checkbox"/> I-1 (Light Industrial)            |
| <input type="checkbox"/> O-1 (Professional Office)             | <input type="checkbox"/> I-2 (Heavy Industrial)            |
| <input type="checkbox"/> CO-1 (Enhanced Commercial Overlay)    | <input type="checkbox"/> I-3 (Planned Industrial Park)     |

CURRENT USE OF PROPERTY:

NA

Item 1.

**PROPOSED ZONING:** (check all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> R-1 (Single-Family Residential)       | <input type="checkbox"/> C-1 (Local Commercial)        |
| <input type="checkbox"/> R-2 (Single-Family Residential)       | <input type="checkbox"/> C-2 (General Commercial)      |
| <input type="checkbox"/> R-3 (One- And Two-Family Residential) | <input type="checkbox"/> C-3 (Central Business)        |
| <input type="checkbox"/> R-4 (General Residential)             | <input type="checkbox"/> C-4 (Planned Commercial)      |
| <input type="checkbox"/> MH-1 (Mobile Home Park)               | <input type="checkbox"/> I-1 (Light Industrial)        |
| <input type="checkbox"/> O-1 (Professional Office)             | <input type="checkbox"/> I-2 (Heavy Industrial)        |
| <input type="checkbox"/> CO-1 (Enhanced Commercial Overlay)    | <input type="checkbox"/> I-3 (Planned Industrial Park) |

**PROPOSED USE OF PROPERTY:**

TOWING + Landscaping

**LEGAL DESCRIPTION OF TRACT** (attach a copy of the deed or other legal description):

14-319-00-03-016.04-0000

**REASON FOR REQUEST:** State the reason(s) why you believe the requested use will be beneficial to the neighborhood and the City of Jackson. Attach additional page(s) as needed.

Moving ~~from~~ From current location we will own new location

**DRAWINGS (FOR SPECIAL USE PERMITS ONLY):** If one or more buildings or other structures are to be added to the property for a special use permit, attach a scaled plat of the tract(s) showing the location of all buildings. If any buildings are to be less than the standard minimum setbacks, include these distances on the drawing. Any approved special use permit will be based on this building layout. Changes to the layout will require a new special use permit.

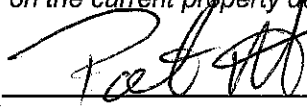
**SURROUNDING PROPERTY OWNERS:** A map of the property location and a map and list of all owners of property within 185' of the property in question will be incorporated by the City as part of this application. The 185' distance is exclusive of right-of-ways. The City will prepare this map based on the most current tax information published by the Cape Girardeau County Assessor.



**OWNER SIGNATURES:**

I state upon my oath that all of the information contained in this application is true. (Signatures of all persons listed on the current property deed and the authorized signer(s) for any owning corporation or trust.)

Item 1.



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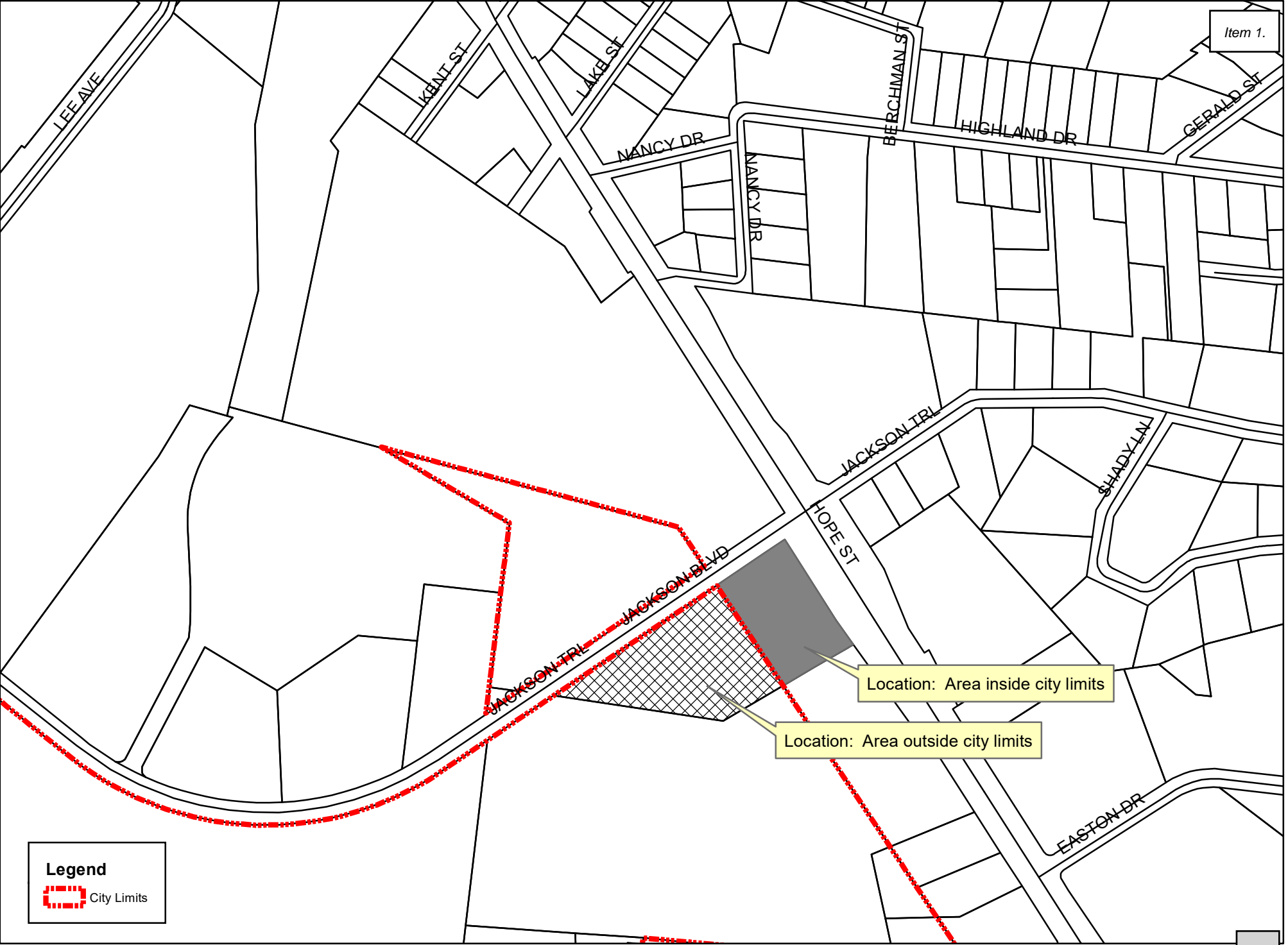
Please submit this application along with appropriate non-refundable application fee to:

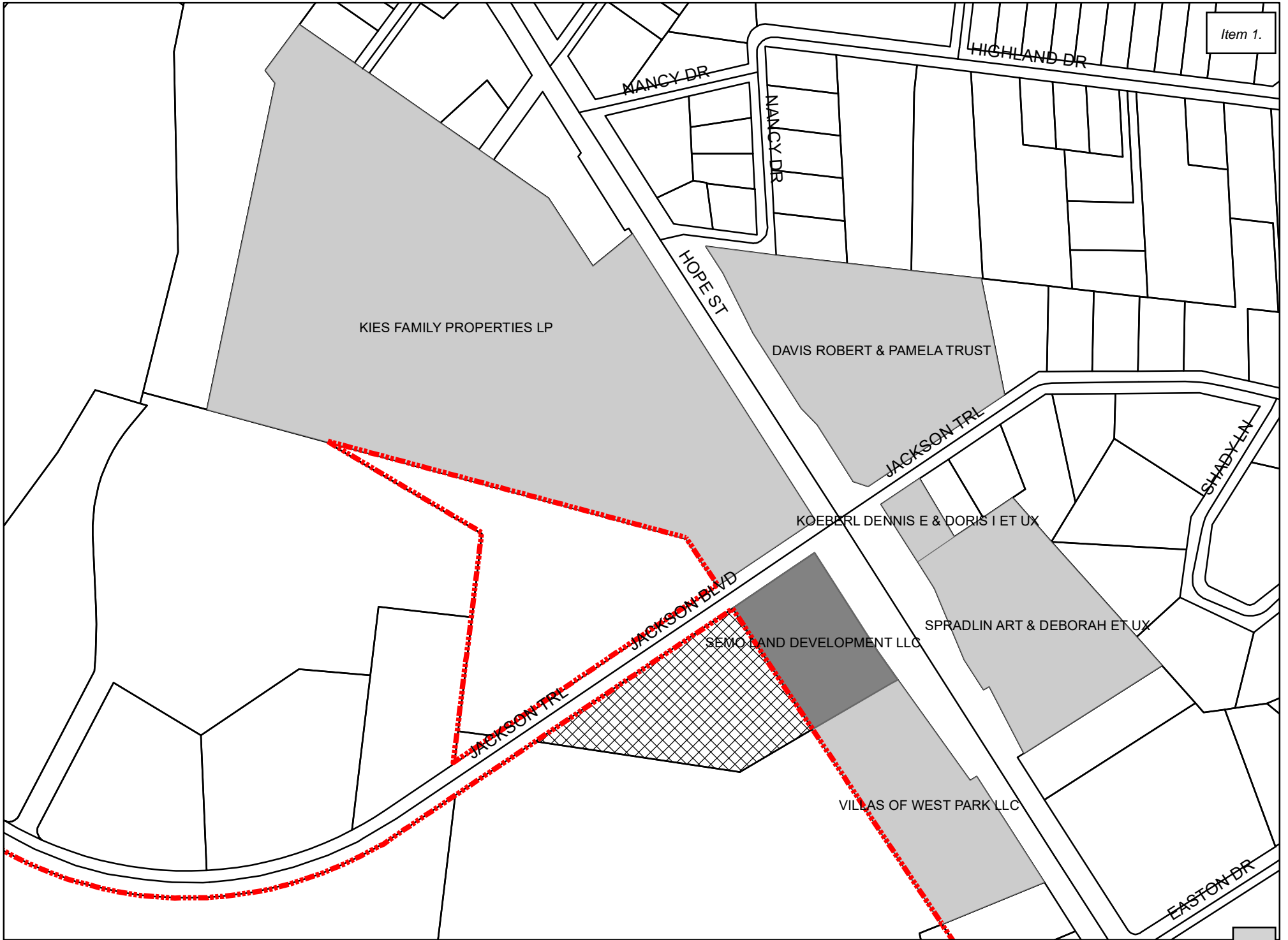
Janet Sanders  
Building & Planning Manager  
City of Jackson  
101 Court Street  
Jackson, MO 63755

573-243-2300 ext.29 (ph)  
573-243-3322 (fax)  
[jsanders@jacksonmo.org](mailto:jsanders@jacksonmo.org)

**APPLICATION FEE: \$200.00**

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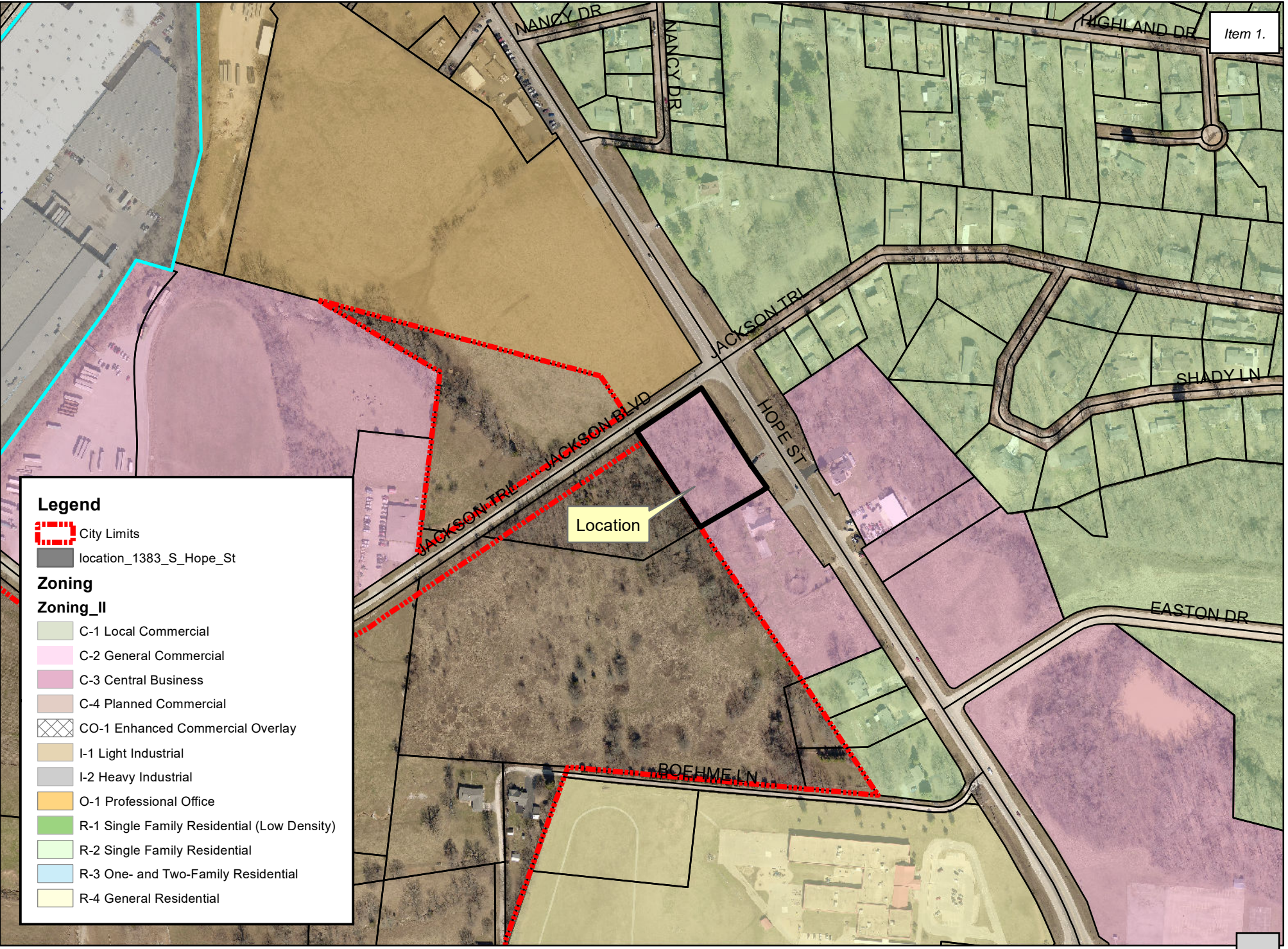


1383 S. Hope St.  
Properties Within 185'

9/1/2

39







Item 1.










Location

**Legend**

-  City Limits
-  location\_1383\_S\_Hope\_St

**Zoning**

**Zoning\_II**

-  C-1 Local Commercial
-  C-2 General Commercial
-  C-3 Central Business
-  C-4 Planned Commercial
-  CO-1 Enhanced Commercial Overlay
-  I-1 Light Industrial
-  I-2 Heavy Industrial
-  O-1 Professional Office
-  R-1 Single Family Residential (Low Density)
-  R-2 Single Family Residential
-  R-3 One- and Two-Family Residential
-  R-4 General Residential



1383 S. Hope St.  
Surrounding Zoning



# Jackson Park Board



September 12, 2022

6:00 pm

Regular Meeting | Civic Center

## Agenda

Board Members Present

Recognition Of Visitors: JHS Art Club; Tony Koeller

Reading Of Previous Meeting Minutes

### Old Business

- 1) Civic Center Digital Sign
- 2) Soccer Park Field Project
- 3) American Rescue Funds discussion
- 4) Junior Park Board Membership

### New Business

- 1) Special Event Permit Application – Hope in the Park
- 2) Special Event Permit Application – Believing Beyond 5K
- 3) Special Event Permit Application – Big Love Concert
- 4) Park Donation – Nagel Memorial Tree
- 5) Park Donation – JAOSA
- 6) Park Donation – Basketball Backboards & Rims
- 7) Land Water Conservation Fund Grant
- 8) BBQ Cook-off Account

Committee Reports

Civic Center Report

Parks & Recreation Director's Report

Adjournment

## Jackson Park Board Meeting August 8<sup>th</sup>, 2022

Meeting called to order by Luke Dry at 6:00 PM

**Members Present:** Luke Dry, Dave Seabaugh, Michelle Flath,  
Cathy Reiminger, Darin Pettit, Bob Lichtenegger, Rodney Ladreiter

**Visitors:** Katy Liley – Aldermen Representative

**Reading of the minutes:** Bob made a motion to approve the July Board minutes, Darin 2<sup>nd</sup>. Bob suggested to change Armory to Upper Armory Restroom on the American Rescue Funds list. All Board members agreed & Motion was approved by a vote of the Board.

### Old Business:

#### Hubble Ford Replacement Bridge Project

Construction is complete. The Board suggested to name the new bridge – Hubble Ford Bridge. Michelle made a motion to approve the name and Darin 2<sup>nd</sup>. Motion was approved by a vote of the Board.

#### Civic Center Digital Sign

The new location was presented and approved by the Board of Aldermen.

#### Soccer Park Field Project

Phase 1 will go out to bid and will be constructed most likely after season ends in October. City Engineer Anna Bergmark is finalizing bid documents. Design work on Phase 2 continues And donors are working through JAOSA to finance the project. Rodney suggested that the gravel lot needs to be graded. Cathy confirmed that vandalizers had done donuts in the parking lot and fields; some juvenile was caught in the process.

#### American Rescue Funds

The Board went over the list that was sent out after July's meeting. Katy will proceed with the list to the Board of Aldermen. There was not an update on the pool repairs or maintenance Needs; the Park Board wants to wait until Jason can give an update on this before committing To the remaining bathrooms beyond Union Street.

## **New Business:**

### Special Event Permit Application

Big Love Concert on September 2<sup>nd</sup>. Motion by Cathy to approve the request, Dave 2<sup>nd</sup>. Motion approved by a vote of the Board pending the insurance application.

### Special Event Permit Application

Breaking Bonds Ministries 5K. Motion by Darin to approve the request, Cathy 2<sup>nd</sup>. Motion approved by a vote of Board.

### Junior Park Board Membership

Luke Dry has spoken with STUCO leaders at the HS. Luke will reach out to Jason to move forward.

### New Business Items not on the Agenda

- Safety City sign needs to be repainted and bushes trimmed around it.
- Park Board Foundation – who is authorized to manage the money in and out of the account? Bob is looking into this further
- How does someone donate to the Park Board Foundation? Bob is looking into this further
- JAYF gravel parking lot needs graded
- October Meeting – invite old Board members to a cookout and ask them for ideas on the American Rescue Funds. The Park Board was in favor of this; Darin Pettit would coordinate.
- The Park Board would like the City Comprehensive Plan to come out before working on a revised Park Master Plan.
- Rodney suggested the ground under the swimming pool be investigated using sonar methods to determine if there are cavities under it that could cause collapse. He understood that leaks were still occurring frequently.

**Director's Reports:** Maintenance worker Eric Welch retired on July 29<sup>th</sup> after 21 years with the city. His replacement has been hired and will start soon. Parks crew have been busy trimming trees along the walking trails. We are getting quotes for a full replacement of the roofs on the Brookside restroom and pavilion.

### **Park & Recreation Director's Report**

We hosted a four team co-ed slow-pitch softball tournament on Saturday, July 30<sup>th</sup>. JAOSA is set to begin its Fall season in the next couple weeks.

The meeting was adjourned at 8:00pm.

Minutes submitted by: Michelle Flath



## PARK DONATION & MEMORIAL FORM

Donor name or organization: JAOSA (Jackson Area Organized Soccer Association)

Address: 2275 S Farmington Road City: Jackson State: MO Zip: 63755

Phone (573) 275-4144 E-mail: tkoeller@appraisalark.com

Pre-approved donation list of new items: (please check appropriate item)

☐ Tree

☐ Picnic Table

☐ Metal Bench

☐ Planter

☐ Litter Receptacle

☐ Drinking Fountain

XX Other

Proposed location: Jackson Soccer Park (Field 12/13)

Description of request: This is a project to build a set of new soccer fields on the new property purchased by the city from the JDIC. It will consist of one large field that can be used for smaller fields (field 12) and an additional smaller field (13) beside it. Plans and specs to be provided or attached.

Estimated value of donation: \$154,000

Maintenance plan of donation: These fields will be maintained by JAOSA

Note: For major projects, the City reserves the right to require construction plans, specifications and other appropriate items.

Signature: *Anthony R. Koeller*  
Anthony R Koeller - JAOSA President

Date: 08/31/2022

**Return to:**

**Jason Lipe, Director**

**Parks & Recreation Department**

**381 E. Deerwood Dr.**

**Jackson, MO 63755**







# TURF RENOVATIONS, LLC

## Quote

"Let Us Build Your Field of Dreams"

1921 CH 417  
Portageville, MO 63873  
573-225-8867 - Phone

DATE August 22, 2022

CUSTOMER:

JAOSA



METHOD	TERMS	DATE of Service
	TBD	TBA

QTY	ITEM	DESCRIPTION	UNIT PRICE	LINE TOTAL
100000	Field	Finish laser grade to entire field	\$ 0.12	\$ 12,000.00
12100	sod	North Bridge Bermuda - installed	\$ 5.00	\$ 60,500.00
6	sand	PGA Golf Grade Sand - 24 ton loads	\$ 800.00	\$ 4,800.00
6	sand	Top dress per load to new field	\$ 450.00	\$ 2,700.00
30	sand	Material for final grade	\$ 550.00	\$ 16,500.00
30	sand	Install sand to field during final grade	\$ 150.00	\$ 4,500.00
1	Field	Irrigation	\$ 30,000.00	\$ 30,000.00
100000	Field	Rough Grade	\$ 0.15	\$ 15,000.00
1	Field	Hydroseed storm water areas		\$ 5,000.00
1	Field	Swell to define water movement around field		\$ 3,000.00

SUBTOTAL	\$ 154,000.00
SHIPPING	
SALES TAX	
TOTAL	\$ 154,000.00

## THANK YOU

Authorized by \_\_\_\_\_ Date \_\_\_\_\_

# MEMO



**TO:** Mayor Hahs and Members of the Board of Aldermen  
**FROM:** Janet Sanders, Building & Planning Manager  
**DATE:** September 14, 2022  
**SUBJECT:** Memorandum of Understanding – Savers Farm  
Subdivision Phases 8 & 9

---

Based on conversation at the last Board study meeting, the developer has added sidewalks into the draft Memorandum of Understanding mark-ups, and still wishes to have privately maintained streets.

The new marked-up draft is attached.

If the developer's proposed changes are acceptable to enough of the Board to move forward with creating an MOU ordinance for a vote, we will have that prepared for the October 3<sup>rd</sup> regular meeting.

## **MEMORANDUM OF UNDERSTANDING**

**THIS MEMORANDUM OF UNDERSTANDING** is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2022, by and between ***CITY OF JACKSON, MISSOURI, a municipal corporation***, hereinafter referred to as “**City**,” and the ***CAPE LAND & DEVELOPMENT, LLC***, hereinafter referred to as “**Developer**,” **WITNESSETH:**

**WHEREAS**, the Developer is developing subdivisions known as Savers Farm Subdivision Phase 8 and Savers Farm Subdivision Phase 9 within the City; and

**WHEREAS**, City street access and certain City utilities are not available within a reasonable distance of these locations, and

**WHEREAS**, the Developer desires to develop streets and utilities to serve the development; and

**WHEREAS**, the City desires to cooperate with the Developer to facilitate development of this property; and

**WHEREAS**, the parties have reached certain agreements concerning the aforesaid project and desire to memorialize the agreement between them in writing.

**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. The Developer will plat and develop residential subdivisions within the city limits of Jackson, Missouri, known as Savers Farm Subdivision Phase 8 and Savers Farm Subdivision Phase 9 in accordance with all laws and regulations of the City of Jackson, other than as specifically modified herein.

2. ~~The Developer will construct a private sewage collection and disposal system to adequately serve all lots in the subdivisions, and will provide for ongoing ownership, operation, and maintenance of the sewage collection and disposal system and appurtenant fixtures.~~

3. The Developer will construct an electric system ~~and street lighting system to adequately to serve the required street lighting system and all lots in the subdivisions with 200 amp service.~~ Electric supplier will be Ameren UE or other public electric utility as regulated by the Missouri Public Service Commission.

4 The Developer will construct a publicly accessible private two-lane street system with sidewalks, designed to serve large emergency vehicles, fully loaded trash trucks, fully loaded concrete trucks, and other heavy equipment used for construction and maintenance of utilities and residential properties.

5. The Developer is not responsible for developing any two-lane bridges in Phase 8 and Phase 9.

6. The Developer will ensure unrestricted access during construction of Phase 8 and 9 to these subdivisions through the area outside city limits for provided city services, other utility and emergency services, and the public. Developer is not responsible for any access once the subdivision has been constructed and/or developed.

7. The City will have no responsibility for current or future ownership, operation, operational costs, upgrade, repair, or maintenance of the ~~sewer system~~, **street system**, electric system, street lighting system, and stormwater infrastructure. **The City shall have no responsibility for snow plowing, street sweeping, and removal of dirt, mud, or debris.** Dissolution of a homeowner's association responsible for ongoing maintenance of these or other facilities will not commute any of these responsibilities to the City of Jackson.

8. The Developer will have no responsibility for future ownership, operation, operational costs, upgrade, repair, or maintenance of the **street system**, electric system, street lighting system, and stormwater infrastructure after Developer transfers the lots in Phase 8 and Phase 9 to the Savers Farm HOA.

7. This Memorandum of Understanding will be recorded with the Cape Girardeau Recorder of Deeds under the names of Savers Farm Subdivision Phase 8 and Savers Farm Subdivision Phase 9 and shall be referenced in private subdivision restrictions for each subdivision.

8. This Memorandum of Understanding contains the entire agreement of the parties and can be altered, amended, or modified only by written instrument executed by both parties. This Memorandum of Understanding sets forth the entire agreement between the parties and no custom, act, forbearance, or words or silence at any time, gratuitous or otherwise, shall impose any additional obligation or liability upon either party or waive or release either party from any default or the performance or fulfillment of any obligation or liability or operate as against either party as a supplement, alteration, amendment, or change of any terms or provisions set forth herein unless set forth in a written instrument duly executed by such party. The failure of either party to exercise any rights or remedies shall not release the other party from its obligations hereunder.

9. This Memorandum of Understanding shall be governed by and construed in accordance with the laws of the State of Missouri.

10. This Memorandum of Understanding shall be binding upon and shall inure to the benefit of the undersigned parties and their respective heirs, legal representatives, distributees, successors, and assigns.

11. In case any one or more of the provisions contained in this Memorandum of Understanding shall for any reason be held invalid, illegal, or unenforceable in any respects, such invalidity, illegality, or unenforceability shall not affect any other provision hereof, and this Memorandum of Understanding shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

12. The rights and remedies provided by this Memorandum of Understanding are cumulative and the use of any one right or remedy by either party shall not preclude or waive its right to use any or all other available remedies. Said rights and remedies are given in addition to any other rights the parties may have by law, statute, ordinance, or otherwise.

**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:

\_\_\_\_\_  
Liza Walker, City Clerk

**CAPE LAND & DEVELOPMENT, LLC:**

\_\_\_\_\_  
Brandon O. Williams  
Sole Memeber

# MEMO



**TO:** Mayor Hahs and Members of the Board of Aldermen  
**FROM:** Janet Sanders, Building & Planning Manager  
**DATE:** September 12, 2022  
**SUBJECT:** Tiny Houses

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Our department has been approached by a resident who would like to install a tiny home on an existing residential lot. We do not have a code that prohibits tiny homes, and the only square footage limitation for dwellings comes from the International Residential Code which requires 120 square feet of habitable space per person. A tiny house that meets all aspects of the 2015 International Building Code could currently be constructed on any existing lot, where it could meet the standard setback and lot coverage requirements, or as part of a Special Use Permit for a community unit plan.

However, the construction design of most tiny homes does not meet certain requirements of the 2015 International Residential Code related to stairway design, emergency egress, and ceiling heights.

If the Board of Aldermen desires to allow tiny homes as a living option within the city which have the typical tiny home features of lower ceilings, loft sleeping, and ship ladder stairways, the attached Appendix AQ from the 2021 International Residential Code would need to be adopted. If this appendix is adopted, staff recommends excluding Section AQ106 (Energy Conservation) since we have not adopted any edition of the International Energy Code.

Attached is the 2021 International Residential Code Appendix AQ. Appendices for Tiny Houses did not come into existence until the 2018 version of the ICC Codes.

Tiny Houses meet the ICC and city zoning definitions for dwelling units and do not meet the definitions for manufactured homes unless built on a chassis.



# MEMO



**TO:** Mayor Hahs and Members of the Board of Aldermen  
**FROM:** Jason Mouser, Fire Chief  
**DATE:** September 13, 2022  
**SUBJECT:** Tiny Houses

---

The fire department position is if you should allow tiny homes to be built within the city, that you should adopt the *2021 Appendix AQ* Tiny House section as submitted by Building and Planning Superintendent Janet Sanders. The requirements of a normal home are not feasible with many of these units. However; by adopting this appendix, it does adequately address our concerns of emergency egress and escape within the 2021 Appendix AQ.

## APPENDIX AQ TINY HOUSES

Item 7.

*The provisions contained in this appendix are not mandatory unless specifically referenced in the adopting ordinance.*

### User note:

**About this appendix:** Appendix AQ relaxes various requirements in the body of the code as they apply to houses that are 400 square feet in area or less. Attention is specifically paid to features such as compact stairs, including stair handrails and headroom, ladders, reduced ceiling heights in lofts and guard and emergency escape and rescue opening requirements at lofts.

### SECTION AQ101 GENERAL

#### AQ101.1 Scope.

This appendix shall be applicable to *tiny houses* used as single *dwelling units*. *Tiny houses* shall comply with the 2015 International Residential Code except as otherwise stated in this appendix.

### SECTION AQ102 DEFINITIONS

#### AQ102.1 General.

The following words and terms shall, for the purposes of this appendix, have the meanings shown herein. Refer to Chapter 2 of the 2015 International Residential Code for general definitions.

**EGRESS ROOF ACCESS WINDOW.** A *skylight* or roof window designed and installed to satisfy the emergency escape and rescue opening requirements of Section R310.2.

**LANDING PLATFORM.** A landing provided as the top step of a stairway accessing a *loft*.

**LOFT.** A floor level located more than 30 inches (762 mm) above the main floor, open to the main floor on one or more sides with a ceiling height of less than 6 feet 8 inches (2032 mm) and used as a living or sleeping space.

**TINY HOUSE.** A *dwelling* that is 400 square feet (37 m<sup>2</sup>) or less in floor area excluding *lofts*.

### SECTION AQ103 CEILING HEIGHT

#### AQ103.1 Minimum ceiling height.

*Habitable space* and hallways in *tiny houses* shall have a ceiling height of not less than 6 feet 8 inches (2032 mm). Bathrooms, toilet rooms and kitchens shall have a ceiling height of not less than 6 feet 4 inches (1930 mm). Obstructions including, but not limited to, beams, girders, ducts and lighting, shall not extend below these minimum ceiling heights.

**Exception:** Ceiling heights in *lofts* are permitted to be less than 6 feet 8 inches (2032 mm).

### SECTION AQ104 LOFTS

#### AQ104.1 Minimum loft area and dimensions.

*Lofts* used as a sleeping or living space shall meet the minimum area and dimension requirements of Sections AQ104.1.1 through AQ104.1.3.

##### AQ104.1.1 Minimum area.

Lofts shall have a floor area of not less than 35 square feet (3.25 m<sup>2</sup>).

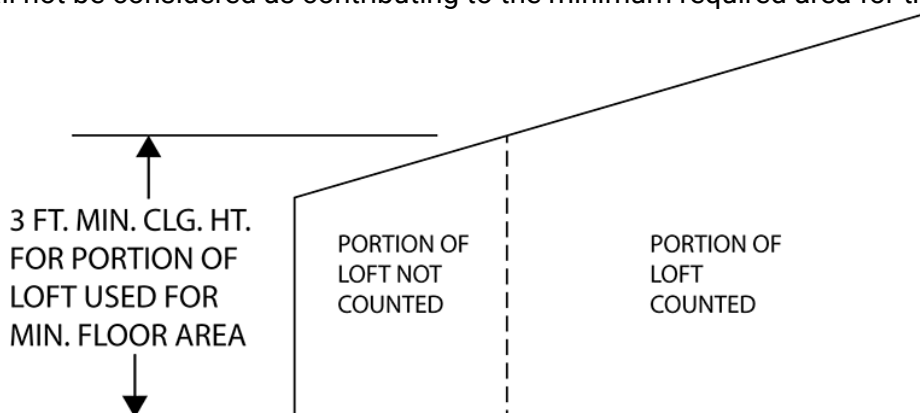
#### AQ104.1.2 Minimum horizontal dimensions.

Lofts shall be not less than 5 feet (1524 mm) in any horizontal dimension.

#### AQ104.1.3 Height effect on loft area.

Portions of a *loft* with a sloped ceiling measuring less than 3 feet (914 mm) from the finished floor to the finished ceiling shall not be considered as contributing to the minimum required area for the loft. See Figure AQ104.1.3.

**Exception:** Under gable roofs with a minimum slope of 6 units vertical in 12 units horizontal (50-percent slope), portions of a *loft* with a sloped ceiling measuring less than 16 inches (406 mm) from the finished floor to the finished ceiling shall not be considered as contributing to the minimum required area for the *loft*.



For SI: 1 foot = 304.8 mm.

**FIGURE AQ104.1.3  
HEIGHT EFFECT ON LOFT AREA**

#### AQ104.2 Loft access and egress.

The access to and primary egress from *lofts* shall be of any type described in Sections AQ104.2.1 through AQ104.2.5. The loft access and egress element along its required minimum width shall meet the loft where its ceiling height is not less than 3 feet (914 mm).

##### AQ104.2.1 Stairways.

Stairways accessing *lofts* shall comply with this code or with Sections AQ104.2.1.1 through A104.2.1.7.

##### AQ104.2.1.1 Width.

Stairways accessing a *loft* shall not be less than 17 inches (432 mm) in clear width at or above the *handrail*. The width below the *handrail* shall be not less than 20 inches (508 mm).

##### AQ104.2.1.2 Headroom.

The headroom above stairways accessing a *loft* shall be not less than 6 feet 2 inches (1880 mm), as measured vertically, from a sloped line connecting the tread landing or landing platform *nosings* in the center of their width and vertically from the landing platform along the center of its width.

##### AQ104.2.1.3 Treads and risers.

*Risers* for stairs accessing a *loft* shall be not less than 7 inches (178 mm) and not more than 12 inches (305 mm) in height. Tread depth and riser height shall be calculated in accordance with one of the following formulas:

1. 1.The tread depth shall be 20 inches (508 mm) minus four-thirds of the riser height.
2. 2.The riser height shall be 15 inches (381 mm) minus three-fourths of the tread depth.

##### AQ104.2.1.4 Landings.

Intermediate landings and landings at the bottom of stairways shall comply with Section R311.7.6, except that the depth in the direction of travel shall be not less than 24 inches (610 mm).

**AQ104.2.1.5 Landing platforms.**

The top tread and *riser* of stairways accessing *lofts* shall be constructed as a *landing platform* where the *loft* ceiling height is less than 6 feet 2 inches (1880 mm) where the stairway meets the *loft*. The *landing platform* shall be not less than 20 inches (408 mm) in width in depth measured horizontally from and perpendicular to the *nosing* of the landing platform. The landing platform riser height to the loft floor shall be not less than 16 inches (406 mm) and not greater than 18 inches (457 mm).

**AQ104.2.1.6 Handrails.**

Handrails shall comply with Section R311.7.8.

**AQ104.2.1.7 Stairway guards.**

Guards at open sides of stairways, landings and landing platforms shall comply with Section R312.1.

**AQ104.2.2 Ladders.**

Ladders accessing *lofts* shall comply with Sections AQ104.2.1 and AQ104.2.2.2.

**AQ104.2.2.1 Size and capacity.**

Ladders accessing *lofts* shall have a rung width of not less than 12 inches (305 mm), and 10-inch (254 mm) to 14-inch (356 mm) spacing between rungs. Ladders shall be capable of supporting a 300-pound (136 kg) load on any rung. Rung spacing shall be uniform within  $\frac{3}{8}$  inch (9.5 mm).

**AQ104.2.2.2 Incline.**

Ladders shall be installed at 70 to 80 degrees from horizontal.

**AQ104.2.3 Alternating tread devices.**

Alternating tread devices accessing *lofts* shall comply with Sections R311.7.11.1 and R311.7.11.2. The clear width at and below the *handrails* shall be not less than 20 inches (508 mm).

**AQ104.2.4 Ship's ladders.**

Ship's ladders accessing *lofts* shall comply with Sections R311.7.12.1 and R311.7.12.2. The clear width at and below *handrails* shall be not less than 20 inches (508 mm).

**AQ104.2.5 Loft guards.**

Loft guards shall be located along the open sides of *lofts*. Loft guards shall be not less than 36 inches (914 mm) in height or one-half of the clear height to the ceiling, whichever is less. Loft guards shall comply with Section R312.1.3 and Table R301.5 for their components.

## SECTION AQ105 EMERGENCY ESCAPE AND RESCUE OPENINGS

**AQ105.1 General.**

*Tiny houses* shall meet the requirements of Section R310 for emergency escape and rescue openings.

**Exception:** *Egress roof access windows* in *lofts* used as sleeping rooms shall be deemed to meet the requirements of Section R310 where installed such that the bottom of the opening is not more than 44 inches (1118 mm) above the *loft* floor, provided the egress roof access window complies with the minimum opening area requirements of Section R310.2.1.

## SECTION AQ106 ENERGY CONSERVATION

**AQ106.1 Air leakage testing.**

The air leakage rate for *tiny houses* shall not exceed 0.30 cubic feet per minute at 50 Pascals of pressure per square foot of the *dwelling unit* enclosure area. The air leakage testing shall be in accordance with the testing methods required in Section N1102.4.1.2. The *dwelling unit* enclosure area shall be the sum of the areas of ceilings, floors and walls that separate the conditioned space of a *dwelling unit* from the exterior, its adjacent unconditioned spaces and adjacent *dwelling units*.

**AQ106.1.1 Whole-house mechanical ventilation.**

Where the air leakage rate is in accordance with Section AQ106.1, the *tiny house* shall be provided with whole-house mechanical ventilation in accordance with Section M1505.4.

**AQ106.2 Alternative compliance.**

*Tiny houses* shall be deemed to be in compliance with Chapter 11 of this code and Chapter R4 of the *International Energy Conservation Code*, provided that the following conditions are met:

1. ~~1. The insulation and fenestration meet the requirements of Table N1102.1.2.~~
2. ~~2. The thermal envelope meets the requirements of Section N1102.4.1.1 and Table N1102.4.1.1.~~
3. ~~3. Solar, wind or other renewable energy source supplies not less than 90 percent of the energy use for the structure.~~
4. ~~4. Solar, wind or other renewable energy source supplies not less than 90 percent of the energy for service water heating.~~
5. ~~5. Permanently installed lighting is in accordance with Section N1104.~~
6. ~~6. Mechanical ventilation is provided in accordance with Section M1505 and operable fenestration is not used to meet ventilation requirements.~~



# City of Jackson

TO: Mayor and Board of Aldermen

CC: Jim Roach, City Administrator

FROM: Anna Bergmark, City Engineer

DATE: September 14, 2022

RE: Soccer Park Phase 1 Drainage Improvements Project Bid Tabulations

Attached to this memo are the bid tabulations for the bid opening that occurred on September 13, 2022 for the Soccer Park Phase 1 Drainage Improvements project. I recommend that the project be awarded to Fronabarger Concreters, Inc. of Oak Ridge Missouri for the total bid price of \$62,437.50.

Soccer Park Phase 1 Drainage Improvements  
 Bid Opening: September 13, 2022  
 Opened BY: Anna Bergmark  
 Witnessed By: Kent Peetz

ITEM	DESCRIPTION	EST. QTY.	UNITS	Engineer's Estimate		Fronabarger Concreters, Inc.		Lappe Cement Finishing, Inc		Kluesner Construction, Inc		Putz Construction, LLC		Mike Light Cement Finishing Inc.	
				UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
101	Mobilization	1	Lump Sum	\$4,000.00	\$4,000.00	\$4,500.00	\$4,500.00	\$4,500.00	\$4,500.00	\$5,000.00	\$5,000.00	\$1,000.00	\$1,000.00	\$4,500.00	\$4,500.00
102	Demolition of existing walkway	2,870	SQ. FT.	\$1.75	\$5,022.50	\$1.25	\$3,587.50	\$2.07	\$5,940.90	\$1.50	\$4,305.00	\$2.00	\$5,740.00	\$2.00	\$5,740.00
103	Regrading Existing Swale	350	CY	\$17.00	\$5,950.00	\$32.00	\$11,200.00	\$59.00	\$20,650.00	\$30.50	\$10,675.00	\$40.00	\$14,000.00	\$20.00	\$7,000.00
104	Concrete Sidewalk (4 in. thick)	5,310	SQ. FT.	\$5.00	\$26,550.00	\$6.00	\$31,860.00	\$8.82	\$46,834.20	\$6.75	\$35,842.50	\$5.00	\$26,550.00	\$7.00	\$37,170.00
105	6' x 6' Wire Weld Mesh	5,310	SQ. FT.	\$0.50	\$2,655.00	\$0.75	\$3,982.50	\$0.78	\$4,141.80	\$0.60	\$3,186.00	\$1.50	\$7,965.00	\$1.00	\$5,310.00
106	Type 5 Aggregate (4 in. thick)	5,310	SQ. FT.	\$0.50	\$2,655.00	\$0.75	\$3,982.50	\$0.74	\$3,929.40	\$1.00	\$5,310.00	\$1.50	\$7,965.00	\$0.85	\$4,513.50
107	Seed and Mulch	0.95	Acres	\$6,000.00	\$5,700.00	\$3,500.00	\$3,325.00	\$4,950.00	\$4,702.50	\$9,210.00	\$8,749.50	\$6,000.00	\$5,700.00	\$10,000.00	\$9,500.00
<b>Total</b>					\$52,532.50	<b>Total</b>	\$62,437.50	<b>Total</b>	\$90,698.80	<b>Total</b>	\$73,068.00	<b>Total</b>	\$68,920.00	<b>Total</b>	\$73,733.50



# City of Jackson

TO: Mayor and Board of Aldermen

CC: Jim Roach, City Administrator

FROM: Anna Bergmark, City Engineer

DATE: September 14, 2022

RE: Hubble Creek Recreation Trail, Phase 3 Task Order Request

Attached to this memo is a proposal from Smith and Company Engineers for professional services for the design of the Hubble Creek Recreational Trail, Phase 3.

Phase 3 is the next priority section of trail in the City's Recreational Trail Plan (also attached). With the recent award of the Transportation Alternative Program (TAP) Grant for the East Main Street Sidewalk, Staff is recommending that the ARPA funds originally earmarked for the East Main Street Sidewalk now be used for the final design of the Hubble Creek Recreation Trail, Phase 3.

Staff intends to apply for grants as opportunities become available. Having the final design will provide a more competitive application for this grant.



901 Vine Street  
P.O. Box 72  
Poplar Bluff, MO 63902  
Phone 573.785.9621  
Fax 573.785.2651

Item 9.



September 14, 2022

City of Jackson, Missouri  
Anna Bergmark, P.E.  
City Engineer  
101 Court St.  
Jackson, MO 63755

Re: **Civil and Surveying Services**  
**Hubble Creek Trail – Phase III**

Dear Ms. Bergmark,

Smith & Co. is pleased to provide the following proposal for Professional Services for the proposed Hubble Creek Trail – Phase III Final Design. The project will include, at a minimum, an approximately 1.4-mile ADA compliant 10-foot-wide concrete trail, a pedestrian bridge over Hubble Creek and trail lighting. The detailed scope of services to be provided is listed below.

#### **SCOPE OF SERVICES**

**A. SURVEY –the Engineer will:**

1. Conduct topographic, property and utility surveys sufficient to develop plans for the project; field data will sufficient to produce one-foot contours and spot elevations.
2. Elevations tied to appropriate Vertical Datum and establish project control points.
3. Topographic Survey to include location of visible utilities and markings provided from 1-800 DIG RITE (Missouri One Call) along with any available utility maps provided to the surveyor. Location of subsurface private utility lines on private property is not part of the 1-800 DIG RITE or Smith & Co's scope. If private lines are to be located, then these should be marked by others prior to commencement of survey.

**B. EASEMENTS - the Engineer will:**

1. Determine temporary and permanent easement requirements, prepare easement plans, and assist the City of Jackson in acquiring the deeds needed for the project (if required); condemnation and mediation proceedings are excluded from this scope.
2. Prepare boundary surveys and prepare all plats and legal descriptions for the purpose of obtaining temporary and permanent easements for the project, right-of-way negotiation services are not included in the scope of this project.

**C. GEOTECHNICAL - the Engineer will:**

1. Drill a total of three (3) geotechnical borings for pedestrian bridge design. Two (2) borings are planned to extend to 20 feet and one (1) boring to 35 feet. All borings will extend to specific depths, or auger encounter with bedrock, whichever is shallower. Drilling and sampling methods will be as generally outlined below.
  - a. Subsurface borings will be drilled using 4.5 O.D. continuous flight augers;
  - b. Soil samples will be collected at 2.5-to-5-foot centers during drilling;
  - c. Soil sample types will include split spoon samples collected in advance of the augers;
  - d. No rock coring will be preformed;
  - e. Groundwater levels will be measured during drilling and upon completion of drilling;
  - f. Borings will be backfilled with a hole plug and available auger cuttings.
2. Seal and transport soil samples to Smith & Company's Laboratory for analysis and testing. The specific number and types of laboratory tests to be performed will be influenced by the subsurface conditions encountered in the field and the quality of samples. The exact scope of laboratory testing will not be determined until the filed investigation is complete. Laboratory testing will include:
  - a. Atterberg Limits (ASTM D4318);
  - b. Grain Size Analysis (ASTM D6913);
  - c. Moisture Content (ASTM D2216); and
  - d. Pocket Penetrometer Strength.
3. The collected field and laboratory data will be analyzed, and a formal Geotechnical Engineering Report will be prepared. An electronic (.pdf) copy of the Report will be submitted for review. The Report will include a Site Location Plan, Boring Locations, typed Boring Logs showing the results of the field and laboratory testing, and Geotechnical Engineering Recommendations for foundation design, construction planning and site development.

**D. PRELIMINARY DESIGN PHASE (30% Completion) – the Engineer will:**

1. Prepare a preliminary layout of the proposed Hubble Creek Trail – Phase III; utilizing existing aerial photos, City of Jackson GIS Data, Public Lidar Data and conducting several site visits.
2. Prepare preliminary estimates for the utilization of applying for a Recreational Trail Program (RTP) Grant.

**E. FINAL DESIGN - the Engineer will:**

1. Preform Environmental review of the project based on the preliminary layout.
2. Perform environmental review of the project. This includes obtaining US ARMY Corps. of Engineers 404 Permit for the construction of the pedestrian bridge over Hubble Creek.
3. Ensure compliance with historic preservation requirements through coordination with the Missouri Department of Natural Resources.
4. Arrange to have the site examined by a qualified archaeologist on a subcontract basis. Price is included in final design fee.
5. Coordinate with the Missouri Department of Transportation and obtain any necessary construction permits to be able to complete the construction of the trail project within the Highway 72 corridor and MODOT Right-of-Way.

6. Prepare design and loading information for the new pedestrian bridge to cross Hubble Creek. Style and cosmetic appearance of pedestrian bridge to be determined by the City of Jackson.
7. Prepare detailed hydraulic analysis of the areas within the existing floodplain will be completed to ensure that there is no-rise to the 100-year floodplain as it pertains to the construction of the new pedestrian bridge and the 10-foot-wide trail. A no-rise certificate will be issued to the City of Jackson once the detailed analysis has been completed.
8. Prepare electrical design for the lighting layout along the proposed trail. Design will include meeting with City staff to determine transformer pad locations, conduit sizing, type of typical light pole and fixtures and any other necessary design items the city may require.
9. Prepare detailed engineering plans of the typical 10-foot trail section along a 1.4-mile section of Hubble Creek from West Jackson Blvd. to the City of Jackson Soccer Park (2275 S. Farmington).
10. Prepare detailed construction plans, cost estimate, specifications, and related documents as necessary for the purpose of soliciting bids for constructing the project.
11. Provide the City of Jackson with two sets of 60%, 90% and 100% completed plans, specifications, and cost estimate for the purpose of obtaining construction authorization and review.
12. Upon receipt of construction authorization from the City of Jackson, provide an adequate number of plans, specifications, and bid documents to the City.
13. Provide the City of Jackson with a list of qualified area bidders and assist the City in advertising for bids.
14. Assist the City in evaluating bids and making a recommendation of award to the City of Jackson.

**Survey Fee.....\$13,500.00**

**Easement Preparation Fee.....\$3,500.00**

**Geotechnical Fee.....\$5,500.00**

**Preliminary Design Fee.....\$4,700.00**

**Final Design Fee.....\$73,800.00**

**Total Fee.....\$101,000.00**

#### TIME OF PERFORMANCE

We currently have the staff available to begin field work on this project within 7 to 12 business days of having the Notice to Proceed. The Engineering will begin upon delivery of the approved topographic survey and anticipate the following timelines for design completion. Timeline does not include time needed to obtain owner or agency approvals. We can look to accelerate some of these if required to meet certain milestones with the owner.

Preliminary Plans and Estimate..... 4 weeks (Concurrent with Survey)  
Survey.....4 weeks  
Final Design and Specifications (60%) ..... 8 weeks

Final Design and Specifications (90%) ..... 8 weeks (after 60% approval)  
Final Design and Specifications (100%) ..... 4 weeks (after 90% approval)  
Construction Admin.....As Required

**ITEMS NOT PROVIDED UNDER THIS PROPOSAL**

1. Any off-site utility extensions or improvements.
2. ALTA Survey
3. Construction As-Builts or Record Drawings
4. Civil Punch List. These services can be provided upon request as Construction Administration.
5. Landscape Plans
6. Material Testing
7. Permit and/or submittal fees, if required

We appreciate the opportunity to assist you with this project and future projects. If you have any questions, please contact me at 573-785-9621. Your signature below will become our Notice to Proceed.

Sincerely,

**SMITH & CO.**  
ENGINEERS



Dominic Thompson, PE  
Project Manager



William J Cobb, PE  
Engineering Manager

## SCHEDULE OF FEES AND CHARGES – CALENDAR YEAR 2022

*This schedule describes the basis for compensation for services performed during the calendar year 2022. This Schedule of Fees and Charges will be adjusted annually on January 1 to reflect merit and economic salary increases and the expected general and overhead costs for the new year.*

### **PERSONNEL CHARGES**

The charge for all time required in the performance of the Scope of Services, including office, field and travel time, will be at the following Unit Priced Hourly Rates for the labor classifications indicated. Appearance as expert witnesses at court trials, arbitration hearings, mediation and depositions will be charged at rates per separate proposal.

<b>Labor Classification</b>	<b>Hourly Rates (\$)</b>	<b>Labor Classification</b>	<b>Hourly Rates (\$)</b>
President/CEO	\$225	Professional Land Surveyor	\$110
Chief Operating Officer	\$175	Party Chief*	\$80
Marketing Director	\$165	Administrative Assistant 4*	\$75
Department Manager	\$150	Administrative Assistant 3*	\$65
Sr. Design Review Engineer	\$150	Administrative Assistant 2*	\$55
Sr. Project Manager	\$125	Administrative Assistant 1*	\$45
Project Manager	\$100		
Design Engineer 2	\$100		
Design Engineer 1	\$85		
Sr. Designer*	\$85		
Designer*	\$70		
Sr. Technician*	\$85		
Technician 2*	\$70		
Technician 1*	\$55		

Overtime (hours worked in excess of 40 hours per week) by professional personnel will be charged at the rates listed above. Overtime by other personnel identified with an asterisk "\*" will be charged at 1.5 times the rates listed above and 2.0 times the rates listed above for holidays.

### **EQUIPMENT CHARGES**

<b>Item</b>	<b>Charge</b>
Geoprobe 7822DT Track-Mounted Drill Rig	\$500.00 per day (plus Drill Crew rates)
CME 750 Buggy-Mounted Drill Rig	\$500.00 per day (plus Drill Crew rates)
Drill Support Truck	\$1.00/mile
12-Yard Dump Truck	\$3.00/mile
Backhoe	\$350.00 per day
GPS/Robotic Survey Equipment	\$200.00 per day
Nuclear Density Meter	\$50.00 per day

Equipment and trucking charges do not include operator rates. If Prevailing Wage laws apply, additional charges will be incurred.

### **LABORATORY TESTING SERVICES**

The charges for material testing performed at the Smith & Company laboratory will be set forth in a separate schedule, available upon request.

### **OTHER CHARGES**

The cost of subcontracted services and reimbursable will be charged at cost plus 15%. Mileage for field vehicles (pick-ups, vans, trucks, etc.) used on project assignments will be charged at the IRS rate which is currently \$0.585 per mile. The use of equipment or supplies not listed on the schedule above will be established on a case by case basis.

*This fee schedule contains confidential business information and is not to be copied or distributed for any purpose other than the use intended in this contract or proposal.*

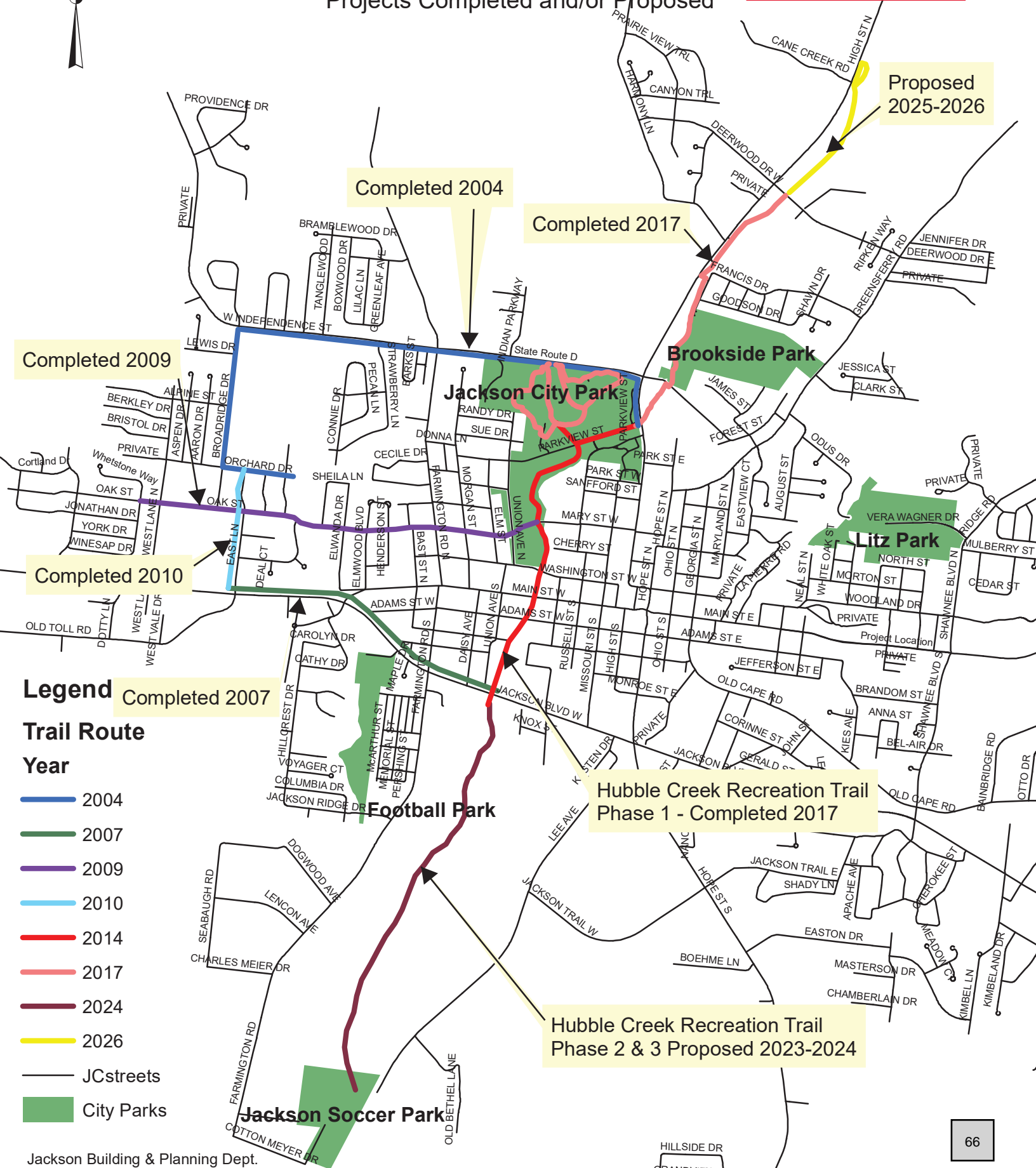


# City of Jackson

## Recreational Trails Plan Projects Completed and/or Proposed

This map only reflects trails, it does not reflect existing or proposed sidewalks.

Item 9.





# MEMO

## WASTEWATER

TO: Mayor and Board of Aldermen  
FROM: Kent A. Peetz, Director of Wastewater Utilities  
DATE: September 13, 2022  
RE: S. Old Orchard Rd. Lateral Sewer District

Staff will present options for forming a Sewer District parallel to South Old Orchard Road along a tributary to Williams Creek. The proposed Sewer District would service 16 properties of which 6 are in the City Limits and 10 are out in the County. One property is partially in and out of the City Limits.

The owner of one of the properties located in the City Limits is requesting sewer service.

Easements are needed from 5 properties located in the County to construct the project as designed. Staff first made contact with the 5 landowners in November of 2021 to let them know that we would be surveying on their property. Certified letters were sent to those landowners requesting easements in March of 2022. None of the property owners responded to the request to donate easements.

The City issued a Task Order to Koehler Engineering for \$23,310.00 to design this sewer extension. The design is 90% complete.

The City spent \$1.1M building the Williams Creek Interceptor Sewer from Hwy 61 to South Old Orchard Road.

### **Section 41-522 District Sewers-Sewers constructed, when; changes.**

“...The governing body shall cause sewers to be constructed in each district whenever a majority of the property holders shall petition therefor, or whenever the governing body shall deem the sewers necessary for sanitary or other purposes, and the sewer shall be of such dimensions and materials as may be prescribed by ordinance and may be changed, enlarged or extended and shall have the necessary laterals, inlets, catch basins, manholes and other appurtenances.”

### **Sec. 41-523. - Apportionment of costs of district sewer—levy of tax; tax bills.**

“After the city has entered into a contract for construction of the district sewer improvements, the engineer or other officer having charge of the work shall compute the whole cost thereof and shall apportion the same against the lots or tracts of ground in the district, exclusive of the public highways, and the officer shall report the same to the governing body of the municipality by bill or otherwise, and the governing body shall therefore levy and assess a special tax by ordinance against each lot or piece of ground within the district; whereupon the clerk shall make out a certified tax bill under the seal of the city of the assessment against each lot or piece of ground within the district in the name of the owner thereof...”



# South Old Orchard Lateral Sewer Conceptual Layout

Item 10.







Proposed Alignment and Easements



City Limits  
Light Blue

Item 10.

Proposed Sewer Extension

South Old Orchard Rd. Lateral Sewer District  
Sewer Shed. Dark Blue