City of Duquesne, Mo

Planning & Zoning Commission Work Session FINAL

**9.7.2023**

In Attendance: Kerry Divine (April 2021-2024), Rick Gamboa-Sec (April 2021-2024), Ray Brown-Chair (Dec 2022-2026), Denny White (Sept 2021-2025), Gary Jackson (Dec-2022-2026), Sherry Lawrence-Vice Chair (Dec 2021-2025), Tom Johnston (Dec 2019-2023) Absent, Courtney Denney (Jan 2023-2027) Absent Excused, MAYOR Bill Sherman, also in attendance City Attorney Mike Talley

**Call to Order:** 6:00 by Chairman Brown

**Approve Agenda:** White/Divine 7-0

**Approve Minutes Dated:** 8.7.2023 Jackson/Divine 6-0 Gamboa Abstains

**New Business:** Review of City Code starting with 420.090.

Divine asked if the space next to Lawrence was “green space” and who maintains it. Sherman says that the contractor still owns it and maintains it. Divine asked if Schuber Mitchell had completed all the requirements of the performance bond. Lawrence said they had fixed her issues. Lawrence asked about the lot next to her which is still vacant but maintained by them. She said there is no sidewalks. Talley said in the code, they do not have to do sidewalks or driveways until the home is constructed. Talley said there were lengthy discussions over the maintenance bond. He said the bonding was properly handled by the city. Gamboa said under A, it states the either the president or the secretary must sign the final plat before it is filed. Brown said he did not sign anything. Gamboa asked if there were forms that must be signed by the city. Talley said there are signature lines for all the appropriate signature requirements on the final plat. Sherman provided the Schuber Mitchell plat copy which was not final and there are signatures missing. Talley said it would be unlikely that the county would accept the final plat without all signatures required but it would be nice to get a copy of the final that shows all the signatures. Talley reminded the panel that these requirements were written for a community that can hire staff to handle all aspects whereas Duquesne relies on the city clerk for this plus many other duties. Gamboa asked how we file final Plats for further use. Sherman said they are dumped in bins in a closet as we do not have staff to file all paperwork that we have to deal with. It was agreed that we should probably find a way to organize our filing system, but Sherman said he is unable to find a part time person at a reasonable rate to do this job. Talley said this would be worthwhile and the city should investigate the system that is used by nearby cities that have a filing procedure. Gamboa asked if the zoning map was complete and if it allowed for corrections when changes occur. Sherman said that we have the ability in house to enter the correct information to any new final plat that is approved. He said we have a final map which is going to be framed. Divine recommended Hobby Lobby to custom frame the new map. It will also be on the city site as soon as the new site is up and running.

Next work session will start at 420.110

**Public Comments:** None

**Other Business Deemed necessary:** None

**Schedule next meeting:** 10.2.2023 at 6pm

**Meeting Adjourned:** 6:45 Divine/White 7-0

Submitted by: Rick Gamboa