

Planning and Zoning Commission Meeting

September 23, 2025 - 7 p.m.

New Haven Public Works Facility

205 Industrial Drive

New Haven, MO

Agenda

1. Call to Order
2. Roll Call
3. Approval of minutes, July 22, 2025 meeting, page 1
4. Public Hearing
 - a. Special Use Permit
 - i. A public hearing to consider vacation rental use at 1001 High Street, parcel ID 04-7-26.0-4-099-004.000, zoned R-1B, single family residence district, pages 2-8
 - ii. Applicant Presentation, Nate and Kelli McKie, pages 9-17
 - iii. City Staff Report, Nick Reed
 - iv. Public Comment
5. Close Public Hearing
6. Discussion
 - a. Special Use Permit – 1001 High Street – vacation rental
 - b. Short term Rental Process, pages 18-21
7. Miscellaneous
8. Adjourn

Minutes of the Planning and Zoning Commission Meeting
July 22, 2025
New Haven Public Works Facility

Call to Order: Phil McKernan called the meeting to order at 7:02 PM

Roll Call of Members Present: Alan Bell, Charles Tritch, Ed Shivers, Felix Mesger, Garry Burch, Phil McKernan, Rob Hausmann, Todd Blanc

Members Absent: Mike Guittar

Staff Members Present: Sarah Skeen, Debbie Williams, Nick Reed

Others Present: Dave Luecke, Mayor and Steve Bertrand, Alderman

Motion to approve the minutes from the April 22, 2025 meeting with corrections to the spelling of Felix Mesger's name on page 2 made by Felix Mesger, 2nd by Todd Blanc.

Introduction of Staff: Sarah Skeen introduced herself as the new City Administrator, introduced Debbie Williams as the new Administrative Assistant and Safety Coordinator, and Nick Reed as the new Building Inspector.

Discussion Items: Planning and Zoning application forms were reviewed and determined that they needed a consistent format. Applications needed to be uniform, and preferably a fillable PDF's posted online for the public to use without too much difficulty.

There was a discussion over the difference between Uses Permitted Upon Review and Special Use Permit. Deadlines for applications were discussed and agreed that applications should be submitted no later than 3 weeks prior to the P&Z meeting to allow time for notices to go to property owners and the publication of public hearings. The Commission agreed that a packet to review the Friday before the Tuesday meeting would be sufficient.

The Commission agreed that a review of the Planning and Zoning fee schedule was needed.

The Commission reviewed a copy of the zoning map that was pulled from ArcGIS and it was agreed that it needed to be updated to reflect the changes that have been made since 2008. Ordinance needed to be recovered and sent to 21 Design for updates.

Finally, there was a conversation about reworking the Highway Frontage Overlay District Zoning code to encourage development on the 100 Highway corridor. The Commission agreed that staff should investigate putting out RFP's (request for proposal) was necessary to get redevelopment plans in place for the future.

Miscellaneous: Staff requested that the Commission provide updated contact information.

A motion to adjourn was made by Felix Mesger, 2nd by Ed Shivers. All were in favor. Meeting adjourned at 8:15 PM

Respectfully submitted by,



Sarah Skeen
City Administrator

Planning &
Zoning

101 Front Street
New Haven, Missouri 63068

~~(573) 237-2349~~ 573-500-2530

Building Inspector - 573-393-3788

City of New Haven

SPECIAL USE PERMIT APPLICATION

Please print or type

Applicant Name and Address: Nate & Kelli McKie, 1001 High Street, New Haven, MO 63068

Applicant Signature and Date: Kelli K. McKie

Applicant Phone: 314-249-5754 Applicant Email Address: kelli@hajink.com

Description of proposed Special Use

(Please use additional sheets and / or attach additional information if necessary.)

We've purchased 1001 High Street as a second home, but live full time in St. Louis for work currently. We'd like to use the home for short-term rentals (Airbnb) until we retire and move to the home full-time.

Special Use Permit overview

- The fee for a Special Use Permit application is \$150 and is set by ordinance. The fee covers costs of advertising, printing and administrative costs related to processing of the application.
- The City reserves the right to require additional information if necessary for evaluation of the permit application. Information that may be required includes building, floor area and lot dimensions; parking areas and diagrams, site features including light standards, fencing, and exterior enclosures, and other info.
- A Special Use Permit requires a Public Hearing before the Planning and Zoning Commission and Board of Aldermen. A minimum 15-day notice is required for all Public Hearings.

Applications are due at the end of the month for the following month's Planning & Zoning meeting - 4th Tuesday

Please note: The information provided here is a general summary of the Special Use Permit regulations. A copy of the full regulations is available at City Hall or on the city website, www.newhavenmo.org.

Office Use Only	Rec'd 9/2/25
Fee paid:	\$150.00
Public Hearing Date:	Sept 23 @ 7pm
	<u>Sarah Skea</u>
	Administrative Officer



City of New Haven

101 Front Street
PO Box 236
New Haven, MO 63068
573-500-2350



Sept 5, 2025

NOTICE OF PUBLIC HEARING

The New Haven Board Planning and Zoning Commission will hold a **Public Hearing on Tuesday September 23, 2025 at 7 p.m. located at New Haven Public Works Facility, 205 Industrial Drive, New Haven, Mo** to hear a request for a special use permit.

The New Haven Board of Aldermen will hold a **Public Hearing on Monday October 13th at 7 p.m. located at New Haven Public Works Facility, 205 Industrial Drive, New Haven, Mo** to hear a request for a special use permit.

The applicants, Nate and Kelli McKie, are requesting approval to operate a short-term rental at 1001 High Street, New Haven, Mo, in a R-1b Single Family Residential zoning district.

Interested citizens are invited to comment on the request at the Public Hearing. If you cannot attend, citizens may direct written comments to the City of New Haven, PO Box 236, New Haven, MO 63068. A copy of the applicant's request and other information is available at City Hall.

Published in the New Haven Independent News September 10th 2025



City of New Haven



PO Box 236
101 Front Street
New Haven, MO 63068
573-500-2350

September 5, 2025

Mr. and Mrs. McKie

This letter is to notify you of the public notification requirements for special use permit requests in the City of New Haven. Per Section 405.950(A)(4), a notice of the Public Hearing will be printed in the Washington Missourian 15 days prior to the Planning and Zoning hearing scheduled to be held on September 23rd at 7 p.m. and the Board of Aldermen public hearing scheduled to be held October 13th at 7 p.m. Both meetings will be held at the Public Works Facility located at 205 Industrial Drive, New Haven. A letter has been sent to your neighbors within 200 feet of your property, which is included as an attachment.

Feel free to reach out to me at sarah.skeen@newhavenmo.org if you have any questions.

Thank you,

Sarah Skeen

Sarah Skeen
Deputy City Administrator

CC: City Administrator
City Clerk
Planning and Zoning Commission

Enclosure: Notification letter to residents



City of New Haven



PO Box 236
101 Front Street
New Haven, MO 63068
573-500-2350

September 5, 2025

Dear Property Owner,

Please be advised that the Planning and Zoning Commission of the City of New Haven will hold a Public Hearing on **September 23rd at 7 p.m. at the New Haven Public Works Facility located at 205 Industrial Drive, New Haven, MO** to hear comments on a request for a special use permit.

The New Haven Board of Aldermen will hold a **Public Hearing on Monday October 13th at 7 p.m. located at New Haven Public Works Facility, 205 Industrial Drive, New Haven, Mo** to hear a request for a special use permit.

The applicants, Nate and Kelli McKie, are requesting approval to operate a short-term rental at 1001 High Street, New Haven, Mo, in a R-1b Single Family Residential zoning district.

You are receiving this notice as required by Section 405.955(A)(4) of the City of New Haven Zoning Code.

If you cannot attend the meeting, written comments will be accepted at City Hall until the date of the Public Hearing. Feel free to reach out to me at sarah.skeen@newhavenmo.org if you have any questions.

Thank you,

Sarah Skeen
Deputy City Administrator

CC: City Administrator
City Clerk
Building Inspector

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Richard and Nancy Dark
7 Conway Springs Drive
Chesterfield, MO, 63017

Justin and Hannah Gevers
407 Vine Street
New Haven, MO, 63068

Simon and Lucia Alvarez
405 Vine Street
New Haven, MO, 63068

Tosha and Lauren Huebner
403 Vine Street
New Haven, MO, 63068

Steven Hale
313 Vine Street
New Haven, MO, 63068

Barry and Penny Reinsch
2 Wilderness Lane
Defiance, MO, 63341

Marie Loosmore
303 Cresthaven Place
New Haven, MO, 63068

Dawn McBride
216 Selma Street
New Haven, MO, 63068

Marvin Pehle
214 Selma Street
New Haven, MO, 63068

Jack and Deborah Lister
9973 Doerste Court
St. Louis, MO, 63123

Donald and Shirley Zork
2256 View Royal Drive
St. Louis, MO, 63131



City of New Haven



101 Front Street
PO Box 236
New Haven, MO 63068
573-500-2350

Sept 23, 2025

The applicants are requesting a special use permit to operate a vacation home at the property addressed at 1001 High Street, New Haven, Missouri. This parcel is over 6 acres and is surrounded by vacant R-1b parcels to the east, west, and south. The river is located to the north of the property (Exhibit A).

The southeast corner of the property is where High Street intersects Thurman Street. 219 Thurman Street is the closest residential dwelling, over 200 feet, from the proposed short-term rental.

The home on the property is a 1,454 square foot building with 2 bathrooms and a loft style bedroom. The property owners will not be making any substantial changes to the building that will change the current footprint. They propose that the maximum number of guests will be limited to six (6). They will have measures in place to monitor the use of the home and have a contingency plan for emergencies. They plan to add lighting and cameras for added security measures. There is plenty of parking on site as well as an attached two car garage so on street parking will not be needed.

Additional details about the property and the management plan are described in the applicant's presentation (Exhibit B).

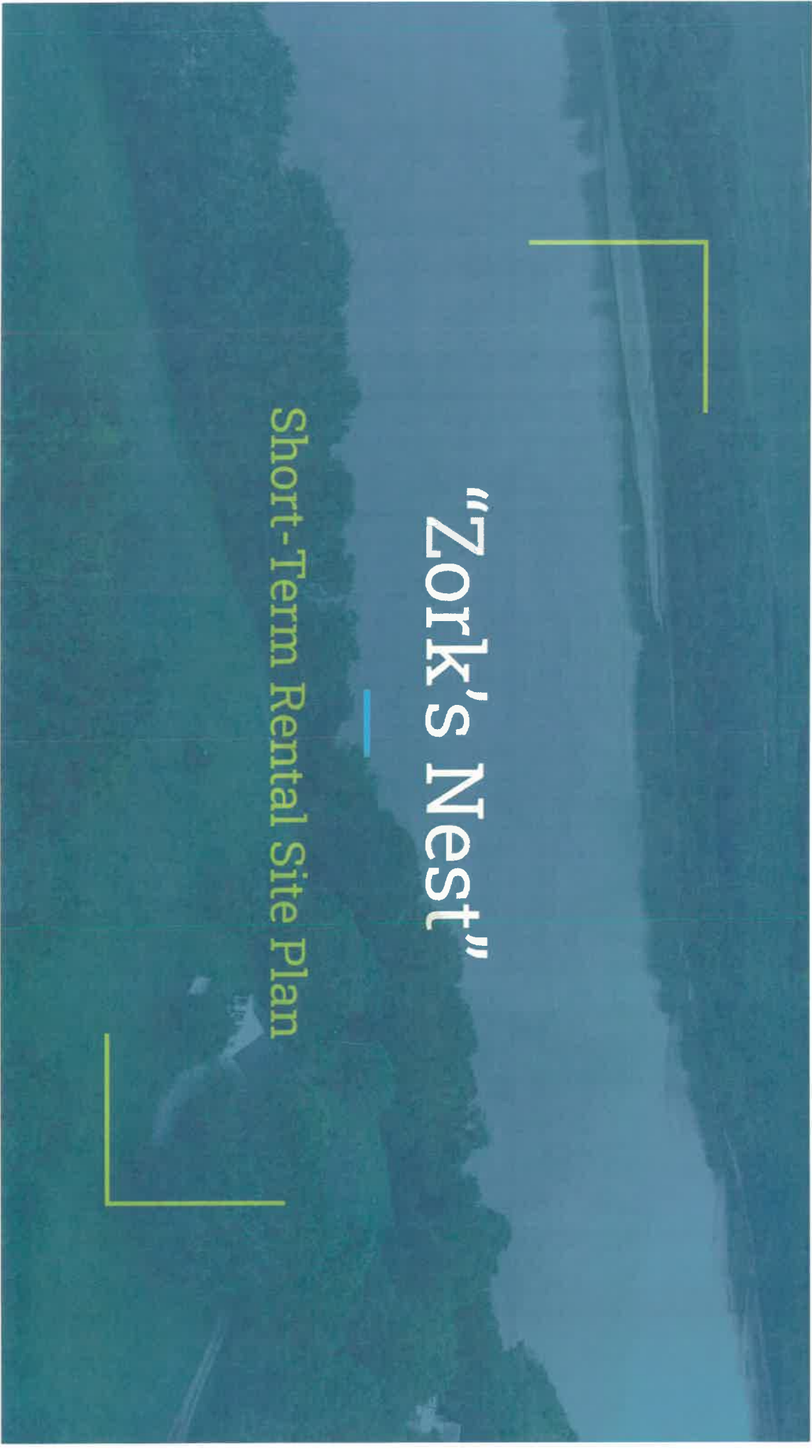
Staff recommends approval of the special use permit to allow vacation home use of the property.

Exhibit A Aerial



Drone



An aerial photograph of a river flowing through a landscape. The river is in the center, with forested banks on both sides. In the upper right, there is a small, light-colored structure, possibly a house or shed, partially obscured by trees. The image has a teal overlay. There are yellow L-shaped brackets in the top left and bottom right corners. A small blue horizontal line is positioned below the main title.

“Zork’s Nest”

Short-Term Rental Site Plan

Overview

- 1001 High Street, New Haven
- ~9 acres near Missouri River
- Owners: Nathan and Kelli McKie (closing date October 3)
- Property name: Zork's Nest (using name given by previous owners)
- Long-term plan: Retirement home for owners
- Near-term plan: Short-Term Rental (i.e. Airbnb/Vrbo)



Full Property Layout

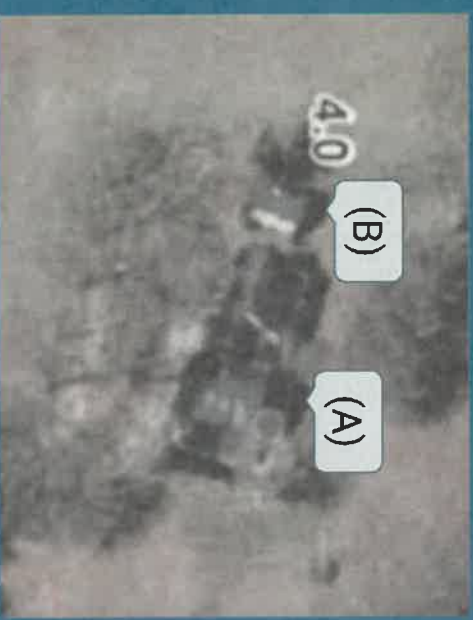


Structures

(A) Home



(B) Shed with Garage Door



Parking

- Long driveway off High/Thurman intersection
- Circle in front of home
- Attached garage
- Can easily accommodate four vehicles
- No street parking needed



STR Management Plan

- Maximum number of guests: 6 (4 recommended)
- Quiet hours (outdoor): 10pm-8am
 - Due to distance from other homes, indoor quiet hours not required
 - Plan to monitor with outdoor noise sensor
 - Open to modify based on input from neighbors and city officials
- Check-in procedures:
 - 3:00pm check-in time unless other arrangements made
 - Self check-in using keypad and automated lock
 - Online doorbell camera installed for validation of party size and composition
 - Access to garage once home entry granted
- Emergencies/Issues:
 - Owners live in Saint Louis and plan on visiting regularly for cleaning/inspection, can handle most situations directly
 - Will have paid local contact in New Haven or Washington to call on if quick response needed

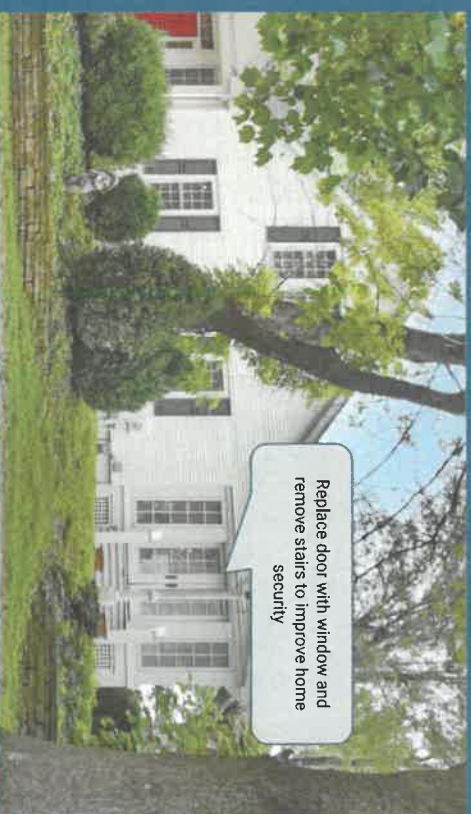
Relevant House Rules

Guests must review and accept House Rules before reservation is booked. Rules include, but are not limited to:

- **No Parties or Events:** Parties and events are strictly prohibited. We have a zero-tolerance policy.
- **No Smoking or Drugs:** Smoking, illegal drugs, and excessive noise are prohibited, including on porches and in shared spaces. Violations of the smoking policy incur a \$250 fine plus cleaning and repair costs. Marijuana use is strictly prohibited.
- **No Commercial Use:** Commercial photography and videography without written consent are strictly prohibited.
- **Illegal Activities Prohibited:** Illegal activity, prostitution, and possession of firearms are strictly prohibited.
- **Outdoor Quiet Hours:** Low or zero noise level outside home from 10pm-8am daily.
- **Guest Limits:** The number of overnight guests must not exceed the number stated in the reservation. Exterior cameras are in use. Violations will be enforced.
- **Agreement to House Rules:** Booking a reservation constitutes agreement to comply with these House Rules. Violations will result in liability for any associated damages, fees, costs, or expenses.

Planned Near-Term Changes to Property

- Motion-sensing floodlights on garage for parking area
- Removal of door to sunroom on front of house, including stairs to backyard for outdoor eating/relaxing with river view



Possible Future Enhancements

Structures:

- Removal/mitigation of trees too close to home or at risk of damaging home
- Outdoor hot tub
- Addition of dedicated master bedroom
- Gravel walking/running track on perimeter of property
- Additional small rentable buildings (“cottages”) on open areas of property

Potential Additional Uses:

- Event space for weddings/celebrations

Speculative ideas: Not seeking authorization at this time

Short Term Rental Process

September 10, 2025

Meeting with Building Inspector

Allowed in residential zoning districts with a special use permit

Allowed in commercial by right

Not allowed in agricultural or industrial

Bed and Breakfast fall under the home occupation as long as there is no signage identifying the home as a bed and breakfast, otherwise it is a special use permit.

Occupancy permit is required annually

Business license is required – liability insurance requirement

Tourism tax quarterly remittance

State inspection for 5 or more rooms

Meeting with City Collector

Short Term rentals, Hotels, Motels will have their own category under the business license spreadsheet for easy reference. Maybe we could call it “Lodging”?

Any short-term rental needs to have a Commercial Occupancy Inspection performed ANNUALLY (fee is \$30.00 for Commercial inspections). We need to include a notice regarding this requirement to be sent with the annual Business License renewal paperwork.

They need to have liability insurance, Cert. of No Tax Due and pay the license fee of \$15.00. We will need to get these notices & renewals out to them in advance so that we can collect the dues and Nick has time to schedule these inspections.

Kathy said each current, short term rental has their own Ordinance on file (only those that were required to get a special use permit).

Planning &
Zoning

101 Front Street
New Haven, Missouri 63068
(573) 237-2349

City of New Haven

SPECIAL USE PERMIT APPLICATION

Please print or type

Applicant Name and Address: _____

Applicant Signature and Date: _____

Applicant Phone: _____ **Applicant Email Address:** _____

Description of proposed Special Use

(Please use additional sheets and / or attach additional information if necessary.)

Special Use Permit overview

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Please note: The information provided here is a general summary of the Special Use Permit regulations. A copy of the full regulations is available at City Hall or on the city website, www.newhavenmo.org.

Office Use Only

Fee paid: _____

**Public Hearing
Date:** _____

Administrative Officer

2025-2026
BUSINESS LICENSE APPLICATION
CITY OF NEW HAVEN
P.O. BOX 236, NEW HAVEN, MISSOURI 63068

Phone: 573-500-2530 Fax: 573-500-2592

Pursuant to **New Haven Municipal Code Chapter 605: Business Regulations**, there is hereby levied, fixed and ordered collected an annual license fee as of July 1 each year for each person, either directly or indirectly, conducting in whole or in part a business, trade location, calling or occupation in the City of New Haven, as specified by Municipal Code; except those occupations which are specifically excluded by virtue of RSMo 71.620.

Please note the following requirements under Missouri law:

1. Pursuant to RSMo 144.083.4, each applicant for a business license shall submit a statement from the Missouri Department of Revenue stating "no tax due;" such statement must be dated within 90 days of application for the business license. **This provision generally applies to businesses making retail sales only.** The City is prohibited by law from issuing a business license without the "no tax due" certificate. **More information is available at** <http://dor.mo.gov/business/sales/notaxdue>, or people may call the Missouri Department of Revenue at 573-751-9268.

2. Pursuant RSMo 287.061, "any city or county which issues an occupational or business license for a contractor in the construction industry shall require a certificate of insurance for workers' compensation coverage or an affidavit...signed by the applicant attesting that the contractor is exempt." **Contractors must submit a certificate of Worker's Comp insurance or a sworn affidavit before the City can issue the business license.**

Business Name: _____

Owner's Name/Licensee _____ E-Mail _____

Physical Address _____
Street City State Zip code

Mailing Address _____
Street City State Zip code

Business Phone: _____ Alt. Phone _____ Fax # _____

State Tax ID# _____ Fed ID # _____

Type of Business _____

I CERTIFY THE ABOVE IS TRUE AND CORRECT:

Signature _____ Date _____

Printed Name _____

**MEMO: Contractors must submit *Workers Compensation* or a *Sworn Affidavit*.
Retail Sales must submit *No Tax Due***

Short Term Rental Process

Want to rent out your property for 30 days or less?

Rentals over 30 days do not require a special use permit or a business license but will still require a residential occupancy inspection.

