

Planning and Zoning Commission Meeting

October 28, 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, September 23rd, 2025 meeting, page 1-2
4. Uses Permitted Upon Review and Approval
 - a. Applicant, Jacob Burkett, is requesting approval of a home occupation in R-1A zoning district, page 3-7
 - b. Staff Report
5. Discussion
 - a. Meeting attendance requirement, pages 8-9
6. Old Business
 - a. Town Planning Vision Workshop Review, pages 10-11
 - b. Comprehensive Plan RFP, request for funding
7. Miscellaneous
8. Adjourn

Planning & Zoning Commission Meeting

September 23rd, 2025

New Haven Public Works Facility

Meeting Called to Order by Phil Mc Kernan at 7:09pm

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

Members Absent: Garry Burch & Mike Guittar

Staff Members Present: Sarah Skeen, Deborah Williams, & Nick Reed

Others Present: Nate and Kelly McKie, Applicant, Tim Otten, Resident & Steve Bertrand, Alderman

Motion to approve Minutes of July 22nd, 2025 made by Felix Mesger, 2nd by Charles Tritch

Discussion Items: Public hearing held for a special use permit for a vacation rental at 1001 High Street (R-1B zoning). Application packet included, with sensitive information like checks removed for privacy. Notice of the hearing published New Haven Independent News September 10th., and letters sent to neighboring property owners on September 5th. One neighboring owner inquired about occupancy; no objections raised after clarification. Staff report and exhibits presented.

Applicants, Nate and Kelly McKie, introduced themselves and described their intent and plan to use the property as a short-term rental (eventual retirement home), **closing expected October 3**. Property will be called "Zork's Nest" and features a unique loft layout (no formal bedroom), large lot, and ample parking. Quiet hours proposed (10 PM–8 AM), limited guests (recommended 4). Self-check-in procedures with keypad and camera; owners to handle cleaning but may hire local contact for emergencies. **House rules include:** no parties/events, no smoking, age restrictions, guest limit enforcement, and published rules via Airbnb/Vrbo. **Planned minor exterior changes:** improved lighting, patio addition, door-to-window conversion, future potential for expansion or additional structures. Alderman, Steve Bertrand suggested having a local emergency contact and commended the thoroughness of the application as well as confirmed parking, building adequacy, and emergency plans.

Public Comment: none.

Motion to close public hearing made by Rob Hausmann, 2nd by Felix Mesger.

Motion to recommend application to the Board of Aldermen made by Charles Tritch, 2nd by Ed Shivers.

(Applicants advised to attend the Board of Aldermen meeting for any follow-up questions.)

Discussion Items: Discussion centered on clarifying and formalizing the process for short-term rental permits. **Challenges noted:** Current application lacks specificity and checklists, requiring additional materials and follow-up. Comparison with practices in neighboring towns like Hermann and Washington. **Issues to address** over-concentration in certain areas, buffering, consistent application of requirements.

Suggested improvements: Develop a more detailed, specific application for short-term rentals. Consideration of occupancy limits, parking, lighting, noise ordinances, and neighborhood impact. Annual renewal and tracking of business licenses for short-term rentals, similar to hotels. Clarity on the distinction between short-term, mid-term, and long-term rentals (e.g., duration limits like 28 or 30 days). Special use permits to be non-transferable upon sale of property or change in use. Revocation of permits after 180 days if the property is not used as a short-term rental within a set period. Trash service expectations and emergency services notification for non-owner-occupied rentals. General agreement on need for a proactive, standardized approach rather than a case-by-case approach. Staff tasked with researching and drafting an updated application and considering examples from other cities.

Miscellaneous: Staff will research applications and ordinances from nearby towns (Hermann, Washington, Union.) and draft a revised application and policy framework for review. Emergency services will be notified of new short-term rentals, especially those in remote locations. Discussion of license renewals, tracking, and ensuring compliance with city requirements.

Motion to Adjourn made by Todd Blanc, Felix Mesger 2nd 8:05pm

Respectfully Submitted,

A handwritten signature in dark ink, appearing to read "Deborah Williams", with a stylized, flowing script.

Deborah Williams

Due 10-10-25

205 Industrial Drive.

P&Z Committee

7pm Sept. 23rd — Cancelled
WS

PLANNING & ZONING

101 Front Street

New Haven, MO 63068

573-500-2604

City of New Haven

Uses Permitted Upon Review and Approval Application

Please print or type

APPLICATION INFORMATION

Applicant Name and Address: Superior Polishing and Debur LLC ^{Jacob Burkett}

Applicant Phone: 636-221-4854 Applicant Email Address: emilyburkett1983@gmail.com

Applicant Signature: Jacob Burkett Date 10-9-25

PROPERTY INFORMATION:

Location of Property: 201 Douglas St New Haven MO 63068

Legal Description: Home R 1 A

Present Zoning Classification: Residential Acreage: 0.32

Current Use of Property: Home - Run business in garage

Proposed Use: _____

You must submit the following:

- a. A completed application form
- b. A site plan drawn to scale showing the following:
 - i. The legal description of the property.
 - ii. The exterior property line of the property included in the application.
 - iii. The location, size, and use of all existing and/or proposed structures.
 - iv. The location of all easements, rights-of way, and setbacks.
 - v. The location of existing and/or proposed parking spaces and drive entrances.
 - vi. The location of existing and/or proposed screening fences and signage.
 - vii. The location of existing sanitary and storm sewers, water mains, culverts, and other underground structures.
 - viii. Any other information which would be helpful to the Planning and Zoning Commission in consideration of this application.

Please note: The City reserves the right to require additional information if necessary for evaluation of the permit application.

We use our personal garage to run a single member LLC Polishing and Deburr business for local Tool & Die Companies. We use our personal truck to haul jobs to and from companies.

- The job is completed with polishing Stones and Stoning oil (equivalent to Mineral oil).
- This is a in home business that requires no signs or additional parking.

FLOORPLAN SKETCH

Client: Warren Bauche

File No.: S190131

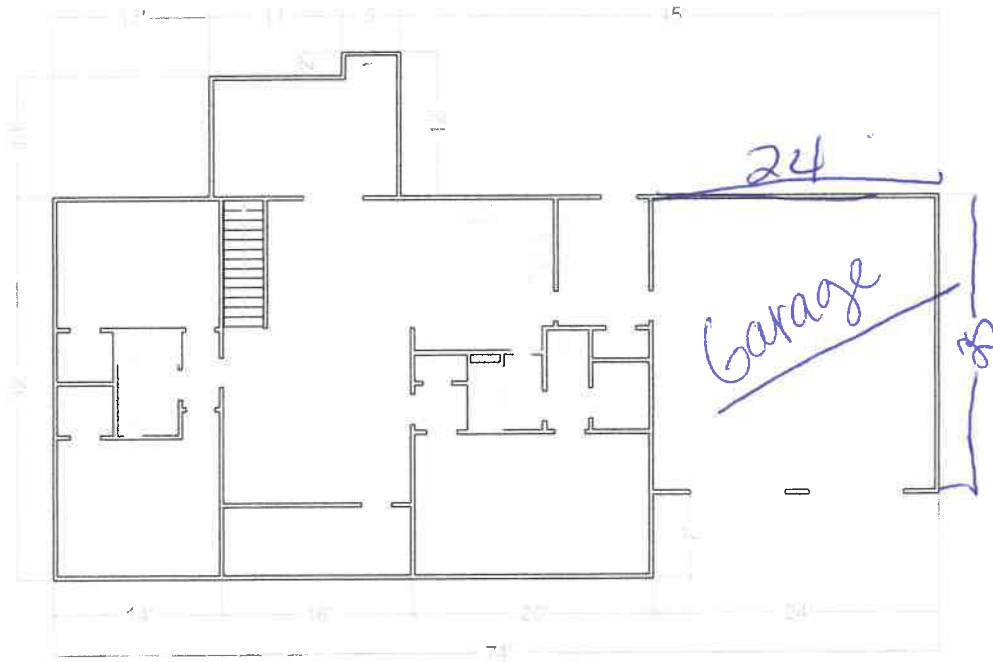
Property Address: 201 Douglas St

Case No.:

City: New Haven

State: MO

Zip: 63068



Business is ran out of
garage.

SUBJECT AERIAL MAP

Property Address: 201 Douglas St	File No.: S190131
City: New Haven	Case No.:
State: MO	Zip: 63068

Franklin County GIS



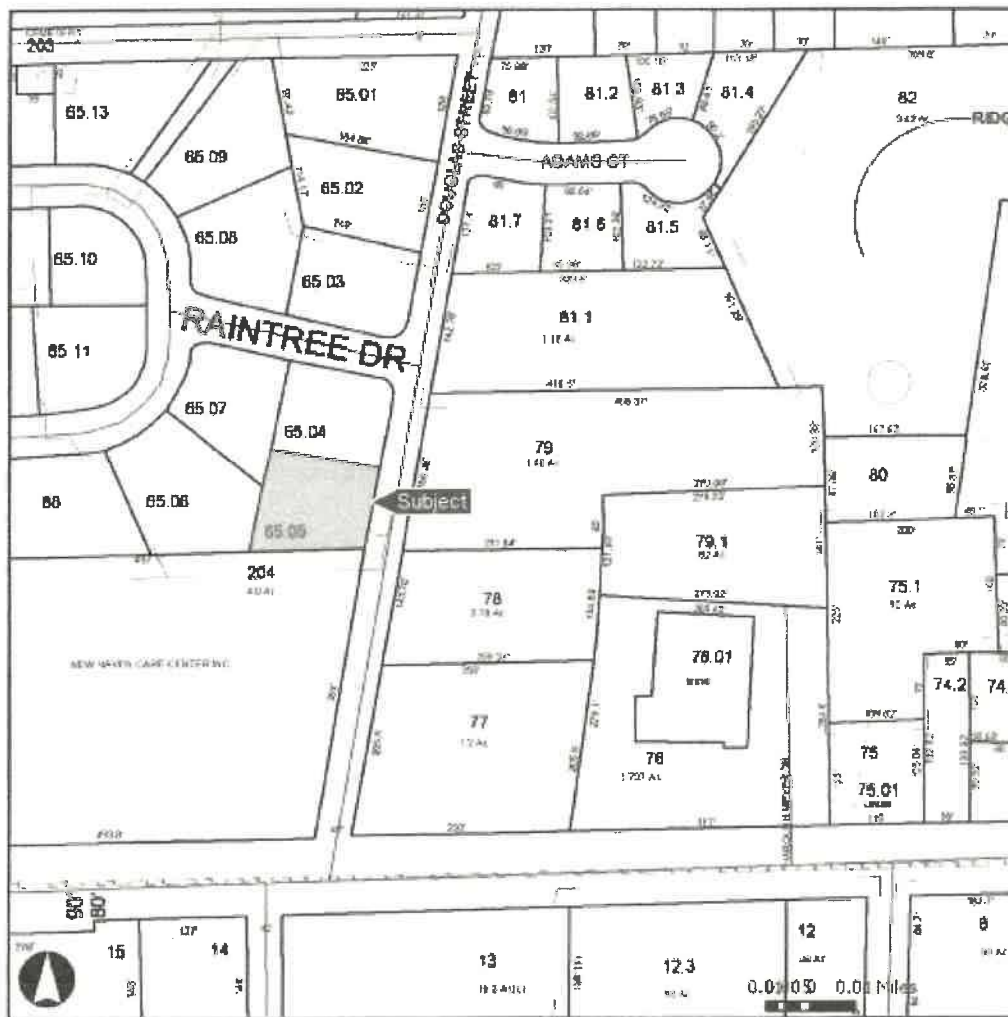
* Parking is in our driveway only our personal truck is used

PLAT MAP

Client: ~~Franklin County~~
 Property Address: 201 Douglas St
 City: New Haven

File No.: S190131
 Case No.:
 State: MO Zip: 63068

Franklin County GIS



Planning & Zoning Attendance		July 2025 - June 2026												
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	TOTAL
	Alan Bell	1		1										2
	Charles Tritch	1		1										2
	Ed Shivers	1		1										2
	Felix Mesger	1		1										2
	Garry Burch	1											1	1
	Mike Guittar													0
	Phil McKernan	1		1										2
	Rob Hausmann	1		1										2
	Todd Blanc	1		1										2
														0
	Total	8	0	7	0	0	0	0	0	0	0	0	0	15

Planning & Zoning Attendance	July 2024 - June 2025												TOTAL
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
Alan Bell													0
Charles Tritch			1	1					1	1			4
Ed Shivers			1	1					1	1			4
Felix Mesger			1	1					1	1			4
Garry Burch									1	1			2
Mike Guittar			1										1
Phil McKernan			1	1					1	1			4
Rob Hausmann										1			1
Todd Blanc			1	1						1			3
Tim Otten - resigned June 2025			1	1					1	1			4
													0
Total	0	0	7	6	0	0	0	0	6	8	0	0	27

Tue, Aug 26, 18:17 (1 hr 13 mins)

Workshop on Town Planning Vision

Demographic Shifts and Housing Preferences

- Discussion centered on changing demographics, especially the rise in singles, couples without children, and older adults, and their growing preference for urban, walkable, mixed-use housing over traditional single-family homes with large lots.
- Participants noted that younger professionals and retirees are moving towards denser housing for convenience, less maintenance, and proximity to amenities, citing examples from cities like Washington and Pittsburgh.
- There's an observed bottleneck in the local housing cycle; older residents have nowhere to downsize, keeping younger families from moving up, which blocks entry-level homes for new families.
- The city is currently not meeting the preferences of these newer demographics, leading to out-migration to places with more diverse housing options.

Place-Making and Urban Design Concepts

- The group watched and discussed a video on the economic imperative for mixed-use, walkable environments, emphasizing that housing markets and talent attraction now follow vibrant, compact urban centers instead of the traditional suburban model.
- Key place-making strategies identified include creating critical mass through five-minute walking zones, fostering authentic local culture, and ensuring a mix of living, working, and recreational uses.
- Relevant examples highlighted included developments in Atlanta, Memphis, Dublin (Ohio), and Tampa that successfully merged these concepts.
- Members deliberated how to adapt these ideas for New Haven, aiming to retain its small-town ambiance while making targeted improvements.

Local Challenges and Opportunities

Next Steps and Planning Process

- Consensus formed around the urgent need to review and revise the comprehensive plan, beginning by assessing what was accomplished or has changed since its adoption.
- The group suggested conducting workshops, brainstorming sessions, and community surveys (possibly modeled after other municipalities) to set new priorities and collect resident input.
- There was broad support for involving related boards (Tourism, Economic Development) in future planning sessions for a more comprehensive approach.
- Talks of organizing the next workshop (targeting October) to review the current plan's meat, identify what's outdated, and begin collecting concrete proposals and community feedback.
- Members discussed logistics such as providing updated zoning maps, distributing hard/soft copies of the plan, and ensuring everyone is prepared for deep review ahead of the next session.

Suggested Action Items

- Distribute current comprehensive plan to all participants for review ahead of next workshop.
- Prepare updated zoning map and quote for the planning group.
- Organize an October workshop to dig into the current plan and identify priorities.
- Develop and distribute a community survey to gather resident input on future development needs and preferences.
- Outreach to owners of vacant and underutilized properties to gauge interest in possible redevelopment.
- Invite members from Tourism, Economic Development, and other relevant committees to participate in planning sessions.
- Revise and update property records and coordinate clarification/correction on address discrepancies (e.g., Annabelle Chapel grant situation).