

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

March Session of the January Adjourned

Term. 20 17

In the County Commission of said county, on the 7th day of March 20 17

the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone takes up the revision and re-adoption of the Boone County Zoning Regulations and the Boone County Stormwater Ordinance, Sections 1 through 28. This includes Section 22, the revised Flood Insurance Rate Maps (FIRM) prepared by the Federal Emergency Management Agency and known as the "Floodplain Management Ordinance." The revised FIRM will be effective on April 19, 2017.

WHEREAS, the Boone County Planning and Zoning Commission conducted three (3) public hearings, after due public notice, into the issue of re-adoption of the County's current zoning regulations, including FIRM, and the Boone County Stormwater Ordinance; and

WHEREAS, the Boone County Planning and Zoning Commission (P&Z) has recommended that the County Commission readopt those zoning regulations, including FIRM and the Stormwater Ordinance; and

WHEREAS, the County Commission conducted a public hearing on re-adoption of those regulations on December 27, 2016; and

WHEREAS, all required notices have been given and all required public hearings have been held;

NOW, THEREFORE, the County Commission of the County of Boone does hereby adopt the Boone County Zoning Regulations and the Stormwater Ordinance, Sections 1 through 28, which includes Section 22, the revised Flood Insurance Rate Maps as prepared by the Federal Emergency Management Agency, and known here as the "Floodplain Management Ordinance," copies of which are attached and incorporated here by reference, along with the following attachments:

1. Notice of the 1st P&Z hearing, affidavit of newspaper publication, affidavit of posting in the Boone County Government Center, and the hearing minutes.
2. Notice of the 2nd P&Z hearing, affidavit of newspaper publication, affidavit of posting in the Boone County Government Center (southern district), and the hearing minutes.
3. Notice of 3rd P&Z hearing, affidavit of newspaper publication, affidavit of posting in the Boone County Government Center (northern district), and the hearing minutes.
4. Minutes from P&Z meeting with recommendation for adoption.
5. Notice of public hearing before the County Commission on December 27, 2016, affidavit of newspaper publication, affidavit of posting in Boone County Government Center, and the hearing minutes showing the public hearing was opened for the re-adoption of the zoning regulations and the Stormwater Ordinance.
6. Complete copy of Zoning Regulations and the Stormwater Ordinance, Sections 1 through 28 including the revised Flood Insurance Rate Maps.

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STATE OF MISSOURI }
County of Boone } ea.

Term. 20

In the County Commission of said county, on the

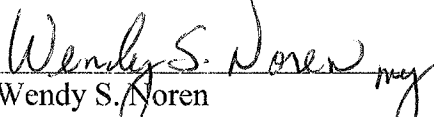
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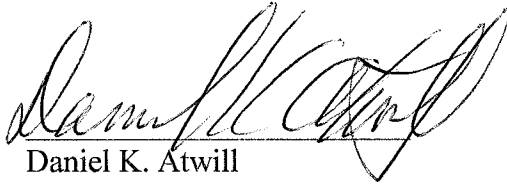
20

the following, among other proceedings, were had, viz:

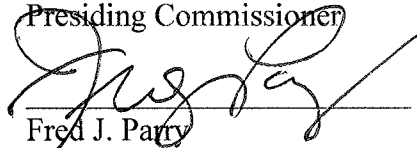
Done this 7th day of March, 2017.

ATTEST:

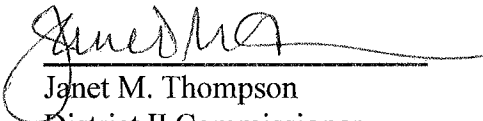

Wendy S. Noren
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner



Fred J. Parry
District I Commissioner



Janet M. Thompson
District II Commissioner

13397

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PUBLIC NOTICE

Notice is hereby given that the Boone County Planning and Zoning Commission will conduct a hearing for the purpose of readopting Sections 1 – 27 of the Boone County Zoning Ordinance (including revised Flood Insurance Rate Maps (FIRM) and the Boone County Stormwater Ordinance on the following dates:

November 17 – Commission Chambers
Roger B. Wilson County Government Center
801 E. Walnut St., Columbia MO.

November 30 – Ashland City Hall, 109 E. Broadway, Ashland, MO

December 5 – County Office, 1023 E Highway 22, Centralia, MO

Hearings begin at 7:00 PM.

Copies of the Zoning Ordinance and the Stormwater Ordinance may be obtained at the office of the Boone County Resource Management Department, Roger B. Wilson County Government Center, 801 E. Walnut St., Rm. 315, Columbia and are available on-line at www.showmeboone.com/resourcemanagement.

Boyd Harris
Chairperson

56232

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AFFIDAVIT OF PUBLICATION

BC PLANNING/BUILDING

STATE OF MISSOURI)
County of Boone) ss.

I, ERICK IRVIN, being duly sworn according to law, state that I am one of the publishers of the Columbia Daily Tribune, a daily newspaper of general circulation in the County of Boone, State of Missouri, where located; which newspaper has been admitted to the Post Office as periodical class matter in the City of Columbia, Missouri, the city of publication, which newspaper has been published regularly and consecutively for a period of three years and has a list of bona fide subscribers, voluntarily engaged as such, who have paid or agreed to pay a stated price for a subscription for a definite period of time, and that such newspaper has complied with the provisions of Section 493.050, Revised Statutes of Missouri 2000, and Section 59.310, Revised Statutes of Missouri 2000. The affixed notice appeared in said newspaper on the following consecutive issues:

- 1st Insertion, November 1, 2016
- 2nd Insertion,
- 3rd Insertion,
- 4th Insertion,
- 5th Insertion,
- 6th Insertion,
- 7th Insertion,
- 8th Insertion,
- 9th Insertion,
- 10th Insertion,
- 11th Insertion,
- 12th Insertion,
- 13th Insertion,
- 14th Insertion,
- 15th Insertion,
- 16th Insertion,
- 17th Insertion,
- 18th Insertion,
- 19th Insertion,
- 20th Insertion,
- 21st Insertion,
- 22nd Insertion,

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Boyd Harris
Chalpersen

6423

PRINTERS FEE: 111.96

Subscribed and sworn to before me this 20th day of February, 2017

By [Signature]
Sandra L. Rother
Notary Public



SANDRA L. ROTHER
My Commission Expires
September 9, 2019
Boone County
Commission #15638071

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BILLING PERIOD		ADVERTISER/CLIENT NAME	
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TOTAL AMOUNT DUE	UNAPPLIED AMOUNT	TERMS OF PAYMENT	
275.86		NET DUE 28 DAYS	
CURRENT NET AMOUNT DUE	30 DAYS	60 DAYS	OVER 90 DAYS
275.86	0.00	0.00	0.00

INVOICE NUMBER	PAGE #	BILLING DATE	BILLED ACCOUNT NUMBER	PARENT ACCOUNT NUMBER
1307530	1	11/27/2016	13397	13397

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			BALANCE FORWARD				491.70
11/01	56232	CDT	FLOOD INSURANCE RATES	3 X 3.00	1	12.44	111.96
11/06	56142	CDT	ROUTE Z	2 X 5.50	1	14.90	163.90
11/22	190774		PAYMENT				(491.70)

CONTRACT NAME:	EXPIRES	COMMITMENT	PERIOD	TO DATE	TO FULFILL
Net Dollar Volume	04/30/2017	24000.00	2760.71	23915.36	84.64

STATEMENT OF ACCOUNT AGING OF PAST DUE AMOUNTS

CURRENT NET AMOUNT DUE	30 DAYS	60 DAYS	OVER 90 DAYS	UNAPPLIED AMOUNT	TOTAL AMOUNT DUE
275.86	0.00	0.00	0.00		275.86

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1 10/27

AFFIDAVIT OF NOTICE OF PUBLIC HEARING

STATE OF MISSOURI) ss
County of Boone)

I, Paula Evans, being duly sworn according to law, state that I am the Custodian of Records of Resource Management for the County of Boone, State of Missouri. I hereby swear that the affixed notice of public hearing was posted in the Roger B. Wilson, Boone County Government Center on the 15th day of

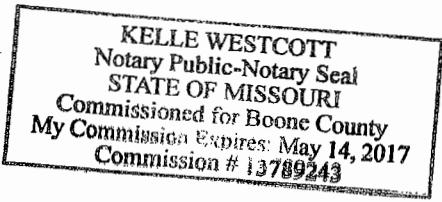
November, 2016

Paula Evans date 11/15/16

Paula Evans

Subscribed & sworn to before me this 15th
day of November, 20 16

Kelle Westcott
Notary Public



BOONE COUNTY PLANNING & ZONING COMMISSION
COMMISSION CHAMBERS - BOONE COUNTY GOVERNMENT CENTER
801 E. WALNUT ST., COLUMBIA, MO

AGENDA

7:00 P.M. Thursday, November 17, 2016

- I. Meeting called to order, Boyd Harris, Chairperson.
- II. Roll call, Eric Kurzejeski, Secretary.
- III. Review minutes of last meeting.
- IV. Statement by Chairperson.

V. REZONING

1. Request by Route Z LLC on behalf of Compass Health, Inc. to rezone from A-1 (Agriculture) to A-RP (Planned Agriculture Residential) and approve a review plan for NAVIG8 on 10.0 acres, more or less, located at 3150 N Rte Z, Columbia.

VI. PLANNED DEVELOPMENTS

1. Request by Stephen and Sally Phillips to approve a Final Development Plan for Phillips Farm on 10.0 acres, more or less, located at 9075 E Mexico Gravel Rd., Columbia.

VII. PLATS

1. Cartwright Ridge. S22-T51N-R13W. A-2. John and Julia Martin LLC, owner. James R. Jeffries, surveyor.
2. Delmar Estates. S18/19-T49N-R13W. A-2. Hunter's Creek Farm LLC, owner. James R. Jeffries, surveyor.

VIII. OLD BUSINESS

1. Update on Commission action.

IX. NEW BUSINESS

1. Public hearing on the re-adoption of Sections 1 – 27 of the Boone County Zoning Ordinance (including revised Flood Insurance Rate Maps -FIRM) and the Boone County Stormwater Ordinance.
2. Proposed revision to Subdivision Regulations.

X. ADJOURN

Agenda subject to change, please check with the Planning Office to verify an item is still on the agenda.
For multi-media support please make arrangements with staff 24 hours in advance of the meeting date. A hard copy of any presentation, including photos and drawings must be given to staff for the permanent record.
Visit our website www.showmeboone.com/ResourceManagement



Boone County Resource Management

ROGER B. WILSON GOVERNMENT CENTER
801 E. WALNUT ROOM 315 COLUMBIA, MO 65201-7730
(573) 886-4330 FAX (573) 886-4340

DIRECTOR
STAN SHAWVER

PLANNING - INSPECTIONS - ENGINEERING

CHIEF ENGINEER
DERIN CAMPBELL

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www.showmeboone.com/resourcemanagement.

Boyd Harris
Chairperson

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BOONE COUNTY PLANNING & ZONING COMMISSION
BOONE COUNTY GOVERNMENT CENTER, COMMISSION CHAMBERS
801 E. WALNUT, COLUMBIA, MISSOURI
(573) 886-4330

Minutes

7:00 P.M.

Thursday, November 17, 2016

I. Chairperson Harris called the meeting to order at 7:00 p.m., with a quorum present.

II. Roll Call:

a. Members Present:

Paul Prevo, Vice-Chairperson

Eric Kurzejeski, Secretary

Gregory Martin

Michael Poehlman

Bill Lloyd

Rhonda Lightfoot

Derin Campbell

Rocky Fork Township

Missouri Township

Katy Township

Rock Bridge Township

Three Creeks Township

Perche Township

County Engineer

b. Members Absent:

Boyd Harris, Chairperson

Carl Freiling

Loyd Wilson

Vacant Seat

Centralia Township

Cedar Township

Columbia Township

Bourbon Township

c. Staff Present:

Stan Shawver, Director

Bill Florea, Senior Planner

Paula Evans, Staff

Thad Yonke, Senior Planner

Uriah Mach, Planner

III. Approval of Minutes:

Minutes from the November 17, 2016 meeting were approved by acclamation.

IV. Chairperson Statement

Vice Chairperson Prevo read the following procedural statement:

The Boone County Planning and Zoning Commission is an advisory commission to the County Commission. The commission is made up of individuals representing each township of the county and the county engineer.

The Planning and Zoning Commission makes recommendations to the County Commission on matters dealing with land use. Tonight's agenda includes one rezoning request, a final development plan and two subdivision plats.

In general, the Planning and Zoning Commission tries to follow Robert's Rules of Order, however, it is authorized by the Missouri state statutes to follow its own by-laws. The by-laws provide that all members of the commission, including the chairperson, enjoy full privileges of the floor. The chairperson may debate, vote upon or even make any motion.

The following procedure will be followed:

The agenda item will be announced, followed by a report from the planning department staff. At that time, the applicant or the applicant's representative may make a presentation to the commission. The commission may request additional information at that time, or later following the public hearing. After the applicant's presentation, the floor will be opened for a public hearing to allow anyone wishing to speak in support of the request. We ask that any presentation made to the commission be to the point.

Next, the floor will be given over to those who may be opposed to the request. Direct all comments or questions to the commission and please restrict your comments to the matter under discussion. Please be considerate of everyone here. We ask that you please not be repetitious with your remarks. We also recognize that some issues can be quite emotional. In that regard we ask that you refrain from applause, cheers, or other signs of support or displeasure. Please afford those with a different point of view than yours the same respect and consideration you would like yourself.

There may be individuals that neither support nor oppose a particular request. Those individuals are welcome to address the commission at any time during the public hearing portion of the request.

Please give your name and mailing address when you address the commission. Please sign the sheet on the table after you testify. Also, we ask that you turn off your cell phones.

Any materials that are presented to the commission, such as photographs, written statements or other materials will become a part of the record for these proceedings. If you would like to recover original material, please see the staff during regular business hours after they have had an opportunity to make a copy of your submission.

After those opposed to the request have had a chance to speak, the applicant will have an opportunity to respond to the concerns of those opposed to the request. Next the staff will be given an opportunity for any additional comments, as appropriate. The public hearing will then be closed and no further comments will be permitted from the audience or the applicant unless requested by the commission. The commission will then discuss the matter and may ask questions of anyone present during the discussion. Finally, a motion will be made to either recommend the approval or denial of the request to the county commission. Please note that the Boone County Zoning Regulations and Subdivision Regulations are considered to be a part of the record of these proceedings.

All recommendations for approval are forwarded to the county Commission. They will conduct another public hearing on Tuesday, November 29th. Interested parties will again have the opportunity to comment on the requests at that time. The County Commission generally follows the recommendations of the Planning and Zoning Commission; however, they are not obligated to uphold any recommendation. Requests that are denied will not proceed to the County Commission unless the applicant files an appeal form within 3 working days. Please contact the planning office to see if a request that has been denied has filed an appeal, as there will be no further public notification due to the short time between the hearing tonight and the County Commission hearing. The County Commission hearing scheduled for Tuesday, November 29th will begin at 7:00 p.m. and will convene in this same room.

V. Conditional Use Permits

None.

VI. Rezoning

1. Request by Route Z LLC on behalf of Compass Health, Inc. to rezone from A-1 (Agriculture) to A-RP (Planned Agriculture Residential) and approve a review plan for NAVIG8 on 10.0 acres, more or less, located at 3150 N Rte Z, Columbia.

Planner, Uriah Mach gave the following staff report:

The subject property is located approximately 2 ½ miles to the east of the city limits of Columbia, 1 ½ miles to the north of Interstate 70 on State Route Z, near Mexico Gravel Road. It is 23.65 acres in size and is zoned A-1(Agriculture). Adjacent zoning includes A-1P (Planned Agriculture) to the southwest which was rezoned from A-1 in 2006. Otherwise A-1 zoning surrounds the parcel. All the A-1 is original 1973 zoning. The Boone County Master Plan designates this area as being suitable for agriculture and rural residential land uses. The Northeast Area Plan identifies this area as suitable for rural residential land uses. There is currently a house, a large shop building, a horse shed, and a dog kennel on the property. In 2004 and 2013, conditional use permits were granted for a canine breeding facility, which is no longer in effect, and a canine boarding and training facility, which we understand to no longer be in operation. The property scored 41 points on the rating system.

The applicant is seeking a rezoning to Planned Agriculture Residential (A-RP) for 10-acres of the parcel. The proposed Allowed Uses are Single Family Residence and Institutional Home, Institutional Home is not a use listed in the permitted uses for an A-R zoning district and must be removed from the request. The proposed allowed Conditional Use is Philanthropic Institution. The stated intent of the applicants is to apply for a conditional use permit for a residential care facility and office space in the existing house as the Philanthropic Institution. Issues regarding the proposed Allowed Uses will be addressed in the Zoning Analysis portion of this report. The remaining 13.65 acres, not included in the proposed rezoning, will be divided from the plan area by a future administrative survey.

The Master Plan identifies the use of planned districts in the development of previously low-density areas of Boone County. The Master Plan also identifies a “sufficiency of resources” test for analyzing rezoning requests. The Test asks whether there are sufficient resources available for the needs of the proposed development or whether the services can be provided in a cost effective manner. The sufficiency of resources test provides a “gate-keeping” function. Failure to pass the test should result in denial of a request. Success in passing the test should allow the request to be considered and evaluated based on accepted planning principles.

The resources used for this analysis can generally be broken down into three categories, Utilities, Transportation, and Public Safety Services.

Utilities:

- Water: The subject property is in Public Water Service District #9. There is an existing 12” line on the west side of State Route Z. A waterline extension to the primary structure on the subject property and installation of fire hydrants and possibly sprinkler systems to satisfy the requirements of the building code and fire code are required for this proposal.

- Sewer: The subject property has an existing on-site wastewater system sized to support residential use for the house on the property. The proposed uses for this property require the system to be evaluated for capacity. Boone County staff, Health Department staff, and Boone County Regional Sewer District staff should review that evaluation. The evaluation must contain the information that shows how it addresses the uses proposed on the plan. The required evaluation has been requested, but not yet provided for review.
- Electric: The subject property is in the Boone Electric Cooperative service area.

Transportation: The subject property has direct access on to State Route Z, publicly-dedicated, publicly-maintained right-of-way. Any improvements to access will be under permit with the Missouri Department of Transportation.

Public Safety Services: The subject property is approximately 3 miles from the nearest fire station. The Boone County Fire Protection District will be responsible for providing fire protection to the site.

In considering the resources available to this site, the limitations of the existing on-site wastewater system restrict the development potential of this property. The capacity of this system, while approved for the existing residential use, is unknown when considering the increase required to support the proposed conditional use. Additional information is required.

Zoning Analysis: This proposal creates an island of increased intensity of use in an area that has been identified as being appropriate for its existing low intensity land uses. An A-R (agriculture-residential) or A-RP (planned agriculture residential) zoning district is a transitional zoning district intended to be used to transition from the A-1 and A-2 agriculture districts to the more intensive districts. The Northeast Area Plan describes this area as an area of rural residential activity. The Boone County Master Plan describes this area as an area of rural residential and agricultural activity.

Granting an A-RP designation to this parcel within the context of the existing A-1 and in conflict with both the Master Plan and Northeast Area Plan constitutes a spot zoning. A spot zoning proposal such as this one creates a precedent and expectation for higher levels of development in this area.

Nearby requests on properties for increased development have been denied by the Planning & Zoning Commission and the County Commission, as seen in the proposals for A-2(Agriculture) in 2000 and A-2P (Planned Agriculture) in 2015 on the Ronnebaum property to the west. In this case the use of a planned district does not mitigate the impact of the proposed uses; the single family dwelling proposed requires no re-zoning so the focus of the rezoning request is on the proposed Conditional Use of Philanthropic Institution for 16 residents, 3 resident staff, and 12 daytime staff..

The Philanthropic Institution Conditional Use is inherently more intensive than the existing A-1 zoning and is really the equivalent of three to four single family dwellings at a minimum. This design attempts to mask the increase in the subject property's intensity of use. While the proposed lot is of a size consistent with surrounding properties, the proposed conditional use of Philanthropic Institution use has far higher needs in regard to utility infrastructure. The potential 19 full-time residents on the property in the institutional setting is more consistent with a commercial activity or 4 single family dwellings.

Staff recommends denial of the rezoning request and the associated review plan for the following reasons:

1. This is a spot zoning. Use of a planned district does not mitigate the impact caused by the intensity of the proposed Conditional Use. The planned district is unnecessary for the proposed allowed use, the intensity of the proposed conditional use is out of character with the area and conflicts with the Master Plan and Northeast Area Plan, no compelling case has been made that the proposed rezoning is more appropriate than the existing zoning.
2. Granting this rezoning will render the kennel an illegal use. No information has been provided as to how the existing kennel will be used if the rezoning is granted.
3. The applicant has failed to provide any information to indicate that there is an adequate sewer plan for the proposed conditional use and therefore fails to pass the sufficiency of resources test.
4. The applicant has failed to provide information regarding the square footage and dimensions of the existing structures and whether additions to the structure are single or multi-story.

While there is sufficient justification to deny the rezoning and review plan, the Commission may table action on the request, until the next regularly scheduled business meeting, should it feel that there is insufficient information upon which to base a decision.

If the Commission moves to approve this rezoning request and the associated review plan, staff recommends the following conditions:

1. Must Remove "Institutional Home" from the plan because it is not a defined term under the zoning ordinance as a use.
2. Submit a copy of the wastewater study for review by Boone County Resource Management, Columbia/Boone County Health Department, and Boone County Regional Sewer District prior to submittal of a Final Plan. The proposal for how the wastewater for the proposed conditional use must be clearly delineated and detailed with respect to the numbers of residents, staff, and possible others such as guests/visitors and such proposal must be acceptable to the Director of Resource Management, the Boone County Health Department, & the Boone County Regional Sewer District. Should the proposal not be found acceptable then the review plan approval is void.
3. The existing dog kennel must be removed or de-commissioned as a kennel and converted to another compliant use prior to Final Plan approval, subject to the approval of the Director.
4. The label "Indoor Recreation Facility" will need to be removed, as that use is not available in the A-R zoning district. The structure that currently has this designation was built as a shop and has not been shown under the current proposal with a use allowable under the proposed rezoning. Therefore, it can be labeled and used only as a shop/garage.
5. Correct the Density note on the plan to indicate one single family home and to specify the floor area of the proposed conditional use.
6. Allowed Uses should read, "One single-family home" and "Agricultural Activity"
7. Conditional Uses should read, "Philanthropic institution with a maximum number of 16 residents, a maximum number of 12 daytime staff, and a maximum number of 3 twenty-four-hour staff."
8. Identify dimensions of proposed parking spaces.
9. Rename office structure as office/dormitory or similar term rather than office with dormitory addition.
10. All accessory existing structures not shown on the plan must be removed prior to submission of any Final Development Plan.

Present representing the request:

Dan Brush, Brush & Associates, 506 Nichols St, Columbia

Dan Brush: I apologize if I misunderstood staff's request early on and didn't provide them with the necessary information they needed. This site is a very interesting and unique area. It has different amenities and items that are necessary for this type of development. It has water and electric available and good access to Route Z. The sewer system that staff referred to and the information we received from the health department in the past few days indicates that the system is comprised of two septic tanks, one is a 1000 gallon and the other is a 1500 gallon tank with an advanced treatment unit and a drip field irrigation system. The numbers indicate that we would probably need to double the size of the drip field irrigation system and probably replace the advanced treatment unit with a bigger one. Three-quarters of the system is already existing which makes this site so unique from a sewer standpoint. The existing buildings also lend themselves in that direction.

Commissioner Prevo: Can you go in to more detail about the current structures?

Dan Brush: There is an existing house, shop, dog kennels, and loafing shed. The existing house would work well for their office and dormitories with a small addition on to it. The addition would be 300 square feet, the existing house is somewhere around 3600 to 4000 square feet. The shop and shed is around 5000 square feet. The dog kennel use is not something the applicants are looking to do, that facility would probably be turned in to some type of agricultural facility or used for storage. There is one other accessory structure that is a portable shed and it would have to be moved because it is within the setback.

Open to public hearing.

Present speaking in support:

Karen Cade, Regional Vice President, Compass Health, 2802 Lynwood Dr, Columbia

Karen Cade: Compass Health is a not-for-profit organization that has been in existence for approximately 40 years. We have about 100 employees in Boone County and about 2000 overall. We have a budget of about \$150,000,000. We have been operating adolescent programs for over 25 years and we have been in Columbia since 2004. We are currently located in a neighborhood that is not acceptable for the kids that we are serving, it is dangerous and there is a lot of crime and it is not large enough to house the number of kids that we need. In working with staff they decided the best thing to do for the kids we serve was to find some space where they can have more physical activity and do gardening in a safer, more healthy environment. When I talked to various people about this project they said the perfect zoning would be R-M but we have searched the R-M areas and there is nothing suitable in those areas for this type of program. I know there is a concern about pocket zoning and based on the zoning map there is some pocket zoning already in existence close to this area.

Commissioner Prevo: What ages do the applicants serve?

Karen Cade: Ages 12 to 17.

Also speaking in support:

Libby Brockman-Knight, Clinical Director, Compass Health, 3705 Blue Cedar Dr, Columbia

Libby Brockman-Knight: I oversee the treatment programs. I have been in the mental health field for about 16 years and I am here to advocate for our kids. This program started back in 2004 as a residential treatment program and we make a difference in kids lives. At the open house on Sunday we had the opportunity to meet a lot of the neighbors that surround this property and hear their concerns. We understand their concerns and understand that they want to protect that peaceful way of life and that is exactly what we are looking for and that is what we want to provide for the kids we serve. We are currently located behind Hickman High School in a high crime area and that is not really what we want to have. Compass Health provides residential treatment centers for adolescents, we have three in the State, one in Rolla, one in Clinton, and one in Columbia. We also have one in the state of Louisiana. We are experts at working with this population. At the Columbia location alone we employ about 25 people and we want to keep them employed because they do great work with the kids we serve. We average around 56 days for the length of their stay. While the kids are with us we provide them with comprehensive treatment services. We provide education, counseling, family services, community support, and psychiatric services. One of the things we would like to add is gardening; those kinds of activities are really helpful for the kids. The location is staffed 24 hours a day and they have line of sight supervision so the kids wouldn't be wandering around the property. We serve about 200 clients per year. At the location we have now we occasionally have kids that will leave the facility, we average about six per year. For the most part we have experienced more crime and vandalism in our neighborhood.

Commissioner Prevo: Are most of the kids from the local area?

Libby Brockman-Knight: About 50 % of our referrals are local clients but we do get referrals from around the state.

Commissioner Martin: How do the kids get sent to the facility? Do they have behavioral issues?

Libby Brockman-Knight: They have a variety of issues. They have anxiety, depression, substance abuse, and trauma issues; we see a lot of different issues.

Commissioner Martin: Are they referred by the courts?

Libby Brockman-Knight: Sometimes they are referred by the courts. We have family referrals, we get referrals from the Division of Family Services and the juvenile office.

Commissioner Loyd: Is the treatment of the kids just for the 56 days or are they still within your care after the 56 days?

Libby Brockman-Knight: A lot of times they are. Compass Health is statewide and we provide outpatient services as well.

Commissioner Loyd: What is your fall-back position if this rezoning request is denied?

Libby Brockman-Knight: For us and our environment it is just not healthy for the kids at the current location; it continues to deteriorate to where it is just isn't safe. This past year we had to bring our kids inside because there was a domestic violence altercation where the girlfriend was chasing her boyfriend around with a knife. We had to bring them in and call the police because neighbors were smoking marijuana outside.

Commissioner Kurzejeski: What is the square footage of the current facility?

Libby Brockman-Knight: I don't know; it is a small house that was converted. We try to keep them in homes because it feels more comfortable.

Also speaking in support:

Jody Miller, Architect, Simon & Associates, 210 Park Avenue, Columbia

Jody Miller: I walked through the site with Karen Cade a few weeks ago and the facility really is unique for this use. Given the fact that they are currently in an old house in the middle of town this would give them the opportunity to be in the country. The facilities already there is set up well for what the applicants want to do, it would only take a small addition to the house to provide enough bedrooms and enough recreation space for these kids. We realize we would have to add a sprinkler system. We were looking at security cameras and a potential elevator to the lower level and we would need to provide some accessibility upgrades. But when we compare the cost of what we think we would have to do to the new site to what it would cost to purchase land and build a new facility this is a lot less.

Commissioner Prevo: Have the applicants looked in to some of the staff recommendations?

Jody Miller: I just got the staff report today so I am not that familiar with some of those things but we have looked at site and realized that there are things that need to happen. We've come up with a comprehensive list of things that we need to get done and we are pretty comfortable with the cost versus building a new site.

Commissioner Campbell: What kind of support vehicles does this kind of facility need?

Jody Miller: I don't know of any delivery vehicles. They don't have a commercial kitchen on site so all the food is catered in.

Also speaking in support:

Linda Grgurich, President, Pathway Branch, Compass Health, P.O. Box 36, Clinton, MO

Linda Grgurich: The question about a fall back plan was asked earlier. Karen Cade is the Regional Vice President for this area and has lived in Boone County for most of her life, she would really prefer to keep this program in Boone County and we would like to support that request but if we can't find a proper location we are going to have to locate outside of the county. When I get notified that the police are calling our facility telling us to lock our doors because something is going on in the neighborhood; we can't justify leaving our kids and staff there. Regarding transportation there are 15 passenger vans for transportation.

Also speaking in support:

Ann Peters, 909 Clayton, Columbia

Ann Peters: This property is currently owned by my sister. This group is limited by the number of people they can have. What they are asking for is the only thing they are allowed to have by law. I got the plan today so we did review it and there are number of issues that staff brought up that the applicants would be happy to address.

Present speaking in opposition:

Thomas Phillips, 3650 N Route Z, Columbia

Thomas Phillips: As noted in the staff report the Boone County Master Plan describes our community as an area of rural residential and agricultural activity and that is exactly who we are. There are families here tonight that farm hundreds of acres in Boone County, they have families like mine who operate smaller livestock operations and we have many people who like living in the rural community.

Mr. Phillips asked for a show of hands of those in opposition to the request. Approximately 15 people raised their hand.

Thomas Phillips: I have known some of the people in this room for my entire life but more importantly my friends and neighbors in this room and in our community are good people. None of us are opposed or think it is a bad idea to provide treatment for kids but that is not what this request is about. This is about zoning and as such it is a referendum from the future of our community. This property is currently zoned A-1 and is surrounded by A-1. To change it to A-RP would be a radical departure from our existing zoning, from the Boone County Master Plan, and from how our community wants our community to be. If approved this zoning request would create an island of increased intensity; the minimum lot size would go from 10 acres in A-1 to 0.5 acres in A-RP. This request is a spot zoning that is opposed not only in Boone County but in general among communities across the country because it can be the tip of the spear for the downfall of agricultural community. The applicants said they have about six kids per year eloped from the property and if you look up the city of Columbia police report in terms of their calls to this facility it is consistent with that in terms of the number of missing persons reports they have had over the years. That poses a security risk for our community and the kids themselves. This property is located off Route Z which is a dangerous to be on foot and it is not far from I-70 which is more dangerous than Route Z. I think that is a security risk for not only my family but for these kids. If this Commission recommends this zoning change it is contrary to the recommendations of your own staff, the master plan, and to the desires of those us who live in the community.

Also speaking in opposition:

Terry Buckley, 2914 N Route Z, Columbia

Terry Buckley: Compass Health does great work so this has nothing to do with being against them or the current owners of the property. The applicants haven't looked at what this will do five years down the road if Compass decides that this facility isn't working out for them and sells the property. Whoever comes in with the A-R zoning what will they do? This rezoning request does allow a business to operate in the middle of a residential community. This would be a profound and permanent change to the neighborhood. If Compass decides to sell in the future that opens it up to all sorts of new business that could come in to the community and change the character forever. According to the regulations we could have a farm implement sales and service facility, a private school, any kind of public building built by a government agency, or a mobile home subdivision. All of these things are allowed or are conditional uses for A-R property. We cannot imagine a situation that would be much further from the A-1 rural residential community that the long term residents have worked for years and even decades to establish. This request also turns the concept of orderly development on its head. It has already been mentioned that this sort of leap-frogs A-2 or A-2P and goes directly to a zoning designation that allows one house per half acre. This zoning goes against the Northeast Area Plan. This neighborhood has not enjoyed the infrastructure upgrades that have accrued to the neighborhoods closer to Battle High School. The proposed site runs off a drain field system which are notoriously bad, we had one for a while ourselves and had to change to a lagoon because there is too much clay for a drain field to work. Imagine a facility with 19 or 22 people

crammed into one dwelling all using one drain field system. The traffic increase with this unimproved section of Route Z would be well beyond any rezoning proposal that has come up in the past for this neighborhood; traffic has always been an issue here. The residents of the proposed facility are not allowed cars but the professional staff, professional visitors, family, friends, catering trucks, maintenance vehicles, and others will mean considerable traffic using the same driveway in and out on to Route Z. This is spot zoning.

Jay Turner, 7310 N Rogers Rd, Columbia

Jay Turner: My 160 acre farm is directly behind this piece of property and the drainage from the property drains to my farm. It is a livestock farm with a little row crop on the far side. I don't live there but my father and I have owned that land since 1960, I moved there and lived there for about 18 years then I moved on to the main farm. My youngest son now lives on the farm with his wife and three children aged 4 to 9. From the back side of the property to the house is probably two football fields and it troubles me that we could have a number of troubled youngsters that close; they could slip away and wind up on my sons doorstep and that troubles me. I am not against Compass Health, there should probably be ten times that many places for the youth. The proposed site has a history of skirting the zoning; the first gentleman that built the house then built a garage and he began cabinet making, he didn't go through the right processes, he just did it. At some point when it got big enough he finally had to move somewhere else. When he sold the place the people that bought it from him wanted to go into a dog raising business. Being that far from us we didn't complain but we thought things were moving a little away from residential into commercial but it was a small operation and we didn't complain. Now the proposed use is a little too much commercial. With the sewer being what it is and my experience with livestock and having to have lagoons on the farms that we own I know that sewer is a problem and it will run through my farm. I'm sure they will do the best they can but I don't think it will be good enough; it won't be nearly as good as a single family house. This is a residential/agricultural area, it is a great area, we wouldn't be here fighting for it if it wasn't. Boone County has a master plan and I ask that the Commission doesn't stray from it and keep our community the wonderful place that it is. The applicants need to go to a more commercial place where they have the amenities to take care of that many people.

Also speaking in opposition:

Teresa West, 5650 N Kircher Rd, Columbia

Teresa West: My driveway runs right across the street from the applicant's driveway. I rent my Mom's house out to a family with three small children and we have farm equipment sitting out there across the street from the facility. We will have people coming in to the area that have no commitment to this community. The applicants indicated they do family visits once a week at this facility. I am concerned about bringing in people that have no commitment to the area. I grew up in the area and have seen all the changes take place. I would like to leave it the way it is, I know that is not going to happen but I still want to see it stay as a farm area for as long as possible.

Closed to public hearing.

Dan Brush: The fact that we are asking for A-RP we are limiting ourselves to a single 10 acre tract, there is no future development that will create smaller tracts without having to go through this process again. If it turns out that Compass needs to move in the next 20 years then it would turn back into a single family home or this body or the County Commission will decide a better use for it. Simply because it is an A-RP zoned land doesn't mean it is going to be cut up in to smaller pieces. The existing sewer system is unusual, they have two septic tanks plus the micro-fast unit and the drip field irrigation they have put in. It

was designed and built for larger than a single family home. The applicants will double the size of the drip field. Drip field irrigation is about the best thing that works in Boone County unless you are going to build a lagoon.

Ann Peters: The previous owner had a plan for an additional drip field but he didn't install it. We had an open house and anyone who had concerns could come and chat with us and about six people showed up that are here tonight.

Commissioner Prevo: It has been brought up about the possibility for future splits or limiting uses, is there any clarification that staff can offer?

Thad Yonke: As Mr. Brush indicated, if they want to change the plan they will have to come back but the problem with that is, while it is limited now, anytime a rezoning occurs, the expectations change in what people are looking at for the property. The Commission does get the ability to say yes or no to the basic game plan but the underlying choices are changed. The underlying uses and conditional uses for A-R are different than those allowed under A-1 so there is a fundamental change with a rezoning even when you list proposed uses.

Commissioner Martin: Something that was mentioned earlier that the request for information by the staff occurred from the first day the process starts, not the last day of the hearing.

Thad Yonke: All of the proposed conditions on this indicates information that was required to be submitted as part of the initial application but was deficient.

Dan Brush: Our zoning ordinances were created 40 years ago and the concept of having a home of this type in an agricultural area wasn't thought of due to the fact that it was assumed the infrastructure wouldn't be available. What we have in the way of today's technologies it is favorable to be supported in an agricultural area. The only reason the applicants are asking for A-RP is because that is the first zoning designation that allows us to do this type of facility. If A-1 allowed us to do this as a conditional use then we would be asking for a conditional use. I apologize to staff, I misinterpreted what it was they were asking for. Had I known earlier this week that they needed a sewer report I would have presented it to them before tonight. I have discussed the sewer system with the Health Department and they don't really have a problem with it, it will have to be an engineered system.

Commissioner Martin: How many of these facilities in the State of Missouri are in rural areas?

Unknown from the audience: Most of our facilities are in rural areas. The facilities in Clinton and Rolla are in the city limits. We just purchased five acres outside city limits in a rural area without zoning. We would like all of our facilities in rural areas.

Commissioner Prevo: As a real estate broker and appraiser there are not very many people that have much stronger advocacy for personal property rights, I strongly believe that we go in with the intention of protecting our own property rights and making sure that other things don't infringe the use and enjoyment of our own personal property and that weighs strongly for me. On the other side I run two preschools where I spend 4 or 5 hours a day giving hugs and high fives and 50% of the kids come from families that qualify for free or reduced lunch. 15% of them come from foster families, another 5 or 7 % are outside of the foster care system and are being cared by for family or friends. There are a lot of things that I didn't envision 10 years ago getting in to child care and converting my first house into child care space. The needs that we saw 10 years ago have only exponentially grown and there is a lot of consideration that has to be waived between what is in the collective community good and what is in the local community good

and that is the struggle that I have tonight because I am strongly on both sides of the fence. When it comes down to it when you have a very reputable company that is serving a need that has been widely supported by Boone County in general and I reference the tax that was passed a couple of years ago for children's mental health there is a strong desire to meet the mental health needs of the youth of this community. I think we have to give strong consideration to that, I am not a fan of spot zoning but I understand the need to go to the lowest common denominator of zoning that is necessary in order to meet the needs being proposed tonight.

Commissioner Prevo made a motion to approve the request with staff conditions.

Discussion:

Commissioner Loyd: I am struggling with the spot zoning issue and I have a similar heart to what Commissioner Prevo is saying about serving the needs of at-risk kids who are in the midst of struggles. My position on this Commission and my approach is to rely on what is statutory versus what is emotional in requests. It is the spot zoning that is the issue and makes me lean toward voting against it. I do understand the need and hope the applicants find a place because the community does need it.

Commissioner Lightfoot: I have worked with juveniles with troubled lives and while I sympathize with the emotional part of this and in trying to find a place that is safe I feel that my position on the Commission is to protect the zoning rights of the community.

Commissioner Loyd: Is there anything in this process with this particular request that more time would shed different light on it that might affect the recommendation?

Thad Yonke: When we first met with the applicants we tried to emphasize that it was going to be a difficult sell and they really needed to provide as much information when they submit to show that everything was there to help justify their case. Unfortunately some of that information didn't end up coming in at a timely fashion. I don't know that ultimately it would have made a difference because we recognize that this is a needed service and it may even be able to fit in a rural situation. The question is whether that rural situation is this specific piece of property. How difficult it would be to find a different piece of property is not really relevant to this request. What is really the question is whether this zoning and use is appropriate for this piece of property. With the Northeast Area Plan having been done and having a significant amount of community input about how the local community wanted to see that area stay, this area was a portion of that plan that the residents really indicated was not suitable for change and that is what was heard consistently. There was part of the plan that got approved for significant changes in density over by the high school but this area was not happy about that but as long as it stayed over in that area and this section of the community stayed the way it was then the community said they could live with it. Institutional uses are inherently more intensive than regular uses and I don't think that it was an oversight that this use is not allowed as a conditional use permit in A-1 or A-2 zoning. The first place it shows up is in the A-R district which is a transitional zoning district.

Commissioner Martin: I worked extensively on the Northeast Area Plan and we encountered several spot zonings in my tenure on the Commission. I cannot stand behind spot zoning because if I approve one how can I deny the next one? I am here to protect the zoning and that is why I have a hard time with this request. I can see the need but once the property is zoned that way it stays that way.

No second on Commissioner Prevo's motion. Motion dies.

Commissioner Martin made and Commissioner Lightfoot seconded a motion to deny the request by Route Z LLC on behalf of Compass Health, Inc. to rezone from A-1 (Agriculture) to A-RP (Planned Agriculture Residential) and approve a review plan for NAVIG8 on 10.0 acres, more or less, located at 3150 N Rte Z, Columbia:

Paul Prevo – NO
Greg Martin – Yes
Bill Lloyd - Yes
Derin Campbell – Yes

Eric Kurzejeski – NO
Michael Poehlman – Yes
Rhonda Lightfoot – Yes

Motion to deny the request passes 5 YES 2 NO

Vice Chairperson Prevo informed the applicants that if they wished to appeal to the County Commission an appeal form would need to be filed with Resource Management within three working days.

Commissioner Loyd left the meeting.

VII. Planned Developments

1. Request by Stephen and Sally Phillips to approve a Final Development Plan for Phillips Farm on 10.0 acres, more or less, located at 9075 E Mexico Gravel Rd., Columbia.

Commissioner Martin made and Commissioner Lightfoot seconded a motion to approve a Final Development Plan for Phillips Farm on 10.0 acres, more or less, located at 9075 E Mexico Gravel Rd., Columbia.

All in favor. None opposed

VIII. Plats

The following items were placed on consent agenda:

1. Cartwright Ridge. S22-T51N-R13W. A-2. John and Julia Martin LLC, owner. James R. Jeffries, surveyor.

The following staff report was entered in to the record:

The subject property is located on Ponderosa Road, just north of the intersection with State Route NN, approximately 3 miles to the northeast of Harrisburg. The property owner owns approximately 100 acres at this location. This proposal divides 5 acres from a 20 acre parent parcel, with the remainder proposed to be surveyed into the adjacent 80 acres. The property is zoned A-2 (Agriculture) and is surrounded by A-2 zoning. This is all original 1973 zoning. There is an existing house, shed, and lagoon on the property. The property to the west had a conditional use permit for an agribusiness granted in 1989.

The subject property has direct access on to Ponderosa Road, a publicly-dedicated, publicly-maintained right of way. The applicant has submitted a request to waive the traffic study requirement.

The property is located in Public Water Service District #10, the Boone Electric Cooperative service area, and the Boone County Fire Protection District.

An existing on-site system, regulated by the Columbia/Boone County Health Department serves the existing home on the property. The applicant has submitted a request to waive the wastewater cost-benefit analysis

The property scored 31 points on the rating system.

Staff recommends approval of the plat and granting the requested waivers.

2. Delmar Estates. S18/19-T49N-R13W. A-2. Hunter's Creek Farm LLC, owner. James R. Jeffries, surveyor.

The following staff report was entered in to the record:

This property is located approximately 3.5 miles Northwest of the nearest City of Columbia municipal limits and approximately 1.5 miles northwest of the intersection of Hatton Chapel Rd and State Route E. The property contains the plat originally called Nature Trail Ranchettes for which a majority of lots, along with the roadway known as Nature Trail Dr has received approval for vacation and approval to be replatted and replaced with the proposed Delmar Estates. The preliminary plat of Delmar Estates was approved in December of 2015. The property has frontage on the north side of Hatton Chapel Rd. The subject property is a 229-acre property proposed to be split into 45 lots each of which is at least 2.5 acres in size and which range from 2.9 acres to 21.7 acres. The property of this request is zoned A-2 (agriculture) as is all the surrounding property and these are all original 1973 zonings.

This Final Plat is for 45 lots and an approximately 4700 ft. long public main road and four short permanent cul-de-sacs. There is some regulated 100-year floodplain on the property. This site lies within the Columbia School District. The site is in Consolidated Public Water District #1 and there are hydrant and water improvements being installed as part of this project. The site is in the Boone County Fire Protection District and hydrants are required. Electric service will be provided by Boone Electric Cooperative. Wastewater service is currently proposed to be from on-site system regulated by the health department. The plat scored 32 on the point rating system.

Staff recommends approval of the request subject to the following conditions:

- All common areas need to be provided with a means for maintenance that is reflected in the covenants.
- That the proposed covenants be provided for review and any corrections needed /requested by the Director be incorporated into the design prior to recording of the subdivision plat.

Commissioner Prevo made and Commissioner Martin seconded a motion to approve as recommended the items on consent agenda and place the staff reports in to the record.

All members voted in favor, none opposed.

IX. Old Business

1. Update on County Commission Action.

Stan Shawver updated the Commission as follows:

The rezoning requests for Burr, Gates, Phillips, and Beacon Street were all approved as recommended.

There were also four subdivision plats that were approved.

X. New Business

1. Public hearing on the re-adoption of Sections 1 – 27 of the Boone County Zoning Ordinance (including revised Flood Insurance Rate Maps -FIRM) and the Boone County Stormwater Ordinance.

Stan Shawver: FEMA has updated their floodplain maps and the County is required to adopt the new maps. The original flood plain maps were adopted in 1983 and readopted in 2011. County Counsel requested that rather than just adopting the maps alone that the zoning regulations, stormwater ordinance, and stream buffer ordinances are all readopted so they will all have the same adoption dates. When FEMA introduces new maps they notify the community that the work is being done and provide preliminary drafts for review, it is then placed on the Federal register for a certain number of days. In Boone County there are 25 properties that are no longer in the designated floodplain and 28 properties that are new additions to the floodplain. Boone County notified the affected property owners. The Planning and Zoning Commission is required to hold three public meetings, one in a central location, one in the north part of the county and one in the south county which have been scheduled and advertised. This is the first of the three public hearings.

Open to public hearing.

No one spoke in favor or opposition.

Closed to public hearing.

The next public hearing is scheduled for Wednesday, November 30, 2016 at Ashland City Hall.

There is also a public hearing scheduled for Monday, December 5, 2016 at the county office in Centralia.

2. Proposed revision to Subdivision Regulations.

The proposed revisions to the Subdivision Regulations were mailed to the Planning and Zoning Commissioners. In 2007 the County Commission hired a consultant to review the Subdivision Regulations, people voiced complaints about the regulations and how they were difficult to read. The regulations were reviewed for consistency and how they compared to regulations around the country. The consultants came back with a list of suggestions of things that should be changed, one of which was

continuity issues and readability. While it is a technical document designed to direct how development takes place as far as subdividing land it should have a certain amount of readability. After the Commission got the report they went over it with staff and they identified a number of things that they wanted addressed on top of what had been identified. They wanted staff to rewrite the regulations as opposed to having a consultant write it. Staff rewrote it and about four years ago staff took it to stakeholders, the Commission then wanted it brought to the Planning and Zoning Commission who looked at it and there were a number of questions during the public hearing as well as public comment. After that it was taken to the County Commission to try to reconcile the comments with them. I went to the Central Missouri Development Council and asked for some assistance in participating in a stakeholders organization; they brought in someone from the Board of Realtors, a surveyor, an engineer, a contractor, an appraiser, and a developer. That group met for 2.5 years going over every section of the regulations and all that was proposed which was debated. We also brought in the Fire Protection Districts, a title company representative, and a banking representative. We went through numerous rewrites. When we got to the point when we went through everything with the stakeholders staff worked to make it all fit together. It is now at the point to be brought before the Planning and Zoning Commission. The current subdivision regulations were adopted in 1995; its predecessor was adopted in 1974 so these documents stayed for a long time.

Commissioner Kurzejeski: I think I need to feel comfortable that I understand the regulations in order to communicate to our constituents. Because of the many revisions it is not clear what has changed, not everything that has changed has a strike-line through it. I think it would behoove us to have a work session with staff and go over these changes in detail.

Commissioner Prevo: Is there a copy that highlights the significant changes?

Bill Florea: No. We started out that way and we went through several drafts using the strikeout and underline format and after a while of working with our stakeholders group it was too cluttered and wasn't helpful at that point.

Commissioner Poehlman: What about a presentation that lists the significant changes?

Bill Florea: We have created that document and gave it to the Commissioners in their packets; it is also on the web. It doesn't explain the changes but it lists where the changes are.

Commissioner Kurzejeski: It has been 20 some years since we have modified these; maybe it is worth the time to redraft it clearly. Have the stakeholders been able to review this and come to a consensus? Do they understand what has changed and what hasn't?

Dan Brush: We haven't met since the final revision came out. The revision we saw the last time we were in consensus with as far as the changes. We didn't like it. I have not sat down and reviewed the final document.

Thad Yonke: How about we start with a work session where we take the existing regulations and what is proposed and go over it and have the Commissioners ask questions.

Stan Shawver: We can go through the list of changes that staff gave to the Commission.

Commissioner Kurzejeski: I think that is a good starting point. The last public comment was four years ago. When this is finalized is it a value to put it back out for public comment?

Stan Shawver: Yes.

Commissioner Kurzejeski: So there will be another opportunity for the public to take a look. Changes did need to be made, staff has done a ton of work in it and I don't think we should drag this on for years but we do need to get comfortable and have an opportunity for public input.

Stan Shawver: Does the Commission want to set a special work session or discuss this at the next work session?

After discussion the Planning and Zoning Commission decided to discuss the proposed regulations at the next work session on December 8, 2016 from 3:30 pm to 6:00 pm.

XI. Adjourn

Being no further business the meeting was adjourned at 8:58 p.m.

Respectfully submitted,

Secretary
Eric Kurzejeski

Minutes approved on this 15th day of December, 2016



PUBLIC NOTICE

Notice is hereby given that the Boone County Planning and Zoning Commission will conduct a hearing for the purpose of readopting Sections 1 - 27 of the Boone County Zoning Ordinance (including revised Flood Insurance Rate Maps - FIRM) and the Boone County Stormwater Ordinance on the following dates:

November 17: Commission Chambers
Roger B. Wilson County Government Center
801 E. Walnut St., Columbia, Mo.

November 30: Ashland City Hall,
109 E. Broadway, Ashland, Mo.

December 5: County Office
1023 E. Highway 22, Centralia, Mo.

Hearings begin at 7:00 PM.

Copies of the Zoning Ordinance and the Stormwater Ordinance may be obtained at the office of the Boone County Resource Management Department, Roger B. Wilson County Government Center, 801 E. Walnut St., Rm. 315, Columbia and are available on-line at:

www.showmeboone.com/resourcemanagement

Boyd Harris,
Chairperson

Signature: _____



Y-CI

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•100th ticket draw

•200th ticket draw

•500th ticket draw

•750th ticket draw

•Final ticket draw

Other prizes include:
sports memorabilia, an

Silent auction items:
autographed football.

For more info

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AFFIDAVIT OF PUBLICATION
BOONE COUNTY JOURNAL
STATE OF MISSOURI
COUNTY OF BOONE

I, Bruce Wallace, being duly sworn according to law, state that I am the publisher of the Boone County Journal, a weekly newspaper of general circulation in the County of Boone, State of Missouri, where located, which newspaper has been admitted to the United States Post Office as periodical class mail in the City of Ashland, Missouri, the city of publication which newspaper has been published regularly and consecutively for a period of more than forty years and has a list of bona fide subscribers voluntarily engaged as such who have paid or agreed to pay a stated price for a subscription for a definite period of time; or; receive a complimentary newspaper for a period of time; and that such newspaper has complied with the provision of Section 493.050 Revised Statutes of Missouri 2000, and Section 59.310, Revised Statutes of Missouri, 2000. The affixed notice appeared in said newspaper in the following issues:

1st Insertion 11 - 23 - 2016
2nd Insertion
3rd Insertion
4th Insertion

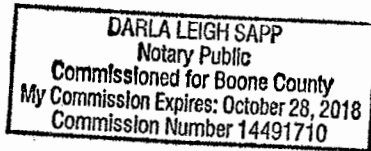
Additional Insertions:

By: Bruce P. Wallace
Title: Publisher

Subscribed and sworn to before me this 11th day of January 20 17

Darla Leigh Sapp Notary Public
Darla Leigh Sapp

My Commission Expires 10/28/2018



Boone County Journal
P.O. Box 197
201 S. Henry Clay
Ashland, MO 65010
(573) 657-2334

Invoice

Date

12/31/2016

To

Boone County Planning
Attn: Terry Freuh
801 E. Walnut
Columbia, MO 65201

Amount Due	Amount Enc.
\$51.30	

Date	Description	Amount	Balance
11/23/2016	Boone County Planning and Zoning Commission "Public Notice on readopting Sections 1-27 of Boone County Zoning Ordinance. ... display ad	51.30	51.30

Current	1-30 Days Past Due	31-60 Days Past Due	61-90 Days Past Due	Over 90 Days Past Due	Amount Due
0.00	0.00	51.30	0.00	0.00	\$51.30

AFFIDAVIT OF NOTICE OF PUBLIC HEARING

STATE OF MISSOURI) ss
County of Boone)

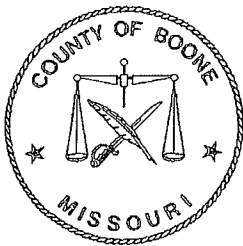
I, Paula Evans, being duly sworn according to law, state that I am the Custodian of Records of Resource Management for the County of Boone, State of Missouri. I hereby swear that the affixed notice of public hearing was posted in the Roger B. Wilson, Boone County Government Center, Boone County, Missouri on the 2nd day of November, 2016

Paula Evans date 11/2/2016
Paula Evans

Subscribed & sworn to before me this 2nd
day of November, 2016

Christina L. Crane
Notary Public

CHRISTINA L. CRANE
Notary Public - Notary Seal
State of Missouri
County of Boone
My Commission Expires May 21, 2017
Commission #13705616



Boone County Resource Management

ROGER B. WILSON GOVERNMENT CENTER
801 E. WALNUT ROOM 315 COLUMBIA, MO 65201-7730
(573) 886-4330 FAX (573) 886-4340

DIRECTOR
STAN SHAWVER

PLANNING - INSPECTIONS - ENGINEERING

CHIEF ENGINEER
DERIN CAMPBELL

PUBLIC NOTICE

Notice is hereby given that the Boone County Planning and Zoning Commission will conduct a hearing for the purpose of readopting Sections 1 – 27 of the Boone County Zoning Ordinance (including revised Flood Insurance Rate Maps -FIRM) and the Boone County Stormwater Ordinance on the following dates:

November 17 – Commission Chambers
Roger B. Wilson County Government Center
801 E. Walnut St., Columbia MO.

November 30 – Ashland City Hall, 109 E. Broadway, Ashland, MO

December 5 – County Office, 1023 E Highway 22, Centralia, MO

Hearings begin at 7:00 PM.

Copies of the Zoning Ordinance and the Stormwater Ordinance may be obtained at the office of the Boone County Resource Management Department, Roger B. Wilson County Government Center, 801 E. Walnut St., Rm. 315, Columbia and are available on-line at:

www.showmeboone.com/resourcemanagement.

Boyd Harris
Chairperson

Boone County Public Notice

NOTICE OF PUBLIC MEETING
The Board of Commissioners of Boone County, Missouri, will hold a public meeting on **Monday, March 15, 2010**, at **7:00 PM** in the **Boone County Courthouse**, 100 West Main Street, Boone, Missouri. The meeting will be held in the **Board Room**. The purpose of the meeting is to discuss the **Boone County Comprehensive Zoning Ordinance**. The public is invited to attend and provide input. For more information, contact the Planning Department at **314-489-1234**.

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Boone County
Resource Management
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BOONE COUNTY PLANNING & ZONING COMMISSION

ASHLAND CITY HALL

109 E BROADWAY, ASHLAND, MISSOURI

(573) 886-4330

Minutes

7:00 P.M.

Wednesday, November 30, 2016

The hearing was called to order at 7:00 pm.

A summary was given by Resource Management Director, Stan Shawver who stated that this meeting is for the re-adoption of the existing zoning regulations including the stormwater ordinance and flood plain regulations including the updated flood plain maps. The primary reason for having this meeting is due to revisions to the flood plain maps by FEMA using the latest technology and data available to make them as accurate as possible. Boone County has had flood plain regulations since 1983 and they were updated in 2011. The proposed maps uses all the terrain data and incorporates it with the digital images. In publishing the maps there were a certain number of property owners who were affected; approximately 25 property owners moved out of the flood plain and 28 went in to the flood plain. Resource Management contacted all of those property owners by mail advising them of the change and the department received a hand-full of phone calls. There were no challenges filed with FEMA. We are under directive to adopt the maps by April 19, 2017. This is not something that Boone County has any choice in. For people to be eligible to purchase flood insurance Boone County has to participate in this program.

The hearing was open to the public for comments and no one present wished to speak in favor or opposition.

Being no further business the meeting was adjourned at 7:08 p.m.

Respectfully submitted,

Paula Evans
Administrative Assistant
Boone County Resource Management

AFFIDAVIT OF PUBLICATION

STATE OF MISSOURI)

SS.

COUNTY OF BOONE)

I, Ken Reynolds, being duly sworn

according to law, state that I am the General Manager

(Editor, Publisher)

of the CENTRALIA FIRESIDE GUARD, a weekly newspaper of general circulation in the county of BOONE, where located; which newspaper has been admitted to the Post Office as periodical class matter in the City of Centralia, Missouri, the city of publication; which newspaper has been published regularly and consecutively for a period of 148 years and has a list of bona fide subscribers voluntarily engaged as such who have paid or agreed to pay a stated price for a subscription for a definite period of time, and that such newspaper has complied with the provisions of Section 93.050 Revised Statutes of Missouri 2004, and Section 59.310, Revised Statutes of Missouri 2004. The affixed notice appeared in said newspaper on the following consecutive issues.

From November 30, 2016 to November 30, 2016

First insertion November 30, 2016

Second insertion _____, 2016

Third insertion _____, 2016

Fourth insertion _____, 2016

Fifth insertion _____, 2016

(Signed) _____

(Editor, Publisher)

Subscribed and sworn before me this 6th day of

December, 2016.

Lorry Myers Notary Public

My commission expires 12-17, 2016.

PUBLIC NOTICE

Notice is hereby given that the Boone County Planning and Zoning Commission will conduct a hearing for the purpose of readopting Sections I - 27 of the Boone County Zoning Ordinance (including revised Flood Insurance Rate Maps -FIRM) and the Boone County Stormwater Ordinance on the following dates:

November 17—Commission Chambers
Roger B. Wilson County Government Center
801 E. Walnut St., Columbia MO.

November 30—Ashland City Hall, 109 E.
Broadway, Ashland, MO

December 5—County Office, 1023 E Highway
22, Centralia, MO

— Hearings begin at 7:00 P.M. —

Copies of the Zoning Ordinance and the Stormwater Ordinance may be obtained at the office of the Boone County Resource Management Department, Roger B. Wilson County Government Center, 801 E. Walnut St., Rm. 315, Columbia and are available on-line at: www.showmeboone.com/resourcemanagement

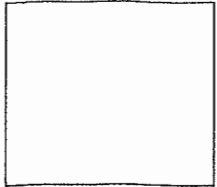
Boyd Harris, Chairperson

LORRY MYERS
Notary Public - Notary Seal
STATE OF MISSOURI
County of Boone
My Commission Expires 12/17/2019
Commission # M11383815



2016006534

PAYMENT REQUISITION BOONE COUNTY, MISSOURI



12/23/2016
REQUISITION
DATE

12/30/2016
VENDOR
DUE DATE

TRANS: 2016 006534

PAYMENT TYPE: CHECK

Check Routing Instructions

002792
VENDOR
NO.

CENTRALIA FIRESIDE GUARD
VENDOR NAME

<\$6000
BID NUMBER

Notes: INVOICE FOR RESOURCE MANAGEMENT - REQUIRED PUBLIC NOTICE

Fund / Dept	Account	Invoice Number	Customer Account Number	Amount
1710	84400	11/30/16	00029104 BO CO RESOURCE MGMT PUBLIC NOTICE 11/16	60.40
GRAND TOTAL :				60.40

I certify that the goods, services or charges above specified are necessary for the use of the department, are solely for the benefit of the county, and have been procured in accordance with statutory bidding requirements.

Approving Official

Approving Official

Approving Official

Prepared By PZPAULA

County Commission Approval

Auditor Approval

Centralia Fireside Guard

P.O. Box 7
Centralia MO 65240

ADVERTISING STATEMENT / INVOICE

1/1

BILLED ACCOUNT
Paula Evans Boone County Resource Management 801 E. Walnut Room 315 Columbia, MO 65201

BILLING DATE	TERMS OF PAYMENT
11/30/2016	LWPubs - Missouri Terms

BILLED ACCOUNT NO.	AGENCY/CLIENT
00029104	00029104
NAME OF AGENCY/CLIENT	
Boone County Resource Management	

DATE	TRANS #	DESCRIPTION	INS	SIZE	INCHES	AMOUNT	TOTAL
10/31/2016		Balance Forward					0.00
11/30/2016	300430859	Planning & Zoning Hearing - 00173159	1	2 x 4	8.00	60.40	60.40

CURRENT	AGING			
	1 - 30	31 - 60	61 - 90	91 - 120
\$ 60.40	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

TOTAL NET AMOUNT DUE
\$ 60.40

PLEASE RETURN THIS PORTION
WITH YOUR REMITTANCE

If you desire to charge this amount to your credit card, please complete the following information and return to the address below: [] Visa [] Mastercard [] Discover

Acct# _____ Exp Date: _____

Signature _____

Thank you for your
business.

BILLED ACCOUNT NO.	BILLED ACCOUNT NAME	AMOUNT REMITTED
00029104	Boone County Resource Management	

REMIT TO
Centralia Fireside Guard P.O. Box 7 Centralia MO 65240
Phone: (573) 682-2133 Fax: (573) 682-3361

Payment in full is due upon receipt of the statement. A service charge on all balances over 30 days will be computed by a 'Periodic Rate' of 1-1/2% per month, which is an ANNUAL PERCENTAGE RATE OF 18%, this applies to the previous balance after deducting current payments and credits appearing on your statement.

Remittance Advice

AFFIDAVIT OF NOTICE OF PUBLIC HEARING

STATE OF MISSOURI) ss
County of Boone)

I, Paula Evans, being duly sworn according to law, state that I am the Custodian of Records of Resource Management for the County of Boone, State of Missouri. I hereby swear that the affixed notice of public hearing was posted in the Roger B. Wilson, Boone County Government Center, Boone County, Missouri on the 2nd day of November, 2016

Paula Evans date 11/2/2016
Paula Evans

Subscribed & sworn to before me this 2nd
day of November, 2016

Christina L. Crane
Notary Public

CHRISTINA L. CRANE
Notary Public - Notary Seal
State of Missouri
County of Boone
My Commission Expires May 21, 2017
Commission #13705616



Boone County Resource Management

ROGER B. WILSON GOVERNMENT CENTER
801 E. WALNUT ROOM 315 COLUMBIA, MO 65201-7730
(573) 886-4330 FAX (573) 886-4340

DIRECTOR
STAN SHAWVER

PLANNING - INSPECTIONS - ENGINEERING

CHIEF ENGINEER
DERIN CAMPBELL

PUBLIC NOTICE

Notice is hereby given that the Boone County Planning and Zoning Commission will conduct a hearing for the purpose of readopting Sections 1 – 27 of the Boone County Zoning Ordinance (including revised Flood Insurance Rate Maps -FIRM) and the Boone County Stormwater Ordinance on the following dates:

November 17 – Commission Chambers
Roger B. Wilson County Government Center
801 E. Walnut St., Columbia MO.

November 30 – Ashland City Hall, 109 E. Broadway, Ashland, MO

December 5 – County Office, 1023 E Highway 22, Centralia, MO

Hearings begin at 7:00 PM.

Copies of the Zoning Ordinance and the Stormwater Ordinance may be obtained at the office of the Boone County Resource Management Department, Roger B. Wilson County Government Center, 801 E. Walnut St., Rm. 315, Columbia and are available on-line at:
www.showmeboone.com/resourcemanagement.

Boyd Harris
Chairperson

Boone County Public Notice

Boone County Public Notice
The Boone County Board of Health
Meeting on [Date]

[Faded text, possibly a notice or agenda item]

[Faded text, possibly a notice or agenda item]

[Faded text, possibly a notice or agenda item]

Boone County Board of Health
Meeting on [Date]
[Faded text]

[Faded text, possibly a notice or agenda item]

[Faded text, possibly a notice or agenda item]

BOONE COUNTY PLANNING & ZONING COMMISSION

COUNTY OFFICE

1023 E HIGHWAY 22, CENTRALIA, MISSOURI

(573) 886-4330

Minutes

7:00 P.M.

Monday, December 5, 2016

The hearing was called to order at 7:00 pm.

A summary was given by Resource Management Director, Stan Shawver who stated that this meeting is for the re-adoption of the existing zoning regulations including the stormwater ordinance and flood plain regulations including the updated flood plain maps. The primary reason for having this meeting is due to revisions to the flood plain maps by FEMA using the latest technology and data available to make them as accurate as possible. Boone County has had flood plain regulations since 1983 and they were updated in 2011. The proposed maps uses all the terrain data and incorporates it with the digital images. In publishing the maps there were a certain number of property owners who were affected; approximately 25 property owners moved out of the flood plain and 28 went in to the flood plain. Resource Management contacted all of those property owners by mail advising them of the change and the department received a hand-full of phone calls. There were no challenges filed with FEMA. We are under directive to adopt the maps by April 19, 2017. This is not something that Boone County has any choice in. For people to be eligible to purchase flood insurance Boone County has to participate in this program.

The hearing was open to the public for comments and no one present wished to speak in favor or opposition.

Being no further business the meeting was adjourned at 7:07 p.m.

Respectfully submitted,

Paula Evans
Administrative Assistant
Boone County Resource Management

BOONE COUNTY PLANNING & ZONING COMMISSION
BOONE COUNTY GOVERNMENT CENTER, COMMISSION CHAMBERS
801 E. WALNUT, COLUMBIA, MISSOURI
(573) 886-4330

Minutes

7:00 P.M.

Thursday, December 15, 2016

I. Chairperson Harris called the meeting to order at 7:00 p.m., with a quorum present.

II. Roll Call:

a. Members Present:

Boyd Harris, Chairperson
Paul Prevo, Vice-Chairperson
Eric Kurzejeski, Secretary
Carl Freiling
Gregory Martin
Michael Poehlman
Bill Lloyd
Rhonda Lightfoot
Derin Campbell

Centralia Township
Rocky Fork Township
Missouri Township
Cedar Township
Katy Township
Rock Bridge Township
Three Creeks Township
Perche Township
County Engineer

b. Members Absent:

Loyd Wilson
Vacant Seat

Columbia Township
Bourbon Township

c. Staff Present:

Stan Shawver, Director
Bill Florea, Senior Planner
Thad Yonke, Senior Planner

Uriah Mach, Planner
Paula Evans, Staff

III. Approval of Minutes:

Minutes from the November 17, 2016 meeting were approved by acclamation.

IV. Planned Developments

1. Request by Ralph and Mary Ann Gates to approve a Final Development Plan for Gates South Home on 10.89 acres, more or less, located at 11105 E Mexico Gravel Rd., Columbia.

The following staff report was entered into the record:

The parent property is located at the northwestern corner of the intersection of Mexico Gravel Road and Glendale Drive. The subject property is located approximately 750 feet west of the intersection. The site is approximately 3 miles east of the city limits of Columbia. The parent property is 156.17 acres in size

and zoned A-1 (Agriculture). The subject property contains a home, garage, and an on-site wastewater lagoon and is surrounded by A-1 zoning. This is all original 1973 zoning. This property was rezoned and had a review plan approved on November 1st, 2016.

The applicant is seeking to finalize the approved rezoning of a 10.89 acre portion of the property to A-1P (Planned Agriculture). The rezoning will create a 4.51 acre not-for-development agriculture area containing and existing pond and a 6.38 acre lot for subdivision and development that contains the existing structures. After approval, the applicant will execute a family transfer to complete the subdivision process.

The Boone County Master Plan has indicated that this property is suitable for rural residential and agricultural land uses. The Master Plan also designates a sufficiency of resources test for the approval of zoning changes where each proposal is evaluated to see if sufficient utility, transportation, and public safety infrastructure is in place to support the change in zoning.

Utilities: The subject property is located in Public Water Service District #9, who has domestic flows available to the parent property. Boone Electric can provide electrical service and an on-site system inspected by the Columbia/Boone County Health Department will provide wastewater treatment.

Transportation: The property is located on Mexico Gravel Rd, which is a publicly maintained roadway.

Public Safety: The property is located in the Boone County Fire Protection District, who maintains a station near Lake of the Woods, approximately 3 miles to the west.

Zoning Analysis: This request is a classic example of the advantages of planned A-1 over A-2 rezoning requests. It allows for smaller lots, but preserves the overall density of the area. The applicant will be transferring the proposed Lot 1 by Family Transfer once the zoning goes into effect. The proposal should be large enough that it can accommodate a formal Right-of-Way acquisition for Mexico Gravel Rd should it be needed.

The property scored 38 points on the rating system

Staff recommends approval of the final plan.

Commissioner Martin made and Commissioner Loyd seconded a motion to **approve** the request by Ralph and Mary Ann Gates to approve a Final Development Plan for Gates South Home on 10.89 acres, more or less, located at 11105 E Mexico Gravel Rd., Columbia:

All members voted in favor, none opposed. Motion passes.

2. Request by Beacon Street Properties to approve a Final Development Plan for Heather Hills Estates on 70.04 acres, more or less, located at 7770 S High Point Lane, Columbia.

Bill Florea gave the following staff report:

The property is located on the east side of High Point Lane approximately one-half mile south of Route K. The zoning is A-2, which is the original zoning.

On October 20, 2016 the Planning and Zoning Commission made a recommendation to approve a rezoning to A-2P and an accompanying Review Plan with no conditions.

The County Commission approved the rezoning and Review Plan November 1, 2016 with no conditions.

The plan meets the requirements for a Final Plan.

Approval of the final plan will result in establishing permanent A-2P zoning for the property.

Staff recommends approval of the final plan.

Commissioner Freiling made and Commissioner Loyd seconded a motion to **approve** the request by Beacon Street Properties to approve a Final Development Plan for Heather Hills Estates on 70.04 acres, more or less, located at 7770 S High Point Lane, Columbia:

All members voted in favor, none opposed. Motion passes.

V. Plats

The following items were placed on consent agenda:

1. Wheeler's Ridge. S25-T48N-R14W. A-2. Lyle and Jeanne Wheeler, owners. Steven R. Proctor, surveyor

The following staff report was entered into the record:

The subject property is located off Nebo Cemetery Road, approximately $\frac{3}{4}$ of a mile to the west of the city of Columbia. The parent parcel is 77 acres in size and zoned A-2(Agriculture). This proposal divides a 5.78 acre lot from the 77 acres. The proposed lot has a house under construction and a proposed lagoon to support the house. The surrounding property will be reconsolidated with a survey after approval of the plat, as the proposed configuration may orphan a portion of the property without proper subdivision.

The new lot will have access to Nebo Cemetery Road via a private ingress/egress access easement across the surrounding property. The applicant has requested a waiver to the traffic study requirement.

The subject lot is located in Consolidated Public Water District #1, Boone Electric Cooperative, and the Boone County Fire Protection District.

The house under construction is proposed to use an on-site wastewater system as permitted by the Columbia/Boone County Health Department. The applicant has requested a waiver to the wastewater cost-benefit analysis requirement.

A follow-up survey consolidating the orphan remainder of the parent tract with the surrounding property will be required prior to recording the plat.

The property scored 38 points on the rating system.

Staff recommends approval of the plat and granting the requested waivers.

Commissioner Prevo made and Commissioner Loyd seconded a motion to approve Wheeler's Ridge. A-2. Lyle and Jeanne Wheeler, owners. Steven R. Proctor, surveyor

All members voted in favor, none opposed.

VI. Old Business

1. Recommendation on the re-adoption of Sections 1 – 27 of the Boone County Zoning Ordinance (including revised Flood Insurance Rate Maps -FIRM) and the Boone County Stormwater Ordinance.

Stan Shawver stated the FEMA has reissued the flood plain maps. Boone County has had flood plain regulations since 1983 and they were updated in 2011. This revision is part of the lower Missouri study. The proposed maps uses all the terrain data and incorporates it with the digital images. In publishing the maps there were a certain number of property owners who were affected; approximately 25 property owners moved out of the flood plain and 28 went in to the flood plain. Resource Management contacted all of those property owners by mail advising them of the change and the department received a hand-full of phone calls. There were no challenges filed with FEMA. We are under directive to adopt the maps by April 19, 2017. This is not something that Boone County has any choice in. For people to be eligible to purchase flood insurance Boone County has to participate in this program. There is no change to the regulations, only the flood plain maps have changed.

Commissioner Prevo made and Commissioner Lightfoot seconded a motion to re-adopt Sections 1 – 27 of the Boone County Zoning Ordinance (including revised Flood Insurance Rate Maps - FIRM) and the Boone County Stormwater Ordinance.

All members voted in favor, none opposed. Motion passes.

2. Update on Commission action.

Stan Shawver updated the Commission as follows:

The Planning and Zoning Commission recommended denial of the rezoning request for Route Z LLC (Compass Health), the applicants appealed that decision to the County Commission who upheld the recommendation for denial.

The Phillips Final Development Plan was approved as recommended.

There were two subdivision plats, Delmar estates subdivision has not gone to the County Commission yet because they have to build infrastructure.

VII. New Business

1. Proposed revision to Subdivision Regulations.

The Planning and Zoning Commission has been holding work sessions to review the proposed changes. They have completed that process so there will be no recommendation this evening.

Stan Shawver asked for suggested dates and times to hold another work session. With the upcoming holidays the earliest date would be January 5th. Commission Chambers is already reserved for a work session on January 12th.

A majority of Commissioners agreed to meet at 3:30 pm on January 12th in Commission Chambers for another work session. An additional date was set for January 19th at 3:30 pm in case there needs to be an additional work session.

Chairperson Harris stated that those work sessions are open to the public.

2. Public Comment

Don Bormann stated the proposed subdivision regulations have just come to his attention and that they weren't available on the county's website until today and only after he called. Mr. Bormann stated he had a lot of problems with the proposed changes which include the County needing to sign off on all surveys in Boone County, Mr. Bormann believes this to include surveys inside the city limits. Mr. Bormann also had issue with retracement surveys.

Gene Basinger stated he hasn't seen the regulations and didn't know anything about them until he saw it in the newspaper and called the county and was told they weren't available. Mr. Basinger stated the citizens of Boone County should have a chance to come before this body and say what they do or don't like about these regulations. Mr. Basinger stated he realizes the county doesn't have to advertise but what you don't have to do and what is right isn't always the same thing. The citizens of Boone County should have a chance to comment. Mr. Basinger stated he never knew anything about the meetings and was told not to show up because he wasn't welcome.

Chairperson Harris asked Mr. Bormann and Mr. Basinger to keep in mind that this process started over three years ago with stakeholder meetings and meetings with the County Commission and with staff. The past two years there have been meetings every week with staff, surveyors, builders, and developers. Those meetings were open to the public; there is nothing hidden or veiled about this. The notices have been published as prescribed, no one was given special invitation and no one was precluded. Nothing has been

accepted or set yet and there are at least one or two work sessions that are open to the public and open for comment.

Mr. Basinger stated he has not seen any notices about work sessions like the one held tonight. I didn't know when the meetings were when they were working on these regulations. Mr. Basinger stated he has been working under these regulations longer than anyone else in the room yet no one invited him to do anything but was told he wasn't invited. Mr. Basinger stated that when he met with County Commissioner Thompson a few years ago she said everyone would be invited to the meetings but he has not heard anything from her about it.

Chairperson Harris stated there are a couple more work sessions coming up. The regulations are on the website and anyone interested should look them over and make some notes so we can have a clear and cognizant discussion.

VIII. Adjourn

Being no further business the meeting was adjourned at 7:24 p.m.

Respectfully submitted,

Secretary
Eric Kurzejeski

Minutes approved on this 16th day of February, 2017

13397

Israel gets F-35 jets from U.S.

Carter visits for planes' arrival.

TEL AVIV, Israel (AP) — U.S. Defense Secretary Ash Carter was visiting Israel on Monday as it prepared to receive the first two next-generation F-35 fighter jets that will help preserve the country's military edge in the volatile Mid-east.

The F-35 is the Pentagon's most expensive weapons program, with an estimated cost of nearly \$400 billion. Israel is among a number of allies to get the plane.

Israeli Defense Minister Avigdor Lieberman said the fighter jets "present another component in maintaining air superiority in our region" and expressed gratitude to Carter, who was welcomed with a military honor guard at a Tel Aviv army base.

The jets were supposed to touch down in Israel in the early afternoon, but the Israeli military said their arrival was delayed because of weather conditions in Italy. Neither U.S. nor Israeli officials provided further details.

The deputy commander of the Nevatim Air Force base in southern Israel said the new fighters will give Israel an upper hand over its neighbors for years to come.

"We are going to be very strong for a long time, having these airplanes. And Israel has to be strong in this region for its existence," said Col. Asaf, who could be identified only by his first name in line with military regulations. "It's a message for everybody that Israel will keep on holding the high-end technology in this area."

The purchase of the F-35 elevates the entire Israeli air force to a higher level, the colonel said, adding that four Israeli pilots have been trained to fly the planes and that more will be shown how to use them.

"This specific airplane is going to be a very good one for the next decades," he said.

In November, a senior Israeli air

Café Poland

Would like to thank Vox Magazine, writer Mike Tish and photographer Asa Lory for a great story!

WE WISH HAPPY HOLIDAYS TO ALL OUR SUPPORTERS!

PUBLIC NOTICE

Notice is hereby given that the Boone County Planning and Zoning Commission will conduct a hearing for the purpose of readopting Sections 1 - 27 of the Boone County Zoning Ordinance (including revised Flood Insurance Rate Maps (FIRM) and the Boone County Stormwater Ordinance on the following dates:

December 27 - Commission Chambers
Roger B. Wilson County Government Center
801 E. Walnut St., Columbia MO.

The Hearing will begin immediately following the regular meeting of the County Commission at 7:00 PM.

Copies of the Zoning Ordinance and the Stormwater Ordinance may be obtained at the office of the Boone County Resource Management Department, Roger B. Wilson County Government Center, 801 E. Walnut St., Rm. 315, Columbia and are available on-line at: www.showmeboone.com/resourcemanagement.

57902

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56690

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AFFIDAVIT OF PUBLICATION

BC PLANNING / BUILDING

STATE OF MISSOURI)
County of Boone) ss.

I, ERICK IRVIN, being duly sworn according to law, state that I am one of the publishers of the Columbia Daily Tribune, a daily newspaper of general circulation in the County of Boone, State of Missouri, where located; which newspaper has been admitted to the Post Office as periodical class matter in the City of Columbia, Missouri, the city of publication; which newspaper has been published regularly and consecutively for a period of three years and has a list of bona fide subscribers, voluntarily engaged as such, who have paid or agreed to pay a stated price for a subscription for a definite period of time, and that such newspaper has complied with the provisions of Section 493.050, Revised Statutes of Missouri 2000, and Section 59.310, Revised Statutes of Missouri 2000. The affixed notice appeared in said newspaper on the following consecutive issues:

- 1st Insertion, December 12, 2016
- 2nd Insertion,
- 3rd Insertion,
- 4th Insertion,
- 5th Insertion,
- 6th Insertion,
- 7th Insertion,
- 8th Insertion,
- 9th Insertion,
- 10th Insertion,
- 11th Insertion,
- 12th Insertion,
- 13th Insertion,
- 14th Insertion,
- 15th Insertion,
- 16th Insertion,
- 17th Insertion,
- 18th Insertion,
- 19th Insertion,
- 20th Insertion,
- 21st Insertion,
- 22nd Insertion,

PRINTERS FEE: 74.64

Subscribed and sworn to before me this 13th day of December, 2016

By [Signature]
Sandra L. Rother
Notary Public

SANDRA L. ROTHER
My Commission Expires
September 9, 2019
Boone County
Commission #15638071



PUBLIC NOTICE

Notice is hereby given that the Boone County Planning and Zoning Commission will conduct a hearing for the purpose of readopting Sections 1 - 27 of the Boone County Zoning Ordinance (including revised Flood Insurance Rate Maps (FIRM) and the Boone County Stormwater Ordinance on the following dates:

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67925

COLUMBIA DAILY TRIBUNE





P.O. Box 798 • Columbia, MO • 65205-0798

ADVERTISING INVOICE and STATEMENT

BILLING PERIOD		ADVERTISER/CLIENT NAME		
11/28/16 - 12/25/16		BC PLANNING/BUILDING		
TOTAL AMOUNT DUE	*UNAPPLIED AMOUNT	TERMS OF PAYMENT		
238.54		NET DUE 28 DAYS		
CURRENT NET AMOUNT DUE	30 DAYS	60 DAYS	OVER 90 DAYS	
238.54	0.00	0.00	0.00	

INVOICE NUMBER	PAGE #	BILLING DATE	BILLED ACCOUNT NUMBER	PARENT ACCOUNT NUMBER
1310914	1	12/25/2016	13397	13397

BILLED ACCOUNT NAME & ADDRESS
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DATE	REFERENCE	PUB	DESCRIPTION - OTHER COMMENTS / CHARGES	SIZE/PAGES	TIMES	RATE	BALANCE
			BALANCE FORWARD				275.86
12/04	57563	CDT	RTE B HEARING	2 X 5.50	1	14.90	163.90
12/12	57902	CDT	ZONING ORDINANCE	2 X 3.00	1	12.44	74.64
12/19	191084		PAYMENT				(275.86)

CONTRACT NAME: Net Dollar Volume	EXPIRES 04/30/2017	COMMITMENT 24000.00	PERIOD 3314.40	TO DATE 27229.76	TO FULFILL -3229.76
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STATEMENT OF ACCOUNT AGING OF PAST DUE AMOUNTS

CURRENT NET AMOUNT DUE	30 DAYS	60 DAYS	OVER 90 DAYS	*UNAPPLIED AMOUNT	TOTAL AMOUNT DUE
238.54	0.00	0.00	0.00		238.54

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INVOICE NUMBER	ADVERTISER INFORMATION			
	BILLING PERIOD	BILLED ACCOUNT NUMBER	PARENT ACCOUNT NUMBER	ADVERTISER / CLIENT NAME
1310914	11/28/16 - 12/25/16	13397	13397	BC PLANNING/BUILDING

AFFIDAVIT OF NOTICE OF PUBLIC HEARING

STATE OF MISSOURI) ss
County of Boone)

I, Paula Evans, being duly sworn according to law, state that I am the Custodian of Records of Resource Management for the County of Boone, State of Missouri. I hereby swear that the affixed notice of public hearing was posted in the Roger B. Wilson, Boone County Government Center on the 12th day of December, 2016

Paula Evans date 12/12/16
Paula Evans

Subscribed & sworn to before me this 12th
day of December, 2016

Christina L. Crane
Notary Public

CHRISTINA L. CRANE
Notary Public - Notary Seal
State of Missouri
County of Boone
My Commission Expires May 21, 2017
Commission # 13795616



DIRECTOR
STAN SHAWVER

Boone County Resource Management

ROGER B. WILSON GOVERNMENT CENTER
801 E. WALNUT ROOM 315 COLUMBIA, MO 65201-7730
(573) 886-4330 FAX (573) 886-4340

PLANNING - INSPECTIONS - ENGINEERING

CHIEF ENGINEER
DERIN CAMPBELL

PUBLIC NOTICE

Notice is hereby given that the Boone County Commission will conduct a hearing for the purpose of readopting Sections 1 – 27 of the Boone County Zoning Ordinance (including revised Flood Insurance Rate Maps) and the Boone County Stormwater Ordinance on the following date:

**December 27 – Commission Chambers
Roger B. Wilson County Government Center
801 E. Walnut St., Columbia MO.**

The hearing will begin immediately following the regular meeting of the County Commission at 7:00 P.M.

Copies of the Zoning Ordinance and the Stormwater Ordinance may be obtained at the office of the Boone County Resource Management Department, Roger B. Wilson County Government Center, 801 E. Walnut St., Rm. 315, Columbia and are available on-line at:
www.showmeboone.com/resourcemanagement.

TERM OF COMMISSION: December Session of the October Adjourned Term

PLACE OF MEETING: Roger B. Wilson Boone County Government Center
Chambers

PRESENT WERE: Presiding Commissioner Dan Atwill
District I Commissioner Karen Miller
District II Commissioner Janet Thompson
Director Resource Management Stan Shawver
Planner Uriah Mach
County Counselor C. J. Dykhouse
Deputy County Clerk Mike Yaquinto

The meeting was called to order at 7:00 p.m.

Resource Management

- 1. Request by Ralph and Mary Ann Gates to approve a Final Development Plan for Gates South Home on 10.89 acres, more or less, located at 11105 E Mexico Gravel Rd., Columbia.**

Stan Shawver read the following staff report:

The subject property is located on Mexico Gravel Road approximately 750 feet west of the intersection with Glendale Drive. The site is approximately 3 miles east of the nearest city limits of Columbia. The subject property contains an existing Home, garage, and on-site wastewater lagoon and is surrounded by A-1 zoning. This is all original 1973 zoning. The initial rezoning request and Review Plan were approved in October.

The final plan covers 10.89-acres including a 4.51-acre not-for-development agriculture area containing an existing pond and a 6.38-acre lot for subdivision and development that contains the existing structures.

In accordance with the Zoning regulations, a final development plan can be approved by the signature of the P & Z chairperson and secretary in cases where the County Commission has not added or changed conditions of approval agreed to by the P & Z Commission. That is the case here. The Final Development Plan complies with all of the requirements of the regulations and is ready to be approved. There is no public hearing required.

There were no comments or questions.

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby approve the request by Ralph and Mary Ann Gates to approve a Final Development Plan for Gates South Home on 10.89 acres, more or less, located at 11105 E Mexico Gravel Rd., Columbia.

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order #595-2016**

- 2. Request by Beacon Street Properties to approve a Final Development Plan for Heather Hills Estates on 70.04 acres, more or less, located at 7770 S High Point Lane, Columbia.**

Stan Shawver read the following staff report:

The property is located on the east side of High Point Lane approximately one-half mile south of Route K. The zoning is A-2, which is the original zoning. The Final Development Plan includes 70.04 acres divided into 28 lots. The initial rezoning request and Review Plan were approved in October.

In accordance with the Zoning regulations, a final development plan can be approved by the signature of the P & Z chairperson and secretary in cases where the County Commission has not added or changed conditions of approval agreed to by the P & Z Commission. That is the case here. The Final Development Plan complies with all of the requirements of the regulations and is ready to be approved. There is no public hearing required.

There were no comments or questions.

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the request by Beacon Street Properties on a Final Development Plan for Heather Hills Estates on 70.04 acres, more or less, located at 7770 S High Point Lane, Columbia.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #596-2016**

**3. Wheeler's Ridge. S25-T48N-R14W. A-2. Lyle and Jeanne Wheeler, owners.
Steven R. Proctor, surveyor**

Stan Shawver said Wheelers Ridge is a one lot subdivision located on Nebo Cemetery Road west of Columbia. This 5.78 acre tract is zoned A-2 and includes a dwelling that is currently under construction.

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby receive and accept the following subdivision plat and authorize the presiding commissioner to sign it:

Wheeler's Ridge. S25-T48N-R14W. A-2. Lyle and Jeanne Wheeler, owners. Steven R. Proctor, surveyor

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order #597-2016**

4. Public hearing and readoption of Sections 1 – 27 of the Boone County Zoning Ordinance (including revised Flood Insurance Rate Maps - FIRM) and the Boone County Stormwater Ordinance

Stan Shawver read the following staff report:

Boone County participates in the National Flood Insurance Program which is underwritten by the Federal Government. Participation makes it possible for property owners to obtain flood insurance. Boone County has participated in the program since 1983 when the original maps were first published. Those maps were relatively simple schematic depictions of Boone County and the floodplains. In 2011 the Federal Emergency Management Agency issued new maps that digitized the floodplains on to aerial photographs. At this time, FEMA has issued a further improvement that uses the latest imagery and integrates the topography on the maps. There have been some changes that affect individual properties. We endeavored to contact the impacted property owners about the changes. Twenty-five property owners were contacted to advise them that some of their property was no longer in the floodplain, and 28 property owners were notified that part of their property is now in the floodplain.

The Floodplain maps and regulations are part of the zoning regulations. As such it is recommended that the Commission re-adopt the entire package. The Planning and Zoning Commission conducted three public hearings on this matter and recommended adoption.

This is the Commission public hearing with adoption to follow at a later date.

Commissioner Atwill opened the public hearing and asked if there is anyone present that would like to speak to this item. There were no speakers and Commissioner Atwill closed the public hearing.

5. Resource Management Annual Report

Stan Shawver presented the 2016 Resource Management Planning & Inspections Annual Report with the following highlights:

- Land Use Activity
- Re-zoning by Category
- Five-year comparison relating to re-zoning
- Building Statistics for the year
- Total Miles driven by inspectors
- Total inspections performed
- Average structure value
- Average Single Family value
- North/South construction comparisons
- Previous year residential permits

Mr. Shawver noted that the Design & Construction and Public Works reports will be made available in January and this report will be made available on the county web site in the near future.

Purchasing**6. Second reading; Sole Source Approved Vendor List for 2017 (1st read 12-15-16)**

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the attached list of approved sole source vendors for the year ending December 31, 2017.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #598-2016**

Sheriff's Department**7. Public hearing and second reading; Budget Amendment to increase revenue and expenditure for a radar unit (1st read 12-13-16)**

Commissioner Atwill opened the public hearing and asked if there is anyone present that would like to speak on the budget amendment. There were no speakers and Commissioner Atwill closed the public hearing.

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby acknowledge the following budget amendment from the Sheriff's Department to increase expenditure and revenue for a Stalker Lidar radar unit as approved in the Hazardous Moving Violation grant.

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
1251	91300	Sheriff's	Machine & Equipment		2,420
1251	3411	Sheriff's	Federal Grant Reimbursement		2,420
					4,840

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order #599-2016**

Joint Communications

8. Second reading; Second Assignment of Legacy Assets and Office of Emergency Management Asset Inventory (1st read 12-22-16)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the attached agreement between the City of Columbia and Boone County for legacy assets as it relates to Boone County Joint Communications.

The terms of the agreement are stipulated in the attached Legacy Assets Agreement. It is furthered ordered the Presiding Commissioner is hereby authorized to sign said Legacy Assets Agreement.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #600-2016**

Community Services

9. Second reading; Agreement between Boone County and True North for the purchase of services regarding Emergency Shelter and Supportive Services for Victims of Domestic Violence (1st read 12-22-16)

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby approve the attached agreement between Boone County and True North of Columbia, Inc. for the purchase of program service – Shelter for Victims of Domestic Violence.

The terms of the Agreement are stipulated in the attached Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said agreement with True North of Columbia, Inc.

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order #601-2016**

10. Second reading; Agreement for Purchase of Services – Therapeutic Mentoring with Presbyterian Children’s Homes and Services (1st read 12-22-16)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the attached agreement between Boone County and Presbyterian Children’s Homes and Services for the purchase of program service – Therapeutic Mentoring.

The terms of the Agreement are stipulated in the attached Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said agreement with Presbyterian Children’s Homes and Services.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #602-2016**

Commission

11. First reading; Contract Amendment Number Two with Mission Critical Partners

C. J. Dykhouse said this amendment reflects two things. First, it outlines detailed deliverables for completing Tasks 8 and 9 in the original contract. Secondly, the negotiated decrease in the amount billed for special contract work services as described in Task 12 of the original contract. This will be a one-time lump sum additional payment of \$60,341.75.

There were no comments or questions.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

12. Public Comment

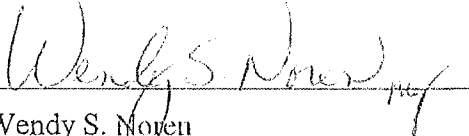
None

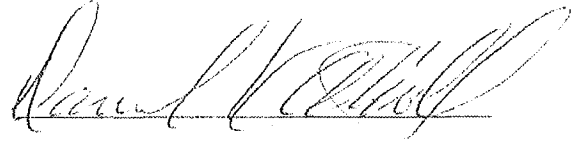
13. Commissioner Reports

None

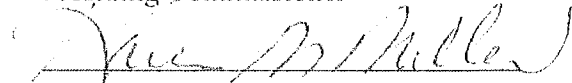
The meeting adjourned at 7:19 p.m.

Attest:

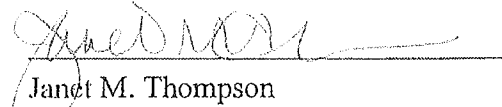

Wendy S. Noyen
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner



Karen M. Miller
District I Commissioner


Janet M. Thompson
District II Commissioner

**ZONING ORDINANCE
FOR
BOONE COUNTY, MISSOURI**

**BOONE COUNTY PLANNING
AND
ZONING COMMISSION**

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ZONING REGULATIONS BOONE COUNTY, MISSOURI

SECTION 1 TITLE, PURPOSE AND INTENT

- A. Title. These regulations shall be referred to as the "Zoning Ordinance."
- B. Purpose and Intent. The County Commission of Boone County, Missouri has determined that these regulations are necessary for the purpose of promoting the health, safety, morals, comfort, or general welfare, and conserving the values of property throughout the County, and lessening or avoiding undue congestion in the public streets or highways; in securing safety from fire and other dangers; to provide adequate light and air; to prevent overcrowding of land; to avoid undue concentration of population; to facilitate the adequate provision of transportation, water, sewerage, schools, parks and other public requirements; all in accordance with a comprehensive plan.
- (1) These regulations are a part of the Boone County planning and zoning program and are to be considered along with the County's Comprehensive Plan, Point Rating System, and Subdivision Regulations. These Zoning Regulations are in accordance with the Comprehensive Plan for Boone County which was in effect at the time of the adoption of these regulations. Said Comprehensive Plan includes planning goals and objectives, estimate of population growth, land use surveys, a land use plan, plans for major thoroughfares, other transportation facilities, community facilities, public services and utilities, and a public works program.
 - (2) A planning goal of Boone County is to reduce urban sprawl through the use of the Point Rating System, County Subdivision Regulations, and this Zoning Ordinance. Paramount among the County's objectives are (a) to preserve good agricultural land, (b) to insure that new, urban developments will not seriously interfere with accepted farming practices on adjacent land, (c) to make maximum use of existing facilities and to reduce the need for new and/or expanded facilities, and (d) to discourage development in areas where:
 - desired services cannot be provided in a cost effective manner; and
 - the safety of citizens could be jeopardized due to the fact that the area is not readily accessible to fire protection, law enforcement and ambulance services.
 - (3) Need for public services and facilities in both size and location depends upon the character and intensity of land use. Regulation of the use of land is thus fundamental to a coordinated optimum physical development of the community. The land use

regulations are intended to be the foundation of the entire process of improvements of the physical environment.

(4) The zoning district map reflects the probable development in the future and does not, in all districts, reflect a present land use.

(5) It is not the intent of the Zoning Regulations to influence the assessment of the value of properties.

C. Jurisdictional Area. These regulations apply to all unincorporated lands within Boone County.

D. Authority. These regulations are adopted pursuant to the provisions of SECTIONS 64.850 and 64.885, Revised Statutes of Missouri, 1978.

(1) The provisions of these regulations shall not be exercised so as to impose regulations or to require permits with respect to land used or to be used for the raising of crops, pasture, orchards livestock or forestry, within the context of agriculture as defined by these regulations, or with respect to the erection, maintenance, repair, alteration or extension of farm buildings or farm structures.

SECTION 2 DEFINITIONS

For the purpose of this ordinance certain items are hereby defined. Words used in the present tense shall include the future; the singular number shall include the plural and the plural the singular; the word "shall" is mandatory and not directory; the words "used" or "occupied" include the words "intended", "designed", or "arranged to be used or occupied"; the word "lot" includes the word "plot" or "parcel"; and the word "person" includes a firm, association, organization, partnership, trust, company or corporation as well as individual. Any word not herein defined shall be as defined in any recognized standard English Dictionary.

Accessory Building: A subordinate building, the use of which is incidental to and customary in connection with the principal building or use and which is located on the same lot with such principal building or use.

Accessory Use: A subordinate use which is incidental to and customary in connection with the principal building or use and which is located on the same lot with such principal building or use.

Adult Cabaret: A building or a portion of a building regularly featuring dancing or other live entertainment if the dancing or entertainment that constitutes the primary live

entertainment is distinguished or characterized by an emphasis on the exhibiting of specific sexual activities or specified anatomical areas for observation by patrons therein.

Agricultural or Farming Activity: An agricultural activity shall be defined as the cultivating of the soil, producing of crops and the raising of animals for food or fiber and including horticulture, beekeeping, aquaculture, silviculture and forestry. Concentrated animal feeding operations must conform to the Missouri Department of Natural Resource's regulations pertaining to waste water management and order control. The raising and keeping of horses for any purpose other than the production of food and fiber is not considered agricultural activity.

Agricultural Structure: Any structure used exclusively in connection with the production, harvesting, storage, drying or raising of agricultural commodities.

Animal Training Facility: A building and/or land where animals, other than those owned by the owner or leaseholder of the property, on which the use is occurring, are trained.

Alley: A public right-of-way which affords only a secondary means of access to abutting property.

Allowed Uses: See Uses

Apartment: See Dwelling Unit.

Automobile Service Station: Any land, building, structure, or premises used for the sale at retail of motor vehicle fuels, oils, or accessories, or for servicing or lubrication motor vehicles or installing or repairing parts and accessories; but not including the repairing or replacing of motors, bodies, or fenders of motor vehicles or painting motor vehicles, public garages and the open storage of rental vehicles or trailers.

Bar or Tavern: Any premises wherein alcoholic beverages are sold at retail for consumption on the premises. It shall not mean a premises wherein such beverages are sold in conjunction with the sale of food for consumption on the premises and the sale of said beverages comprises less than fifty percent (50%) of the gross receipts.

Basement: A story having part but not more than one-half of its height below grade. A basement is counted as a story for the purposes of height regulation if subdivided and used for dwelling purposes other than by janitor employed on the premises.

Bed and Breakfast: A dwelling unit that has been converted or built for and is intended to provide overnight lodging to the public for compensation, and which is open to overnight guests in not more than five guest bedrooms, and is not a rooming or boarding house and is the primary residence of the owner or operator.

Billboard: Any sign that is greater than 120 square feet in area.

Board: Means Board of Adjustment established in Section 15.

Boarding House or Rooming House: A building other than a hotel, occupied as a single housekeeping unit, where lodging or meals are provided for five or more persons for compensation, pursuant to previous arrangements, but not for the public or transients.

Building: Any structure having a roof supported by columns or walls for the shelter or enclosure of persons or property.

Building, Height of: The vertical distance from the average grade to (a) the highest point of a flat roof, (b) the deck line of a mansard roof, or (c) the average height between eaves and ridge for gable, hip, and gambrel roofs.

Buildable Width: The width of the lot left to be built upon after the side yards are provided.

Calendar Week: A seven-day period beginning on Sunday and running through Saturday.

Cellar: That part of a building having more than one-half of its height below the average grade of the adjoining ground.

Clinic: An establishment where patients are not lodged overnight but are admitted for examination and treatment by a group of physicians or dentists practicing medicine together.

Club or Lodge: Buildings and facilities owned or operated by a corporation, association, person or persons for social, educational, or recreational purpose, including fraternal organizations, but not primarily for profit and not primarily to render a service which is customarily carried on as a business.

Conditional Use: A use allowed in a zoning district after a permit is granted by the County Commission according to provisions of Section 15.

Condominium Development: A development in which individual ownership in fee is restricted to that which is within the walls or designated bounds of a unit, and collective ownership applies to all other land and facilities beyond the individual units. A residential structure in a condominium development is: (1) a unit, (2) a two family dwelling if the structure contains two dwelling units, or (3) a multiple dwelling if the structure contains three or more dwelling units.

Commission: Means County Planning and Zoning Commission of Boone County.

County Commission: Means County Commission of Boone County.

Development Complex: A commercial or industrial development consisting of two or more buildings or one building containing or designed to contain more than one business.

Director and Director of Planning: The individual designated to administer the Zoning Ordinance and who is responsible for the enforcement of the regulations imposed by said ordinance.

District: Means a part of the county wherein regulations of this ordinance are uniform.

Doublewide: A modular building or manufactured home that is designed and manufactured in a factory to function as a single complete self-contained unit by the assembly, on a site, of two or more manufactured component pieces whether or not any additional site built additions have been added to the unit.

Driveway: A roadway giving vehicular access from a street or alley to abutting property and may also provide for vehicular circulation on the abutting property.

Dwelling: Any building or portion thereof which is designed and used exclusively for residential purposes.

Dwelling, Accessory: A second dwelling, in addition to the primary dwelling, that is on a tract of land which is greater than 20-acres in area.

Dwelling, Multiple-Family: A building designed for or occupied exclusively by three or more families.

Dwelling, Primary: Any dwelling other than an accessory dwelling.

Dwelling, Single-Family: A building designed for or occupied by one family. This definition shall include any home in which eight or fewer unrelated mentally or physically handicapped persons reside, and may include two additional persons acting as house-parents or guardians who need not be related to each other or to any of the mentally or physically handicapped persons residing therein. This definition shall also include any private residence licensed by the division of family services or department of mental health or other governmental agency, to provide foster care to one or more but less than seven children who are unrelated to either foster parent by blood, marriage or adoption.

Dwelling, Single-Family Attached: A building designed so that each unit has an independent means of egress; is separated from adjoining units by a 2-hour fire separation assembly that extends from ground to roof; no unit is above or below another unit; each unit has separate heating systems and each unit has separate utility meters and separate sewer service.

Dwelling, Two-Family: A building designed for or occupied exclusively by two families.

Dwelling, Unit: One or more rooms in a dwelling occupied or intended to be occupied as separate living quarters by a single person or a family as defined herein.

Equine Boarding Facility: A building and/or land where equine, other than those owned by the owner or leaseholder of the property where the use is occurring, are boarded and/or trained.

Equine Ranch: A building and/or land used for the purpose of keeping and/or training equine provided, all of the animals are owned by the owner of the property on which the use is occurring. If the property is leased, all of the animals must be owned by the leaseholder of the property on which the use is occurring.

Family: Two or more persons related by blood, marriage, adoption, or not more than four persons not related by blood, marriage, or adoption, occupying a dwelling unit as an individual housekeeping organization.

Frontage: All the property on one side of a street or highway, between two intersecting streets (crossing or terminating) or for a distance of 400 feet on either side of a proposed building or structure, measured along the line of the street, or if the street is dead-ended, then all of the property abutting on one side between an intersecting street and the dead-end of the street, but not including property more than 400 feet distant on either side of a proposed building or structure.

Garage, Private: A detached accessory or portion of a main building housing the automobiles of the occupants of the premises, but not commercial vehicles.

Garage Public: A building or portion thereof, other than a private or storage garage, designed or used for equipping, servicing, repairing, hiring, selling, storing, or parking motor driven vehicles. The term repairing shall not include an automotive body repair shop nor the rebuilding, dismantling or storage of wrecked or junked vehicles.

Grade: The average level of the finished surface of the ground adjacent to the exterior walls of the building.

Guest Ranch: A recreational facility where lodging and horses for riding are furnished for compensation.

Home Occupation: Any occupation or profession carried on by a member of the immediate family, residing on the premises, in connection with which there is used no sign other than a nameplate, not more than three square feet in area, or no display that will indicate from the exterior that the building is being utilized in whole or part for any purpose

other than that of a dwelling; there is no commodity sold upon the premises except that prepared on the premises; no person is employed other than a member of the immediate family residing on the premises; and no mechanical equipment is used except such as is customary for purely domestic household purposes.

Hospital: An establishment providing physical or mental health services, inpatient or overnight accommodations, and medical or surgical care of the sick or injured. Hospital includes sanitariums.

Hotel: A building in which lodging is provided and offered to the public for compensation, and which is open to transient guests and is not a rooming or boarding house as herein defined.

Hours of Operation, Daytime:

- April through October, 6:00 A.M. to 9:00 P.M. Central Daylight Time
- November through March, 6:00 A.M. to 7:00 P.M. Central Standard Time

Daytime hours of operation may be further limited as a specific condition to a conditional use permit or a planned development.

Hours of Operation, Nighttime: Any hours other than Daytime Hours of Operation and may be further limited as a specific condition of a conditional use permit or planned development.

Incidental: A use dependent on and subordinate to the principal use of the parcel.

Institution: A nonprofit establishment for public use.

Junk Vehicle: Any unlicensed or disabled vehicle.

Kennel: An establishment where small animals are boarded for compensation or where dogs are bred, raised or sold on a commercial scale or where two or more breeding females are kept or bred.

Kennel, Hobby: A kennel that is not a commercial operation.

Landscaped Area: An area that is permanently devoted and maintained to the growing of shrubbery, grass and plant material.

Litter: The word litter means and includes garbage, trash, junk, branches, cans, inoperative machinery and appliances, or other waste materials.

Loading Space: A space within the main building or on the same lot for the standing, loading, or unloading of trucks, having a minimum area of 420 square feet, minimum width of 12 feet, a minimum depth of 35 feet, and a vertical clearance for at least 14.5 feet.

Lot: A parcel of land occupied or intended for occupancy by a use permitted in this ordinance, including one main building together with its accessory buildings, open spaces and parking spaces required by this ordinance, and having its principal frontage upon a road or street.

Lot, Corner: A lot abutting upon two or more streets at their intersection.

Lot, Depth: The mean horizontal distance between the front and rear lot lines.

Lot, Double Frontage: A lot having a frontage on two non-intersecting roads, as distinguished from a corner lot.

Lot, Interior: A lot other than a corner lot.

Lot of Record: A lot or parcel of land that was legally created in compliance with the land use regulations in effect at the time the instrument creating the parcel was recorded with the Boone County Recorded or Deeds.

Lot, Width: The width of a lot measured at the building line.

Manufactured Home: A dwelling unit, designed and built in a factory, which bears a seal certifying that it was built in compliance with the National Manufactured Housing Construction and Safety Standards Act.

Mobile Home: A one family dwelling unit of vehicular, portable design having a length of not less than 32 feet and a width of not less than 8 feet, built on a chassis and designed to be moved from one site to another and to be used without a permanent foundation.

Mobile Home Park: A parcel of land which is developed for the placement of two or more mobile homes.

Mobile Home Subdivision: A subdivision containing any lot or lots that are less than 5-acres that are intended for the placement of one mobile home per lot and where individual lots can be sold and/or owned independently from other lots contained within the development. For purposes of the floodplain management regulations, a mobile home subdivision is a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

Modular Building: A prefabricated building having over 1,000 square feet of floor area, manufactured in whole or in part off the site, and transported to a site.

Motel, Motor Court, Motor Lodge, Or Tourist Court: Any building or group of buildings containing guest rooms or dwelling units, some or all of which have a separate

entrance leading directly from the outside of the building with garage or parking space conveniently located on the lot, and designed, used or intended wholly or in part for the accommodation of automobile transients.

Nonconforming Use: A use which lawfully occupied a building or land or portion thereof, at the time these regulations became effective, that has been lawfully continued and that does not now conform with the use regulations for the district in which it is located and for which a Certificate of Occupancy for Nonconforming Use has been issued by the Board of Adjustment.

Nursery School: Any land, building, structure or premises used for educational instruction and/or supplemental parental care for four or more children, either on an hourly or daily basis, with or without compensation.

Nursing Home: A home for the aged or infirm in which three or more persons not of the immediate family are received, kept or provided with food and shelter, or care for compensation; but not including hospitals, clinics, or similar institutions devoted primarily to the diagnosis and treatment of the sick or injured.

Open Space: Any parcel or area of land not covered by water, structures, hard surfacing, parking lots and other impervious surfaces except for bicycle or pedestrian pathways. Such areas must be set aside and/or dedicated for active or passive recreation or visual enjoyment. Land covered by water may be included as open space as otherwise provided in these regulations.

Parent Zoning District: The unplanned zoning district type from which the possible allowed uses in the planned district are derived. The letter designated zoning district to which the "P" is added to designate the district as planned.

Park, Public: A tract of land and/or premises that is owned and operated by a governmental entity and that is open to the general public for recreational purposes.

Parking Space: A durably dust-proofed, properly graded for drainage, usable space, enclosed in a main building or in an accessory building, or unenclosed, reserved for the temporary storage of one vehicle, and connected to a street or alley by a surfaced driveway. Each such space shall be not less than nine feet wide and nineteen feet long and be accessible to a vehicle without the necessity of moving any other vehicle.

Permitted Use: A principal use of a site allowed as a matter of right in conformance to applicable zoning, building and health or other codes, and not subject to special review or conditions under this ordinance beyond those specifically set forth in the Zoning Regulations.

Place of Worship: Any premises used primarily for religious services and study.

Premises: A lot together with all buildings and structures thereon.

Private School: A place of learning that is not tax supported. This shall include, but not be limited to, business or commercial schools, music or dancing academies, day care homes or centers, private colleges and universities, and private schools having a curriculum equivalent to public elementary or public high schools.

Reception Facility: A building, land or premises that is made available for receptions, parties, meetings or other special events.

Residentially Developed Area: A recorded, major subdivision where at least twenty-five (25%) percent of the lots have been developed or a recorded subdivision in a residential or transitional zoning district.

Riding School: A building and/or land where humans, other than the owner, resident or leaseholder of the property on which the use is occurring, are trained in riding and/or driving and/or handling animals.

Rooming House: See Boarding House.

Salvage or Junk Yard: Any land or building, or other structure used for the storage, collection, processing or conversion of any worn out, cast off, or discarded metal, paper, glass or other material which is ready for destruction, or has been collected or stored for salvage or conversion to some use. This includes, but is not limited to, such things as automobiles, machinery, farm implements, household appliances and construction material.

Setback: the minimum distance required between the property line and a building measured in accordance with the provisions for yards in Section 10.B (11).

Sexually Oriented Business: An inclusive term used to describe collectively: adult cabaret, adult motion picture theater, video arcade, bathhouse, massage shop and/or sex shop.

Sign: Any medium or device or symbol intended to identify, inform, advertise or that is intended to attract attention to any private or public premises and, said device is placed so as to be seen from any public or quasi-public place with the intent or effect of attracting attention to the subject matter.

- **Sign, Backlit**: A sign that is composed of one or more transparent or translucent faces and that is illuminated by means of a light source from within or behind the sign that is projected through the sign face(s).
- **Sign, Billboard**: A freestanding sign that is greater than 120 square feet in area.

- **Sign, Double Faced:** A sign consisting of two faces that form parallel planes, which are the same size shape and elevation, where the distance between the two sign faces is 18 inches or less.
- **Sign, Electronic Message:** Any sign that carries a changing message or a message that is capable of being changed by means of an electronic control unit and that is displayed by a system of electric lights
- **Sign, Façade:** A sign mounted on the exterior wall of a structure with the plane formed by the sign face being parallel to the plane of the wall and projecting no more than 12-inches from the wall. Also known as a wall sign.
- **Sign, Freestanding:** A self-supporting sign placed on the same parcel as, but away from, the building to which it is related.
- **Sign, Noncompliant:** Any sign that does not comply with Section 25, Sign Regulations and has not been issued a Certificate of Occupancy for a Nonconforming Use.
- **Sign, Nonconforming:** Any sign that is in existence on the date of adoption of Section 25, Sign Regulations but that does not comply with the provisions of Section 25, Sign Regulations and for which the Board of Adjustment has issued a Certificate of Occupancy for a Nonconforming Use in accordance with Section 8.
- **Sign, Parapet Mounted:** A façade or wall sign that is mounted on a parapet.
- **Sign, Projecting:** A sign that is wholly or partly dependent upon a building for support and projects more than 12-inches from such building.
- **Sign, Suspended:** A sign hanging down from a marquee, awning, porch or other structural element of a building.

Singlewide: A mobile home or manufactured home that is designed and manufactured in a factory to function as a single complete self-contained unit without any additional components or construction, whether or not any site built addition or additional auxiliary components have been added to the structure.

Specified Anatomical Areas: (1) Less than completely and opaquely covered: human genitals, pubic region, buttock or female breast below a point immediately above the top of the areola; and (2) human male genitals in a discernibly turgid state, even if completely and opaquely covered.

Specified Sexual Activities: Human genitals in a state of sexual stimulation or arousal or acts of human masturbation, sexual intercourse, sodomy or fondling or other erotic touching of human genitals, pubic region, buttock, or female breast.

Street: A dedicated and accepted public way which affords the principal means of access to abutting property.

Street Centerline: The street centerline is a line halfway between the street right-of-way lines.

Street Right-of-Way Line: A dividing line between a lot and a contiguous street.

Structure: Anything constructed or installed or portable, the use of which requires a location on a parcel of land. It includes a movable structure while it is located on land which can be used for housing, business, commercial, agricultural or office purposes, either temporarily or permanently. Structure also includes fences, billboards, swimming pools, poles, pipelines, transmission lines, tracks and advertising signs, whether located on a rock, tree, separate or part of another structure.

Structural Alteration: Any change except those required by law members of a building or structure, such as bearing walls, columns, beams or girders, not including openings in bearing walls as permitted by other ordinances.

Symbol: Something that represents something else by association, resemblance or convention. A symbol may be either two or three dimensional.

Tavern: See Bar or Tavern

Travel Trailer or Motor Home: (1) A vehicular, portable structure built on a chassis and designed for temporary occupancy for travel, recreational or vacation use; and when factory equipped for the road, being of any weight, provided its overall length does not exceed 32 feet; (2) A structure designed to be mounted on a truck chassis for use as a temporary dwelling for travel, recreation and vacation; (3) A portable, temporary dwelling to be used for travel, recreational and vacation purposes, constructed as an integral part of a self-propelled vehicle; (4) A canvas, folding structure, mounted on wheels and designed for travel, recreational and vacation use.

Travel Trailer Park: A parcel of land which has been improved for the placement of travel trailers for transient use.

Truck Stop: A facility for the servicing and repair of trucks and including accessory uses such as a truck wash, sleeping accommodations, restaurant and gift shop.

Uses, Allowed: In a planned district, only those uses specifically shown/listed on an approved review plan.

Uses, Category of: The subsection of a Zoning District which contains a list of uses allowed in the district such as Permitted Use, Conditional Use or Accessory Use.

Vehicle: Automobile, truck, bus, motorcycle, recreational vehicle or other conveyance designed and constructed as a motor-driven vehicle for traveling on the public streets and ways.

Yard: An open space, other than a court on a lot, unoccupied and unobstructed from the ground upward, except as otherwise provided in this ordinance.

Yard, Front: A yard across the full width of the lot extending from the front line of the main building to the front line of the lot, or to the designated street line in cases where the present property line extends to the center line of the abutting street. On corner lots the front yard shall face the shortest street dimension of the lot, except that if the lot is square or almost square, i.e., has dimensions in a ratio of from 3:2 to 3:3, then the front yard may face either street.

Yard, Side: A yard between the main building and the side line of the lot and extending from the front plane of the building to the rear plane of the building.

Yard, Rear: A yard extending the full width of the lot between a principal building and the rear lot line.

Yard Width and Depth: The shortest horizontal distance from a lot line to the main building.

SECTION 3 DISTRICTS AND BOUNDARIES

A. **Districts.** The unincorporated area of Boone County is hereby divided into the following districts:

AGRICULTURE DISTRICTS

- A-1 Agriculture
- A-1P Planned Agriculture 1
- A-2 Agriculture
- A-2P Planned Agriculture 2

TRANSITION DISTRICTS

- A-R Agriculture Residential
- A-RP Planned Agriculture-Residential

RESIDENTIAL DISTRICTS

- R-S Single-Family Residential
- R-SP Planned Single-Family Residential
- R-D Two-Family Residential
- R-DP Planned Two-Family Residential

R-M Moderate Density Residential
 R-MP Planned Moderate Density Residential

RECREATION DISTRICT

REC Recreation
 REC-P Planned Recreation

COMMERCIAL DISTRICT

C-O Office Commercial
 C-N Neighborhood Commercial
 C-G General Commercial
 C-GP Planned Commercial

INDUSTRIAL DISTRICTS

M-L Light Industrial
 M-LP Planned Industrial
 M-G General Industrial
 M-GP Planned General Industrial

OVERLAY DISTRICTS

Character Preservation Overlay District
 Airport Approach and Departure District

- B. District's Minimum Lot Sizes. The following are the minimum lot sizes for the corresponding districts specifically listed below:

AGRICULTURE DISTRICTS

A-1 Agriculture:

The minimum lot size for any parcel within the A-1 zoning district is ten (10) acres.

A-2 Agriculture:

The minimum lot size for any parcel within the A-2 zoning district is two and one half (2 & ½) acres.

TRANSITION DISTRICTS

A-R Agriculture-Residential:

The minimum lot size for any parcel within the A-R zoning district is one half (½) acre.

RESIDENTIAL DISTRICTS

R-S Single-Family Residential:

The minimum lot size for any parcel within the R-S zoning district is seven thousand (7,000) square feet.

R-D Two-Family Residential:

The minimum lot size for any parcel within the R-D zoning is seven thousand (7,000) square feet. The minimum lot size for a duplex is ten thousand (10,000) square feet.

R-M Moderate Density Residential:

The minimum lot size for any parcel within the R-M zoning district is seven thousand (7,000) square feet. The minimum lot size for a duplex is ten thousand (10,000) square feet. The minimum lot size for a multiple family dwelling is two thousand five hundred (2,500) square feet per dwelling unit.

C. District Boundaries

- (1) The boundaries of the districts are shown upon the map attached hereto and made a part hereof, which map is designated as the "District Map." The district map and all notations, references and other information shown thereon are a part of this Ordinance and have the same force and effect as if the district map and all the notations, references and other information shown thereon were fully set forth or described herein, the original of which district map is properly attested and is on file with the County Clerk of Boone County, Missouri.
- (2) Whenever any street, alley or other public way is vacated by official action of the County Commission, the zoning district adjoining each side of such street, alley or public way shall be automatically extended to the center of such vacation, and all area included in the vacation shall then and henceforth be subject to all appropriate regulations of the extended districts.

SECTION 4 GENERAL PROVISIONS

A. For non-agricultural activity uses, except as hereinafter provided:

- (1) No building shall be erected, converted, enlarged, reconstructed or structurally altered, nor shall any building or land be used except for a purpose permitted in the district in which the building or land is located.
- (2) No building shall be erected, converted, enlarged, reconstructed or structurally altered except in conformity with the height and area regulations of the district in which the building is located.
- (3) The density and yard regulations of this ordinance are minimum regulations for each and every building existing at the effective date of this ordinance and for any building hereafter erected or structurally altered. No land required for yards or other open spaces about an existing building or any building hereafter erected or structurally altered shall be considered a yard or lot area for more than one building.

- (4) Any division of land is subject to the Boone County Subdivision Regulations if the resulting lots or tracts contain less than twenty acres.
- (5) Every building hereafter erected or structurally altered shall be located on a lot as herein defined and in no case shall there be more than one main building on a lot except as otherwise provided in this ordinance.
- (6) No building shall be erected or structurally altered to the extent specifically provided hereinafter except in conformity with the off street parking and loading regulations of this ordinance.
- (7) Cooperatives, condominiums and all other forms of property ownership do not effect the provisions of these regulations and all requirements shall be observed as though the property were under single ownership.
- (8) A mobile home park will be constructed in accordance with the Boone County Mobile Home Ordinance. Mobile Homes within a Mobile Home Subdivision shall be on a foundation, with its axles and wheels removed.
- (9) A manufactured home or mobile home shall be used for residential purposes only as a dwelling. A manufactured home containing a minimum of 650 sq. ft. of floor space shall be permitted in all Districts where Single Family Dwellings are permitted. No manufactured home or mobile home shall be permitted in a recorded subdivision except as a conditional use. It is further provided that:
 - (a) The manufactured home or mobile home complies with all yard, density and off-street parking requirements of the district in which it is located;
 - (b) The space beneath the manufactured home or mobile home is enclosed by a foundation or under skirted with a durable material such as fiberglass, plywood or metal, within 90 days of placement on the property;
 - (c) The manufactured home or mobile home is tied down to withstand wind-loads of 15 pounds per square foot within 30 days of placement on the property and prior to occupancy (except when the ground is frozen);
 - (d) The manufactured home or mobile home shall be provided with a system to treat the wastewater in accordance with minimum standards of the Missouri Department of Natural Resources or Boone County prior to occupancy of the unit;
 - (e) The owner or occupant shall obtain a permit for the placement of a manufactured home or mobile home on property pursuant to the provisions of Section 15. D. of these regulations prior to placing a manufactured home on property.
 - (f) Manufactured homes and mobile homes designed as a single wide unit may not be attached to other single wide units, thus creating a double unit, without first obtaining a conditional use permit.
 - (g) Manufactured homes and mobile homes designed as a single wide unit may be added on to as long as the site built add-on section is built in accordance with the Boone County Building Code; however, no part of the add-on may be used to meet the one thousand square foot requirement to classify it as a modular building.
- (10) In the Agricultural Districts, Transitional District, Residential Districts, Recreation

Districts, and in the C-O Commercial Office Districts, and in the C-N Neighborhood Commercial Districts:

- (a) The number of junk vehicles permitted on a tract, parcel or lot shall not exceed two, and
 - (b) Said vehicles must be stored by the owner or occupant of the property, upon which said vehicles are located, in a manner so that said vehicles are not visible from any point of land outside the property.
- (11) The dumping or storing of litter shall not be permitted in any district except under the conditions specified in Sub Section 12 of this Section. No person shall throw or deposit litter on any vacant or occupied property whether owned by such person or not. The owner or person in control of any private property shall, at all times, maintain the premises free of litter.
- (12) It shall be lawful:
- (a) To accumulate or store non-putrescible litter in a sightproof structure or container.
 - (b) To accumulate or store litter produced as an incident to the otherwise lawful use of the same premises where stored, where such storage is pending removal or proper disposal and does not exceed seven (7) days, provided the litter is placed or stored in a container or otherwise screened from the view of persons upon adjacent property or rights-of-way.
 - (c) To operate an otherwise lawful, sanitary landfill, building demolition material site, vehicle or machinery repair facility, construction material stockpile, sewage treatment facility, salvage yard, recycling center or junk yard.
 - (d) To store material to be used in an otherwise lawful agricultural or nursery operation on the premises devoted to such use.

The phrase "*otherwise lawful*" as used in this Sub Section 12 means in compliance with applicable zoning district regulations and with all rules, regulations, ordinance, Court or Commission Orders, conditions, permits and licenses applicable to the property or activity, whether arising from this Zoning Ordinance or any other ordinance, Court or Commission Order or regulation.

- (13) Group homes for the handicapped included under the definition of "*Dwelling, Single-Family*" as specified above are permitted in all districts that permit residential use. The operator of a group home for the handicapped shall apply for a permit to operate from the Director of Planning and Building Inspection. The application shall include a floor plan showing the layout and emergency exits of the house and will be retained on file and distributed to emergency service personnel. All provisions of the building code relative to handicapped facilities and accessibility shall be complied with prior to occupancy by any handicapped residents. Upon examining the application and plans submitted, the Director shall issue a permit to the operator. Group homes for the handicapped are subject to an annual inspection by the fire

marshal.

- (14) All kennels shall be constructed and maintained in accordance with the current minimum standards of the United States Department of Agriculture, published in 9 CFR Chapter 1, Subpart A, Sections 3.1 - 3.4 (1-1-85 Edition).

SECTION 5 DISTRICT USE REGULATIONS

A. District Regulations. In the following established districts, a building or premise shall be used only for the following purposes:

(1) **A-1 Agriculture District**

Permitted Uses:

- Agricultural Activity which shall include greenhouses and nurseries
- Equine Boarding Facility for a maximum of six animals on a minimum 10-acre tract
- Equine Ranch on a minimum 10-acre tract
- Farm Dwelling
- Home Occupation
- Public Park
- Bait House
- Place of Worship
- Public school, elementary and high, or private school having a curriculum equivalent to a public, elementary or high school and having no rooms regularly used for housing or sleeping purposes.
- Livestock sales barn and stockyard provided that such activity is located at least 2,640 feet from R-S, R-SP, R-D, R-DP, R-M and/or R-MP zoning and from a recorded major subdivision.
- Veterinary office or clinic or animal hospital provided, however, if the establishment is in a major recorded subdivision or is within 500 feet of a residentially developed area or an existing R-S, R-SP, R-D, R-DP, R-M or R-MP Zoning District all animals that are treated or cared for shall be kept within a sound-proofed, air conditioned building; no odor shall be perceptible at the boundary of the premises; and the noise outside the building shall not exceed that of average daily traffic measured at the lot line.
- Family Day Care Home (maximum of six children) and Group Day Care Home (maximum of ten children) provided that the Day Care Home is (1) in compliance with all state regulations and (2) meets all the criteria for a Home Occupation.
- Single-Family Dwelling, on a Lot of Record recorded prior to December 27, 1973 or on a lot having a minimum area of 10 acres.

Conditional Uses:

- Kennel or Hobby Kennel
- Equine Boarding Facility for more than six animals on a minimum 10-acre tract
- Animal Training Facility on a minimum 10-acre tract
- Riding School
- Airport
- Transmission facility
- Privately operated outdoor recreational facility
- New cemetery, human or animal, or enlargement of existing cemetery
- Private family cemetery
- Farm implement sales and service, and other agribusiness uses oriented to and exclusively serving the agricultural community
- Livestock sales barn and stockyard
- Water Tower, sewage lagoon or mechanical treatment plant where not approved under County Subdivision Regulation
- Sanitary landfill operated by a public agency
- Mobile Home not meeting the provisions of Section 4A. (9) of this ordinance
- Rock quarry on a minimum of 40 acres
- Permanent asphalt, cement or concrete plant provided the plant is located within the property boundary of a rock quarry producing a minimum average of 1,000 tons of rock per operating day
- Portable asphalt, cement or concrete plant used for a specific construction project
- Creek or river gravel recovery operation
- Bed and Breakfast
- Seasonal deer/game processing

(2) **A-1P Planned Agriculture 1 District**

A Planned Residential Development approved in accordance with the provisions of Section 6.

(3) **A-2 Agriculture District**

Permitted Uses:

Any permitted use of the A-1 District, provided however, a Single-Family Dwelling shall, in addition to the provisions of the A-1 District, be permitted on a lot or tract having a minimum area of two and one half acres

Conditional Uses:

Any conditional use of the A-1 District

(4) A-2P Planned Agriculture 2 District

A Planned Residential Development approved in accordance with the provisions of Section 6

(5) A-R Agriculture-Residential District

Permitted Uses:

- Agricultural Activity which shall include greenhouses and nurseries
- Equine Boarding Facility for a maximum of six animals on a minimum 20-acre tract
- Equine Ranch on a minimum 20-acre tract
- Farm Dwelling
- Home Occupation
- Public Park
- Golf course, except miniature course and driving range
- Place of Worship
- Public School, elementary and high, or private school having a curriculum equivalent to a public elementary or high school and having no rooms regularly used for housing or sleeping purposes.
- Family Day Care Home (maximum of six children) and Group Day Care Home (maximum of ten children) provided that the Day Care Home is (1) in compliance with all state regulations and (2) meets all the criteria for a Home Occupation
- Single Family Dwelling on a lot having a minimum area of one-half acre, (21,780 s.f.).

Conditional Uses:

- Privately operated outdoor recreational facility
- Enlargement of an existing cemetery
- Equine Boarding Facility for more than six animals on a minimum 20-acre tract
- Animal Training Facility on a minimum 20-acre tract
- Riding School on a minimum 20-acre tract
- Farm implement sales and service, and other agribusiness uses oriented to and exclusively serving the agricultural community
- Veterinary office or clinic or animal hospital provided, however, if the establishment is in a major recorded subdivision or is within 500 feet of a residentially developed area or an existing R-S, R-SP, R-D, R-DP, R-M or R-MP Zoning District all animals that are treated or cared for shall be kept within a sound-proofed, air conditioned building; no odor shall be perceptible at the boundary of the premises; and the noise outside the building shall not exceed that of average daily traffic measured at the lot line.
- Public building erected by any governmental agency
- Hospital, nursing home, and educational, religious and philanthropic institution

- Nursery, pre-kindergarten, kindergarten, play, special and other private schools
- Water Tower, sewage lagoon or mechanical treatment plant where not approved under County Subdivision Regulations
- Mobile Home Subdivision
- Mobile Home not meeting the provisions of Section 4. (9) of this ordinance
- Bed and Breakfast

(6) **A-RP Planned Agriculture Residential**

A Planned Residential Development approved in accordance with the provisions of Section 6.

(7) **R-S Single-Family Residential District**

Permitted Uses:

- Agricultural activity
- Single-family dwelling (minimum lot size; 7,000 square feet)
- Family Day Care Home (maximum of six children) Group Day Care Home (maximum of ten children) provided that the Day Care Home is (1) in compliance with all state regulations, and (2) meets all the criteria for a Home Occupation.
- Public Park or playground
- Place of worship
- Public school, elementary and high, or private school having a curriculum equivalent to a public elementary or public high school and having no rooms regularly used for housing or sleeping purposes.
- Golf course, except miniature course and driving tees (Ranges) operated for commercial purposes
- Home Occupation

Conditional Uses:

- Privately operated club with swimming pool and/or tennis courts on site of not less than five acres
- Public building erected by governmental agency
- Hospital, nursing home, retirement center, group home for the handicapped, and educational, philanthropic or religious institution on site of not less than five acres, provided not more than 50 percent of the site area may be occupied by buildings, and provided further, that the building shall be set back from all required yard lines and additional foot for each foot of building height
- Nursery, pre-kindergarten, kindergarten, play, special, and other private schools
- Waterpower, sewage lagoon or mechanical treatment plant where not approved under County Subdivision Regulations

- Two-family Dwelling
- Mobile Home Park or Mobile Home Subdivision in accordance with the existing mobile home park ordinance
- Mobile Home not meeting the provisions of Section 4. (9) of this ordinance
- Bed and Breakfast

(8) **R-SP Planned Single-Family Residential**

A Planned Residential Development approved in accordance with the provisions of Section 6.

(9) **R-D Two-Family Residential District**

Permitted Uses:

- Agricultural activity
- Any permitted use of the R-S District
- Two-family dwelling (minimum lot area per family; 5,000 square feet)

Conditional Uses:

- Any conditional use of the R-S District
- Three-family dwelling on a lot having a minimum area of 10,000 square feet.

(10) **R-DP Planned Two-Family Residential District**

A Planned Residential Development approved in accordance with the provisions of Section 6.

(11) **R-M Moderate Density Residential District**

Permitted Uses:

- Agricultural activity
- Any permitted use of the R-D District
- Privately operated club with swimming pool and/or tennis courts on site of not less than five acres
- Public building erected by any governmental agency except not maintenance or storage buildings
- Hospital, nursing home, retirement center, group home for the handicapped, and educational, philanthropic, or religious institution on site of not less than 5 acres provided not more than 50 percent of the site area may be occupied by buildings, and provided further that the building shall be set back from all required yard lines an

additional foot for each foot of building height.

- Nursery, pre-kindergarten, kindergarten, play special and other private school
- Private recreational facility where buildings do not occupy more than ten percent of the site area
- Multiple-family dwellings (minimum lot area per family; 2,500 square feet)
- Home Occupation
- Bed and Breakfast

Conditional Uses:

- Privately operated club with swimming pool and/or tennis courts
- Private recreational facility
- Hospital, nursing home, retirement center, group home for the handicapped, and educational, philanthropic or religious institution on a site of less than 5 acres
- Rooming or boarding house
- Water tower, mechanical treatment plant or sewage lagoon where not approved under County Subdivision Regulations
- Mobile Home Park or Mobile Home Subdivision in accordance with existing mobile home park ordinance
- Mobile Home not meeting the provisions of Section 4A. (9) of this ordinance

(12) **R-MP Planned Moderate Density Residential District**

A Planned Residential Development approved in accordance with the provisions of Section 6.

(13) **Rec Recreation District**

Permitted Uses:

- Agricultural activity
- Club and lodge with incidental facilities
- Golf and baseball driving range
- Fishing or fly-casting pond
- Marina
- Golf course, including miniature golf course
- Pitch and putt course
- Skating rink
- Guest ranch and incidental facilities, including stable, corral, swimming pool provided they are located on a site of at least 5 acres
- Swimming pool, swim park
- Tennis court
- Reception Facility

- Other similar recreation uses

Conditional Uses:

- Animal training with incidental facilities
- Shooting preserve
- Skeet, trap shooting, pistol and rifle range
- Incidental retail sales and services accessory to the main use
- Restaurant, cafeteria, and bars when incidental to the recreational uses on the premises
- Drag strip or race track
- Travel trailer park

(14) **REC-P Planned Recreation District**

A Planned Recreational Development approved in accordance with the provisions of Section 6.

(15) **C-O Commercial Office District**

Permitted Uses:

- Agricultural activity
- Place of Worship
- Bank or financial institution, drive-in or otherwise
- Office or office building
- Medical, dental and psychiatric offices and out-patient clinics provided that retail sales shall be limited to those items which are professionally adjusted or fitted on the premises
- Automobile parking lot, except no disabled, wrecked or junked motor vehicles shall be permitted
- Public buildings erected by any public agency except no maintenance or storage buildings

Conditional Uses:

- Mortuary
- Private School
- Retail Sales and the manufacture of articles to be sold at retail only, on the premises, when such activities are accessory uses to medical and dental offices and clinics provided that the total mechanical power used in manufacturing shall not exceed five (5) horsepower for any one shop and the space devoted to sales or manufacturing shall not exceed thirty (30) percent of the total floor area, and further provided that

- such manufacturing use shall not be noxious or offensive
- Residential uses when located on the second floor or above

(16) **C-N Neighborhood Commercial District**

Permitted Uses:

- Agricultural activity
- Any permitted use of the C-O District
Dressmaking, tailoring, shoe repair, repair of household appliances and bicycles, catering, and bakery with sale of bakery products on the premises and other uses of a similar character
- Mortuary
- Personal service uses, excluding massage parlors, but including barber shop, beauty parlor, photographic or art studio, laundry or dry cleaning receiving station and other uses of a similar character
- Photographic or blueprint service shops
- Private school
- Frozen food locker for individual or family use
- Private club or lodge
- Retail store provided that in connection with which there shall be no slaughter of animals or poultry, nor commercial fish cleaning and processing on the premises.
- Theatre, not including drive-in theatre
- Restaurants and cafeterias, not including drive-in or walk-in carry-out establishments
- Self-service laundry or cleaning establishment
- Shops for custom work, or the manufacture of articles to be sold at retail only, on the premises, provided that in such manufacture the total mechanical power shall not exceed five (5) horsepower for the operation of any one shop, and provided the space occupied by the manufacturing use permitted herein shall not exceed fifty (50) percent of the total floor area of the entire building and further provided that such manufacturing use is not noxious or offensive
- Veterinary office or clinic where small animals are treated, cared for or kept within a soundproofed, air conditioned building provided there shall be no odor that shall be perceptible at the boundary of the premises and further provided the noise outside the building shall not exceed that of normal daily traffic measured at the lot line
- Bed and Breakfast

Conditional Uses:

- Automobile service station
- General service and repair establishments, including dyeing or cleaning works or laundry, plumbing and heating, printing, painting, upholstering or appliance repair
- Bar or tavern

- Water tower, mechanical treatment plant or sewage lagoon where not approved under County Subdivision Regulations
- Residential uses when located on the second floor or above

(17) **C-G General Commercial District**

Permitted Uses:

- Agricultural activity
- Any permitted use of the C-N District
- Amusement centers and video arcades
- Automobile service station
- Automobile repair shop
- Bar or tavern
- Billboards and signs in compliance with Section 25
- Bowling alley or billiard parlor
- Display and salesroom
- Farm implements, sale and repair
- Farm store or feed store
- Frozen food locker
- Hotel or Motel
- Laboratory, research, experimental or testing, but not testing combustion engines or explosives
- Radio or television broadcasting station or studio
- Reception Facility
- Rental agency
- Seasonal temporary fireworks stand
- Kennel where animals are kept within a soundproofed, air conditioned building provided there shall be no odor that shall be perceptible at the boundary of the premises and further provided the noise outside the building shall not exceed that of normal daily traffic measured at the lot line
- New or used cars, mobile homes, travel trailer, or boat sales or storage lot
- Dyeing, cleaning, laundry, printing, painting, plumbing, tinsmithing, tire sales and services, upholstery and other general service or repair establishment of similar character. Not more than 10 percent of the lot or tract occupied by such establishment shall be used for the open and unenclosed storage of materials or equipment

Conditional Uses:

- Transmission facility
- Drive-in or walk-in, carry-out establishment, including restaurant and theatre
- Lumberyard and building materials
- Farm feed store with bulk feed and/or bulk fertilizer storage and mixing facilities

- Bottling works
- Collection point for recyclable material
- Wholesale establishment or warehouse (including self-storage mini-warehouse) in a completely enclosed building
- Truck stop and associated uses
- Railroad spur tracks and truck terminal
- Water tower, mechanical treatment plant or sewage lagoon where not approved under County Subdivision Regulations
- Travel trailer park
- Residential uses when on the second floor or above
- Portable concrete plant used for a specific construction project
- Permanent fireworks stand or store

(18) **C-GP Planned Commercial District**

A Planned Commercial Development approved in accordance with the provisions of Section 6

(19) **M-L Light Industrial District**

Permitted Uses:

- Agricultural activity
- Any permitted use and any conditional use of the C-G General Commercial District except that no residential uses shall be permitted other than dwellings for resident watchmen and caretakers employed on the premises.
- Generally those light manufacturing uses similar to those listed below which do not create any more danger to health and safety in surrounding areas and which do not create any more offensive noise, vibration, smoke, dust, lint, odor, heat, or glare, than that which is generally associated with light industries of the types specifically permitted below:
 1. Manufacture or assembly of medical and dental equipment, drafting, optical, and musical instruments, watches, clocks, toys, games, and electrical or electronic apparatus.
 2. Preparation, processing or bottling of food or beverage products; such as, bakery products, candy manufacture, dairy products and ice cream, fruit and vegetable processing and canning and processing of fish, meat and poultry products, but not the slaughtering of poultry or animals

3. Manufacture of textile products; such as, rugs, mattresses, pillows, quilts, millinery, hosiery, clothing and fabrics, printing and finishing of textiles and fibers into fabric goods
4. Manufacture or assembly of wood products; such as, boxes, furniture, cabinets, baskets, and other wood products of similar nature
5. Compounding of cosmetics, toiletries, drugs, and pharmaceutical products.
 - Photographic processing or blueprinting
 - Printing and publishing
 - Recycling center for metal containers having a capacity of less than five gallons and for glass, paper, plastic and aluminum
 - Wholesale merchandising or storage warehouses and fenced outdoor storage areas (including self-storage mini-warehouses)
 - Contractor's buildings and storage yards
 - Forges and blacksmithing
 - Bus barns or lots
 - Hatcheries
 - Monument or marble works
 - Moving, transfer or storage plants
 - Veterinary office or clinic, animal hospital, kennels

Conditional Uses:

- Manufacture or assembly of metal or fiberglass products; such as, boats, vehicles, farm equipment, auto or machine parts, satellite receivers, nails, bolts, nuts, screws and rivets, ornamental iron products, firearms, electrical appliances, tools, dies, machinery and hardware products, sheet-metal products, and vitreous enameled products.
- Massage Parlor
- Sexually Oriented Business

(20) **M-LP Planned Industrial District**

A Planned Industrial Development approved in accordance with the provisions of Section 6.

(21) **M-G General Industrial District**

Permitted Uses:

- Agricultural activity

- Any permitted use and any conditional use of the M-L Light Industrial District
- Asphalt plant
- Cement or Concrete Plant
- Poultry killing and dressing for commercial purposes
- Stockyard or slaughter of animals

Conditional Uses:

- Acid Manufacture
- Distillation of bones
- Explosive manufacture or storage
- Fat rendering
- Fertilizer manufacture
- Storage of disabled, wrecked, or junked motor vehicles and associated salvage uses
- Sanitary landfill
- Glue manufacture or tankage
- Junk yard or salvage yard
- Wholesale storage of gasoline
- Any industrial use which the Commission determines is of a character similar to those listed above.

(22) **M-GP Planned General Industrial District**

A Planned Industrial Development approved in accordance with the provisions of Section 6.

SECTION 6 PLANNED DEVELOPMENTS; RESIDENTIAL, RECREATIONAL, COMMERCIAL, AND INDUSTRIAL.

6.1 The general regulations contained in Sections 6.1 through 6.5 apply to all Planned Residential Developments, Planned Recreation Developments, Planned Commercial Developments, and Planned Industrial Developments.

6.1.1 Purposes. The purposes of Planned Developments are to encourage unified developments, to minimize adverse impacts on the surrounding area and to allow greater flexibility in the design of buildings and building complexes than would otherwise be possible through the strict application of district regulations.

6.1.2 Allowed Uses. The Allowed Uses in a Planned Development are determined as follows:

6.1.2.1 An applicant may request any number of permitted or conditional uses, or combination thereof, from the underlying parent zoning district. Or, when a rezoning is requested along with a planned development, an applicant may request any number of permitted or conditional uses, or combination thereof, of a requested parent zoning district contingent upon approval of the rezoning request.

6.1.3 Change of Allowed Uses. Any change in allowed uses, on a previously approved review plan or final plan shall require submittal of a new review plan and processing in accordance with this Section; such new review plan shall be known as Revised Review Plan and shall be treated as a rezoning request. Such new final plan shall be known as a Revised Final Plan. Revised review plans shall conform to and are subject to all standards and procedures of these regulations with respect to review plans. Revised final plans shall conform to and are subject to all standards and procedures of these regulations with respect to final plans.

6.1.4 Required Plans. Both an approved Preliminary Development Plan, hereinafter referred to as the "Review Plan" and a Final Development Plan, hereinafter referred to as the "Final Plan" are required for all Planned Developments.

6.1.5 Compliance with Subdivision Regulations. In the event the proposed development plan involves the subdivision of land the owner shall follow all applicable procedures, standards and requirements of the Subdivision Regulations of Boone County. In such cases the preliminary plat may be submitted concurrently with the review plan; the final plat may be submitted concurrently with the final plan.

6.1.5.1 When a review plan and a preliminary plat are submitted concurrently, they may be combined on one document provided all necessary information is clearly shown.

6.1.5.2 If the review plan and preliminary plat are not combined on the same document, they must be drawn to the same scale.

6.1.5.3 The Director may require submittal of "detail plans" of all or portions of a proposed review plan if such plans will facilitate review of the proposal.

6.2 Approval Procedures and Standards of Review

6.2.1 Concept Review: Prior to preparing the Review Plan and initiating the approval procedures the property owner or his agent, hereinafter referred to as

the "proponent", is required to prepare a graphic proposal, meeting the requirements of Section 6.3, pertaining to the proposed planned development and consult with the Director or his designee in a manner consistent with procedures established by this section. The purpose of this consultation is to discuss procedural, technical or other requirements necessary to gain approval and to obtain information and advice which could expedite matters, save the owner unnecessary expense and coordinate the plans of the proponent with those of Boone County.

- 6.2.2 Submission of Review Plan and Rezoning Request. The proponent of a Planned Development shall submit one original, in permanent ink on vellum or double matte polyester film, and 17 paper copies of the Review Plan to the Director.
- 6.2.3 Rezoning Application Required. The proponent shall submit a request for rezoning along with a request for approval of a Planned Development Review Plan if the proponent's tract is not already in the appropriate Planned District. For example, if a property is currently zoned R-S and a planned development is proposed for the property a rezoning to R-SP is required.
- 6.2.4 Conditional Use Permit Not To Be Combined With Rezoning Request. Any allowed use that is listed as a conditional use in the underlying or proposed zoning district requires a conditional use permit in the planned development. The hearings for the planned development and the conditional use shall not be held concurrently. If a specific proposal for the conditional use is made in conjunction with the review plan application the conditional use application shall not be submitted until after the Commission makes a recommendation upon the review plan application
- 6.2.5 Staff shall conduct a review of the proposed Review Plan and prepare a report and recommendation for the Commission. The report shall contain the following: (1) A statement indicating whether the information provided is sufficient for a recommendation to be made. (2) An analysis as to whether the information provided on the plan meets the approval criteria and standards contained in these regulations. (3) A recommendation for approval, disapproval or tabling, which may include a list of proposed conditions of approval to allow approval in compliance with these regulations.
- 6.2.6 Commission Action on the Review Plan. The Commission shall advertise and hold a public hearing on the Review Plan and on any accompanying request for rezoning. The public hearing shall be advertised in accordance with the provisions of Section 15.F of these regulations. The Commission, after the hearing, shall recommend to the County Commission the approval or rejection of the Review Plan, with or without modifications or conditions, and the

approval or rejection of any accompanying rezoning request. The Commission's recommendation shall include a list of allowed uses that may include some or all of the uses proposed by the proponent. Uses not specifically proposed by the proponent upon the initial Review Plan may not be added or approved. Uses not listed in the Commission recommendation are not allowed and must be removed from the Review Plan. The Commission may table action on the request, until the next regularly scheduled business meeting, should it feel that there is insufficient information upon which to base a recommendation.

- 6.2.7 Any development or property that has been approved as a planned residential development prior to the effective date of these regulations is considered to have been rezoned to a planned district of the corresponding parent zoning district and shall be treated as such for purposes of these regulations.
- 6.2.8 Any planned development approved prior to the effective date of these regulations is limited to the specific uses approved for the development. Other uses listed in the parent zoning district are not allowed without approval of a revised review plan and revised final plan that complies with these regulations which adds such uses.
- 6.2.9 General Standards for Approval of a Review Plan. The Commission shall review the proposed development for conformity with the county Master Plan, Major Thoroughfare Plan, subdivision and zoning regulations, the point rating system and other land planning principles. Before recommending approval of a Review Plan the Commission shall determine that:
- 6.2.9.1 Adequate utilities, access roads and/or other necessary facilities will be provided.
- 6.2.9.2 Adequate measures will be taken to provide ingress and egress designed to minimize traffic congestion on the public streets.
- 6.2.9.3 The proposed development is located in an area where infrastructure and services can be provided in a cost-effective manner.
- 6.2.10 Specific Standards for Approval of a Review Plan. The Commission and/or the County Commission may reject a Plan or may approve a Plan subject to conditions, which may include, but not necessarily be limited to the following:
- Conditions regarding proposed land use
 - Deletion of proposed allowed uses
 - Layout of the development
 - Vehicular and pedestrian circulation

- Adequacy of and impacts to utility systems
- Adequacy of and impacts to public roadways
- Adequacy of and impacts to stormwater drainage systems and drainage ways
- buffer zones
- landscaping
- setbacks
- off-street parking
- lighting
- other factors deemed as being essential to the sound development of the area and for the protection of adjacent areas.

6.2.11 Alteration of a Review Plan, Not Allowed. Once the Commission has made a recommendation, the proponent may not propose alterations to the proposal and Review Plan without further Commission review. This shall not preclude the County Commission from requiring modifications to the Review Plan as specified in Section 6.2.12.

6.2.12 County Commission Action on the Review Plan.

6.2.12.1 After receipt of the Commission's recommendations and after public hearing the County Commission shall approve or reject the Commission's recommendation on the Review Plan with or without modifications or conditions. The County Commission may continue the hearing to a future date after specifying the date to which the hearing is continued.

6.2.12.2 If the County Commission finds that additional information is required in order to make a decision, it shall remand the application to the Commission for further investigation and information gathering. In such cases, the Commission shall conduct additional public hearings, as necessary, after providing public notice consistent with Section 15.F. Following the public hearing(s) the Commission shall forward a recommendation, consistent with Section 6.2.6 to the County Commission.

6.2.12.3 Any accompanying requests for rezoning shall be heard at the Review Plan hearing. If the Review Plan is approved, the Official Zoning Map shall not be amended to the requested zoning district until such date that the required Final Plan is approved.

6.2.12.4 Expiration of the Review Plan. Any review plan or any portion thereof for which a final plan has not been approved shall expire and become

null and void after a period of 24 months from the date the County Commission approved said review plan. The County Commission may approve a longer period of time upon a showing of good cause by the developer/proponent.

- 6.2.13 Commission Action on the Final Plan. Following Review Plan approval the proponent shall submit one permanent reproducible original, in permanent ink on double matte polyester film, and 17 paper copies of the Final Plan to the Commission; the applicant is strongly encouraged to submit a digital copy of the plan. At the discretion of the Commission Chairperson, in cases where the County Commission has endorsed the recommendation of the Commission without change or additional modification or conditions, the Commission's Chairperson and Secretary may approve a final Plan without full Commission review; provided the Plan meets all Final Plan requirements. After approval the permanent reproducible copy of the Final Plan shall be signed by the Commission's Chairperson and Secretary and be permanently filed by the Director of Planning. After a County Commission Order is generated for the endorsement of the Final Plan, the Final Plan shall be recorded in the office of the Boone County Recorder of Deeds. The recording fee is to be paid by the proponent.
- 6.2.14 Standards for Approval of the Final Development Plan. The Commission shall approve the Final Plan when it is satisfied of the following:
- All required information is accurately portrayed on the Plan.
 - The Final Plan conforms to the approved Review Plan.
 - The Final Plan demonstrates compliance with all conditions, which the County Commission may have imposed on the Review Plan.
- 6.2.15 County Commission Order. Following approval of the final plan by the Commission, the plan shall be presented to the County Commission who shall summarily endorse the plan by Order of the Commission.
- 6.2.16 Issuance of Building Permits. No Building Permit or Certificate of Occupancy shall be issued for any building or use that is not in accordance with the approved Final Plan.
- 6.2.17 At the discretion of the Director, any change of use of a building or premises, within an approved planned development, as shown on the final plan, shall require submittal of a revised review plan and revised final plan.
- 6.2.18 In an approved Planned Development, any change of use not in conformance with the approved review and final plan is not allowed and shall require a revised review plan and revised final plan.

- 6.3 General Standards for Concept Review. Concept reviews are normally scheduled for the second and third Monday of each month. The required information must be submitted at least one week prior to the Monday on which the concept review meeting is to be held.
- 6.3.1 Any request for a concept review shall include the following written information on one or more 8 ½" x 11" sheets of paper:
- The assessor's parcel numbers of all tracts included in the planned development
 - The owner's name, address, phone number and fax number (if available)
 - The primary contact person's name, address, phone number and fax number
 - A brief written description of the proposal
- 6.3.2 Any request for a concept review shall include a graphic depiction of the proposal on one or more 8 ½" x 11" sheets of paper which includes the following information drawn to an approximate scale:
- Approximate scale
 - Graphic scale on all diagram sheets
 - North point
 - Parcel boundaries
 - Section, township and range in which the property is located
 - Adjacent streets
 - General layout of proposed streets and/or circulation patterns
 - General location of proposed utilities
 - General lot layout
 - A list of proposed Allowed Uses
- 6.4. Review Plan - Scope and Content. The Review Plan shall encompass the entire tract, acreage and all adjacent parcels held in one ownership at the time of submission. All of the information listed below must be submitted at the time of application. Failure to provide all of the information, by the submittal deadline, will result in rejection of the application. The review plan submission shall include the following:
- 6.4.1 A written description of the proposal including a list of requested Allowed Uses.
- 6.4.2 An erosion sedimentation control plan
- 6.4.3 A landscape and buffering plan
- 6.4.4 A stormwater control plan

6.4.5 A Phasing Plan if the development is proposed to be developed in phases

6.4.6 A Site Plan titled “Review Plan” that shall clearly and legibly show, at a scale of not less than one inch equals one hundred feet (1" = 100'), the following:

- A site location map showing the proposed planned development, all adjacent land owned by the proponent and its relationship to the surrounding area.
- A legal description of the property included in the review plan.
- The name of the proposed development, scale, north point, acreage and boundaries of the property to be developed.
- The name of the owners of the property and the individual or firm responsible for the preparation of the Review Plan.
- Existing zoning districts in the tract and within 200 feet of the property.
- Proposed lot lines.
- The location, use and approximate size of existing structures on the tract and within 200 feet of the property.
- Allowable and proposed unit densities or floor area as appropriate and corresponding parking ratios and the total number of required and proposed parking spaces.
- Graphic description of the location of natural features such as wooded areas, ponds, lakes, streams, wetlands, the 100-year floodplain, slopes greater than 25% and areas of Karst topography.
- A note indicating whether any portion of the property is within the 100-year floodplain and containing a reference to the appropriate FIRM Community and Panel Number.
- The relationship of streets, drives and alleys in the Planned Development to adjacent streets, drives and alleys.
- Label and show the proposed location, size, and arrangements of structures including signs, parking areas, existing and proposed public streets and private drives, easements, utility lines, landscaping and other features of the proposed plan that are necessary to show in order to meet the requirements of Section 6.2.9 and 6.2.10.
- A block for the signature of the Chairperson of the Commission.
- A block for the signature of the Presiding Commissioner.
- The signature and seal of an architect, engineer or land surveyor duly registered to practice in the State of Missouri.

6.4.7 The Director may require the submittal of additional reports, plans and/or other information, as necessary, in order to document compliance of the proposal with Sections 6.2.9 and 6.2.10.

6.5 General Standards for Final Plan

- 6.5.1 Final Plan – Scope and Content. The Final Plan shall contain all of the information required on the Review Plan and shall show any changes, modifications or conditions that have been required by the Commission or County Commission.
- 6.5.2 Phasing of the Final Plan does not have to include the entire area included in the approved Review Plan.
- 6.5.3 The Final Plan shall be prepared by and have the seal and signature of an architect, engineer or land surveyor duly registered to practice in the State of Missouri.
- 6.5.4 The Final Plan shall be drawn clearly, legibly and graphically in ink on 24” by 36” sheets of double matte polyester film without adhesive stick-ons. When necessary the Final Plan may be on several sheets, accompanied by an index showing the entire planned development.
- 6.6 Planned Residential Developments.
- Planned Residential Developments must comply with all provisions of Sections 6.1 through 6.5 and the following additional provisions:
- 6.6.1 Where Permitted. Planned Residential Developments are permitted in the A-1P, A-2P, A-RP, R-SP, R-DP, and R-MP Districts.
- 6.6.2 In the A-1P, and A-2P Districts permitted uses shall be restricted to single-family detached dwellings, and the accessory buildings and uses permitted in the A-1, and A-2 districts. Single-family attached dwellings may be permitted upon demonstration of architectural compatibility with the character of the surrounding area.
- 6.6.3 Housing Types. In the A-RP, R-SP, R-DP and R-MP Districts, housing may consist of single, two-family or multiple-family dwellings, or any combination thereof.
- 6.6.4 Yard, Setback, Height and Lot Size Requirements. The minimum yard, setback, minimum lot size and maximum height requirements of the district in which the development is located may be varied upon approval by the Commission except that minimum setbacks equal to a front yard setback for the corresponding non-planned parent zoning district shall be provided around the boundaries of the planned development.
- 6.6.5 Density. The number of dwelling units permitted shall be determined by dividing the net development area within the proposed PRD by the net

development area per residence required by the corresponding non-planned parent zoning district in which the area is located as indicated in the following table:

Parent Zoning District	Net Development Area Per Residence
A-1 Agriculture	10-acres
A-2 Agriculture	2.5-acres
A-R Agriculture Residential	½ - acres (21,780 square feet)
R-S Residential Single Family	7,000 square feet
R-D Two-Family Residential	5,000 square feet
R-M Moderate Density Residential	2,500 square feet

Net development area shall be determined by subtracting the area set aside for churches, schools, and other non-residential uses from the gross development area. The area set aside for permanent common open space shall be included in determining the number of dwelling units permitted. Land covered by water may be included in the open space, for purposes of calculating density, according to the following table (the figures are representative of the maximum percentage of total open space that may be covered by water and still be used for density calculations):

Planned Agriculture, A-1P	60%
Planned Agriculture, A-2P	20%
Planned Agriculture Residential, A-RP	15%
Planned Single Family Residential, R-SP	5%
Planned Two Family Residential, R-DP	5%
Planned Moderate Density Residential, R-MP	5%

6.6.6 More than one dwelling unit may be proposed on individual lots.

6.7 Planned Recreation District. Planned recreation developments must comply with all provisions of sections 6.1 through 6.5 and the following additional provisions:

6.7.1 In general, the height and bulk of buildings, the amount of open space, the parking and loading requirements shall be equal to those in the REC district. The Commission may vary yard, setback, and parking requirements of the REC district except that a 25 foot minimum setback shall be provided around the boundaries of the planned development. The minimum distance between structures shall be as provided in the Building Code as adopted by Boone County.

6.8 Planned Commercial Developments. Planned Commercial Developments must comply with all provisions of Sections 6.1 through 6.5 and the following additional provisions:

6.8.1 In general, the height and bulk of buildings, the amount of open space, the parking and loading requirements shall be equal to those in the Commercial District. The Commission may vary the minimum yard, setback, and parking requirements of the Commercial District except that a minimum 20 foot setback shall be provided around the boundaries of the planned development. Minimum distance between structures shall be as provided in the Building Code as adopted by Boone County.

6.9 Planned Industrial Developments. Planned Industrial Developments must comply with all provisions of Sections 6.1 through 6.5 and the following additional provision:

6.9.1 In general, the height and bulk of buildings, the amount of open space, the parking and loading requirements shall be equal to those in the Industrial District. The Commission may vary the minimum yard, setback, and parking requirements of Industrial District except that a minimum 25 foot setback shall be provided around the boundaries of the planned development. Minimum distance between structures shall be as provided in the Building Code as adopted by Boone County.

6.10 Conflicting Requirements.

Procedures, standards and requirements contained in this Section shall prevail over conflicting requirements of Sections 5, 9A & 9B, 10, 11, and 14 of this Zoning Ordinance.

SECTION 7 ACCESSORY BUILDINGS AND USES FOR NON-AGRICULTURAL USES

A. Accessory buildings and uses for non-agricultural uses are permitted when in accordance with the following:

(1) In the A-1 and A-2 Agricultural Districts accessory buildings and uses are limited to:

A private residential garage

Tennis court, swimming pool, non-commercial greenhouse, garden house,

barbecue oven, fireplace and similar uses customarily accessory to residential uses.

Satellite dish antenna

Collectors for solar and other alternate energy sources

Roadside stands for the sale of agricultural products produced on the premises.

- (2) In the A-R, R-S, R-D and R-M Districts accessory buildings and uses are limited to:

Those accessory buildings and uses permitted in the A-1 and A-2 Agricultural Districts except roadside stands shall not be permitted.

- (3) A single accessory dwelling is allowed on legally created individual parcels that are 20-acres or larger in size up to a maximum of two total dwelling units on said individual 20-acre or larger parcels.
- (4) In Commercial Districts there may also be:

Accessory dwelling unit on floors above or attached to commercial uses for occupancy by the owner or employee.

Incidental storage provided such storage does not exceed 40-percent of the floor area of a building in the C-N and C-G districts.

A manufactured home may be used as an office in the commercial or industrial districts provided that all existing building code and zoning regulations are complied with and the unit is placed on a foundation, or is tied down and under-skirted.

- (5) There shall be the following additional regulations for accessory buildings located on legally created parcels less than 5-acres in area:

No accessory building shall be constructed upon a lot until the construction of the main building has actually commenced, and no accessory building shall be used unless the main building on the lot is also being used. However, nothing shall prevent the use of a temporary construction shed or road wagon for the storage of tools, material and equipment by a contractor during building construction, with said shed or wagon being removed from the property within 10 days following the completion of the construction.

Legally created parcels that are 5-acres in area or larger may have a single accessory personal storage structure, without a primary structure on the parcel, provided the structure is not used for any type of commercial use including home occupation.

No accessory building may be erected in front of a main building unless the accessory building is attached to the main building by a common wall.

Accessory buildings may not be used for dwelling purposes except as provided in (3) and (4) above.

SECTION 8 NONCONFORMING USES

- 8.1 Nonconforming Use of Land and Buildings. Except as otherwise provided herein, the lawful use of open land or of a building existing at the effective date of this ordinance may be continued although such use does not conform to the provisions of the zoning district or regulations. The nonconforming use of land shall not be extended or enlarged, either on the same or adjoining property.
- 8.1.1 Change of Use. A nonconforming use of land or a building may, if no structural alterations are made, be changed to another nonconforming use of the same or of a more restricted/less intensive classification by Conditional Use Permit. Whenever a nonconforming use has been changed to a more restricted use or to a conforming use, such use shall not thereafter be changed to a less restricted/more intensive use.
- 8.1.1.1 The most restrictive/least intensive district and category in which the current non-conforming use is listed, either as a permitted or conditional use, establishes the category of uses to which the current non-conforming use may be changed by Conditional Use Permit.
- 8.1.2 The nonconforming use of an existing building may be hereafter extended throughout those parts of that building, which were lawfully and manifestly arranged or designed for such use on or before December 27, 1973.
- 8.2 Discontinuance of Nonconforming Use
- 8.2.1 Vacancy. Any lot or structure or any portion thereof, occupied by a nonconforming use, which is or hereafter becomes vacant and remains unoccupied by a nonconforming use for a period of one year shall not thereafter be occupied, except by a use which conforms to the zoning district in which the lot or structure is located.

- 8.2.2 Destruction. No building, which has been damaged by any cause to the extent equal to more than seventy-five (75) percent of the actual value of the building immediately prior to the damage, shall be restored except in conformity with the regulations of this ordinance. In such cases all rights as a nonconforming use are terminated.
- 8.3 Repair, enlargement and/or modifications shall not be allowed on any land or structure containing a nonconforming use except in accordance with this section. If any nonconforming structure or use is, by any cause, damaged to the extent of less than 75 percent of the actual value of the building immediately prior to the damage, it may be repaired to its original foot print and floor area. All rights as a nonconforming use are continued provided the repairs are completed within 12 months of the date of such damage. If the repairs are not completed within 12 months of the date of such damage, all rights as a nonconforming use are terminated.
- 8.4 Nonconforming Lots of Record. Where a lot of record has less area than required for the district in which it is located, said lot may be used for any use permitted in the district in which it is located provided that all minimum setback or yard requirements are met.
- 8.5 Conditional Uses Not Nonconforming. Existing uses eligible for conditional use permits shall not be considered to be nonconforming uses but shall require a conditional use permit for any alteration, enlargement, continuation, or extension.
- 8.6 Certificate of Occupancy for a Nonconforming Use. Nonconforming uses existing at the effective date of this ordinance shall apply for a Certificate of Occupancy no later than January 1, 2006. The existence of a nonconforming use shall be a question of fact and shall be decided by the Board of Adjustment after public notice and hearing and in accordance with the rules of the Board. Failure to apply for a Certificate of Occupancy for Nonconforming Use by January 1, 2006 shall result in the loss of all nonconforming rights. In obtaining a Certificate of Occupancy for Nonconforming Use, the burden of proof is upon the applicant. The applicant must provide competent evidence of the continuous existence of the nonconforming use since December 27, 1973 and all changes of use since December 27, 1973.
- 8.6.1 Certificate of Occupancy for Nonconforming Signs. The owner of a nonconforming sign shall obtain a Certificate of Occupancy for a Nonconforming Sign. If the application for the certificate of occupancy is made prior to January 1, 2006 the Director may issue the certificate of occupancy. If the application for certificate of occupancy is made after January 1, 2006, the existence of the sign as a nonconforming use shall be a question of fact and shall be decided by the Board of Adjustment after public notice and hearing and in accordance with the rules of the Board.

8.6.1.1 Applications to the Director for certificate of occupancy are subject to the following:

- The application for certificate of occupancy shall be submitted on form(s) provided by the Director. The applicant shall attach all documentation necessary to establish the existence of the nonconforming use. It is the responsibility of the applicant to obtain all such information. The applicant shall also submit a list containing the owner's name, address and parcel number for each property within 1000-feet of the property on which the sign is located.
- Notice of the application shall be sent to the owners of all property within 1000-feet of the property on which the sign is located. The applicant shall pay all notification costs.
- All evidence of the nonconforming sign must originate from public records such as building permit records, tax records and aerial photographs maintained by a public agency. If the existence of a nonconforming sign cannot be established through the use of evidence from public records, the application shall be referred to the Board of Adjustment for decision.
- The certificate of occupancy shall specify the elements from Section 25 with which the sign does not comply.
- The decision of the Director may be appealed to the Board of Adjustment.
- The Director may defer any decision to the Board of Adjustment.

SECTION 9 HEIGHT REGULATIONS

A. Maximum height limits established for non-farm buildings and structures are as follows:

(1) Thirty-five feet in the A-1, A-1P, A-2, A-2P, A-R, A-RP, R-S, R-SP, R-D, R-DP, R-M, R-MP, REC and REC-P Districts.

(2) Forty-five feet in the C-O, C-N, C-G, C-GP, M-L, M-LP, M-G and M-GP Districts.

B. The above height limits may be exceeded in the following instances:

- (1) Buildings and structures, when permitted in the district, may be erected to a height not exceeding 100 feet if the building or structure is set back from each yard line at least one foot for each additional foot of height above the height limit otherwise permitted in the district in which the building or structure is located.
- (2) Buildings and structures, when permitted in the district, may be erected to such height as may be authorized by a Conditional Use Permit obtained in accordance with the provisions of Section 15.A.

C. Airspace Height Limits for Public and Private Airports.

Height restrictions for airspace needed for public and private airports shall be in accordance with the most current Federal Aviation Regulations. Additionally, the following height restrictions apply in relation to Columbia Regional Airport:

- (1) Structures within one mile of Columbia Regional Airport, as measured from the nearest point of the airport property boundary, shall be limited in height to 50 feet above the airport elevation.
- (2) Structures located more than one mile but less than two miles from Columbia Regional Airport, as measured from the nearest point of the airport property boundary, shall be limited to a height of 100 feet above the airport elevation.
- (3) Structures located more than two miles but less than three miles from Columbia Regional Airport, as measured from the nearest point of the airport property boundary, shall be limited to a height of 150 feet above the airport elevation.
- (4) Structures located more than three miles but less than four miles from Columbia Regional Airport, as measured from the nearest point of the airport property boundary, shall be limited to a height of 200 feet above the airport elevation.
- (5) Structures located more than four miles but less than five miles from Columbia Regional Airport, as measured from the nearest point of the airport property boundary, shall be limited to a height of 250 feet above the airport elevation.
- (6) Structures located more than five miles but less than six miles from Columbia Regional Airport, as measured from the nearest point of the airport property boundary, shall be limited to a height of 300 feet above the airport elevation.

- (7) In applying these height restrictions, the heights of a structure may be increased within each of the above categories one additional foot for every 106 feet of additional distance beyond the closest point to the airport within that category.

SECTION 10 YARD REQUIREMENTS

A Minimum Yard Requirements

The following minimum yards for non-farm uses, measured in feet, shall be provided within the districts indicated below:

<u>DISTRICT</u>	<u>FRONT</u>	<u>REAR</u>	<u>SIDE MINIMUM</u>
A-1, A-2	50	50	15
A-R, R-S, R-D, R-M	25	25	6
REC	10	20	6
C-O, C-N, C-G, C-GP	10	20	6
M-L, M-G, M-LP	25	25	6

B. Additional Requirements

The following additional yard requirements must also be observed:

- (1) On lots fronting on two non-intersecting streets, front yard setbacks shall apply on both streets.
- (2) On corner lots front yard setbacks will apply on both streets. On corner lots that were lots of record on December 27, 1973, the buildable width cannot be reduced to less than 28 feet, except that there shall be a yard along the side street side of such a lot of at least five (5) feet.

- (3) In the Commercial and Industrial Districts there may be more than one building on a lot provided that the required yards are maintained around the group of buildings.
- (4) There may be two or more related multi-family, hotel, motel or institutional buildings on a lot; provided that (a) the required yards be maintained around the group of buildings and (b) buildings that are parallel or that are within 45 degrees of being parallel be separated by a horizontal distance that is at least equal to the height of the highest building.
- (5) Buildings containing attached, single-family dwelling units shall be permitted in the R-M District provided that the total length of any one such building shall not exceed 160 feet. Except for the end units, each dwelling building shall have a common wall with at least two other dwelling units. The building containing the attached dwellings shall meet all the yard requirements for the R-M District. Each attached single-family dwelling shall front onto a public street.
- (6) Those parts of buildings existing on December 27, 1973, that violate yard regulations may be repaired and remodeled, but not reconstructed or structurally altered unless permitted in accordance with paragraph (2) above.
- (7) Required front yards shall be devoted entirely to landscape area except for off street parking and the necessary paving of driveways and sidewalks to reach parking or loading areas in the side or rear yard.
- (8) Where an official line has been established for the future widening or opening of a street or major thoroughfare upon which a lot abuts, then the depth of front or side yard shall be measured from such official line to the nearest line of the building.
- (9) The minimum width of side yards for schools, libraries, churches, community buildings and other public and semi-public buildings in residential districts shall be 25 feet, except where a side yard is adjacent to a commercial or industrial district, in which case the width of that yard shall be as required in the district in which the building is located.
- (10) No sign, fence, wall, shrub or other obstruction to vision exceeding two feet in height above the established street grade shall be erected, planted or maintained within the area of a corner lot that is included between the lines of the intersecting streets and a straight line connecting them at points 20 feet distant from the intersection of the street right-of-way lines.
- (11) Yard requirements shall be measured as follows:

- (a) Yard requirements for lots fronting on state roads shall be measured from the closest edge of the dedicated roadway right-of-way.
- (b) In subdivisions or areas having a dedicated roadway right-of-way, yard requirements shall be measured from the closest edge of the right-of-way.
- (c) On roads not having a dedicated roadway right-of-way, yard requirements shall be measured from a point at least 15 feet from the closest center of the road. Right-of-way for roads designated on the Thoroughfare Plan as having a higher classification shall have a right-of-way as set forth in the most current Boone County Subdivision Regulations.

C. Exceptions to Yard Requirements

The following exceptions may be made to the yard requirements:

- (1) Sills, belt courses, window air-conditioning units, chimneys, cornices, and ornamental features may project into a required yard a distance not to exceed 24 inches.
- (2) Filling station pumps and pump islands may occupy required yards provided, however, that they are at least 15 feet from all lot lines.
- (3) When located in side or rear yards above ground, commercial fuel tanks shall not be erected closer than 15 feet to a side or rear lot line. Above ground fuel tanks shall not be permitted in required front yards.
- (4) Open fire escapes, fireproof outside stairways and balconies opening upon fire towers and the ordinary projections of chimneys and flues into a rear yard for a distance of not more than three and one half feet when so placed as to not obstruct light and ventilation, may be permitted by the Director of Planning.
- (5) Terraces which do not extend above the level of ground (first) floor may project into a required side yard, provided these projections are at least two feet from the side lot line.
- (6) Accessory buildings may be located in a side or rear yard but may not occupy more than 30 percent of the yard in which it is located.
- (7) Any accessory building less than ten feet from a main building shall be considered as part of the main building and shall be provided with the side and rear yard required for the main building.

- (8) Any accessory building more than ten feet from a main building may be erected not closer than two feet to a side or rear lot line, but must be located at least 60 feet from the front street line.
- (9) In addition to the locations permitted by the above yard exceptions for accessory buildings, satellite dish antennae, and collectors for solar energy may also be located in a front yard but must be at least 25 feet from the front street line.
- (10) On corner lots the minimum buildable width of 28 feet for main buildings is reduced to 22 feet for accessory buildings.

SECTION 11 AREA REGULATIONS

A. Minimum Lot Areas. The following minimum lot areas must be provided in the districts indicated:

LOT AREA PER FAMILY IN SQ. FT.

<u>District</u>	<u>Sq. Feet</u>	<u>Single Family Dwelling</u>	<u>Two Family Dwelling</u>	<u>Multiple Dwelling</u>
A-1	10 acres*	10 acres*	N.A.	N.A.
A-2	2 1/2 acres*	2 1/2 acres*	N.A.	N.A.
A-R	1/2 acre*	1/2 acre*	N.A.	N.A.
R-S	7,000	7,000	5,000	N.A.
R-D	7,000	7,000	5,000	N.A.
R-M	7,000	7,000	5,000	2,500

* or as specified in Section 3 and Section 5 (1/2 acre = 21,780 sq. ft.) There are no minimum area requirements in the Recreation, Commercial, and Industrial Districts.

B. Exceptions to Lot Area Requirements

The minimum lot area requirements established above may be modified as follows:

- (1) Where a lot of record, on December 27, 1973, had less area than herein required in the district in which it is located, said lot may nevertheless be used for a

one-family dwelling or for any non-dwelling use permitted in the district in which it is located provided that all minimum yard requirements are met.

- (2) Existing buildings that are in violation of lot area requirements may be remodeled or repaired, but may not be reconstructed or structurally altered unless made to conform to these requirements.

SECTION 12 SEWAGE DISPOSAL IN THE SINK HOLE AREAS

Where public or community sewer systems are not available, suitable sewage disposal systems shall be designed and installed at the owner's expense, in accordance with plans prepared by a registered professional engineer. All sewage or wastewater system inspections shall be performed at the owner's expense by, or under the supervision of, a registered professional engineer. Following completion of the installation of the wastewater system, the engineer responsible for the design and inspection of the installation of the wastewater system shall provide the Director with a letter of certification stating that the wastewater system has been properly designed for a sinkhole area and installed according to the design. Special attention shall be given to the following localities designated as sink hole areas by the Missouri Department of Natural Resources;

Designated sinkhole areas are as follows:

Pierpont area:

- Section 7 Township 47 North Range 12 West: the South Half
- Section 8 Township 47 North Range 12 West: the South Half
- Section 17 Township 47 North Range 12 West: Northwest Quarter and the North Half of the Northeast Quarter.
- Section 18 Township 47 North Range 12 West: North half of the Northwest Quarter and the Northeast Quarter.
- Section 21 Township 47 North Range 12 West: the East half
- Section 28 Township 47 North Range 12 West: the West Half of the Southwest Quarter
- Section 29 Township 47 North Range 12 West: the Southeast Quarter, the South Half of the Northeast Quarter and the East Half of the Southwest Quarter.
- Section 12 Township 47 North Range 13 West: the East Half of the Southeast Quarter

Rocheport and Huntsdale Area;

- Section 7 Township 48 North Range 14 West: the Northeast Quarter and the Northwest Quarter.

- Section 8 Township 48 North Range 14 West: the Southwest Quarter and the Southeast Quarter.
- Section 9 Township 48 North Range 14 West: the South Half.
- Section 15 Township 48 North Range 14 West: the West Half.
- Section 16 Township 48 North Range 14 West: the entire section.

- Section 17 Township 48 North Range 14 West: the East Half and the East Half of the Northwest Quarter.
- Section 21 Township 48 North Range 14 West: the North Half.
- Section 22 Township 48 North Range 14 West: the Northwest Quarter.

Midway Area;

- Section 2 Township 48 North Range 14 West: the West Half of the Northeast Quarter and the East Half of the Northwest Quarter.
- Section 19 Township 49 North Range 13 West: the Southeast Quarter.
- Section 20 Township 49 North Range 13 West: the South Half.
- Section 29 Township 49 North Range 13 West: the North Half.
- Section 30 Township 49 North Range 13 West: the Northeast Quarter.
- Section 26 Township 49 North Range 14 West: the entire section.
- Section 35 Township 49 North Range 14 West: the East Half.

SECTION 13 THE KEEPING OF ANIMALS IN RESIDENTIALLY DEVELOPED AREAS

The following restrictions shall apply to the keeping of animals in residentially developed areas where the size of lots is 3 acres or less:

- (1) The keeping, feeding and maintenance of domesticated animals and fowl is permitted for non-profit purposes only.
- (2) The slaughter of animals and fowl is permitted only where intended for consumption by the resident family.
- (3) Buildings for the housing of animals, other than household pets, shall not be kept within fifty (50) feet of a dwelling on adjoining property.

SECTION 14 OFF-STREET PARKING AND LOADING REGULATIONS

A. Off-Street Parking Requirements. Off-street parking spaces shall be provided in all districts as follows:

- (1) Single-family and two-family dwellings- two spaces per dwelling unit.
- (2) Multiple dwellings- two spaces for each dwelling unit.
- (3) Rooming and boardinghouses, sororities, and fraternities- one parking space for each two occupants.
- (4) Private club or lodge- one parking space for each 100 square feet of floor area.
- (5) Place of worship- one parking space for each four seats in the main auditorium.
- (6) School- for high schools, colleges and universities, 10 spaces per classroom; for elementary schools, two parking spaces per classroom.
- (7) Hospital- two parking spaces for each bed.
- (8) Sanitarium or institutional home- one parking space for each three beds.
- (9) Funeral Homes- one parking space for each four seats in the main auditorium, plus one for each funeral home vehicle plus one for each family vehicle.
- (10) Auditoriums, theatres and other places of public assembly- one parking space for each five seats.
- (11) Community center, library, museum, or similar public or semi-public building- one parking space for each 300 square feet of floor area in the building.
- (12) Hotel or motel- five parking spaces plus one space for each sleeping room or suite.
- (13) Medical office building- buildings in which 20 percent or more of the gross area is occupied by members of the healing profession. One parking space for each 200 square feet of the gross area used for this purpose.
- (14) Manufacturing or industrial establishment- one space for each 300 square feet of floor area, whichever is greater, plus space to accommodate all trucks and other vehicles used in connection therewith.

- (15) Wholesale, warehouse, or similar establishment- one space for each 2,000 square feet of floor area.
- (16) Recreational uses- ten parking spaces in addition to any parking spaces required by structures associated with the use.
- (17) All nonresidential buildings, except those above specified- one space for each 300 square feet of floor area.

B. Rules for Computing Parking Spaces

In computing the number of required off-street parking spaces the following rules shall apply:

- (1) Floor area shall mean the gross floor area of the specific use, excluding any floor or portion thereof used for parking, as herein defined.
- (2) Where fractional spaces result, the parking spaces required shall be the nearest whole number.
- (3) In the case of mixed uses, the parking spaces required shall equal the sum of the requirements of various uses computed separately.

C. Location of Required Parking Spaces

The parking spaces required for residential buildings or uses shall be located on the same lot with the building or use served. The parking spaces required for any other building or use may be located on an area within 300 feet of said building on a lot zoned for commercial or industrial uses, and two or more owners of buildings may join together in providing the required parking spaces. Where the required parking spaces are not located on the same lot with building or use served, the usage of the lot or tract upon which said parking spaces are provided shall be restricted by an instrument of record describing the premises for which said parking is provided and assuring the retention of such parking so long as required by this ordinance.

D. Minimum Improvement and Maintenance Standards

Parking lots and garages shall conform to the following improvements and maintenance standards:

- (1) Such lot shall have a dust free surface composed of a minimum level of improvement equivalent to a chip and seal surface.
- (2) Adequate provision shall be made for the disposal of storm water.

- (3) The location and width of entrances and exists to and from the lot or garage shall be in accordance with the standards adopted by the County Commission.
- (4) The location of each parking space and the location and direction of movement along the driveways providing access thereto shall be indicated by painting upon the surface, by raised directional signs, or by markers or other similar measures placed in the surfacing.
- (5) Whenever a parking lot is lit, all lights shall be shielded, so that a minimum of glare will extend to adjacent property, street, or road.
- (6) Lots utilized as display lots for vehicles, boats, mobile homes, manufactured homes and farm equipment may provide a dust free parking surface that does not comply with Section (1) above.
- (7) Lots utilized as Equine Boarding Facilities, Animal Training Facilities or Riding Schools shall not require a dust free surface unless specifically required by the terms of a Conditional Use Permit.

E. Off-Street Loading Requirements There shall be provided at the time any building is erected or structurally altered, off-street loading space in accordance with the following requirements:

- (1) Office Buildings, Apartments, Apartment Hotels, Motels, and Hotels- one space for each 5,000 to 50,000 square feet of gross floor area; two spaces for each 50,000 to 200,000 square feet of gross floor area; one additional space for each 75,000 square feet of gross floor area above 200,000 square feet.
- (2) Retail or Service Establishment or Wholesale Commercial Use- one space for each 2,000 to 20,000 square feet of gross floor area; two spaces for each 20,000 to 100,000 square feet of gross floor area; one additional space for each 75,000 square feet of gross floor area above 100,000 square feet.
- (3) Manufacturing or Industrial Use- one space for each 10,000 square feet of floor area or fraction thereof in excess of 5,000 square feet.
- (4) In all cases where the off-street loading space is located in a manner that a truck must back directly from a major street into a loading space, a maneuvering space of not less than 50 feet shall be provided on the lot on which the industrial use is located.

SECTION 15 ADMINISTRATION

A. Conditional Uses

- (1) Applications for conditional use permits for uses specifically authorized for conditional consideration in the district use regulations shall be made to the County Commission. The County Commission shall refer the application to the Planning Commission for investigation and public hearing. Adjoining property owners within 1000 feet shall be notified by first class mail of the request and hearing date. Following a public hearing, the Planning Commission shall vote on a recommendation to either approve or deny the request. A record of the recommendation shall be forwarded to the County Commission and shall include the wording of the motion and the action taken. Upon receipt of a recommendation from the Planning Commission, the County Commission shall conduct a public hearing and either approve or deny the request or continue action for a period of not more than 45 days. Should the Planning Commission fail to forward a report of their action to the County Commission within 60 days of the date of referral to the Planning Commission, it shall be assumed that the Planning Commission has recommended approval of the request. No application for a conditional use permit will be accepted if it is the same or substantially the same as an application submitted within the previous 12 months and which was denied by the County Commission or withdrawn by the applicant.
 - (a) Requests for structures having height in excess of 200 feet shall require additional notification beyond the 1,000 feet as noted above. In such cases, each additional 50 feet in height shall require notification to be extended for an additional 500 feet, up to one mile in distance from the location of the structure.
- (2) **Criteria for Approval.** It is the responsibility of the applicant to provide sufficient information/documentation to allow approval of the conditional use permit. Before authorizing the issuance of such a conditional use permit, the County Commission shall satisfy itself that:
 - (a) The establishment, maintenance or operation of a conditional use permit will not be detrimental to or endanger the public health, safety, comfort or general welfare.
 - (b) The conditional use permit will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted by these regulations.

- (c) The conditional use permit will not substantially diminish or impair property values of existing properties in the neighborhood.
 - (d) All necessary facilities will be available, including, but not limited to, utilities, roads, road access and drainage.
 - (e) The establishment of a conditional use permit will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the zoning district.
 - (f) The establishment of a conditional use permit will not hinder the flow of traffic or result in traffic congestion on the public streets. This will include the provision of points of access to the subject property.
 - (g) The conditional use permit shall in all other respects conform to the applicable regulations of the zoning district in which it is located. The County Commission shall find that there is a public necessity for the conditional use permit.
- (3) Any approved conditional use permit must be utilized within one year of approval by the County Commission, unless a longer period of time is approved for initial utilization. Failure to exercise an approved permit within this period of time will automatically invalidate the permit. An invalidated permit can only be renewed by reapplication and approval as outlined above. If a use authorized by a conditional use permit ceases for twelve months, said permit shall become void.
- (4) In the event that it appears to the Director that the holder of a conditional use permit is making use of the permit or premises in violation of the permit, or is permitting others to use the permit or premises in violation of the permit, the Director may file a written complaint with the County Commission, which for cause shown, shall have authority to revoke the permit. The Director will send a copy of the complaint to the holder of the permit, by first class mail to his last known address, at least 45 days prior to a scheduled public hearing to consider revocation of a permit. The Director shall prove by a preponderance of the evidence that violation(s) of one or more conditions of the permit has occurred and shall show cause as to why the permit should be revoked. If the County Commission finds that one or more conditions have been violated, upon hearing the evidence of the director and the permittee, it may revoke the permit. Failure of the permittee to appear at the County Commission hearing or to present evidence shall not constitute grounds to avoid revocation of the permit. The Director may, in his discretion, dismiss the complaint prior to

hearing if he determines that the violation(s) alleged in the complaint has been corrected.

- (5) Applications shall include the following minimum information:
- (a) The name, address and telephone number of the property owner and the potential buyer or lessee of the property. Corporate applicants shall list the names, titles and addresses of the officers and the Board of Directors of the corporation. A copy of the corporate certificate of good standing with the state of Missouri shall be attached.
 - (b) A legal description of the property included in the request. Proof of ownership by the applicant shall be attached to the application.
 - (c) The present zoning of the land included in the request.
 - (d) The present use of land included in the request.
 - (e) The size of the tract included in the request, broken down either by acreage or square feet.
 - (f) The zoning of land adjacent to the land included in the request.
 - (g) The proposed use of land if the permit is approved. This description should be as complete as possible.
 - (h) The classification of conditional use requested, the reason or justification for the request being submitted and a sketch of the tract of land showing existing structures and proposed structures.
 - (i) A site plan that shall clearly and legibly show, at a scale of not less than one inch equals one hundred feet (1"=100'), the following:
 - Scale, north point, boundary and area of land included in the request
 - The name of the owners of the property, name of the applicant and the name of the person and/or firm who prepared the site plan
 - The location, use and approximate size of existing structures on the tract and within 200-feet of the boundary of the request
 - The location, use, size and arrangement of structures, signs, parking and loading areas, existing and proposed public streets, existing and proposed private drives, all known easements, utility lines, landscaping

and other features of the proposed conditional use that are necessary to show in order to document compliance with the approval criteria contained in Section 15.A.2

- Access points to the property from public streets, roads and highways
 - The location and size of existing and proposed on-site wastewater systems. The type of wastewater system shall be listed and copies of any existing wastewater operating permits shall be attached
- (j) The signature of the property owner or his authorized agent and the signature of any potential buyer or lessee or his authorized agent. In the absence of the signature of the owner, the applicant shall attach a written power of attorney signed by the owner.
- (k) The names and addresses of all property owners owning land within 1,000 feet of the property under consideration for a conditional use permit.
- (l) The application shall include photographs of the property and existing structures as well as any proposed mobile homes or manufactured structures to be placed on the property.
- (m) The application shall include the floor plan and front elevation view of any site built structure proposed to be constructed.
- (n) Failure to provide any of the required material will result in the invalidation of the application.
- (6) In cases where the Planning and Zoning Commission recommends denial of a request, the County Commission shall summarily endorse denial action of the Commission unless; (1) the applicant files in the Department office within 72 hours (three working days) following the Planning Commission hearing a notice of appeal to the County Commission stating grounds why the Planning Commission recommendation for denial is in error; and (2), the applicant appears before the County Commission in person or by representative with written authorization of the owner.
- (7) In cases where the Planning and Zoning Commission recommends approval of an application, the County Commission will summarily deny the application if: (1) the applicant does not appear at the County Commission hearing in person or by representative, and (2) there is opposition to the application expressed in person at the County Commission hearing.

- (8) It is the applicant's responsibility to demonstrate to the Planning and Zoning Commission and the County Commission by competent, substantial evidence that the requirements of the standards for granting a conditional use permit set forth in Section 15.A(2) are satisfied.

B. CONDITIONAL USE PERMITS FOR TRANSMISSION FACILITIES

(1) PURPOSES AND GENERAL PERMIT REQUIREMENT

- (a) These regulations are intended to regulate the placement and construction of telecommunication transmission towers and transmission facilities in order to protect and promote the public health, safety and welfare, to protect the environment, to promote the efficient use of land and to preserve property values.
- (b) No transmission facility or tower as defined herein shall be constructed, erected, maintained or operated except under conditional use permit issued in accordance with these regulations in areas zoned for such conditional uses.

(2) DEFINITIONS

As used in these regulations, unless the context clearly indicates otherwise, the following terms shall have the following meanings:

- (a) Telecommunications Equipment - telecommunications antenna and accessory electronic equipment not including transmission towers, buildings or other equipment not directly related to the operation of antenna.
- (b) Transmission Facility - Transmission tower, buildings, guy wires, guy anchors, land or site permitted under these regulations, fence and other equipment necessary for the transmission of telecommunication signals authorized by these regulations.
- (c) Transmission Facility Operator - any person(s), partnership, corporation, association, organization or entity of any type or kind that owns or has a legal possessory interest in a transmission facility and the owner of land upon which a transmission facility exists and is permitted under these regulations if different than the owner of the transmission facility, but excluding any person(s), partnership, corporation, association, organization or entity of any type or kind who leases or otherwise is permitted to place

one or more antennas on a transmission tower but have no ownership interest in the transmission tower upon which they are placed.

- (d) Transmission Tower - a land based tower used as a base for those antennas specified in these regulations.

(3) APPLICABILITY

- (a) These regulations apply to land based transmission facilities and the accessory facilities permitted under Section (4)(i) or the following uses in areas zoned A-1, A-2 and C-G provided they comply with Sections (4) and (6) of these regulations:

(a) 1. VHF and UHF television;

(a) 2. FM radio;

(a) 3. Two-way radio;

(a) 4. Common carriers;

(a) 5. Cellular telephone; and

(a) 6. Fixed-point microwave.

(a) 7. Low-power television; and

(a) 8. AM radio.

- (b) An antenna and supporting structure for the following use is permitted in any district if accessory to a permitted use and if it complies with applicable regulations of the district in which it is situated:

(b) 1. Amateur radio;

(b) 2. Citizen band radio;

(b) 3. A telecommunication device that only receives an RF signal, and;

(b) 4. A sole-source emitter with more than one kilowatt average output.

- (c) A source of nonionizing radiation can be attached to an approved tower or structure in any district if the planning director finds the source complies with Sections (4)(k) and (6).

(4) APPROVAL STANDARDS FOR A NEW TRANSMISSION FACILITY

- (a) Applications for new transmission facilities shall be considered only when an existing or approved transmission facility cannot accommodate the telecommunications equipment planned for the proposed transmission facility.

- (a) 1. Planned telecommunications equipment cannot be accommodated on an existing or approved transmission tower if:
 - (a) 1.1. Planned telecommunications equipment would exceed the structural capacity of an existing or approved transmission tower, and the transmission tower cannot be reinforced to accommodate planned telecommunication equipment at a reasonable cost;
 - (a) 1.2. Planned telecommunications equipment will cause radio frequency interference with other existing or planned telecommunications equipment for that transmission tower and the interference cannot be prevented at a reasonable cost;
 - (a) 1.3. Existing or approved towers do not have space on which planned telecommunication equipment can be placed so it can function effectively and at least in parity with other similar telecommunication equipment in place or approved by the Boone County Commission;
 - (a) 1.4. Addition of planned equipment to an existing or approved transmission tower would result in NIER levels in excess of those permitted under Section (6); or
 - (a) 1.5. Other reasons that make it impracticable to place the telecommunications equipment planned by the applicant on an existing and approved transmission tower.
- (a) 2 No application for a new transmission facility shall be considered unless the applicant is unable to lease or otherwise secure space on an existing or planned transmission tower.

- (a) 2.1 Shared use of an existing or approved tower shall be conditioned upon the applicant's agreement to pay reasonable fees and costs associated with adapting existing facilities to the proposed use, including but not limited to reasonable costs for reinforcing or modifying a tower or structure, for preventing radio frequency interference and other changes reasonably required to accommodate shared use.
 - (a) 2.2. The fees and costs for shared use are unreasonable, among other reasons, if they exceed the cost of the proposed transmission tower.
 - (a) 2.3. The County Commission may consider expert testimony to determine whether the fees and costs are reasonable.
 - (a) 2.4. Once the County Commission finds that telecommunications equipment proposed by the applicant cannot be accommodated on an existing or approved tower, each tower so found is presumed unable to accommodate similar equipment that may be proposed in the future, unless evidence is introduced to demonstrate otherwise.
- (b) Applications for new transmission facility sites shall be considered only when an existing or approved transmission facility cannot accommodate the telecommunications equipment planned for the proposed new transmission facility.
- (b) 1. A planned transmission facility cannot be accommodated on the site of an existing or approved transmission facility and still comply with the provisions of Section (4) (c).
 - (b) 2. Shared use of a site shall be conditioned on the applicant's agreement to pay reasonable fees and costs of adapting existing transmission facilities to the proposed use, including but not limited to the measures listed in Section (4) (a) 2.1.
 - (b) 3. The County Commission may consider expert testimony to determine whether the fees and costs are reasonable.
 - (b) 4. Once the County Commission finds that the new transmission tower proposed by the applicant cannot be accommodated on the site of an existing or approved transmission facility, each site so found is

presumed unable to accommodate similar transmission facilities that may be proposed in the future.

- (c) Transmission facilities shall be set back from abutting property or roads sufficient to:
 - (c) 1. Substantially contain on-site ice-fall or debris from tower failure;
 - (c)2. Protect the general public from NIER in excess of that allowed in Section (6); and
 - (c) 3. Create open spaces for public safety purposes. A site is of sufficient size to comply with this requirement if:
 - (c) 3.1. Accessory structures and guy wire anchors shall comply with the setback standard in the underlying zoning district;
 - (c) 3.2. A tower base is set back from property lines or roads by a distance equal to the tower height.
- (d) Transmission towers shall structurally accommodate the maximum number of foreseeable users technically practicable and shall be designed to comply with the following standards:
 - (d) 1. Television towers shall be designed to accommodate at least 2 high-power television antennas, 4 microwave antennas, 1 FM radio antenna, a two-way radio antenna for every 100 feet of tower height over 200 feet, and space for one public safety two-way radio antenna.
 - (d) 2. FM towers shall be designed to accommodate at least 2 FM antennas, 4 microwave antennas, a two-way radio antenna for every 100 feet of tower height over 200 feet, and space for one public safety two-way radio antenna.
 - (d) 3. Transmission towers that are not for television or FM antennas shall be designed to accommodate at least 2 microwave antennas, a two-way radio antenna for every 100 feet of tower height over 200 feet, and space for one public safety two-way radio antenna.
 - (d) 4. The County Commission may reduce the required shared capacity of a tower in the following circumstances:

- (d) 4.1. If fewer or different antennas should be accommodated based on: the number of FCC licenses that are potentially available for the area; kind of tower site or structure proposed; the number of existing and potential licenses without tower space; and space available on existing and approved towers; or
 - (d) 4.2. If a tower necessary to provide for such sharing dominates and alters the visual character of the area adversely such that property values are diminished.
- (d) 5. Antennas on a shared tower shall be arranged as follows, except as needed to prevent electromagnetic interference or to accommodate topographic or other physical or functional constraints:
- (d) 5.1. Transmitting and receiving equipment serving similar kinds of uses shall be placed on a shared-use tower so one of the users in a group can operate roughly equal to other users in the group with similar equipment.
 - (d) 5.2. A TV tower shall have two side-mounted and one top-mounted TV antenna or one top-mounted, one mounted below it, and one side-mounted. Triangular, T-shaped, or other platforms or candelabra may be used if required telecommunications equipment cannot be mounted as safely or economically without such structures.
 - (d) 5.3. Microwave antennas and FM and two-way radio antennas can be placed anywhere on a tower above surrounding obstacles subject to the restrictions contained in these regulations.
- (d) 6. Transmission facility operators shall be required to:
- (d) 6.1. Respond in a timely manner to any request from a potential user with information about the available capacity.
 - (d) 6.2. Respond in a timely, comprehensive manner to a request, required under Sections (5) (e) and (5) (f) for information from a potential shared-use applicant; tower owner may charge a party requesting information under Section (5) (e) or (5) (f) to pay a reasonable fee not in excess of the actual cost of preparing a response.

- (d) 6.3. Negotiate in good faith for shared use of a transmission facility or tower by applicants and operators shall negotiate in the order in which requests for information are received, except an operator generally shall negotiate with a third party applicant who has received an FCC license or permit before doing so with other applicants.
- (d) 6.4. Allow shared use of a transmission facility or tower if an applicant agrees in writing to pay charges specified in (4)(d)6.5.
- (d) 6.5. Make no more than a reasonable charge for shared use, based on generally accepted accounting principles and pricing practices generally reflective of the central Missouri area. The charge may include but is not necessarily limited to a pro rata share of the cost of site selection, planning, project administration, land costs, site design, construction and maintenance, financing, return on investment, and depreciation, and all of the costs of adapting the tower or equipment to accommodate a shared user without causing electromagnetic interference or causing uses on the site to emit NIER in excess of levels permitted under Section (6).
- (e) Transmission towers shall have the least practicable adverse effect on the environment and property values in the surrounding area. A transmission tower complies with this standard if it complies with the following:
 - (e) 1. If the tower is 200 feet or less in height, more than 10,000 feet from an airport, and has a galvanized finish or is painted silver.
 - (e) 2. If the tower is over 200 feet in height, it shall comply with FAA painting and lighting standards. Lighting is restricted to red beacon style lights, except where FAA requirements specify a different type of lighting.
 - (e) 3. Towers shall not be artificially lighted unless required by the FAA.
 - (e) 4. Towers shall be the minimum height necessary to comply with the provisions of these regulations.
 - (e) 5. Towers shall be either mono-pole or guyed unless the County Commission approves other reasonable alternatives practicable for visual or technical reasons.

- (f) Vehicular access shall be limited to a collector street if the site adjoins both a collector and a local street.
 - (g) At least two off-street parking spaces and one additional space for each two on-site personnel shall be provided.
 - (h) Existing on-site vegetation shall be preserved to the maximum extent practicable. Ground disturbed by construction at a transmission facility site shall be seeded and mulched within 45 days of the completion of construction, except in cases where the applicant has requested and received an extension of this time.
 - (i) Transmission facilities in the A-1 and A-2 zoned districts may not include offices, long-term vehicle storage, outdoor storage, broadcast studios (except for emergency purposes), or other uses that are not needed to send or receive transmissions, and in no event may exceed 25 percent of the floor area used for transmission equipment and functions.
 - (j) Fence shall be installed around the base of the transmission towers, guy anchors and buildings in compliance with the following standards:
 - (j) 1. Fences shall consist of chain link material with a minimum of 6-feet in height.
 - (j) 2. Guy anchors shall be fenced to allow a clear zone around the guy anchors such as to provide a 14-foot minimum vertical clearance.
 - (j) 3. A sign shall be installed on the gate to the facility and on the door of any buildings to indicate "High Voltage" on the premises.
 - (k) The proposed use shall comply with applicable federal and state regulations.
 - (l) The owners of transmission facilities shall cause the facility to be safety inspected every two years from the date of construction. The inspection shall be performed by a licensed engineer who shall provide a certified copy of the inspection report to Boone County. Deficiencies noted in inspection reports shall be corrected within 90 days and shall be certified as corrected by the engineer unless for good cause an extension is granted by the Boone County Commission.
- (5) APPLICATION CONTENTS FOR A NEW TRANSMISSION FACILITY AND PERMITTING PROCEDURES

- (a) An application for approval of a new transmission facility shall include:
- (a) 1. A site plan or plans drawn to scale and identifying the site boundary; tower(s); guy wire anchors; existing and proposed structures; vehicular parking and access; existing vegetation to be retained, removed, or replaced; uses, structures, and land-use designations on the site and abutting parcels; and the location of the nearest public recreational and wildlife areas.
 - (a) 2. A plan drawn to scale showing proposed landscaping, including species type, size, spacing, and other features.
 - (a) 3. A report from a licensed professional engineer. The report shall:
 - (a) 3.1. Describe the tower and the technical, economic, and other reasons for the tower design;
 - (a) 3.2. Demonstrate that the tower complies with the current building code;
 - (a) 3.3. Describe the capacity of the tower, including the number and type of antennas that it can accommodate and the basis for the calculation of capacity;
 - (a) 3.4. For a tower in the A-1 and A-2 zoning district, show that the tower complies with Section (4)(d)1. (4)(d)2. or (4)(d)3., or the capacity reduction requested under Section (4)(d)4.;
 - (a) 3.5. Demonstrate that the tower and site comply with Sections (4)(c)1., (4)(c)2., and (4)(d); and
 - (a) 3.6. Demonstrate that the proposed sources of NIER will comply with Section (6).
 - (b) The applicant shall provide the FAA Determination of No Hazard and FCC construction permit (if required), or a written statement from those agencies that the tower is exempt from such requirements.
 - (c) The applicant for a transmission facility in any zoning district shall provide evidence that the tower complies with Section (4)(d)1., (4)(d)2., and (4)(d)3. or (4)(d)4. and a publicly recordable notice of intent to provide telecommunication antenna access on the transmission tower except to the extent reduced capacity is requested under Section (4)(d)4. and, if

applicable, access to the transmission facility site for the erection of additional transmission towers.

- (c)1. The notice of intent shall commit the transmission facility operator and successors in interest to:
 - (c)1.1. Respond in a timely, comprehensive manner to a request, required under Sections (4)(a) and (4)(b) for information from a potential shared-use applicant; the tower owner may charge a party requesting information under Section (4)(a) or (4)(b) to pay a reasonable fee not in excess of the actual cost of repairing a response.
 - (c) 1.2. Negotiate in good faith for shared use of a transmission facility or tower with third parties; the owner generally will negotiate in the order in which requests for information are received except an owner generally will negotiate with a party who has received an FCC license or permit before doing so with other parties.
 - (c) 1.3. Allow shared use of a transmission facility or tower if an applicant for shared use agrees in writing to pay charges described in Section (5)(c)1.4.
 - (c) 1.4. Make no more than a reasonable charge for shared use, based on generally accepted accounting principles and pricing practices generally reflective of the central Missouri area. The charge may include but is not necessarily limited to a pro rata share of the cost of site selection, planning, project administration, land costs, site design, construction and maintenance, financing, return on investment, and depreciation, and all of the costs of adapting the tower or equipment to accommodate a shared user without causing electromagnetic interference or causing uses on the site to emit NIER in excess of levels permitted under Section (6).
- (c) 2. If the conditional use permit for the transmission facility is approved, the above described notice of intent shall be recorded in the Office of the Boone County Recorder of Deeds by the permittee before a building permit is issued.
- (d) An applicant shall provide evidence of its ownership or legal possessory interest of the land for which the conditional use permit for a transmission facility is being sought.

- (e) For a transmission facility in an A-1 or A-2 district, an applicant shall provide documentary evidence that it complies with Section (4)(a) as follows:
 - (e)1. The applicant has contacted the operators of all existing or approved towers with a top elevation like or higher than that proposed, except owners of those towers presumed unable to accommodate the proposed antenna under Section (4)(b)4. and provide each contacted operator with the engineer's report required under Section (5)(a)3.
 - (e) 2. The applicant shall request each contacted operator to:
 - (e) 2.1. Identify the site by address and legal description;
 - (e) 2.2. Describe tower height and existing tower users;
 - (e) 2.3. Assess whether the existing tower could accommodate the antenna to be attached to the proposed tower without causing structural instability or electromagnetic interference; and
 - (e) 2.4. If the antenna to be attached to the proposed tower cannot be accommodated on each existing tower, assess whether the existing tower could be structurally strengthened or whether the antennas, transmitters, and related equipment could be protected from electromagnetic interference and generally describe the means and projected cost of shared use of the existing tower.
 - (e) 3. Document in writing the response to each contact to the information request specified in (5)(e)1. through (5)(e)2.4., above, inclusive, for each operator contacted.
- (f) For a transmission facility in an A-1 or A-2 district, the applicant shall provide documentary evidence that it complies with Section (4)(b) as follows:
 - (f) 1. The applicant shall contact the operators of all existing or approved transmission facilities if the base elevation of an existing or approved tower at each such facility is the same or higher than the base elevation of the proposed transmission tower except operators of those towers presumed unable to accommodate the proposed facility under Section (4)(b)4.

- (f) 2. The applicant shall request each contacted operator to:
 - (f) 2.1. Identify the site by address and legal description;
 - (f) 2.2. Assess whether the site could accommodate the proposed facility without changing an existing or approved tower;
 - (f) 2.3. If the proposed facility cannot be accommodated on an existing site, assess whether the existing site could be changed to accommodate the proposed facility, and generally describe the means and projected cost of shared use of the existing site.
 - (f) 3. Document in writing the response of each contact to the information request specified in (5)(f)1. through (5)(f)3 above, inclusive, for each operator contacted.
 - (g) Applicants for a conditional use permit for a transmission facility shall complete and submit to the office of the Boone County Planning and Building Inspection Department 15 completed applications for a conditional use permit for a transmission facility as prescribed by these regulations, together with publicly recordable notice of intent prescribed by Section (5)(c) of these regulations and applicable conditional use permit fees. The permit approval process for conditional use permits for transmission facilities shall otherwise be the same as for other conditional use permits as specified in SECTION 15 A of the Boone County Zoning Regulations.
 - (h) Transmission facility operators possessing conditional use permits for transmission facilities shall at all times comply with these regulations; transmission facility operators which violate these regulations shall be subject to prosecution and/or conditional use permit revocation as otherwise specified in the Boone County Zoning Regulations.
- (6) NONIONIZING ELECTROMAGNETIC RADIATION STANDARDS
- (a) All transmission facilities shall conform to the relevant sections of the "American National Standard Safety Levels with Respect to Human Exposure to Radio Frequency Electromagnetic Fields, 300 kHz to 100 GHz". This standard is identified as ANSI-C95.1-1982 and is published by the American National Standards Institute, a copy of which is incorporated herein by reference and is maintained on file in the office of the Boone County Planning and Building Inspection Department.

C. BOARD OF ADJUSTMENT

- (1) The County Board of Zoning Adjustment previously created is hereby continued. The Board shall consist of five (5) members, all freeholders, and not more than two (2) of whom shall be residents of the incorporated area of the county and not more than one (1) of whom may be a member of the County Planning and Zoning Commission. Members shall be appointed for terms of four years each. Members shall be removable for cause by the County Commission upon written charges and after public hearings. Vacancies shall be filled by the County Commission for the unexpired term of any member whose term becomes vacant.
- (2) The Board shall elect its own chairman and shall adopt rules of procedure consistent with the provisions of this ordinance. The Chairman or in his absence, the acting Chairman, may administer oaths and compel the attendance of witnesses. All meetings of the Board shall be open to the public, and minutes shall be kept of all proceedings and official actions, which minutes shall be filed in the office of the Board and shall be a public record.
- (3) Appeals to the Board may be taken by any owner, lessee, or tenant of land, or by a public officer, department, board or bureau affected by any decision of the administrative officer in administering this ordinance. The appeals shall be taken within a period of not more than three months, and in the manner provided by the rules of the Board. An appeal shall stay all proceedings in furtherance of the action appealed from, unless the officer from whom the appeal is taken shall certify to the Board that by reason of facts stated in the certificate a stay would, in his opinion, cause imminent peril to life or property.
- (4) The Board shall have the following powers:
 - (a) To hear and decide appeals where it is alleged there is error of law in any order, requirement, decision, or determination made by an administrative official in the enforcement of this ordinance.
 - (b) To hear and decide all matters referred to it on which it is required to determine under the regulations of this ordinance as herein provided.
 - (c) Where by reason of shape or topography or other extraordinary or exceptional situation or condition of a specific ordinance would result in peculiar and exceptional difficulties to or exceptional and demonstrable undue hardship upon the owner of the property as an unreasonable deprivation of use as relating to the property, a variance from the strict application of this ordinance provided the relief can be granted without substantial detriment to the public

good and without substantially impairing the intent, purpose, and integrity of the Zone Plan as embodied in these regulations and Zoning Map.

- (d) To permit, in case of practical difficulty or unnecessary hardship, for a period of two years, the location of a mobile home on a lot.
 - (e) To permit placement of a singlewide manufactured prior to 1976 on a parcel less than 20-acres in area that does not have any other dwelling unit on the property.
 - (f) Variance for the Height of a Freestanding Sign. The height of a freestanding sign may be varied due to extreme elevation difference between the base of the sign and the adjacent street frontage subject to the following criteria:
 - The strict application of the height limit will result in undue hardship to the sign user by reducing the net sign height to less than 20-feet.
 - There is no alternative location on the parcel where the regulations could be met and the requested variance is the minimum necessary to afford relief to the sign user.
 - The granting of the variance would not be materially detrimental to other property owners in the vicinity.
- (5) In exercising the above powers, the Board may reverse or affirm wholly or partly, or may modify the order, requirement, decision or determination as ought to be made, and to that end shall have all the powers of the officer from whom the appeal is taken.
- (6) Any owners, lessees, or tenants of buildings, structures or land jointly or severally aggrieved by any decision of the Board or of the County Commission, respectively, under the provisions of this ordinance, or Board, Commission, or other public official, may present to the Circuit Court a petition, duly verified, stating that the decision is illegal in whole or in part, specifying the grounds of illegality and asking for relief therefrom. Upon the presentation of the petition, the Court shall allow a Certiorari directed to the Board of Adjustment or the County Commission, respectively, of the action taken and data and records acted upon, and may appoint a referee to take additional evidence in the case. The Court may reverse or affirm or may modify the decision brought up for review.

D. ENFORCEMENT OF THE ORDINANCE

- (1) Director of Planning

- (a) Duties: It shall be the duty of the Director of Planning to enforce this ordinance. The Director of Planning shall receive applications required by this ordinance, issue permits, and furnish the prescribed certificates. He shall examine premises for which permits have been issued, and shall make the necessary inspections to see that the provisions of law are complied with. He shall enforce all laws relating to the construction, alteration, repair, equipment, use and occupancy, location and maintenance of buildings and structures, except as may be otherwise provided for. He shall, when requested by the Commission, or when the interests of the county so require, make investigations in connection with matters referred to in this ordinance and render written reports on the same. For the purpose of enforcing compliance with the law, he shall issue such notices or orders as may be necessary.
- (b) Inspections: Inspections shall be made by the Director of Planning or a duly appointed assistant.
- (c) Rules: For carrying into effect its provisions, the Director of Planning may adopt rules consistent with this ordinance.
- (d) Records: The Director of Planning shall keep careful and comprehensive records of applications, of permits issued, of certificates issued, of inspections made, of reports rendered, and of notices of orders issued. He shall retain on file copies of all papers in connection with building work so long as any part of the building or structure to which they relate may be in existence. All such records shall be open to public inspection at reasonable hours, but shall not be removed from the office of the Director of Planning.
- (e) Cooperation of Other Officials: The Director of Planning may request and shall receive, so far as may be necessary in the discharge of his duties, the assistance and cooperation of the Engineer in fixing grades, of the Sheriff in enforcing orders, of the County Attorney in prosecuting violations and of other officials.

(2) Building Permits

- (a) When Required: It shall not be lawful to install a manufactured home or mobile home outside of a mobile home park or to construct, alter, or repair, or to commence the construction or alteration, of a non-farm building or structure, without first filing with the Director of Planning an application in writing and obtaining a formal permit.
- (b) Action on application: It shall be the duty of the Director of Planning and Building Inspection to examine applications for permits. If, after examination, he finds that the proposed work will be in compliance with the laws and

ordinances applicable hereto, he shall approve such application and issue a permit for the proposed work. If his examination reveals noncompliance with the applicable laws or ordinances, he will reject such application, noting his findings in a report to be attached to the application and deliver a copy to the applicant. Reasons for rejection must be based on noncompliance with the provisions of applicable laws and ordinances.

- (c) Approval in part: Nothing in this section shall be construed to prevent the Director of Planning and Building Inspection from issuing a permit for the construction of part of a building or structure before the entire plans and detailed statements of said building or structure have been submitted or approved, if adequate plans and detailed statements have been presented for the portion to be approved and which have been found to comply with this ordinance.
- (d) Certificate of Occupancy for a Building: No building, except those used for agricultural nonresidential purposes, shall be utilized before a Certificate of Occupancy has been issued. Certificate of Occupancy for a new building or the reconstruction or alteration of an existing building shall be applied for coincident with the application for a building permit. Said certificate shall be issued within three days of receipt of a written request made to the Director of Planning and Building Inspection following the completion of a building or part thereof. A temporary certificate of occupancy may be issued by the Director of Planning and Building for a period not exceeding one year, allowing the completion of alterations during partial occupancy of a building pending its completion. Such temporary certificate shall not be construed to alter in any way the respective rights, duties, or obligations of the owners or of the tenants relating to the use and occupancy of the premises or any other matter covered by this ordinance, and such temporary certificate shall not be issued except under such restrictions and provisions as will adequately insure the safety of the occupants.
- (e) Certificate of Occupancy for Nonconforming Uses: Certificate of Occupancy shall be required of all nonconforming uses. Applications for such certificate for nonconforming uses shall be filed within six months from the effective date of this ordinance.

E. Boundaries of Districts

Where uncertainty exists with respect to the boundaries of the various districts as shown on the District Map accompanying and made part of this ordinance, the following rules apply:

- (1) The district boundaries are streets unless otherwise shown, and where the districts designated on the map accompanying and made part of this ordinance are bounded approximately by street lines, the street shall be construed to be the boundary of the district.
- (2) Where the district boundaries are not otherwise indicated, and where the property has been or may hereafter be divided into blocks and lots, the district boundaries shall be construed to be the lot lines, and where the districts designated on the District Map accompanying and made a part of this ordinance are bounded approximately by lot lines, the lot lines shall be construed to be the boundary of the districts unless the boundaries are otherwise indicated on the map.
- (3) In subdivided property, the district boundary lines on the map accompanying and made a part of this ordinance shall be determined by use of the scale appearing on the map.

F. Amendments of Regulations

- (1) General. The County Commission may, from time to time, on its own motion or on petition after public notice and hearing, as provided below, may revise, modify, or amend the regulations and the districts created by this ordinance; however, such proposed changes shall first be submitted to the Commission for recommendations and report after hearings thereon by the Commission as provided below.
- (2) Revision, Modification or Amendment to the Zoning District Map.
 - (a) Before the adoption of a revision, modification or amendment to the Zoning District Map, the County Commission shall hold at least one public hearing thereon. At least 15 days prior to the public hearing, the Director shall give notice by certified mail to all owners of any real property located within one thousand feet of the parcel of land for which the change is proposed and all contiguous land under the same ownership. Additionally, notification shall be provided through publication of a locality map in a newspaper having a daily circulation at least 15 days prior to hearing before the County Commission. All notification costs shall be paid by the applicant prior to the public hearing. No application for revision of the Zoning District Map will be accepted if it is the same or substantially the same as an application submitted within the previous 12 months and which was denied by the County Commission or withdrawn by the applicant after a recommendation has been issued by the Commission.
 - (b) In case of written protest against any proposed change or amendment, signed and acknowledged by the owners of twenty (20) percent of the frontage within one thousand (1,000) feet to the right or left of the frontage proposed to be changed, or by the owners of twenty (20) percent of the frontage directly opposite, or

directly in the rear of the frontage proposed to be altered, or in cases where the land affected lies within one and one-half (1 1/2) miles of the corporate limits of a municipality having in effect ordinances zoning property within the corporate limits of a municipality, made by resolution of the City Council or Board of Trustees thereof, and filed with the County Clerk, the amendment may not be passed except by the favorable vote of two members of the County Commission.

- (c) Before any action shall be taken on a petition submitted under the provisions of this section, the party or parties proposing a change in the district regulations or district boundaries shall deposit with the County Planning Office the rezoning fee established by the County Commission to cover the approximate cost of this procedure and under no condition shall said sum or any part thereof be refunded for failure of the requested change to be adopted by the County Commission. In addition, the applicant shall furnish the names of the adjacent property owners within one thousand (1,000) feet of the parcel of land for which the change is proposed and all contiguous land under the same ownership and shall pay all mailing costs for notification of these owners.
- (d) In cases where the Planning and Zoning Commission recommends denial of a request, the County Commission shall summarily endorse denial action of the Planning Commission unless: (1) the applicant files in the Department office within 72 hours (three working days) following the Planning Commission hearing a notice of appeal to the County Commission stating grounds why the Planning Commission recommendation for denial is in error, and (2) the applicant appears before the County Commission in person or by representative with written authority of the owner.
- (e) In cases where the Planning Commission recommends approval of an application, the County Commission will summarily deny the application if: (1) the applicant does not appear at the County Commission hearing in person or by representative with the written authorization of the owner, and (2) there is opposition to the application expressed in person at the County Commission hearing.
- (f) Applications for amendment to the Zoning District Map shall include the following information:
 - (1) The name, address and telephone number of the property owner and the potential buyer or lessee of the property. Corporate applicants shall list the names, titles and addresses of the officers and the Board of Directors of the corporation. A copy of the corporate certificate of good standing with the state of Missouri shall be attached.
 - (2) A legal description of the property included in the request. Proof of ownership shall be attached to the application.

- (3) The present zoning of the land included in the request.
 - (4) The present use of the land included in the request.
 - (5) The size of the tract to be rezoned, broken down either by acreage or square feet.
 - (6) The zoning district to which the applicant wants property rezoned.
 - (7) The zoning of the adjacent land.
 - (8) The proposed use of land, should the request to rezone be approved.
 - (9) The approximate size and location of any existing structures on the property to be rezoned, including wastewater system. The applicant should also list the approximate size of buildings proposed to be built.
 - (10) The reason and justification for the request being submitted.
 - (11) A sketch of the tract of land showing the location of existing and proposed structures.
 - (12) The signature of the property owner or his authorized agent. In the absence of the signature of the owner, the applicant shall attach a written power of attorney signed by the owner.
 - (13) The names and mailing addresses of all property owners owning land within 1,000 feet of the property under consideration for rezoning.
 - (14) Failure to provide any of the required material will result in the invalidation of the application.
- (g) An applicant for a change in the Zoning District Map shall have the responsibility to demonstrate to the Planning Commission and the County Commission by competent, substantial evidence that the proposed change in the Zoning District Map is justified.
- (3) Revision, Modification or Amendment to Text. Before the adoption of a revision, modification or amendment to the text of this ordinance, the Commission shall hold at least three (3) public hearings. One hearing will be held in each of the County Commission districts outside of the county seat and one in the county seat. Fifteen days notice of the time and place of the public hearing shall be published in at least one newspaper having general circulation in the county and notice of such hearing

shall also be posted at least fifteen days in advance thereof in one or more public areas of the county administration building. The hearing may be adjourned from time to time. Within ninety days after the final adjournment of the hearings, the Commission shall make a report on the proposed revisions, modifications or amendments to the County Commission. The County Commission may adopt the revisions, modifications or amendments with or without change or may refer it back to the Commission for further consideration and report.

SECTION 16 INTERPRETATION AND CONFLICT

In interpreting and applying the provisions of these regulations they shall be held to be the minimum requirements for the promotion of health, safety, morals, or general welfare.

Whenever these regulations require greater width or size of yards, courts, or other open spaces, or requires a lower height of buildings or less number of stories, or requires a greater percentage of lot to be left unoccupied, or imposes higher standards than are required in any other statute or ordinance or regulation this ordinance shall govern. Whenever any other statute or ordinance or regulations requires a greater width or size of yards, courts, or other open spaces, or requires a greater percentage of lot to be left unoccupied, or imposes other higher standards than are required by these regulations, the provisions of such statute, ordinance or regulation shall govern.

SECTION 17 FEES

Fees shall be as determined by the County Commission.

SECTION 18 VIOLATIONS

The owner or general agent of any land, building, structure or premises where a violation of any part of these zoning regulations has been committed or shall exist, or the lessee or tenant of any entire building or entire premises where the violation has been committed or shall exist, or the owner, general agent, architect, builder or contractor or any other person who knowingly commits, takes part or assists in the violation, or who maintains any building or premises in which any violation exists, shall be guilty of a misdemeanor.

SECTION 19 VALIDITY

In case any portion of these regulations shall be held invalid or unconstitutional, the remainder of the regulations shall not thereby be invalid, but shall be in full force and effect, or in case any portion of the Zoning District Map shall be held to be invalid, the remainder of said map shall not be invalidated thereby.

SECTION 20 REPEAL

The written provisions of Ordinance Number 76-28 and all text amendments thereto are hereby repealed.

The Zoning District Map is not repealed, nor is it altered, by the adoption of this ordinance. The Zoning District Map in effect on the effective date of this ordinance is, and remains, the Zoning District Map of Boone County.

SECTION 21 WHEN EFFECTIVE

This ordinance shall be effective on March 7, 2017. Commission Order 106-2017

SECTION 22 FLOODPLAIN MANAGEMENT ORDINANCE

Note: Definitions of words and phrases used throughout this ordinance can be found in Article 8.

ARTICLE 1. STATUTORY AUTHORIZATION, FINDINGS OF FACT, AND PURPOSES

SECTION A. STATUTORY AUTHORIZATION

The Legislature of the State of Missouri has in Chapter 64.850 of the Revised Statutes of the State Missouri (RSMo) delegated the responsibility to local governmental units to adopt floodplain management regulations designed to protect the health, safety, and general welfare. Therefore, the County Commission of Boone County, Missouri ordains as follows:

SECTION B. FINDINGS OF FACT

1. Flood Losses Resulting from Periodic Inundation

The special flood hazard areas of Boone County, Missouri are subject to inundation which results in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base; all of which adversely affect the public health, safety and general welfare.

2. General Causes of the Flood Losses

These flood losses are caused by (1) the cumulative effect of development in any delineated floodplain causing increases in flood heights and velocities; and (2) the occupancy of flood hazard areas by uses vulnerable to floods, hazardous to others, inadequately elevated, or otherwise unprotected from flood damages.

3. Methods Used To Analyze Flood Hazards

The Flood Insurance Study (FIS) that is the basis of this ordinance uses a standard engineering method of analyzing flood hazards which consist of a series of interrelated steps.

- a. Selection of a base flood that is based upon engineering calculations which permit a consideration of such flood factors as its expected frequency of occurrence, the area inundated, and the depth of inundation. The base flood selected for this ordinance is representative of large floods which are characteristic of what can be expected to occur on the particular streams subject to this ordinance. It is in the general order of a flood which could be expected to have a one percent chance of occurrence in any one year as delineated on the Federal Insurance Administrator's FIS, and illustrative materials for Boone County, Missouri, dated April 19, 2017 as amended, and any future revisions thereto.
- b. Calculation of water surface profiles are based on a standard hydraulic engineering analysis of the capacity of the stream channel and overbank areas to convey the regulatory flood.
- c. Computation of a floodway required to convey this flood without increasing flood heights more than one (1) foot at any point.
- d. Delineation of floodway encroachment lines within which no development is permitted that would cause any increase in flood height.
- e. Delineation of flood fringe, i.e., that area outside the floodway encroachment lines, but still subject to inundation by the base flood.

SECTION C. STATEMENT OF PURPOSE

It is the purpose of this ordinance to promote the public health, safety, and general welfare; to minimize those losses described in Article 1, Section B (1); to establish or maintain the community's eligibility for participation in the National Flood Insurance Program (NFIP) as defined in 44 Code of Federal Regulations (CFR) 59.22(a)(3); and to meet the requirements of 44 CFR 60.3(d) by applying the provisions of this ordinance to:

1. Restrict or prohibit uses that are dangerous to health, safety, or property in times of flooding or cause undue increases in flood heights or velocities;
2. Require uses vulnerable to floods, including public facilities that serve such uses, be provided with flood protection at the time of initial construction; and
3. Protect individuals from buying lands that are unsuited for the intended development purposes due to the flood hazard.

ARTICLE 2. GENERAL PROVISIONS

SECTION A. LANDS TO WHICH ORDINANCE APPLIES

This ordinance shall apply to all lands within the jurisdiction of Boone County, Missouri identified as numbered and unnumbered A zones, AE, AO and AH Zones, on the Flood Insurance Rate Maps (FIRMs) for Boone County on Map Index Panel 29019CIND0B dated April 19, 2017 as amended, and any future revisions thereto. In all areas covered by this ordinance, no development shall be permitted except through the issuance of a floodplain development permit, granted by the County Commission or its duly designated representative under such safeguards and restrictions as the County Commission or the designated representative may reasonably impose for the promotion and maintenance of the general welfare, health of the inhabitants of the community, and as specifically noted in Article 4.

SECTION B. FLOODPLAIN ADMINISTRATOR

The Director of Resource Management is hereby designated as the Floodplain Administrator under this ordinance.

SECTION C. COMPLIANCE

No development located within the special flood hazard areas of this community shall be located, extended, converted, or structurally altered without full compliance with the terms of this ordinance and other applicable regulations.

SECTION D. ABROGATION AND GREATER RESTRICTIONS

It is not intended by this ordinance to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this ordinance imposes greater restrictions, the provisions of this ordinance shall prevail. All other ordinances inconsistent with this ordinance are hereby repealed to the extent of the inconsistency only.

SECTION E. INTERPRETATION

In their interpretation and application, the provisions of this ordinance shall be held to be minimum requirements, shall be liberally construed in favor of the governing body, and shall not be deemed a limitation or repeal of any other powers granted by State statutes.

SECTION F. WARNING AND DISCLAIMER OF LIABILITY

The degree of flood protection required by this ordinance is considered reasonable for regulatory purposes and is based on engineering and scientific methods of study. Larger floods may occur on rare occasions or the flood heights may be increased by man-made or natural causes, such as ice jams and bridge openings restricted by debris. This ordinance does not imply that areas outside the floodway and flood fringe or land uses permitted within such areas will be free from flooding or flood damage. This ordinance shall not create a liability on the part of Boone County, any officer or employee thereof, for any flood damages that may result from reliance on this ordinance or any administrative decision lawfully made thereunder.

SECTION G. SEVERABILITY

If any section, clause, provision, or portion of this ordinance is adjudged unconstitutional or invalid by a court of appropriate jurisdiction, the remainder of this ordinance shall not be affected thereby.

ARTICLE 3. ADMINISTRATION

SECTION A. FLOODPLAIN DEVELOPMENT PERMIT (REQUIRED)

A floodplain development permit shall be required for all proposed construction or other development, including the placement of manufactured homes, in the areas described in Article 2, Section A. No person, firm, corporation, or unit of government shall initiate any development or substantial-improvement or cause the same to be done without first obtaining a separate floodplain development permit for each structure or other development.

SECTION B. DESIGNATION OF FLOODPLAIN ADMINISTRATOR

The Director of Resource Management is hereby appointed to administer and implement the provisions of this ordinance.

SECTION C. DUTIES AND RESPONSIBILITIES OF FLOODPLAIN ADMINISTRATOR

Duties of the Director of Resource Management shall include, but not be limited to:

1. Review of all applications for floodplain development permits to assure that sites are reasonably safe from flooding and that the floodplain development permit requirements of this ordinance have been satisfied;
2. Review of all applications for floodplain development permits for proposed development to assure that all necessary permits have been obtained from Federal, State, or local governmental agencies from which prior approval is required by Federal, State, or local law;
3. Review all subdivision proposals and other proposed new development, including manufactured home parks or subdivisions, to determine whether such proposals will be reasonably safe from flooding;
4. Issue floodplain development permits for all approved applications;
5. Notify adjacent communities and the State Emergency Management Agency (SEMA) prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Emergency Management Agency (FEMA);
6. Assure that maintenance is provided within the altered or relocated portion of any watercourse so that the flood-carrying capacity is not diminished; and
7. Verify and maintain a record of the actual elevation (in relation to mean sea level) of the lowest floor, including basement, of all new or substantially improved structures;
8. Verify and maintain a record of the actual elevation (in relation to mean sea level) that the new or substantially improved non-residential structures have been floodproofed;
9. When floodproofing techniques are utilized for a particular non-residential structure, the Director of Resource Management shall require certification from a registered professional engineer or architect.

SECTION D. APPLICATION FOR FLOODPLAIN DEVELOPMENT PERMIT

To obtain a floodplain development permit, the applicant shall first file an application in writing on a form furnished for that purpose. Every floodplain development permit application shall:

1. Describe the land on which the proposed work is to be done by lot, block and tract, house and street address, or similar description that will readily identify and specifically locate the proposed structure or work;
2. Identify and describe the work to be covered by the floodplain development permit;
3. Indicate the use or occupancy for which the proposed work is intended;
4. Indicate the assessed value of the structure and the fair market value of the improvement;
5. Specify whether development is located in a designated flood fringe or floodway;
6. Identify the existing base flood elevation and the elevation of the proposed development;
7. Give such other information as reasonably may be required by the Director of Resource Management;
8. Be accompanied by plans and specifications for proposed construction; and
9. Be signed by the permittee or his authorized agent who may be required to submit evidence to indicate such authority.

ARTICLE 4. PROVISIONS FOR FLOOD HAZARD REDUCTION

SECTION A. GENERAL STANDARDS

1. No permit for floodplain development shall be granted for new construction, substantial-improvements, and other improvements, including the placement of manufactured homes, within any numbered or unnumbered A zones, AE, AO, and AH zones, unless the conditions of this section are satisfied.
2. All areas identified as unnumbered A zones on the FIRM are subject to inundation of the 100-year flood; however, the base flood elevation is not provided. Development within unnumbered A zones is subject to all provisions of this ordinance. If Flood Insurance Study data is not available, the community shall obtain, review, and reasonably utilize any base flood elevation or floodway data currently available from Federal, State, or other sources.

3. Until a floodway is designated, no new construction, substantial improvements, or other development, including fill, shall be permitted within any unnumbered or numbered A zones, or AE zones on the FIRM, unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point within the community.
4. All new construction, subdivision proposals, substantial-improvements, prefabricated structures, placement of manufactured homes, and other developments shall require:
 - a. Design or adequate anchorage to prevent flotation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy;
 - b. Construction with materials resistant to flood damage;
 - c. Utilization of methods and practices that minimize flood damages;
 - d. All electrical, heating, ventilation, plumbing, air-conditioning equipment, and other service facilities be designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding;
 - e. New or replacement water supply systems and/or sanitary sewage systems be designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters, and on-site waste disposal systems be located so as to avoid impairment or contamination; and
 - f. Subdivision proposals and other proposed new development, including manufactured home parks or subdivisions, located within special flood hazard areas are required to assure that:
 - (1) all such proposals are consistent with the need to minimize flood damage;
 - (2) all public utilities and facilities, such as sewer, gas, electrical, and water systems are located and constructed to minimize or eliminate flood damage;
 - (3) adequate drainage is provided so as to reduce exposure to flood hazards; and

- (4) all proposals for development, including proposals for manufactured home parks and subdivisions, of five (5) acres or fifty (50) lots, whichever is lesser, include within such proposals base flood elevation data.
5. Storage, material, and equipment
 - a. The storage or processing of materials within the special flood hazard area that are in time of flooding buoyant, flammable, explosive, or could be injurious to human, animal, or plant life is prohibited.
 - b. Storage of other material or equipment may be allowed if not subject to major damage by floods, if firmly anchored to prevent flotation, or if readily removable from the area within the time available after a flood warning.
6. Structures used solely for agricultural purposes in connection with the production, harvesting, storage, drying, or raising of agricultural commodities, including the raising of livestock, may be constructed at-grade and wet-floodproofed provided there is no human habitation or occupancy of the structure; the structure is of single-wall design; there is no permanent retail, wholesale, or manufacturing use included in the structure; a variance has been granted from the floodplain management requirements of this ordinance; and a floodplain development permit has been issued.
7. Structures used solely for parking and limited storage purposes, not attached to any other structure on the site, of limited investment value, and not larger than 700 square feet, may be constructed at-grade and wet-floodproofed provided there is no human habitation or occupancy of the structure; the structure is of single-wall design; a variance has been granted from the standard floodplain management requirements of this ordinance; and a floodplain development permit has been issued.
8. A structure, or the use of a structure or premises that was lawful before the passage or amendment of the ordinance, but which is not in conformity with the provisions of this ordinance, may be continued subject to the following conditions:
 - a. If such structure, use, or utility service is discontinued for 12 consecutive months, any future use of the building shall conform to this ordinance.
 - b. If any nonconforming use or structure is destroyed by any means, including flood, it shall not be reconstructed if the cost is more than 50 percent of the pre-damaged market value of the structure. This limitation does not include the cost of any alteration to comply with existing state or local health,

sanitary, building, safety codes, regulations or the cost of any alteration of a structure listed on the National Register of Historic Places, the State Inventory of Historic Places, or local inventory of historic places upon determination.

SECTION B. SPECIFIC STANDARDS

1. In all areas identified as numbered and unnumbered A zones, AE, and AH Zones, where base flood elevation data have been provided, as set forth in Article 4, Section A(2), the following provisions are required:
 - a. New construction or substantial-improvement of any residential structures, including manufactured homes, shall have the lowest floor, including basement, elevated to or above base flood elevation.
 - b. New construction or substantial-improvement of any commercial, industrial, or other non-residential structures, including manufactured homes, shall have the lowest floor, including basement, elevated to or above the base flood elevation or, together with attendant utility and sanitary facilities, be floodproofed so that below the base flood elevation the structure is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy. A registered professional engineer or architect shall certify that the standards of this subsection are satisfied. Such certification shall be provided to the Floodplain Administrator as set forth in Article 3, Section C(9).
 - c. Require, for all new construction and substantial-improvements, that fully enclosed areas below lowest floor used solely for parking of vehicles, building access, or storage in an area other than a basement and that are subject to flooding shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or meet or exceed the following minimum criteria:
 - (1) A minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided; and
 - (2) The bottom of all openings shall be no higher than one foot above grade. Openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.

SECTION C. MANUFACTURED HOMES

1. All manufactured homes to be placed within all unnumbered and numbered A zones, AE, and AH zones, on the community's FIRM shall be required to be installed using methods and practices that minimize flood damage. For the purposes of this requirement, manufactured homes must be elevated and anchored to resist flotation, collapse, or lateral movement. Methods of anchoring may include, but are not limited to, use of over-the-top or frame ties to ground anchors.
2. Require manufactured homes that are placed or substantially improved within unnumbered or numbered A zones, AE, and AH zones, on the community's FIRM on sites:
 - a. Outside of a manufactured home park or subdivision;
 - b. In a new manufactured home park or subdivision;
 - c. In an expansion to an existing manufactured home park or subdivision; or
 - d. In an existing manufactured home park or subdivision in which a manufactured home has incurred substantial-damage as the result of a flood; to be elevated on a permanent foundation such that the lowest floor of the manufactured home is elevated to or above the base flood elevation and be securely attached to an adequately anchored foundation system to resist flotation, collapse, and lateral movement.
3. Require that manufactured homes to be placed or substantially improved on sites in an existing manufactured home park or subdivision within all unnumbered and numbered A zones, AE and AH ones, on the community's FIRM, that are not subject to the provisions of Article 4, Section C(2) of this ordinance, be elevated so that either:
 - a. The lowest floor of the manufactured home is at or above the base flood elevation; or
 - b. The manufactured home chassis is supported by reinforced piers or other foundation elements of at least equivalent strength that are no less than thirty-six (36) inches in height above grade and be securely attached to an adequately anchored foundation system to resist flotation, collapse, and lateral movement.

SECTION D. AREAS OF SHALLOW FLOODING (AO and AH zones)

Located within the areas of special flood hazard as described in Article 2, Section A are areas designated as AO zones. These areas have special flood hazards associated with base flood depths of one (1) to three (3) feet where a clearly defined channel does not exist and where the path of flooding is unpredictable and indeterminate. The following provisions apply:

1 . AO Zones

- a. All new construction and substantial-improvements of residential structures, including manufactured homes, shall have the lowest floor, including basement, elevated above the highest adjacent grade at least as high as the depth number specified in feet on the community's FIRM (at least two feet if no depth number is specified).
- b. All new construction and substantial-improvements of any commercial, industrial, or other non-residential structures, including manufactured homes, shall have the lowest floor, including basement, elevated above the highest adjacent grade at least as high as the depth number specified in feet on the community FIRM (at least two feet if no depth number is specified) or together with attendant utilities and sanitary facilities be completely floodproofed to that so that the structure is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy.
- c. Adequate drainage paths shall be required around structures on slopes, in order to guide floodwaters around and away from proposed structures.

2. AH Zones

- a. The specific standards for all areas of special flood hazard where base flood elevation has been provided shall be required as set forth in Article 4, Section B.
- b. Adequate drainage paths shall be required around structures on slopes, in order to guide floodwaters around and away from proposed structures.

SECTION E. FLOODWAY

Located within areas of special flood hazard established in Article 2, Section A are areas designated as floodways. Since the floodway is an extremely hazardous area due to the velocity of flood waters that carry debris and potential projectiles, the following provisions shall apply:

1. The community shall select and adopt a regulatory floodway based on the principle that the area chosen for the regulatory floodway must be designed to carry the waters of the base flood without increasing the water surface elevation of that flood more than one foot at any point.
2. The community shall prohibit any encroachments, including fill, new construction, substantial-improvements, and other development within the adopted regulatory floodway unless it has been demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed encroachment would not result in any increase in flood levels within the community during the occurrence of the base flood discharge.
3. If Article 4, Section E(2) is satisfied, all new construction and substantial-improvements shall comply with all applicable flood hazard reduction provisions of Article 4.
4. In unnumbered A zones, the community shall obtain, review, and reasonably utilize any base flood elevation or floodway data currently available from Federal, State, or other sources as set forth in Article 4, Section A(2).

SECTION F. RECREATIONAL VEHICLES

1. Require that recreational vehicles placed on sites within all unnumbered and numbered A zones, AO, AE, and AH zones on the community's FIRMeither:
 - a. Be on the site for fewer than 180 consecutive days, and be fully licensed and ready for highway use¹; or
 - b. Meet the permitting, elevating, and the anchoring requirements for manufactured homes of this ordinance.

¹ A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick-disconnect type utilities and security devices, and has no permanently attached additions.

ARTICLE 5. FLOODPLAIN MANAGEMENT VARIANCE PROCEDURES

SECTION A. ESTABLISHMENT OF APPEAL BOARD

The Boone County Zoning Board of Adjustment as established by Boone County shall hear and decide appeals and requests for variances from the floodplain management requirements of this ordinance.

SECTION B. RESPONSIBILITY OF APPEAL BOARD

Where an application for a floodplain development permit or request for a variance from the floodplain management regulations is denied by the Director of Resource Management, the applicant may apply for such floodplain development permit or variance directly to the Appeal Board, as defined in Article 5, Section A.

The Zoning Board of Adjustment shall hear and decide appeals when it is alleged that there is an error in any requirement, decision, or determination made by the Director of Resource Management in the enforcement or administration of this ordinance.

SECTION C. FURTHER APPEALS

Any person aggrieved by the decision of the Zoning Board of Adjustment or any taxpayer may appeal such decision to the Circuit Court as provided in Chapter 64.870 RSMo.

SECTION D. FLOODPLAIN MANAGEMENT VARIANCE CRITERIA

In passing upon such applications for variances, the Zoning Board of Adjustment shall consider all technical data and evaluations, all relevant factors, standards specified in other sections of this ordinance, and the following criteria:

1. The danger to life and property due to flood damage;
2. The danger that materials may be swept onto other lands to the injury of others;
3. The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner;
4. The importance of the services provided by the proposed facility to the community;
5. The necessity to the facility of a waterfront location, where applicable;
6. The availability of alternative locations, not subject to flood damage, for the

- proposed use;
7. The compatibility of the proposed use with existing and anticipated development;
 8. The relationship of the proposed use to the comprehensive plan and floodplain management program for that area;
 9. The safety of access to the property in times of flood for ordinary and emergency vehicles;
 10. The expected heights, velocity, duration, rate of rise and sediment transport of the flood waters, if applicable, expected at the site; and,
 11. The costs of providing governmental services during and after flood conditions, including maintenance and repair of public utilities and facilities such as sewer, gas, electrical, and water systems; streets; and bridges.

SECTION E. CONDITIONS FOR APPROVING FLOODPLAIN MANAGEMENT VARIANCES

1. Generally, variances may be issued for new construction and substantial-improvements to be erected on a lot of one-half acre or less in size contiguous to and surrounded by lots with existing structures constructed below the base flood level, providing items 2 through 6 below have been fully considered. As the lot size increases beyond the one-half acre, the technical justification required for issuing the variance increases.
2. Variances may be issued for the reconstruction, rehabilitation, or restoration of structures listed on the National Register of Historic Places, the State Inventory of Historic Places, or local inventory of historic places upon determination.
3. Variances shall not be issued within any designated floodway if any significant increase in flood discharge would result.
4. Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
5. Variances shall only be issued upon (a) a showing of good and sufficient cause, (b) a determination that failure to grant the variance would result in exceptional hardship to the applicant, and (c) a determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances.

6. A community shall notify the applicant in writing over the signature of a community official that (1) the issuance of a variance to construct a structure below base flood elevation will result in increased premium rates for flood insurance and (2) such construction below the base flood elevation increases risks to life and property. Such notification shall be maintained with the record of all variance actions as required by this ordinance.

SECTION F. CONDITIONS FOR APPROVING VARIANCES FOR AGRICULTURAL STRUCTURES

Any variance granted for an agricultural structure shall be decided individually based on a case by case analysis of the building's unique circumstances. Variances granted shall meet the following conditions as well as those criteria and conditions set forth in Article 5, Sections D and E of this ordinance. In order to minimize flood damages during the 100-year flood and the threat to public health and safety, the following conditions shall be included for any variance issued for agricultural structures that are constructed at-grade and wet-floodproofed.

1. All agricultural structures considered for a variance from the floodplain management regulations of this ordinance shall demonstrate that the varied structure is located in wide, expansive floodplain areas and no other alternate location outside of the special flood hazard area exists for the agricultural structure. Residential structures, such as farm houses, cannot be considered agricultural structures.
2. Use of the varied structures must be limited to agricultural purposes in zone A only as identified on the community's Flood Insurance Rate Map (FIRM).
3. For any new or substantially damaged agricultural structures, the exterior and interior building components and elements (i.e., foundation, wall framing, exterior and interior finishes, flooring, etc.) below the base flood elevation, must be built with flood-resistant materials in accordance with Article 4, Section A (4)(b) of this ordinance.
4. The agricultural structures must be adequately anchored to prevent flotation, collapse, or lateral movement of the structures in accordance with Article 4, Section A (4)(a) of this ordinance. All of the building's structural components must be capable of resisting specific flood-related forces including hydrostatic, buoyancy, and hydrodynamic and debris impact forces.
5. Any mechanical, electrical, or other utility equipment must be located above the base flood elevation or floodproofed so that they are contained within a watertight, floodproofed enclosure that is capable of resisting damage during

flood conditions in accordance with Article 4, Section A (4)(d) of this ordinance.

6. The agricultural structures must meet all National Flood Insurance Program (NFIP) opening requirements. The NFIP requires that enclosure or foundation walls, subject to the 100-year flood, contain openings that will permit the automatic entry and exit of floodwaters in accordance with Article 4, Section B (1)(c) of this ordinance.
7. The agricultural structures must comply with the floodplain management floodway encroachment provisions of Article 4, Section E(2) of this ordinance. No variances may be issued for agricultural structures within any designated floodway, if any increase in flood levels would result during the 100-year flood.
8. Major equipment, machinery, or other contents must be protected from any flood damage.
9. No disaster relief assistance under any program administered by any Federal agency shall be paid for any repair or restoration costs of the agricultural structures, equipment, machinery or other contents.
10. A community shall notify the applicant in writing over the signature of a community official that (1) The issuance of a variance to construct a structure below base flood elevation will result in increased premium rates for flood insurance and (2) such construction below the base flood elevation increases risks to life and property. Such notification shall be maintained with the record of all variance actions as required by this ordinance.
11. Wet-floodproofing construction techniques must be reviewed and approved by the community and a registered professional engineer or architect prior to the issuance of any floodplain development permit for construction.

SECTION G. CONDITIONS FOR APPROVING VARIANCES FOR ACCESSORY STRUCTURES

Any variance granted for an accessory structure shall be decided individually based on a case by case analysis of the building's unique circumstances. Variances granted shall meet the following conditions as well as those criteria and conditions set forth in Article 5, Sections D and E of this ordinance.

In order to minimize flood damages during the 100-year flood and the threat to public health and safety, the following conditions shall be included for any variance issued for accessory structures that are constructed at-grade and wet-floodproofed.

1. Use of the accessory structures must be solely for parking and limited storage purposes in zone A only as identified on the community's Flood Insurance Rate Map (FIRM).
2. For any new or substantially damaged accessory structures, the exterior and interior building components and elements (i.e., foundation, wall framing, exterior and interior finishes, flooring, etc.) below the base flood elevation, must be built with flood-resistant materials in accordance with Article 4, Section A (4)(b) of this ordinance.
3. The accessory structures must be adequately anchored to prevent flotation, collapse, or lateral movement of the structure in accordance with Article 4, Section A (4)(a) of this ordinance. All of the building's structural components must be capable of resisting specific flood-related forces including hydrostatic, buoyancy, and hydrodynamic and debris impact forces.
4. Any mechanical, electrical, or other utility equipment must be located above the base flood elevation or floodproofed so that they are contained within a watertight, floodproofed enclosure that is capable of resisting damage during flood conditions in accordance with Article 4, Section A (4)(d) of this ordinance.
5. The accessory structures must meet all National Flood Insurance Program (NFIP) opening requirements. The NFIP requires that enclosure or foundation walls, subject to the 100-year flood, contain openings that will permit the automatic entry and exit of floodwaters in accordance with Article 4, Section B (1)(c) of this ordinance.
6. The accessory structures must comply with the floodplain management floodway encroachment provisions of Article 4, Section E (2) of this ordinance. No variances may be issued for accessory structures within any designated floodway, if any increase in flood levels would result during the 100-year flood.
7. Equipment, machinery, or other contents must be protected from any flood damage.
8. No disaster relief assistance under any program administered by any Federal agency shall be paid for any repair or restoration costs of the accessory structures, equipment, machinery or other contents.
9. A community shall notify the applicant in writing over the signature of a community official that (1) The issuance of a variance to construct a structure

below base flood elevation will result in increased premium rates for flood insurance and (2) such construction below the base flood elevation increases risks to life and property. Such notification shall be maintained with the record of all variance actions as required by this ordinance.

10. Wet-floodproofing construction techniques must be reviewed and approved by the community and registered professional engineer or architect prior to the issuance of any floodplain development permit for construction.

SECTION H. CONDITIONS FOR APPROVING VARIANCES FOR TEMPORARY STRUCTURES

Any variance granted for a temporary structure shall be decided individually based on a case by case analysis of the building's unique circumstances. Variances granted shall meet the following conditions as well as those criteria and conditions set forth in Article 5, Sections D and E of this ordinance.

1. A temporary structure may be considered for location within the 100-year floodplain only when all of the following criteria are met:
 - a. Use of the temporary structure is unique to the land to be developed and cannot be located outside of the floodplain nor meet the NFIP design standards;
 - b. Denial of the temporary structure permit will create an undue hardship on the property owner;
 - c. The community has adopted up-to-date NFIP and building regulations to direct placement and removal of the temporary structure; and,
 - d. The community has sufficient staff to monitor the placement, use, and removal of the temporary structure throughout the duration of the permit.
2. Once all of the above conditions are met, an application for a special use permit must be made to the County Commission. The County Commission shall consider all applications for special use permits for a temporary structure based on the following criteria:
 - a. The placement of any temporary structure within the special flood hazard areas as shown on the community's adopted Federal Emergency Management Agency /National Flood Insurance Program map shall require

an approved conditional use permit. The special use permit shall be valid for a period not to exceed 180 days.

- b. Conditional use permit applications, for a temporary structure to be located in special flood hazard areas, shall conform to the standard public hearing process prior to any community action on the permit request.
- c. An emergency plan for the removal of the temporary structure that includes specific removal criteria and time frames from the agency or firm responsible for providing the manpower, equipment, and the relocation and disconnection of all utilities shall be required as part of the conditional use permit application for the placement of any temporary structure.
- d. On or before the expiration of the end of the 180 day conditional use permit period, the temporary structure shall be removed from the site. All utilities, including water, sewer, communication, and electrical services shall be disconnected.
- e. To ensure the continuous mobility of the temporary structure for the duration of the permit, the temporary structure shall retain its wheels and tires, licenses, and towing appurtenance on the structures at all times.
- f. Under emergency flooding conditions, the temporary structure shall be removed immediately or as directed by the community and as specified in the emergency removal plan.
- g. Location of any temporary structure within the regulatory floodway requires the provision of a "no-rise" certificate by a registered professional engineer.
- h. Violation of or non-compliance with any of the stated conditions of the conditional use permit during the term thereof, shall make the permit subject to revocation by resolution of the governing body of the community. Issuance of permit revocation notice shall be made to the landowner, the occupant of the land, and to the general public.
- i. Any deviation from the approved site plan shall be deemed a violation of the conditional use permit approval and the uses allowed shall automatically be revoked. The subsequent use of the land shall be as it was prior to the conditional use permit approval. In event of any violation, all permitted conditional uses shall be deemed a violation of this ordinance and shall be illegal, non-conforming uses and shall be summarily removed and abated.

- j. If the temporary structure is to be returned to its previously occupied site, the process for issuing a special use permit must be repeated in full. Any subsequent permit shall be valid for 180 days only.

ARTICLE 6. PENALTIES FOR VIOLATION

Violation of the provisions of this ordinance or failure to comply with any of its requirements (including violations of conditions and safeguards established in connection with granting of variances) shall constitute a misdemeanor. Any person who violates this ordinance or fails to comply with any of its requirements shall, upon conviction thereof, be punished as provided by law. Each day such violation continues shall be considered a separate offense. Nothing herein contained shall prevent the County Commission or other appropriate authority from taking such other lawful action as is necessary to prevent or remedy any violation.

ARTICLE 7. AMENDMENTS

The regulations, restrictions, and boundaries set forth in this ordinance may from time to time be amended, supplemented, changed, or appealed to reflect any and all changes in the National Flood Disaster Protection Act of 1973, provided, however, that no such action may be taken until after a public hearing in relation thereto, at which parties of interest and citizens shall have an opportunity to be heard. Notice of the time and place of such hearing shall be published in a newspaper of general circulation in the County. At least 20 days shall elapse between the date of this publication and the public hearing. A copy of such amendments will be provided to the Region VII office of the Federal Emergency Management Agency (FEMA) and to the State Emergency Management Agency (SEMA). The regulations of this ordinance are in compliance with the National Flood Insurance Program (NFIP) regulations.

ARTICLE 8. DEFINITIONS

Unless specifically defined below, words or phrases used in this ordinance shall be interpreted so as to give them the same meaning they have in common usage and to give this ordinance its most reasonable application.

100-year Flood: see "base flood."

Accessory Structure: means the same as "appurtenant structure."

Actuarial Rates: see "risk premium rates."

Administrator: means the Federal Insurance Administrator.

Agency: means the Federal Emergency Management Agency (FEMA).

Agricultural Commodities: means agricultural products and livestock.

Agricultural Structure: means any structure used exclusively in connection with the production, harvesting, storage, drying, or raising of agricultural commodities.

Appeal: means a request for review of the Floodplain Administrator's interpretation of any provision of this ordinance or a request for a variance.

Appurtenant Structure: means a structure that is on the same parcel of property as the principle structure to be insured and the use of which is incidental to the use of the principal structure.

Area of Shallow Flooding: means a designated AO or AH zone on a community's Flood Insurance Rate Map (FIRM) with a one percent or greater annual chance of flooding to an average depth of one (1) to three (3) feet where a clearly defined channel does not exist, where the path of flooding is unpredictable and where velocity flow may be evident. Such flooding is characterized by ponding or sheet flow.

Area of Special Flood Hazard: is the land in the floodplain within a community subject to a one percent or greater chance of flooding in any given year.

Base Flood: means the flood having a one percent chance, of being equaled or exceeded in any given year.

Basement: means any area of the structure having its floor subgrade (below ground level) on all sides.

Building: see "structure."

Chief Executive Officer: or "Chief Elected Official" means the official of the community who is charged with the authority to implement and administer laws, ordinances, and regulations for that community.

Community: means any State or area or political subdivision thereof, which has authority to adopt and enforce floodplain management regulations for the areas within its jurisdiction.

Development: means any man-made change to improved or unimproved real estate, including but not limited to buildings or other structures, levees, levee systems, mining, dredging, filling, grading, paving, excavation or drilling operations, or storage of equipment or materials.

Elevated Building: means for insurance purposes, a non-basement building which has its lowest elevated floor raised above ground level by foundation walls, shear walls, posts, piers, pilings, or columns.

Eligible Community: or "Participating Community" means a community for which the Administrator has authorized the sale of flood insurance under the National Flood Insurance Program (NFIP).

Existing Construction: means for the purposes of determining rates, structures for which the "start of construction " commenced before the effective date of the FIRM or before January 1, 1975, for FIRMs effective before that date. "Existing construction" may also be referred to as "existing structures."

Existing Manufactured Home Park or Subdivision: means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before the effective date of the floodplain management regulations adopted by a community.

Expansion to an Existing Manufactured Home Park or Subdivision: means the preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).

Flood or Flooding: means a general and temporary condition of partial or complete inundation of normally dry land areas from (1) the overflow of inland and/or (2) the unusual and rapid accumulation or runoff of surface waters from any source.

Flood Boundary and Floodway Map (FBFM): means an official map of a community on which the Administrator has delineated both special flood hazard areas and the designated regulatory floodway.

Flood Elevation Determination: means a determination by the Administrator of the water surface elevations of the base flood, that is, the flood level that has a one percent or greater chance of occurrence in any given year.

Flood Elevation Study: means an examination, evaluation and determination of flood hazards.

Flood Fringe: means the area outside the floodway encroachment lines, but still subject to inundation by the regulatory flood.

Flood Hazard Boundary Map (FHBM): means an official map of a community, issued by the Administrator, where the boundaries of the flood areas having special flood hazards have been designated as (unnumbered or numbered) A zones.

Flood Insurance Rate Map (FIRM): means an official map of a community, on which the Administrator has delineated both the special flood hazard areas and the risk premium zones applicable to the community.

Flood Insurance Study (FIS): means an examination, evaluation and determination of flood hazards and, if appropriate, corresponding water surface elevations.

Floodplain or Flood-prone Area: means any land area susceptible to being inundated by water from any source (see “flooding”).

Floodplain Management: means the operation of an overall program of corrective and preventive measures for reducing flood damage, including but not limited to emergency preparedness plans, flood control works, and floodplain management regulations.

Floodplain Management Regulations: means zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances (such as floodplain and grading ordinances) and other applications of police power. The term describes such state or local regulations, in any combination thereof, that provide standards for the purpose of flood damage prevention and reduction.

Floodproofing: means any combination of structural and non-structural additions, changes, or adjustments to structures that reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, or structures and their contents.

Floodway or Regulatory Floodway: means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one foot.

Floodway Encroachment Lines: means the lines marking the limits of floodways on Federal, State and local floodplain maps.

Freeboard: means a factor of safety usually expressed in feet above a flood level for purposes of floodplain management. "Freeboard" tends to compensate for the many unknown factors that could contribute to flood heights greater than the height calculated for a selected size flood and floodway conditions, such as bridge openings and the hydrological effect of urbanization of the watershed.

Functionally Dependent Use: means a use that cannot perform its intended purpose unless it is located or carried out in close proximity to water. This term includes only docking facilities and facilities that are necessary for the loading and unloading of cargo or passengers, but does not include long-term storage or related manufacturing facilities.

Highest Adjacent Grade: means the highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

Historic Structure: means any structure that is (a) listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register; (b) certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district; (c) individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or (d) individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either (1) by an approved state program as determined by the Secretary of the Interior or (2) directly by the Secretary of the Interior in states without approved programs.

Lowest Floor: means the lowest floor of the lowest enclosed area, including basement. An unfinished or flood-resistant enclosure, usable solely for parking of vehicles, building access, or storage, in an area other than a basement area, is not considered a building's lowest floor, provided that such enclosure is not built so as to render the structure in violation of the applicable floodproofing design requirements of this ordinance.

Manufactured Home: means a structure, transportable in one or more sections, that is built on a permanent chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term "manufactured home" does not include a "recreational vehicle."

Manufactured Home Park or Subdivision: means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

Map: means the Flood Hazard Boundary Map (FHBM), Flood Insurance Rate Map (FIRM) or the Flood Boundary and Floodway Map (FBFM) for a community issued by the Federal Emergency Management Agency (FEMA).

Market Value or Fair Market Value: means an estimate of what is fair, economic, just and equitable value under normal local market conditions.

Mean Sea Level: means, for purposes of the National Flood Insurance Program (NFIP), the North American Vertical Datum of 1988 (NAVD88), to which base flood elevations shown on a community's Flood Insurance Rate Map (FIRM) are referenced.

New Construction: means, for the purposes of determining insurance rates, structures for which the "start of construction" commenced on or after the effective date of an initial FIRM or after December 31, 1974, whichever is later, and includes any subsequent improvements to such structures. For floodplain management purposes, "new construction" means structures for which the "start of construction" commenced on or after the effective date of the floodplain management regulations adopted by a community and includes any subsequent improvements to such structures.

New Manufactured Home Park or Subdivision: means a manufactured home park or subdivision for which the construction of facilities for servicing the lot on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after the effective date of floodplain management regulations adopted by the community.

(NFIP): means the National Flood Insurance Program (NFIP).

Participating Community: also known as an "eligible community," means a community in which the Administrator has authorized the sale of flood insurance.

Person: includes any individual or group of individuals, corporation, partnership, association, or any other entity, including Federal, State, and local governments and agencies.

Principally Above Ground: means that at least 51 percent of the actual cash value of the structure, less land value, is above ground.

Recreational Vehicle: means a vehicle which is (a) built on a single chassis; (b) 400 square feet or less when measured at the largest horizontal projections; (c) designed to be self-propelled or permanently towable by a light-duty truck; and (d) designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

Remedy A Violation: means to bring the structure or other development into compliance with Federal, State, or local floodplain management regulations; or, if this is not possible, to reduce the impacts of its noncompliance.

Repetitive Loss: means flood-related damages sustained by a structure on two separate occasions during a 10-year period for which the cost of repairs at the time of each such flood event, equals or exceeds twenty-five percent of the market value of the structure before the damage occurred.

Risk Premium Rates: means those rates established by the Administrator pursuant to individual community studies and investigations which are undertaken to provide flood insurance in accordance with Section 1307 of the National Flood Disaster Protection Act of 1973 and the accepted actuarial principles. "Risk premium rates" include provisions for operating costs and allowances.

Special Flood Hazard Area: see "area of special flood hazard."

Special Hazard Area: means an area having special flood hazards and shown on an FHBM, FIRM or FBFM as zones (unnumbered or numbered) A, AO, AE, or AH.

Start of Construction: includes substantial-improvements, and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition placement, or other improvements were within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slabs or footings, the installation of piles, the construction of columns, any work beyond the stage of excavation, or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling, the installation of streets and/or walkways, excavation for a basement, footings, piers, foundations, the erection of temporary forms, nor installation on the property of accessory structures, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial-improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

State Coordinating Agency: means that agency of the state government, or other office designated by the governor of the state or by state statute at the request of the Administrator to assist in the implementation of the National Flood Insurance Program (NFIP) in that state.

Structure: means, for floodplain management purposes, a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home. Structure, for insurance purposes, means a walled and roofed building, other than a gas or liquid storage tank, that is principally above ground and affixed to a permanent site, as well as a manufactured home on a permanent foundation. For the latter purpose, the term includes a building while in the course of construction, alteration or repair, but does not include building materials or supplies intended for use in such construction, alteration or repair, unless such materials or supplies are within an enclosed building on the premises.

Substantial-Damage: means damage of any origin sustained by a structure whereby the cost of restoring the structure to pre-damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred. The term includes Repetitive Loss buildings (see definition).

Substantial-Improvement: means any reconstruction, rehabilitation, addition, or other improvement of a structure, taking place during the life of the building, in which the cumulative percentage of improvement equals or exceeds 50 percent of the market value of the structure before "start of construction" of the improvement. This term includes structures which have incurred "repetitive loss" or "substantial-damage," regardless of the actual repair work performed. The term does not, however, include either (1) any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications that have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions, or (2) any alteration of a "historic structure," provided that the alteration will not preclude the structure's continued designation as a "historic structure."

Temporary Structure: means a structure permitted in a district for a period not to exceed 180 days and is required to be removed upon the expiration of the permit period. Temporary structures may include recreational vehicles, temporary construction offices, or temporary business facilities used until permanent facilities can be constructed, but at no time shall it include manufactured homes used as residences.

Variance: means a grant of relief by the community from the terms of a floodplain management regulation. Flood insurance requirements remain in place for any varied use or structure and cannot be varied by the community.

Violation: means the failure of a structure or other development to be fully compliant with the community's floodplain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required by this ordinance is presumed to be in violation until such time as that documentation is provided.

Water Surface Elevation: means the height, in relation to the North American Vertical Datum (NAVD88) of floods of various magnitudes and frequencies in the floodplain.

SECTION 23 CHARACTER PRESERVATION OVERLAY DISTRICT

23.1 Aspects of Character Preservation Districts: Two Different Purviews. County regulations and policy for Character Preservation Districts shall fall into two separate areas as follows:

23.1.1 The first area is the right-of-way as defined in the *Boone County Road Bridge and Right of Way Regulations*. The Boone County Public Works Department will administer the regulation and policy for the right-of-way portion of the Character Preservation Overlay District.

23.1.2 The second area is defined as the Preservation District, which consists of the privately held land within an established Character Preservation Overlay District. The Boone County Planning and Building Inspection Department will administer the regulations and policy for the Preservation District area.

23.2 Intent and Purpose

The intent of the Character Preservation Overlay District is to identify, preserve and protect the historic, cultural or environmental character of designated areas by insulating them from negative aspects of development. This is accomplished by carefully defining the existing character of the area proposed for designation and guiding what development does occur to insure that it is compatible and consistent with the identified character of the area. Interested property owners in the area that is proposed for designation shall instigate the initiative for the designation.

Careful consideration as to practicable suitability of an area requesting designation with respect to the existing and reasonably assumable future land uses should factor heavily in the decision of whether or not an area should be designated for Character Protection Overlay District status.

Once designated, an overlay district shall be a compelling factor in any decision pertaining to land use decisions, rezoning requests, conditional use permits and other development within the designated area. This is to say Boone County should deny any requests for rezoning, conditional use permits or building permits that are incompatible with or would be detrimental to the nature and character of the overlay district.

23.3 Procedures For Designating A Character Preservation Overlay District

23.3.1 Application. Any Petition for Application for designation of a Character Preservation Overlay District must be submitted to the County Commission through the Director. The Petition for Application shall be on forms provided by the Director and shall include information as required by Section 22.4.1.

23.3.2 The applicants shall work with the Boone County Planning and Building Inspection Department to identify the character of the proposed overlay district and to create a set of development and/or performance standards to be known as Preservation and Character Standards (PCS).

23.3.2.1 At such time as the Preservation and Character Standards have been developed, the applicants shall provide the Director a Petition for Certification of Preservation and Character Standards. The Petition for Certification of Preservation and Character Standards shall be on forms provided by the Director and shall include information as required by Section 23.4.1.

23.3.3 Notice. Following submission of the Petition for Certification of Preservation and Character Standards and at least 15 days prior to the next regularly scheduled Planning and Zoning Commission hearing, the Director shall give notice of the application in the following manner:

23.3.3.1 By certified mail to the owners of all property within the proposed overlay district.

23.3.3.2 By first class mail to the owners of all property within 1000 feet of the boundary of the proposed overlay district.

23.3.3.3 Publication of a locality map in a newspaper having a daily circulation.

23.3.3.4 Publication of a locality map in a newspaper having a weekly or daily circulation in the northern portion of the County if any part

of the proposed district lies north of the north boundary of Township 49 North.

23.3.3.5 Publication of a locality map in a newspaper having a weekly or daily circulation in the southern portion of the County if any part of the proposed district lies south of the north line of Township 47 North.

23.3.4 The Planning and Zoning Commission shall hold a public hearing. Following the public hearing, the Commission shall vote on a recommendation to approve, modify, deny or table the request and proposed Preservation and Character Standards. A record of the recommendation shall be forwarded to the County Commission and shall include the wording of the motion and the action taken. In formulating its recommendation, the Commission shall make findings consistent with the following criteria:

- Establishment of the district must promote the public good
- Establishment of the district shall not thwart established public policy and/or adopted long range plans
- Establishment of the district shall not result in the creation of redundant regulations where adequate protections already exist
- Establishment of the district shall not prohibit the future improvement of public roadways and utility services or the acquisition of right of way for public roadways and utilities

23.3.5 Upon receipt of a recommendation from the Commission and before adoption of a Character Preservation Overlay District and accompanying Preservation and Character Standards, the County Commission shall hold at least one public hearing thereon. The County Commission may approve, deny or remand the proposal and PCS back to the Commission for modification. In order to approve a Character Preservation Overlay District the County Commission must make findings consistent with the following:

- Establishment of the district must promote the public good
- Establishment of the district shall not thwart established public policy and/or adopted long range plans
- Establishment of the district shall not result in the creation of redundant regulations where adequate protections already exist
- Establishment of the district shall not prohibit the future improvement of public roadways and utility services or the acquisition of right of way for public roadways and utilities

23.3.5.1 In cases where the Commission recommends denial of a request, the County Commission shall summarily endorse denial action of the Commission unless the applicant files a Notice of Appeal to the County Commission. The Notice of Appeal must be filed with the Director within 72 hours (three working days) following the P&Z Commission hearing. The Notice of Appeal shall state the grounds why the Commission recommendation for denial is in error. The applicant must appear before the County Commission in person or by representative with written authorization by the applicant.

23.3.5.2 In cases where the Commission recommends approval of an application, the County Commission will summarily deny the application if the following two conditions occur: (1) the applicant does not appear at the County Commission hearing in person or by representative with the written authorization of the owner, **and** (2) there is opposition to the application expressed in person at the County Commission Hearing.

23.4 Application Content, Fees, Costs.

23.4.1 No action on the request will be taken until all of the required information has been submitted. Applications for establishing a Character Preservation Overlay District shall include the following:

- A Petition for Application on forms provided by the Director. The petition shall contain the following:
- The notarized signatures of the private property owners of at least 75% of the privately owned public road frontage within the proposed district.
- The notarized signatures of at least 67% of all private property owners within the proposed district.
- A legal description of the proposed Overlay District prepared by a Missouri Registered Land Surveyor.
- An aerial photograph obtained from the Boone County Assessors Office or Boone County GIS map, if available, showing the boundary of the proposed overlay district and tax parcel boundaries of all

properties within the proposed district and within 1000 feet of the proposed district.

- A designated contact person, who will serve as the liaison between the county and the applicants.
- A list of individuals to serve on the PCS development committee. Said committee shall be comprised of at least three but not more than five persons who signed the Petition for Application.
- The name, address and parcel number(s) of all property owners within the proposed overlay district
- The name, address and parcel number(s) of all property owners within 1000 feet of the boundary of the proposed overlay district.
- A certified copy of a County Commission Order designating all public roads within the proposed overlay district to be in the “Adopt a Road” program. The required signage can be waived if it is not consistent with the Character and Preservation Standards of the established district.

23.4.2 Fees. The applicant shall submit a fee of \$150 with the application.

23.4.3 Costs. The applicant shall be responsible for the costs of all required public notice and the preparation of the application materials including but not limited to all required surveys and property descriptions.

23.5 Procedures for Vacation (Removal) of the Overlay District:

Removal of a designated Character Preservation Overlay District shall be accomplished by the same procedures as followed to establish the overlay district. Additionally, the County Commission shall have the authority, after a public hearing, to remove the district status if it determines the districts character has changed to the extent that it no longer possesses the nature and character originally intended.

23.6 Protection District Regulations and Standards:

23.6.1 All development within a Character Preservation Overlay District must conform to the Preservation and Character Standards adopted for the district.

- 23.6.2 All subdivision proposals and commercial or industrial developments must be developed as planned developments.
- 23.6.3 Public improvements and construction within the Character Preservation Overlay District shall conform to the Character Preservation Standards to the highest degree practicable. To that extent, the Boone County Department of Public Works or other governmental agency shall consult with the Department of Planning and Building Inspection regarding the design of any project proposed to be constructed within a Character Preservation Overlay District.
- 23.6.4 Standards for Commercial & Industrial Properties within the Protection District may include but are not limited to the following:
- 23.6.4.1 The following areas shall be screened from public view:
- Loading areas
 - Waste collection and storage areas
 - Areas used for storage of materials or equipment
 - Parking areas
- 23.6.4.2 Screening shall be achieved through the use of evergreen trees or privacy fence. Evergreen trees used for screening purposes shall have a minimum diameter of 3 inches, planted every 6 feet. The owner shall replace dead or dying trees within the next growing season.
- 23.6.4.3 Outdoor lighting in areas zoned for Commercial or Industrial use shall be limited to heights less than 25 feet. Lighting shall be positioned such that the illuminated area will not extend beyond the property line.
- 23.6.4.4 Billboards shall not be permitted within the Protection District.
- 23.6.4.5 Properties zoned for Commercial or Industrial use shall not use lighted signage. The permitted signage for the area shall be limited to a single identifying sign no larger than 4' by 8' and must meet setback requirements for the district in which it is located.

SECTION 24 AIRPORT APPROACH AND DEPARTURE DISTRICT

The purpose of the Airport Approach and Departure District is: (1) to protect the public health, safety, and welfare of property owners within airport hazard areas and noise

sensitive areas; (2) to enhance compatibility between the Columbia Regional Airport and surrounding land use; and (3) to protect Columbia Regional Airport from encroachment of incompatible development. The Airport Approach and Departure District map, adopted herein by reference, shall serve as an overlay district that applies additional standards and requirements to properties located within the underlying zoning district. In case of conflicting standards and requirements, the more restrictive shall apply.

24.1 Permitted Uses for the A-1 and A-2 District:

- Agricultural activity which shall include greenhouses and nurseries.
- Roadside stands for the sale of agricultural products produced on the premises.
- Open space and natural areas
- Single-family dwellings located on lots meeting the minimum lot size of the zoning district.
- Home Occupation (excluding Family or Group Day Care).

Conditional Uses:

- Any use that is not specifically listed as a permitted use when it is determined that said use meets the purpose of this district including, but not limited to, the following:
 - Kennel
 - Animal boarding and training facility
 - Cemetery, human or animal, or enlargement of existing cemetery.
 - Agribusiness
 - Sewage lagoon or mechanical treatment plant where not approved under County Subdivision regulations.
 - Transmission facility not having a transmission tower; providing it can be shown that it will not create electrical interference with navigational signals or radio communication between the airport and aircraft.

24.2 Permitted uses for the A-R, R-S, R-D and R-M districts:

- Agricultural activity which shall include greenhouses and nurseries.
- Roadside stands for the sale of agricultural products produced on the premises.
- Open space and natural areas
- Single-family dwellings located on lots containing 2.5 acres or more.
- Home Occupation (excluding Family or Group Day Care).
- Golf course (excluding miniature course or driving range) operated during daylight hours only.
- Single-family dwelling on a lot smaller than 2.5 acres provided that it is a lot of record as defined by the Zoning Regulations.
- Conditional uses for the A-R, R-S, R-D and R-M districts:

- Any use that is not specifically listed as a permitted use when it is determined that said use meets the purpose of this district including, but not limited to, the following:
 - o Sewage lagoon or mechanical treatment plant where not approved under County Subdivision regulations.
 - o Public building erected by any governmental agency.

24.3 Commercial and Industrial land uses:

Requests for Commercial or Industrial zoning of land falling within the Airport Approach and Departure District are required to be Planned Developments conforming to all requirements of Section 6 of the Zoning Ordinance in addition to the requirements of the Airport Approach and Departure District.

24.4 Prohibited Uses:

Any use not specifically listed in this district as a permitted use or listed as a conditional use is considered a prohibited use. Additionally, the following uses are expressly prohibited in this district:

- Mobile Home.
- Mobile Home Park.
- Race tracks.
- Dwelling structures designed for more than one family.
- Hospitals.
- Nursing homes or retirement centers.
- School, public or private.
- Structures used for public assembly.
- Nursery, pre-school or Day Care Center.
- Sanitary landfill.

Any use that will create electrical interference with navigational signals or radio communication between the airport and aircraft, make it difficult for pilots to distinguish between airport lights and others, result in glare in the eyes of pilots using the airport, impair visibility in the vicinity of the airport, create bird strike hazards, or otherwise in any way endanger or interfere with the landing, takeoff, or maneuvering of aircraft intending to use the airport.

24.5 Development Standards and Requirements

The following development standards and requirements shall apply to all proposed uses and structures unless specifically exempt.

- 24.5.1 Whenever buildings are to be located within the 65 Ldn or higher noise contour, measures to achieve an interior noise level reduction of 25

decibels must be incorporated into the design and construction of portions of said buildings which are noise sensitive including, but not limited to, areas designed for sleeping, areas where the public is received, office areas, public assembly areas and other areas where people work or congregate. The location of the 65 Ldn and other noise contours shall be as shown on the official zoning map as depicted by the Columbia Regional Airport FAR Part 150 Noise Compatibility Study, which is adopted by reference.

- 24.5.2 Whenever an application for a building permit, change of zoning or conditional use permit within this district shall be requested by a property owner, Boone County shall within five (5) days of receiving said request submit a copy of the application to the Manager of the Columbia Regional Airport, who shall provide a written recommendation within ten (10) days of receipt.
- 24.5.3 The application for a building permit, change of zoning or conditional use permit shall include the following information:
- 24.5.3.1 A site development plan drawn to scale which shows the location of all existing and proposed buildings and structures on the property and the location of the existing and projected 65 Ldn and higher noise contours.
- 24.5.3.2 A description of the subject property and its total acreage, the proposed development or use of the site, and the uses intended to occupy each building or structure on the site.
- 24.5.3.3 The site development plan shall be reviewed and recommendations made to the applicant using the following criteria:
- 24.5.3.3.1 Buildings and structures should be located the greatest distance from the centerline of the runway (extended) as is practical and should be oriented to take maximum advantage of natural topography to minimize exposure to the noise.
- 24.5.3.3.2 Building openings, such as windows, should be faced away from the centerline of the runway (extended). Landscaping materials should be used to deflect noise.

24.6 Avigation Easement.

Prior to receiving approval of a building permit, the applicant shall convey to the Columbia Regional Airport an avigation easement permitting the right of flight in the airspace above the subject property. Such easement shall be provided in a form prescribed by Boone County in consultation with the Columbia Regional Airport and shall be recorded on the title of the subject property. All recording fees shall be paid by the City of Columbia.

24.7 Exemptions.

The provisions of this ordinance shall not apply to the following uses when permitted by the underlying zoning district:

24.7.1 The uses existing on the effective date of this ordinance shall not be required to change in order to comply with these regulations; provided however, the nonconforming use requirements of the zoning ordinance shall apply.

24.7.2 Temporary uses with a period of operation not exceeding five days. An extension of the time period may be approved when deemed reasonable and appropriate.

24.7.3 Temporary or accessory buildings and structures not used for habitable purposes, which are incidental to a permitted use.

SECTION 25 SIGN REGULATIONS

25.1 Purpose and Intent. The Boone County sign regulations are intended to aid in traffic control and safety, preserve and protect property values, lessen congestion of land and air space, provide against undue concentrations of signs which distract and endanger traffic safety and traffic flow, establish reasonable standards for commercial and other advertising through the use of signs in order to maintain and encourage business activity and area development, avoid uncontrolled proliferation of signs, recognize the rights of the public in its use of roads, streets and highways, recognize the tradition of individual liberty within the home and preserve the wholesome and attractive character of Boone County.

Promotion of the public comfort and welfare is to be accomplished by insuring adequate and appropriate spacing of signs so that confusion is reduced and so that businesses and other entities can effectively communicate with the public. The public comfort, safety and welfare will be further protected by regulating the size, height, location and general characteristics of permitted signs. These

regulations are found to be the minimum necessary to promote the public health, safety and welfare.

25.2 Exempt Signs

25.2.1 Official notices authorized by a court, public body or public safety official

25.2.2 Directional, warning or information signs authorized by federal, state, county or municipal governments

25.2.3 Memorial plaques, buildings identification signs and building cornerstones when cut or carved into a masonry surface or when made of noncombustible material and made an integral part of the building or structure.

25.2.4 The flag of a government or a noncommercial institution, such as a school.

25.3 Signs in Agriculture, Transition, Recreation and Residential Districts

25.3.1 Residential Development Signs.

25.3.1.1 Residential developments of four or more dwelling units shall be permitted one development complex sign for each adjacent public street frontage not within the project (or for each entrance in the case of a subdivision project). Such signs that are based on one street frontage or subdivision entrance shall not be located on a different street frontage or subdivision entrance.

25.3.1.2 Such signs shall be placed within 75' of the entrance to the development and outside of any right of way, public easement, or clear vision area.

25.3.1.3 Maximum height for such signs shall be 5 feet above the established street grade. Maximum sign area shall be 32 square feet per sign.

25.3.2 Business Signs.

25.3.2.1 Uses permitted by the zoning district regulations, including the sale of the property on which the sign is located, shall each be permitted façade signage and/or one freestanding sign per adjacent public street frontage. Total signage for such a use shall not exceed 32 square feet in area. The height of

freestanding signs shall be limited to eight-feet above the established street grade.

25.3.2.2 Home occupations are permitted one (1) façade sign on the structure in which the home occupation is located, which shall not exceed three (3) square feet (432 square inches) in area. Such signs shall be unlit and shall use non-flashing, non-reflective materials.

25.3.2.2.1 The area of the sign shall be calculated using the following formula: height x width = area. For example if a sign was 21 inches high and 20 inches wide the area would be calculated by multiplying the height of 21 inches x the width of 20 inches, which equals 420 square inches (21 x 20 = 420).

25.3.3 Non-commercial signs. Residential uses shall each be permitted façade signage and/or one freestanding sign per adjacent public street frontage provided the signage does not convey a commercial message. Total signage for such a use shall not exceed 32 square feet in area. The height of freestanding signs shall not exceed eight-feet above the adjacent grade.

25.4 Signs in Commercial, Industrial and Planned Recreation Districts.

25.4.1 Freestanding or Projecting Signs in Development Complexes. On each public street frontage each development complex shall be permitted one freestanding development complex sign or one projecting development complex sign, but not both. Freestanding or projecting signs, which are based on the length of one street frontage, shall not be placed on a different street frontage.

25.4.1.1 The base allowable sign area for each development complex sign shall be two square feet of sign area for each 5 lineal feet of street frontage, not to exceed 80 square feet of sign area. A bonus sign area of 10 additional square feet per business, enterprise, institution or franchise, within the development complex, is allowed provided that such bonus shall not exceed 50% of the base allowable sign area. Total Freestanding Sign Area is calculated as follows:

- Base Allowable Sign Area (BASA) in square feet = (lineal feet of street frontage ÷ 5) x 2 or 80 square feet, whichever is less.

- Bonus Sign Area (BSA) in square feet = Number of businesses, etc. x 10 or BASA ÷ 2, whichever is less
- Total Freestanding Sign Area = BASA + BSA or 120 square feet, whichever is less.

25.4.1.2 Businesses that are within a development complex shall not be allowed an individual freestanding or projecting sign

25.4.2 Freestanding or Projecting Signs for Businesses. Each business not within a development complex may be permitted a freestanding sign or one projecting sign, but not both, subject to compliance with the applicable standards.

25.4.2.1 The base allowable sign area for each freestanding or projecting business sign shall be two square feet of sign area for each 5 lineal feet of street frontage, not to exceed 80 square feet of sign area. Total Freestanding Sign Area is calculated as follows:

- (Lineal feet of street frontage ÷ 5) x 2 or 80 square feet, whichever is less.

25.4.3 Business Signs. Each enterprise, institution or business shall be permitted façade signs and one under canopy sign per street frontage, subject to the following requirements. Businesses that are not within a development complex shall be permitted one freestanding or projecting sign, but not both. Businesses that are within a development complex shall not be allowed an individual freestanding or projecting sign.

25.4.3.1 Maximum Façade Sign Area. Total area of façade signage shall not exceed 2 square feet for each lineal foot of the building wall to which the sign is attached up to a maximum of 80 square feet. Maximum façade sign area in square feet shall be calculated as follows:

- Lineal feet of building wall x 2 or 80 square feet, whichever is less.

25.4.3.2 Maximum Freestanding Sign Area. Two square feet for each 5 lineal feet of street frontage, not to exceed 80 square feet. Only one freestanding sign is allowed per parcel except as provided for in development complexes. Maximum freestanding sign area in square feet shall be calculated as follows:

- (lineal feet of street frontage ÷ 5) x 2 or 80 square feet, whichever is less

25.4.3.3 Parapet Mounted Sign Area shall be calculated the same as and counted as part of the allowed façade signs.

25.4.3.4 Maximum Projecting Sign Area. Two square feet for each 5 lineal feet of street frontage, not to exceed 80 square feet. Only one projecting sign is allowed per parcel. Maximum projecting sign area in square feet shall be calculated as follows:

- (lineal feet of street frontage ÷ 5) x 2 or 80 square feet, whichever is less

25.4.3.5 Maximum Suspended Sign Area. The maximum allowable sign area shall be 1 square foot for each lineal foot of width of the canopy, awning, marquee or other structural element of a building from which the sign is suspended, as measured perpendicular to the building wall.

25.4.4 Freestanding Signs for Boat Services on the Missouri River. Businesses that provide boat services such as fuel and pump out may have one freestanding sign subject to the following:

25.4.4.1 The maximum allowable sign area shall be 64-square feet.

25.4.4.2 Maximum sign height is 30-feet, measured vertically, from the edge of the river bank as defined by the line of vegetation.

25.4.4.3 The sign must be within 25-feet, measured horizontally, of the river bank as defined by the line of vegetation.

2.4.4.4 The sign may be composed of one or two faces. The face(s) of the sign must be oriented toward the river and must be within 0° to 25° of parallel to the centerline of the river at the location of the sign.

25.4.5 Non-commercial signs. Commercial and industrial uses that are located in commercial or industrial zoning districts shall each be permitted façade signage and/or freestanding signs provided the signage does not convey a commercial message. Such signs shall not exceed 32 square feet in area and shall not be displayed for more than six months in each calendar year. The height of freestanding signs shall not exceed eight-feet above the adjacent grade.

25.5 General Sign Regulations. The following regulations apply to all signs.

25.5.1 Sign Illumination. Except for billboards, sign illumination may be from backlighting, an internal source or floodlight projection. Lighting shall be shielded to preclude glare visible from public rights of way and neighboring properties.

25.5.2 Measurement of Sign Area. The square footage of a sign made up of letters, words or symbols within a frame shall be determined from the outside edge of the frame itself. The square footage of a sign composed of only letters, words or symbols shall be determined from imaginary straight lines drawn around the entire copy or grouping of such letters, words or symbols. Double-faced signs shall be calculated as the area of one side only. Three-dimensional or signs other than single or double-faced signs shall be calculated as the cumulative area of all faces of the sign.

25.5.3 Maximum Sign Height. Maximum height of any sign is 35 feet unless a more restrictive standard is established elsewhere in these regulations.

25.5.4 Measurement of Sign Height. The height of a sign shall be measured from average grade to the highest point of the sign or its supporting structure. Signs do not qualify for increased height due to increase in setback.

25.5.5 Condition and Maintenance. All signs shall be of rust-inhibitive or rot-inhibitive material or treatment, and shall be maintained in good condition in the opinion of the Director. All signs, together with all of their supports, braces, guys and anchors shall be kept in good repair and in a safe state of preservation. The display surfaces of all signs shall be kept neatly painted or posted at all times.

25.5.6 Electronic Message Signs. Electronic message signs that provide changing messages are permitted provided such signs do not blink or flash at a frequency of less than one blink or flash per 3 seconds.

25.5.7 All signs must meet or exceed the setback requirements established for the zoning district in which the sign is located. No portion of any sign shall overhang or encroach on the setback area, public right of way or public easement.

25.5.8 Vehicle Clearance Area. When a sign is placed over a private area where vehicles travel or are parked, the bottom of the sign structure must be at least 15 feet above the ground. Vehicle areas include but are not limited

to driveways, alleys, parking areas, loading and maneuvering areas. Exceptions are prohibited.

25.5.9 Signs, which are allowed based on the length of or adjacency to one street frontage, shall not be placed on a different street frontage.

25.5.10 Prohibited Signs. The following devices and locations are specifically prohibited:

- 25.5.10.1 Signs located in such a manner as to obstruct or otherwise interfere with an official traffic sign, signal or device or obstruct or interfere with a driver's view of approaching, merging or intersecting traffic.
- 25.5.10.2 Signs encroaching upon or overhanging public right of way or easement dedicated for use by the public. No sign shall be attached to any utility pole, light standard, street tree or any other public facility located in the public right of way or public easement.
- 25.5.10.3 Cloth, paper, soft plastic or similar advertising signs or devices other than in rigid frames as provided herein.
- 25.5.10.4 Signs that blink, flash or are animated by lighting in any fashion that would cause such signs to have the appearance of traffic safety signs and lights, or municipal vehicle warnings from a distance.
- 25.5.10.5 Portable signs.
- 25.5.10.6 Any sign attached to or placed on a vehicle or trailer parked on public or private property. The prohibition of this subsection does not prohibit the identification of a firm or its principal products on a vehicle being operated during the normal course of business or being taken home.
- 25.5.10.7 Pennants, banners and private flags bearing any logo, product name, business name or other advertising.
- 25.5.10.8 Signs in any district except as specifically authorized by these regulations.
- 25.5.10.9 Rotating signs and roof-mounted signs and searchlights.
- 25.5.10.10 Any sign, other than a billboard that is located on a parcel that is otherwise undeveloped, except as otherwise permitted by these regulations.

25.5.11 Signs, variances not allowed except. No variance from the provisions of Section 25, Sign Regulations is allowed except in accordance with Section 15.C(4)(f) of these regulations.

25.6 Specific Sign Requirements

25.6.1 Billboards

25.6.1.1 Billboards are only allowed in the General Commercial (C-G), Planned General Commercial (CG-P), Light Industrial (M-L), Planned Light Industrial (ML-P), General Industrial (M-G) and Planned General Industrial (MG-P) districts and must be within 100 feet of the U.S. 63 or I-70 right of way.

25.6.1.2 Maximum sign area is 288 square feet.

25.6.1.3 Minimum ground clearance is 8 feet.

25.6.1.4 Minimum setback from all public rights of way is 50 feet with no portion of the sign overhanging the setback area.

25.6.1.5 Minimum setback from a side or rear property line, not abutting a public right of way, is 10 feet with no portion of the sign overhanging the setback area.

25.6.1.6 Minimum distance from Agriculture, Transition, Residential, Commercial Office (C-O) or Neighborhood Commercial (N-C) zoning districts or municipal limits of any city or town is 200 feet, based upon the location of the zoning district boundary or municipal limits in effect at the time the building permit for the billboard is issued.

25.6.1.7 Minimum distance from other billboards is 2,640 feet.

25.6.1.8 Minimum distance from any street intersection is 200 feet.

25.6.1.9 All freestanding billboards shall be mounted on a monopole mast.

25.6.1.10 Billboards consisting of two faces are permitted only if the planes formed by the two faces are parallel, the same size and shape and mounted at the same elevation.

25.6.1.11 Billboards consisting of more than two faces are prohibited.

25.6.1.12 Billboards shall not be illuminated.

25.6.1.13 Maximum number of billboards per parcel is one.

25.6.1.14 Billboards shall comply with all specific requirements for freestanding, projecting or facade signs, as appropriate, unless a stricter standard applies.

25.6.2 Freestanding Signs

25.6.2.1 All freestanding signs shall maintain a clear vision area as specified in this ordinance.

25.6.2.2 For purposes of calculating the number of freestanding signs allowed on a parcel, a billboard constitutes 1 freestanding sign.

25.6.2.3 Any freestanding sign that is not a billboard shall be a minimum of 35 feet from any public street intersection.

25.6.2.4 Freestanding signs shall be placed on a parcel so that they are no more than 150 feet from the public right of way.

25.6.2.5 In Commercial, Industrial or Planned Recreation Districts a freestanding sign cannot be placed closer than 50 feet to another freestanding sign.

25.6.2.6 There shall be no freestanding sign on the same street frontage where there is a projecting sign on the same parcel and street frontage.

25.6.3 Parapet-Mounted Signs. Signs projecting above the point of intersection of the exterior wall of the building with its roof shall be mounted on a parapet.

25.6.4 Projecting Signs

25.6.4.1 A projecting sign shall not extend above the line defined by the intersection of the planes formed by the building wall and the roof.

25.6.4.2 No supporting structure shall be visible above the sign face.

25.6.4.3 The edge of the sign shall not be more than one foot from the building wall.

25.6.4.4 A minimum of 8 feet must be maintained between the lowest point of the sign and the ground unless a stricter standard applies.

25.6.4.5 A projecting sign shall not project more than 10 feet from the building wall to which it is attached.

25.6.5 Suspended Signs

25.6.5.1 The maximum allowable horizontal length of a suspended sign shall be equal to the width of the canopy, awning, marquee or other structural element of a building from which the sign is suspended, as measured perpendicular to the building wall, minus 2 feet.

25.6.5.2 The sign must be hung at least 1 foot from the outside building wall and at least 1 foot from the outside edge of the canopy, awning, marquee or similar structure from which the sign is hung measured at the location at which the sign is to be hung.

25.6.5.3 The minimum vertical clearance between the lowest edge of an under-canopy sign and the ground shall be 8 feet.

25.6.5.4 The sign must be hung perpendicular to the direction of the building wall at the location where the sign is to be hung.

SECTION 26 STREAM BUFFER REGULATIONS

26.1 Title, Purpose and Intent

26.1.1 Title. This chapter shall be known as the "Stream Buffer Regulations of Boone County, Missouri."

26.1.2 Purpose. The County Commission of Boone County, Missouri has determined that these regulations are necessary for the purpose of promoting the health, safety, comfort, and/or general welfare; and conserving the values of property throughout the County; and lessening or avoiding undue impact of stormwater runoff on adjoining properties and the environment. Buffers adjacent to stream systems provide numerous environmental protection and resource management benefits

which can include the following:

- Restoring and maintaining the chemical, physical and biological integrity of the water resources,
- Removing pollutants delivered in urban storm water,
- Reducing erosion and controlling sedimentation,
- Stabilizing stream banks,
- Providing infiltration of storm water runoff,
- Maintaining the base flow of streams,
- Contributing the organic matter that is a source of food and energy for the aquatic ecosystem,
- Providing tree canopy to shade streams and promote desirable aquatic organisms,
- Providing riparian wildlife habitat,
- Furnishing scenic value and recreational opportunity,
- Protecting the public from flooding, property damage and loss, and
- Providing sustainable, natural vegetation.

26.1.3 Intent. It is the purpose of this section to establish minimum acceptable standards for the design of stream buffers to protect the streams, wetlands, floodplains and riparian and aquatic ecosystems of the County of Boone, and the implementation of specifications for the establishment, protection and maintenance of vegetation along all stream systems and/or waterbodies within our County's authority. It is the desire of the County to protect and maintain natural vegetation in riparian and wetland areas by implementing specifications for the establishment, protection and maintenance of buffer vegetation along stream systems and/or waterbodies within our County's authority.

26.1.4 Jurisdictional Area – These regulations apply to all unincorporated lands within Boone County.

26.1.5 Authority – These regulations are adopted pursuant to the provisions of Sections 64.825 – 64.885 and 64.907, Revised Statutes of Missouri.

26.1.6 Applicability

26.1.6.1 This article shall apply to:

26.1.6.1.1 All proposed development except as provided
in Section 26.1.6.2

26.1.6.1.2 Activities that involve clearing, earthwork and excavation within the buffer zone as defined herein.

26.1.6.1.3 All tracts and parcels of land in the County except as provided in Section 26.1.6.2.

26.1.6.2 This article shall not apply to:

26.1.6.2.1 Development which prior to the effective date of this article:

- Is covered by a plat recorded of record in accordance with subdivision regulations.
- Is covered by an approved and unexpired Preliminary Plat or Review Plan.
- Is covered by a valid, unexpired building permit.
- Has applied for a building permit.

26.1.6.2.2 This article shall not apply to surface mining operations which are operating in compliance with a State-approved surface mining permit.

26.1.6.2.3 This article shall not apply to agricultural or farming activities.

26.1.6.2.4 This article shall not be construed so as to prevent modifications to stream channels or wetlands if such modifications have been approved and permitted by a Federal Agency such as the U.S. Army Corps of Engineers.

26.1.6.2.5 Structures that exist on or before the date of adoption of this section, that do not conform to this section and cannot be made to conform by using the stream buffer averaging provisions of Section 26.5.6 shall be allowed to remain in the present location and footprint. Such structures can be expanded or enlarged if the expansion or enlargement is vertical and/or away from the stream being buffered.

26.2 Administration

- 26.2.1 **Limitation on liability.** This chapter does not guarantee that properties will always be free from storm water flooding or flood damage. This chapter shall not create liability on the part of, or a cause of action against, the county or any county officer or employee for any flood damage.
- 26.2.2 **Conflicts.** Where any provision of this chapter imposes restrictions different from those imposed by any other law or regulation, whether state, federal or local, whichever is more restrictive or imposes a higher standard shall control.
- 26.2.3 **Administration and Enforcement.** The provisions of this chapter shall be administered and enforced by the Director. The Director shall receive applications required by these regulations and issue permits. He/she shall examine premises for which permits have been issued, and shall make the necessary inspections to see that the provisions of law are complied with. He/she shall, when requested by the County Commission, or when the interests of the county so require, make investigations in connection with matters referred to in these regulations and render written reports on the same. For the purpose of enforcing compliance with the law, he/she shall issue such notices or orders as may be necessary.
- **Inspections:** Inspections shall be made by the Director or his/her designee(s).
 - **Rules/ Policies:** For carrying into effect its provisions, the County Commission and/or its designee may adopt rules/ policies consistent with these regulations.
 - **Records:** The Director shall keep careful and comprehensive records of applications, of permits issued, of inspections made, of reports rendered, and of notices of orders issued. All such records shall be open to public inspection at reasonable hours, but shall not be removed from the office of the Director.
- 26.2.4 **Appeals.** Any person aggrieved by any decision of the Director in the administration or enforcement of this Chapter may appeal such decision to the Board of Adjustment.
- 26.2.5 **Variances**
- 26.2.5.1 **Variances by the Director.** The Director may grant a waiver for the following:

- Those projects or activities serving a public need where no feasible alternative is available.
- The repair and maintenance of public improvements where avoidance and minimization of adverse impacts to wetlands and associated aquatic ecosystems have been addressed.

26.2.5.1.1 Application. The applicant shall submit a written request for a variance to the Director in a form specified by the Director. The application shall include information specified by the Director and specific reasons justifying the variance and any other information necessary to evaluate the proposed variance request. The Director may require an alternatives analysis that clearly demonstrates that no other feasible alternatives exist and that minimal impact will occur as a result of the project or development.

26.2.5.1.2 Review by Director. Upon receipt of all application materials the Director shall certify the application complete. The Director shall have 10-working days from the date of the complete application in which to issue a decision. If during review of the application the Director requests additional information, then the time between when the request was made and when the information is submitted shall not count against the 10-day review period.

26.2.5.2 Other Variances. Where undue hardships or practical difficulties may result from strict compliance with this chapter, the developer may file an application for a variance. Said applications shall be directed to the Boone County Board of Adjustment organized and existing under the zoning regulations of Boone County, Missouri, which shall have the jurisdiction and shall be charged with the duty of hearing and deciding applications for variances from the strict application of the provisions of this ordinance. The Board may grant a variance only if it finds after public hearing and upon competent and substantial evidence that the applicant meets the following criteria:

- The variance shall not have the effect of nullifying the intent and purpose of these regulations;
- The granting of the variance will not be detrimental to the public safety, health or welfare, or injurious to other property or improvements.
- The conditions upon which the request for a variance is based are unique to the property for which the variance is sought, are not applicable generally to other property, and are not self-imposed.
- Because of the particular physical surroundings, shape or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if this chapter was strictly interpreted and carried out.

26.2.5.2.1 Conditions: In recommending variances and exceptions, staff may recommend and the Board may require such conditions as will, in the judgment of each, secure substantially the objectives of the standards or requirements of this chapter.

26.2.5.2.2 Application: An application for a variance shall be submitted at the time of filing for a preliminary plat or for application for a building permit, whenever possible. The application shall be on forms provided by the County and shall state fully the grounds for the request and all facts relied upon by the practitioner. The application shall be filed with the Director and after review thereof the Director shall make a recommendation to the Board to grant or deny the application and state the reasons for his or her recommendation. Either the applicant or the Director may appeal or seek judicial review of any decision of the Board as provided by law.

26.3 Definitions

Best Management Practices (BMPs) - Conservation practices or management measures which control soil loss and reduce water quality degradation mainly caused by nutrients, animal wastes, toxins, sediment in the runoff. BMPs may be either structural (grass swales, terraces, retention and detention ponds), or non-structural (disconnection of impervious surfaces, directing downspouts onto grass surfaces and educational activities).

Buffer - A vegetated area including trees, shrubs, managed lawn areas, and herbaceous vegetation which exists or is established to protect a stream system. Alteration of this natural area is strictly limited.

Development - A change in the zoning, intensity of use or allowed use of any land, building, structure or premises for any purpose. The subdivision or severance of land. The construction, erection or placing of one or more buildings or structures on land or use of land or premises for storage of equipment or materials. Making of an addition, enlargement or alteration to a building or structure, in, on, over or under land, which has the effect of increasing the size or usability thereof. Land disturbance activities such as but not limited to site-grading, excavation, drilling, removal of topsoil or the placing or dumping of fill and installation of drainage works. The use of the term shall include redevelopment, as defined in the stormwater regulations, in all cases unless otherwise specified in these regulations.

Director – The Boone County Director of Public Works or Boone County Director of Planning and Building Inspection as designated by the County Commission.

Farming Activities – See **Agriculture or Farming Activity (Zoning Regulations Section 2)**

Flood Control Structures– Use of levees, walls, ditching or reservoirs in an effort to minimize the occurrence of floods.

Indigenous Vegetation – Any species that was present in Missouri prior to European Settlement (approximately 1735 A.D.) or any plant identified as native or indigenous on lists maintained by agencies such as the Missouri Department of Conservation or United States Department of Agriculture.

Managed Lawn Areas - Any area greater than five hundred (500) square feet where the vegetative ground cover is maintained at a uniform height of less than 5-inches.

Ordinary High Water Mark – That line on the shore established by the fluctuations of water and indicated by physical characteristics such as clear natural line impressed on the bank, shelving, changes in the character of soil, destruction of terrestrial vegetation, the presence of litter or debris, or other appropriate means that consider the characteristics of the surrounding area.

Pollution - Any contamination or alteration of the physical, chemical, or biological properties of any waters which will render the waters harmful or detrimental to domestic, commercial, industrial, agricultural, recreational, or other legitimate beneficial uses; or to livestock, wild animals, birds, fish or other aquatic life.

Streams - Perennial and intermittent watercourses identified through site inspection and United States Geological Survey (USGS) maps and further defined and categorized as follows:

- A. Type I Streams are defined as perennial streams shown as solid blue lines on the United States Geological Survey seven and one-half minutes series topographical map and have a drainage area of greater than 50 acres.
- B. Type II Streams are defined as intermittent streams shown as dashed blue lines on the United States Geological Survey seven and one-half minutes series topographical map and have a drainage area of greater than 50 acres.
- C. Type III Streams are defined as intermittent streams or natural channels which are not shown on the United States Geological Survey seven and one-half minutes series topographical map as either blue or dashed blue lines which have drainage areas of greater than 50 acres.

Wetlands - Those areas that are inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.

26.4 Stream Buffer Plan Requirements

26.4.1 General Plan Requirements. All administrative surveys, plats, development plans and building permits shall set forth an informative, conceptual and schematic representation of the proposed stream buffers by means of maps, graphs, charts, or other written or drawn documents so as to enable the Director an opportunity to make a reasonably informed decision regarding the proposed activity.

26.4.2 Specific Plan: Stream buffer plans shall contain the following information and shall be shown on one or more sheets as required by the Director:

26.4.2.1 A site plan map at a minimum scale of 1"=200'.

26.4.2.2 Field delineated and surveyed streams, springs, seeps, bodies of water, sink holes, and wetlands (include a minimum of 200 feet into adjacent properties).

26.4.2.2.1 Stream buffer plans for an individual single family or two family dwelling or an administrative survey are not required to survey the features listed above.

26.4.2.3 Delineated stream buffers.

26.4.2.4 Limits of the 100-year floodplain as shown on the adopted floodplain maps for the County of Boone.

26.4.2.5 Steep slopes greater than 15% for areas adjacent to and within 200 feet of Type I, II or III streams

26.4.3 Plan Submittal. The buffer plan shall be submitted in conjunction with the required development permit application or land disturbance plan for any development, whichever is submitted first. The buffer must be clearly delineated on the site grading plan.

26.4.3.1 Provide a note on the site grading and drainage plans or development site plan stating, "There shall be no clearing, grading, construction or disturbance of vegetation except as specifically approved by the Director."

26.4.4 Temporary Boundary Markers. Markers will be installed by the applicant prior to commencing clearing and grading operations and maintained throughout the applicant's development activities. The markers will be placed on the outside edge of the buffer zone prior to the start of any activity within 50-feet of the buffer or as shown on a land disturbance plan approved by Boone County. Markers shall be clearly visible and shall be spaced at a maximum of 100 feet. The markers shall be joined by marking tape or fencing. Orange construction fencing should be used to delineate the limits of the stream buffer.

26.4.5 Plan Preparation. Stream buffer plans, except for single family dwellings, two family dwellings or administrative surveys, shall be prepared by a professional surveyor, engineer or architect licensed to practice in the State of Missouri.

26.5 Design Standards for Stream Buffers

26.5.1 General. An adequate buffer for a stream system shall consist of a predominantly undisturbed strip of land extending along both sides of a stream and their adjacent wetlands, floodplains or slopes. The buffer width may be adjusted to include contiguous sensitive areas, such as steep slopes or erodible soils, where disturbance may adversely affect water quality, streams, wetlands, or other water bodies. All specified stream buffer widths are minimums and may be increased as specified in these regulations or on a voluntary basis by the property owner.

26.5.2 Buffer Measurement. The buffer shall begin and be measured from the ordinary high water mark of the channel during base flows.

26.5.3 Minimum Buffer Width. The required base width for all buffers shall be determined based on the type of stream being protected, as specified in TABLE I. of this ordinance below:

TABLE I. Required Minimum Stream Buffer Width	
Stream Type	Required Width (each side)
Type I	100 feet
Type II	50 feet
Type	30 feet

26.5.4 Modifications to Buffer Width. Stream buffer width shall be modified if there are steep slopes which are above the ordinary high water mark and within the required stream buffer width and drain into the stream system. In those cases, the buffer width will be adjusted according to the guidance in TABLE II. Below:

TABLE II. Modifications to Stream Buffer Width Based on Slope	
Percent Slope	Width of Buffer
0 – 14%	No Change
15% - 25%	add 25 feet
Greater than 25%	add 50 feet

26.5.5 No Buffer Required. A stream buffer shall not be required for portions of a stream that are less than 150 feet in length due to the stream having been previously enclosed within a pipe or box structure immediately upstream and downstream of the subject location. In such cases, said stream portion may be similarly enclosed in a pipe or box structure.

26.5.6 Stream Buffer Averaging. The stream buffer width may be relaxed and the buffer permitted to become narrower at some points to allow for structures existing on the date of adoption of these regulations provided:

26.5.6.1 The average width of the stream buffer must meet the minimum requirement specified in Table 1 and Table 2.

26.5.6.2 There is no reduction in the width of the Streamside Zone (Zone 1)

26.5.6.3 No new structures are built in the 100-year floodplain. This does not restrict allowable uses in the streamside zone as defined in Section 26.6.1 and 26.6.2.3.

26.6 Two Zone Stream Buffer System

26.6.1 Buffer Zones. The stream buffer shall be composed of two distinct zones, with each zone having its own set of allowable uses and vegetative targets as specified in this section. (Table III contains information that has been condensed from subsequent text. For a complete listing of uses see Section 26.6.2 and 26.6.3).

Streamside Zone (Zone 1)				Outer Zone (Zone 2)			
	Type I Stream	Type II Stream	Type III Stream		Type I Stream	Type II Stream	Type III
Width	50	25	15	Width	50	25	15
Vegetation	Indigenous Vegetation			Vegetation	Type I – Indigenous Vegetation Type II - Managed Lawns Permissible Type III – Managed Lawns Permissible		

Uses	Flood control, permeable-surfaced foot and bicycle paths, road crossings, utility crossings, stream or stream bank restoration and restoration of indigenous vegetation	Uses	All uses allowed in Streamside Zone, hard-surfaced biking/hiking paths, detention/retention structures, utility corridors, storm water BMPs, residential yards, landscaped
Function	Protect the physical and ecological integrity of the stream ecosystem	Function	Protect key components of the stream and filter and slow velocity of water runoff

26.6.1 Zone 1. Streamside Zone

26.6.1.1 Function. The function of the streamside zone is to protect the physical, biological and ecological integrity of the stream ecosystem. The vegetative target for the streamside zone is undisturbed indigenous vegetation.

26.6.1.2 Adjoining Wetlands. The streamside zone will begin and be measured as defined and extend away from the ordinary high water mark a distance as shown in Table III. Wetlands that adjoin the buffer shall be added to the buffer. There shall be a 15-foot buffer around any edge of the wetland that is not within the stream buffer (inner or outer zone).

26.6.1.3 Allowable uses in the streamside zone:

- Flood control structures, stream gauging and water quality monitoring equipment, stormwater treatment facilities in accordance with an approved plan
- Utility crossings
- Permeable surfaced foot and bicycle paths
- Road crossings
- Utilities where no practical alternatives exist as determined by the director.
- Stream restoration, stream bank restoration or restoration of indigenous vegetation in accordance with an approved plan
- Roads, that exist on or before the date of adoption of these regulations, and associated maintenance activities.

26.6.1.4 Restricted uses in the streamside zone. The following uses are prohibited except where incidental to an allowable use:

- Clearing of existing vegetation,
- Grading, stripping or other soil-disturbing practices,
- Filling or dumping,
- Draining the buffer area by ditching, underdrains or other systems,
- Use, storage or application of pesticides, except for the spot spraying of noxious weeds or other species consistent with recommendations of the Missouri Department of Conservation, Boone County Soil and Water Conservation District, United States Department of Agriculture or University of Missouri Extension Service
- Storage or operation of motorized vehicles except for maintenance or emergency use.
- Walls, solid fences, chain link fences, woven or welded wire fences
- Structures or any type of impervious surface except as provided above

26.6.2 Zone 2, Outer Zone.

26.6.2.1 Function. The function of the outer zone is to prevent encroachment into the streamside zone and to filter runoff from residential and commercial development.

26.6.2.2 Adjoining Wetlands. The outer zone will begin at the outside edge of the streamside zone and extend outward, away from the streamside zone the distances as shown in Table III. Wetlands that adjoin the buffer shall be added to the buffer. There shall be a 15-foot buffer around any edge of the wetland that is not within the stream buffer (inner or outer zone).

26.6.2.3 Allowable uses in outer zone

- All uses allowed in the streamside zone
- Utilities
- Hard-surfaced biking/hiking paths,
- Detention/retention structures,
- Storm water BMPs,

- Landscaped areas (Type II and Type III streams only) although planting of indigenous vegetation is encouraged.

26.6.2.4 Restricted Uses in Outer Zone

- Walls, solid fences, chain link fences, woven or welded wire fences
- Structures or any type of impervious surface except as provided above

26.7 Stream Buffer Management and Maintenance

26.7.1 Management, Responsible Party. The stream buffer, including wetlands and floodplains, shall be managed by the landowner to enhance and maximize the unique value of these resources. Management includes specific limitations on alteration of the natural conditions of the land and vegetation.

26.7.2 Allowed maintenance practices and activities in the streamside zone of the buffer. All allowed uses may be maintained subject to the review of the County. Any entity conducting an allowed activity within the streamside zone shall restore any disturbed area to its previous condition or in accordance with a plan approved by the Director. In addition to maintenance of allowed uses, the following maintenance activities may be conducted:

- Roads, bridges, paths, and utilities existing as of the date of adoption of these regulations.
- Rights of way for roads and utilities should be the minimum width to allow for installation, access and maintenance.
- Removal of diseased or dead trees, brush and trash.
- Maintenance of all County-approved improvements, including utilities
- Removal of debris which could cause flooding.
- Selective (spot) spraying of noxious or other vegetation consistent with recommendations from the Missouri Department of Conservation, Boone County Soil and Water Conservation District, United States Department of Agriculture or University of Missouri Extension Service

26.7.3 Restricted maintenance practices and activities within the streamside zone of the stream buffer:

- Clearing of existing vegetation.

- Soil disturbance by grading, stripping, or other practices.
- Filling or dumping.
- Drainage by ditching, under drains or other systems.
- Use, storage, or application of pesticides, except as provided for in 26.7.2 above.
- Storage or operation of motorized vehicles, except for maintenance and emergency use approved by the County or when operated on a legally established roadway.

26.7.4 Allowed maintenance practices and activities within the outer zone of the stream buffer:

- All Allowed Uses
- All maintenance practices and activities that are allowed in the Streamside Zone.

26.7.5 Restricted maintenance practices and activities within the outer zone of the stream buffer:

- Structures or buildings except as otherwise allowed by these regulations

26.7.6 Water pollution hazards – The following land uses and/or activities are designated as potential water pollution hazards and must be set back from any stream by the distance indicated below:

- Storage & use of hazardous substances 300 feet provided:
 - Up to 20 gallons of liquid fertilizer or pesticide is allowed but must remain outside of the stream buffer
 - Up to 100 pounds of granular fertilizer or pesticide is allowed but must remain outside of the stream buffer
- Above- or below-ground petroleum storage facilities 300 feet provided:
 - Up to 500 gallons of heating oil, gasoline or diesel fuel is allowed but must remain outside of the stream buffer
 - Up to 1000 gallons of propane is allowed but must remain outside of the stream buffer
- Salvage yards or Automobile Recyclers 600 feet

26.8 Violations, Penalties and Remedies

It shall be unlawful for any person to violate any provision or fail to comply with any of the requirements of these regulations. A violation of or failure to comply with any of the requirements of these regulations shall constitute a misdemeanor and shall be upon conviction punished as provided by law. In addition, any person permitting, aiding, abetting or concealing a violation of this ordinance shall be deemed guilty of a misdemeanor and shall be upon conviction punished as provided by law. Each day a violation of these regulations continues shall constitute a separate offense. The penalty provided in this section shall not be construed to be exclusive but is intended to be supplemental and in addition to any other remedy provided by law or at equity. The County may institute in the circuit court of the County any appropriate action or other proceedings to prevent any unlawful activity proscribed in this ordinance or to correct any violations of this ordinance.

26.9 Conflict with Other Regulations

Where the standards and management requirements of this buffer ordinance are in conflict with other laws, regulations, and policies regarding streams, steep slopes, erodible soils, wetlands, floodplains, timber harvesting, land disturbance activities, or other environmental protective measures, the more restrictive shall apply.

26.10 Severability

If any part or parts of this Ordinance shall be held unconstitutional, invalid, or otherwise unenforceable by any court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this Ordinance.

SECTION 27 ADDRESSING AND ROAD NAMING REGULATIONS

27.1 Applicability and Authority.

Applies to all divisions of land and related addressing and road naming. These regulation are adopted pursuant to the authority granted under the provisions of RSMo 64.825-64.885, RSMo 67.318 and the provisions of the adopted International Fire Code and International Residential Code which have been adopted by the County pursuant to the authority granted in RSMo 64.170.

27.2 Definitions. For purposes of this section, the following terms are hereby defined:

- 27.2.1 Addressable Structures. Structures eligible for addresses. See Section 27.11.
- 27.2.2 Alias Road Names. An alias road name is the name, other than the official name, commonly used for the road (See Section 27.9.15).
- 27.2.3 Boone County Addressing Grid System. The system used in unincorporated Boone County to assign address numbers (See Section 27.5).
- 27.2.4 Address Directional Prefix. An abbreviation of the main cardinal direction which precedes the official road name. There are four address directional prefix quadrants with north designated as N, south designated as S, east designated as E, and west designated as W.
- 27.2.5 Bulb / Bumpout. In context of roads, a condition where the right of way for a road is widened to allow for more frontage for additional lots and continues the numbering pattern, interval, and direction as a continuation from the main road (See Canterbury Dr, 27.7 Figure 1).
- 27.2.6 Circle. In context of roads, a road that has only one connection to the main road that acts as both the entrance and exit, and only intersects with itself which also contains parcels located in the interior of the circle (See Franklin Cir, 27.7 Figure 2).
- 27.2.7 Court. In context of roads, a uniquely named dead-end road with no other roads intersecting the main road and terminates in a permanent cul-de-sac.
- 27.2.8 Connector. In context of roads, a segment of road between two officially named roads created by a road realignment project.
- 27.2.9 Official Legal Road Names. The road name listed in the Boone County Road Directory as administered by Boone County Planning and Building Inspection is the official road name.
- 27.2.10 Vanity. In context of roads and/or addresses, an address requested by a business, organization, or individual that is not related to the Boone County Addressing Grid System.

27.3 Administration.

- 27.3.1 Addressing Authority. The Boone County Planning and Building Inspection Director is the Boone County addressing authority.

- 27.3.2 Administrative Review. If, under application of the provisions of these regulations, any existing road name or address number is required to be changed, then any person aggrieved by such a decision by the Planner or other duly-qualified employee of the County Planning and Building Inspection department assigned to make decisions about a road name or address designation under the provisions of this ordinance may file a request to review that decision with the Director of Planning and Building Inspection for Boone County by making a written request for said review within fifteen (15) days of the date of the written decision of the Planner. Said request must be on the form(s) provided by the Director of Planning's office and shall include a copy of the written decision of the Planner.
- 27.3.3 Appeals to Board of Zoning Adjustment. The aggrieved person, if dissatisfied with the decision of the Director, may further appeal the decision of the Director to the Board of Zoning Adjustment in the same manner as appeals from the decisions of administrative officers in applying the Zoning Ordinance for Boone County.
- 27.4 Purpose and Intent. The Boone County addressing and road naming regulations are to establish standards for naming public and private roads, posting official road signs, and assigning official address numbers to all addressable structures; and to assist emergency management agencies, the United States Postal Service, and the public in the timely and efficient provision of services to residents and businesses within unincorporated Boone County.
- These regulations are designed to eliminate addressing confusion and to create a standard system by which addresses shall be assigned, displayed, and maintained from this time forward. These regulations are further designed to establish an official master address database and road name directory in Boone County to be maintained by Boone County Planning and Building Department. It is not the objective of these regulations to change all previously official addressed structures or to change all previously officially named duplicate road names. Changes to existing official addresses and road names will only be made when non-conformity could interfere with the accurate dispatch of emergency vehicles, postal delivery, and provision of County services.
- 27.5 Basis of the Boone County Addressing Grid System. The unincorporated Boone County addressing grid system shall originate at the intersection of Broadway and Garth Ave in the City of Columbia and continue to increase in all directions as they radiate outward from the origin point. Other municipalities in Boone County use the same type of numbering grid system but begin at their own origin point.

27.6 Components of an Address. An address shall contain the following components as applicable:

- Address number
- Directional prefix
- Street name
- Street type
- Directional suffix *
- Unit type **
- Unit number **
- City
- State
- Zip

* Historical component

** If applicable

27.7 Standards for Address Number Assignment. Addresses are assigned based off the primary access to the property. The standards for address number assignment are that the address number is a unique numerical identifier based on the Boone County addressing grid system and that the number can range from one to five digits depending on the location within the grid. The address numbers continue to increase in all directions as they radiate outward from the origin point.

27.7.1 Address Directional Prefix. Assignment of an address directional prefix is based on the position and orientation of the underlying road being addressed as it relates within the address grid. (See Section 27.8 for additional information).

27.7.2 Address Numbers. New address numbers shall consist entirely of numbers. Characters such as hyphens, decimals, or fractions shall not be allowed. If a structure is legally subdivided into more than one occupancy, a unit type and unit number shall be required. For example, instead of 2456.5 or 2456 ½ being issued as an address number, 2456 APT A and B, or 2456 STE 101 and 102 would be the correct issued address number, see Section 27.11 for additional information.

27.7.3 Vanity Address Numbers. Vanity address numbers shall not be allowed. All numbers shall be consistent with the address grid. For example, a business named Acme Five Company in the 1800 address grid range will not be assigned “1 Acme Dr” or “5 Acme Dr” as its address. The address

shall be assigned an official address number according to the established address grid range.

27.7.4 Address Ranges. The possible address range of a road shall be identified using the Boone County address grid system to determine which addresses are eligible to be assigned along the length of a road segment. For example, an address number of 220 cannot be assigned on a block with an address range of 1000-1099.

27.7.5 Address Parity. In Boone County even numbers shall be located on the south and east sides of the road and odd numbers shall be located on the north and west sides of the road. Addresses across the road from one another should be comparable. If 645 is used on the odd-numbered side of a road, numbers close to 644 or 646 should be used on the even side.

27.7.6 Numerical Sequence. Assignment of addresses shall be done in numerical sequence along a road. Address numbers shall increase as they move away from the origin point of the address grid and they shall not be assigned out of order. For instance, 1789 should not fall between 1735 and 1741.

27.7.7 Address Intervals. When assigning address numbers the Director shall consider both current and future development. Address assignment shall include a large enough numbering interval to allow for expansion and growth. In most residential areas an interval of at least four addresses (310, 314, 318, etc.) should be adequate. An interval of at least eight numbers is recommended as the minimum for commercial or industrial sites. Sufficient interval shall be allowed in large lot developments to provide adequate sequential numbers in case the parcel is subdivided for new construction at a later time.

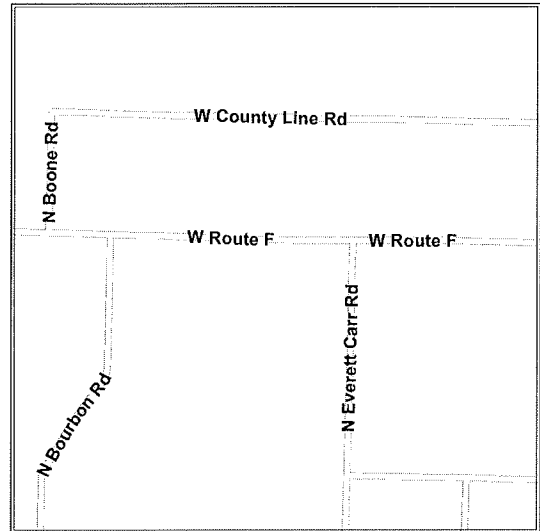
27.7.8 Duplicate Numbers. Duplicate address numbers on the same road or similarly named roads shall be avoided when at all possible especially where the road spans address directional quadrants. This includes addresses on courts or circles. For example, if there is a 5003 E Liberty Ln, then 5003 E Liberty Woods Ct should be avoided.

27.7.9 Long Blocks. New subdivision developments may have long blocks with no intersecting roads. Addresses shall correspond with the appropriate address range for each road segment of the long block. The long block numbers shall change in mid-block even if there is no separating road. This will result in two homes side-by-side numbered in two different blocks even though there is no separating road.

27.7.14.1 Insignificant Change of Direction. The road will retain its original address grid and range throughout its entire length no matter how many times the road turns or bends. This means the address numbers do not change direction with the road (See N Reams Rd, 27.8 Figure 1).

27.7 Figure 3 – Significant Change of Direction

27.7.14.2 Significant Change of Direction. Where overall road alignment involves a single significant change in direction and the road continues for a significant distance after the change, in relationship to its overall length, a new road name shall be assigned in the middle of the curve. This option is most appropriate where the curve is approximately a 90-degree angle changing the major direction of the road (See N Boone Rd, 27.7 Figure 3).



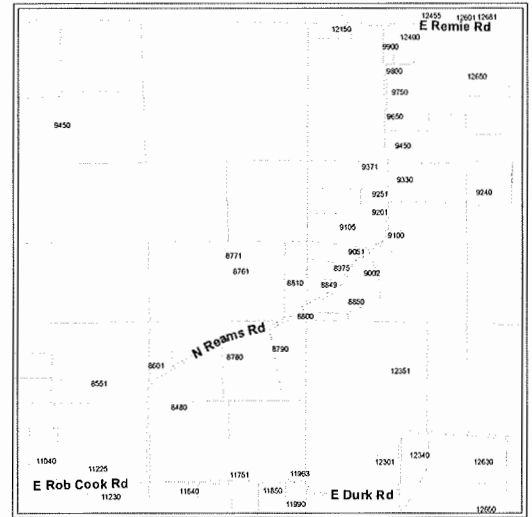
27.8 Standards for Directional Prefixes & Suffixes. Directional prefixes shall be abbreviated, capitalized, and contain no punctuation such as periods. Directional suffixes shall not be used. Standard directional prefix abbreviations include the following:

<u>Example</u>	<u>Abbreviation</u>
North	N
South	S
East	E
West	W

27.8.1 Directional Prefix. A directional prefix is mandatory on all roads but is not part of the official road name. Roads that cross a grid base line may have duplicate address ranges. For example, 301 W Williams Rd and 301 E Williams Rd, the W and E are crucial in distinguishing between the two blocks.

27.8 Figure 1 – Retain Directional Prefix

27.8.1.1 Retain Directional Prefix. A diagonal or curving road, having one road name for its entire length, shall be determined to be either a north/south or an east/west road and shall be assigned a single directional prefix. (See N Reams Rd, 27.8 Figure 1)



27.8.1.2 Change Directional Prefix. Two roads that meet at or near a 90-degree curve with no physical feature to indicate a road name change shall be dealt with as two separate roads with different names and different directional prefixes in accordance to Section 27.7.14.2.

27.9 Standards for Official Name Assignment.

27.9.1 Pronunciation. Road names shall be easy to read, pronounce, and spelled so the public, children in particular, can say the name in an emergency situation.

27.9.2 Inappropriate Road Names. Roads names shall not be names that are generally considered inappropriate or offensive.

27.9.3 Confusing, Common, or Generic Road Names. Road names that are confusing, common, or generic shall not be used. Proposed names shall also be rejected if one of the principal words in the name has already been used several times. In an effort to keep road names distinct and short, roads named after seasons, weather, tree species, common animal names, colors, or geographic features shall not be used, even within a compound road name.

Confusing Road Names	Common Road Names	Generic Road Names
Nub Buck Ln	Autumn Dr	Dead End Rd
Jay Jay Rd	Scenic Dr	Gravel Rd
Cross Rd	White Oak Dr	Nameless Rd
Waterfront Dr*	Spring Valley Dr	Private St

* Compound road name

27.9.4 Similar Sounding Road Names. Roads names shall not sound similar or duplicate, even if the spelling is different, to any other official road name found in Boone County, either incorporated or unincorporated areas.

27.9.4.1 Roads with Similar Sounding Names. Road names with similar sounding names shall not be accepted. Pearce and Pierce are not acceptable, nor will Wild and Wilde be allowed.

27.9.4.2 Similar Road Names with Different Road Types. It is not acceptable to merely change the road type if the root road name is the same, with the special exceptions of Court, Circle, or Connector provided they meet at an intersection. St James Drive and St James Court cannot both be used unless they meet at an intersection as defined in Section 27.9.11 Road Name Continuity. Further explanation of the proper use of Court, Circle, and Drive is covered in Section 27.7.

27.9.5 Road Name Length. Road names shall be eighteen characters (including spaces) or less in length. The Boone County Planning and Building Inspection Director or his designee may allow an existing official road name, exceeding eighteen characters, to be used as the official name provided the new road segment is an extension of the existing road to comply with Section 27.9.11, to maintain road name continuity.

27.9.6 Root Road Name Spacing. Root road names shall be no more than two words to eliminate unnecessary spacing. For example, Nighthawk Dr would be preferred as opposed to Night Hawk Dr since the compression does not cause confusion.

27.9.7 Numeric Road Names. Numeric road names through tenth shall be spelled out. Roads higher than tenth shall be named with numbers and include the appropriate suffix: th, rd, st, or nd. For example, 14th shall be used instead of Fourteenth or 14.

27.9.8 Abbreviations and Punctuation of Road Names. The following is a list of the only accepted abbreviations: I, HWY, RTE, or St. No other words shall be abbreviated in a road name and no punctuation, including possessives such as Scott's Blvd, is to be used as otherwise specified in these regulations.

Example Abbreviation

Interstate Highway 70 I 70

US Highway 63 HWY 63

Old Highway 63 Old HWY 63

State Highway 124 HWY 124
 State Route ERTE E
 State Highway EEHWY EE
 Saint Charles St Charles

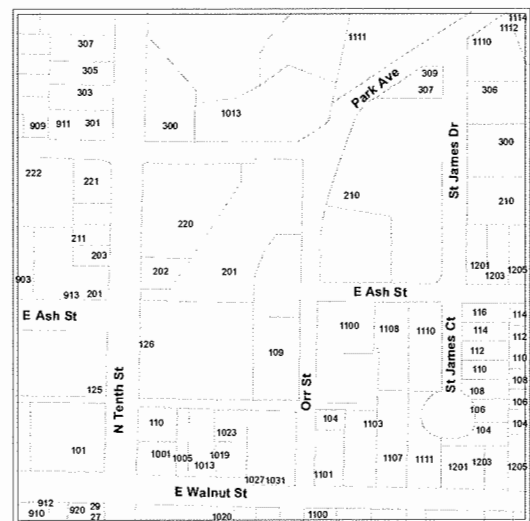
27.9.9 Geographic Directions as Part of Road Names. Geographic directions shall not be used as part of the road name. While these do exist, such as Southgate St, North Shore Dr, South Cedar Lake Dr, Waterfront Dr South, or Southwest Way, this practice shall be avoided in future developments. To eliminate confusion, the use of north, south, east, west, and any variations shall be reserved for prefix use only. For example, when verbally giving an address, it would be impossible to distinguish between Northshore Dr and N Shore Dr.

27.9.10 Road Types as Part of Road Names. A road type shall not be used as part of the root road name even if included in a proposed compound root road name. For example, a road named Dustytrail Dr shall not be allowed since Trail and Drive are both road types. Section 27.10 covers the standard for road abbreviations types for Avenue, Court, Ridge, and Boulevard.

27.9.11 Road Name Continuity. Road name continuity is the consistent retention of one road name for the length of the road. This is not to be confused with road name duplication. Road name continuity shall be used when possible. A road with a gap should maintain the same name across the gap, as long as the road continues on the same alignment after the gap. (See E Ash St, 27.9 Figure 1).

27.9 Figure 1 – Road Name Continuity

If the road shifts off-alignment by more than 200 feet, a new road name shall be assigned. Roads that continue beyond an intersection and dead-end as courts shall be named with the same root name as the main road but designated as a Court (See St James Dr and St James Ct, 27.9 Figure 1).



27.9.12 Intersecting Road. Roads shall not cross or meet more than twice.

27.9.13 Consistent Road Name Spelling. Any new segment to an existing road shall be spelled consistent with the road name being extended provided the existing road name is in compliance with this section.

27.9.14 Official Legal Road Name Changes. When a road name is officially renamed, the new road name becomes the official road name and replaces the old official road name and is the only acceptable name for the renamed road.

27.9.15 Unofficial or Alias Road Names. Different entities sometimes refer to the same road using several different unofficial road names for the same segment of road. The road name shown on a road sign is not the official road name unless it matches the road name listed in the Boone County Road Directory. For example, Range Line St is also referenced as HWY 763.

27.9.16 Private Roads. All roadways used for access or the possibility of access to seven or more addressable structures must be named and all structures must be numbered off that roadway. All other roadways with less than seven addressable structures shall be considered private driveways or ingress/egress easements and shall not be officially named. Initiating road naming or road name changes are the responsibility of the property owner(s). The name must then be submitted for approval by the addressing authority and must adhere to the same naming standards for official public road names. Private road names must adhere to the same naming standard for public roads; approval will not be given for duplicate or confusing private road names, for example Golfview Dr and Golfview Ln, as outlined in Section 27.9.3.

27.10 Standards for Road Type Assignment. All road segments shall have a standard road type assigned by the addressing authority.

27.10.1 Correct Use of Road Types. All roads shall have a road type which shall be assigned by the addressing authority from the following list. The addressing authority reserves the right to put priority in assigning road types highlighted in grey in the following list. For example, Wagon Ridge Rd shall not be assigned as it would go against the directive that road types shall not be part of the root road name. Likewise, if a court extends off Wagon Ridge it will be assigned Wagon Ct, not Wagon Ridge Ct.

Road type	Abbreviation
Alley	Alley
Avenue	Ave
Boulevard	Blvd
Bridge	Br

Road type	Abbreviation
Meadow	Mdw
Meadows	Mdws
Park	Park
Parkway	Pkwy

Bypass	Byp
Causeway	Cswy
Circle	Cir
Connector	Conn
Court	Ct
Cove	Cv
Crossing	Xing
Drive	Dr
Establishment	Est
Expressway	Expy
Extention	Ext
Freeway	Fwy
Glen	Gln
Green	Grn
Heights	Hts
Highway	Hwy
Hill	Hl
Hills	Hls
Lane	Ln
Loop	Loop

Pass	Pass
Place	Pl
Plaza	Plz
Point	Pt
Ramp	Ramp
Ridge	Rdg
Road	Rd
Route	Rte
Run	Run
Spur	Spur
Square	Sq
Station	Sta
Street	St
Terrace	Ter
Trace	Trce
Trail	Trl
Turnpike	Tnpk
Valley	Vly
View	Vw
Village	Vlg
Walk	Walk
Way	Way

27.10.2 Root Road Names Assigned Only One Road Type. Once a root road name is assigned it must not be used again with a different road type except in the case of a Court, Circle, or Connector as shown in Section 27.9.4. For example, the use of both Maple Lane and Maple Trail shall not be acceptable.

27.11 Standards for Address Assignment. All addressable structures shall have an address number assigned by the addressing authority.

27.11.1 Addressable Structures. Only the following types of structures are eligible for official addressing. Accessory structures and non-dwelling units shall not be assigned addresses unless otherwise specified by this ordinance.

27.11.1.1 Single Family Dwellings, 2-Family, Triplexes, Multi-Family, and Condominiums. Single Family Dwellings, 2-Family, Triplexes, and Multi-Family shall be assigned separate address numbers. Buildings containing condominiums shall be assigned addresses in the same manner that is appropriate for the type of structure constructed within which the condominium is located.

27.11.1.2 Mobile Home Parks. Mobile home parks are designated by sequential, non-duplicated lot numbers with a single site address for the entire park. If additional road names are unavoidable inside a mobile home park, then they shall be addressed in the same manner as a platted subdivision.

27.11.1.3 Commercial or Industrial Buildings.

27.11.1.3.1 Contained Within a Single Structure. Businesses in shopping centers or strip malls contained within a single structure shall be assigned an address consisting of the structure address and a unique individual suite number in compliance with Section 27.11.4 with sufficient suite numbering interval to allow for one suite to be split into several future suites.

27.11.1.3.2 Contained Within a Development Complex. Businesses in shopping centers or strip malls contained within a development complex of multiple structures shall be assigned separate site address for each structure with sufficient numbering interval to allow for additional structures. Businesses contained within a given structure will be assigned individual suite numbers in compliance with Section 27.11.4 with sufficient numbering interval to allow for one suite to be split into several future suites.

27.11.2 Address Number Assignment. Addressable structures shall be numbered off a road on which they have frontage and where the property is primarily accessed. In cases where an addressable structure is located on a property that does not have road frontage on an officially named road, the structure shall be numbered off of the officially named road where the property is primarily accessed. A request for an address number to be assigned off of a major road shall not be allowed unless the major road physically borders that property and provides primary access.

27.11.3 Unit Type Assignment. In structures with a single type of use, multiple unit types per address shall be avoided. The unit type "Apartment" shall be used to designate residential dwellings. If mixed uses are anticipated or proposed within a structure, then the unit type "Unit" shall be used. The unit type "Suite" shall be used for all other applications unless otherwise specified by this ordinance.

Unit types shall be limited to four characters. The standard abbreviations for unit types are:

Example Abbreviation

- Apartment Apt
- Building Bldg
- Department Dept
- Floor Flr
- Lot Lot
- Room Rm
- Suite Ste
- Unit Unit

27.11 Figure 1 – Unit Numbering

	1401 APT 504	
	1401 APT 404	
	1401 APT 304	
1401 APT 204M	1401 APT 204	
(Ground Floor)	1401 APT 104	
(Zero Floor)	1401 APT 4B	(Possible Walkout)
	1401 APT 104B	
	1401 APT 204B	

27.11.4 Unit Number Assignment. Unit

types are used to further define a space such as an apartment, a lot in a mobile home park, or an office suite in a large building. When assigning unit numbers, a numerical value is required. In a multi-level structure, the unit number shall reflect the floor on which it is located. For example, Apt 304 would be the fourth apartment located on the third floor or Suite 512 would be the twelfth suite on the fifth floor (See 27.11 Figure 1). The only time an alphanumeric value is allowed is to designate sub-basement floors and mezzanine levels and these are suffixed by the letter abbreviations B or M (See 27.11 Figure 1). The first floor below the floor designated as the ground floor even if it is a walkout basement is considered floor zero. Additional floors below floor zero are numbered based on the number of levels below zero floor.

27.12 Signage Usage and Display. Only officially approved road name and address signage shall be allowed.

27.12.1 Address Signage. Use of assigned official address is mandatory. Within sixty (60) days after written notice of the assignment of or change of an address number, the owner of such property shall be required to post the number so assigned in accordance with the following standards:

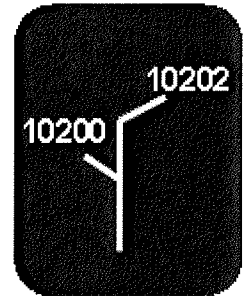
27.12.1.1 Display of Official Address. All addressable structures, see Section 27.11, shall clearly display an address number, even during construction. The owner and/or occupant of each addressable structure shall be required to clearly display an

address number on each addressable structure so that the location can be identified from the road.

- 27.12.1.2 Placement of Official Address. The official address number must be displayed at the main entrance of an addressable structure. If the main entrance of the addressable structure is not visible from the road, the official address number shall also be on the side of the addressable structure which is most visible from the road during both day and night. When an addressable structure is seventy-five (75) feet or more from a public road or driveway on which it fronts or the lot on which the building is located is landscaped such that numbers cannot be seen from the road or driveway entrance the assigned number shall also be posted at the end of the driveway or easement nearest the road which provides access to the building. Manufactured homes in mobile home parks shall display the assigned address and lot number on the side of the manufactured home closest to the road/driveway which serves the lot so that the number is clearly visible from the road/driveway at all times.

27.12 Figure 1 – Directional Address Signage

- 27.12.1.3 Directional Address Signage. Directional address signage shall be required for any addressable structure located off the main road or that requires specific knowledge to locate. This also applies to any driveway or private road that services multiple structures or owners. A directional sign shall be placed so that it is visible from the intersection of the driveway or private road and public road. Directional sign shall be blue with white numbers that are a minimum of four (4) inches in height and placed on a standard street sign post (See 27.12 Figure 1).



- 27.12.1.4 Address Signage Sizing.

- 27.12.1.4.1 Address Number Visibility. Address numbers shall be in a contrasting color to the color scheme of the addressable structure so that they are clearly visible and shall be maintained in a clearly

visible manner. Reflective numbers are desirable but not required.

27.12.1.4.1.1 Single Family Dwelling. Single family dwelling address numbers shall be a minimum of four (4) inches in height and shall be posted so as to be legible from the road.

27.12.1.4.1.2 Multiple Dwelling Units. Multiple dwelling building address numbers shall be at least six (6) inches in height.

27.12.1.4.1.3 Manufactured Home Parks. Manufactured home parks shall erect a sign at the entrance to the park displaying the name of the park and the assigned road address with numbers at least six (6) inches in height.

27.12.1.4.1.4 Manufactured Homes in a Mobile Home Park. Manufactured homes in a mobile home park address numbers shall be a minimum of four (4) inches in height.

27.12.1.4.1.5 Commercial or Industrial Structures. Commercial/Industrial structure address numbers shall be at least six (6) inches in height.

27.12.1.4.2 Address Signage Maintenance. Following the posting of the assigned number as required, the owner or occupant shall maintain such house or building numbers at all times in compliance with the above referenced standards. Address numbers shall not be obstructed from view by shrubs or vegetation as viewed from the public road.

27.12.2 Road Name Signage and Sign Sizing.

27.12.2.1 Public Road Name Signage. Signs are to be green with white letters and adhere to the Boone County Public Works Department road name signage standards and comply with all abbreviation and naming standards found within this section. The sign shall include both N-S and E-W address coordinate numbers, root road name, and suffix (See 27.12

Figure 2). Furthermore, the cross-street address coordinate number shall be located on the first line in the upper right and the through-street coordinate number shall be located directly below the cross-street address coordinate.

27.12 Figure 2

27.12.2.2 Public Road Name Sign Sizing. Public road name sign sizing shall adhere to the Boone County Public Works Department road name sign sizing standards.



27.12.2.3 Private Road Name Signage. Signs are to be white with black letters and adhere to the Boone County Public Works Department road name signage standards and comply with all abbreviation and naming standards found within this section. The sign shall include both N-S and E-W address coordinate numbers, root road name, and suffix (See 27.12 Figure 2). Furthermore, the cross-street address coordinate number shall be located on the first line in the upper right and the through-street coordinate number shall be located directly below the cross-street address coordinate.

Private road name signs located along public roads are the responsibility of the Public Works Department or designated entity. Private road name signs located within the development are the responsibility of the owners residing on the private road, and the road name signs shall match placement and height of official road name signs, and shall display the road name on both sides.

27.12.2.4 Private Road Name Sign Sizing. Private road name sign sizing shall adhere to the Boone County Public Works Department road name sign sizing standards.

27.12.3 Non-compliant Signs. Non-compliant signs within the right-of-way shall be removed by Boone County Public Works Department staff.

27.13 Penalties and Remedies. Any owner, lessee, tenant, occupier of land or other person who violates any provision of these regulations shall be deemed guilty

of a misdemeanor and shall be upon conviction punished as provided by law. Each day a violation of these regulations continues shall constitute a separate offense. The penalty provided in this section shall not be construed to be exclusive but is intended to be supplemental and in addition to any other remedy provided by law or at equity. The County may institute any appropriate action or proceeding to prevent any unlawful activity proscribed in this ordinance or to correct any violation of this ordinance.

27.14 Severability. If any part or provision of these regulations is declared invalid or unconstitutional then the remainder of these regulations shall not be declared invalid or unconstitutional but shall remain in full force and effect to the greatest extent permitted by law.

27.15 Jurisdiction. These regulations shall be applicable to all unincorporated areas within Boone County, Missouri.

SECTION 28 STORM WATER ORDINANCE

28.1. General Provisions

28.1.1. FINDINGS OF FACT

It is hereby determined that:

- (1) Land development activities and associated increases in site impervious cover alter the hydrologic response of local watersheds and increase stormwater runoff rates and volumes, flooding, stream channel erosion, sediment transport and deposition;
- (2) This stormwater runoff contributes to increased quantities of water-borne pollutants;
- (3) Illicit and non-stormwater discharges to the storm drain system can contribute a wide variety of pollutants to waterways, and the control of these discharges is necessary to protect public health and safety and water quality;
- (4) Improper design and construction of stormwater best management practices (BMPs) can increase the velocity of stormwater runoff thereby increasing stream bank erosion and sedimentation;
- (5) Clearing and grading during construction increases soil erosion and adds to the loss of native vegetation;

- (6) Impervious surfaces allow less water to percolate into the soil, thereby decreasing groundwater recharge and stream baseflow;
- (7) Substantial economic losses can result from these adverse impacts on the waters of the County;
- (8) Stormwater runoff, soil erosion and nonpoint source pollution can be controlled and minimized through the regulation of stormwater runoff from land development activities;
- (9) The regulation of stormwater runoff discharges from land development activities in order to control and minimize increases in stormwater runoff rates and volumes, stream channel erosion, and nonpoint source pollution associated with stormwater runoff is in the public interest and will minimize threats to public health and safety.
- (10) Regulation of land development activities by means of performance standards governing stormwater management and site design will produce development compatible with the natural functions of a particular site or an entire watershed and thereby mitigate the adverse effects of stormwater runoff from development.

28.1.2 INTENT AND PURPOSE

The purpose of this ordinance is to establish minimum stormwater management requirements and controls to protect and safeguard the general health, safety, and welfare of the public residing in watersheds within Boone County. This ordinance seeks to meet that purpose through the following objectives:

- (1) To protect the safety and welfare of citizens, property owners, and businesses by minimizing the negative impacts of increased stormwater discharges from new land development and redevelopment
- (2) To control the rate, quality and volume of stormwater originating from development and redevelopment sites so that surface water and groundwater are protected and flooding and erosion potential are not increased.
- (3) To encourage responsible development to occur in Boone County
- (4) To control nonpoint source pollution and stream channel erosion.

- (5) To maintain the integrity of stream channels and networks for their biological functions, drainage, and natural recharge of groundwater.
- (6) To protect the condition of state (and U.S.) waters for all reasonable public uses and ecological functions.
- (7) To provide long-term responsibility for and maintenance of stormwater BMPs.
- (8) To establish legal authority to carry out all the inspection and monitoring procedures necessary to ensure compliance with this ordinance.
- (9) To enable Boone County Public Works to comply with the National Pollution Discharge Elimination System permit and applicable federal and state regulations.

28.1.3 APPLICABILITY

This ordinance shall be applicable to all land development, including, but not limited to, site plan applications, subdivision applications, and grading applications, unless exempt pursuant to Section 1.4. These provisions apply to any new development or redevelopment site within Boone County that meets one or more of the following criteria:

- (1) Land development that disturbs 1 acre or more.
- (2) Redevelopment that creates or adds three thousand (3,000) square feet or more of impervious cover.
- (3) Land development in or near an ecologically and/or environmentally sensitive area (as defined in Section 4.7) that disturbs more than 3000 square feet.
- (4) Land development activities that are smaller than the minimum applicability criteria set forth above if such activities are part of a larger common plan of development, even though multiple, separate and distinct land development activities may take place at different times on different schedules.

28.1.4 EXEMPTIONS

The following activities are exempt from this ordinance:

- (1) Projects that are exclusively for agricultural and silvicultural uses. Agricultural or silvicultural roads that are used to access other lands subject to this ordinance are not exempt. Agricultural structures that are used for other uses subject to this ordinance are not exempt.
- (2) Maintenance and repair to any stormwater BMP deemed necessary by Boone County Public Works.
- (3) Any emergency project that is immediately necessary for the protection of life, property, or natural resources.
- (4) Linear construction projects, such as pipeline or utility line installation that does not result in the creation of impervious cover or land disturbance greater than one acre, as determined by Boone County Public Works. Such projects must be designed to minimize the number of stream crossings and width of disturbance, and are subject to County erosion and sediment control practices.
- (5) Any part of a land development that was approved by Boone County Planning Department prior to the effective date of this ordinance.

28.1.5. LEGAL AUTHORITY

These regulations are adopted pursuant to the authority granted in 64.907, 64.825 – 64.885, Revised Statutes of Missouri.

28.1.6. COMPATIBILITY WITH OTHER PERMIT AND ORDINANCE REQUIREMENTS

This ordinance is not intended to interfere with, abrogate, or annul any other ordinance, rule or regulation, statute, or other provision of law. The requirements of this ordinance should be considered minimum requirements, and where any provision of this ordinance imposes restrictions different from those imposed by any other ordinance, rule or regulation, or other provision of law, whichever provisions are more restrictive or impose higher protective standards for human health or the environment shall be considered to take precedence.

28.1.7. LIMITATIONS ON LIABILITY.

Floods from stormwater runoff may occur which exceed the capacity of stormwater drainage facilities constructed and maintained under this chapter. This chapter does not guarantee that property will be free from stormwater flooding or flood damage. This chapter shall not create a liability on the part of, or cause of action against, the County or any

officer or employee thereof for any flood damage. This chapter does not purport to reduce the need or the necessity for obtaining flood insurance.

28.2. Definitions

Unless specifically defined below, words or phrases in this chapter shall be interpreted so as to give them the meaning they have in common usage and to give this chapter its most reasonable application:

Applicant: means a property owner or agent of a property owner who has filed an application for a permit.

Bankfull: An established river stage/elevation at a given location along a river which is intended to represent the maximum safe water level that will not overflow the river banks or cause any significant damage within the river reach.

Best Management Practice (BMP): Activities, practices and procedures which control soil loss and reduce or prevent water quality degradation caused by nutrients, animal wastes, toxins, organics and sediment in the runoff. BMPs may either be structural (grass swales, terraces, retention and detention ponds, and others); or non-structural (disconnection of impervious surfaces, directing downspouts onto grass surfaces, ordinances and educational activities).

Boone County Stormwater Design Manual: means the engineering and/or project review document maintained by Boone County Public Works containing technical standards and specifications, policies, procedures, and other materials deemed appropriate to assist with compliance with the provisions of this ordinance as adopted February 2010.

Building: means any structure, either temporary or permanent, having walls and a roof, designed for the shelter of any person, animal, or property, and occupying more than 160 square feet of area.

Channel: means a natural or artificial watercourse with a definite bed and banks that conducts continuously or periodically flowing water.

Clearing: means any activity which removes the vegetative surface cover through disturbance of the root zone.

County Commission: means the Boone County Commission.

County: is Boone County, Missouri.

Dedication: means the deliberate appropriation of property by its owner for general public use.

Detention: is the temporary storage of storm runoff in a stormwater BMP with the goals of controlling peak discharge rates and providing gravity settling of pollutants.

Developer: is a person directing or participating in the direction of improvements on and/or to land, including, but not limited to, the owner of the land, a general contractor or a commercial agent engaged for such activity.

Development: A change in the zoning, intensity of use or allowed use of any land, building, structure or premises for any purpose. The subdivision or severance of land. The construction, erection or placing of one or more buildings or structures on land or use of land or premises for storage of equipment or materials. Making of an addition, enlargement or alteration to a building or structure, in, on, over or under land, which has the effect of increasing the size or usability thereof. Land disturbance activities such as but not limited to site-grading, excavation, drilling, removal of topsoil or the placing or dumping of fill and installation of drainage works. The use of the term shall include redevelopment in all cases unless otherwise specified in these regulations.

Director: The Boone County Director of Public Works or Boone County Director of Planning and Building Inspection or his/her designee, as determined by the County Commission.

Drainage Facility: is a man-made structure or natural watercourse used for the conveyance of stormwater runoff. Examples are channels, pipes, ditches, swales, catch basins and street gutters.

Easement: means a legal right granted by a landowner to a grantee allowing the use of private land for conveyance or treatment of stormwater runoff and access to stormwater practices.

Environmentally Sensitive Area: is any area in which plant or animal life or their habitats are either rare or especially valuable because of their special nature or role in an ecosystem; or an area of land that contributes water to the habitat of an aquatic animal that is rare or valuable; or an area of land with increased vulnerability (presence of karst features, steep terrain, highly erodible soils) where the proposed human activities would likely cause disproportional damage to the environment; or as defined in Section 4.6.

Erosion and Sediment Control Plan: is a plan designed to minimize the loss of soil and prevent discharge of sediment from a site during, and after construction activities.

Flood Routing Path: is that part of the major storm drainage system that carries the runoff that exceeds the capacity of the designed drainage facilities. Essentially, the complete drainage system of an urban area contains two (2) separate drainage elements. The storm sewers collect the frequent events while surface drainage-ways must be provided for the major flow from more intense storms, or the event of clogging.

Grading: means excavation or fill of material, including the resulting condition thereof.

Groundwater Management Area: is a geographically defined area that may be particularly sensitive in terms of groundwater quantity and/or quality by nature of the use or movement of groundwater, or the relationship between groundwater and surface water, and where special management measures are deemed necessary to protect groundwater and surface water resources. Example includes the Devils Icebox Recharge Area.

Hazardous Materials: means any material, including any substance, waste, or combination thereof, which because of its quantity, concentration, or physical, chemical, or infectious characteristics may cause, or significantly contribute to, a substantial present or potential hazard to human health, safety, property, or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.

Illegal Discharge: means any direct or indirect non-storm water discharge to the storm drain system, except as exempted by this ordinance.

Illicit Connections: means either of the following: Any drain or conveyance, whether on the surface or subsurface, which allows an illegal discharge to enter the storm drain system. These include but are not limited to any conveyances that allow any non-storm water discharge including sewage, process wastewater, and wash water to enter the storm drain system and any connections to the storm drain system from indoor drains and sinks, regardless of whether said drain or connection had been previously allowed, permitted, or approved by an authorized enforcement agency. Illicit connections also includes any drain or conveyance connected from a commercial or industrial land use to the storm drain system which has not been documented in plans, maps, or equivalent records and approved by an authorized enforcement agency.

Impaired Waters: means those streams, rivers and lakes that currently do not meet their designated use classification and associated water quality standards under the Clean Water Act.

Impervious Cover: includes those surfaces that cannot effectively infiltrate rainfall (e.g., building rooftops, pavement, sidewalks, driveways, etc).

Industrial Stormwater Permit: means a National Pollutant Discharge Elimination System permit issued to a commercial industry or group of industries that regulates the pollutant levels associated with industrial stormwater discharges or specifies on-site pollution control strategies.

Infill Development: means land development that occurs within designated areas based on local land use, watershed, and/or utility plans where the surrounding area is generally developed, and where the site or area is either vacant or has previously been used for another purpose.

Infiltration: means the process of percolating stormwater into the subsoil.

Infiltration Facility: means any structure or device designed to infiltrate retained water to the subsurface. These facilities may be above grade or below grade.

Land Development: means a human-made change to, or construction on, the land surface that changes its runoff characteristics.

Land Disturbing Activity: means any activity that changes the volume or peak flow discharge rate of rainfall runoff from the land surface. This may include the grading, digging, cutting, scraping, or excavating of soil, placement of fill materials, paving, construction, substantial removal of vegetation, or any activity that bares soil or rock or involves the diversion or piping of any natural or man-made watercourse.

Land Disturbance Permit: an authorization for the permittee to develop land and conduct activities in accordance with County ordinances and erosion and sediment control practices outlined in an approved Stormwater pollution prevention plan.

Landowner: the legal or beneficial owner of land, including those holding the right to purchase or lease the land, or any other person holding proprietary rights to the land.

Maintenance Agreement: is a legally recorded document that acts as a property deed restriction, and that provides for long-term maintenance of stormwater BMPs.

Motorized Equipment: vehicles or equipment which are motorized except this definition shall not apply to equipment used for the farming of land, or normal yard maintenance.

Municipal Separate Storm Sewer System (MS4): a publicly-owned facility by which stormwater is collected and/or conveyed, including but not limited to any roads with drainage systems, municipal streets, gutters, curbs, catch basins, inlets, piped storm drains, pumping facilities, retention and detention basins, natural and human-made or altered drainage ditches/channels, reservoirs, and other drainage structures.

National Pollutant Discharge Elimination System (NPDES) Stormwater Discharge Permit: a permit issued by the State under authority delegated pursuant to 33 USC § 1342(b), that authorizes the discharge of pollutants to waters of the State, whether the permit is applicable on an individual, group, or general area-wide basis.

Non-Stormwater Discharge: any discharge to the storm drain system that do not originate from precipitation events, such as but not limited to septic system discharges, floor drains, and laundry or commercial car wash facilities.

Non-Structural Measure: a stormwater control and treatment technique that uses natural processes, restoration or enhancement of natural systems, or design approaches to control runoff and/or reduce pollutant levels. Such measures are used in lieu of or to supplement structural practices on a land development site. Non-structural measures include, but are not limited to: minimization and/or disconnection of impervious surfaces; development design that reduces the rate and volume of runoff; creation, restoration or enhancement of natural areas such as riparian zones, wetlands, and forests; and on-lot practices such as rain barrels, cisterns, and vegetated areas that intercept rainfall and surficial runoff.

Nonpoint Source Pollution: pollution from any source other than from any discernible, confined, and discrete conveyances, and shall include, but not be limited to, pollutants from agricultural, silvicultural, mining, construction, subsurface disposal and urban runoff sources.

Ordinary High Water Mark: That line on the shore established by the fluctuations of water and indicated by physical characteristics such as clear natural line impressed on the bank, shelving, changes in the character of soil,

destruction of terrestrial vegetation, the presence of litter or debris, or other appropriate means that consider the characteristics of the surrounding area.

Off-Site Facility: means a stormwater BMP located outside the subject property boundary described in the permit application for land development activity.

On-Site Facility: means a stormwater BMP located within the subject property boundary described in the permit application for land development activity.

Owner: the owner or owners of the freehold of the premises or lesser estate therein, a mortgagee or vendee in possession, assignee of rents, receiver, executor, trustee, lessee or other person, firm or corporation in control of a piece of land. As used herein, owner also refers to, in the appropriate context: (i) any other person authorized to act as the agent for the owner; (ii) any person who submits a stormwater management concept or design plan for approval or requests issuance of a permit, when required, authorizing land development to commence; and (iii) any person responsible for complying with an approved stormwater management construction plan.

Perimeter Control: means a barrier that prevents sediment from leaving a site either by filtering sediment-laden runoff, or diverting it to a sediment trap or basin.

Permanent Stormwater BMP: a stormwater best management practice (BMP) that will be operational after the construction phase of a project and that is designed to become a permanent part of the site for the purposes of managing stormwater runoff.

Person: means a natural person, corporation, partnership or other entity.

Phasing: is the clearing a parcel of land in distinct phases, with the stabilization of each phase before the clearing of the next.

Point source: is any discernible, confined and discrete conveyance including, but not limited to, any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, container, rolling stock, concentrated animal feeding operation, separate storm sewer or vessel or other floating craft from which pollutants are, or may be, discharged. (Code of State Regulations – 10 CSR 20-2)

Pollutant: means anything that causes or contributes to pollution. Pollutants may include, but are not limited to: paints, varnishes, and solvents; oil and other automotive fluids; non-hazardous liquid and solid wastes and yard wastes; refuse, rubbish, garbage, litter, or other discarded or abandoned objects, ordinances, and accumulations, so that same may cause or contribute to

pollution; floatables; pesticides, herbicides, and fertilizers; hazardous substances and wastes; sewage, fecal coliform and pathogens; dissolved and particulate metals; animal wastes; wastes and residues that result from constructing a building or structure; and noxious or offensive matter of any kind.

Predevelopment: The time period prior to a proposed or actual development activity at a site. Predevelopment may refer an undeveloped site or a developed site that will be redeveloped or expanded.

Professional Engineer: a licensed engineer who is registered with and authorized to practice engineering in the state of Missouri

Professional Geologist: is a licensed geologist who is registered with and authorized in the state of Missouri.

Receiving Stream or Channel: means the body of water or conveyance into which stormwater runoff is discharged.

Recharge: means the replenishment of underground water reserves.

Redevelopment: means a change to previously existing, improved property. This includes but is not limited to the demolition or building of structures, filling, grading, paving; including the conversion of gravel areas to pavement, or excavating. Redevelopment excludes ordinary maintenance activities such as remodeling of buildings on the existing footprint, resurfacing and/or repaving of existing paved areas, and exterior changes or improvements that do not materially increase or concentrate stormwater runoff or cause additional nonpoint source pollution.

Responsible Party: means any individual, partnership, co-partnership, firm, company, corporation, association, joint stock company, trust, estate, governmental entity, or any other legal entity; or their legal representatives, agents, or assigns that is named on a stormwater maintenance agreement as responsible for long-term operation and maintenance of one or more stormwater BMPs.

Riparian Zone / Riparian Buffer: is the land adjacent to streams, rivers, and lakes that actively interfaces with the waterbody through physical and chemical processes. Riparian zones filter nutrients and sediments, increase streambank stability, and provide shade that reduces stream temperatures

Runoff Reduction (RR): is defined as the total annual runoff volume reduced through canopy interception, soil infiltration, evaporation, transpiration, rainfall harvesting engineered infiltration or extended filtration.

Sediment Control: means measures that prevent eroded sediment from leaving the site.

Sensitive Area: means areas containing features that are of critical importance to the protection of ecological or environmental resources, and include bluffs, caves, sinkholes, springs, and wetlands.

Sinkhole Cluster Area: any area that contributes surface water to a sinkhole which is located in a group of two (2) or more sinkholes grouped within 500 feet.

Sinkhole Drainage Area: means the land area around a sinkhole that contributes surface water directly to the sinkhole(s).

Sinkhole: means any closed depression formed by removal (typically underground) of water, surficial soil, rock, or other material. The existence of a sinkhole shall be as indicated by the closed depression contour lines on the topographical maps of the county or as may be determined by a field survey. Its actual limits may, however, be determined by field measurements with concurrence of the Director. Sinkholes may be either circular in plan or irregular, depending upon structural control.

Sinkhole Ponding Elevation: means the maximum elevation of either the elevation as determined by using currently accepted methods of the Natural Resource Conservation Service (formerly Soil Conservation Service) to calculate the total volume of runoff from the sinkhole drainage area to the sinkhole utilizing an eight (8) inch rainfall and no sink outlet or the historical elevation or the published flood elevation. NOTE: Overflow conditions will establish maximum ponding elevation.

Stabilization: means the use of practices that prevent exposed soil from eroding.

Start of Construction: means the first land-disturbing activity associated with a development, including land preparation such as clearing, grading and filling; installation of streets and walkways; excavation for basements, footings, piers or foundations; erection of temporary forms; and installation of accessory buildings such as garages.

Stop Work Order: means an order issued that requires that all construction activity on a site be stopped except as necessary to remedy the issue(s) for which the order was issued.

Stormwater: means any surface flow, runoff, and drainage consisting entirely of water from any form of natural precipitation (such as rain or snow), and resulting from such precipitation.

Stormwater drainage system: means all drainage facilities used for collecting and conducting stormwater to, through and from drainage areas to the points of final outlets including, but not limited to, any and all of the following: Conduits and appurtenant features, canals, ditches, streams, gullies, flumes, culverts, streets, gutters and pump stations.

Stormwater Hotspot: means an area where land use or activities generate highly contaminated runoff, with concentrations of pollutants in excess of those typically found in stormwater.

Stormwater Management: means the use of structural or non-structural practices that are designed to reduce stormwater runoff pollutant loads, discharge volumes, peak flow discharge rates and detrimental changes in stream temperature that affect water quality and habitat.

Stormwater Pollution Prevention Plan (SWPPP): means a narrative plan, usually required by a permit, to manage stormwater associated with industrial, commercial, institutional, or other land use activities, including construction. The SWPPP commonly describes and ensures the implementation of practices that are to be used to reduce pollutants in stormwater and non-stormwater discharges.

Stormwater Retrofit: means a stormwater BMP designed for an existing development site that previously had either no stormwater BMP in place or a practice inadequate to meet the stormwater management requirements of the site.

Stormwater Runoff: is the rain or snowmelt that runs off streets, parking lots, lawns and other surfaces and drains into natural or manmade conveyance systems. Often stormwater transports accumulated material including litter, soil, nutrient, pathogens, chemicals, pesticides, oils and grease.

Stream Buffer: is a vegetated area including trees, shrubs, managed lawn area, and herbaceous vegetation which exists or is established to protect the stream system. Alteration of this natural area is strictly limited by the stream buffer ordinance dated June 1, 2009.

Water Quality Storm: is the storm event that produces less than or equal to 90 percent stormwater runoff volume of all 24-hour storms on an annual basis.

Water Quality Volume (WQv): means the storage needed to capture and treat 90% of the average annual stormwater runoff volume.

Watercourse: means a permanent or intermittent stream or other body of water, either natural or man-made, which gathers or carries surface water.

Watershed or Catchment: is the entire geographical area drained by a river and its tributaries; an area characterized by the conveyance of all runoff to the same outlet.

Watershed Management Plan: means a document, usually developed cooperatively by government agencies and other stakeholders, to protect, restore, and/or otherwise manage the water resources within a particular watershed or subwatershed. The plan commonly identifies threats, sources of impairment, institutional issues, and technical and programmatic solutions or projects to protect and/or restore water resources.

Wetland: Those areas that are inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances do support a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs and similar areas.

“Wetland Hydroperiod: means the pattern of fluctuating water levels within a wetland caused by the complex interaction of flow, topography, soils, geology, and groundwater conditions in the wetland.

28.3. Plan Submittal/Review Requirements

Each developer/owner subject to this ordinance shall submit to Boone County Public Works for review and approval a stormwater management plan as provided herein:

28.3.1.PRE-APPLICATION MEETING

All applicants shall participate in a concept review and pre-application meeting with the Public Works and Planning departments to discuss potential approaches for stormwater design and opportunities to use design techniques to reduce runoff rates, volumes, and pollutant loads. During the pre-application meeting, the applicant shall provide information regarding design considerations as outlined in the Boone County Stormwater Design Manual.

28.3.2.PRELIMINARY STORMWATER MANAGEMENT PLAN

After the pre-application review, the applicant shall prepare a preliminary stormwater management plan describing, in general, how stormwater runoff through and from the development will be treated and conveyed. Required information is provided in the Boone County Stormwater Design Manual.

- (1) **Maximize Use of Techniques to Reduce Runoff by Design:** The preliminary stormwater management plan shall utilize to the maximum extent practicable site planning and design technique that reduce runoff rates, volumes, and pollutant loads. Such techniques include, but are not limited to, minimization and/or disconnection of impervious surfaces; development design that reduces the rate and volume of runoff; restoration or enhancement of natural areas such as riparian zones, wetlands, and forests; and distributed practices that intercept and treat runoff from developed areas.
- (2) **Preliminary Plan Prior to Design Plan:** The preliminary stormwater management plan must be approved by Boone County Public Works prior to submission of a stormwater management construction plan (as part of the construction or final site plan) for the entire development, or portions thereof.

28.3.3. CLEARING AND ROUGH GRADING

If the developer/owner only desires to obtain a land disturbance permit for purposes of clearing and grading, they may do so upon approval of the preliminary plan, erosion and sediment control plan and a stormwater pollution prevention plan.

28.3.4. STORMWATER MANAGEMENT CONSTRUCTION PLAN

A stormwater management construction plan containing all appropriate information as specified in this Ordinance and outlined in the Boone County Stormwater Design Manual shall be submitted to Boone County in conjunction with the final subdivision plat, final development plan, final site plan, construction plan, or any other land development plan subject to this ordinance.

- (1) **Application Requirements:** The stormwater management construction plan submittal shall contain:
 - a completed application form provided by Boone County Public Works for any applicable permits as outlined in Section 8,
 - the fee(s) required by Section 8.5,

- a stormwater management construction plan that satisfies the requirements of this section and the Boone County Stormwater Design Manual,
- a stormwater facilities and/or BMP maintenance plan, and
- owner and developer certification stating that all requirements of the approved plan will be complied with. Failure of the owner to demonstrate that the project meets these requirements, as determined by Boone County Public Works, shall be sufficient reason to refuse review and/or deny approval of the plan.

(2) Consistency between Preliminary Plans and Construction Plans:

A copy of the approved preliminary stormwater management plan shall be submitted with the construction plans. Boone County Public Works shall check the construction plan for consistency with the preliminary plan.

(3) Stormwater management construction plan content: The stormwater management construction plan shall contain maps, charts, graphs, tables, photographs, narrative descriptions, explanations, calculations, citations to supporting references, a record of all major permit decisions, and other information as may be necessary for a complete review of the plan, and as specified in the Boone County Stormwater Design Manual.

28.3.5.CONSTRUCTION PLAN REVIEW PROCEDURES

- (1) Review for Completeness of Plan:** Boone County Public Works shall have a maximum of ten (10) workdays from the receipt of an application for preliminary review to determine if the application is complete. After this period, the application will be accepted for review, which will begin the thirty (30) calendar day review period, or rejected for incompleteness. For detailed procedures, refer to the Stormwater Design Manual.
- (2) Review Period:** The thirty (30) calendar day review period begins on the day the complete stormwater management construction plan is accepted for review by Boone County Public Works. During the thirty (30) day review period, Boone County Public Works shall either approve or disapprove the plan and communicate the decision to the applicant in writing. Approval or denial shall be based on the plan's compliance with this Ordinance and the Boone County Stormwater Design Manual. Within thirty (30) days after receiving an application, the County shall, in writing:

- A. approve the permit application; or
 - B. approve the permit application subject to such reasonable conditions as may be necessary to secure substantially the objectives of this regulation, and issue the permit subject to these conditions; or
 - C. disapprove the permit application, indicating the deficiencies and the procedure for submitting a revised application and/or submission.
- (3) **Modifications Needed for Approval:** In cases where modifications are required to approve the plan, Boone County shall have an additional thirty (30) days to review the revised plan from the initial and any subsequent resubmission dates. If the plan is approved, one copy bearing certification of such approval shall be returned to the applicant. If the plan is disapproved, the applicant shall be notified in writing of the reasons.
- (4) **Substantive Changes to Plan:** No substantive changes shall be made to an approved plan without review and written approval by the Director. The County may request additional data with a plan amendment as may be necessary for a complete review of the plan and to ensure that changes to the plan will comply with the requirements of this ordinance.
- (5) **Expiration of Plan Approval:** The stormwater management construction plan is contingent on the land disturbance permit approval. These plans will expire two years from the date of approval unless work has begun on the site; or a land disturbance permit extension request from the owner or design engineer has been received by the Director. If the land disturbance and/or stormwater management construction plan approval expires and is not granted an extension, the applicant shall file with Boone County for reapproval of the stormwater management construction plan.

28.3.6.COORDINATION WITH OTHER APPROVALS AND PERMITS

- (1) **Approval of Other Permits:** Unless exempt, no stormwater discharge permit or building permit shall be issued for land development without approval of a stormwater management construction plan.
- (2) **Coordination with Other Plans:** Approval of the stormwater management construction plan shall be coordinated by Boone County with approval of an erosion and sediment control or construction

stormwater plan with regard to the location, schedule, and/or phasing for temporary and permanent stormwater management measures. If natural drainage features or other natural areas are to be preserved, then these areas must be shown and measures provided for their protection on both the erosion and sediment control plan and the stormwater management construction plan. If other elements of the stormwater management construction plan utilize soils, vegetation, or other natural features for infiltration or treatment, then these areas must be shown on the erosion and sediment control plan and measures provided for their protection during construction

- (3) **Other Permits or Approvals May Be Needed:** Approvals issued in accordance with this ordinance do not relieve the applicant of responsibility for obtaining all other necessary permits and/or approvals from other federal, state, and/or local agencies. If requirements vary, the most restrictive shall prevail. These permits may include, but are not limited to: applicable state and federal permits for stream and wetland impacts and applicable dam safety permits. Applicants are required to show proof of compliance with these regulations before Boone County will issue a land disturbance, stormwater discharge, or building permit.
- (4) **Stormwater Measures within Designated Flood Hazard Areas:** Construction of stormwater measures or facilities within a Federal Emergency Management Agency (FEMA) designated floodplain or floodway shall be avoided to the extent possible. When this is unavoidable, all stormwater BMP construction shall be in compliance with all applicable requirements of the Flood Plain Management Ordinance.

28.3.7. MAINTENANCE AGREEMENT AND PLANS

Prior to approval by the Director of a stormwater management construction plan, each owner shall submit a maintenance agreement and maintenance plan in accordance with the following:

- (1) **Responsible Party:** The owner shall be responsible for the operation and maintenance of such measures and shall pass such responsibility to any successor owner, unless such responsibility is accepted by the County.
- (2) **Requirement for Maintenance Agreement & Plan:** If a stormwater management construction plan requires structural or nonstructural measures, the owner shall execute a stormwater maintenance

agreement prior to the Director granting final approval for the plan, or any plan of development or other development for which a permit is required under this Ordinance. The agreement shall be recorded by the responsible party in the office of the Boone County Recorder of Deeds and shall run with the land.

(3) **Required Elements for Maintenance Agreement & Plan:** The stormwater maintenance agreement shall be in a form approved by the County, and shall, at a minimum:

- (a) **Designate Responsible Party:** Designate for the land development the owner, governmental agency, or other legally established entity (responsible party) which shall be permanently responsible for maintenance of the structural or non-structural measures required by the plan.
- (b) **Pass Responsibility to Successors:** Pass the responsibility for such maintenance to successors in title.
- (c) **Right of Entry for Stormwater Authority:** Grant Boone County Public Works and its representatives the right of entry for the purposes of inspecting all stormwater facilities and BMPs at reasonable times and in a reasonable manner. This includes the right to enter a property when Boone County Public Works has a reasonable basis to believe that a violation of this Ordinance is occurring or has occurred and to enter when necessary for correction of a violation of this Ordinance.
- (d) **Maintenance Plan:** Ensure the continued performance of the maintenance obligations required by the plan and this ordinance through a maintenance plan (which may be an attachment to the actual maintenance agreement). The plan shall include a list of inspection and maintenance tasks, a schedule for routine inspection and maintenance, required maintenance actions, and other items listed in the Boone County Stormwater Design Manual.

28.4. Performance Criteria for Stormwater Management

28.4.1. GENERAL STORMWATER MANAGEMENT CRITERIA

- (1) **Compliance with Federal & State Regulations:** All stormwater facilities and conveyance systems shall be designed in compliance with all applicable state and federal laws and regulations, including

the Federal Clean Water Act and all applicable erosion and sediment control, wetland and flood plain regulations.

- (2) **Protect Public Health, Safety & General Welfare:** The design of stormwater BMPs shall consider public health, safety, and general welfare. These considerations include, but are not limited to: preventing the flooding of structures; safe passage of vehicles on roadways; preventing standing water in facilities, manholes, inlets, and other structures in a manner that promotes breeding of mosquitoes; preventing attractive nuisance conditions and dangerous conditions due to velocity or depth of water and/or access to orifices and drops; and preventing aesthetic nuisances due to excessive slopes, cuts and fills, and other conditions.
- (3) **Adherence to Boone County Stormwater Design Manual:** All stormwater facilities and BMPs shall be designed to the standards of the Boone County Stormwater Design Manual, unless a variance is granted or the applicant is exempt from such requirements.
- (4) **Stormwater Authority Discretion:** If hydrologic, geologic, topographic, or land use conditions warrant greater control than that provided by the minimum control requirements, the Director may impose additional requirements prior to the approval of the preliminary stormwater management plans, as deemed reasonable and necessary to control the volume, timing, rate and/or quality of runoff. The Director may restrict the use of certain stormwater BMPs, require additional pretreatment, and/or require a post-construction stormwater pollution prevention plan in certain circumstances. These include, but are not limited to: stormwater generated from stormwater hotspots, stormwater discharges that are conveyed with non-stormwater discharges, and stormwater discharged in important groundwater management areas, areas with known flooding problems, areas with slopes greater than 25%, areas discharging to impaired waterways or areas where geologic conditions are conducive to groundwater contamination (e.g., karst). The Director may use this authority to mitigate impacts anticipated by a proposed development or redevelopment project. However the additional requirements must be proportional to the impact being mitigated.
- (5) **Hydrologic Computation Assumptions:** Hydrologic parameters shall reflect the ultimate land development and shall be used in all engineering calculations. All pre-development calculations shall

consider woods and fields to be in good condition, regardless of actual conditions at the time of application.

- (6) **Location of Stormwater Facilities on Lots:** Stormwater facilities within residential subdivisions that serve multiple lots and/or a combination of lots and roadways shall be on a lot owned and maintained by an entity of common ownership, unless an alternative arrangement is approved by the Director. Stormwater practices located on individual lots shall be placed within an easement and either maintained by the lot owner or maintained by an entity of common ownership.

28.4.2. ENGINEERED SYSTEMS

- (1) **Replicating Pre-Development Hydrology:** Stormwater management designs shall preserve the natural hydrologic functions, stream channel characteristics, and groundwater recharge of the pre-developed site as outlined in the Boone County Stormwater Design Manual and to the maximum extent practical. This shall be accomplished by treating runoff at the source, disconnecting impervious surfaces, preserving or enhancing natural flow paths and vegetative cover, preserving or enhancing natural open spaces and riparian zones, and other measures that replicate pre-development hydrologic conditions. The Director shall exercise discretion in the application of this standard, especially in cases of infill development, redevelopment, or other unique circumstances.
- (2) **Overland Flood Routes:** Overland flood routing paths shall be used to convey stormwater runoff from the 100-year storm event to an adequate receiving water resource or stormwater BMP such that the runoff is contained within the drainage easement for the flood routing path and does not cause flooding of buildings or related structures. The peak 100-year water surface elevation along flood routing paths shall be at least one foot below the finished grade elevation at the structure. When designing the flood routing paths, the conveyance capacity of the site's storm sewers shall be taken into consideration.
- (3) **Velocity Dissipation:** Velocity dissipation devices shall be placed at discharge locations of the stormwater conveyance system and along the length of any outfall to provide non-erosive flow velocity from the structure to an adequate receiving stream or channel so that the natural physical and biological characteristics and functions of the receiving stream are maintained and protected.

- (4) **Discharges to Adjacent Property:** Concentrated discharges from the stormwater drainage system or stormwater best management practices shall not be discharged onto adjacent property without adequate conveyance in a natural stream or storm sewer system. Drainage easements are required when stormwater discharges must cross an adjacent or off-site property before reaching an adequately sized conveyance.
- (5) **Flow toward streets:** In order to have sufficient traffic safety, any concentration of surface flow in excess of two (2) cubic feet per second (cfs) for the ten-year frequency rain shall be intercepted before reaching the street right-of-way and shall be carried by a storm drain to connect with a drainage structure at the low point in the street right-of-way or to discharge to a watercourse.

28.4.3. NATURAL SYSTEMS

Stream & Wetland Crossings: All stream and wetland crossings subject to Section 404 of the Clean Water Act and/or state stream and/or wetland regulations shall minimize impacts on streams and wetlands, to the extent practical and achievable, by crossing streams and wetlands at a right-angle, reducing the footprint of grading and fill, matching the existing stream profile grade, and utilizing bridges, open bottom arches, spans, or other structures that do not restrict or alter stream or wetland hydrology. Mimic the natural multi-stage channel shape as much as possible. If culverts are placed within streams and/or wetlands, at least one culvert shall be countersunk at least one foot (1') below the natural channel flowline, (or 10% of the pipe diameter whichever is less) to allow movement of aquatic organisms.

Limited Stream Assessment Required: A limited stream assessment as outlined in the Boone County Stormwater Design Manual is required when construction will enter the stream or streamside buffer zone.

28.4.4. STORMWATER QUANTITY AND QUALITY CONTROL

- (1) **Runoff Reduction:** In an effort to replicate pre-development hydrologic conditions, and to promote baseflow to streams and wetlands, ten percent (10%) of the water quality volume shall be permanently reduced. This may be accomplished through infiltration practices where soil conditions allow, by disconnecting impervious areas, maintaining or reestablishing deep-rooted vegetation, maintaining sheet flow to areas of natural vegetation such as riparian

corridors and undisturbed forest lands, and/or collection and reuse of runoff.

The Director may waive the requirements of this section as specified in (A) and (B) below:

- A. Risk of Groundwater Contamination: Stormwater hotspots, contaminated soils, and sites in close proximity to karst or drinking water supply wells may not be subject to groundwater recharge/infiltration requirements, as determined by the Director. The Director may impose reasonable conditions such as increased forest, buffer or pervious areas in granting such a waiver.
 - B. Site Constraints: Areas characterized by high water table, shallow bedrock, contaminated soils, and other constraints may be subject to reduced volume control requirements, as determined by the Director. The Director may impose reasonable conditions in granting such a waiver.
- (2) Water Quality Protection: In order to protect the receiving waters from nonpoint source pollution, the remainder of the water quality volume that was not removed through runoff reduction, shall be treated through filtration BMPs such as sand filters, vegetated swales, or proprietary products.
- A. Treatment of the Water Quality Volume: Post-development runoff from the water quality rainfall event that is not permanently removed through the application of the runoff reduction criterion shall be captured and treated in a water quality BMP to prevent or minimize water quality impacts from land development.
 - B. Vegetated Filter Strips: Up to 25%, of a site's total impervious surface may discharge in a sheet flow condition through established vegetation such as may exist in a stream buffer without otherwise being treated.
 - C. Pretreatment: Each stormwater BMP shall have an acceptable form of water quality pretreatment if required to provide adequate long-term operation and maintenance of the BMP.
 - D. Treatment of Off-Site Stormwater: Off-site stormwater conveyed through a land development shall be placed within an easement and conveyed in a manner that does not increase upstream or downstream flooding. Off-site stormwater shall be conveyed

around on-site stormwater BMPs, unless the facilities are designed to manage the off-site stormwater. The Director may allow the treatment of off-site stormwater in lieu of the treatment of the entire site's water quality volume.

- E. Additional Criteria for Stormwater Hotspots: In addition, stormwater discharges from stormwater hotspots may require the use of specific structural, non-structural, and/or pollution prevention practices, including enhanced pre-treatment. Discharges from a stormwater hotspot shall not be infiltrated without enhanced pre-treatment, as approved by the Director.
- F. Landscape Plan: The design of vegetative stormwater BMPs shall include a landscape plan detailing both the vegetation in the BMP and the maintenance requirements, and who will manage and maintain the vegetation.

(3) Channel Protection Criteria: The stormwater system shall be designed so that post-development discharges will not erode natural channels or steep slopes. This will protect in-stream habitats and reduce in-channel erosion. The applicant shall use either Tier 1 or Tier 2 performance standards, as applicable, to meet this criterion.

- A. Tier 1 Performance criteria: sites having less than 5 acres of land disturbance OR less than 20% imperviousness on the entire tract shall apply the following performance standards:
 - 1. Wherever practical, maintain sheet flow to riparian buffers or vegetated filter strips. Vegetation in buffers or filter strips must be preserved or restored where existing conditions do not include dense vegetation.
 - 2. Energy dissipaters and level spreaders must be used to spread flow at outfalls.
 - 3. On-site conveyances must be designed to reduce velocity through a combination of sizing, vegetation, check dams, and filtering media (e.g., sand) in the channel bottom and sides.
 - 4. If flows cannot be converted to sheet flow, they must be discharged at an elevation that will not cause erosion or require discharge across any constructed slope or natural steep slopes.
 - 5. Outfall velocities must be non-erosive from the point of discharge to the receiving channel or waterbody where the discharge point is calculated.

- B. Additional criteria for Tier 2 sites: Sites greater than 5 acres of land disturbance OR greater than 20% imperviousness on the entire tract shall apply the performance standards in subsection (A), in addition to the following performance standards:

Site design techniques that decrease runoff volumes and peak flows. This shall be accomplished by controlling the post-development peak discharge rate to the pre-development rate.

This criterion shall be met for the post-development 2-year, 24-hour storm event, (or equivalent storm runoff volume using other methodologies). The release rate shall be equal to or less than the pre-development 1-year, 24-hour storm event. Boone County will give credit for the application Runoff Reduction and WQv measures towards meeting the storage requirements.

OR

In an effort to encourage micro-detention and utilize stormwater BMPs to detain stormwater, the difference (increase) in the runoff volume that is predicted due to the development during the 2-year event will be stored and released at no more than 0.1 cfs/acre; providing that 75% of the water leaving the site drains through at least one storage basin, and that the volume stored accounts for the added runoff from the entire disturbed site.

- (4) Flood Control Criteria: Downstream overbank flood and property protection shall be provided by controlling the post-development peak discharge rate to the pre-development rate. This criterion shall be met for the 25-year, 24 hour storm event on property zoned REC, REC-P, C-O, C-N, C-G, C-GP, M-L, M-LP, M-G, M-GP.

Stormwater BMPs that impound water shall demonstrate that the 100-year storm can safely pass through the structure without overtopping or creating damaging conditions downstream.

The Director may waive some or all of the requirements of this section as specified in (A), (B), (C) and (D) below:

- A. Discharge to Large Waterbody: The land development discharges directly to a flood plain, major river or waterbody and the Director determines that waiving the flooding criteria will not harm public health and safety. The applicant shall secure drainage easements from any downstream property owners across whose property the

runoff must flow to reach the flood plain, major river or waterbody. The applicant shall also demonstrate that any piped or open-channel system in which the runoff will flow has adequate capacity and stability to receive the project's runoff plus any off-site runoff also passing through the system.

- B. Insignificant Increases in Peak Flow: The land development results in insignificant increases in peak flow rates, as determined by the Director.
- C. Alternative Criteria Provided: The land development is subject to a floodplain study that recommends alternative criteria for flood control.
- D. Increases in Downstream Peak Flows or Flood Elevations: The Director determines that complying with the requirements of this section will result increases in peak flows or downstream flooding conditions due to coincident peaks from the site and the contributing watershed or another factor.
- E. Documentation for Waiver: When seeking a waiver in accordance with either (1), (2), (3) or (4) above, the applicant shall demonstrate that stormwater discharges will not unreasonably increase the extent, frequency, or duration of flooding at downstream properties and structures or have an unreasonable adverse effect on streams, aquatic habitats, and channel stability. In making its determination to allow full or partial waivers, the Director shall consider cumulative impacts and the land development's adherence to the land use plans and policies of Boone County, including the promotion of infill and redevelopment in particular areas.

28.4.5. REDEVELOPMENT CRITERIA

Land development that qualifies as redevelopment shall meet one of the following criteria:

- (1) Reduce Impervious Cover: Reduce existing site impervious cover by at least 20%.
- (2) Provide Treatment: Provide water quality treatment for at least 20% of the site's pre-development impervious cover and 100% of any new impervious cover, not to exceed 150% of the total new impervious.

- A. This can be accomplished through stormwater BMPs designed in accordance with the criteria in Sections 4.2 through 4.3 and the Boone County Stormwater Design Manual.
 - B. Runoff reduction may be used instead of water quality treatment on land zoned Residential, Transition or Agriculture where the lot size is at least 2.5 acres and impervious cover is less than 10%.
- (3) Apply Innovative Approaches: Utilize innovative approaches to reduce stormwater impacts across the site. Examples include green roofs and pervious parking materials.
 - (4) Provide Off-Site Treatment: Provide equivalent stormwater treatment at an off-site facility within the same watershed and as immediately downstream of the site as feasible.
 - (5) Address Downstream Issues: Address downstream channel and flooding issues through channel restoration, increase in existing system capacity and/or other off-site remedies.
 - (6) Combination of Measures: Any combination of (1) through (5) above that is acceptable to Boone County Public Works.

28.4.6 ENVIRONMENTALLY SENSITIVE AREAS: ENHANCED CRITERIA

This section shall be applicable to all land development, including, but not limited to, site plan applications, subdivision applications, and grading applications, in or draining to an environmentally sensitive area that disturbs more than 3000 square feet.

- (1) These provisions apply to any stormwater discharge or drainage on new development or redevelopment sites within Boone County that meets one or more of the following criteria:
 - A. Within 1000 feet of and draining to a losing stream*, Outstanding National or State Resource Water*
 - B. Within 100 feet of a Class P Stream*, or Type 1 stream per the Stream Buffer Regulations
 - C. Within 1000 feet of and draining to, or changes the site hydrology of, a jurisdictional wetland as defined by the U.S. Army Corps of Engineers; or

D. Runoff that discharges to a groundwater point recharge feature such as a sinkhole or other direct conduit to groundwater such as a cave.

*See listings in Missouri Water Quality Standards 10 CSR 20-7.031. This information is also provided in the Boone County Stormwater Design Manual – Appendix C.

- (2) Land Disturbance Permit Threshold Lowered: When any of the above conditions exist, permitting related to land disturbance, stormwater management and water quality control will be required for any land disturbance greater than 3000 square feet.
- (3) General Stormwater Management: Drainage patterns for proposed development must be designed to protect sensitive areas from the effects of runoff from developed areas, and to maintain the drainage areas of groundwater recharge features in a natural state. Special controls must be used where necessary to avoid the effects of erosion, sedimentation, and/or high rates of flow.
- (4) Buffer zone limitations and prohibitions: The natural vegetative cover must be retained within a buffer zone described in this section. All construction activities including grading and filling are prohibited. Additionally, wastewater disposal or irrigation is prohibited.
- (5) Buffer zone widths: The following buffer widths are required to reduce construction activities and retain the natural vegetative cover in unique and environmentally sensitive areas throughout the County.
- A. Point Recharge Feature (Sinkholes): For a point recharge feature, the buffer zone coincides with the topographically defined drainage area, except that the width of the buffer zone from the edge of the sensitive area shall not be less than 150 feet, or greater than 300 feet from the sinkhole eye.
 - B. Wetlands: For a wetland, the buffer zone shall be at least 50 feet.
 - C. Outstanding Resource Waters/Losing Streams: For national or state outstanding resource waters, the buffer zone shall be twice that of the stream buffer requirement. (Chapter 26 Boone County Zoning Regulations)
 - D. Other Features: For other environmentally sensitive areas, the buffer zone shall be at least 50 feet.

(6) Wetland Protection: Wetlands meeting the Army Corps of Engineers definition of a jurisdictional wetland must be protected in all watersheds. Protection methods for wetlands include:

- A. Appropriate setbacks that preserve the wetlands or wetland functions;
- B. Wetland mitigation, including wetland replacement;
- C. Wetland restoration or enhancement.

The Director may approve the removal and replacement of a wetland as approved by the U.S. Army Corps of Engineers or the elimination of setbacks from a constructed wetland that is primary use is for water quality control.

(7) Sinkhole/Cave Protection:

- A. Sinkhole Evaluation: The developer/owner of any development that will discharge runoff to a sinkhole shall submit a Sinkhole Evaluation during the pre-application meeting or preliminary plat/plan review. A professional engineer or professional geologist must complete a sinkhole evaluation, with the following information.
 - i. Drainage area map
 - ii. Details of the drainage path of the discharge from the development to the sinkhole (offsite sinkholes)
 - iii. Sinkhole boundary map based on topography
 - iv. Geological Evaluation
- B. Geological Evaluation: A professional geologist or a professional engineer with a demonstrated expertise in geotechnical applications is required to prepare a geologic evaluation of off-site sinkholes to determine the structural integrity of the geology, and the stability of the formation. The geological evaluation shall provide the following information:
 - i. Identification of all sinkholes as depression or collapse sinkholes.
 - ii. A map of the topographic rim (highest closed contour) of all depression sinkholes, based on a 2-foot contour interval or less.
 - iii. A map of all depression and collapse sinkholes contributing to the groundwater recharge of the area.

- iv. A map showing no-build areas for buildings and other structures based on topographic and geologic rims of depression and collapse sinkholes.
 - v. Detail of proposed stabilization of collapse sinkholes, if applicable.
- C. Sinkhole or Cave-Related Non-Buildable Areas: The Director may, based upon the topography, geology, soils, and history of the sinkhole(s) and/or cave(s) (such as past filling) and the engineer's storm water analysis, establish sinkhole or cave-related non-buildable areas. No grading or installation of parking areas, streets or other infrastructure shall be permitted within the said non-buildable area unless otherwise authorized by the Director.

This non-buildable area shall follow the limits of the sinkhole in most cases. However, the non-buildable area may be expanded or contracted by action of the Director where warranted, due to the nature of the specific sinkhole or cave, the underlying geology, soils, drainage, and any related information, such as depth to bedrock.

In sinkhole cluster areas, the Director may require the developer to provide recommendations from a consulting engineer and a consulting hydrogeologist, based upon substantial and state-of-the-art field studies and evaluation of the specific sinkhole or cave system. These studies shall be submitted to the Director

- D. Development in Sinkhole Drainage Areas without Discharge to Sinkhole: Development may occur in the immediate sinkhole drainage area if the developer provides alternative surface drainage away from the sinkhole, while keeping the water in the same surface drainage basin, and providing that the water shall not go into another sinkhole drainage area off the applicant's property. The immediate sinkhole drainage area (or portion thereof) which cannot be provided with an alternative drainage system can be deleted from the development area for calculations utilizing this information to meet regulatory requirements.
- E. Development in Sinkhole Drainage Areas with Discharge to Sinkhole: For portions of the sinkhole drainage area where alternative surface drainage methods cannot be provided, the sinkhole can be used for limited surface runoff drainage of a proposed development if the following conditions are met:

- i. That the runoff from the development area is either completely retained in a retention basin or detained in a detention basin. The flow rate out of the above basins shall be regulated so that it is no greater than the flow rate into the sinkhole of the development area prior to development.
- ii. Enough runoff is diverted from the sinkhole drainage area so that the development of the remaining area does not increase the total quantity or deteriorate the water quality of runoff into the sinkhole. Where additional runoff is anticipated, a consulting engineer and hydrogeologist shall evaluate and show the effect of any additional quantity of runoff to the sinkhole and sinkhole system. The Director shall review the study findings and make a determination that the plan is acceptable.
- iii. Where the sinkhole outlet is off site, either the runoff leaving the subject property must be shown to be no greater in flow or in quantity than that which existed before development, or easements must be obtained from owners of property where any increase in flow or quantity of water must go to reach the sinkhole outlet. Easement areas shall be approved by the Director based upon the developer's engineer's calculations of the proposed ponding elevation.

F. Filling in sinkholes and sinkhole drainage areas:

- i. No street shall be placed below an elevation of at least one (1) foot above the sinkhole ponding elevation and only when collapse of the sinkhole will not adversely affect the road.
- ii. No increase in the ponding elevation will be allowed by grading or filling without a storm water analysis approved by the Director.
- iii. It shall be unlawful for any person to place, dump or deposit trash, debris, rubbish, brush, leaves, grass clippings, yard waste, hazardous waste or similar materials within a sinkhole.

G. Grading or alteration of land near or over Sinkhole: The alteration of land in a sinkhole by means of grading or the use of motorized equipment without a permit is a violation of this ordinance.

28. 5. Construction Site Runoff Control

28.5.1.GENERAL

Grading, erosion control practices, sediment control practices, and waterway crossings shall be adequate to prevent transportation of sediment from the site. The design and construction guidance in the Boone County Stormwater Design Manual shall be followed insofar as it is applicable. Other pollutants shall be controlled as necessary to prevent potential discharge to waters of the State.

28.5.2.CLEARING AND GRADING

- (1) Clearing and grading of natural resources, such as forests and wetlands, shall not be permitted, except when in compliance with all other County regulations.
- (2) Clearing techniques that retain natural vegetation and retain natural drainage patterns shall be used to the maximum extent practicable.
- (3) Clearing, except that necessary to establish sediment control devices, shall not begin until all sediment control devices have been installed and have been stabilized.
- (4) Cut and fill slopes shall be *no greater than 3:1*, except as approved by the County to meet other community or environmental objectives.
- (5) Phasing shall be required on all sites disturbing greater than *thirty* acres, with the size of each phase to be established at plan review.
- (6) Other measures may be required in order to ensure that sediment is not tracked onto public streets by construction vehicles, or washed into storm drains.

28.5.3.EROSION CONTROL

- (1) Soil must be stabilized within 14 days of clearing or inactivity in construction, unless otherwise authorized, and shall be effectively maintained throughout the duration of any inactivity.
- (2) Soil stockpiles must be stabilized or covered at the end of each work day unless otherwise protected from allowing sediment to leave the site.

- (3) Techniques shall be employed to prevent the blowing of dust or sediment from the site.
- (4) Techniques that divert upland runoff past disturbed slopes shall be employed.

28.5.4. SEDIMENT CONTROLS

- (1) Sediment controls shall be provided in the form of settling basins or sediment traps or tanks, and perimeter controls.
- (2) Where possible, settling basins shall be designed in a manner that allows adaptation to provide long term stormwater management.
- (3) Adjacent properties shall be protected by the use of a vegetated buffer strip, in combination with perimeter controls wherever possible.

28.5.5. WATERWAYS AND WATERCOURSES

- (1) When a wet watercourse must be crossed regularly during construction, a temporary stream crossing shall be provided, and an approval obtained from the U.S. Army Corps of Engineers and the Missouri Department of Natural Resources if deemed a jurisdictional stream.
- (2) When in-channel work is conducted, the channel shall be stabilized before, during and after work.
- (3) Stabilization adequate to prevent erosion must be provided at the outlets of all pipes and paved channels.

28.5.6. CONSTRUCTION SITE ACCESS

- (1) A temporary access road or driveway shall be provided at all sites.
- (2) Regardless of the amount of land disturbance at a particular site, it shall be the responsibility of the permit holder and/or property owner to ensure streets open to the public surrounding a permitted site are kept free of debris and sediment throughout construction. Upon notification that a problem exists, the permit holder and/or property owner shall remedy the issue within 12 hours.

28.5.7. CONTROL OF OTHER CONSTRUCTION POLLUTANTS

- (1) Concrete Truck Washout: Concrete truck washout shall not discharge surplus concrete or drum wash water on the site in such a manner that promotes contact with storm waters or natural streams discharging from the site.
- (2) Construction Waste: All construction waste material shall be collected, deposited, and stored in a manner to prevent contact with storm waters discharging from the site and shall be disposed of by a licensed solid waste management contractor. No waste shall be buried on the site.
- (3) Sanitary Waste: A state licensed sanitary waste management contractor shall collect all sanitary waste from portable units that will be maintained on a regular basis for any site that cannot provide other means of sanitary waste disposal.
- (4) Petroleum Products: All construction equipment and vehicles shall be monitored for leaks and receive regular preventative maintenance to ensure proper operation and reduce the risk for leaks or spills. Petroleum products shall be stored in clearly labeled and tightly sealed containers or tanks. Fuel or oil contaminated soil shall be removed and disposed of properly.
- (5) Fertilizers: Fertilizers shall be applied following manufacturer's recommendations. Fertilizers shall be stored in a covered area or in watertight containers. Partially used products shall be properly sealed and stored to avoid spills or leaks.
- (6) Hazardous materials: Storage areas for hazardous materials such as oils, greases, paints, fuels, and chemicals, shall be provided with secondary containment to ensure that spills in these areas do not reach waters of the State. All hazardous waste materials shall be disposed of according to state regulation or the manufacturer's recommendations.

28.6. Ongoing Maintenance for Stormwater BMPs

28.6.1. General Maintenance Requirement

All stormwater facilities and BMPs shall be maintained in accordance with the approved and recorded stormwater maintenance agreement and stormwater maintenance plan. If no maintenance agreement or plan is in place, the owner shall maintain the facility as it was designed in order to continue the mitigation of stormwater quantity and quality impacts. This

maintenance shall include removal of overgrown vegetation, repair of erosion, repairs to any inlet/outlet structures, and removal of excess silt or any other maintenance deemed necessary to provide said mitigation. The design of stormwater facilities shall incorporate maintenance accommodation and long-term maintenance reduction features.

28.6.2. Maintenance Responsibility

The responsible party named in the recorded stormwater maintenance agreement (**Section 3.7**) shall maintain in good condition and promptly repair and restore all structural and non-structural stormwater facilities and BMPs and all necessary access routes and appurtenances (grade surfaces, walls, drains, dams and structures, vegetation, erosion and sedimentation controls, and other protective devices) in order to maintain the mitigation of stormwater quantity and quality impacts. Such repairs or restoration and maintenance shall be in accordance with the approved stormwater management construction plan, the stormwater maintenance agreement, and the stormwater maintenance plan.

28.6.3. INSPECTION BY BOONE COUNTY PUBLIC WORKS

The County shall be permitted to enter and inspect facilities subject to regulation under this ordinance as often as may be necessary to determine compliance with this ordinance. If the site has security measures in force that require proper identification and clearance before entry into its premises, the responsible party shall make the necessary arrangements to allow access to representatives of the County.

Unreasonable delays in allowing the County access to a permitted facility is a violation of a storm water discharge permit and of this ordinance.

If the County has been refused access to any part of the premises from which stormwater is discharged, and is able to demonstrate probable cause to believe that there may be a violation of this ordinance, or that there is a need to inspect and/or sample as part of a routine inspection and sampling program designed to verify compliance with this ordinance or any order issued hereunder, or to protect the overall public health, safety, and welfare of the community, then the County may seek issuance of a search warrant from any court of competent jurisdiction.

28.6.4. RECORDS OF MAINTENANCE ACTIVITIES

The responsible party shall make records of the installation and of all maintenance and repairs, and shall retain the records for at least five (5)

years. These records shall be made available to the Director during inspection of the facility and at other reasonable times upon request.

28.6.5. FAILURE TO PROVIDE ADEQUATE MAINTENANCE

In the event that the stormwater BMP has not been maintained and/or becomes a danger to public safety or public health, the Director shall notify the responsible party by registered or certified mail. The notice shall specify the measures needed to comply with the maintenance agreement and the maintenance plan and shall specify that the responsible party has thirty (30) days or other time frame mutually agreed to between the Director and the responsible party, within which such measures shall be completed. If such measures are not completed, then the Director shall pursue enforcement procedures pursuant to Section 9 of this Ordinance.

If a responsible person fails or refuses to meet the requirements of an inspection report, maintenance agreement, or maintenance plan the Director, after thirty (30) days written notice (except, that in the event the violation constitutes an immediate danger to public health or public safety, 24 hours notice shall be sufficient), may correct a violation of the design standards or maintenance requirements by performing the necessary work to place the practice in proper working condition. The Director may assess the responsible party of the practice for the cost of repair work which shall be a lien on the property, or prorated against the beneficial users of the property, and may be placed on the tax bill and collected as ordinary taxes by Boone County.

28.6.6. REQUIRED EASEMENTS

Whenever improvements to land are made, easements for the stormwater management facilities including structural facilities, engineered channels and overflow paths, shall be provided across private property. Easements through existing developments shall be obtained as deemed necessary. Drainage easements shall include access from a convenient public street or parking lot. Minimum dimensions are as follows:

- (1) Where a storm drain consists of a closed conduit, the width shall be the greater of fifteen (15) feet or the sum of the conduit diameter and twice the cover depth over the conduit.
- (2) The stormwater drainage system easements shall contain the overflow from the 100 year (1% annual chance) storm event and shall indicate the highest expected water surface elevation of said event.

- (3) Access easements to and around detention/retention facilities shall be a minimum of fifteen (15) feet wide with cross slopes to be safely accessible by a vehicle unless otherwise approved by the Director.

28.6.7. INTERFERENCE AND DAMAGE

No person shall damage, discharge or place any substance into the drainage system which will or may cause obstruction to flow or other interference with the operation of the stormwater drainage system. Any person violating this section or damaging the stormwater drainage system shall be liable to the County for all expense, loss or damage incurred by the County due to such violation or damage, in addition to any other penalties set forth herein.

28.7. Illicit Discharge Detection and Elimination

28.7.1. GENERAL

- (1) Purpose: This ordinance is adopted pursuant to the authority granted in 64.907, 64.825 – 64.885, Revised Statutes of Missouri and are intended to regulate non-stormwater discharges to the storm drainage system to the maximum extent practicable as required by federal and state law. This ordinance establishes methods for controlling the introduction of pollutants into the municipal separate storm sewer system (MS4) in order to comply with requirements of the National Pollutant Discharge Elimination System (NPDES) permit process. The objectives of this ordinance are:
 - A. To regulate the contribution of pollutants to the municipal separate storm sewer system (MS4) by stormwater discharges by any user
 - B. To prohibit Illicit Connections and Discharges to the MS4
 - C. To establish legal authority to carry out all inspection, surveillance and monitoring procedures necessary to ensure compliance with this ordinance
- (2) Applicability: This ordinance shall apply to all water entering the storm drain system generated on any developed and undeveloped lands unless explicitly exempted.
- (3) Ultimate Responsibility: The standards set forth in this article and promulgated pursuant to this article are minimum standards. Compliance with this article does not insure that there will be no

contamination, pollution or unauthorized discharge of pollutants into the waters of the United States. This article shall not create liability on the part of the County or any agent or employee of the County for any damages that result from any discharges, reliance on this article or any administrative decision made under this article.

- (4) Stormwater Pollution Prevention: Any owner or operator of a commercial or industrial establishment shall provide, at their own expense, reasonable protection from accidental discharge of prohibited materials or other wastes into the municipal storm drain system or watercourses through the use of structural and non-structural BMPs. Further, any person responsible for a property or premise, which is, or may be, the source of an illicit discharge, may be required to implement, at said person's expense, additional structural and non-structural BMPs to prevent the further discharge of pollutants to the municipal separate storm sewer system. Compliance with all terms and conditions of a valid NPDES permit authorizing the discharge of storm water associated with industrial activity, to the extent practicable, shall be deemed compliant with the provisions of this section. These BMPs shall be part of a stormwater pollution prevention plan (SWPPP) as necessary for compliance with requirements of the NPDES permit.

28.7.2.PROHIBITIONS

- (1) Illegal Discharges: It shall be unlawful for any person to discharge or cause to be discharged into the municipal separate storm sewer system or into any watercourse any material other than stormwater. The following discharges are exempt from the prohibitions established by this article:
- A. Waterline flushing or other potable water sources;
 - B. Landscape irrigation or lawn watering;
 - C. Diverted stream flows;
 - D. Rising groundwater;
 - E. Groundwater infiltration;
 - F. Uncontaminated pumped groundwater;
 - G. Foundation or footing drains excluding active groundwater de-watering systems;
 - H. Crawlspace pumps, air conditioning condensation;
 - I. Springs;
 - J. Non-commercial washing of vehicles;
 - K. Natural riparian habitat or wetland flows;
 - L. Swimming pools if de-chlorinated to less than 1 ppm chlorine;

- M. Fire fighting activities;
- N. Other water not containing pollutants;
- O. Discharges specified by the County as necessary to protect public health and safety;
- P. Dye testing if notification is given to the County before the test; and
- Q. Any non-storm water discharge permitted under an NPDES permit, waiver or waste discharge order issued to the discharger and administered under the authority of the Environmental Protection Agency, provided that the discharger is in full compliance with all requirements of the permit, waiver or order and other applicable laws and regulations, and provided that written approval has been granted for any discharge to the municipal separate storm sewer system.

(2) Illicit connections:

- A. It shall be unlawful for any person to construct, use, maintain or have an illicit connection.
- B. This section expressly applies to illicit connections made in the past even if the connection was permissible under law or practices applicable or prevailing at the time of connection.

(3) Waste disposal prohibitions: It shall be unlawful for any person to place, deposit or dump or to cause or allow the placing, depositing or dumping any refuse, rubbish, yard waste, paper litter or other discarded or abandoned objects, articles and accumulations containing pollutants into the municipal separate storm sewer system or into any waterway.

(4) Connection of sanitary sewer prohibited: It shall be unlawful for any person to connect a line conveying sewage to the municipal separate storm sewer system or to allow such a connection to continue.

(5) Industrial or construction activity discharges: It shall be unlawful for any person subject to an industrial activity or construction NPDES storm water discharge permit to fail to comply with all provisions of such permit.

28.7.3. NOTIFICATION OF SPILLS

Notwithstanding other requirements of law, as soon as any person responsible for a facility or operation, or responsible for emergency response for a facility or operation has information of any known or

suspected release of materials which are resulting or may result in illegal discharges or pollutants discharging into storm water, the storm drain system, or water of the U.S. said person shall take all necessary steps to ensure the discovery, containment, and cleanup of such release. In the event of such a release of hazardous materials said person shall immediately notify emergency response agencies of the occurrence via emergency dispatch services. In the event of a release of non-hazardous materials, said person shall notify the County in person or by phone or facsimile no later than the next business day. Notifications in person or by phone shall be confirmed by written notice addressed and mailed to the County within three business days of the phone notice. If the discharge of prohibited materials emanates from a commercial or industrial establishment, the owner or operator of such establishment shall also retain an on-site written record of the discharge and the actions taken to prevent its recurrence. Such records shall be retained for at least three years.

28.7.4. REGULATIONS AND MONITORING

- (1) The County Commission may, by ordinance, adopt standards identifying best management practices (BMP) for any activity, operation or facility which may cause or contribute to pollution of storm water, the storm drain system, waters of the state or waters of the United States. These standards shall be on file at Boone County Public Works. It shall be unlawful for any person undertaking any activity or owning or operating any facility subject to such standards to fail to comply with the standards.
- (2) The owner or operator of a commercial or industrial establishment shall provide reasonable protection from accidental discharge of prohibited materials or other wastes into the municipal separate storm sewer system or water courses through the use of structural and non-structural BMPs. Any person responsible for property which is or may be the source of an illicit discharge may be required to implement additional structural and non-structural BMPs to prevent further discharge. Compliance with all terms and conditions of a valid NPDES permit authorizing the discharge of stormwater associated with industrial activity to the extent practicable shall be deemed in compliance with provisions of this section. These BMPs shall be a part of the storm water pollution prevention plan as necessary for compliance with the requirements of the NPDES permit.

28.8. Permits

28.8.1.Promulgation of Rules

The Director may promulgate rules governing the issuance of the permits required by this section and may produce forms to effectuate the intent of this ordinance.

28.8.2.Stormwater Discharge Permit

- (1) Authorization to Discharge to MS4: If runoff from a land development will flow to a municipal separate storm sewer system (MS4) or other publicly-owned storm sewer system, then the applicant shall obtain authorization from the system's owner to discharge into the system. The applicant must demonstrate that the system has adequate capacity for any increases in peak flow rates and volumes.
- (2) Permit Required: No stormwater drainage facility shall be constructed, altered or reconstructed without a stormwater discharge permit. To obtain a permit, the application form provided by the County shall be completed and plans must be submitted for review and approval of the Director. All such construction shall comply with the general requirements and design procedures, as set forth in this chapter, and the criteria of the Boone County Stormwater Design Manual.
- (3) Prior to the issuance by the County of a permit for any type of construction, the property owner, the developer or their agent shall have a stormwater management plan approved by the County in accordance with Section 3. The property owner, developer or their agent shall, at his own expense, submit necessary plans, designs and specifications to the County for review and approval. This plan shall:
 - Include a pre- and post-development hydrologic analysis of the site
 - Identify pollutants of concern for each area of the site
 - Identify pollution prevention measures
 - Identify controls that provide treatment and reduce stormwater volumes and velocities
 - Identify any environmentally sensitive areas and provide a plan for protection of these areas per this chapter
 - Identify Low Impact Development opportunities that can best mimic the natural hydrology of the site and filter pollutants from the runoff.
 - Provide for long term operation and maintenance of controls

- (4) Provisions of this section for plan requirement shall be waived provided no land is disturbed and no trees, shrubs, grass or vegetation is destroyed or removed for construction, reconstruction, repair or alteration of any building provided the improvement does not alter or increase the flow of water.
- (5) The post-construction stormwater management plan shall show the location of any environmentally sensitive features (as listed in Section 4.6), the sensitive feature's drainage area, any sinkhole cluster area, or portions of such items, along with ground contours, a hydrologic analysis of the drainage area and significant physical features on the property, and detailed information on the work to be performed in or near the sensitive area.

Upon review of the information presented by the applicant, the site, and such other information as may be available, the Director may issue a permit for work to be performed in or near the sensitive area. All work shall be performed in accordance with the permit. The Director may designate certain areas where grading or construction equipment is not permitted or is otherwise limited.

28.8.3.Land Disturbance Permit

- (1) Applicability: No clearing, grading, borrowing or filling of land resulting in a land disturbance greater than one acre shall commence prior to obtaining a land disturbance permit. All such work shall also comply with an approved erosion and sediment control plan in conjunction with an approved site development plan. Additionally, no person shall engage in the grading of land in excess of 3000 square feet or the use of motorized equipment in or near a sinkhole, losing stream, cave, spring, wetland or other environmentally sensitive area without first securing a permit from the Director.
- (2) Individual Lots Not Separate Land Development: Residential, commercial or industrial developments shall apply these stormwater management criteria to land development as a whole. Individual residential lots in new subdivisions shall not be considered separate land development projects, but rather the entire subdivision shall be considered a single land development project.
- (3) Expiration: Every approval under this subsection for clearing, grading, borrowing or filling of land shall expire within two (2) years from the date of issuance. This permit may be renewed for up to two

(2) years by submitting a written request for an extension to the Director with the appropriate fee as listed in Section 8.5.

28.8.4. Performance Bond or Guarantee

- (1) Performance Bond or Guarantee Required: Upon approval of the Storm Water Pollution Prevention Plan (SWPPP) and prior to issuance of a Land Disturbance Permit, the developer shall post a security in the form of a cash bond, cash or equivalent of not less than 150% of the value of all erosion and sediment control measures, which are part of the SWPPP. For land disturbance permits where no other security is required, the only type of security which will be accepted will be a cash bond. For land disturbance permits where other security is established for public improvements, the erosion control security may be added to the security for public improvements. If the bond, or other security document is placed in default, or the insurance is terminated or not maintained at a satisfactory level, then no additional permits or approvals, including building permits, shall be issued for the developer's property located in the development for which the security was given, until the improvements are completed to the satisfaction of the County.
- (2) Term of Performance Bond or Guarantee: Any portion of the deposit not expended or retained by the County hereunder shall be refunded to the applicant within sixty (60) days of the closing of the Land Disturbance Permit, after soil and drainage conditions are stabilized to the satisfaction of the County
- (3) Term Extended for Initial Maintenance: At the discretion of the Boone County Public Works, the performance bond or guarantee may be extended beyond the time period specified above to cover a reasonable period of time for testing the practices during storm events and for initial maintenance activities. For the purposes of this section, the time shall not exceed 2 years.
- (4) Partial Release of Bond: The County shall have the discretion to adopt provisions for a partial pro-rata release of the performance bond or guarantee on the completion of various stages or phases of development.

28.8.5. Fees

The County has the ability to require a fee to support local plan review, inspection and program administration. Each developer/owner seeking a

land disturbance or stormwater discharge permit shall pay a fee upon submittal of the plans, in amounts according to the schedule set forth below.

- (1) Stormwater Discharge Permit: \$50.00
- (2) Major Amendment to a Stormwater management construction plan: \$25.00
- (3) Land Disturbance Permit: \$150.00
- (4) Land Disturbance Permit Renewal: \$50.00

28.8.6. Inspection

- (1) The County may periodically inspect development sites. Through such periodic inspections, the County shall ensure that the Stormwater Pollution Prevention Plan (SWPPP) is properly implemented and any necessary amendments thereto made in order to protect the environment and the public's health, safety and welfare. The erosion and sediment control measures for the site must be maintained by the developer until the site is stabilized. Also through such periodic inspections the County shall ensure that the post-construction management plan is properly implemented. The stormwater infrastructure improvements shall be maintained by the responsible party (per Section 6) until the infrastructure is accepted by the County.
- (2) The permittee shall notify the County at least two (2) working days before the start of site clearing.
- (3) The permittee or his/her agent shall make regular inspections of all control measures in accordance with the inspection schedule outlined on the approved erosion and sediment control plan(s) or in the Stormwater Pollution Prevention Plan (SWPPP). The purpose of such inspections will be to determine the overall effectiveness of the control plan, and the need for additional control measures and/or maintenance of existing measures. All inspections shall be documented in written form and kept readily on site.

28.9. Violations, Enforcement and Penalties

28.9.1 VIOLATIONS AND PENALTIES FOR PERMITS

(1) The County may suspend or revoke any permit associated with the site or any permit associated with the person(s) holding the permit(s) for the site for non-compliance with the Land Disturbance Permit or Stormwater Discharge Permit.

(2) Procedure:

A. Upon discovery of a violation of this article, the contractor will be notified and given up to seven (7) days to remedy the violation in a Land Disturbance Permit or up to forty-five (45) days for a Stormwater Discharge Permit. Extensions of time may be granted in the Director's sole discretion.

B. If the violation has not been remedied within the time frame set forth in the notice, a stop work order may be issued and the permit(s) will be suspended. The stop work order shall state the reason for the order and the conditions under which the order and suspension will be lifted.

C. Any person, who shall continue to engage in activity for which a permit is required after having been served with a stop work order, except in such work as that person is directed to perform to remove a violation or unsafe condition, shall be a violation of this ordinance.

D. After two (2) stop work orders of a permit for the same site for similar violations, the permit(s) shall be revoked. All applicable procedures will have to be followed for re-issuance of the permit(s). Additionally, any remediation or abatement costs will be required to be paid prior to re-issuance.

E. If the stop work order has not been lifted through compliance with its terms within thirty (30) days from the date of its issuance, the permit shall be revoked. All applicable procedures will have to be followed for re-issuance of the permit(s). Additionally, any remediation or abatement costs will be required to be paid prior to re-issuance.

F. A person aggrieved by a decision to revoke any permit provided for herein may appeal the revocation to the Boone County Board of Adjustment.

(3) Engaging in activity requiring a permit without first obtaining such permit shall be a violation of this ordinance.

28.9.2. ADMINISTRATION, PENALTIES AND REMEDIES

- (1) Responsibility for Administration: The provisions of this chapter shall be administered and enforced by the Director. The Director shall prescribe forms for attainment of the purposes of this chapter and for the proper enforcement thereof. The Director may delegate the administration of this chapter, or any part thereof, subject to limitations of the ordinances of the County, to duly qualified employees, deputies or agents of the County.
- (2) Interpretation: The provisions of this chapter shall be the minimum requirements for the protection of the public health, safety and general welfare and shall be liberally and broadly construed and applied to the greatest extent permitted by law in order to promote and protect the public health, safety and welfare. These regulations are not intended to conflict with, abrogate or annul any other rule, law or regulation. Where any provisions of these regulations impose restrictions different from those imposed by any other regulation, rule or law, the provision which is more restrictive or imposes a higher standard shall control. These regulations are intended to be construed harmoniously and consistently with each other, the Boone County Stormwater Design Manual, and all other applicable rules, laws and regulations.
- (3) Severability: If any part or provision of these regulations is declared invalid or unconstitutional then the remainder of these regulations shall not be declared invalid or unconstitutional but shall remain in full force and effect to the greatest extent permitted by law.
- (4) Penalties and Remedies: Any owner, lessee, tenant, occupier of land or other person who violates any provision of these regulations shall be deemed guilty of a misdemeanor and shall be upon conviction punished as provided by law. In addition, any person permitting, aiding, abetting or concealing a violation of this ordinance shall be deemed guilty of a misdemeanor and shall be upon conviction punished as provided by law. Each day a violation of these regulations continues shall constitute a separate offense. The penalty provided in this section shall not be construed to be exclusive but is intended to be supplemental and in addition to any other remedy provided by law or at equity. The County may institute in the circuit court of the County any appropriate action or proceedings to prevent any unlawful activity proscribed in this ordinance or to correct any violations of this ordinance.

28.9.3 TEMPORARY ABEYANCE OF DEVELOPMENT APPROVALS AND PERMITS (This section is not in effect at this time)

(1) Implementation, removal, and exceptions: The purpose of this section is to provide the criteria for imposing a six year temporary abeyance of development permits or approvals when land is cleared without a land disturbance permit and/or stream buffers are removed. This regulation will apply to all land including land that is currently being used for agricultural purposes. If an agricultural operator or owner of land used for agricultural purposes wants to avoid the temporary abeyance, then he/she may voluntarily apply for a land disturbance permit. If the clearing is done in compliance with the permit then the temporary abeyance will not be imposed. This section also provides standards for the Board of Adjustment to remove a six-year temporary abeyance, and for the director to authorize the construction of one single-family dwelling unit on a site that is subject to a six-year temporary abeyance.

A. Actions That Result in a Temporary Abeyance. The following actions shall result in a six-year temporary abeyance being imposed by the Director or his/her designee:

1. Clearing of any land, including land used for agricultural purposes, without a land disturbance permit issued by Boone County (Note: a land disturbance permit is not necessary to clear land for agricultural use except to avoid imposition of the six year temporary abeyance);
2. Removal of vegetation in violation of or in a manner that is inconsistent with the Boone County Stream Buffer Regulations;
3. Removal of vegetation within a stream buffer in a manner that is in conflict with the standards in Boone County Stream Buffer Regulations, on land used for agricultural purposes;

B. Consequences of a Temporary Abeyance.

1. Boone County shall suspend review of any application for development of land which is, or becomes, subject to a six-year temporary abeyance.
2. Boone County shall not accept applications for any development of land which is subject to a six-year temporary abeyance.

3. A temporary abeyance imposed by Boone County shall apply to all portions of the lot, tract or parcel on which the clearing activity occurred that is within 1,000 feet of the cleared or disturbed area.
- C. Effective Date of the Temporary Abeyance. The property owner shall be provided ten business days to request a Pre-imposition Review.
1. If the property owner does not submit a request for Pre-imposition Review the temporary abeyance shall be imposed on the date the 10-day period expires.
 2. If the property owner does submit a request for Pre-imposition review and the County Commission decides to impose the temporary abeyance it shall be effective on a date specified by the County Commission.
- D. Notice of Temporary Abeyance and Pre-imposition Review
1. The Director shall send a Notice of Intent to impose the temporary abeyance to the owner of record as indicated by the records of the Boone County Assessor by Certified and Regular U.S. Mail. Said notice shall include the following:
 - (a) The parcel number(s) on which the clearing activity occurred
 - (b) The proposed date of imposition of the temporary abeyance
 - (c) The deadline for requesting Pre-imposition Review
 2. Pre-imposition Review. The property owner shall have 10 days from the date of the Notice of Intent to file a request for pre-imposition review. Such request shall be filed with the Director in a form specified by the Director. The Director shall refer the request to the County Commission who shall hold a public hearing on the matter before issuing a final decision whether to impose the temporary abeyance. The County Commission shall render a written decision including Findings of Fact and Conclusions of Law.
- (2) Request for Removal of Temporary abeyance. A temporary abeyance may be considered for removal by the Board of Adjustment. All applications for removal shall be filed with the Director and after

review thereof the Director shall make a recommendation to the Board to grant or deny the request and state the reasons for his/her recommendation. The application shall be on form(s) provided by the Director and shall be accompanied by supporting documentation and a filing fee.

- A. The Board of Adjustment shall review all documentation provided by the applicant and the County, any comments received, and applicable county regulations or policies. The members of the Board may inspect the property prior to rendering a decision.
- B. The Board of Adjustment may approve an application for a request to remove a temporary abeyance, approve the application with conditions, require modifications of the proposal to comply with specified requirements of local conditions, or deny the application if it fails to comply with requirements of this section.
- C. Removal of a temporary abeyance may be approved by the Board of Adjustment if the following findings can be made regarding the proposal and are supported by the record
 1. Any required mitigation plan has been completed or the performance thereof has been adequately bonded.
 2. Any bonding required as part of a mitigation requirement has been established to county satisfaction.
 3. Payment has been made of all other fees, penalties, liens, or taxes owed to the county which have been assigned to the subject parcel including reimbursement of any county expenses incurred relating to enforcement and/or preparation for the waiver hearing.
 4. All permit conditions have been addressed.
 5. Any environmental damage or alteration resulting from the activity that caused the six-year temporary abeyance to be imposed has been repaired and/or mitigated
 6. Neither the applicant nor any person who acted in privity with the applicant:
 - (a) Has circumvented any requirement of the Boone County Stormwater, Land Disturbance or Stream Buffer regulations by taking the actions for which the temporary abeyance was imposed; or

(b) Has engaged in a pattern or practice of violations of any applicable regulations.

(3) Request for Single-Family Dwelling Exception. The Director may administratively grant an exception to the mandatory six-year temporary abeyance to allow the construction of one single-family dwelling unit and associated accessory structures pursuant to the following standards:

A. General Requirements.

1. Permitted Area. The area that is permitted to be developed pursuant to this administrative exception shall not exceed 2.5 acres in size unless site and/or well and wastewater constraints require a larger area, in which case the area developed is not to exceed five acres. Access roads shall not be included in the total area permitted to be developed.
2. Upon approval of a single-family dwelling unit exception, a memorandum of agreement (MOA), on forms provided by the Director, shall be recorded with the Boone County Recorder of Deeds by the landowner that includes a site plan depicting the area of the parcel to be dedicated for the single-family dwelling, yard area, permitted accessory structures, and access road. The MOA shall identify the action to be taken by the landowner to correct any violations of county ordinances or regulations. The land owner shall be responsible for the cost of recording the MOA.
3. The temporary abeyance shall remain in effect for the remainder of the site.

B. Review Criteria. One single-family dwelling, permitted accessory structures, lawns and landscaped area, and access road may be constructed together with site development activities necessary to construct the dwelling on land subject to a temporary abeyance provided, that:

1. The construction of the single-family dwelling, lawn and landscaping area, accessory structures, and access road are in compliance with all applicable county regulations;

2. The landowner corrects any violations of relevant stormwater, land disturbance or stream buffer requirements if any have occurred on the permitted area;
- C. Required Written Findings and Determinations. A single-family dwelling unit exception may be approved by the director on a site that is subject to a six-year temporary abeyance only if all of the following findings can be made regarding the proposal and are supported by the record:
1. The single-family exception to the six-year temporary abeyance will not be detrimental to the public health, safety, and general welfare.
 2. The single-family exception to the six-year temporary abeyance will not be injurious to the property or improvements adjacent to and in the vicinity of the proposal.
 3. The single-family exception to the six-year temporary abeyance will not result in significant adverse environmental impacts.
 4. The granting of the single-family exception to the six-year temporary abeyance is consistent with the review criteria in subsection (3)(b) of this section.
 5. The single-family exception to the six-year temporary abeyance is consistent and compatible with the goals, objectives, and policies of the Master Plan, appropriate community plan or subarea plan, and the provisions of this section.
- D. Six-year temporary abeyance will be administratively removed by the director or his/her designee when it is determined that the abeyance has been attached to an incorrect parcel.

28.9.4. VARIANCES

- (1) General: Where undue hardships or practical difficulties may result from strict compliance with this chapter, the developer may file an application for a variance. Said applications shall be directed to the Boone County Board of Adjustment organized and existing under the zoning regulations of Boone County, Missouri, which shall have the jurisdiction and shall be charged with the duty of hearing and deciding applications for variances from the strict application of the provisions of this ordinance. The Board may grant a variance only if it finds after

public hearing and upon competent and substantial evidence that the applicant meets the following criteria:

- A. The variance shall not have the effect of nullifying the intent and purpose of this stormwater ordinance;
 - B. The granting of the variance will not be detrimental to the public safety, health or welfare, or injurious to other property or improvements.
 - C. The conditions upon which the request for a variance is based are unique to the property for which the variance is sought, are not applicable generally to other property, and are not self-imposed.
 - D. Because of the particular physical surroundings, shape or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if this chapter was strictly interpreted and carried out.
- (2) Conditions: In recommending variances and exceptions, staff may recommend and the Board may require such conditions as will, in the judgment of each, secure substantially the objectives of the standards or requirements of this chapter.
- (3) Application: An application for a variance shall be submitted at the time of filing for a preliminary plat or for application for a building permit, whenever possible. The application shall be on forms provided by the County and shall state fully the grounds for the request and all facts relied upon by the practitioner. The application shall be filed with the Director and after review thereof the Director shall make a recommendation to the Board to grant or deny the application and state the reasons for his or her recommendation. Either the applicant or the Director may appeal or seek judicial review of any decision of the Board as provided by law.

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

March Session of the January Adjourned

Term. 20 17

County of Boone

} ea.

In the County Commission of said county, on the

7th

day of March

20 17

the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the utilization of the National Joint Powers Alliance Term & Supply Cooperative Contract 031715-KII with Inside the Lines of Columbia, MO for KI Office Furniture.

The terms of the Cooperative Contract are stipulated in the attached Purchase Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Purchase Agreement.

Done this 7th day of March, 2017

ATTEST:

Wendy S. Noren
Wendy S. Noren
Clerk of the County Commission

Daniel K. Atwill

Daniel K. Atwill
Presiding Commissioner

Fred J. Parry

Fred J. Parry
District I Commissioner

Janet M. Thompson

Janet M. Thompson
District II Commissioner

107-2017

Boone County Purchasing

Melinda Bobbitt, CPPO
Director of Purchasing



613 E. Ash Street, Room 110
Columbia, MO 65201
Phone: (573) 886-4391
Fax: (573) 886-4390

MEMORANDUM

TO: Boone County Commission
FROM: Melinda Bobbitt, CPPO, CPPB
DATE: February 23, 2017
RE: Cooperative Contract: 031715-KII – KI Office Furniture

Purchasing requests permission for our offices to utilize the National Joint Powers Alliance (NJPA) cooperative contract for Krueger International (KI) office furniture with Inside the Lines of Columbia, Missouri as our representative.

The contract expiration date is April 9, 2019 and it has one (1) one-year renewal. This is a county-wide term and supply contract.

cc: Contract File

**PURCHASE AGREEMENT
FOR
KI Office Furniture
Term and Supply**

THIS AGREEMENT dated the 7th day of March 2017 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Inside the Lines LLC** herein "Vendor."

IN CONSIDERATION of the parties performance of the respective obligations contained herein, the parties agree as follows:

1. **Contract Documents** - This agreement shall consist of this Purchase Agreement for a term and supply contract for **Inside the Lines** to furnish, deliver and install Krueger International (KI) Furniture compliant with all bid specifications (IFB #031715) and any addendum issued for the National Joint Powers Alliance Contract **031715-KII**, Boone County Insurance Requirements, Work Authorization Certification, as well as Boone County Standard Terms and Conditions. All such documents shall constitute the contract documents which are incorporated herein by reference. Service or product data, specification and literature submitted with bid response may be permanently maintained in the County Purchasing Office bid file for this bid if not attached. In the event of conflict between any of the foregoing documents, this Purchase Agreement with Boone County Standard Terms & Conditions and the National Joint Powers Alliance Contract 031715-KII shall prevail and control over the vendor's bid response.

2. **Contract Duration** - This agreement shall commence on **January 15, 2017 and extend through April 9, 2019** subject to the provisions for termination specified below. This agreement may be extended beyond the expiration date in writing by the County for **one (1) additional one year period** subject to the pricing clauses in the Contractor's bid response and thereafter on a month to month basis in the event the County is unable to re-bid and/or award a new contract prior to the expiration date after exercising diligent efforts to do so or not.

3. **Purchase** - The County agrees to purchase from the Vendor and the Vendor agrees to supply the County with KI Office Furniture. Items will be provided as required in the bid specifications and in conformity with the contract documents for the prices set forth in the Contractor's bid response, as needed and as ordered by County. Additional services offered by Inside the Lines are included on the enclosed attached "Office Furniture Term & Supply".

4. **Delivery** - Vendor agrees to deliver furniture as set forth in the bid documents with the attached pricing discount structure FOB Destination. Delivery Date must be in writing, included on the quote.

5. **Billing and Payment** - All billing shall be invoiced to the Boone County respective ordering Department and billings may only include the prices listed in the vendor's bid response. No additional fees for paper work processing, labor, or taxes shall be included as additional charges in excess of the charges in the Vendor's bid response to the specifications. The County agrees to pay all invoices within thirty days of receipt. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the Vendor, the

County agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

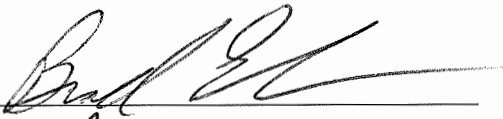
6. **Binding Effect** - This agreement shall be binding upon the parties hereto and their successors and assigns for so long as this agreement remains in full force and effect.

7. **Termination** - This agreement may be terminated by the County upon thirty days advance written notice for any of the following reasons or under any of the following circumstances:

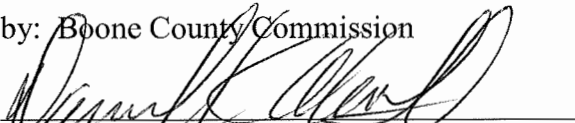
- a. County may terminate this agreement due to material breach of any term or condition of this agreement, or
- b. County may terminate this agreement if in the opinion of the Boone County Commission if delivery of products are delayed or products delivered are not in conformity with bidding specifications or variances authorized by County, or
- c. If appropriations are not made available and budgeted for any calendar year.

IN WITNESS WHEREOF the parties through their duly authorized representatives have executed this agreement on the day and year first above written.

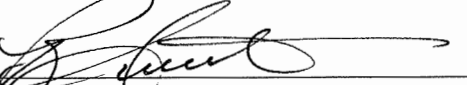
INSIDE THE LINES LLC

by 
title PRINCIPAL

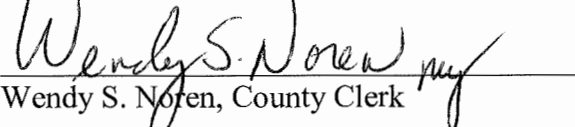
BOONE COUNTY, MISSOURI

by: Boone County Commission

Daniel K. Atwill, Presiding Commissioner

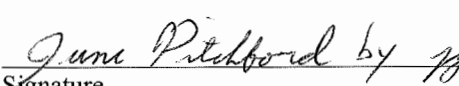
APPROVED AS TO FORM:


County Counselor

ATTEST:


Wendy S. Noren, County Clerk

In accordance with RSMo 50.660, I hereby certify that a sufficient unencumbered appropriation balance exists and is available to satisfy the obligation(s) arising from this contract. (Note: Certification of this contract is not required if the terms of this contract do not create a measurable county obligation at this time.)

<u></u>	by <u>jj</u>	<u>03101117</u>	County-Wide Term and Supply
Signature		Date	Appropriation Account

Insurance Requirements: The Contractor shall not commence work under this contract until they have obtained all insurance required under this paragraph and the Certificate of Insurance has been approved by the County, nor shall the Contractor allow any subcontractor to commence work on their subcontract until all similar insurance required of subcontractor has been so obtained and approved. All policies shall be in amounts, form and companies satisfactory to the County which must carry an A-6 or better rating as listed in the A.M. Best or equivalent rating guide. Insurance limits indicated below may be lowered at the discretion of the County.

Employers Liability and Workers Compensation Insurance - The Contractor shall take out and maintain during the life of this contract, **Employers Liability and Workers Compensation Insurance** for all of its employees employed at the site of work, and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workers Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor. Workers Compensation coverage shall meet Missouri statutory limits. Employers Liability limits shall be \$500,000.00 each employee, \$500,000.00 each accident, and \$500,000.00 policy limit. In case any class of employees engaged in hazardous work under this Contract at the site of the work is not protected under the Workers Compensation Statute, the Contractor shall provide and shall cause each subcontractor to provide Employers Liability Insurance for the protection of their employees not otherwise protected.

Commercial General Liability Insurance - The Contractor shall take out and maintain during the life of this contract, such commercial general liability insurance as shall protect it and any subcontractor performing work covered by this contract, from claims for damages for personal & advertising injury, bodily injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by themselves or for any subcontractor or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$2,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death. If the Contract involves any underground/digging operations, the general liability certificate shall include X, C, and U (Explosion, Collapse, and Underground) coverage. If providing Commercial General Liability Insurance, then the Proof of Coverage of Insurance shall also be included.

Contractor may satisfy the minimum liability limits required for Commercial General Liability or Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum per occurrence limit of liability under the umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for either Commercial General Liability or Business Auto Liability. **Contractor agrees to include the County as an Additional Insured on the umbrella or Excess Liability, unless the Certificate of Insurance state the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis.**

Business Automobile Liability – The Contractor shall maintain during the life of this contract, automobile liability insurance in the amount of not less than \$2,000,000.00 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the Contractor's own automobiles, teams and trucks; hired automobiles, teams and trucks; non-owned and both on and off the site of work.

Subcontractors: Contractor shall cause each Subcontractor to purchase and maintain insurance of the types and amounts specified herein. Limits of such coverage may be reduced only upon written agreement of County. Contractor shall provide to County copies of certificates of insurance evidencing coverage for each Subcontractor. Subcontractors' commercial general liability and business automobile liability insurance shall name County as Additional Insured and have the Waiver of Subrogation endorsements added.

Proof of Carriage of Insurance - The Contractor shall furnish the County with Certificate(s) of Insurance which name the County as additional insured in an amount as required in this contract. The Certificate of Insurance shall provide that there will be no cancellation, non-renewal or reduction of coverage without 30 days prior written notice to the County. In addition, such insurance shall be on an occurrence basis and shall remain in effect until such time as the County has made final acceptance of the services provided.

INDEMNITY AGREEMENT: To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), of anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, in connection with providing these services. This provision does not, however, require contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.

Failure to maintain the required insurance in force may be cause for contract termination. In the event the Agency/Service fails to maintain and keep in force the required insurance or to obtain coverage from its subcontractors, the County shall have the right to cancel and terminate the contract without notice.

Certificate Holder address:

County of Boone, Missouri
C/O Purchasing Department
613 E. Ash Street
Columbia, MO 65201

STANDARD CONTRACT TERMS AND CONDITIONS - BOONE COUNTY, MISSOURI

1. Contractor shall comply with all applicable federal, state, and local laws and failure to do so, in County's sole discretion, shall give County the right to terminate this Contract.
2. Prices shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Boone County Department.
3. The Boone County Commission has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County. Boone County reserves the right to award this bid on an item-by-item basis, or an "all or none" basis, whichever is in the best interest of the County. The Purchasing Director reserves the right, when only one bid has been received by the bid closing date, to delay the opening of bids to another date and time in order to revise specifications and/or establish further competition for the commodity or service required. The one (1) bid received will be retained unopened until the new Closing date, or at request of bidder, returned unopened for re-submittal at the new date and time of bid closing.
4. When products or materials of any particular producer or manufacturer are mentioned in our contracts, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
5. Do not include Federal Excise Tax or Sales and Use Taxes in billing, as law exempts the County from them.
6. The delivery date shall be stated in definite terms.
7. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
8. In case of default by the Contractor, the County of Boone will procure the articles or services from other sources and hold the Contractor responsible for any excess cost occasioned thereby.
9. Failure to deliver as guaranteed may disqualify Contractor from future bidding.
10. Prices must be as stated in units of quantity specified, and must be firm.
11. The County of Boone, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.
12. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms. The resulting contract will be considered "Non-Exclusive". The County reserves the right to purchase advertising from other vendors.
13. The County, from time to time, uses federal grant funds for the procurement of goods and services. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to the funds used by the County for said procurement, and contract clauses required by the federal government in such circumstances are incorporated herein by reference. These clauses can generally be found in the Federal Transit Administration's Best Practices

Procurement Manual – Appendix A. Any questions regarding the applicability of federal clauses to a particular bid should be directed to the Purchasing Department prior to bid opening.

14. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
15. Should an audit of Contractor's invoices during the term of the Agreement, and any renewals thereof, indicate that the County has remitted payment on invoices that constitute an over-charging to the County above the pricing terms agreed to herein, the Contractor shall issue a refund check to the County for any over-charges within 30-days of being notified of the same.
16. **For all titled vehicles and equipment the dealer must use the actual delivery date to the County** on all transfer documents including the Certificate of Origin (COO,) Manufacturer's Statement of Origin (MSO,) Bill of Sale (BOS,) and Application for Title.
17. **Equipment and serial and model numbers** - The contractor is strongly encouraged to include equipment serial and model numbers for all amounts invoiced to the County. If equipment serial and model numbers are not provided on the face of the invoice, such information may be required by the County before issuing payment.

101012-KII – Office Furniture Term & Supply

FURNITURE SPECIFICATION SERVICES

- Establish scope of project
- Define budget
- Select appropriate products according to desired image, lead time, durability, warranty, etc.
- Prepare layout of furnishings into provided space (CAD drawings provided by client)
- Provide finish coordination of proposed furnishings (manufacturers' std. or match existing)
- Provide initial proposal follow-up revisions and documentation for ordering
- Verify field dimensions
- Coordinate delivery & installation

ADDITIONAL SPECIFICATION SERVICES (\$50/HOUR)

- Create CAD drawings of existing facility
- Provide additional space planning and programming (user specific needs assessment)
- Client meetings & presentations
- Renderings

INTERIOR DESIGN SERVICES (\$75/HOUR)

- Space Planning
 - Floor plan of organizational chart of current and future staff
 - Define spaces according to work flow and work styles
 - Schematic design for architectural drawing prep by others
- Interior Finish and Fixture Selections
 - Floor materials and wall treatments
 - Interior trim and architectural detailing
 - Door and window selections
 - Cabinetry--modular vs. built-in and coordination with appliances
 - Lighting layout and fixture selection
 - Window treatments, artwork and accessories
- Construction Document Coordination and Specifications
 - Demolition plan (if necessary)
 - Finish schedule and materials legend
 - Interior elevations
 - Reflected ceiling plans
 - Renderings
 - Layout with data and electrical requirements
- Construction Review and Post Construction Services
 - Bid or negotiation assistance
 - Installer/Contractor coordination
 - Job site visits for construction review
 - Completion of as-built drawings

INSTALLATION PRICE SCHEDULE

Category	Hourly Charge (\$)	Minimum Charge
Seating (Non-Teknion products)	\$40/hour	\$0
Casegoods	\$40/hour	\$80
Tables, Portico	\$40/hour	\$40
Systems Furniture	\$40/hour	\$80
All other Items	\$40/hour	\$80

RECONFIGURATION & GENERAL LABOR PRICE SCHEDULE

Category	Hourly Charge (\$)	Minimum Charge
Casegoods	\$40/hour	\$80
Systems Furniture	\$40/hour	\$80

If Prevailing Wage is deemed necessary by the County of Boone Purchasing Director, inside the LINES will provide a Prevailing Wage quote.

Mobile & Wheelhouse Products	\$1.00 - \$15,000.00	38.40%
	\$15,001.00 - \$50,000.00	39.00%
	\$50,001.00 - \$100,000.00	41.30%
	\$100,001.00 - \$200,000.00	43.90%
	\$200,001.00 and Above	Contact Sp
4-Post & Case-Type Shelving	\$1.00 - \$15,000.00	36.80%
	\$15,001.00 - \$50,000.00	39.20%
	\$50,001.00 - \$100,000.00	44.20%
	\$100,001.00 - \$200,000.00	47.20%
	\$200,001.00 and Above	Contact Sp
Cantilever Shelving & Frame WRX	\$1.00 - \$15,000.00	39.20%
	\$15,001.00 - \$50,000.00	42.20%
	\$50,001.00 - \$100,000.00	46.60%
	\$100,001.00 - \$200,000.00	50.30%
	\$200,001.00 and Above	Contact Sp
RaptorRAC Wide Span Shelving	\$1.00 - \$15,000.00	38.40%
	\$15,001.00 - \$50,000.00	39.00%
	\$50,001.00 - \$100,000.00	42.30%
	\$100,001.00 - \$200,000.00	44.70%
	\$200,001.00 and Above	Contact Sp
Storage Products (including Lockers, Doors & Dra	\$1.00 - \$15,000.00	38.40%
	\$15,001.00 - \$50,000.00	39.00%
	\$50,001.00 - \$100,000.00	43.90%
	\$100,001.00 - \$200,000.00	45.20%
	\$200,001.00 and Above	Contact Sp
ActivRAC	\$0.00 and Above	38.40%
Xtend/High Bay Shelving	\$0.00 and Above	Consult wi

For projects over list price range noted, consult with local Distributor.

All discounts above include freight (tailgate delivery to dock.)

For inside delivery, each order is negotiated job by job because of the custom nature and volume of the equipment.

Installation: Due to the customer nature of this equipment, it is quoted per project; however, installation charges for non-union, non-prevailing wage projects will not exceed 40% of list price for any product categories noted. Projects requiring prevailing wage or union wages must be quoted project by project due to local variations in wages and classifications of labor.

Any surcharges in effect at time of order will be applied to all individual orders.

Warranty: 5-years parts, 1-year labor.

Shipments: Average 60 days ARO.

Payment Terms: Net 30 days.

Ordering: c/o any authorized Spacesaver Area Contractor (see attachment.)

FOB Points: All items shipped FOB destination within continental United State from 1450 Janesville Avenue, Fort Atkinson, WI 53538.

Spacesaver is a division of KI.

acesaver to Confirm Pricing

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acesaver to Confirm Pricing

acesaver to Confirm Pricing

th local distributor

Zone 1 - Furniture 031715-KII 1/11/17

Product Line	Price List	Tier 1		Tier 2		Tier 3		Tier 4		Tier 5	
		Delv/Tailgate \$0 - \$15K	Delv/Install \$15K	Delv/Tailgate \$15,001 - \$50K	Delv/Install \$15,001 - \$50K	Delv/Tailgate \$50,001 - \$100K	Delv/Install \$50,001 - \$100K	Delv/Tailgate \$100,001 - \$200K	Delv/Install \$100,001 - \$200K	Delv/Tailgate \$200,001 - above	Delv/Install \$200,000 - above
Seating											
All Stack and Guest Seating	Stack and Guest Seating	42	30	46	36	49	39	50	41.5	>= Tier 4	
AerDyn											
Apply™											
Bantam™											
Dorsal® and Doni											
Grazie											
Maestro®											
Matrix®											
Opt4™											
Perry®											
Piretti Stack											
Rapture®											
Silhouette®											
Strive®											
Strive® High-density Stack											
Torsion® on the Go®											
Torsion®											
Torsion Air®											
Versa®											
Versa® Junior											
Versa® XL											
Xylon®											
All Task Seating	Task Seating	42	30	46	36	49	39	50	41.5	>= Tier 4	
Altus™											
Apply™											
Avail®											
Cinturon™ Task											
Engage®											
Grazie											
Impress®											
Impress® Ultra											
Kismet® Mesa™ Task											
Pilot											
Sift											
Strive® Task											
Torsion® Task											
Torsion Air® Task											
All Lobby & Lounge Seating	Lobby & Lounge Seating	42	30	46	36	49	39	50	41.5	>= Tier 4	
Arissa®											
Cody™											
Hancock Benches											
Hub™											
Jessa™											
Lyra® Mesa™											
Neena Benches											
Relax™											
Sela™											
Solstice®											
Tea Cup™											
Three Benches											
MyWay	MyWay Lounge Collection	42	30	46	36	49	39	50	43.5	>= Tier 4	
Blu Sky	Blu Sky Collection	42	30	46	36	49	39	50	41.5	>= Tier 4	
Solstice Metal	Solstice Metal Collection	42	30	46	36	49	39	50	41.5	>= Tier 4	
Affina	Affina Collection	42	30	46	36	49	39	50	41.5	>= Tier 4	
Folding Chairs and Stools	Folding Chairs & Stools	42	30	46	36	49	39	50	41.5	>= Tier 4	

Zone 1 - Furniture 031715-KII 1/1/17

Product Line	Price List	Tier 1		Tier 2		Tier 3		Tier 4		Tier 5	
		Delv/Tailgate \$0 - \$15K	Delv/Install \$15K	Delv/Tailgate \$15,001 - \$50K	Delv/Install \$15,001 - \$50K	Delv/Tailgate \$50,001 - \$100K	Delv/Install \$50,001 - \$100K	Delv/Tailgate \$100,001 - \$200K	Delv/Install \$100,001 - \$200K	Delv/Tailgate \$200,001 - above	Delv/Install \$200,000 - above
100 Series 300 Series 700 Series® Auditorium Design Line DuraMesh® Folding Chairs 05 Front Row Seats® Novite Storage & Accessories											
Multiple Seating	Multiple Seating	42	30	46	36	49	39	50	41.5		>= Tier 4
Dorsal® Operational Tandem Flex™ GateOne® Perth® Piretti Torsion® Tandem Soltice® Strive® Tandem Three®											
Storage											
700 Series	700 Series Files and Storage	42	30	46	36	49	39	50	41.5		>= Tier 4
All Terrain Storage	All Terrain Files and Storage	42	30	46	36	49	39	50	41.5		>= Tier 4
U-Series Storage	U-Series	42	30	46	36	49	39	50	41.5		>= Tier 4
Technology Support furniture											
Workzone	Workzone Desking	42	30	46	36	49	39	50	41.5		>= Tier 4
All Powered Tables	Powered Tables	42	30	46	36	49	39	50	41.5		>= Tier 4
Activ® DataLink® Flat Screen Garage® InTandem® Smart Lift™ Worksurface Accessories											
Laptop Garage	Powered Tables	42	30	46	36	49	39	50	41.5		>= Tier 4
Connection Zone	Connection Zone	42	30	46	36	49	39	50	41.5		>= Tier 4
Inquire	Contract Tables	42	30	46	36	49	39	50	41.5		>= Tier 4
Trellis	Trellis System	42	30	46	36	49	39	50	41.5		>= Tier 4
WorkUp	Workup	42	30	46	36	49	39	50	41.5		>= Tier 4
Toggle	Toggle Table	42	30	46	36	49	39	50	41.5		>= Tier 4
Backbone	Backbone	42	30	46	36	49	39	50	41.5		>= Tier 4
Systems/Modular Furniture											
700 Series Desks	700 Series Desking System	42	30	46	36	49	39	50	41.5		>= Tier 4
Genesis	Genesis	42	30	46	36	49	39	50	41.5		>= Tier 4
True Desking	True Desking	42	30	46	36	49	39	50	41.5		>= Tier 4
Aristotle	Aristotle Caseworks	42	30	46	36	49	39	50	41.5		>= Tier 4
Darwin	Veneer Caseworks	42	30	46	36	49	39	50	41.5		>= Tier 4
System3000	System 3000	42	30	46	36	49	39	50	41.5		>= Tier 4
WireWorks	WireWorks Panel System	42	30	46	36	49	39	50	41.5		>= Tier 4
Unite Systems	Unite Systems	42	30	46	36	49	39	50	42.5		>= Tier 4
Wharton Lectern	Powered Tables	42	30	46	36	49	39	50	41.5		>= Tier 4

Zone 1 - Furniture 031715-KII 1/1/17

Product Line	Price List	Tier 1		Tier 2		Tier 3		Tier 4		Tier 5	
		Delv/Tailgate \$0 - \$15K	Delv/Install \$15K	Delv/Tailgate \$15,001 - \$50K	Delv/Install \$15,001 - \$50K	Delv/Tailgate \$50,001 - \$100K	Delv/Install \$50,001 - \$100K	Delv/Tailgate \$100,001 - \$200K	Delv/Install \$100,001 - \$200K	Delv/Tailgate \$200,001 - above	Delv/Install \$200,000 - above
Library Furniture											
Sway Collection		42	30	46	36	49	39	50	39		>= Tier 4
Crossroads	Crossroads	42	30	46	36	49	39	50	39		>= Tier 4
Occasional Tables	Occasional Tables	42	30	46	36	49	39	50	41.5		>= Tier 4
Flex™ Rado™ Soltice®											
Lobby and Lounge Furniture	Lobby & Lounge Seating	42	30	46	36	49	39	50	41.5		>= Tier 4
Anissa® Cody™ Hancock Benches Hub™ Jessa™ Lyra® Mesa™ Neena Benches Relax™ Sela™ Soltice® Tea Cup™ Three Benches											
Cafeteria Furniture											
All Folding Tables	Folding tables	42	30	46	36	49	39	50	41.5		>= Tier 4
Premier® Heritage™ Emissary® DuraLite® Value® ValueLite® Storage & Accessories											
Uniframe	Folding tables	35	23	37.5	28	40.5	35.5	41.5	37.5		>= Tier 4
Uniframe Convertible Benches	Folding tables	23	23	28	28	35.5	35.5	37.5	37.5		>= Tier 4
CafeWay Cafeteria Tables	CafeWay Cafeteria Tables	35	23	37.5	28	40.5	35.5	41.5	37.5		>= Tier 4
Site Furnishings	Site Furnishings	42	30	46	36	49	39	50	41.5		>= Tier 4
Logix® System Promenade® Seating System Reclaim Recycling Containers and Centers											
Early Childhood Furniture											
Oxford Activity Tables	Classroom Tables and Chairs	42	30	46	36	49	39	50	41.5		>= Tier 4
* Also see Freestanding Classroom furniture	Classroom Collection										
Audio Visual Furniture											
Trek Tables	Contract Tables	42	30	46	36	49	39	50	41.5		>= Tier 4
All Terrain Screens	Accessories	42	30	46	36	49	39	50	41.5		>= Tier 4

Zone 1 - Furniture 031715-KII 1/1/17

Product Line	Price List	Tier 1		Tier 2		Tier 3		Tier 4		Tier 5	
		Delv/Tailgate \$0 - \$15K	Delv/Install \$15K	Delv/Tailgate \$15,001 - \$50K	Delv/Install \$15,001 - \$50K	Delv/Tailgate \$50,001 - \$100K	Delv/Install \$50,001 - \$100K	Delv/Tailgate \$100,001 - \$200K	Delv/Install \$100,001 - \$200K	Delv/Tailgate \$200,001 - above	Delv/Install \$200,000 - above
Training Furniture											
KI Instruct	Classroom Collection	42	30	46	36	49	39	50	41.5	>/= Tier 4	
600,700,800 Series Stools	Folding chairs and Stools	42	30	46	36	49	39	50	41.5	>/= Tier 4	
Stools	Task Seating	42	30	46	36	49	39	50	41.5	>/= Tier 4	
Apply Task Stool											
Engage Task Stool											
Grazie Task Stool											
Impress Task Stool											
Impress Ultra Task Stool											
Kismet Task Stool											
Sift Task Stool											
Strive Task Stool											
Torsion Air Task Stool											
Torsion Task Stool											
Inquire Tables	Contract Tables	42	30	46	36	49	39	50	41.5	>/= Tier 4	
Intellect Activity Tables	Classroom Tables and Chairs	42	30	46	36	49	39	50	41.5	>/= Tier 4	
Oxford Activity Tables	Classroom Tables and Chairs	42	30	46	36	49	39	50	41.5	>/= Tier 4	
Educational Office Furniture											
Accessories	Accessories	42	30	46	36	49	39	50	41.5	>/= Tier 4	
All Terrain® Bins											
All Terrain® Markerboards											
All Terrain® Screens											
Flat Screen Support System											
Isle Power Tower											
Parsec Desktop Lights											
All folding Tables	Folding Tables	42	30	46	36	49	39	50	41.5	>/= Tier 4	
Premier®											
Heritage™											
Emissary®											
Duralite®											
Value®											
ValueLite®											
Storage & Accessories											
All Tables	Contract Tables	42	30	46	36	49	39	50	41.5	>/= Tier 4	
Athens®											
Barron®											
DataLink® Multipurpose											
Enlite™											
Hurry Up!®											
Inquire®											
Portico™											
Synthesis®											
Trek®											
Venue®											
Folding Chair	Folding Table and Chairs	42	30	46	36	49	39	50	41.5	>/= Tier 4	
Pirouette Tables	Pirouette Table	42	30	46	36	49	39	50	42.5	>/= Tier 4	
Serenade Conference	Serenade Conference	42	30	46	36	49	39	50	41.5	>/= Tier 4	
Workzone	Workzone Deskling	42	30	46	36	49	39	50	41.5	>/= Tier 4	

Home > Cooperative Purchasing > Contracts - General > Furniture and Storage > KI



Furnishing Knowledge²

Overview

Contract Documentation

Pricing

Marketing Materials

NJPA Contact Information

HOW TO PURCHASE ?
Our step-by-step guide

Vendor Contact Info

Mark Waldecker - Education
Orders
Direct Phone: 800-454-9796, Ext.
3508
mark_waldecker@ki.com
www.ki.com

Randy Hoople - Government
Orders
Direct Phone: 800-454-9796, Ext.
2630
randy_hoople@ki.com
www.ki.com

KI

Contract#: 031715-KII
Category: Furniture and Storage
Description: Furniture & Storage Solutions
Maturity Date: 04/09/2019



Furniture is the foundational building block of a quality working and learning environment. Seating must be comfortable and durable. Work surfaces must be adequate to specific tasks—such as note-taking or laptop and computer use. Beyond these functional aspects, the environmental image portrayed correlates to the perception of your performance expectations. We call on our extensive knowledge of public and private sectors to deliver efficient, ergonomic furniture that enhances any environment and fits any budget. Our furniture portfolio includes office furniture such as: movable walls, desking & storage systems, conference and training tables, task chairs, healthcare furniture, lounge seating, multiple seating, filing cabinets and dormitory furniture.

Form E



Contract Acceptance and Award

(To be completed only by NJPA)

NJPA #031715 FURNITURE WITH RELATED ACCESSORIES AND SERVICES

Krueger International, Inc.
Proposer's full legal name

Your proposal is hereby accepted and awarded. As an awarded Proposer, you are now bound to provide the defined product/equipment and services contained in your proposal offering according to all terms, conditions, and pricing set forth in this RFP, any amendments to this RFP, your Response, and any exceptions accepted or rejected by NJPA on Form C.

The effective start date of the Contract will be April 9th, 20 15 and continue for four years from the board award date. This contract has the consideration of a fifth year renewal option at the discretion of NJPA.

National Joint Powers Alliance (NJPA)

NJPA Authorized signature:

[Signature]
NJPA Executive Director

Dr. Chad Coquette
(Name printed or typed)

Awarded this 9th day of April, 20 15 NJPA Contract Number #031715-K11

NJPA Authorized signature:

[Signature]
NJPA Board Member

Scott Veronen
(Name printed or typed)

Executed this 9th day of April, 20 15 NJPA Contract Number #031715-K11

Proposer hereby accepts contract award including all accepted exceptions and NJPA clarifications identified on FORM C.

Vendor Name Krueger International, Inc. d.b.a. K.I

Vendor Authorized signature:

[Signature]

Guy Patzke
(Name printed or typed)

Title: Asst. Secretary

Executed this 14 day of April, 20 15 NJPA Contract Number #031715-K11

Vendor Name Spacesaver Corporation

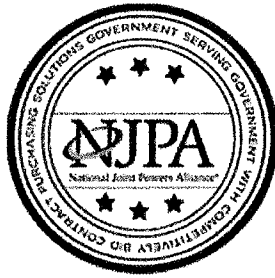
Vendor Authorized signature:

[Signature]

Mary Manning
(Name printed or typed)

Title: V.P. Finance

Executed this 27 day of April, 20 15 NJPA Contract Number #031715-K11



National Joint Powers Alliance® (herein NJPA)

REQUEST FOR PROPOSAL (herein RFP)

for the procurement of

FURNITURE WITH RELATED ACCESSORIES AND SERVICES

RFP Opening

MARCH 18, 2015

8:00 a.m. Central Time

At the offices of the

National Joint Powers Alliance®

202 12th Street Northeast, Staples, MN 56479

RFP #031715

The National Joint Powers Alliance® (NJPA), on behalf of NJPA and its current and potential member agencies, which includes all governmental, higher education, K-12 education, not-for-profit, tribal government, and all other public agencies located in all fifty states, Canada, and internationally, issues this Request For Proposal (RFP) to result in a national contract solution for the procurement of #031715 FURNITURE WITH RELATED ACCESSORIES AND SERVICES. Details of this RFP are available beginning JANUARY 15, 2015. Details may be obtained by letter of request to Jonathan Yahn, NJPA, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479, or by e-mail at RFP@njpacoop.org. Proposals will be received until MARCH 17, 2015 at 4:30 p.m. Central Time at the above address and opened MARCH 18, 2015 at 8:00 a.m. Central Time.

RFP Timeline

JANUARY 15, 2015

Publication of RFP in the print and online version of the Minneapolis *Star Tribune*, in the print and online version of the *USA Today*, in the print and online version of the *Salt Lake News* within the State of Utah, in the print and online version of the *Daily Journal of Commerce* within the State of Oregon (note: OR entities this pertains to:

<http://www.njpacoop.org/oregon-advertising>), in the print and online version of *The State* within the State of South Carolina, the NJPA website, MERX, Noticetobidders.com, PublicPurchase.com, Biddingo, and Onvia.

**FEBRUARY 25, 2015
10:00 a.m. Central Time**

Pre-Proposal Conference (the webcast/conference call. The connection information will be sent to all inquirers two business days before the conference).

MARCH 10, 2015

Deadline for RFP questions.

**MARCH 17, 2015
4:30 p.m. Central Time**

Deadline for Submission of Proposals. Late responses will be returned unopened.

**MARCH 18, 2015
8:00 a.m. Central Time**

Public Opening of Proposals.

Direct questions regarding this RFP to: Jonathan Yahn at jonathan.yahn@njpacoop.org or (218)895-4144.

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1 DEFINITIONS

A. CONTRACT

“Contract” as used herein shall consist of: this RFP, pricing, fully executed forms C, D, F & P from the Proposer’s response pursuant to this RFP, and a fully executed form E (“Acceptance and Award”) with final terms and conditions. Form E will be executed on or after award and will provide final clarification of terms and conditions of the award.

B. CURRENCY

All transactions are payable in U.S. dollars on U.S. sales. All administrative fees are to be paid in U.S. dollars.

C. EXCLUSIVE VENDOR

A sole Vendor awarded in a product category. NJPA reserves the right to award to an Exclusive Vendor in the event that such an award is in the best interests of NJPA Members nationally. A Proposer that exhibits and demonstrates the ability to offer and execute an outstanding overall program, demonstrates the ability and willingness to serve NJPA current and qualifying Members in all 50 states and comply with all other requirements of this RFP, is preferred.

D. FOB

FOB stands for “Freight On Board” and defines the point at which responsibility for loss and damage of product/equipment purchased is transferred from Seller to Buyer. “FOB Destination” defines that transfer of responsibility for loss is transferred from Seller to Buyer at the Buyer’s designated delivery point. FOB does not identify who is responsible for the costs of shipping. The responsibility for the costs of shipping is addressed elsewhere in this document.

E. HUB PARTNER

An organization that a member requests to be served through with an Awarded Vendor for the purposes of complying with a Law, Regulation, or Rule to which that individual NJPA Member deems to be applicable in their jurisdiction.

F. PROPOSER

A company, person, or entity delivering a timely response to this RFP.

G. REQUEST FOR PROPOSAL

Herein referred to as RFP.

H. SOURCED GOODS

A Sourced Good or Open Market Item is a product within the RFP’s scope - generally deemed incidental to the total transaction or purchase of contract items - which a member wants to buy under contract from an Awarded Vendor that is not currently available under the Vendor’s NJPA contract.

I. TIME

Periods of time, stated as number of days, shall be in calendar days.

J. TOTAL COST OF ACQUISITION

The Total Cost of Acquisition for the equipment/products and related services being proposed is the cost of the proposed equipment/products and related services delivered and operational for its intended purpose in the end-user’s location.

K. VENDOR

A Proposer whose response has been awarded a contract pursuant to this RFP.

2 ADVERTISEMENT OF RFP

2.1 NJPA shall advertise this solicitation: 1) for two consecutive weeks in both the hard copy print and on-line editions of the MINNEAPOLIS STAR TRIBUNE; 2) once each in Oregon's Daily Journal of Commerce, South Carolina's The State and Utah's Salt Lake Tribune; 3) on NJPA's website; 4) in the hard copy print and online editions of the USA Today; and 5) on other third-party websites deemed appropriate by NJPA. Other third party advertisers may include Onvia, PublicPurchase.com, MERX and Biddingo.

2.2 NJPA also notifies and provides solicitation documentation to each State level procurement departments for possible re-posting of the solicitation within their systems and at their option for future use and to meet specific state requirements.

3 INTRODUCTION

A. ABOUT NJPA

3.1 The National Joint Powers Alliance® (NJPA) is a public agency serving as a national municipal contracting agency established under the Service Cooperative statute by Minnesota Legislative Statute §123A.21 with the authority to develop and offer, among other services, cooperative procurement services to its membership. Eligible membership and participation includes states, cities, counties, all government agencies, both public and non-public educational agencies, colleges, universities and non-profit organizations.

3.2 Under the authority of Minnesota state laws and enabling legislation, NJPA facilitates a competitive bidding and contracting process on behalf of the needs of itself and the needs of current and potential member agencies nationally. This process results in national procurement contracts with various Vendors of products/equipment and services which NJPA Member agencies desire to procure. These procurement contracts are created in compliance with applicable Minnesota Municipal Contracting Laws. A complete listing of NJPA cooperative procurement contracts can be found at www.njpacoop.org.

3.3 NJPA is a public agency governed by publicly elected officials that serve as the NJPA Board of Directors. NJPA's Board of Directors calls for all proposals, awards all Contracts, and hosts those resulting Contracts for the benefit of its own and its Members use.

3.3.1 Subject to Approval of the NJPA Board: NJPA contracts are awarded by the action of NJPA Board of Directors. This action is based on the open and competitive bidding process facilitated by NJPA. The evaluation and resulting recommendation is presented to the Board of Directors by the NJPA Proposal Evaluation Committee.

3.4 NJPA currently serves over 50,000 member agencies nationally. Both membership and utilization of NJPA contracts continue to expand, due in part to the increasing acceptance of Cooperative Purchasing throughout the government and education communities nationally.

B. JOINT EXERCISE OF POWERS LAWS

3.5 NJPA cooperatively shares those contracts with its Members nationwide through various Joint Exercise of Powers Laws or Cooperative Purchasing Statutes established in Minnesota, other States and Canadian Provinces. The Minnesota Joint Exercise of Powers Law is Minnesota Statute §471.59 which states "Two or more governmental units...may jointly or cooperatively exercise any power common to the contracting parties..." This Minnesota Statute allows NJPA to serve Member agencies located in all other states. Municipal agencies nationally have the ability to participate in cooperative purchasing activities as a result of specific laws of their own state. These laws can be found on our website at <http://www.njpacoop.org/national-cooperative-contract-solutions/legal-authority/>.

C. WHY RESPOND TO A NATIONAL COOPERATIVE PROCUREMENT CONTRACT

3.6 National Cooperative Procurement Contracts create value for Municipal and Public Agencies, as well as for Vendors of products/equipment and services in a variety of ways:

3.6.1 National cooperative contracts potentially save the time and effort of Municipal and Public Agencies who would have been otherwise charged with soliciting vendor responses to individual RFP's, resulting in individual contracts, to meet the procurement needs of their respective agencies. Considerable time and effort is also potentially saved by the Vendors who would have had to otherwise respond to each of those individual RFPs. A single, nationally advertised RFP, resulting in a single, national cooperative contract can potentially replace thousands of individual RFPs for the same equipment/products/services that might have been otherwise advertised by individual NJPA member agencies.

3.6.2 NJPA contracts offer our Members nationally leveraged volume purchasing discounts. Our contract terms and conditions offer the opportunity for Vendors to recognize individual member procurement volume commitment through additional volume based contract discounts.

3.7 State laws that permit or encourage cooperative purchasing contracts do so with the belief that cooperative efficiencies will result in lower prices, better overall value, and considerable time savings.

3.8 The collective purchasing power of thousands of NJPA Member agencies nationwide offers the opportunity for volume pricing discounts. Although no sales or sales volume is guaranteed by an NJPA Contract resulting from this RFP, substantial volume is anticipated and volume pricing is requested and justified.

3.9 NJPA and its Members desire the best value for their procurement dollar as well as a competitive price. Vendors have the opportunity to display and highlight value added attributes of their company, equipment/products and services without constraints of a typical individual proposal process.

D. THE INTENT OF THIS RFP

3.10. National contract awarded by the NJPA Board of Directors: NJPA seeks the most responsive and responsible Vendor relationship(s) to reflect the best interests of NJPA and its Member agencies. Through a competitive proposal and evaluation process, the NJPA Proposal Evaluation Committee reviews and recommends vendors for to award a national contract by the action of the NJPA Board of Directors. NJPA's primary intent is to establish and provide a national cooperative procurement contract which offer opportunities for NJPA and our Member agencies to procure quality product/equipment and services as desired and needed. The contracts will be marketed nationally through a cooperative effort between the awarded vendor(s) and NJPA. Contracts are expected to offer price levels reflective of the potential and collective volume of NJPA and the nationally established NJPA membership base.

3.11 Beyond our primary intent, NJPA further desires to:

3.11.1 Award a four year term contract with a fifth year contract option resulting from this RFP;

3.11.2 Offer and apply any applicable technological advances throughout the term of a contract resulting from this RFP

3.11.3 Deliver "Value Added" aspects of the company, equipment/products and services as defined in the "Proposer's Response";

3.11.4 Deliver wide spectrums of solutions to meet the needs and requirement of NJPA and NJPA Member agencies.

3.11.5 Award an exclusive contract to the most responsive and responsible vendor when it is deemed to be in the best interest of NJPA and the NJPA Member agencies

3.12 Exclusive or Multiple Awards: Based on the goals and scope of this RFP, NJPA is requesting responders to demonstrate their ability to serve the needs of NJPA's national membership. It is NJPA's intent and desire to award a contract to a single exclusive Vendor to serve our membership's needs. To meet the goals of this RFP, NJPA reserves the right to award a Contract to multiple Proposers where the result justifies a multiple award and multiple contracts are deemed to be in the best interests of NJPA Member agencies.

3.13 Non-Manufacturer Awards: NJPA reserves the right to make an award related to this invitation to a non-manufacturer or dealer/distributor if such action is in the best interests of NJPA and its Members.

3.14 Manufacturer as a Proposer: If the Proposer is a Manufacturer or wholesale distributor, the response received will be evaluated on the basis of a response made in conjunction with that Manufacturer's authorized Dealer Network. Unless stated otherwise, a Manufacturer or wholesale distributor Proposer is assumed to have a documented relationship with their Dealer Network where that Dealer Network is informed of, and authorized to accept, purchase orders pursuant to any Contract resulting from this RFP on behalf of the Manufacturer or wholesale distributor Proposer. Any such dealer will be considered a sub-contractor of the Proposer/Vendor. The relationship between the Manufacturer and wholesale distributor Proposer and its Dealer Network may be proposed at the time of the proposed submission if that fact is properly identified.

3.15 Dealer/Re-seller as a Proposer: If the Proposer is a dealer or re-seller of the products and/or services being proposed, the response will be evaluated based on the Proposer's authorization to provide those products and services from their manufacturer. Where appropriate, Proposers must document their authority to offer those products and/or services.

E. SCOPE OF THIS RFP

3.16 Scope: The scope of this RFP is to award a contract to a qualifying vendor defined as a manufacturer, provider, or dealer/distributor, established as a Proposer, and deemed responsive and responsible through our open and competitive proposal process. Vendors will be awarded contracts based on the proposal and responders demonstrated ability to meet the expectations of the RFP and demonstrate the overall highest valued solutions which meet and/or exceed the current and future needs and requirements of NJPA and its Member agencies nationally within the scope of FURNITURE WITH RELATED ACCESSORIES AND SERVICES.

3.17 Additional Scope Definitions: For purposes of the scope of this solicitation:

3.17.1 In addition to FURNITURE WITH RELATED ACCESSORIES AND SERVICES **this solicitation should be read to include, but not limited to:**

3.17.1.1 Products and services relating to office, workplace, school, and storage.

3.17.2 NJPA reserves the right to limit the scope of this solicitation for NJPA and current and potential NJPA member agencies.

3.17.2.1 N/A

3.18 Overlap of Scope: When considering equipment/products/services, or groups of equipment/products/services submitted as a part of your response, and whether inclusion of such will fall within a “Scope of Proposal,” please consider the validity of an inverse statement.

3.18.1 For example, pencils and post-it-notes can generally be classified as office supplies and office supplies generally include pencils and post-it-notes.

3.18.2 In contrast, computers (PCs and peripherals) can generally be considered office supplies; however, the scope of office supplies does not generally include computer servers and infrastructure.

3.18.3 In conclusion: With this in mind, individual products and services must be examined individually by NJPA, from time to time and in its sole discretion, to determine their compliance and fall within the original “Scope” as intended by NJPA.

3.19 Best and Most Responsive – Responsible Proposer: It is the intent of NJPA to award a Contract to the best and most responsible and responsive Proposer(s) offering the best overall quality and selection of equipment/products and services meeting the commonly requested specifications of the NJPA and NJPA Members, provided the Proposer’s Response has been submitted in accordance with the requirements of this RFP. Qualifying Proposers who are able to anticipate the current and future needs and requirements of NJPA and NJPA member agencies; demonstrate the knowledge of any and all applicable industry standards, laws and regulations; and possess the willingness and ability to distribute, market to and service NJPA Members in all 50 states are preferred. NJPA requests proposers submit their entire product line as it applies and relates to the scope of this RFP.

3.20 Sealed Proposals: NJPA will receive sealed proposal responses to this RFP in accordance with accepted standards set forth in the Minnesota Procurement Code and Uniform Municipal Contracting Law. Awards may be made to responsible and responsive Proposers whose proposals are determined in writing to be the most advantageous to NJPA and its current or qualifying future NJPA Member agencies.

3.21 Use of Contract: Any Contract resulting from this solicitation shall be awarded with the understanding that it is for the sole convenience of NJPA and its Members. NJPA and/or its members reserve the right to obtain like equipment/products and services solely from this contract or from another contract source of their choice or from a contract resulting from their own procurement process.

3.22 Awarded Vendor’s interest in a contract resulting from this RFP: Awarded Vendors will be able to offer to NJPA, and current and potential NJPA Members, only those products/equipment and services specifically awarded on their NJPA Awarded Contract(s). Awarded Vendors may not offer as “contract compliant,” products/equipment and services which are not specifically identified and priced in their NJPA Awarded Contract.

3.23 Sole Source of Responsibility- NJPA desires a “Sole Source of Responsibility” Vendor. This means the Vendor will take sole responsibility for the performance of delivered equipment/products/ services. NJPA also desires sole responsibility with regard to:

3.23.1 Scope of Equipment/Products/Services: NJPA desires a provider for the broadest possible scope of products/equipment and services being proposed over the largest possible geographic area and to the largest possible cross-section of NJPA current and potential Members.

3.23.2 Vendor use of sub-contractors in sourcing or delivering equipment/product/services: NJPA desires a single source of responsibility for equipment/products and services proposed. Proposers are assumed to have sub-contractor relationships with all organizations and individuals whom are external to the Proposer and are involved in providing or delivering the equipment/products/services being proposed. Vendor assumes all responsibility for the equipment/products/services and actions of any such Sub-Contractor. Suggested Solutions Options include:

3.24.1 Multiple solutions to the needs of NJPA and NJPA Members are possible. Examples could include:

3.24.1.1 **Equipment/Products Only Solution:** Equipment/Products Only Solution may be appropriate for situations where NJPA or NJPA Members possess the ability, either in-house or through local third party contractors, to properly install and bring to operation those equipment/products being proposed.

3.24.1.2 **Turn-Key Solutions:** A Turn-Key Solution is a combination of equipment/products and services which provides a single price for equipment/products, delivery, and installation to a properly operating status. Generally this is the most desirable solution as NJPA and NJPA Members may not possess, or desire to engage, personnel with the necessary expertise to complete these tasks internally or through other independent contractors

3.24.1.3 **Good, Better, Best:** Where appropriate and properly identified, Proposers are invited to offer the CHOICE of good – better – best multiple grade solutions to NJPA and NJPA Members' needs.

3.24.1.4 **Proven – Accepted – Leading Edge Technology:** Where appropriate and properly identified, Proposers are invited to provide an appropriate identified spectrum of technology solutions to compliment or enhance the functionality of the proposed solutions to NJPA and NJPA Members' needs both now and into the future.

3.24.2 If applicable, Contracts will be awarded to Proposer(s) able to deliver a proposal meeting the entire needs of NJPA and its Members within the scope of this RFP. NJPA prefers Proposers submit their complete product line of products and services described in the scope of this RFP. NJPA reserves the right to reject individual, or groupings of specific equipment/products and services proposals as a part of the award.

3.25 **Geographic Area to be Proposed:** This RFP invites proposals to provide FURNITURE WITH RELATED ACCESSORIES AND SERVICES to NJPA and NJPA Members throughout the entire United States and possibly internationally. Proposers will be expected to express willingness to explore service to NJPA Members located abroad; however the lack of ability to serve Members outside of the United States will not be cause for non-award. The ability and willingness to serve Canada, for instance, will be viewed as a value-added attribute.

3.26 **Contract Term:** At NJPA's option a contract resulting from this RFP will become effective either the date awarded by the NJPA Board of Directors or the day following the expiration date of an existing NJPA procurement contract for the same or similar product/equipment and services.

3.26.1 NJPA is seeking a Contract base term of four years as allowed by Minnesota Contracting Law. Full term is expected. However, one additional one-year renewal/extension may be offered by NJPA to Vendor beyond the original four year term if NJPA deems such action to be in the best interests of NJPA and its Members. NJPA reserves the right to conduct periodic business reviews throughout the term of the contract.

3.27 **Minimum Contract Value:** NJPA anticipates considerable activity resulting from this RFP and subsequent award; however, no commitment of any kind is made concerning actual quantities to be acquired. NJPA does not guarantee usage. Usage will depend on the actual needs of the NJPA Members and the value of the awarded contract.

3.28 **Estimated Contract Volume:** Estimated quantities and sales volume are based on potential usage by NJPA and NJPA Member agencies nationally.

3.29 Contract Availability: This Contract must be available to all current and potential NJPA Members who choose to utilize this NJPA Contract to include all governmental and public agencies, public and private primary and secondary education agencies, and all non-profit organizations nationally.

3.30 Proposer's Commitment Period: In order to allow NJPA the opportunity to evaluate each proposal thoroughly, NJPA requires any response to this solicitation be valid and irrevocable for ninety (90) days after the date proposals were opened regarding this RFP.

F. EXPECTATIONS FOR EQUIPMENT/PRODUCTS AND SERVICES BEING PROPOSED

3.31 Industry Standards: Except as contained herein, the specifications or solutions for this RFP shall be those accepted guidelines set forth by the FURNITURE WITH RELATED ACCESSORIES AND SERVICES industry, as they are generally understood and accepted within that industry across the nation. Submitted products/equipment, related services, and their warranties and assurances are required to meet and/or exceed all current, traditional and anticipated needs and requirements of NJPA and its Members.

3.31.1 Deviations from industry standards must be identified by the Proposer and explained how, in their opinion, the equipment/products and services they propose will render equivalent functionality, coverage, performance, and/or related services. Failure to detail all such deviations may comprise sufficient grounds for rejection of the entire proposal.

3.31.2 Technical Descriptions/Specifications. Excessive technical descriptions and specifications which, in the opinion of NJPA unduly enlarge the proposal response may reduce evaluation points awarded on Form G. Proposers must supply sufficient information to:

3.31.2.1 demonstrate the Proposer's knowledge of industry standards;

3.31.2.2 identify the equipment/products and services being proposed; and

3.31.2.3 differentiate equipment/products and services from others.

3.32 New Current Model Equipment/Products: Proposals submitted shall be for new, current model equipment/products and services with the exception of certain close-out products allowed to be offered on the Proposer's "Hot List" described herein.

3.33 Compliance with laws and standards: All items supplied on this Contract shall comply with any current applicable safety or regulatory standards or codes.

3.34 Delivered and operational: Products/equipment offered herein are to be proposed based upon being delivered and operational at the NJPA Member's site. Exceptions to "delivered and operational" must be explicitly disclosed in the "Total Cost of Acquisition" section of your proposal response.

3.35 Warranty: The Proposer warrants that all products, equipment, supplies, and services delivered under this Contract shall be covered by the industry standard or better warranty. All products and equipment should carry a minimum industry standard manufacturer's warranty that includes materials and labor. The Proposer has the primary responsibility to submit product specific warranty as required and accepted by industry standards. Dealer/Distributors agree to assist the purchaser in reaching a solution in a dispute over warranty's terms with the manufacturer. Any manufacturer's warranty which is effective past the expiration of the warranty will be passed on to the NJPA member. Failure to submit a minimum warranty may result in non-award.

3.36 Additional Warrants: The Proposer warrants all products/equipment and related services furnished hereunder will be free from liens and encumbrances; defects in design, materials, and workmanship; and will conform in all respects to the terms of this RFP including any specifications or standards. In addition,

Proposer/Vendor warrants the products/equipment and related services are suitable for and will perform in accordance with the ordinary use for which they are intended.

G. SOLUTIONS BASED SOLICITATION

3.37 NJPA solicitations and contract process will not offer specific specifications for proposers to meet or base your response on. This RFP is a “Solutions Based Solicitation.” This means the proposers are asked to understand and anticipate the current and future needs of NJPA and the nationally located NJPA membership base, within the scope of this RFP, and including specifications commonly desired or required by law or industry standards. Your proposal will be evaluated in part on your demonstrated ability to meet or exceed the needs and requirements of NJPA and our member agencies within the defined scope of this RFP.

3.38 NJPA does not typically provide product and service specifications; rather NJPA is requesting an industry standard or accepted specification for the requested product/equipment and services. Where specific line items are specified, those line items should be considered the minimum which can be expanded by the Proposer to deliver the Proposer’s “Solution” to NJPA and NJPA Members’ needs.

4 INSTRUCTIONS FOR PREPARING YOUR PROPOSAL

A. INQUIRY PERIOD

4.1 The inquiry period shall begin at the date of first advertisement and continue to the “Deadline for Requests.” RFP packages shall be distributed to Potential Bidders during the inquiry period. The purpose for the defined “Inquiry Period” is to ensure proposers have enough time to complete and deliver the proposal to our office.

B. PRE-PROPOSAL CONFERENCE

4.2 A non-mandatory pre-proposal conference will be held at the date and time specified in the time line on page one of this RFP. Conference call and web connection information will be sent to all Potential Proposers through the same means employed in their inquiry. The purpose of this conference call is to allow Potential Proposers to ask questions regarding this RFP and hear answers to their own questions and the questions of other Potential Proposers. Only answers issued in writing by NJPA to questions asked before or during the Pre-proposal Conference shall be considered binding.

C. IDENTIFICATION OF KEY PERSONNEL

4.3 Vendor will designate one senior staff individual who will represent the awarded Vendor to NJPA. This contact person will correspond with members for technical assistance, questions or problems that may arise including instructions regarding different contacts for different geographical areas as needed.

4.4 Individuals should also be identified (if applicable) as the primary contacts for the contents of this proposal, marketing, sales, and any other area deemed essential by the Proposer.

D. PROPOSER’S EXCEPTIONS TO TERMS AND CONDITIONS

4.5 Any exceptions, deviations, or contingencies a Proposer may have to the terms and conditions contained herein must be documented on Form C.

4.6 Exceptions, deviations or contingencies stipulated in Proposer’s Response, while possibly necessary in the view of the Proposer, may result in disqualification of a Proposal Response.

E. PROPOSAL FORMAT

4.7 It is the responsibility of all Proposers to examine the entire RFP package, to seek clarification of any item or requirement that may not be clear and to check all responses for accuracy before submitting a Proposal. Negligence in preparing a Proposal confers no right of withdrawal after the deadline for submission of proposals.

4.8 All proposals must be properly labeled and sent to “The National Joint Powers Alliance®, 202 12th ST NE Staples, MN 56479.”

4.9 Format for proposal response: All proposals must be physically delivered to NJPA at the above address in the following form and with all required hard copy documents and signature forms/pages inserted as loose pages at the front of the Vendor’s response:

4.9.1 Hard copy original signed, completed, and dated forms C, D, F and hard copy signed signature page only from forms A and P from this RFP;

4.9.2 Hard copies of all addenda issued for the RFP with original counter signed by the Proposer;

4.9.3 Hard copy of Certificate of Insurance verifying the coverage identified in this RFP; and

4.9.4 A complete copy of your response on a CD (Compact Disc) or flash drive. The copy shall contain completed Forms A, B, C, D, F & P, your statement of products and pricing (including apparent discount) together with all appropriate attachments. Everything you send with your hard copy should also be included in the electronic copy. As a public agency, NJPA proposals, responses and awarded contracts are a matter of public record, except for that data included in the proposals, responses and awarded contracts that is classified as nonpublic; thus, pursuant to statute, NJPA policies and RFP terms and conditions, all documentation, except for that data which is nonpublic is available for review by the public through a public records request. If you wish to request that certain information that falls within Minnesota Statute §13.37 be redacted, such request must be made within thirty-days of award/non-award.

4.10 All Proposal forms must be submitted in English and be legible. All appropriate forms must be executed by an authorized signatory of the Proposer. Blue ink is preferred for signatures.

4.11 Proposal submissions should be submitted using the electronic forms provided. If a Proposer chooses to use alternative documents for their response, the Proposer will be responsible for ensuring the content is effectively equal to the NJPA form and the document is in a format readable by NJPA.

4.12 It is the responsibility of the Proposer to be certain the proposal submittal is in the physical possession of NJPA on or prior to the deadline for submission of proposals.

4.12.1 Proposals must be submitted in a sealed envelope or box properly addressed to NJPA and prominently identifying the proposal number, proposal category name, the message “**Hold for Proposal Opening**”, and the deadline for proposal submission. NJPA cannot be responsible for late receipt of proposals. Proposals received by the correct deadline for proposal submission will be opened and the name of each Proposer and other appropriate information will be publicly read.

4.13 Corrections, erasures, and interlineations on a Proposer’s Response must be initialed by the authorized signer in original ink on all copies to be considered.

4.14 Addendums to the RFP: The Proposer is responsible for ensuring receipt of all addendums to this RFP.

4.14.1 Proposer’s are responsible for checking directly with the NJPA website for addendums to this RFP.

4.14.2 Addendums to this RFP can change terms and conditions of the RFP including the deadline for submission of proposals.

F. QUESTIONS AND ANSWERS ABOUT THIS RFP

4.15 Upon examination of this RFP document, Proposer shall promptly notify NJPA of any ambiguity, inconsistency, or error they may discover. Interpretations, corrections and changes to this RFP will be made by NJPA through addendum. Interpretations, corrections, or changes made in any other manner will not be binding and Proposer shall not rely upon such.

4.16 Submit all questions about this RFP, in writing, referencing FURNITURE WITH RELATED ACCESSORIES AND SERVICES to Jonathan Yahn, NJPA 202 12th Street NE, Staples, MN 56479 or RFP@njpacoop.org. Those not having access to the Internet may call Jonathan Yahn at (218) 895-4144. Requests for additional information or interpretation of instructions to Proposers or technical specifications shall also be addressed to Jonathan Yahn. NJPA urges Potential Proposers to communicate all concerns well in advance of the deadline to avoid misunderstandings. Questions received less than seven (7) days ending at 4:00 p.m. Central Time of the seventh (7th) calendar day prior to proposal due-date cannot be answered; however, communications permitted include: NJPA issued addenda or potential Vendor withdrawal of their response prior to RFP submission deadline.

4.17 If the answer to a question is deemed by NJPA to have a material impact on other potential proposers or the RFP itself, the answer to the question will become an addendum to this RFP.

4.18 If the answer to a question is deemed by NJPA to be a clarification of existing terms and conditions and does not have a material impact on other potential proposers or the RFP itself, no further documentation of that question is required.

4.19 As used in this solicitation, clarification means communication with a Potential Proposer for the sole purpose of eliminating minor irregularities, informalities, or apparent clerical mistakes in the RFP.

4.20 Addenda are written instruments issued by NJPA that modify or interpret the RFP. All addenda issued by NJPA shall become a part of the RFP. Addenda will be delivered to all Potential Proposers using the same method of delivery of the original RFP material. NJPA accepts no liability in connection with the delivery of said materials. Copies of addenda will also be made available on the NJPA website at www.njpacoop.org by clicking on "Current and Pending Solicitations" and from the NJPA offices. No questions will be accepted by NJPA later than seven (7) days prior to the deadline for receipt of proposals, except Each Potential Proposer shall ascertain prior to submitting a Proposal that it has received all addenda issued, and the Proposer shall acknowledge their receipt in its Proposal Response.

4.21 An amendment to a submitted proposal must be in writing and delivered to NJPA no later than the time specified for opening of all proposals.

G. MODIFICATION OR WITHDRAWAL OF A SUBMITTED PROPOSAL

4.22 A submitted proposal may not be modified, withdrawn or cancelled by the Proposer for a period of ninety (90) days following the date proposals were opened. Prior to the deadline for submission of proposals, any proposal submitted may be modified or withdrawn by notice to the NJPA Contracts and Compliance Manager. Such notice shall be submitted in writing and include the signature of the Proposer and shall be delivered to NJPA prior to the deadline for submission of proposals and it shall be so worded as not to reveal the content of the original proposal. However, the original proposal shall not be physically returned to the Potential Proposer until after the official proposal opening. Withdrawn proposals may be resubmitted up to the time designated for the receipt of the proposals if they are then fully in conformance with the Instructions to Proposer.

4.23 Examples of Value Added Attributes: Value-Added attributes, products and services are items offered in addition to the products and services being proposed which adds value to those items being proposed. The availability of a contract for maintenance or service after the initial sale, installation, and set-up may, for instance, be “Value Added Services” for products where a typical buyer may not have the ability to perform these functions. The opportunity to indicate value added dimensions and such advancements will be available in the Proposer’s Questionnaire and Proposer’s product and service submittal.

4.24 Value added equipment/products and services and expanded services, as they relate to this RFP, will be given positive consideration in the award selection. Consideration will be given to an expanded selection of FURNITURE WITH RELATED ACCESSORIES AND SERVICES and advances to provide equipment/products/services or supplies meeting and/or exceeding today’s industry standards and expectations. A value add would include a program or service that further serves the members needs above and possibly beyond standard expectation and complements the equipment/products/services and training. Value added could include areas of equipment, product and service, sales, ordering, delivery, performance, maintenance, technology, and service that furthers the functionality and effectiveness of the procurement process while remaining within the scope of this RFP.

4.25 Minority, Small Business, and Women Business Enterprise (WMBE) participation: It is the policy of some NJPA Members to involve Minority, Small Business, and WMBE contractors in the process to purchase equipment/products and related services. Vendors should document WMBE status for their organization AND any such status of their affiliates (i.e. Supplier networks) involved in carrying out the activities invited. The ability of a Proposer to provide “Credits” to NJPA and NJPA Members in these subject areas, either individually or through related entities involved in the transaction, will be evaluated positively by NJPA and reflected in the “value added” area of the evaluation. NJPA is committed to facilitating the realization of such “Credits” through certain structuring techniques for transactions resulting from this RFP.

4.26 Environmentally Preferred Purchasing Opportunities: There is a growing trend among NJPA Members to consider the environmental impact of the equipment/products and related services they purchase. “Green” characteristics demonstrated by responding companies will be evaluated positively by NJPA and reflected in the “value added” area of the evaluation. Please identify any Green characteristics of the equipment/products and related services in your proposal and identify the sanctioning body determining that characteristic. Where appropriate, please indicate which products have been certified as “green” and by which certifying agency.

4.27 On-Line Requisitioning systems: When applicable, on-line requisitioning systems will be viewed as a value-added characteristic. Proposer shall include documentation about user interfaces that make on-line ordering easy for NJPA Members as well as the ability to punch-out from mainstream e-Procurement or Enterprise Resource Planning (ERP) systems that NJPA Members may currently utilize.

4.28 Financing: The ability of the Proposer to provide financing options for the products and services being proposed will be viewed as a Value Added Attribute.

H. PROPOSAL OPENING PROCEDURE

4.29 Sealed and properly identified Proposer’s Responses for this RFP entitled FURNITURE WITH RELATED ACCESSORIES AND SERVICES will be received by Jonathan Yahn, Contracts and Compliance Manager, at NJPA Offices, 202 12th Street NE, Staples, MN 56479 until the deadline for receipt of, and proposal opening identified on page one of this RFP. **We document the receipt by using an atomic clock; an NJPA employee electronically time and date stamps all Proposals immediately upon receipt.** The NJPA Director of Contracts and Marketing, or Representative from the NJPA Proposal Evaluation Committee, will then read the Proposer’s names aloud. A summary of the responses to this RFP will be made available for public inspection in the NJPA office in Staples, MN. A letter or e-mail request is required to receive a complete RFP package. Send or communicate all requests to the attention of

Jonathan Yahn 202 12th Street Northeast Staples, MN 56479 or RFP@njpacoop.org to receive a complete copy of this RFP. Method of delivery needs to be indicated in the request; an email address is required for electronic transmission. Oral, facsimile, telephone or telegraphic Proposal Submissions or requests for this RFP are invalid and will not receive consideration. All Proposal Responses must be submitted in a sealed package. The outside of the package shall plainly identify FURNITURE WITH RELATED ACCESSORIES AND SERVICES. To avoid premature opening, it is the responsibility of the Proposer to label the Proposal Response properly.

I. NJPA'S RIGHTS RESERVED

4.30.1 Reject any and all Proposals received in response to this RFP;

4.30.2 Disqualify any Proposer whose conduct or Proposal fails to conform to the requirements of this RFP;

4.30.3 Have unlimited rights to duplicate all materials submitted for purposes of RFP evaluation, and duplicate all public information in response to data requests regarding the Proposal;

4.30.4 Consider a late modification of a Proposal if the Proposal itself was submitted on time and if the modifications were requested by NJPA and the modifications make the terms of the Proposal more favorable to NJPA, and accept such Proposal as modified;

4.30.5 At its sole discretion, reserve the right to waive any non-material deviations from the requirements and procedures of this RFP;

4.30.6 Extend the Contract, in increments determined by NJPA, not to exceed a total contract term of five years; and

4.30.7 Cancel the Request for Proposal at any time and for any reason with no cost or penalty to NJPA.

4.30.8 Correct or amend the RFP at any time with no cost or penalty to NJPA. If NJPA should correct or amend any segment of the RFP after submission of Proposals and prior to announcement of the Awarded Vendor, all Proposers will be afforded ample opportunity to revise their Proposal to accommodate the RFP amendment and the dates for submission of revised Proposals announced at that time. NJPA will not be liable for any errors in the RFP or other responses related to the RFP.

4.30.9 Extend proposal due dates.

5 **PRICING**

5.1 NJPA requests Potential Proposers respond to this RFP only if they are able to offer a wide array of equipment/products and services and at prices lower and better value than what they would ordinarily offer to single government agency, larger school district, or regional cooperative.

5.2 RFP is an Indefinite Quantity Equipment/Products and Related Service Price and Program Request with potential national sales distribution and service. If Proposer's solution requires additional supporting documentation, describe where it can be found in your submission. If Proposer offers the solution in an alternative fashion, describe your solution to be easily understood. All pricing must be copied on a CD or thumb drive along with other requested information as a part of a Proposer's Response.

5.3 Regardless of the payment method selected by NJPA or NJPA Member, a total cost associated with any purchase option of the equipment/products and services and being supplied must always be disclosed at the time of purchase.

5.4 All Proposers will be required to submit “Primary Pricing” in the form of either “Line-Item Pricing,” or “Percentage Discount from Catalog Pricing,” or a combination of these pricing strategies. Proposers are also encouraged to offer OPTIONAL pricing strategies such as but not limited to “Hot List,” “Sourced Product/Equipment” and “Volume Discounts,” as well as financing options such as leasing. All pricing documents should include an effective date, preferably in the top right corner of the first page of each pricing document.

A. LINE-ITEM PRICING

5.5 A pricing format where specific individual products and/or services are offered at specific individual Contract prices. Products/equipment and/or related services are individually priced and described by characteristics such as manufacture name, stock or part number, size, or functionality. This method of pricing offers the least amount of confusion as products/equipment and prices are individually identified however, Proposers with a large number of products/equipment to propose may find this method cumbersome. In these situations, a percentage discount from catalog or category pricing model may make more sense and increase the clarity of the contract pricing format.

5.6 All Line-Item Pricing items must be numbered, organized, sectioned, including SKU’s (when applicable) and easily understood by the Evaluation Committee and members.

5.7 Submit Line-Item Pricing items in an Excel spreadsheet format and include all appropriate identification information necessary to discern the line item from other line items in each Responder’s proposal.

5.8 The purpose for a searchable excel spreadsheet format for Line-Item Pricing is to be able to quickly find any particular item of interest. For that reason, Proposers are responsible for providing the appropriate product and service identification information along with the pricing information which is typically found on an invoice or price quote for such products/equipment and related services.

5.9 All products/equipment and related services typically appearing on an invoice or price quote must be individually priced and identified on the line-item price sheet, including any and all ancillary costs.

5.10 Proposers are asked to provide both a published “List” price as well as a “Proposed Contract Price” in their pricing matrix. Published List price will be the standard “quantity of one” price currently available to government and educational customers excluding cooperative and volume discounts.

B. PERCENTAGE DISCOUNT FROM CATALOG OR CATEGORY

5.11 A specific percentage discount from a Catalog or List price” defined as a published Manufacturer’s Suggested Retail Price (MSRP) for the products/equipment or related services being proposed.

5.12 Individualized percentage discounts can be applied to any number of defined product groupings.

5.13 A Percentage Discount from MSRP may be applied to all elements identified in MSRP including all Manufacturer Options applicable to the equipment/products or related services.

5.14 When a Proposer elects to use “Percentage Discount from Catalog or Category,” Proposer will be responsible for providing and maintaining current published MSRP with NJPA and must be included in their proposal and provided throughout the term of any Contract resulting from this RFP.

C. COST PLUS A PERCENTAGE OF COST

5.15 Cost plus a percentage of cost as a primary pricing mechanism is not desirable.

D. HOT LIST PRICING

5.16 Where applicable, a Vendor may opt to offer a specific selection of products/services, defined as Hot List pricing at greater discounts or related advantages than those listed in the standard Contract pricing. All product/service pricing, including the Hot List Pricing, must be submitted electronically provided in Excel format. Hot List pricing must be submitted in a Line-Item format. Equipment/products and related services may be added or removed from the “Hot List” at any time through an NJPA Price and Product Change Form.

5.17 Hot List program and pricing when applicable may also be used to discount and liquidate close-out and discontinued equipment/products and related services as long as those close-out and discontinued items are clearly labeled as such. Current ordering process and administrative fees apply. This option must be published and made available to all NJPA Members.

E. CEILING PRICE

5.18 Proposal pricing is to be established as a ceiling price. At no time may the proposed equipment/products and related services be offered pursuant to this Contract at prices above this ceiling price without request and approval by NJPA. Contract prices may be reduced to allow for volume considerations and commitments and to meet the specific and unique needs of an NJPA Member.

5.19 Allowable specific needs may include competitive situations, certain purchase volume commitments or the creation of custom programs based on the individual needs of NJPA Members.

F. VOLUME PRICE DISCOUNTS / ADDITIONAL QUANTITIES

5.20 Proposers are free to offer volume commitment discounts from the contract pricing documented in a Contract resulting from this RFP. Volume considerations shall be determined between the Vendor and individual NJPA Members on a case-by-case basis.

5.21 Nothing in this Contract establishes a favored member relationship between the NJPA or any NJPA Member and the Vendor. The Vendor will, upon request by NJPA Member, extend this same reduced price offered or delivered to another NJPA Member provided the same or similar volume commitment, specific needs, terms, and conditions, a similar time frame, seasonal considerations, locations, competitively situations and provided the same manufacturer support is available to the Vendor.

5.22 All price adjustments are to be offered equally to all NJPA Members exhibiting the same or substantially similar characteristics such as purchase volume commitments, and timing including the availability of special pricing from the Vendor’s suppliers.

5.23 The contract awarded vendor will accept orders for additional quantities at the same prices, terms and conditions, providing the NJPA Member exercises the option before a specific date, mutually agreed upon between member and contract awarded vendor at time of original purchase order. Any extension(s) of pricing beyond the specific date shall be upon mutual consent between the NJPA Member and the contract awarded vendor.

G. TOTAL COST OF ACQUISITION

5.24 The Total Cost of Acquisition for the equipment/products and related services being proposed, including those payable by NJPA Members to either the Proposer or a third party is the cost of the proposed equipment/products product/equipment and related services delivered and operational for its intended purpose in the end-user’s location. For example, if you are proposing equipment/products FOB Proposer’s dock., your proposal should identify your deviation from the “Total Cost of Acquisition” of contracted equipment/products. The Proposal should reflect that the “contract does not provide for delivery beyond Proposer’s dock, nor any set-up activities or costs associated with those delivery or set-up activities.” In contrast, proposed terms including all costs for product/equipment and services delivered and operational at to the end-user’s location would require a disclosure of “None.”

H. SOURCED PRODUCT/EQUIPMENT / OPEN MARKET ITEMS

5.25 A Sourced Good or an Open Market Item is a product that a member wants to buy under contract that is not currently available under the Vendor's NJPA contract. This method of procurement can be satisfied through a contract sourcing process. Sourcing options serve to provide a more complete contract solution to meet our members' needs. Sourced items are generally deemed incidental to the total transaction or purchase of contract items.

5.26 NJPA or NJPA Members may request product/equipment and/or related services that are within the related scope of this RFP, which are not included in an awarded Vendor's line-item product/equipment and related service list or catalog. These items are known as Sourced Product/Equipment or Open Market Items.

5.27 An awarded Vendor resulting from this RFP may "Source" equipment/products and related services for NJPA or an NJPA Member to the extent they:

5.27.1 Identify all such equipment, products and services as "Sourced Products/Equipment" or "Open Market Items" on any quotation issued in reference to an NJPA awarded contract, and provided to either NJPA or an NJPA Member; and

5.27.2 Follow all applicable acquisition regulations pertaining to the purchase of such equipment, products and services, as defined by NJPA or NJPA Member receiving quotation from Vendor; and

5.27.3 Ensure NJPA or the NJPA Member has determined the prices as quoted by the Vendor for such equipment, products and services are deemed to be fair and reasonable and are acceptable to the member/buyer; and

5.27.4 Identify all product/equipment sourced as a part of an NJPA contract purchase with all required NJPA reporting and fees applying.

5.28 Cost plus a percentage is an option in pricing of sourced goods.

I. PRODUCT & PRICE CHANGES

5.29 Requests for equipment/products or service changes, additions or deletions will be allowed at any time throughout the awarded contract term. All requests must be made in written format by completing the NJPA Price and Product Change Request Form (located at the end of this RFP and on the NJPA website) and signature of an authorized Vendor employee. All changes are subject to review and approval by the NJPA Contracts & Compliance Manager, signed in acceptance by the NJPA Executive Director and acknowledged by the NJPA Contract Council. Submit request via email to your Contract Manager and PandP@njpacoop.org.

5.30 NJPA's due diligence in analyzing any request for change is to determine if approval of the request is: 1) within the scope of the original RFP and 2) in the "Best Interests of NJPA and NJPA Members." A signed Price and Product Change form will be returned to vendor contact via email.

5.31 Vendor must complete this change request form and individually list or attach all items or services subject to change, provide sufficiently detailed explanation and documentation for the change, and include a complete restatement of pricing document in appropriate format (preferably Excel). The pricing document must identify all equipment/products and services being offered and must conform to the following NJPA product/price change naming convention: (Vendor Name) (NJPA Contract #) (effective pricing date); for example, "COMPANY 012411-CPY eff 02-12-2013."

5.32 New pricing restatement must include all equipment/products and services offered regardless of whether their prices have changed and include a new "effective date" on the pricing documents. This

requirement reduces confusion by providing a single, current pricing sheet for each vendor and creates a historical record of pricing.

5.33 ADDITIONS. New equipment/products and related services may be added to a contract if such additions are within the scope of the RFP. New equipment/products and related services may be added to a Contract resulting from this RFP at any time during that Contract to the extent those equipment/products and related services are within the scope of this RFP. Those requests are subject to review and approval of NJPA. Allowable new equipment/products and related services generally include new updated models of equipment/products and related services and or enhanced services previously offered which could reflect new technology and improved functionality.

5.34 DELETIONS. New equipment/products and related services may be deleted from a contract if an item or service is no longer available and thus not relevant to the contract; for example, discontinued, improved, etc.

5.35 PRICE CHANGES: Request prices changes in general terms along with the justification by product category for the change; for example, a 3% increase in XYZ Product Line is due to a 3% increase in petroleum, or this list of SKUs/ product descriptions is increasing X% due to X% increase in cost of raw materials.

5.35.1 Price decreases: NJPA expects Vendors to propose their very best prices and anticipates price reductions are due to advancement of technologies and market place efficiencies.

5.35.2 Price increases: Typical acceptable increase requests include increases to Vendor input costs such as petroleum or other applicable commodities, increases in product utility of new compared to old equipment/product or service, etc. Vendor must include reasonable documentation for the claims cited in their request along with detailed justification for why the increase is needed. Special details for price changes must be included with the request along with both current and proposed pricing. Appropriate documentation should be attached to this form, including letters from suppliers announcing price increases. Price increases will not exceed industry standard.

5.36 Submit the following documentation to request a pricing change:

5.36.1 Signed NJPA Price and Product Change Form

5.36.2 Single Statement of Pricing Excel spreadsheet identifying all equipment/products and services being offered and their pricing. Each complete pricing list will be identified by its "Effective Date." Each successive price listing identified by its "Effective Date" will create a "Product and Price History" for the Contract. Each subsequent pricing update will be saved using the naming convention of "(Vendor Name) pricing effective XX/XX/XXXX."

5.36.2.1 Include all equipment/products and services regardless of whether their prices have changed. By observing this convention we will:

5.36.2.1.1 Reduce confusion by providing a single, easy to find, current pricing sheet for each Vendor.

5.36.2.1.2 Create a historical record of pricing.

5.37 NJPA reserves the right to review additional catalogs being proposed as additions or replacements to determine if the represented products and services reflect and relate to the scope of this RFP. Each new catalog received may have the effect of adding new product offerings and deleting products no longer carried by the Vendor. New catalogs shall apply to the Contract only upon approval of the NJPA. Non-approved use of catalogs may result in termination for convenience. New price lists or catalogs found to

be offering non-contract items during the Contract may be grounds for terminating the Contract for convenience.

5.38 Proposers representing multiple manufacturers, or carrying multiple related product lines may also request the addition of new manufacturers or product lines to their Contract to the extent they remain within the scope of this RFP.

5.39 Proposers may use the multiple tabs available in an Excel workbook to separately list logical product groupings or to separately list product and service pricing as they see fit.

5.40 All equipment/products and services together with their pricing, whether changed within the request or remaining unchanged, will be stated on each "Pricing" sheet created as a result of each request for product, service, or pricing change.

5.41 Each subsequent "Single Statement of Product and Pricing" will be archived by its effective date therefore creating a product and price history for any Contract resulting from this RFP. Proposers are required to create a historical record of pricing annually by submitting updated pricing referred to as a "Single Statement of Product/Equipment and Related Services Contract Price Update". This pricing update is required at a minimum of once per contract year.

J. PAYMENT TERMS

5.42 Payment terms will be defined by the Proposer in the Proposer's Response. Proposers are encouraged to offer payment terms through P Card services if applicable.

5.43 If applicable, identify any leasing programs available to NJPA and NJPA Members as part of your proposal. Proposers should submit an example of the lease agreement to be used and should identify:

5.43.1 General leasing terms such as:

5.43.1.1 The percentage adjustment over/under an index rate used in calculating the internal rate of return for the lease; and

5.43.1.2 The index rate being adjusted; and

5.43.1.3 The "Purchase Option" at lease maturity (\$1, or fair market value); and

5.43.1.4 The available term in months of lease(s) available.

5.43.2 Leasing company information such as:

5.43.2.1 The name and address of the leasing company; and

5.43.2.2 Any ownership, common ownership, or control between the Proposer and the Leasing Company.

K. SALES TAX

5.44 Sales and other taxes shall not be included in the prices quoted. Vendor will charge state and local sales and other taxes on items for which a valid tax exemption certification has not been provided. Each NJPA Member is responsible for providing verification of tax exempt status to the Vendor. When ordering, NJPA Members must indicate that they are tax exempt entities. Except as set forth herein, no party shall be responsible for taxes imposed on another party as a result of or arising from the transactions contemplated by a Contract resulting from this RFP.

L. SHIPPING

5.45 NJPA desires an attractive freight program. A shipping program for material only proposals, or sections of proposals, must be defined as a part of the cost of equipment/products. If shipping is charged to NJPA or NJPA Member, only the actual cost of delivery may be added to an invoice. Shipping charges calculated as a percentage of the product price may not be used, unless such charges are lower than actual delivery charges. COD orders will be accepted if both parties agree. It is desired that delivery be made within ninety-days (90) of receipt of the Purchase Order.

5.46 Selection of a carrier for shipment or expedited shipping will be the option of the party paying for said shipping. Use of another carrier will be at the expense of the party who requested.

5.47 Proposers must define their shipping programs for Alaska and Hawaii and any location not served by conventional shipping services. Over-size and over-weight items and shipments may be subject to custom freight programs.

5.48 All shipping and re-stocking fees must be identified in the price program. Certain industries providing made to order product/equipment may not allow returns. Proposers will be evaluated based on the relative flexibility extended to NJPA and NJPA Members relating to those subjects.

5.49 Proposer agrees shipping errors will be at the expense of the Vendor.

5.50 Delivery effectiveness is very important aspect of this Contract. If completed deliveries are not made at the time agreed, NJPA or NJPA Member reserves the right to cancel and purchase elsewhere and hold Vendor accountable. If delivery dates cannot be met, Vendor agrees to advise NJPA or NJPA Member of the earliest possible shipping date for acceptance by NJPA or NJPA Member.

5.51 Delivered products/equipment must be properly packaged. Damaged equipment/products will not be accepted, or if the damage is not readily apparent at the time of delivery, the equipment/products shall be returned at no cost to NJPA or NJPA Member. NJPA and NJPA Members reserve the right to inspect the equipment/products at a reasonable time subsequent to delivery where circumstances or conditions prevent effective inspection of the equipment/products at the time of delivery.

5.52 Vendor shall deliver Contract conforming products/equipment in each shipment and may not substitute products/equipment without approval from NJPA or the NJPA Member.

5.53 NJPA reserves the right to declare a breach of Contract if the Vendor intentionally delivers substandard or inferior equipment/products which are not under Contract and described in its paper or electronic price lists or sourced upon request to any member under this Contract. In the event of the delivery of non-conforming equipment/products, NJPA Member will notify the Vendor as soon as possible and the Vendor will replace non-conforming equipment/products with conforming equipment/products acceptable to the NJPA member.

5.54 Throughout the term of the Contract, Proposer agrees to pay for return shipment on equipment/products that arrives in a defective or inoperable condition. Proposer must arrange for the return shipment of damaged equipment/products.

5.55 Vendor may not substitute equipment/products unless agreed to by both parties.

5.56 Unless contrary to other parts of this solicitation, if the product/equipment or the tender of delivery fail in any respect to conform to this Contract, the purchasing member may: 1) reject the whole, 2) accept the whole or 3) accept any commercial unit or units and reject the rest.

A. PROPOSAL EVALUATION PROCESS

6.1 The NJPA Proposal Evaluation Committee will evaluate proposals received based on a 1,000 point evaluation system. The Committee establishes both the evaluation criteria and designates the relative importance of those criteria by assigning possible scores for each category on Form G of this RFP.

6.2 NJPA shall use a final overall scoring system to include consideration for best price and cost evaluation. NJPA reserves the right to assign any number of point awards or penalties it considers warranted if a Proposer stipulates exceptions, exclusions, or limitations of liabilities. Strong consideration will be given to the best price as it relates to the quality of the product and service. However, price is ultimately only one of the factors taken into consideration in the evaluation and award.

6.3 Responses will be evaluated first for responsiveness and thereafter for content. The NJPA Board of Directors will make awards to the selected Proposer(s) based on the recommendations of the Proposal Evaluation Committee. To qualify for the final evaluation, a Proposer must have been deemed responsive as a result of the criteria set forth under "Proposer Responsiveness."

B. PROPOSER RESPONSIVENESS

6.4 All responses are evaluated for level one and level two responsiveness. If a response does not reasonably and substantially conform to all the terms and conditions in the solicitation or it requests unreasonable exceptions, it may be considered non-responsive.

6.5 All proposals must contain answers or responses to the information requested in the proposal forms. The following items constitute the test for "Level One Responsiveness" and are determined on the proposal opening date. If these are not received, your response may be disqualified as non-responsive.

6.6 Level One Responsiveness includes:

- 6.6.1** received prior to the deadline for submission or it will be returned unopened;
- 6.6.2** properly addressed and identified as a sealed proposal with a specific opening date and time;
- 6.6.3** pricing document (with apparent discounts), sample certificate of liability insurance and all forms fully completed even if "not applicable" is the answer;
- 6.6.4** original signed, completed and dated RFP forms C, D, and F hard copy signed signature page Only from forms A and P from this RFP and if applicable, all counter signed addenda issued in relation to this RFP;
- 6.6.5** an electronic copy (CD or flash drive) of the entire response; and
- 6.6.6** falls within the scope as determined by the NJPAs Proposal Evaluation Committee.

6.7 "Level Two" responsiveness is determined through the evaluation of the remaining items listed under Proposal Evaluation Criteria below. These items are not arranged in order of importance and each item may encompass multiple areas of information requested. Any questions not answered will result in a loss of points from relevant Form G criteria and may lead to non-award if too many areas are unanswered resulting in the inability for evaluation team to effectively review your response.

C. PROPOSAL EVALUATION CRITERIA

6.8 Evaluation Criteria: Forms A and P includes a series of questions encompassing, but not limited to, the following categories:

- 6.8.1** Company Information & Financial Strength
- 6.8.2** Industry Requirements & Marketplace Success
- 6.8.3** Ability to Sell & Deliver Service Nationwide
- 6.8.4** Marketing Plan
- 6.8.5** Other Cooperative Procurement Contracts
- 6.8.6** Value Added Attributes
- 6.8.7** Payment Terms & Financing Options
- 6.8.8** Warranty
- 6.8.9** Equipment/Products/Services
- 6.8.10** Pricing & Delivery
- 6.8.11** Industry Specific Items

6.9 Evaluation of each Proposer's Response will take into consideration as a minimum response but not necessarily limited to these items.

D. OTHER CONSIDERATION

6.10 The Proposer is required to have extensive knowledge and at least three (3) years of experience with the related activities surrounding the selling of the equipment/products and/or related services.

6.11 NJPA reserves the right to accept or reject newly formed companies solely based on information provided in the proposal and/or its own investigation of the company.

6.12 If a manufacturer or supplier chooses not to produce or supply a full selection and representation of product/equipment and related services it has available which fall within the scope of this RFP, such action will be considered sufficient cause to reduce evaluation points.

6.13 NJPA reserves the right to request and test equipment/products and related services from the apparent successful Proposer. Prior to the award of the Contract, the apparent successful Proposer, if requested by NJPA, shall furnish current information and data regarding the Proposer's resources, personnel, and organization within three (3) days.

6.14 Past performance information is relevant information regarding a Proposer's actions under previously awarded contracts to schools, local, state, and governmental agencies and non-profit agencies. It includes the Proposer's record of conforming to specifications and standards of good workmanship. The Proposer's history for reasonable and cooperative behavior and commitment to member satisfaction shall be under evaluation. Ultimately, Past Performance Information can be defined as the Proposer's businesslike concern for the interests of the NJPA Member.

6.15 NJPA shall reserve the right to reject any or all proposals.

E. COST COMPARISON

6.16 NJPA uses a variety of evaluation methodologies, including but not limited to a cost comparison of specific and deemed to be like equipment/products. NJPA reserves the right to use this process in the event the Proposal Evaluation Committee feels it is necessary to make a final determination.

6.17 This process will be based on a point system with points being awarded for being low to high Proposer for each cost evaluation item selected. A "Market Basket" of identical (or substantially similar) equipment/products and related services may be selected by the NJPA Evaluation Committee and the unit

cost will be used as a basis for determining the point value. The “Market Basket” will be selected by NJPA from all product categories as determined appropriate by NJPA.

F. MARKETING PLAN

6.18 A key element of an NJPA awarded a contract will be based on your marketing response to this solicitation. An awarded Vendor’s sales force will be the primary source of communication to the customers and NJPA members directly relating to the contract success. Success in marketing is dependent on delivery of messaging and communication relating to the contract value, knowledge of contract, proper use and the delivery of contracted equipment/products and related services to the end user. Much of the success and sales reward is a direct result of the commitment to the Contract by the vendor and sales teams. NJPA reserves the right to deem a proposer non-responsive or to not award based on an unacceptable or incomplete marketing plan

6.19 NJPA marketing expectations include:

6.19.1 Vendors ability to demonstrate the leveraging of a national sales force and/or dealer network. Vendors must demonstrate the ability to sell, service and deliver products and equipment through acceptable distribution channels to customers and NJPA members in all 50 states. Demonstrate fully the sales and service capabilities of your company through your response; outline Vendor’s national sales force network in terms of numbers and geographic location and method of distribution of the equipment/products and related services. Service may be independent of the equipment/product sales pricing but is encouraged to be a part of your response and contract.

6.19.2 Vendor is invited to demonstrate the ability to successfully market, promote and communicate the opportunity of an NJPA contract to current and potential members nationwide. NJPA desires a marketing plan that communicates the value of the contract to members.

6.19.3 Vendor is expected to be receptive to NJPA sales trainings. Vendor shall provide a venue for appropriate personnel from both management and the sales force who will be trained. NJPA commits to providing contract sales training and awareness regarding all aspects of communicating the value of the contract itself including: the authority of NJPA to offer the contract to its Members, value and utility the contract delivers to NJPA Members, scope of NJPA Membership, authority of NJPA Members to utilize NJPA procurement contracts, marketing and sales methods, and overall vertical strategies.

6.19.4 Vendor is expected to demonstrate the intent to a commit to full embracement of the NJPA contract. Identify the appropriate levels of sales management and sales force that will need to understand the value of and the internal procedures necessary, to deliver the NJPA contract solution and message to NJPA and NJPA Members. NJPA shall provide a general schedule and a variety of methods surrounding when and how those individuals will be trained.

6.19.5 Vendor will outline their proposed involvement in the promotion of a contract resulting from this RFP through applicable industry trade show exhibits and related customer meetings. Proposers are encouraged to consider participation with NJPA at NJPA embraced national trade shows.

6.19.6 Vendor must exhibit the willingness and ability to actively market and develop contract specific marketing materials including, but not limited to:

6.19.6.1 Complete Marketing Plan. Proposer shall submit a marketing plan outlining how the Vendor will launch the NJPA contract to current and potential NJPA Members. NJPA requires the Awarded Vendors to embrace and actively promote the Contract in cooperation with the NJPA.

6.19.6.2 Printed Marketing Materials. Proposer will initially produce and thereafter maintain full color print advertisements in camera ready electronic format including company logo and contact information to be used in the NJPA directory and other approved marketing publications.

6.19.6.3 Contract announcements and advertisements. Proposer will outline in the marketing plan their anticipated contract announcements, advertisements in industry periodicals and other direct or indirect marketing activities promoting the awarded NJPA contract.

6.19.6.4 Proposer's Website. Proposer will identify how an Awarded Contract will be displayed and linked on the Proposer's website. An on-line shopping experience for NJPA Members is desired when applicable.

6.19.7 An NJPA Vendor Contract Launch will be scheduled during a reasonable time frame after the award and held at the NJPA office in Staples, MN.

6.20 Proposer shall identify their commitment to develop a sales/communication process to facilitate NJPA membership and establish status of current and potential agencies/members. Proposer should further express their commitment to capturing sufficient member information as is deemed necessary by NJPA.

G. CERTIFICATE OF INSURANCE

6.21 Vendors shall provide evidence of liability insurance coverage identified below in the form of a Certificate of Insurance or an ACCORD binder form with their proposal. Upon Award issued pursuant to this contract and prior to the execution of any commerce relating to such award, Vendor will be responsible for providing verification, in the form of a Certificate of Insurance identifying the coverage required below and identifying NJPA as a "Certificate Holder." Vendor will be responsible to maintain such insurance coverage at their own expense throughout the term of any contract resulting from this solicitation.

6.22 Any exceptions and/or assumptions to the insurance requirements *must* be identified on *Attachment C*. Exceptions and/or assumptions will be taken into consideration as part of the evaluation process; however, vendors must be specific. If vendors do not specify any exceptions and/or assumptions at time of proposal submission, NJPA will not consider any additional exceptions and/or assumptions during negotiations. Upon contract award, the successful vendor *must* provide the Certificate of Insurance identifying the coverage as specified.

6.23 Insurance Liability Limits: The awarded vendor must maintain, for the duration of its contract, \$1.5 million in General Liability insurance coverage or General Liability insurance in conjunction with an Umbrella for a total combined coverage of \$1.5 million. Work on the contract shall not begin until after the awarded vendor has submitted acceptable evidence of the required insurance coverage. Failure to maintain any required insurance coverage or acceptable alternative method of insurance will be deemed a breach of contract.

6.23.1 Minimum Scope and Limits of Insurance: Vendor shall provide coverage with limits of liability not less than those stated below. An excess liability policy or umbrella liability policy may be used to meet the minimum liability requirements provided that the coverage is written on a "following form" basis.

6.23.1.1 Commercial General Liability – Occurrence Form

Policy shall include bodily injury, property damage and broad form contractual liability and XCU coverage.

6.23.1.2 Each Occurrence \$1,500,000

6.24 Insurance Requirements: The limits listed herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. NJPA in no way warrants that the minimum limits contained herein are sufficient to protect the Vendor from liabilities that might arise out of the performance of the work under this Contract by the Vendor, his agents, representatives, employees or subcontractors and Vendor is free to purchase additional insurance as may be determined necessary.

6.25 Acceptability of Insurers: Insurance is to be placed with insurers duly licensed or authorized to do business in the State of Minnesota and with an "A.M. Best" rating of not less than A- VII. NJPA in no way warrants that the above required minimum insurer rating is sufficient to protect the Vendor from potential insurer solvency.

6.26 Subcontractors: Vendors' certificate(s) shall include all subcontractors as additional insureds under its policies or Vendor shall furnish to NJPA separate certificates for each subcontractor. All coverage for subcontractors shall be subject to the minimum requirements identified above.

H. ORDER PROCESS AND/OR FUNDS FLOW

6.27 Please propose an order process and funds flow. The Business-to-Government order process and/or funds flow model involves NJPA Members issuing Purchase Orders directly to a Vendor and pursuant to a Contract resulting from this RFP. Administrative fees may also be used for purposes as allowed by Minnesota State Law and approved by the Board of Directors.

6.28 Additional Terms and Conditions can be added at the PO level if both Vendor and Member agree.

I. ADMINISTRATIVE FEES

6.29 Proposer agrees to authorize and/or allow for an administrative fee payable to NJPA by an Awarded Vendor in exchange for its facilitation and marketing of a Contract resulting from this RFP to current and potential NJPA Members. This Administration Fee shall be:

6.29.1 Calculated as a percentage of the dollar volume of all equipment/products and services provided to and purchased by NJPA Members or calculated as reasonable and acceptable method applicable to the contracted transaction; and

6.29.2 Included in, and not added to, the pricing included in Proposer's Response to the RFP; and

6.29.3 Designed to offset the anticipated costs of NJPA's involvement in contract management, facilitating marketing efforts, Vendor training, and any order processing tasks relating to the Contract resulting from this RFP. Administrative fees may also be used for other purposes as allowed by Minnesota law. Administrative fees may also be used for other purposes as allowed by Minnesota law.

6.29.4 Typical administrative fees for a B-TO-G order process and funds flow is 2.0%. NJPA does not mandate a specific fee percentage, we merely state that 2% is a typical fee across our contracts. The administrative fee percent varies among vendors, industries and responses.

6.29.5 NJPA awarded contract holder is responsible for the Administrative Fee and related reporting.

6.30 The opportunity to propose these factors and an appropriate administrative fee is available in the Proposer's Questionnaire Form P.

J. VALUE ADDED

6.31 Examples of Value Added Attributes: Value-Added attributes, products and services are items offered in addition to the products and services being proposed which adds value to those items being

proposed. The availability of a contract for maintenance or service after the initial sale, installation, and set-up may, for instance, be “Value Added Services” for products where a typical buyer may not have the ability to perform these functions.

6.32 Where to document Value Added Attributes: The opportunity to indicate value added dimensions and such advancements will be available in the Proposer’s Questionnaire and Proposer’s product and service submittal.

6.33 Value added equipment/products and services and expanded services, as they relate to this RFP, will be given positive consideration in the award selection. Consideration will be given to an expanded selection of FURNITURE WITH RELATED ACCESSORIES AND SERVICES and advances to provide products/services, supplies meeting and/or exceeding today’s industry standards and expectations. A value add would include a program or service that further serves the members needs above and possibly beyond standard expectation and complements the equipment/products and services and training. Value added could include areas of product and service, sales, ordering, delivery, performance, maintenance, technology, and service that furthers the functionality and effectiveness of the procurement process while remaining within the scope of this RFP.

6.34 Minority, Small Business, and Women Business Enterprise (WMBE) participation: It is the policy of some NJPA Members to involve Minority, Small Business, and WMBE contractors in the process to purchase product/equipment and related services. Vendors should document WMBE status for their organization AND any such status of their affiliates (i.e. Supplier networks) involved in carrying out the activities invited. The ability of a Proposer to provide “Credits” to NJPA and NJPA Members in these subject areas, either individually or through related entities involved in the transaction, will be evaluated positively by NJPA and reflected in the “value added” area of the evaluation. NJPA is committed to facilitating the realization of such “Credits” through certain structuring techniques for transactions resulting from this RFP.

6.35 Environmentally Preferred Purchasing Opportunities: There is a growing trend among NJPA Members to consider the environmental impact of the equipment/products and related services they purchase. “Green” characteristics demonstrated by responding companies will be evaluated positively by NJPA and reflected in the “value added” area of the evaluation. Please identify any Green characteristics of the product/equipment and related services in your proposal and identify the sanctioning body determining that characteristic. Where appropriate, please indicate which products have been certified as “green” and by which certifying agency.

6.36 On-Line Requisitioning systems: When applicable, on-line requisitioning systems will be viewed as a value-added characteristic. Proposer shall include documentation about user interfaces that make on-line ordering easy for NJPA Members as well as the ability to punch-out from mainstream e-Procurement or Enterprise Resource Planning (ERP) systems that NJPA Members may currently utilize.

6.37 Financing: The ability of the Proposer to provide financing options for the products and services being proposed will be viewed as a Value Added Attribute.

6.38 Technology: Technological advances, increased efficiencies, expanded service and other related improvements beyond today’s NJPA member’s needs and applicable standards.

K. WAIVER OF FORMALITIES

6.39 NJPA reserves the right to waive any minor formalities or irregularities in any proposal and to accept proposals, which, in its discretion and according to the law, may be in the best interest of its members.

7 POST AWARD OPERATING ISSUES

A. SUBSEQUENT AGREEMENTS

7.1 Purchase Order. Purchase Orders for equipment/products and/or related services may be executed between NJPA or NJPA Members (Purchaser) and awarded Vendor(s) or Vendor's sub-contractors pursuant to this invitation and any resulting Contract. NJPA Members are instructed to identify on the face of such Purchase Orders that "This purchase order is issued pursuant to NJPA procurement contract #XXXXXX." A Purchase Order is an offer to purchase product/equipment and related services at specified prices by NJPA or NJPA Members pursuant to a Contract resulting from this RFP. Purchase Order flow and procedure will be developed jointly between NJPA and an Awarded Vendor after an award is made.

7.2 Governing Law. Purchase Orders shall be construed in accordance with, and governed by, the laws of a competent jurisdiction with respect to the purchaser. Each and every provision of law and clause required by law to be included in the Purchase Order shall be read and enforced as though it were included. If through mistake or otherwise any such provision is not included, or is not currently included, then upon application of either party the Contract shall be physically amended to make such inclusion or correction. The venue for any litigation arising out of disputes related to Purchase Order(s) shall be a court of competent jurisdiction to the Purchaser.

7.3 Additional Terms and Conditions. Additional terms and conditions to a Purchase Order may be proposed by NJPA, NJPA Members, or Vendors. Acceptance of these additional terms and conditions is OPTIONAL to all parties to the Purchase Order. The purpose of these additional terms and conditions is to formally introduce job or industry specific requirements of law such as prevailing wage legislation. Additional terms and conditions can include specific local policy requirements and standard business practices of the issuing Member. Said additional terms and conditions shall not interfere with the general purpose, intent or currently established terms and conditions contain in this RFP document.

7.4 Specialized Service Requirements. In the event service requirements or specialized performance requirements such as e-commerce specifications, specialized delivery requirements, or other specifications and requirements not addressed in the Contract resulting from this RFP, NJPA Member and Vendor may enter into a separate, standalone agreement, apart from a Contract resulting from this RFP. Any proposed service requirements or specialized performance requirements require pre-approval by Vendor. Any separate agreement developed to address these specialized service or performance requirements is exclusively between the NJPA Member and Vendor. NJPA, its agents, Members and employees shall not be made party to any claim for breach of such agreement. Product sourcing is not considered a service. NJPA Members will need to conduct procurements for any specialized services not identified as a part or within the scope of the awarded Contract.

7.5 Performance Bond. At the request of the member, a Vendor will provide all performance bonds typically and customarily required in their industry. These bonds will be issued pursuant to the requirements of Purchase Orders for product/equipment and related services. If a purchase order is cancelled for lack of a required performance bond by the member agency, it shall be the recommendation of NJPA that the current pending Purchase Order be canceled. Each member has the final decision on Purchase Order continuation. ANY PERFORMANCE BONDING REQUIRED BY THE MEMBER OR CUSTOMER STATE LAWS OR LOCAL POLICY IS TO BE MUTUALLY AGREED UPON AND SECURED BETWEEN THE VENDOR AND THE CUSTOMER/MEMBER.

B. NJPA MEMBER SIGN-UP PROCEDURE

7.6 Awarded Vendors will be responsible for familiarizing their sales and service forces with the various forms of NJPA Membership documentation and shall encourage and assist potential Members in establishing Membership with NJPA. NJPA membership is at no cost, obligation or liability to the Member or the Vendor.

C. REPORTING OF SALES ACTIVITY

7.7 A report of the total gross dollar volume of all equipment/products and related services purchased by NJPA Members as it applies to this RFP and Contract will be provided quarterly to NJPA. The form and content of this reporting will be provided by NJPA to include, but not limited to, name and address of purchasing agency, member number, amount of purchase, and a description of the items purchased.

7.7.1 Zero sales reports: Awarded Vendors are responsible for providing a quarterly sales report of contract sales every quarter regardless of the existence or amount of sales.

D. AUDITS

7.8 No more than once per calendar year during the Contract term, Vendor may be required to make available to NJPA the invoice reports and/or invoice documents from Vendor pertaining to all invoices sent by Vendor and all payments made by NJPA members for all equipment/products and related services purchased under the awarded Contract. NJPA must provide written notice of exercise of this requirement with no less than fourteen (14) business days' notice. NJPA may employ an independent auditor or NJPA may choose to conduct such audit on its own behalf. Upon approval and after the auditor has executed an appropriate confidentiality agreement, Vendor will permit the auditor to review the relevant Vendor documents. NJPA shall be responsible for paying the auditor's fees. The parties will make every reasonable effort to fairly and equitably resolve discrepancies to the satisfaction of both parties. Vendor agrees that the NJPA may audit their records with a reasonable notice to establish total compliance and to verify prices charged under of the Contract are being met. Vendor agrees to provide verifiable documentation and tracking in a timely manner.

E. HUB PARTNER

7.9 Hub Partner: NJPA Members may request to be served through a "Hub Partner" for the purposes of complying with a Law, Regulation, or Rule to which that individual NJPA Member deems to be applicable in their jurisdiction. Hub Partners may bring value to the proposed transactions through consultancy, Disadvantaged Business Entity Credits or other considerations.

7.10 Hub Partner Fees: Fees, costs, or expenses from this Hub Partner levied upon a transaction resulting from this contract, shall be payable by the NJPA Member. The fees, costs, or expenses levied by the Hub Vendor must be clearly itemized in the transaction; and to the extent that the Vendor stands in the chain of title during a transaction resulting from this RFP, the documentation shall be documented to show it is "Executed for the Benefit of [NJPA Member Name]."

F. TRADE-INS

7.11 The value in US Dollars for Trade-ins will be negotiated between NJPA or an NJPA Member, and an Awarded Vendor. That identified "Trade-In" value shall be viewed as a down payment and credited in full against the NJPA purchase price identified in a purchase order issued pursuant to any Awarded NJPA procurement contract. The full value of the trade-in will be consideration.

G. OUT OF STOCK NOTIFICATION

7.12 Vendor shall immediately notify NJPA members upon receipt of order(s) when an out-of-stock occurs. Vendor shall inform the NJPA member regarding the anticipated date of availability for the out-of-stock item(s), and may suggest equivalent substitute(s). The ordering organization shall have the option of accepting the suggested equivalent substitute, or canceling the item from the order. Under no circumstance is Proposer permitted to make unauthorized substitutions. Unfilled or substituted item(s) shall be indicated on the packing list.

H. TERMINATION OF CONTRACT RESULTING FROM THIS RFP

7.13 NJPA reserves the right to cancel the whole or any part of a resulting Contract due to failure by the Vendor to carry out any obligation, term or condition as described in the below procedure. Prior to any termination for cause, the NJPA will provide written notice to the Vendor, opportunity to respond and opportunity to cure. Some examples of material breach include, but are not limited to:

7.13.1 The Vendor provides products/equipment or related services that does not meet reasonable quality standards and is not remedied under the warranty;

7.13.2 The Vendor fails to ship the products/equipment or related services or provide the delivery and services within a reasonable amount of time;

7.13.3 NJPA has reason to believe the Vendor will not or cannot perform to the requirements or expectations of the Contract and issues a request for assurance and Vendor fails to respond;

7.13.4 The Vendor fails to observe any of the material terms and conditions of the Contract;

7.13.5 The Vendor fails to follow the established procedure for purchase orders, invoices and/or receipt of funds as established by the NJPA and the Vendor in the Contract.

7.13.6 The Vendor fails to report quarterly sales;

7.13.7 The Vendor fails to actively market this Contract within the guidelines provided in this RFP and the expectations of NJPA defined in the NJPA Contract Launch.

7.13.8 In the event the contract has no measurable and defining value or benefit to NJPA or the NJPA member.

7.14 Upon receipt of the written notice of concern, the Vendor shall have ten (10) business days to provide a satisfactory response to the NJPA. Failure on the part of the Vendor to reasonably address all issues of concern may result in Contract cancellation pursuant to this Section. If the issue is not resolved within sixty (60) days, contract will be terminated.

7.15 Any termination shall have no effect on purchases that are in progress at the time the cancellation is received by the NJPA. The NJPA reserves the right to cancel the Contract immediately for convenience, without penalty or recourse, in the event the Vendor is not responsive concerning the remedy, the performance, or the violation issue within the time frame, completely or in part.

7.16 NJPA reserves the right to cancel or suspend the use of any Contract resulting from this RFP if the Vendor files for bankruptcy protection or is acquired by an independent third party. Awarded Vendor will be responsible for disclosing to NJPA any litigation, bankruptcy or suspensions/disbarments that occur during the contract period. Failure to disclose may result in an immediate termination of the contract.

7.17 NJPA may execute Contract termination without cause with a required 60-day written notice of termination. Termination of Contract shall not relieve either party of financial, product or service obligations incurred or accrued prior to termination.

7.18 NJPA may cancel any Contract resulting from this solicitation without any further obligation if any NJPA employee significantly involved in initiating, negotiating, securing, drafting or creating the Contract on behalf of the NJPA is found to be in collusion with any Proposer to this RFP for their personal gain. Such cancellation shall be effective upon written notice from the NJPA or a later date if so designated in the notice given. A terminated Contract shall not relieve either party of financial, product or service obligations due to participating member or NJPA.

7.19 Events of Automatic termination to include, but not limited to:

7.19.1 Vendor's failure to remedy a material breach of a Contract resulting from this RFP within sixty (60) days of receipt of notice from NJPA specifying in reasonable detail the nature of such breach; and/or,

7.19.2 Receipt of written information from any authorized agency finding activities of Vendors engaged in pursuant to a Contract resulting from this RFP to be in violation of the law.

8 **GENERAL TERMS AND CONDITIONS**

A. ADVERTISING A CONTRACT RESULTING FROM THIS RFP

8.1 Proposer/Vendor shall not advertise or publish information concerning this Contract prior to the award being announced by the NJPA. Once the award is made, a Vendor is expected to advertise the awarded Contract to both current and potential NJPA Members.

B. APPLICABLE LAW

8.2 NJPA's interest in a contract resulting from this RFP: Notwithstanding its own use, to the extent NJPA issues this RFP and any resulting contract for the use of its Members, NJPA's interests and liability for said use shall be limited to the competitive proposal process performed and terms and conditions relating to said contract and shall not extend to the products, services, or warranties of the Awarded Vendor or the intended or unintended effects of the product/equipment and services procured there from.

8.3 NJPA Compliance with Minnesota Procurement Law: NJPA will exhaust all avenues to comply with each unique state law or requirement whenever possible. It is the responsibility of each participating NJPA member to ensure to their satisfaction that NJPA contracting process falls within these laws and applicable laws are satisfied. An individual NJPA member using these contracts is deemed by their own accord to be in compliance with their own requirements and procurement regulations.

8.4 Governing Law with respect to delivery and acceptance: All applicable portions of the Minnesota Uniform Commercial Code, all other applicable Minnesota laws, and the applicable laws and rules of delivery and inspection of the Federal Acquisition Regulations (FAR) laws shall govern NJPA contracts resulting from this solicitation.

8.5 Jurisdiction: Any claims pertaining to this RFP and any resulting Contract that develop between NJPA and any other party must be brought forth only in courts in Todd County in the State of Minnesota unless otherwise agreed to.

8.5.1 Purchase Orders issued pursuant to a contract resulting from this solicitation shall be construed in accordance with, and governed by, the laws of a competent jurisdiction with respect to the purchaser.

8.6 Vendor Compliance with applicable law: Vendor(s) shall comply with all federal, state, or local laws applicable to or pertaining to the transaction, acquisition, manufacturer, suppliers or the sale of the equipment/products and relating services resulting from this RFP.

8.7 Other Laws, whether or not herein contained, shall be included by this reference. It shall be Proposer's/Vendor's responsibility to determine the applicability and requirements of any such laws and to abide by them.

8.8 Indemnity: Each party agrees it will be responsible for its own acts and the result thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. NJPA's

liability shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, Section §3.736, and other applicable law.

8.9 Prevailing Wage: It shall be the responsibility of the Vendor to comply, when applicable, with prevailing wage legislation in effect in the jurisdiction of the purchaser (NJPA or NJPA Member). It shall be the responsibility of the Vendor to monitor the prevailing wage rates as established by the appropriate department of labor for any increase in rates during the term of this Contract and adjust wage rates accordingly.

8.10 Patent and Copyright Infringement: If an article sold and delivered to NJPA or NJPA Members hereunder shall be protected by any applicable patent or copyright, the Vendor agrees to indemnify and hold harmless NJPA and NJPA Members against any and all suits, claims, judgments, and costs instituted or recovered against it by any person on account of the use or sale of such articles by NJPA or NJPA Members in violation or right under such patent or copyright.

C. ASSIGNMENT OF CONTRACT

8.11 No right or interest in this Contract shall be assigned or transferred by the Vendor without prior written permission by the NJPA. No delegation of any duty of the Vendor shall be made without prior written permission of the NJPA. NJPA shall notify members by posting approved assignments on the NJPA website (www.njpacoop.org) within 15 days of NJPA's approval.

8.12 If the original Vendor sells or transfers all assets or the entire portion of the assets used to perform this Contract, a successor in interest must guarantee to perform all obligations under this Contract. NJPA reserves the right to reject the acquiring person or entity as a Vendor. A change of name agreement will not change the contractual obligations of the Vendor.

D. LIST OF PROPOSERS

8.13 NJPA will not maintain or communicate to a list of proposers. All interested proposers must respond to the solicitation as a result of NJPA solicitation advertisements indicated. Because of the wide scope of the potential Members and qualified national Vendors, NJPA has determined this to be the best method of fairly soliciting proposals.

E. CAPTIONS, HEADINGS, AND ILLUSTRATIONS

8.14 The captions, illustrations, headings, and subheadings in this solicitation are for convenience and ease of understanding and in no way define or limit the scope or intent of this request.

F. DATA PRACTICES

8.15 All materials submitted in response to this RFP will become property of the NJPA and will become public record in accordance with Minnesota Statutes, section 13.591, after the evaluation process is completed. If the Responder submits information in response to this RFP that it believes to be nonpublic information, as defined by the Minnesota Government Data Practices Act, Minnesota Statute § 13.37, the Responder must:

8.15.1 make the request within thirty days of award/non-award, and include the appropriate statutory justification. Pricing is generally not redactable. The NJPA Legal Department shall review the statement to determine whether the information shall be withheld. If the NJPA determines to disclose the information, the Bids & Contracts department of the NJPA shall inform the Proposer, in writing, of such determination; and

8.15.2 defend any action seeking release of the materials it believes to be nonpublic information, and indemnify and hold harmless the NJPA, its agents and employees, from any judgments or damages awarded against the NJPA in favor of the party requesting the materials, and any and all costs connected with that defense.

8.16 This indemnification survives the NJPA's award of a contract. In submitting a response to this RFP, the Responder agrees that this indemnification survives as long as the confidential information is in possession of the NJPA. When the situation warrants, Proposer may be able redact additional nonpublic information after the evaluation process if legal justification is provided and accepted by NJPA.

G. ENTIRE AGREEMENT

8.17 The Contract, as defined herein, shall constitute the entire understanding between the parties to that Contract. A Contract resulting from this RFP is formed when the NJPA Board of Directors approves and signs the applicable Contract Award & Acceptance document (Form E).

H. FORCE MAJEURE

8.18 Except for payments of sums due, neither party shall be liable to the other nor deemed in default under this Contract if and to the extent that such party's performance of this Contract is prevented due to force majeure. The term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without its fault or negligence including, but not limited to, the following: acts of God, acts of the public enemy, war, riots, strikes, mobilization, labor disputes, civil disorders, fire, flood, snow, earthquakes, tornadoes or violent wind, tsunamis, wind shears, squalls, Chinooks, blizzards, hail storms, volcanic eruptions, meteor strikes, famine, sink holes, avalanches, lockouts, injunctions-intervention-acts, terrorist events or failures or refusals to act by government authority and/or other similar occurrences where such party is unable to prevent by exercising reasonable diligence. The force majeure shall be deemed to commence when the party declaring force majeure notifies the other party of the existence of the force majeure and shall be deemed to continue as long as the results or effects of the force majeure prevent the party from resuming performance in accordance with a Contract resulting from this RFP. Force majeure shall not include late deliveries of equipment/products and services caused by congestion at a manufacturer's plant or elsewhere, an oversold condition of the market, inefficiencies, or other similar occurrences. If either party is delayed at any time by force majeure, then the delayed party shall notify the other party of such delay within forty-eight (48) hours.

I. GRATUITIES

8.19 NJPA may cancel an awarded Contract by written notice if it is found that gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the Vendor or any agent or representative of the Vendor, to any employee of the NJPA.

J. HAZARDOUS SUBSTANCES

8.20 Proper and applicable Material Safety Data Sheets (MSDS) that are in full compliance with OSHA's Hazard Communication Standard must be provided by the Vendor to NJPA or NJPA Member at the time of purchase.

K. LICENSES

8.21 Proposer shall maintain a current status on all required federal, state, and local licenses, bonds and permits required for the operation of the business that is anticipated to be conducted with NJPA and NJPA members by the Proposer.

8.22 All responding Proposers must be licensed (where required) and have the authority to sell and distribute offered equipment/products and related services to NJPA and NJPA Members nationally. Documentation of required said licenses and authorities, if applicable, is requested to be included in the proposer's response.

L. MATERIAL SUPPLIERS AND SUB-CONTRACTORS

8.23 The awarded Vendor shall be required to supply the names and addresses of sourcing suppliers and sub-contractors as a part of the purchase order when requested by NJPA or the NJPA member.

M. NON-WAIVER OF RIGHTS

8.24 No failure of either party to exercise any power given to it hereunder, nor to insistence upon strict compliance by the other party with its obligations hereunder, and no custom or practice of the parties at variance with the terms hereof, nor any payment under a Contract resulting from this RFP shall constitute a waiver of either party's right to demand exact compliance with the terms hereof. Failure by NJPA to take action or assert any right hereunder shall not be deemed as waiver of such right.

N. PROTESTS OF AWARDS MADE

8.25 Protests shall be filed with the NJPA's Executive Director and shall be resolved in accordance with appropriate Minnesota state statutes. Protests will only be accepted from Proposers. A protest must be in writing and filed with NJPA. A protest of an award or proposed award must be filed within ten (10) calendar days after the public notice or announcement of the award. A protest must include:

8.25.1 The name, address and telephone number of the protester;

8.25.2 The original signature of the protester or its representative (you must document the authority of the Representative);

8.25.3 Identification of the solicitation by RFP number;

8.25.4 Identification of the statute or procedure that is alleged to have been violated;

8.25.5 A precise statement of the relevant facts;

8.25.6 Identification of the issues to be resolved;

8.25.7 The aggrieved party's argument and supporting documentation;

8.25.8 The aggrieved party's statement of potential financial damages; and

8.25.9 A protest bond in the name of NJPA and in the amount of 10% of the aggrieved party's statement of potential financial damages.

O. SUSPENSION OR DISBARMENT STATUS

8.26 If within the past five (5) years, any firm, business, person or Proposer responding to NJPA solicitation and submitting a proposal has been lawfully terminated, suspended or precluded from participating in any public procurement activity with a federal, state or local government or education agency the Proposer must include a letter with its response setting forth the name and address of the public procurement unit, the effective date of the suspension or debarment, the duration of the suspension or debarment and the relevant circumstances relating to the suspension or debarment. Any failure to supply such a letter or to disclose

pertinent information may result in the cancellation of any Contract. By signing the proposal affidavit, the Proposer certifies that no current suspension or debarment exists.

P. AFFIRMATIVE ACTION AND IMMIGRATION STATUS CERTIFICATION

8.27 An Affirmative Action Plan, Certificate of Affirmative Action or other documentation regarding Affirmative Action may be required by NJPA or NJPA Members relating to a transaction from this RFP. Vendors shall comply with any such requirements or requests.

8.28 Immigration Status Certification may be required by NJPA or NJPA Members relating to a transaction from this RFP. Vendors shall comply with any such requirements or requests.

Q. SEVERABILITY

8.29 In the event that any of the terms of a Contract resulting from this RFP are in conflict with any rule, law, statutory provision or are otherwise unenforceable under the laws or regulations of any government or subdivision thereof, such terms shall be deemed stricken from an awarded Contract resulting from this RFP, but such invalidity or unenforceability shall not invalidate any of the other terms of an awarded Contract resulting from this RFP.

R. RELATIONSHIP OF PARTIES

8.30 No Contract resulting from this RFP shall be considered a contract of employment. The relationship between NJPA and an Awarded Contractor is one of independent contractors each free to exercise judgment and discretion with regard to the conduct of their respective businesses. The parties do not intend the proposed Contract to create, or is to be construed as creating a partnership, joint venture, master-servant, principal-agent, or any other relationship. Except as provided elsewhere in this RFP, neither party may be held liable for acts of omission or commission of the other party and neither party is authorized or has the power to obligate the other party by contract, agreement, warranty, representation or otherwise in any manner whatsoever except as may be expressly provided herein.

9 **FORMS**

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PROPOSER QUESTIONNAIRE- General Business Information
*(Products, Pricing, Sector Specific, Services, Terms and Warranty are addressed on **Form P**)*

Proposer Name: _____ Questionnaire completed by: _____

Please identify the person NJPA should correspond with from now through the Award process:

Name: _____ E-Mail address: _____

Provide an answer to all questions directly below each question (do not leave blank, mark NA if not applicable) and address all requests made in this RFP. Please supply any applicable supporting information and documentation you feel appropriate in addition to answers entered to the Word document. All information must be typed, organized, and easily understood by evaluators. *Please use the Microsoft Word document version of this questionnaire to respond to the questions contained herein.*

Company Information & Financial Strength

- 1) Why did you respond to this RFP?
- 2) What are your company's expectations in the event of an award?
- 3) Provide the full legal name, address, tax identifications number, and telephone number for your business.
- 4) Demonstrate your financial strength and stability.
- 5) Are you now, or have you ever been the subject of a bankruptcy action? Please explain.
- 6) Provide a brief history of your company that includes your company's core values and business philosophy.
- 7) How long has your company been in the FURNITURE WITH RELATED ACCESSORIES AND SERVICES industry?
- 8) Is your organization best described as a manufacturer or a distributor/dealer/re-seller for a manufacturer of the products/equipment and related services being proposed?
 - a) If the Proposer is best described as a re-seller, manufacturer aggregate, or distributor, please provide evidence of your authorization as a dealer/re-seller/manufacturer aggregate for the manufacturer of the products/equipment and related services you are proposing.
 - b) If the Proposer is best described as a manufacturer, please describe your relationship with your sales/service force and/or Dealer Network in delivering the products/equipment and related services proposed.
 - c) Are these individuals your employees, or the employees of a third party?
 - d) If applicable, is the Dealer Network independent or company owned?
- 9) Please provide your bond rating, and/or a credit reference from your bank.
- 10) Provide a detailed explanation outlining the licenses and certifications that are both required to be held, and actually held by your organization in pursuit of the commerce and business contemplated by this RFP.
- 11) Provide a detailed explanation outlining licenses and certifications both required to be held, and actually held, by third parties and sub-contractors to your organization in pursuit of the commerce contemplated by this RFP. If not applicable, please respond with "Not Applicable."
- 12) Provide all "Suspension or Disbarment" information as defined and required herein.
- 13) In addition to the \$1.5 million in General Liability and/or in conjunction with umbrella insurance coverage, what level of automobile and workers compensation insurance does your organization currently have? If none, please explain.
- 14) Within the RFP category there is potential to be several different sub-categories of solutions; list sub category title/s that best describe your equipment/products, services and supplies.

Industry Requirements & Marketplace Success

- 15) List and document recent industry awards and recognition.
- 16) Supply three references/testimonials from customers of like status to NJPA Members to include Government and Education agencies. Please include the customer's name, contact, and phone number.
- 17) Provide a list of your top 5 Government and/or Education customers (entity name is optional) including: entity type, the state the entity is located in, scope of the project/s, size of transaction/s and dollar volumes from the past 3 fiscal years.

- 18) What percentages of your current (within the past three (3) fiscal years) national sales are to the government and education verticals? Indicate government and education verticals individually.

Proposer's Ability to Sell and Deliver Service Nationwide

- 19) Please describe your company sales force in terms of numbers, geographic dispersion, and the proportion of their attention focused on the sale and services of the equipment/products contemplated in this RFP?
- 20) Please describe your dedicated dealer network and number of individual sales force within your dealer network in terms of numbers, geographic dispersion, and the proportion of their attention focused on the sales distribution and delivery of your equipment/products and related services contemplated in this RFP?
- 21) Please describe your dedicated company service force or dedicated network in terms of numbers, geographic dispersion, and the proportion of their attention focused on the sale of the equipment/products and related services contemplated in this RFP?
- 22) Please describe your dedicated dealer service force or network in terms of numbers geographic dispersion, and the proportion of their attention focused on the sale of the equipment/products and related services contemplated in this RFP? Additionally, please describe any applicable road service and do they offer the ability to service customers at the customer's location?
- 23) Describe in detail your customer service program regarding process and procedure. Please include, where appropriate, response time capabilities and commitments as a part of this RFP response and awarded contract.
- 24) Identify any geographic areas or NJPA market segments of the United States you will NOT be fully serving through the proposed contract.
- 25) Identify any of NJPA Member segments or defined NJPA verticals you will NOT be offering and promoting an awarded contract to? (Government, Education, Non-profit)
- 26) Define any specific requirements or restrictions as it applies to our members located off shores such as Hawaii and Alaska and the US Islands. Address your off shore shipping program on the Pricing form P of this document.

Marketing Plan

- 27) Describe your contract sales training program to your sales management, dealer network and/or direct sales teams relating to a NJPA awarded contract.
- 28) Describe how you would market/promote an NJPA Contract nationally to ensure success.
- 29) Describe your marketing material, and overall marketing ability, relating to promoting this type of partnership and contract opportunity. Please send a few representative samples of your marketing materials in electronic format.
- 30) Describe your use of technology and the internet to provide marketing and ensure national contract awareness.
- 31) Describe your perception of NJPA's role in marketing the contract and your contracted products/equipment and related services.
- 32) Describe in detail any unique marketing techniques and methods as a part of your proposal that would separate you from other companies in your industry.
- 33) Describe your company's Senior Management level commitment with regards to embracement, promoting, supporting and managing a resultant NJPA awarded contract
- 34) Do you view your products/equipment applicable to an E-procurement ordering process?
_____ Yes _____ No
- a) If yes, describe examples of E-procurement system/s or electronic marketplace solutions that your products/equipment was available through. Demonstrate the success of government and educations customers to ordering through E-procurement.
- 35) Please describe how you will communicate your NJPA pricing and pricing strategy to your sales force nationally?

Other Cooperative Procurement Contracts

- 36) Describe your level of experience with national, state and local cooperative contracts.
- 37) What is the annual dollar sales volume generated through each of the contract(s) identified in your answer to the previous question.
- 38) Identify any GSA Contracts held or utilized by the Proposer.
- 39) What is the annual combined dollar sales volume for each of these contracts?

- 40) If you are awarded the NJPA contract, are there any market segments or verticals (e.g., higher education, K-12 local governments, non-profits etc.) or geographical markets where the NJPA contract will not be your primary contract purchasing vehicle? If so, please identify those markets and which cooperative purchasing agreement will be your primary vehicle.
- 41) How would you leverage an NJPA awarded contract in your sales process?
- 42) Identify a proposed administrative fee payable to NJPA for facilitation, management and promotion of the NJPA contract, should you be awarded. This fee is typically calculated as a percentage of Contract sales and not a line item addition to the customers cost of goods.

Value Added

- 43) If applicable, describe any product/equipment training programs available as options for NJPA members. If applicable, do you offer equipment operator training as well as maintenance training? ____ Yes ____ No
- 44) Is this training standard as a part of a purchase or optional?
- 45) Describe current technological advances your proposed equipment/products and related services offer.
- 46) Describe your “Green” program as it relates to your company, your products/equipment, and your recycling program, including a list of all green products accompanied by the certifying agency for each (if applicable).
- 47) Describe any Women or Minority Business Entity (WMBE) or Small Business Entity (SBE) accreditations and the general minority and small business program of your organization as it relates to a Contract resulting from this RFP.
- 48) Identify any other unique or custom value added attributes of your company or your products/equipment or related services. What makes your proposed solutions unique in your industry as it applies to NJPA members?
- 49) Other than what you have already demonstrated or described, what separates your company, your products/equipment and related services from your competition?
- 50) Identify and describe any service contract options included in the proposal, or offered as a proposed option, for the products/equipment being offered.
- 51) Identify your ability and willingness to offer an awarded contract to qualifying member agencies in Canada specifically and internationally in general.
- 52) Describe any unique distribution and/or delivery methods or options offered in your proposal.

NOTE: Questions regarding Payment Terms, Warranty, Products/Equipment/Services, Pricing and Delivery, and Industry Specific Items are addressed on Form P.

Signature: _____ Date: _____



PROPOSER INFORMATION

Company Name: _____
Address: _____
City/State/Zip: _____
Phone: _____ Fax: _____
Toll Free Number: _____ E-mail: _____
Web site: _____

Voids sometimes exist between management (those who respond to RFPs) and sales staff (those who contact NJPA Members) that result in communication problems. Due to this fact, provide the names of your key sales people, phone numbers, and geographic territories for which they are responsible

COMPANY PERSONNEL CONTACTS

Authorized Signer for your organization*:

Name: _____
Email: _____ Phone: _____

* By executing Form F, the "Proposer's Assurance of Compliance," you are certifying this person identified here has their authorization to sign on behalf of your organization:

Author of your proposal response

Name: _____ Title: _____
Email: _____ Phone: _____

Your Primary Contact person regarding your proposal:

Name: _____ Title: _____
Email: _____ Phone: _____

Other important contact information:

Name: _____ Title: _____
Email: _____ Phone: _____

Name: _____ Title: _____
Email: _____ Phone: _____

Form C

**EXCEPTIONS TO PROPOSAL, TERMS, CONDITIONS
AND SOLUTIONS REQUEST**



Company Name: _____

Note: **Original must be signed** and inserted in the inside front cover pouch.

Any exceptions to the Terms, Conditions, Specifications, or Proposal Forms contained herein shall be noted in writing and included with the proposal submittal. Proposer acknowledges that the exceptions listed may or may not be accepted by NJPA and may or may not be included in the final contract. NJPA may clarify exceptions listed here and document the results of those clarifications in the appropriate section below.

Section/page	Term, Condition, or Specification	Exception	NJPA ACCEPTS

Proposer's Signature: _____ Date: _____

NJPA's clarification on exception/s listed above:

Contract Award
RFP #031715

FORM D



Formal Offering of Proposal
(To be completed Only by Proposer)

FURNITURE WITH RELATED ACCESSORIES AND SERVICES

In compliance with the Request for Proposal (RFP) for FURNITURE WITH RELATED ACCESSORIES AND SERVICES the undersigned warrants that I/we have examined this RFP and, being familiar with all of the instructions, terms and conditions, general specifications, expectations, technical specifications, service expectations and any special terms, do hereby propose, fully commit and agree to furnish the defined equipment/products and related services in full compliance with all terms, conditions of this RFP, any applicable amendments of this RFP, and all Proposer's Response documentation. Proposer further understands they accept the full responsibility as the sole source of responsibility of the proposed response herein and that the performance of any sub-contractors employed by the Proposer in fulfillment of this proposal is the sole responsibility of the Proposer.

Company Name: _____ Date: _____

Company Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____ Title: _____

Authorized Signature (ink only): _____
(Name printed or typed)



Contract Acceptance and Award

(To be completed only by NJPA)

NJPA #031715 _____

Proposer's full legal name

Your proposal is hereby accepted and awarded. As an awarded Proposer, you are now bound to provide the defined product/equipment and services contained in your proposal offering according to all terms, conditions, and pricing set forth in this RFP, any amendments to this RFP, your Response, and any exceptions accepted or rejected by NJPA on Form C.

The effective start date of the Contract will be _____, 20_____ and continue for four years from the board award date. This contract has the consideration of a fifth year renewal option at the discretion of NJPA.

National Joint Powers Alliance® (NJPA)

NJPA Authorized signature: _____
NJPA Executive Director (Name printed or typed)

Awarded this _____ day of _____, 20_____ **NJPA Contract Number #031715**

NJPA Authorized signature: _____
NJPA Board Member (Name printed or typed)

Executed this _____ day of _____, 20_____ **NJPA Contract Number #031715**

Proposer hereby accepts contract award including all accepted exceptions and NJPA clarifications identified on FORM C.

Vendor Name _____

Vendor Authorized signature: _____
(Name printed or typed)

Title: _____

Executed this _____ day of _____, 20_____ **NJPA Contract Number #031715**

PROPOSER ASSURANCE OF COMPLIANCE



Proposal Affidavit Signature Page

PROPOSER'S AFFIDAVIT

The undersigned, representing the persons, firms and corporations joining in the submission of the foregoing proposal (such persons, firms and corporations hereinafter being referred to as the "Proposer"), being duly sworn on his/her oath, states to the best of his/her belief and knowledge:

1. The undersigned certifies the Proposer is submitting their proposal under their true and correct name, the Proposer has been properly originated and legally exists in good standing in its state of residence, that the Proposer possesses, or will possess prior to the delivery of any equipment/products and related services, all applicable licenses necessary for such delivery to NJPA members agencies nationally, and that they are authorized to act on behalf of, and encumber the "Proposer" in this Contract; and
2. To the best of my knowledge, no Proposer or Potential Proposer, nor any person duly representing the same, has directly or indirectly entered into any agreement or arrangement with any other Proposers, Potential Proposers, any official or employee of the NJPA, or any person, firm or corporation under contract with the NJPA in an effort to influence either the offering or non-offering of certain prices, terms, and conditions relating to this RFP which tends to, or does, lessen or destroy free competition of the Contract sought for by this RFP; and
3. The Proposer or any person on his/her behalf, has not agreed, connived or colluded to produce a deceptive show of competition in the manner of the proposal or award of the referenced contract; and
4. Neither the Proposer nor any officer, director, partner, member or associate of the Proposer, nor any of its employees directly involved in obtaining contracts with the NJPA or any subdivision of the NJPA, has been convicted of false pretenses, attempted false pretenses or conspiracy to commit false pretenses, bribery, attempted bribery or conspiracy to bribe under the laws of any state or federal government for acts or omissions after January 1, 1985; and
5. The Proposer has examined and understands the terms, conditions, scope, contract opportunity, specifications request and other documents of this solicitation and that any and all exceptions have been noted in writing and have been included with the proposal submittal; and
6. If awarded a contract, the Proposer will provide the equipment/products and/or services to qualifying members of the NJPA in accordance with the terms, conditions, scope of this RFP, Proposer offered specifications and other documents of this solicitation; and
7. The undersigned, being familiar with and understand the expectations requested and outlined in this RFP under consideration, hereby proposes to deliver through valid requests, Purchase Orders or other acceptable forms ordering and procurement by NJPA Members. Unless otherwise indicated, requested and agreed to on a valid purchase order per this RFP, only new, unused and first quality equipment/products and related services are to be transacted with NJPA Members relating to an awarded contract; and
8. The Proposer has carefully checked the accuracy of all proposed products/equipment and related services and listed total price per unit of purchase in this proposal to include shipping and delivery considerations. In addition, the Proposer accepts all general terms and conditions of this RFP, including all responsibilities of commitment as outlined and proposed; and

9. In submitting this proposal, it is understood that the right is reserved by the NJPA to reject any or all proposals and it is agreed by all parties that this proposal may not be withdrawn during a period of 90 days from the date proposals were opened regarding this RFP; and
10. The Proposer certifies that in performing this Contract they will comply with all applicable provisions of the federal, state, and local laws, regulations, rules, and orders; and
11. The Proposer understands that submitted proposals which are marked "confidential" in their entirety, or those in which a significant portion of the submitted proposal is marked "nonpublic" **will not** be accepted by NJPA. Pursuant to Minnesota Statute §13.37 only specific parts of the proposal may be labeled a "trade secret." All proposals are nonpublic until the contract is awarded; at which time, both successful and unsuccessful vendors' proposals become public information.
12. The Proposer understands and agrees that NJPA will not be responsible for any information contained within the proposal.
13. By signing below, the Proposer understands it is his or her responsibility as the Vendor to act in protection of labeled information and agree to defend and indemnify NJPA for honoring such designation. Proposer duly realizes failure to so act will constitute a complete waiver and all submitted information will become public information; additionally failure to label any information that is released by NJPA shall constitute a complete waiver of any and all claims for damages caused by the release of the information.

[The rest of this page has been left intentionally blank. Signature page below]

By signing below, Proposer is acknowledging that he or she has read, understands and agrees to comply with the terms and conditions specified above.

Company Name: _____

Contact Person for Questions: _____

(Must be individual who is responsible for filling out this Proposer's Response form)

Address: _____

City/State/Zip: _____

Telephone Number: _____ Fax Number: _____

E-mail Address: _____

Authorized Signature: _____

Authorized Name (typed): _____

Title: _____

Date: _____

Notarized

Subscribed and sworn to before me this _____ day of _____, 20_____

Notary Public in and for the County of _____ State of _____

My commission expires: _____

Signature: _____



OVERALL EVALUATION AND CRITERIA

For the Proposed Subject FURNITURE WITH RELATED ACCESSORIES AND SERVICES

Conformance to Terms & Conditions	50	
Financial, Industry Requirements & Marketplace Success	75	
Proposer's Ability to Sell and Deliver Service Nationwide	100	
Proposer's Marketing Plan	50	
Value Added Attributes	75	
Warranty	50	
Equipment/Products and Related Services	200	
Pricing	400	
TOTAL POINTS	1000	

Reviewed by: _____ Its _____

_____ Its _____



Form P

PROPOSER QUESTIONNAIRE

Payment Terms, Warranty, Products/Equipment/Services, Pricing and Delivery, Industry Specific

Proposer Name: _____

Questionnaire completed by: _____

Payment Terms and Financing Options

- 1) Identify your payment terms if applicable. (Net 30, etc.)
- 2) Identify any applicable leasing or other financing options as defined herein.
- 3) Briefly describe your proposed order process for this proposal and contract award. (Note: order process may be modified or refined during an NJPA member's final Contract phase process).
 - a. Please specify if you will be including your dealer network in this proposal. If so, please specify how involved they will be. (For example, will the Dealer accept the P.O.?), and how are we to verify the specific dealer is part of your network?
- 4) Do you accept the P-card procurement and payment process?

Warranty

- 5) Describe, in detail, your Manufacture Warranty Program including conditions and requirements to qualify, claims procedure, and overall structure.
- 6) Do all warranties cover all products/equipment parts and labor?
- 7) Do warranties impose usage limit restrictions?
- 8) Do warranties cover the expense of technicians travel time and mileage to perform warranty repairs?
- 9) Please list any other limitations or circumstances that would not be covered under your warranty.
- 10) Please list any geographic regions of the United States for which you cannot provide a certified technician to perform warranty repairs. How will NJPA Members in these regions be provided service for warranty repair?

Equipment/Product/Services, Pricing, and Delivery

- 11) Provide a general narrative description of the equipment/products and related services you are offering in your proposal.
- 12) Provide a general narrative description of your pricing model identifying how the model works (line item and/or published catalog percentage discount).
- 13) Please quantify the discount range presented in this response pricing as a percentage discount from MSRP/published list.
- 14) Provide an overall proposed statement of method of pricing for individual line items, percentage discount off published product/equipment catalogs and/or category pricing percentage discount with regard to all equipment/products and related services and being proposed. Provide a SKU number for each item being proposed.
- 15) Propose a strategy, process, and specific method of facilitating "Sourced Equipment/Products and/or related Services" (AKA, "Open Market" items or "Non-Standard Options").
- 16) Describe your NJPA customer volume rebate programs, as applicable.
- 17) Identify any Total Cost of Acquisition (as defined herein) cost(s) which is **NOT** included "Pricing" submitted with your proposal response. Identify to whom these charges are payable to and their relationship to Proposer.
- 18) If freight, delivery or shipping is an additional cost to the NJPA member, describe in detail the complete shipping and delivery program.

19) As an important part of the evaluation of your offer, indicate the level of pricing you are offering.

Prices offered in this proposal are:

- _____ a. Pricing is the same as typically offered to an individual municipality, Higher Ed or school district.
- _____ b. Pricing is the same as typically offered to GPOs, cooperative procurement organizations or state purchasing departments.
- _____ c. Better than typically offered to GPOs, cooperative procurement organizations or state purchasing departments.
- _____ d. Other; please describe.

20) Do you offer quantity or volume discounts?

_____ YES _____ NO Outline guidelines and program.

21) Describe in detail your proposed exchange and return program(s) and policy(s).

22) Specifically identify those shipping and delivery and exchange and returns programs as they relate to Alaska and Hawaii and any related off shore delivery of contracted products/ equipment and related services

23) Please describe any self-audit process/program you plan to employ to verify compliance with your anticipated contract with NJPA. Please be as specific as possible.

Industry Specific Items

n/a

Signature: _____ Date: _____



10 PRE-SUBMISSION CHECKLIST

Check when Completed	Contents of Your Bid Proposal	Hard Copy Required Signed and Dated	Electronic Copy Required - CD or Flash Drive
	Form A: Proposer Questionnaire with all questions answered completely	X - signature page only	X
	Form B: Proposer Information		X
	Form C: Exceptions to Proposal, Terms, Conditions, and Solutions Request	X	X
	Form D: Formal Offering of Proposal	X	X
	Form E. Contract Acceptance and Award		X
	Form F: Proposers Assurance of Compliance	X	X
	Form P: Proposer Questionnaire with all questions answered completely	X-signature page only	X
	Certificate of Insurance with \$1.5 million coverage	X	X
	Copy of all RFP Addendums issued by NJPA	X	X
	Pricing for all Products/Equipment/Services within the RFP being proposed		X
	Entire Proposal submittal including signed documents and forms.		X
	All forms in the Hard Copy Required Signed and Dated should be inserted in the front of the submitted response, unbound.		
	Package containing your proposal labeled and sealed with the following language: "Competitive Proposal Enclosed, Hold for Public Opening XX-XX-XXXX"		
	Response Package mailed and delivered prior to deadline to: NJPA, 202 12th St NE, Staples, MN 56479		



11 NJPA VENDOR PRICE AND PRODUCT CHANGE REQUEST FORM

Section 1. Instructions For Vendor

Pursuant the NJPA RFP, requests for equipment/products or service changes, additions or deletions will be allowed at any time throughout the awarded contract term. All requests must be made in written format by completing sections 2, 3 and 4 of the NJPA Price and Product Change Request Form and signature of an authorized Vendor employee in section 5. All changes are subject to review and approval by the NJPA Contracts & Compliance Manager, signed in acceptance by the NJPA Executive Director and acknowledged by the NJPA Contract Council. Submit request via email to your Contract Manager **AND: PandP@njpacoop.org**.

NJPA's due diligence in analyzing any request for change is to determine if approval of the request is: 1) within the scope of the original RFP and 2) in the "Best Interests of NJPA and NJPA Members." A signed Price and Product Change form will be returned to vendor contact via email.

Vendor must complete this change request form and individually list or attach all items or services subject to change, provide sufficiently detailed explanation and documentation for the change, and include a complete restatement of pricing document in appropriate format (preferably Excel). The pricing document must identify all equipment/products and services being offered and must conform to the following NJPA product/price change naming convention: (Vendor Name) (NJPA Contract #) (effective pricing date); for example, "COMPANY 012411-CPY eff 02-12-2013."

NOTE: New pricing restatement must include all equipment/products and services offered regardless of whether their prices have changed and include a new "effective date" on the pricing documents. This requirement reduces confusion by providing a single, current pricing sheet for each vendor and creates a historical record of pricing.

ADDITIONS. New equipment/products and related services may be added to a contract if such additions are within the scope of the RFP.

DELETIONS. New equipment/products and related services may be deleted from a contract if an item or service is no longer available and thus not relevant to the contract; for example, discontinued, improved, etc.

PRICE CHANGES: Request price changes in general terms along with the justification by product category for the change; for example, a 3% increase in XYZ Product Line is due to a 3% increase in petroleum, or this list of SKUs/ product descriptions is increasing X% due to X% increase in cost of raw materials.

Price decreases: NJPA expects Vendors to propose their very best prices and anticipates price reductions are due to advancement of technologies and market place efficiencies.

Price increases: Typical acceptable increase requests include increases to Vendor input costs such as petroleum or other applicable commodities, increases in product utility of new compared to old equipment/products or service, etc. Vendor must include reasonable documentation for the claims cited in their request along with detailed justification for why the increase is needed. Special details for price changes must be included with the request along with both current and proposed pricing. Appropriate documentation should be attached to this form, including letters from suppliers announcing price increases.

Refer to section 4 of the RFP for complete "Pricing" details.

Section 2. Vendor Name and Type of Change Request

AWARDED
VENDOR NAME:

NJPA
CONTRACT
NUMBER:

CHECK ALL CHANGES THAT APPLY:

- Adding Equipment/ Products /Services
- Deleting/Discontinuing Equipment/Products/Services
- Price Increase
- Price Decrease



11 NJPA VENDOR PRICE AND PRODUCT CHANGE REQUEST FORM

Section 3. Detailed Explanation of Need for Changes

List equipment/products and/or services that are changing, being added or deleted from previous contract price list along with the percentage change for each item or category. (Attach a separate, detailed document if more than 10 items.)

Provide a general statement and documentation explaining the reasons for these price and/or equipment/product/service changes.

SAMPLES: 1-All paper equipment/products and services increased 5% in price due to transportation and fuel costs (see attached documentation of raw materials increase). 2-The 6400 series floor polisher is added to the product list as a new model replacing the 5400 series. The 6400 series 3% increase reflects technological improvements made that improve the rate of efficiency and useful life. The 5400 series is now included in the "Hot List" at a 20% discount from previous pricing until remaining inventory is liquidated.

If adding equipment/products/services, provide a general statement how these are in the scope.

If changing prices and/or adding equipment/products/services, provide a general statement that the pricing or equipment/products/services is consistent with existing NJPA contract pricing.



11 NJPA VENDOR PRICE AND PRODUCT CHANGE REQUEST FORM

Section 4. Complete Restatement of Pricing Submitted

A COMPLETE restatement of the pricing including all new and existing equipment/products and services is attached and/or has been emailed to PandP@njpacoop.org.

Yes No

Section 5. Signatures

Vendor Authorized Signature

Date

Print Name and Title of Authorized Signer

NJPA Executive Director Signature

Date



Appendix A

NJPA The National Joint Powers Alliance® (NJPA), on behalf of NJPA and its current and potential Member agencies to include all Government, Higher Education, K12 Education, Non-Profit, Tribal Government, and all other Public Agencies located nationally in all fifty states, Canada, and internationally, issues this Request For Proposal (RFP) to result in a national contract solution.

For your reference, the links below include some, but not all, of the entities included in this proposal:

http://www.usa.gov/Agencies/Local_Government/Cities.shtml

<http://nces.ed.gov/globallocator/>

<https://harvester.census.gov/imls/search/index.asp>

<http://nccsweb.urban.org/PubApps/search.php>

<http://www.usa.gov/Government/Tribal-Sites/index.shtml>

<http://www.usa.gov/Agencies/State-and-Territories.shtml>

<http://www.nreca.coop/about-electric-cooperatives/member-directory/>

[Oregon](#)

[Hawaii](#)

[Washington](#)



CERTIFICATE OF LIABILITY INSURANCE

INSITHE-01 JWATSON

DATE (MM/DD/YYYY)

7/5/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Winter-Dent 2700 Forum Blvd Columbia, MO 65203	CONTACT NAME: Jack Watson
	PHONE (A/C, No, Ext): (573) 881-4900 FAX (A/C, No): (573) 636-7500
	E-MAIL ADDRESS: jack.watson@winterdent.com
	INSURER(S) AFFORDING COVERAGE
	INSURER A : Tri-State Insurance Company NAIC # 25712
	INSURER B : Acadia Insurance Company 31325
	INSURER C : FirstComp Insurance Company 27626
	INSURER D :
	INSURER E :
	INSURER F :

INSURED Inside The Lines LLC 100 E. Texas Ave. Columbia, MO 65202

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR Blanket add ins./Wav	<input checked="" type="checkbox"/>		ADV3127819-20	03/01/2016	03/01/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO. JECT <input type="checkbox"/> LOC OTHER:						
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	<input checked="" type="checkbox"/>		CPA3127820-20	03/01/2016	03/01/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE	<input checked="" type="checkbox"/>		CPA3127820-20	03/01/2016	03/01/2017	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$ 2,000,000
	DED RETENTION \$						
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/>	N/A	WC0169164-01	03/01/2016	03/01/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER County of Boone, Missouri C/O Purchasing Department 613 E Ash Street Columbia, MO 65201	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	--

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Company ID Number: 227625

THE E-VERIFY PROGRAM FOR EMPLOYMENT VERIFICATION MEMORANDUM OF UNDERSTANDING

ARTICLE I

PURPOSE AND AUTHORITY

This Memorandum of Understanding (MOU) sets forth the points of agreement between the Department of Homeland Security (DHS) and inside the LINES (Employer) regarding the Employer's participation in the Employment Eligibility Verification Program (E-Verify). This MOU explains certain features of the E-Verify program and enumerates specific responsibilities of DHS, the Social Security Administration (SSA), and the Employer. E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of the Employment Eligibility Verification Form (Form I-9). For covered government contractors, E-Verify is used to verify the employment eligibility of all newly hired employees and all existing employees assigned to Federal contracts.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). Authority for use of the E-Verify program by Federal contractors and subcontractors covered by the terms of Subpart 22.18, "Employment Eligibility Verification", of the Federal Acquisition Regulation (FAR) (hereinafter referred to in this MOU as a "Federal contractor") to verify the employment eligibility of certain employees working on Federal contracts is also found in Subpart 22.18 and in Executive Order 12989, as amended.

ARTICLE II

FUNCTIONS TO BE PERFORMED

A. RESPONSIBILITIES OF SSA

1. SSA agrees to provide the Employer with available information that allows the Employer to confirm the accuracy of Social Security Numbers provided by all employees verified under this MOU and the employment authorization of U.S. citizens.
2. SSA agrees to provide to the Employer appropriate assistance with operational problems that may arise during the Employer's participation in the E-Verify program. SSA agrees to provide the Employer with names, titles, addresses, and telephone numbers of SSA representatives to be contacted during the E-Verify process.
3. SSA agrees to safeguard the information provided by the Employer through the E-Verify program procedures, and to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security Numbers and for evaluation of the E-Verify program or such other persons or entities who may be authorized by SSA as governed by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).

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4. SSA agrees to provide a means of automated verification that is designed (in conjunction with DHS's automated system if necessary) to provide confirmation or tentative nonconfirmation of U.S. citizens' employment eligibility within 3 Federal Government work days of the initial inquiry.

5. SSA agrees to provide a means of secondary verification (including updating SSA records as may be necessary) for employees who contest SSA tentative nonconfirmations that is designed to provide final confirmation or nonconfirmation of U.S. citizens' employment eligibility and accuracy of SSA records for both citizens and aliens within 10 Federal Government work days of the date of referral to SSA, unless SSA determines that more than 10 days may be necessary. In such cases, SSA will provide additional verification instructions.

B. RESPONSIBILITIES OF DHS

1. After SSA verifies the accuracy of SSA records for aliens through E-Verify, DHS agrees to provide the Employer access to selected data from DHS's database to enable the Employer to conduct, to the extent authorized by this MOU:

- Automated verification checks on alien employees by electronic means, and
- Photo verification checks (when available) on employees.

2. DHS agrees to provide to the Employer appropriate assistance with operational problems that may arise during the Employer's participation in the E-Verify program. DHS agrees to provide the Employer names, titles, addresses, and telephone numbers of DHS representatives to be contacted during the E-Verify process.

3. DHS agrees to provide to the Employer a manual (the E-Verify User Manual) containing instructions on E-Verify policies, procedures and requirements for both SSA and DHS, including restrictions on the use of E-Verify. DHS agrees to provide training materials on E-Verify.

4. DHS agrees to provide to the Employer a notice, which indicates the Employer's participation in the E-Verify program. DHS also agrees to provide to the Employer anti-discrimination notices issued by the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC), Civil Rights Division, U.S. Department of Justice.

5. DHS agrees to issue the Employer a user identification number and password that permits the Employer to verify information provided by alien employees with DHS's database.

6. DHS agrees to safeguard the information provided to DHS by the Employer, and to limit access to such information to individuals responsible for the verification of alien employment eligibility and for evaluation of the E-Verify program, or to such other persons or entities as may be authorized by applicable law. Information will be used only to verify the accuracy of Social Security Numbers and employment eligibility, to enforce the Immigration and Nationality Act (INA) and Federal criminal laws, and to administer Federal contracting requirements.

7. DHS agrees to provide a means of automated verification that is designed (in conjunction with SSA verification procedures) to provide confirmation or tentative

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nonconfirmation of employees' employment eligibility within 3 Federal Government work days of the initial inquiry.

8. DHS agrees to provide a means of secondary verification (including updating DHS records as may be necessary) for employees who contest DHS tentative nonconfirmations and photo non-match tentative nonconfirmations that is designed to provide final confirmation or nonconfirmation of the employees' employment eligibility within 10 Federal Government work days of the date of referral to DHS, unless DHS determines that more than 10 days may be necessary. In such cases, DHS will provide additional verification instructions.

C. RESPONSIBILITIES OF THE EMPLOYER

1. The Employer agrees to display the notices supplied by DHS in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system.
2. The Employer agrees to provide to the SSA and DHS the names, titles, addresses, and telephone numbers of the Employer representatives to be contacted regarding E-Verify.
3. The Employer agrees to become familiar with and comply with the most recent version of the E-Verify User Manual.
4. The Employer agrees that any Employer Representative who will perform employment verification queries will complete the E-Verify Tutorial before that individual initiates any queries.
 - A. The Employer agrees that all Employer representatives will take the refresher tutorials initiated by the E-Verify program as a condition of continued use of E-Verify, including any tutorials for Federal contractors if the Employer is a Federal contractor.
 - B. Failure to complete a refresher tutorial will prevent the Employer from continued use of the program.
5. The Employer agrees to comply with current Form I-9 procedures, with two exceptions:
 - If an employee presents a "List B" identity document, the Employer agrees to only accept "List B" documents that contain a photo. (List B documents identified in 8 C.F.R. § 274a.2(b)(1)(B)) can be presented during the Form I-9 process to establish identity.) If an employee objects to the photo requirement for religious reasons, the Employer should contact E-Verify at 888-464-4218.
 - If an employee presents a DHS Form I-551 (Permanent Resident Card) or Form I-766 (Employment Authorization Document) to complete the Form I-9, the Employer agrees to make a photocopy of the document and to retain the photocopy with the employee's Form I-9. The employer will use the photocopy to verify the photo and to assist DHS with its review of photo non-matches that are contested by employees. Note that employees retain the right to present any List A, or List B and List C, documentation to complete the Form I-9. DHS may in the future designate other documents that activate the photo screening tool.

Company ID Number: 227625

6. The Employer understands that participation in E-Verify does not exempt the Employer from the responsibility to complete, retain, and make available for inspection Forms I-9 that relate to its employees, or from other requirements of applicable regulations or laws, including the obligation to comply with the antidiscrimination requirements of section 274B of the INA with respect to Form I-9 procedures, except for the following modified requirements applicable by reason of the Employer's participation in E-Verify: (1) identity documents must have photos, as described in paragraph 5 above; (2) a rebuttable presumption is established that the Employer has not violated section 274A(a)(1)(A) of the Immigration and Nationality Act (INA) with respect to the hiring of any individual if it obtains confirmation of the identity and employment eligibility of the individual in compliance with the terms and conditions of E-Verify; (3) the Employer must notify DHS if it continues to employ any employee after receiving a final nonconfirmation, and is subject to a civil money penalty between \$550 and \$1,100 for each failure to notify DHS of continued employment following a final nonconfirmation; (4) the Employer is subject to a rebuttable presumption that it has knowingly employed an unauthorized alien in violation of section 274A(a)(1)(A) if the Employer continues to employ an employee after receiving a final nonconfirmation; and (5) no person or entity participating in E-Verify is civilly or criminally liable under any law for any action taken in good faith based on information provided through the confirmation system. DHS reserves the right to conduct Form I-9 compliance inspections during the course of E-Verify, as well as to conduct any other enforcement activity authorized by law.

7. The Employer agrees to initiate E-Verify verification procedures for new employees within 3 Employer business days after each employee has been hired (but after both sections 1 and 2 of the Form I-9 have been completed), and to complete as many (but only as many) steps of the E-Verify process as are necessary according to the E-Verify User Manual. The Employer is prohibited from initiating verification procedures before the employee has been hired and the Form I-9 completed. If the automated system to be queried is temporarily unavailable, the 3-day time period is extended until it is again operational in order to accommodate the Employer's attempting, in good faith, to make inquiries during the period of unavailability. In all cases, the Employer must use the SSA verification procedures first, and use DHS verification procedures and photo screening tool only after the SSA verification response has been given. Employers may initiate verification by notating the Form I-9 in circumstances where the employee has applied for a Social Security Number (SSN) from the SSA and is waiting to receive the SSN, provided that the Employer performs an E-Verify employment verification query using the employee's SSN as soon as the SSN becomes available.

8. The Employer agrees not to use E-Verify procedures for pre-employment screening of job applicants, in support of any unlawful employment practice, or for any other use not authorized by this MOU. Employers must use E-Verify for all new employees, unless an Employer is a Federal contractor that qualifies for the exceptions described in Article II.D.1.c. Except as provided in Article II.D, the Employer will not verify selectively and will not verify employees hired before the effective date of this MOU. The Employer understands that if the Employer uses E-Verify procedures for any purpose other than as authorized by this MOU, the Employer may be subject to appropriate legal action and termination of its access to SSA and DHS information pursuant to this MOU.

9. The Employer agrees to follow appropriate procedures (see Article III. below) regarding tentative nonconfirmations, including notifying employees of the finding, providing written referral instructions to employees, allowing employees to contest the finding, and not taking

Company ID Number: 227625

adverse action against employees if they choose to contest the finding. Further, when employees contest a tentative nonconfirmation based upon a photo non-match, the Employer is required to take affirmative steps (see Article III.B. below) to contact DHS with information necessary to resolve the challenge.

10. The Employer agrees not to take any adverse action against an employee based upon the employee's perceived employment eligibility status while SSA or DHS is processing the verification request unless the Employer obtains knowledge (as defined in 8 C.F.R. § 274a.1(l)) that the employee is not work authorized. The Employer understands that an initial inability of the SSA or DHS automated verification system to verify work authorization, a tentative nonconfirmation, a case in continuance (indicating the need for additional time for the government to resolve a case), or the finding of a photo non-match, does not establish, and should not be interpreted as evidence, that the employee is not work authorized. In any of the cases listed above, the employee must be provided a full and fair opportunity to contest the finding, and if he or she does so, the employee may not be terminated or suffer any adverse employment consequences based upon the employee's perceived employment eligibility status (including denying, reducing, or extending work hours, delaying or preventing training, requiring an employee to work in poorer conditions, refusing to assign the employee to a Federal contract or other assignment, or otherwise subjecting an employee to any assumption that he or she is unauthorized to work) until and unless secondary verification by SSA or DHS has been completed and a final nonconfirmation has been issued. If the employee does not choose to contest a tentative nonconfirmation or a photo non-match or if a secondary verification is completed and a final nonconfirmation is issued, then the Employer can find the employee is not work authorized and terminate the employee's employment. Employers or employees with questions about a final nonconfirmation may call E-Verify at 1-888-464-4218 or OSC at 1-800-255-8155 or 1-800-237-2515 (TDD).

11. The Employer agrees to comply with Title VII of the Civil Rights Act of 1964 and section 274B of the INA by not discriminating unlawfully against any individual in hiring, firing, or recruitment or referral practices because of his or her national origin or, in the case of a protected individual as defined in section 274B(a)(3) of the INA, because of his or her citizenship status. The Employer understands that such illegal practices can include selective verification or use of E-Verify except as provided in part D below, or discharging or refusing to hire employees because they appear or sound "foreign" or have received tentative nonconfirmations. The Employer further understands that any violation of the unfair immigration-related employment practices provisions in section 274B of the INA could subject the Employer to civil penalties, back pay awards, and other sanctions, and violations of Title VII could subject the Employer to back pay awards, compensatory and punitive damages. Violations of either section 274B of the INA or Title VII may also lead to the termination of its participation in E-Verify. If the Employer has any questions relating to the anti-discrimination provision, it should contact OSC at 1-800-255-8155 or 1-800-237-2515 (TDD).

12. The Employer agrees to record the case verification number on the employee's Form I-9 or to print the screen containing the case verification number and attach it to the employee's Form I-9.

13. The Employer agrees that it will use the information it receives from SSA or DHS pursuant to E-Verify and this MOU only to confirm the employment eligibility of employees as

Company ID Number: 227625

authorized by this MOU. The Employer agrees that it will safeguard this information, and means of access to it (such as PINS and passwords) to ensure that it is not used for any other purpose and as necessary to protect its confidentiality, including ensuring that it is not disseminated to any person other than employees of the Employer who are authorized to perform the Employer's responsibilities under this MOU, except for such dissemination as may be authorized in advance by SSA or DHS for legitimate purposes.

14. The Employer acknowledges that the information which it receives from SSA is governed by the Privacy Act (5 U.S.C. § 552a(i)(1) and (3)) and the Social Security Act (42 U.S.C. 1306(a)), and that any person who obtains this information under false pretenses or uses it for any purpose other than as provided for in this MOU may be subject to criminal penalties.

15. The Employer agrees to cooperate with DHS and SSA in their compliance monitoring and evaluation of E-Verify, including by permitting DHS and SSA, upon reasonable notice, to review Forms I-9 and other employment records and to interview it and its employees regarding the Employer's use of E-Verify, and to respond in a timely and accurate manner to DHS requests for information relating to their participation in E-Verify.

D. RESPONSIBILITIES OF FEDERAL CONTRACTORS

1. The Employer understands that if it is a Federal contractor subject to the employment verification terms in Subpart 22.18 of the FAR it must verify the employment eligibility of any "employee assigned to the contract" (as defined in FAR 22.1801) in addition to verifying the employment eligibility of all other employees required to be verified under the FAR. Once an employee has been verified through E-Verify by the Employer, the Employer may not reverify the employee through E-Verify.

a. Federal contractors not enrolled at the time of contract award: An Employer that is not enrolled in E-Verify as a Federal contractor at the time of a contract award must enroll as a Federal contractor in the E-Verify program within 30 calendar days of contract award and, within 90 days of enrollment, begin to use E-Verify to initiate verification of employment eligibility of new hires of the Employer who are working in the United States, whether or not assigned to the contract. Once the Employer begins verifying new hires, such verification of new hires must be initiated within 3 business days after the date of hire. Once enrolled in E-Verify as a Federal contractor, the Employer must initiate verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.

b. Federal contractors already enrolled at the time of a contract award: Employers enrolled in E-Verify as a Federal contractor for 90 days or more at the time of a contract award must use E-Verify to initiate verification of employment eligibility for new hires of the Employer who are working in the United States, whether or not assigned to the contract, within 3 business days after the date of hire. If the Employer is enrolled in E-Verify as a Federal contractor for 90 calendar days or less at the time of contract award, the Employer must, within 90 days of enrollment, begin to use E-Verify to initiate verification of new hires of the contractor who are working in the United States, whether or not assigned to the contract. Such verification of new hires must be initiated within 3 business days after the date of hire. An Employer enrolled as a Federal contractor in E-Verify must initiate verification of each employee assigned to the

Company ID Number: 227625

contract within 90 calendar days after date of contract award or within 30 days after assignment to the contract, whichever is later.

c. Institutions of higher education, State, local and tribal governments and sureties: Federal contractors that are institutions of higher education (as defined at 20 U.S.C. 1001(a)), State or local governments, governments of Federally recognized Indian tribes, or sureties performing under a takeover agreement entered into with a Federal agency pursuant to a performance bond may choose to only verify new and existing employees assigned to the Federal contract. Such Federal contractors may, however, elect to verify all new hires, and/or all existing employees hired after November 6, 1986. The provisions of Article II.D, paragraphs 1.a and 1.b of this MOU providing timeframes for initiating employment verification of employees assigned to a contract apply to such institutions of higher education, State, local and tribal governments, and sureties.

d. Verification of all employees: Upon enrollment, Employers who are Federal contractors may elect to verify employment eligibility of all existing employees working in the United States who were hired after November 6, 1986, instead of verifying only those employees assigned to a covered Federal contract. After enrollment, Employers must elect to do so only in the manner designated by DHS and initiate E-Verify verification of all existing employees within 180 days after the election.

e. Form I-9 procedures for Federal contractors: The Employer may use a previously completed Form I-9 as the basis for initiating E-Verify verification of an employee assigned to a contract as long as that Form I-9 is complete (including the SSN), complies with Article II.C.5, the employee's work authorization has not expired, and the Employer has reviewed the information reflected in the Form I-9 either in person or in communications with the employee to ensure that the employee's stated basis in section 1 of the Form I-9 for work authorization has not changed (including, but not limited to, a lawful permanent resident alien having become a naturalized U.S. citizen). If the Employer is unable to determine that the Form I-9 complies with Article II.C.5, if the employee's basis for work authorization as attested in section 1 has expired or changed, or if the Form I-9 contains no SSN or is otherwise incomplete, the Employer shall complete a new I-9 consistent with Article II.C.5, or update the previous I-9 to provide the necessary information. If section 1 of the Form I-9 is otherwise valid and up-to-date and the form otherwise complies with Article II.C.5, but reflects documentation (such as a U.S. passport or Form I-551) that expired subsequent to completion of the Form I-9, the Employer shall not require the production of additional documentation, or use the photo screening tool described in Article II.C.5, subject to any additional or superseding instructions that may be provided on this subject in the E-Verify User Manual. Nothing in this section shall be construed to require a second verification using E-Verify of any assigned employee who has previously been verified as a newly hired employee under this MOU, or to authorize verification of any existing employee by any Employer that is not a Federal contractor.

2. The Employer understands that if it is a Federal contractor, its compliance with this MOU is a performance requirement under the terms of the Federal contract or subcontract, and the Employer consents to the release of information relating to compliance with its verification responsibilities under this MOU to contracting officers or other officials authorized to review the Employer's compliance with Federal contracting requirements.

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ARTICLE III

REFERRAL OF INDIVIDUALS TO SSA AND DHS

A. REFERRAL TO SSA

1. If the Employer receives a tentative nonconfirmation issued by SSA, the Employer must print the tentative nonconfirmation notice as directed by the automated system and provide it to the employee so that the employee may determine whether he or she will contest the tentative nonconfirmation.
2. The Employer will refer employees to SSA field offices only as directed by the automated system based on a tentative nonconfirmation, and only after the Employer records the case verification number, reviews the input to detect any transaction errors, and determines that the employee contests the tentative nonconfirmation. The Employer will transmit the Social Security Number to SSA for verification again if this review indicates a need to do so. The Employer will determine whether the employee contests the tentative nonconfirmation as soon as possible after the Employer receives it.
3. If the employee contests an SSA tentative nonconfirmation, the Employer will provide the employee with a system-generated referral letter and instruct the employee to visit an SSA office within 8 Federal Government work days. SSA will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary. The Employer agrees to check the E-Verify system regularly for case updates.
4. The Employer agrees not to ask the employee to obtain a printout from the Social Security Number database (the Numident) or other written verification of the Social Security Number from the SSA.

B. REFERRAL TO DHS

1. If the Employer receives a tentative nonconfirmation issued by DHS, the Employer must print the tentative nonconfirmation notice as directed by the automated system and provide it to the employee so that the employee may determine whether he or she will contest the tentative nonconfirmation.
2. If the Employer finds a photo non-match for an employee who provides a document for which the automated system has transmitted a photo, the employer must print the photo non-match tentative nonconfirmation notice as directed by the automated system and provide it to the employee so that the employee may determine whether he or she will contest the finding.
3. The Employer agrees to refer individuals to DHS only when the employee chooses to contest a tentative nonconfirmation received from DHS automated verification process or when the Employer issues a tentative nonconfirmation based upon a photo non-match. The Employer will determine whether the employee contests the tentative nonconfirmation as soon as possible

Company ID Number: 227625

after the Employer receives it.

4. If the employee contests a tentative nonconfirmation issued by DHS, the Employer will provide the employee with a referral letter and instruct the employee to contact DHS through its toll-free hotline (as found on the referral letter) within 8 Federal Government work days.

5. If the employee contests a tentative nonconfirmation based upon a photo non-match, the Employer will provide the employee with a referral letter to DHS. DHS will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary. The Employer agrees to check the E-Verify system regularly for case updates.

6. The Employer agrees that if an employee contests a tentative nonconfirmation based upon a photo non-match, the Employer will send a copy of the employee's Form I-551 or Form I-766 to DHS for review by:

- Scanning and uploading the document, or
- Sending a photocopy of the document by an express mail account (furnished and paid for by DHS).

7. The Employer understands that if it cannot determine whether there is a photo match/non-match, the Employer is required to forward the employee's documentation to DHS by scanning and uploading, or by sending the document as described in the preceding paragraph, and resolving the case as specified by the Immigration Services Verifier at DHS who will determine the photo match or non-match.

ARTICLE IV

SERVICE PROVISIONS

SSA and DHS will not charge the Employer for verification services performed under this MOU. The Employer is responsible for providing equipment needed to make inquiries. To access the E-Verify System, an Employer will need a personal computer with Internet access.

ARTICLE V

PARTIES

A. This MOU is effective upon the signature of all parties, and shall continue in effect for as long as the SSA and DHS conduct the E-Verify program unless modified in writing by the mutual consent of all parties, or terminated by any party upon 30 days prior written notice to the others. Any and all system enhancements to the E-Verify program by DHS or SSA, including but not limited to the E-Verify checking against additional data sources and instituting new verification procedures, will be covered under this MOU and will not cause the need for a supplemental MOU that outlines these changes. DHS agrees to train employers on all changes made to E-Verify through the use of mandatory refresher tutorials and updates to the E-Verify User Manual. Even without changes to E-Verify, DHS reserves the right to require employers to take

Company ID Number: 227625

mandatory refresher tutorials. An Employer that is a Federal contractor may terminate this MOU when the Federal contract that requires its participation in E-Verify is terminated or completed. In such a circumstance, the Federal contractor must provide written notice to DHS. If an Employer that is a Federal contractor fails to provide such notice, that Employer will remain a participant in the E-Verify program, will remain bound by the terms of this MOU that apply to non-Federal contractor participants, and will be required to use the E-Verify procedures to verify the employment eligibility of all newly hired employees.

B. Notwithstanding Article V, part A of this MOU, DHS may terminate this MOU if deemed necessary because of the requirements of law or policy, or upon a determination by SSA or DHS that there has been a breach of system integrity or security by the Employer, or a failure on the part of the Employer to comply with established procedures or legal requirements. The Employer understands that if it is a Federal contractor, termination of this MOU by any party for any reason may negatively affect its performance of its contractual responsibilities.

C. Some or all SSA and DHS responsibilities under this MOU may be performed by contractor(s), and SSA and DHS may adjust verification responsibilities between each other as they may determine necessary. By separate agreement with DHS, SSA has agreed to perform its responsibilities as described in this MOU.

D. Nothing in this MOU is intended, or should be construed, to create any right or benefit, substantive or procedural, enforceable at law by any third party against the United States, its agencies, officers, or employees, or against the Employer, its agents, officers, or employees.

E. Each party shall be solely responsible for defending any claim or action against it arising out of or related to E-Verify or this MOU, whether civil or criminal, and for any liability wherefrom, including (but not limited to) any dispute between the Employer and any other person or entity regarding the applicability of Section 403(d) of IIRIRA to any action taken or allegedly taken by the Employer.

F. The Employer understands that the fact of its participation in E-Verify is not confidential information and may be disclosed as authorized or required by law and DHS or SSA policy, including but not limited to, Congressional oversight, E-Verify publicity and media inquiries, determinations of compliance with Federal contractual requirements, and responses to inquiries under the Freedom of Information Act (FOIA).

G. The foregoing constitutes the full agreement on this subject between DHS and the Employer.

H. The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer and DHS respectively.

Company ID Number: 227625

To be accepted as a participant in E-Verify, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 888-464-4218.

Employer inside the LINES

Glen Gromer

Name (Please Type or Print)

Title

Electronically Signed

07/02/2009

Signature

Date

Department of Homeland Security – Verification Division

USCIS Verification Division

Name (Please Type or Print)

Title

Electronically Signed

07/02/2009

Signature

Date

Company ID Number: 227625

Information Required for the E-Verify Program

Information relating to your Company:

Company Name: inside the LINES

Company Facility Address: 100 East Texas Avenue

Columbia, MO 65202

Company Alternate
Address:

County or Parish: BOONE

Employer Identification
Number: 431873689

North American Industry
Classification Systems
Code: 442

Parent Company:

Number of Employees: 10 to 19

Number of Sites Verified
for: 1

Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State:

- MISSOURI 1 site(s)

Company ID Number: 227625

Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:

Name: **Glen Gromer**
Telephone Number: **(573) 234 - 0778** Fax Number: **(573) 234 - 0777**
E-mail Address: **gleng@insidethelines.net**

Name: **Ellen E Smothers**
Telephone Number: **(573) 234 - 0778** Fax Number: **(573) 234 - 0777**
E-mail Address: **ellens@insidethelines.net**

Name: **Bradley J Eiken**
Telephone Number: **(573) 234 - 0778** Fax Number: **(573) 234 - 0777**
E-mail Address: **brade@insidethelines.net**

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

March Session of the January Adjourned

Term. 20 17

County of Boone

In the County Commission of said county, on the

7th

day of March

20 17

the following, among other proceedings, were had, viz:

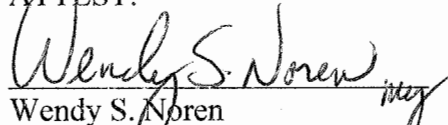
Now on this day the County Commission of the County of Boone does hereby approve the utilization of the Missouri Department of Transportation General Services Cooperative Contract 3-150930RW to purchase two (2) Henderson 10 Foot Snowplows from Henderson Products, Inc. of Chicago, IL and dispose of the following:

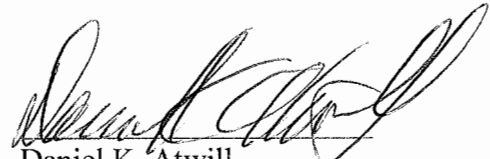
- 1988 Henke 36R10 Snow Plow, asset tag 7892
- 1999 Henke 36R11 IS Snow Plow, asset tag 11804

The terms of the Cooperative Contract are stipulated in the attached Purchase Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Purchase Agreement and Request for Disposal forms.

Done this 7th day of March, 2017

ATTEST:


 Wendy S. Noren
 Clerk of the County Commission


 Daniel K. Atwill
 Presiding Commissioner


 Fred J. Parry
 District I Commissioner


 Janet M. Thompson
 District II Commissioner

BOONE COUNTY
Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

RECEIVED

DEC 19 2016

BOONE COUNTY AUDITOR

Date: 1/3/2017

Fixed Asset Tag Number: 7892

Description of Asset: 1988 Henke 36R10 Snow Plow

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain:

Other Information (Serial number, etc.): 3748; Assigned # 3067

Condition of Asset: Fair

Reason for Disposition: Planned replacement for 2017

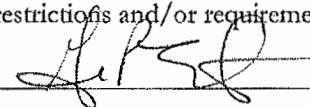
Location of Asset and Desired Date for Removal to Storage: NA

Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: 2040 PW

Signature 

To be Completed by: AUDITOR

Original Acquisition Date 2-29-88

G/L Account for Proceeds 2040-3836 NA

Original Acquisition Amount \$150.00

Original Funding Source 2741

Account Group 1604

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

Transfer Department Name _____ Number _____

Location within Department _____

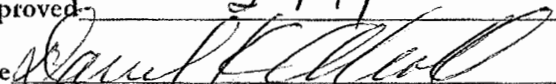
Individual _____

Trade Auction Sealed Bids

Other Explain _____

Commission Order Number 108-2017

Date Approved 3-7-17

Signature 

BOONE COUNTY
Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

RECEIVED

Date: 1/3/2017

Fixed Asset Tag Number: 11804

DEC 19 2016

Description of Asset: 1999 Henke 36R11 IS Snow Plow

BOONE COUNTY AUDITOR

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain:

Other Information (Serial number, etc.): 2311; Assigned # 3024

Condition of Asset: Fair

Reason for Disposition: Planned replacement for 2017

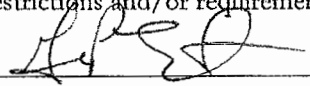
Location of Asset and Desired Date for Removal to Storage: NA

Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: 2040 PW

Signature 

To be Completed by: AUDITOR

Original Acquisition Date 2-25-99

G/L Account for Proceeds 2040-3836 HQ

Original Acquisition Amount \$4,248.00

Original Funding Source 2741

Account Group 1604

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

Transfer Department Name _____ Number _____

Location within Department _____

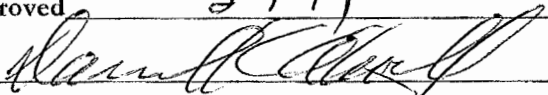
Individual _____

Trade Auction Sealed Bids

Other Explain _____

Commission Order Number 108-2017

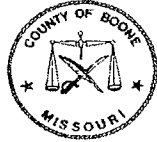
Date Approved 3-7-17

Signature 

108-2017

Boone County Purchasing

Phil Fichter
Buyer



613 E. Ash Street, Room 113
Columbia, MO 65201
Phone: (573) 886-4392
Fax: (573) 886-4390

MEMORANDUM

TO: Boone County Commission
FROM: Phil Fichter
DATE: February 24, 2017
RE: Cooperative Contract: **Missouri Department of Transportation General Services (MODOT) Contract 3-150930RW- Snowplows**

Public Works requests permission to utilize the **Missouri Department of Transportation General Services (MODOT) Contract 3-150930RW** to purchase two (2) Henderson 10 Foot Snowplows from Henderson Products, Inc. of Chicago Illinois.

Cost of contract is \$15,640.00 and will be paid from department 2040 – PW Maintenance Operations, account 92300 – Replacement Equipment.

These are replacement purchases and the 2017 budgeted amount for both snow plows is \$15,200.00. Savings from the Motor Graders previously purchased in 2017 will cover the \$440.00 difference per Greg Edington, Public Works.

The Purchasing Department requests permission to dispose of the following surplus:
1988 Henke 36R10 Snow Plow, with fixed asset tag 7892
1999 Henke 36R11 IS Snow Plow, with fixed asset tag 11804

Attached are the Disposal Forms for signature.

cc: Greg Edington, PW
Contract File

**PURCHASE AGREEMENT
FOR
HENDERSON RSP 10 FOOT SNOW PLOW**

THIS AGREEMENT dated the 7th day of March 2017 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Henderson Products, Inc., Local Dealer Henderson Truck Equipment-Missouri, located in Fulton Missouri**, herein "Vendor."

IN CONSIDERATION of the parties performance of the respective obligations contained herein, the parties agree as follows:

1. **Contract Documents** - This agreement shall consist of this Purchase Agreement for two (2) **Henderson RSP 10FT X 42" Full Moldboard Trip ILO 12FT X 42" RSP PARA Trip Edge Plow from Henderson Products, Inc.** quoted 1/9/17, the **MODOT Contract Bid #3-150930RW** with any addendums and Boone County Standard Terms and Conditions. All such documents shall constitute the contract documents which are incorporated herein by reference. Service or product data, specification and literature submitted with bid response may be permanently maintained in the County Purchasing Office bid file for this bid if not attached. In the event of conflict between any of the foregoing documents, this Purchase Agreement, the **MODOT Contract Bid #3-150930RW** and Boone County Standard Terms and Conditions shall prevail and control over the vendor's bid response.

2. **Purchase** - The County agrees to purchase from the Vendor and the Vendor agrees to supply the County with two (2) Henderson RSP 10FT X 42" Full Moldboard Trip ILO 12FT X 42" RSP PARA Trip Edge Plow as follows:

	<u>Unit Price</u>
Henderson RSP 10FT X 42" Full Moldboard Trip Plow	\$10,159.00
<ul style="list-style-type: none"> • Henderson RSP Snowplow 10FTx42" Full Moldboard Trip with two (2) Adjustable External Compression Strings • 42" 10 Gauge Grade 50 Steel Integral Moldboard • Plow to ship less Cutting Edge • 10FT Length • Full Width Push Frame with Top Mounted Cylinders & Cushion Valve • Rubber Deflector 12" with Stainless Steel Backer • Orange Plastic Side Markers 36" • Adjustable Screw Parking jack • Plow Side Hitch to Match Henke Quick Hitch on Existing Trucks 	
Discount per Unit	\$ 2,339.00
Total One (1) Unit	\$ 7,820.00
Total Two (2) Units	\$15,640.00

3. **Delivery** - Vendor agrees to deliver equipment as set forth in the bid documents and within 90-150 days after receipt of order. All deliveries shall be made FOB Destination with freight prepaid and charged back. The seller pays the freight and charges back the buyer by adding the freight charges to the invoices. A copy of the actual freight bill should be attached to the invoices as evidence of correct freight billing. Delivering Dealer – Henderson Truck Equipment-Missouri will contact Boone County Public Works to schedule delivery to by calling 573-449-8515. Delivery shall be to Boone County Public Works, Attn: Greg Edington, 5551 Tom Bass Rd., Columbia, MO 65201.

4. **Billing and Payment** - All billing shall be invoiced to the Boone County Public Works Department and billings may only include the prices listed in the vendor's bid response. No additional fees for paper work processing, labor, or taxes shall be included as additional charges in excess of the charges in the Vendor's bid response to the specifications. The County agrees to pay all invoices within thirty days of receipt of an accurate statement. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the Vendor, the County agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

5. **Binding Effect** - This agreement shall be binding upon the parties hereto and their successors and assigns for so long as this agreement remains in full force and effect.

6. **Termination** - This agreement may be terminated by the County upon thirty days advance written notice for any of the following reasons or under any of the following circumstances:

- a. County may terminate this agreement due to material breach of any term or condition of this agreement, or
- b. County may terminate this agreement if in the opinion of the Boone County Commission if delivery of products are delayed or products delivered are not in conformity with bidding specifications or variances authorized by County, or
- c. If appropriations are not made available and budgeted for any calendar year.

IN WITNESS WHEREOF the parties through their duly authorized representatives have executed this agreement on the day and year first above written.

HENDERSON PRODUCTS, INC.

BOONE COUNTY, MISSOURI

by Timothy L. Bouemmer
(signature)

by: Boone County Commission

Timothy L. Bouemmer
(printed)

Daniel K. Atwill
Daniel K. Atwill, Presiding Commissioner

title Henderson Sales Rep MO

APPROVED AS TO FORM:

ATTEST:

[Signature]
County Counselor

Wendy S. Noren
Wendy S. Noren, County Clerk

In accordance with RSMo 50.660, I hereby certify that a sufficient unencumbered appropriation balance exists and is available to satisfy the obligation(s) arising from this contract. (Note: Certification of this contract is not required if the terms of this contract do not create a measurable county obligation at this time.)

Jim E. Pitchford
Signature by [Signature]

2/27/17
Date

2040-92300 - \$ 15,640.00

Appropriation Account

STANDARD TERMS AND CONDITIONS - BOONE COUNTY, MISSOURI

1. Contractor shall comply with all applicable federal, state, and local laws and failure to do so, in County's sole discretion, shall give County the right to terminate this Contract.
2. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Boone County Department identified in the Request for Bid and/or Proposal.
3. The Boone County Commission has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County. Boone County reserves the right to award this bid on an item-by-item basis, or an "all or none" basis, whichever is in the best interest of the County.
4. Bidders must use the bid forms provided for the purpose of submitting bids, must return the bid and bid sheets comprised in this bid, give the unit price, extended totals, and sign the bid. The Purchasing Director reserves the right, when only one bid has been received by the bid closing date, to delay the opening of bids to another date and time in order to revise specifications and/or establish further competition for the commodity or service required. The one (1) bid received will be retained unopened until the new Closing date, or at request of bidder, returned unopened for re-submittal at the new date and time of bid closing.
5. When products or materials of any particular producer or manufacturer are mentioned in our specifications, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
6. Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.
7. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
8. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
9. In case of default by the Contractor, the County of Boone will procure the articles or services from other sources and hold the Bidder responsible for any excess cost occasioned thereby.
10. Failure to deliver as guaranteed may disqualify Bidder from future bidding.
11. Prices must be as stated in units of quantity specified, and must be firm. Bids qualified by escalator clauses may not be considered unless specified in the bid specifications.
12. No bid transmitted by fax machine or e-mail will be accepted.
13. The County of Boone, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.
14. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms. The resulting contract will be considered "Non-Exclusive". The County reserves the right to purchase from other vendors.

15. The County, from time to time, uses federal grant funds for the procurement of goods and services. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to the funds used by the County for said procurement, and contract clauses required by the federal government in such circumstances are incorporated herein by reference. These clauses can generally be found in the Federal Transit Administration's Best Practices Procurement Manual – Appendix A. Any questions regarding the applicability of federal clauses to a particular bid should be directed to the Purchasing Department prior to bid opening.
16. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
17. Should an audit of Contractor's invoices during the term of the Agreement, and any renewals thereof, indicate that the County has remitted payment on invoices that constitute an over-charging to the County above the pricing terms agreed to herein, the Contractor shall issue a refund check to the County for any over-charges within 30-days of being notified of the same.
18. **For all titled vehicles and equipment the dealer must use the actual delivery date to the County on all transfer documents** including the Certificate of Origin (COO,) Manufacturer's Statement of Origin (MSO,) Bill of Sale (BOS,) and Application for Title.
19. **Equipment and serial and model numbers** - The contractor is strongly encouraged to include equipment serial and model numbers for all amounts invoiced to the County. If equipment serial and model numbers are not provided on the face of the invoice, such information may be required by the County before issuing payment.



Henderson Truck Equipment-Missouri
400 W. St. Eunice Rd
Fulton MO 65251

Office: 573-590-1467

Quote

Date: 1/9/17
To: Boone County Public Works
By: Tim Bruemmer
Re: Henderson MODOT Contract Bid #3-150930RW Snowplows

Henderson Truck Equipment-Fulton MO is pleased to quote the following equipment:

MODOT Contract #3-150930RW Henderson RSP PARA-12' x 42" Delivered Price	\$10,159.00
RSP 10FT x 42" Full Moldboard Trip ILO 12FT x 42" RSP PARA Trip Edge Plow Plow Side Hitch to Match Existing Truck Side Henke Hitch ILO MODOT Hitch	Deduct \$2,339.00

Henderson RSP Snowplow 10FT x 42" Full Moldboard Trip with (2) Adjustable External Compression Strings
42" 10 Gauge Grade 50 Steel Intregal Moldboard
Plow to ship less Cutting Edge
10FT Length
Full Width Push Frame with Top Mounted Cylinders & Cushion Valve
Rubber Deflector 12" with Stainless Steel Backer
Orange Plastic Side Markers 36"
Adjustable Screw Parking Jack
Plow Side Hitch to Match Henke Quick Hitch On Existing Trucks

2 Plows Delivered to Boone County Public Works for Boone County to Install
Address
Boone County Public Works
5551 Highway 63 South
Columbia, MO 65201

Price per Unit:	\$7,820.00
Number of Units	2
Extended Price	\$15,640.00
FET Tax	\$0.00
Total Quote Price	\$15,640.00

Please note the following regarding installation quotes:

A clean truck frame without obstruction is assumed in the pricing of our quote. Re-positioning of air tanks, fuel tanks or other obstacles to the ease of installation may require additional charges. Henderson will notify you before modification if this occurs.

Snowplows
RFB 3-150930RW
Multiple Award Bid

Bid Opening Date: September 30, 2015
Bid Tab Posting Date: October 8, 2015

1st Renewal Pricing - October 1, 2016 thru September 30, 2017

Company	Amount	Make/Model	Delivery Days ARO	
Item #1 Manufacturer's standard model Parallel Lift/Down Pressure Front Snowplow w/Trip Edge				
Henderson Products	\$11,165.00 Installed	Henderson RSP-PARA-12X42	12'	120-180
	\$10,159.00 Delivered			90-150
	\$11,655.00 Installed	Henderson RSP-PARA-14X42	14'	120-180
	\$10,605.00 Delivered			90-150
Viking-Cives Midwest	\$13,292.00 Installed	Henke 38R121SP PLP SSTE	12'	120
	\$13,148.00 Delivered			120
	\$13,879.00 Installed	Henke 38R141SP PLP SSTE	14'	120
	\$13,735.00 Delivered			120
	\$13,045.00 Installed	Henke 43R121SP PLP SSTE	12'	120
	\$12,900.00 Deliered			120
	\$13,610.00 Installed	Henke 43R141SP PLP SSTE	14'	120
	\$13,465.00 Delivered			120
	\$13,010.00 Installed	Viking PR28R12 TE PL	12'	120
	\$12,895.00 Delivered			120
	\$13,600.00 Installed	Viking PR28R14 TE PL	14'	120
	\$13,450.00 Delivered			120
Item #1A Hitch for Item #1				
Henderson Products	\$2,946.00 Installed		120-180	
	\$1,243.00 Delivered		90-150	
Viking-Cives Midwest	\$2,145.00 Installed		75	
	\$1,665.00 Delivered		75	

Missouri Department of Transportation
David B. Nichols, Director

573.751.2551
Fax: 573.751.6555
1.888.ASK MODOT (275.6636)

ADDENDUM 001
REQUEST FOR BID
Snowplows
RFB 3-150930RW

Bidders should acknowledge receipt of Addendum 001 (ONE) by signing and including it with the original bid. The due date for receipt of bids **is not changed by this Addendum and remains at September 30, 2015 by 2:00 pm Central Time**. All other terms and conditions remain unchanged and in full force.

Name and Title of Signer (Print or type)	Name and Title of Department Authority Robin Warren Sr. General Services Specialist
Bidder/Offeror Signature (Signature of person authorized to sign)	Department of Transportation <i>Robin Warren</i> (Authorizing Signature)
Date Signed:	Date Signed: September 25, 2015

Updates were made to the pricing page specifications. Attached is a complete updated bid document.



Our mission is to provide a world-class transportation experience that delights our customers and promotes a prosperous Missouri.

www.modot.org

BID FORM

MISSOURI DEPARTMENT OF TRANSPORTATION
GENERAL SERVICES - PROCUREMENT
PO Box 270
Jefferson City, MO 65102

REQUEST NO.	3-150930RW
DATE	September 17, 2015

SEALED BIDS, SUBJECT TO THE ATTACHED CONDITIONS WILL BE RECEIVED AT THIS OFFICE UNTIL

2:00 pm., Central Time, September 30, 2015

AND THEN PUBLICLY OPENED AND READ FOR FURNISHING THE FOLLOWING SUPPLIES OR SERVICES.

BIDS TO BE BASED F.O.B. MISSOURI DEPARTMENT OF TRANSPORTATION

Submit net bid as cash discount stipulations will not be considered

830 MoDOT Drive, Jefferson City, MO 65109

THE BIDDER MUST SIGN AND RETURN BEFORE DATE AND TIME SET FOR OPENING.

BUYER: Robin Warren
BUYER EMAIL:
Robin.Warren@modot.mo.gov

BUYER TELEPHONE: 573-526-7929

EQUIPMENT

SNOWPLOWS

To establish a contract to furnish "Snowplows" in accordance with the following pages.

It is the responsibility of the Bidder to check the website for any and all addendums.

(SEE ATTACHED FOR TERMS, CONDITIONS, AND INSTRUCTIONS)

In compliance with the above Request For Bid, and subject to all conditions thereof, the undersigned bidder agrees to furnish and deliver any or all the items on which prices were bid within the timeframe specified herein, after receipt of formal purchase order.

Date: _____
Telephone No.: _____
Fax No.: _____
Email Address: _____

Firm Name: _____
Address: _____
By (Signature): _____
Type/Print Name _____

Is your firm MBE certified? Yes No

Title: _____
Is your firm WBE certified? Yes No

1. INTRODUCTION AND GENERAL INFORMATION

1.1 Introduction:

This Request for Bid (RFB) seeks bids from qualified bidders to provide snowplows that comply with the requirements identified in Section 2 SCOPE OF WORK of this RFB for the Missouri Department of Transportation (MoDOT). Each bid must be returned in a sealed envelope per Section 3 BID SUBMISSION. **Bids must be returned no later than 2:00 p.m., Central Time, September 30, 2015.**

RFB COORDINATOR:

Robin Warren
Sr. General Services Specialist
Missouri Department of Transportation

Phone: 573-526-7929
E-mail: Robin.Warren@modot.mo.gov

2. SCOPE OF WORK

2.1 General Requirements:

- 2.1.1 The Bidder shall provide snowplows in accordance with the provisions and requirements stated herein and at the sole satisfaction of MoDOT.
- 2.1.2 Unless otherwise specified herein, the Bidder shall furnish all material, labor, facilities, equipment, and supplies necessary to provide the snowplows required herein.
- 2.1.3 Orders will be placed on an as needed, if needed basis, with no guarantee of quantity ordered.

2.2 Specification Requirements:

It shall be the Bidder's responsibility to meet all requirements as indicated in the specifications included on the pricing pages, along with any other provisions outlined in this solicitation document.

2.3 Delivery Requirements:

- 2.3.1 Unless otherwise specified on the purchase order, 24 hours advance notice of each delivery is required. Delivery will only be received between the hours of 8:00 a.m. to 3:00 p.m., Monday through Friday.
- 2.3.2 Delivery shall be made to the following MoDOT locations:
 - a. St. Joseph, Missouri 64502
 - b. Macon, Missouri 63552
 - c. Hannibal, Missouri 63401
 - d. Lee's Summit, Missouri 64064-8002
 - e. Jefferson City, Missouri 65102
 - f. Chesterfield, Missouri 63017-5712
 - g. Joplin, Missouri 64802
 - h. Springfield, Missouri 65801
 - i. Willow Springs, Missouri 65793
 - j. Sikeston, Missouri 63801
 - k. Other locations as may be required

2.4 Invoicing and Payment Requirements:

- 2.4.1 An itemized invoice shall be submitted to the applicable requesting address upon completion of delivery.
- 2.4.2 Each invoice should be itemized in accordance with items listed on the purchase order. The statewide financial management system has been designed to capture certain receipt and payment information. Therefore, each invoice submitted must reference the purchase order number and must be itemized in accordance with items listed on the purchase order. Failure to comply with this requirement may delay processing of invoices for payment.
- 2.4.3 The Bidder shall be paid in accordance with the firm, fixed prices stated on the pricing page of this document after completion of deliverables specified herein and acceptance by MoDOT.
- 2.4.4 Other than the payment specified above, no other payments or reimbursements shall be made to the vendor for any reason whatsoever.
- 2.4.5 MoDOT shall not make any advance deposits.

2.4.6 MoDOT assumes no obligation for equipment shipped or provided in excess of the quantity ordered. Any unauthorized quantity is subject to MoDOT's rejection and shall be returned at the Bidder's expense.

2.4.7 MoDOT is exempt from paying Missouri Sales Tax, Missouri Use Tax and Federal Excise Tax.

2.5 Other Contractual Requirements:

2.5.1 **Contract Period** - The contract period shall commence from the date of award notification until September 30, 2016, with up to three (3) one-year renewal option periods, or any portion therein.

2.5.2 **Renewal Periods** - If the option for renewal is exercised by MoDOT, the Bidder shall agree to all terms and conditions of the RFB and all subsequent amendments. Renewal options are at the sole discretion of MoDOT.

2.5.3 **Escalation Clause** - In the event the Bidder requests a price increase during either the original award period or any renewal period, a written request and documentation justifying the need for a price increase, and the amount of such price increase must be provided. MoDOT will review the written request and documentation, and decide if a price increase is to be granted at that particular time. The vendor shall understand and agree that MoDOT's decision shall be final and without recourse.

a. No price increase shall be granted during the first 3 months of the original award period, or if applicable, the first 3 months of a renewal period.

2.5.4 **Inspection and Acceptance** - MoDOT reserves the right to inspect the equipment at the point of manufacture, intermediate point, or at a destination which shall be at the discretion of MoDOT.

a. No snowplow received by MoDOT shall be deemed accepted until MoDOT has had reasonable opportunity to do an inspection.

b. Snowplows which do not comply with the specifications and/or requirements or which are otherwise unacceptable or defective may be rejected. In addition, snowplows which are discovered to be defective or which do not conform to any warranty of the vendor upon inspection (or at any later time if the defects contained were not reasonably ascertainable upon the initial inspection) may be rejected.

c. MoDOT reserves the right to return any such rejected snowplow at the Bidder's expense for full credit or replacement and to specify a reasonable date by which replacements must be received.

d. MoDOT's right to reject any unacceptable snowplow shall not exclude any other legal or equitable remedies MoDOT may have.

2.5.5 **Warranty** - A copy of standard warranty coverage information should be included with bid response.

2.5.6 **Service and Operator Manuals** - A hard copy operator manual and one (1) set of service and parts manuals (CD or hard copy) shall be supplied at the time of delivery.

2.5.9 **Training:**

a. Training shall be included in the unit price and shall take place at each district where equipment is delivered or at an offsite location at the Bidder's expense.

b. A qualified service technician or mechanic shall conduct the training. Training will be supplied to operators and mechanics of equipment and will cover safe operation and routine/preventative maintenance.

4. PRICING AND SPECIFICATION PAGES

4.1 Pricing:

The Bidder shall provide firm, fixed pricing for the original contract period for providing the equipment in accordance with the provisions and requirements of this RFB. All costs associated with providing the required equipment shall be included in the pricing, **NET DELIVERED PRICE** to any location in the State of Missouri.

Item # 1 Manufacturer's standard model Parallel Lift/Down Pressure Front Snowplow w/Trip Edge, meeting the specification below:

Conventional snowplow with fixed moldboard and spring loaded trip cutting edge, and 3/8" thick poly moldboard sheet capable of withstanding use on a 58,000GVW high horsepower truck. Plow shall be hydraulically reversible left and right. Plow shall have a parallel linkage style lift mechanism. All hydraulic components that will remain on the plow shall be included, including lift cylinder, reversing cylinders, hoses to connect to quick couplers on the front of the truck at the plow hitch. Quick couplers shall be Aeroquip FD45, Parker 60 series, or equivalent, 3/8 male-female. Provide pricing for 12' and 14' models with a minimum of 28" height and maximum 42" height.

MAKE/MODEL _____

EACH \$ _____ (Installed on Truck)

EACH \$ _____ (Delivered)

MAKE/MODEL _____

EACH \$ _____ (Installed on Truck)

EACH \$ _____ (Delivered)

MAKE/MODEL _____

EACH \$ _____ (Installed on Truck)

EACH \$ _____ (Delivered)

MAKE/MODEL _____

EACH \$ _____ (Installed on Truck)

EACH \$ _____ (Delivered)

Delivery will be made _____ days after receipt of order.

Company Name _____

Signature _____

Item #1a Front hitch (DIN style with lever actuated pins) for **Item 1** to mount on front of dump truck, including two (2) bolt on 12" structural channel 30 lb/ft bumper ends to cover entire width of truck. The Din plate hitch and bumpers must be capable of withstanding use on a 58,000 GVW high horsepower truck. Flat plate design in center of hitch may count as part of the bumper. Must be complete package for installation and operation of the plow including: minimum of 1/2" thick custom cheek plates, rocker angles, eight (8) 3/4" Grade 8 flange bolts, eight (8) 5/8" Grade 8 flange bolts in the appropriate length with steel top lock nuts and all necessary items for installation.

EACH \$ _____ (Installed on Truck)

EACH \$ _____ (Delivered)

Delivery will be made _____ days after receipt of order.

Company Name _____

Signature _____

Item # 2 Conventional Front Snow Plow w/Two-Stage, meeting the specification below:

Conventional snowplow with attached second stage, spring-tooth design cutting edge, capable of withstanding use on a 58,000 GVW high horsepower truck. Plow shall be hydraulically reversible left and right. Second stage shall be capable of being deployed or retracted when the conventional plow cutting edge is down on pavement surface. In-cab controls and all necessary items for operation of second stage shall be included. Plow shall attach to the standard MoDOT snow plow hitch. All hydraulic components that will remain on the plow shall be included, including hoses to connect to quick couplers on the front of the truck at the plow hitch. Quick couplers shall be Aeroquip FD45, Parker 60 series, or equivalent, 3/8" male-female. Provide pricing for 12' and 14' length and 28" high speed design moldboard and 39" standard moldboard.

MAKE/MODEL _____

EACH \$ _____ (Installed on Truck)

EACH \$ _____ (Delivered)

MAKE/MODEL _____

EACH \$ _____ (Installed on Truck)

EACH \$ _____ (Delivered)

MAKE/MODEL _____

EACH \$ _____ (Installed on Truck)

EACH \$ _____ (Delivered)

MAKE/MODEL _____

EACH \$ _____ (Installed on Truck)

EACH \$ _____ (Delivered)

Delivery will be made _____ days after receipt of order.

Company Name _____

Signature _____

Item # 3 Conventional Front Snow Plow w/Scarifier and Squeegee, meeting the specification below:

Conventional snowplow with scarifier and squeegee, capable of withstanding use on a 58,000 GVW high horsepower truck. Plow shall be hydraulically reversible left and right. Scarifier and squeegee shall be capable of being deployed/retracted when the conventional plow cutting edge is down on pavement surface. In-cab controls and all necessary items for operation of scarifier and squeegee shall be included. Plow shall attach to the standard MoDOT snow plow hitch. All hydraulic components that will remain on the plow shall be included, including hoses to connect to quick couplers on the front of the truck at the plow hitch. Quick couplers shall be Aeroquip FD45, Parker 60 series, or equivalent, 3/8" male-female. Provide pricing for 12' and 14' models.

MAKE/MODEL _____

EACH \$ _____ (Installed on Truck)

EACH \$ _____ (Delivered)

MAKE/MODEL _____

EACH \$ _____ (Installed on Truck)

EACH \$ _____ (Delivered)

Delivery will be made _____ *days after receipt of order.*

Company Name _____

Signature _____

Item # 4 Rear Mounted Wing Plow, meeting the specification below:

Rear mounted three function wing plow, with 10-12 foot moldboard, capable of withstanding use on a 58,000GVW high horsepower truck. Front vertical mount must be hydraulically controlled. Rear mount must hydraulically control blade up and down function, and in and out function. Rear mount must be mounted by means of quick-attach brackets. All hydraulic components that will remain on the wing plow shall be included, including hoses to connect to quick couplers on the rear corner of the dump body. Quick couplers shall be Aeroquip FD45, Parker 60 series, or equivalent, 3/8" male-female. *Hydraulic valves, plumbing and controls to make the wing attachment fully operational must be included on "Installed on Truck" pricing.*

MAKE/MODEL _____

LH Wing - EACH \$ _____ (Installed on Truck)

RH Wing - EACH \$ _____ (Installed on Truck)

LH Wing - EACH \$ _____ (Delivered)

RH Wing - EACH \$ _____ (Delivered)

Delivery will be made _____ days after receipt of order.

Item # 5 Underbody Scraper w/Spring-Tooth Cutting Edge, meeting the specification below:

Reversible style underbody scraper with a spring-tooth design cutting edge/moldboard, capable of withstanding use on a 58,000 GVW high horsepower truck. Plow shall be hydraulically reversible left and right, as well as raise and lower. All hydraulic components that will remain on the plow shall be included, including hoses to connect to quick couplers mounted in the frame of the truck above the scraper. Quick couplers shall be Aeroquip FD45, Parker 60 series, or equivalent, 3/8" male-female. *Hydraulic valves, plumbing and controls to make the scraper attachment fully operational must be included on "Installed on Truck" pricing.*

MAKE/MODEL _____

EACH \$ _____ (Installed on Truck)

EACH \$ _____ (Delivered)

Delivery will be made _____ days after receipt of order.

Company Name _____

Signature _____

Item # 6 Fixed Angel Spring Tooth Underbody meeting the specification below:

To include single cylinder hydraulic actuation with all parts required for installation and operation.

MAKE/MODEL _____

EACH \$ _____ (Installed on Truck)

EACH \$ _____ (Delivered)

Delivery will be made _____ days after receipt of order.

Company Name _____

Signature _____

Item # 7 Folding V Plow with Push Frame and Swivel to attach to MoDOT drop bar hitch in 12' and 14' lengths, meeting the specification below:

Power reverse folding V plow with 41" moldboard height, two cylinder power reverse, level lift and hydraulic moldboard pitch adjustment, compression style safety trip edge. All hydraulic components that will remain on the plow shall be included, including hoses to connect to quick couplers on the front of the truck at the plow hitch. Quick couplers shall be Aeroquip FD45, Parker 60 series, or equivalent, 3/8" male-female. *Hydraulic valves, plumbing and controls to make the plow attachment fully operational must be included on Installed on Truck pricing.*

MAKE/MODEL _____

EACH \$ _____ (Installed on Truck)

EACH \$ _____ (Delivered)

MAKE/MODEL _____

EACH \$ _____ (Installed on Truck)

EACH \$ _____ (Delivered)

MAKE/MODEL _____

EACH \$ _____ (Installed on Truck)

EACH \$ _____ (Delivered)

MAKE/MODEL _____

EACH \$ _____ (Installed on Truck)

EACH \$ _____ (Delivered)

Delivery will be made _____ ***days after receipt of order.***

Company Name _____

Signature _____

Item # 8 Folding V Plow with Parallel Lift to attach to flat plate DIN hitch in 12' and 14' lengths, meeting the specification below:

Power reverse folding V plow with 41" moldboard height, two cylinder power reverse, parallel lift and hydraulic moldboard pitch adjustment, compression style safety trip edge. All hydraulic components that will remain on the plow shall be included, including hoses to connect to quick couplers on the front of the truck at the plow hitch. Quick couplers shall be Aeroquip FD45, Parker 60 series, or equivalent, 3/8" male-female. *Hydraulic valves, plumbing and controls to make the plow attachment fully operational must be included on Installed on Truck pricing.*

MAKE/MODEL _____

EACH \$ _____ (Installed on Truck)

EACH \$ _____ (Delivered)

MAKE/MODEL _____

EACH \$ _____ (Installed on Truck)

EACH \$ _____ (Delivered)

MAKE/MODEL _____

EACH \$ _____ (Installed on Truck)

EACH \$ _____ (Delivered)

MAKE/MODEL _____

EACH \$ _____ (Installed on Truck)

EACH \$ _____ (Delivered)

Delivery will be made _____ days after receipt of order.

Company Name _____

Signature _____

Item # 9 Manufacturer's Standard Model Postless Mid-Mount Wing, meeting the specification below:

Mid-mounted double function postless wing plow with 10', 11' or 12' moldboard, capable of withstanding use on a 58,000 GVW high horsepower truck. Front vertical mount must be hydraulically controlled. Rear mount must hydraulically control blade up and down function. Rear mount must be mounted by means of quick-attach brackets. All hydraulic components that will remain on the wing plow shall be included, including hoses to connect to quick couplers on the rear corner of the dump body. Quick couplers shall be Aeroquip FD45, Parker 60 series, or equivalent, 3/8" male-female. *Hydraulic valves, plumbing and controls to make the wing attachment fully operational must be included for Installed on Truck pricing.*

MAKE/MODEL _____

LH Wing - EACH \$ _____ (Installed on Truck)

RH Wing - EACH \$ _____ (Installed on Truck)

LH Wing - EACH \$ _____ (Delivered)

RH Wing - EACH \$ _____ (Delivered)

Delivery will be made _____ *days after receipt of order.*

Company Name _____

Signature _____

NOTE: *Three function wing and folding V plow will require an additional output module if not already on the truck*

COOPERATIVE AGREEMENT NOTICE

The Department is interested in assisting Missouri governmental entities, etc. in purchasing equipment, various materials and supplies that meet the Highway and Transportation Department specifications.

Each bidder is asked to indicate below whether they would be willing to offer *snowplows* listed in the attached "Request for Bid" for sale to these local political entities at the same bid price offered to this Department.

It is understood the Department will not issue purchase orders, accept delivery nor make payment for these items ordered by any of these agencies. It is further understood the price is based on the *snowplows* meeting the Department specifications. Any added options, deletions, or extra freight costs would be negotiated between the local agency and the successful vendor.

Indicate below whether your company is willing to offer such cooperative purchasing for Missouri counties, cities or other political entities.

YES _____ NO _____

If the price varies throughout the state on Department bids because of different delivery destinations, please indicate the price f.o.b. your location that would be offered as described.

F.O.B. Location _____

Indicate the deadline date that orders will be accepted. _____

COMPANY NAME _____

ADDRESS _____

PHONE NUMBER _____

SIGNATURE _____

TITLE _____

DATE _____

Bidder should complete the appropriate sections of form and submit with bid.

Missouri Highways and Transportation Commission
Standard Bid Provisions, General Terms and Conditions and Special Terms and Conditions

STANDARD SOLICITATION PROVISIONS

- a. The solicitation for the procurement of the supplies referenced therein, to which these "Standard Bid Provisions, General Terms and Conditions and Special Terms and Conditions" are attached, is being issued under, and governed by, the provisions of Title 7 – Missouri Department of Transportation, Division 10 – Missouri Highways and Transportation Commission, Chapter 11 – Procurement of Supplies, of the Code of State Regulations. The Missouri Highways and Transportation Commission (MHTC), acting by and through its operating arm, the Missouri Department of Transportation (MoDOT), draws the Bidder's attention to said 7 CSR 10-11 for all the provisions governing solicitation and receipt of bids/quotes and the award of the contract pursuant to this solicitation.
- b. All bids/quotes must be signed with the firm name and by a responsible officer or employee. Obligations assumed by such signature must be fulfilled.

GENERAL TERMS AND CONDITIONS

Definitions

Capitalized terms as well as other terms used but not defined herein shall have the meaning assigned to them in section 7 CSR 10-11.010 Definition of Terms.

Nondiscrimination

- a. The Contractor shall comply with all state and federal statutes applicable to the Contractor relating to nondiscrimination, including, but not limited to, Chapter 213, RSMo; Title VI and Title VII of Civil Rights Act of 1964 as amended (42 U.S.C. Sections 2000d and 2000e, *et seq.*); and with any provision of the "Americans with Disabilities Act" (42 U.S.C. Section 12101, *et seq.*).
- b. Sanctions for Noncompliance: In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, MHTC shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
 - i. withholding of payments to the Contractor under the contract until the Contractor complies, and/or,
 - ii. cancellation, termination or suspension of the contract, in whole or in part.

Contract/Purchase Order

- a. By submitting a bid/quote, the Bidder agrees to furnish any and all equipment, supplies and/or services specified in the solicitation documents, at the prices quoted, pursuant to all requirements and specifications contained therein.
- b. A binding contract shall consist of: (1) the solicitation documents, amendments thereto, and/or Best and Final Offer (BAFO) request(s) with any changes/additions, (2) the Contractor's bid response, and (3) the MHTC's acceptance of the bid by post-award contract or purchase order.
- c. A notice of award does not constitute an authorization for shipment of equipment or supplies or a directive to proceed with services. Before providing equipment, supplies and/or services, the Contractor must receive a properly authorized notice to proceed and/or purchase order.

Applicable Laws and Regulations

- a. The contract shall be construed according to the laws of the State of Missouri. The Contractor shall comply with all local, state, and federal laws and regulations related to the performance of the contract. The exclusive venue for any legal proceeding relating to or arising, out of the contract shall be in the Circuit Court of Cole County, Missouri.
- b. The Contractor must be registered and maintain good standing with the Secretary of State of the State of Missouri, Missouri Department of Revenue, and other regulatory agencies, as may be required by law or regulations. Prior to the issuance of a purchase order and/or notice to proceed, the Contractor may be required to submit to MHTC a copy of their current Authority Certificate from the Secretary of State of the State of Missouri and/or a copy of their Certificate of No Tax Due from the Missouri Department of Revenue.
- c. Prior to the issuance of a purchase order and/or notice to proceed, all **out-of-state** Contractors **providing services** within the state of Missouri must submit to MHTC a copy of their current Transient Employer Certificate from the Missouri Department of Revenue, in addition to a copy of their current Authority Certificate from the Secretary of State of the State of Missouri.

Executive Order:

The Contractor shall comply with all the provisions of Executive Order 07-13, issued by the Honorable Matt Blunt, Governor of Missouri, on the sixth (6th) day of March, 2007. This Executive Order, which promulgates the State of Missouri's position to not tolerate persons who contract with the state engaging in or supporting illegal activities of employing individuals who are not eligible to work in the United States, is incorporated herein by reference and made a part of this Agreement.

- 1) "By signing this Agreement, the Contractor hereby certifies that any employee of the Contractor assigned to perform services under the contract is eligible and authorized to work in the United States in compliance with federal law."
- 2) In the event the Contractor fails to comply with the provisions of the Executive Order 07-13, or in the event the Commission has reasonable cause to believe that the contractor has knowingly employed individuals who are not eligible to work in the United States in violation of federal law, the Commission reserves the right to impose such contract sanctions as it may determine to be appropriate, including but not limited to contract cancellation, termination or suspension in whole or in part or both.
- 3) The Contractor shall include the provisions of this paragraph in every subcontract. The Contractor shall take such action with respect to any subcontract as the Commission may direct as a means of enforcing such provisions, including sanctions for noncompliance.

Preferences

- a. In the evaluation of bids/quotes, preferences shall be applied in accordance with 7 CSR 10-11.020(7). Contractors should apply the same preferences in selecting subcontractors. The attached document entitled "**VENDOR INFORMATION AND PREFERENCE CERTIFICATION FORM**" must be completed and returned with the solicitation documents.
- b. Bidders are encouraged to obtain minority business enterprise (MBE) and women business enterprise (WBE) participation in this work through the use of subcontractors, suppliers, joint ventures, or other arrangements that afford meaningful participation for M/WBEs. Bidders are encouraged to obtain 10% MBE and 5% WBE participation.

Missouri Highways and Transportation Commission
Standard Bid Provisions, General Terms and Conditions and Special Terms and Conditions

Cancellation of Contract

The MHTC may cancel the Contract at any time for a material breach of contractual obligations or for convenience by providing Contractor with written notice of cancellation. Should the MHTC exercise its right to cancel the contract for such reasons, cancellation will become effective upon the date specified in the notice of cancellation sent to the Contractor.

Bankruptcy or Insolvency

Upon filing for any bankruptcy or insolvency proceeding by or against the Contractor, whether voluntarily, or upon the appointment of a receiver, trustee, or assignee, for the benefit of creditors, the Commission reserves the right and sole discretion to either cancel the Agreement or affirm the Agreement and hold the Contractor responsible for damages.

Warranty

The Contractor expressly warrants that all equipment, supplies, and/or services provided shall: (1) conform to each and every specification, drawing, sample or other description which was furnished to or adopted by the MHTC, (2) be fit and sufficient for the purpose expressed in the solicitation documents, (3) be merchantable, (4) be of good materials and workmanship, and (5) be free from defect.

Status of Independent Contractor

The Contractor represents itself to be an independent Contractor offering such services to the general public and shall not represent itself or its employees to be an employee of the MHTC. Therefore, the Contractor shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers' compensation, employee insurance, minimum wage requirements, overtime, etc., and agrees to indemnify, save and hold the MHTC, its officers, agents and employees harmless from and against any and all losses (including attorney fees) and damage of any kind related to such matters.

Non-Waiver

If one of the parties agrees to waive its right to enforce any term of this Contract, that party does not waive its right to enforce such term at any other time or to enforce any or all other terms of this Contract.

Indemnification

The Contractor shall defend, indemnify and hold harmless MHTC, including its members and department employees, from any claim or liability whether based on a claim for damages to real or personal property or to a person for any matter relating to or arising out of the Contractor's performance of its obligations under the contract awarded pursuant to this solicitation.

Missouri Highways and Transportation Commission
Standard Bid/Proposal Provisions, General Terms and Conditions and Special Terms and Conditions

SPECIAL TERMS AND CONDITIONS

Insurance

The Contractor shall maintain or cause to be maintained at Contractor's own expense commercial general liability, automobile liability, worker's compensation insurance against negligent acts, errors or omissions of the Contractor, or its subcontractors and anyone directly or indirectly employed by any of them. Any insurance policy required as specified in this Section shall be written by a company that is licensed and authorized to issue such insurance in the state of Missouri and shall provide insurance coverage for not less than the following limits of liability:

- 1) General Liability: Not less than \$500,000 for any one person in a single accident or occurrence, and not less than \$3,000,000 for all claims arising out of a single occurrence;
- 2) Automobile Liability: Not less than \$500,000 for any one person in a single accident or occurrence, and not less than \$3,000,000 for all claims arising out of a single occurrence;
- 3) Missouri State Workmen's Compensation policy or equivalent in accordance with state law.

Upon request from the Commission, the Contractor shall provide the Commission with certificates of insurance evidencing the required coverage and that such insurance is in effect.

Official Holidays

- a. The following days shall be construed as **official holidays** under the terms of the contract:

January 1	New Year's Day
Third Monday in January	Martin Luther King, Jr.'s Birthday
February 12	Lincoln's Birthday
Third Monday in February	Washington's Birthday
May 8	Truman's Birthday
Last Monday in May	Memorial Day
July 4	Independence Day
First Monday in September	Labor Day
Second Monday in October	Columbus Day
November 11	Veteran's Day
Fourth Thursday in November	Thanksgiving Day
December 25	Christmas Day

- b. When any of the above **holidays** falls on a **Sunday**, the holiday will be observed on the following **Monday**; when any of the above **holidays** falls on a **Saturday**, the **holiday** will be observed on the immediately preceding **Friday**.

Liquidated Damages

- a. In the event the successful Contractor fails to deliver the equipment within the time specified, the Department and the public will sustain damages because of such delay in delivery, the exact extent of which would be difficult to ascertain, and in order to liquidate such damage in advance it is agreed that the **sum of \$100.00 per day, per item**, for each assessable calendar day on which the delivery has not been completed, is reasonable and the best estimate which the parties can arrive at as liquidated damages, and it is therefore agreed that said amount will be withheld from payments due the Contractor or otherwise collected from the Contractor as liquidated damages.
- b. **Saturdays, Sundays, holidays and days whereas the Department has suspended work** shall not be assessable days.

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

March Session of the January Adjourned

Term. 20 17

County of Boone

} ea.

In the County Commission of said county, on the

7th

day of March

20 17

the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the attached agreement between Boone County and the Missouri Highways and Transportation Commission for State Road Funds to be used to support regional Blueprint for Roadway Safety activities.

The terms of the Agreement are stipulated in the attached Agreement. It is further ordered the Boone County Commissioners are hereby authorized to sign said Blueprint for Safer Roadways Program Agreement.

Done this 7th day of March, 2017.

ATTEST:

Wendy S. Noren
Wendy S. Noren
Clerk of the County Commission

Daniel K. Atwill

Daniel K. Atwill
Presiding Commissioner

Fred J. Parry

Fred J. Parry
District I Commissioner

Janet M. Thompson

Janet M. Thompson
District II Commissioner

CCO Form: HS2
Approved: 01/05 (BDG)
Revised: 02/14/17
Modified: _____

Award name/number: BPC-05-02-Z
Award year: FY 17
Region: Central (D5)

**MISSOURI HIGHWAYS AND TRANSPORTATION COMMISSION
BLUEPRINT FOR SAFER ROADWAYS PROGRAM AGREEMENT**

THIS AGREEMENT is entered into by the Missouri Highways and Transportation Commission (hereinafter, "Commission") and the

City of _____, a municipal corporation in the State of Missouri (hereinafter, "City");
OR

County of Boone, (hereinafter referred to as "County"); OR

Department of Sheriff, a department within the executive branch of the government of the State of Missouri (hereinafter, "Department"); OR

_____, a recognized vendor with the State of Missouri (hereinafter, "Vendor")

WITNESSETH:

NOW, THEREFORE, in consideration of the mutual covenants, promises and representations in this Agreement, the parties agree as follows:

(1) PURPOSE: The Commission has authorized State Road Funds to be used to support regional Blueprint for Roadway Safety activities. The purpose of this Agreement is to grant the use of such State Road Funds to the County.

(2) ACTIVITY: The State Road Funds, which are the subject of this Agreement, will support the following activity to further Missouri's Blueprint for Roadway Safety: **Boone County Sheriff's Department**

(3) INDEMNIFICATION: To the extent allowed by law, the County shall be responsible for injury or damages as a result of any services and/or goods rendered under the terms and conditions of this Agreement. In addition to the liability imposed upon the County on the account of personal injury, bodily injury (including death), or property damage suffered as a result of the County performance under this Agreement, County assumes the obligation to save harmless the Commission, including its agents, employees and assigns, from every expense, liability or payment arising out of such wrongful or negligent act or omission, including legal fees. The County also agrees to hold harmless the Commission, including its agents, employees and assigns, from any wrongful or negligent act or omission committed by any subcontractor or other person employed by or under the supervision of the County for any purpose under this Agreement, and to indemnify the Commission, including its agents, employees and assigns, from every expense, liability, or payment arising out of such wrongful or negligent act or omission.

(4) AMENDMENTS: Any change in this Agreement, whether by modification or supplementation, must be accomplished by a formal contract amendment signed and approved by the duly authorized representatives of the County and the Commission.

(5) COMMISSION REPRESENTATIVE: This Commission's District Engineer is designated as the Commission's representative for the purpose of administering the provisions of this Agreement. The Commission's representative may designate by written notice other persons having the authority to act on behalf of the Commission in furtherance of the performance of this Agreement.

(6) NONDISCRIMINATION CLAUSE: The County shall comply with all the provisions of Executive Order No. 94-03, issued by the Honorable Mel Carnahan, Governor of Missouri, on the fourteenth (14th) day of January 1994, which executive order is incorporated herein by reference and is made a part of this Agreement. This Executive Order promulgates a Code of Fair Practices for the Executive Branch of Missouri Government and prohibits discrimination against recipients of services, and employees or applicants or employment of state contractors and subcontractors, on the grounds of race, color, religion, national origin, sex, age, disability, or veteran status. The County shall also comply with all state and federal statutes applicable to the County relating to nondiscrimination, including, but not limited to, Chapter 213, RSMo; Title VI and Title VII of the Civil Rights Act of 1964 as amended (42 U.S.C. Sections 2000d and 2000e, *et seq.*); and with any provision of the "Americans with Disabilities Act" (42 U.S.C. Section 12101, *et seq.*).

(7) ASSIGNMENT: The County shall not assign, transfer or delegate any interest in this Agreement without the prior written consent of the Commission.

(8) LAW OF MISSOURI TO GOVERN: This Agreement shall be construed according to the laws of the State of Missouri. The County shall comply with all local, state and federal laws and regulations relating to the performance of this Agreement.

(9) CANCELLATION: The Commission may cancel this Agreement at any time for a material breach of contractual obligations by providing the County with written notice of cancellation. Should the Commission exercise its right to cancel this Agreement for such reasons, cancellation will become effective upon the date specified in the notice of cancellation sent to the County.

(10) ACCESS TO RECORDS: The County and its Contractors must maintain all records relating to this Agreement, including but not limited to invoices, payrolls, etc. These records must be available at no charge to the Commission and/or their designees or representatives during the period of this Agreement and any extension, and for a period of three (3) years after the date on which the County receives reimbursement of their final invoice from the Commission.

(11) REIMBURSEMENT: With regard to work under this Agreement, the County agrees that funds to implement Blueprint activities shall only be available for reimbursement of eligible costs which have been incurred by County. The County shall supply to the Commission copies of all bid information; purchase orders; invoices; and name, date, hours worked, and rate of pay (on Program Agreements that include

salaries). Any costs incurred by County prior to authorization and notification to proceed from the Commission are **not** reimbursable costs. The Commission shall not be responsible for any costs associated with the activity herein unless specifically identified in this Agreement or subsequent written amendments. The Commission shall not provide more than Twenty Five Hundred dollars (\$ 2500.00) for this Blueprint safety project.

(12) INSPECTION OF IMPROVEMENTS AND RECORDS: The County shall assure that representatives of the Commission shall have the privilege of inspecting and reviewing the work being performed per this Agreement. The County shall also maintain all financial documents, reports, papers and other evidence pertaining to costs incurred in connection with this Program Agreement, and make such materials readily available for review at reasonable times and at no charge during this Agreement period and for three (3) years from the date of final payment under this Agreement, for inspection by the Commission or any authorized representatives of the State of Missouri; copies shall be furnished, upon request, to authorized representatives of the Commission or State.

(13) VENUE: It is agreed by the parties that any action at law, suit in equity, or other judicial proceeding to enforce or construe this Agreement, or regarding its alleged breach, shall be instituted only in the Circuit Court of Cole County, Missouri.

(14) FINAL AUDIT: The Commission may, in its sole discretion, perform a final audit of project costs. The County shall refund any overpayments as determined by the final audit.

(15) SOLE BENEFICIARY: This Agreement is made for the sole benefit of the parties hereto and nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the Commission and the County.

(16) AUTHORITY TO EXECUTE: The signers of this Agreement warrant that they are acting officially and properly on behalf of their respective institutions and have been duly authorized, directed and empowered to execute this Agreement.

IN WITNESS WHEREOF, the parties have entered into this Agreement on the date last written below.

Executed by the County this ____ day of _____, 20____.

Executed by the Commission this ____ day of _____, 20____.

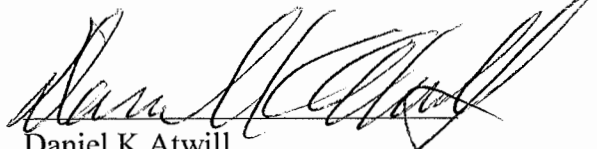
MISSOURI HIGHWAYS AND
TRANSPORTATION COMMISSION

Boone County Sheriff's Department
NAME OF AGENCY OR VENDOR

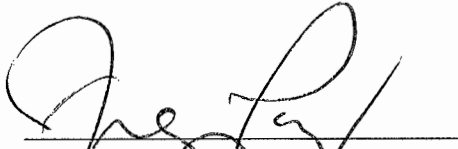
By Dwayne Carey

Title: District Engineer

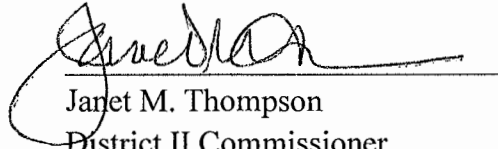
Title Sheriff



Daniel K Atwill
Presiding Commissioner

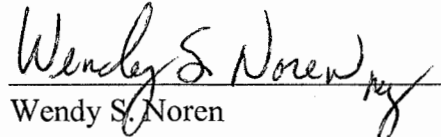


Fred J. Parry
District I Commissioner



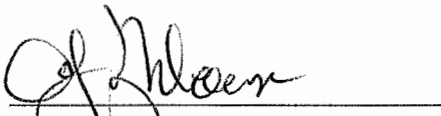
Janet M. Thompson
District II Commissioner

ATTEST:



Wendy S. Noren
Boone County Clerk

Approved as to Form:



CJ Dykhouse
Boone County Counselor

CERTIFICATION:

I certify that this contract is within the purpose of the appropriation to which it is to be charged and there is an unencumbered balance of such appropriation sufficient to pay the costs arising from this contract.

Jane Patchford by jz 02/23/17
Auditor Date
Revenue Only

*Note: If agency is a County with a county commission form of government, 3 signatures are required.

**Missouri's Blueprint Coalition for Safer Roadways
Central District**

**Application for Funding FY 2017
(July 1, 2016 to May 31, 2017)
Community Outreach**

Mail completed applications to:
Missouri Coalition for Roadway Safety
c/o MODOT

Attn: Becky Lenon
1511 Missouri Blvd. • P.O. Box 718
Jefferson City, MO. 65102
Or

Email completed applications for funding to Rebecca.Lenon@modot.mo.gov

Questions: 573-522-1061 or 573-659-0789

REGION: Central District

Contact Person: Sgt. Brian Leer

(Please Print)

Phone: 573-228-4082

Fax: 573-874-8953

Email: Bleer@boonecountymo.org

Agency Name: Boone County Sheriff's Department

Employer
Identification
Number: 5629

Mail Address: 2121 County Drive, Columbia, MO 65202

The Central District of the Missouri Coalition for Roadway Safety is accepting requests for sponsorships, grants for Project Graduation, alternative prom events and school docu-dramas, law enforcement equipment and events and other activities that encourage safe driving.

Project:

Other Law Enforcement : With four fatalities related to crashes on Hwy 124 North in 2016, MoDOT, law makers, and law enforcement have been looking at ways to address any issues. This would be an enforcement project on that stretch of highway (less than 8 miles of roadway) between Hallsville, MO and Centralia, MO.

Total of Funds Requested \$ 2,500.00

Please Note:

- Project Graduation and alternative prom events can receive up to \$200 in grant funds and \$200 in give-away incentives.
- School docudramas that demonstrate the effects of distracted driving, impaired driving and riding unbelted can request up to \$700.
- For schools to be eligible for Coalition funding, they must complete the “It Only Takes One” competition prior to funding.
- Law enforcement receiving Coalition funds must participate and submit Dept. of Revenue Alcohol Influence Report and participate in the Missouri State Highway Patrol repository for DWI tracking system.

Name of Agency/School Involved: Boone County Sheriff’s Department

When is funding needed? As soon as possible

What agency/group will be the recipient of grant funds? Boone County Sheriff’s Department

DESCRIBE SIZE of community/school/law enforcement agency to benefit from funding.

The Boone County Sheriff’s Department is in Columbia, Missouri. The Boone County Sheriff’s Department is the primary full-service law enforcement agency for the unincorporated portions of the county and several small cities. Boone County is the 7th most populated county in Missouri with an estimated 2015 population of nearly 175,000 people. Boone County includes just under 700 square miles of land.

DESCRIBE PROPOSED EVENT—What is planned, when and where will it take place, how many people/students will be involved? Etc.

We would like to conduct focused enforcement on Highway 124 North between Hallsville and Centralia. This is a state highway that is a main corridor in the Northeast portion of the county. Our goal would be to dedicate an average of four man hours a week of enforcement to that portion of roadway for at least two months. Most of the enforcement would be during the morning and afternoon commute times. We are seeking funding to reimburse for the salary and benefit costs associated with the project. Two months would cost around \$1,250. We are asking for \$2,500 for this project because we may wish to extend this project to four months depending on how things look after two months.

PROBLEM IDENTIFICATION—What problem will this event address and how do you know it is a problem?

Unfortunately, Boone County leads the Central Region in serious injury and fatal motor vehicle crashes. In 2016, we experienced approximately 25 fatalities from crashes in Boone County. We are still waiting for the finalized numbers. A short section of roadway, Hwy 124 North, accounted for four of those fatalities in period spanning less than 6 months. Those four people died in 3 crashes August 2016-December 2016. This short section of roadway is less than 8 miles long.

To put this in perspective, from January 2012 through December 2014, Boone County experienced 6,991 reported motor vehicle crashes and this number includes 44 fatal motor vehicle crashes. Those 44 fatal

motor vehicle crashes were over a 3-year period. We had over half as many fatal motor vehicle crashes (approx 25) in Boone County in 2016 alone. Highway 124 North stands out with 4 of those fatalities occurring on that short stretch of highway.

We know that more often than not these motor vehicle crashes are caused, at least in part, by speeding, careless driving, inattention or other hazardous moving violations. We hope that this enforcement project on Highway 124 will help reduce these violations that lead to fatal motor vehicle crashes.

PROJECT GOAL & DESCRIPTION—Clearly state your goal and identify: What needs to be done; who or what agencies will conduct the tasks; estimated timeframes (if known and if applicable)

Our goal is to increase high visibility enforcement on Highway 124 North. We feel if we commit 4 hours a week toward enforcement during the morning and afternoon commutes the motorists using that corridor will recognize the increased enforcement and change driving behaviors. When there is a true fear of being stopped and cited, motorists tend to be in better compliance with the traffic laws. If we can increase general and specific deterrence we believe we can have a positive effect on the safety of Highway 124 North. We would like to partner with the MSHP to increase the visible enforcement on this roadway.

We would start this project upon being awarded a contract to reimburse for salary and benefits. It would span at least 2 months and possibly up to 4 months.

RESULTS—What do you plan to accomplish? How will you determine whether this project was successful? (Give specific examples of how results will be measured.)

We hope to increase the safety of Highway 124 North by increasing general and specific deterrence to gain the compliance of current traffic law violators. The desired effect would be less crashes and more specifically, fewer serious and fatal motor vehicle crashes on Highway 124 North.

LAW ENFORCEMENT REQUESTS—IF APPLYING FOR EQUIPMENT OR CHECKPOINTS, did you apply for Missouri Highway Safety Grant funds? _Click here to enter text. _____

Were you funded?_Click here to enter text. _____If you WERE funded, what were you funded for and what was the amount of the grant?_Click here to enter text. _____

BUDGET—What is total budget to complete this project? List all costs to complete this project. If you anticipate any local match (in-kind services, donations, personnel), list these also.

2 month project - \$1250 (4 hrs per week, 4 weeks per month, 2 months, \$39 per hr)

4 month project - \$2,500 (4 hrs per week, 4 weeks per month, 4 months, \$39 per hr)

We would like to have a grant to reimburse us for the salary and benefits to pay for two months of enforcement (32 man hours) with the option to extend to four months (64 man hours).

We want to have the option to extend to the 4 months if we believe the efforts are producing a desired result or if the stats indicate there is still a need to continue.

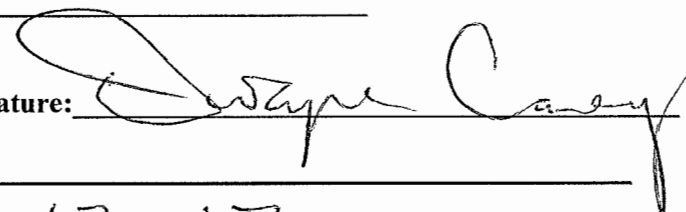
I certify that this information in this request is true and accurate, to the best of my knowledge, and that any funds granted will be used as proposed and approved. I also agree to provide documentation as requested to certify use of funds and outcome of project.

I also agree that, as a recipient of grant funds, I and/or the organization I represent will make every effort to participate in the Central District Coalition or one of its subdistrict subcommittee meetings and/or I and my organization will serve as liaisons for information and assist with promoting Coalition activities within my community/school.

PREPARED by Signature:  _____

Title: Sergeant _____

Date: 1/18/2017 _____

AUTHORIZED by Signature:  _____

Title: Sheriff _____

Date: 1-17-17 _____

Return to :
Missouri Coalition for Roadway Safety
c/o MODOT
Attn: Becky Lenon
1511 Missouri Blvd. • P.O. Box 718
Jefferson City, MO. 65102
Or

Email completed applications for funding to Rebecca.Lenon@modot.mo.gov

Questions: 573-522-1061 or 573-659-0789

(Please verify receipt of email)

Deadline: Open Cycle. Grant applications are reviewed as needed.

Aug 31, 2016

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

March Session of the January Adjourned

Term. 20 17

County of Boone

} ea.

In the County Commission of said county, on the

7th

day of March

20 17

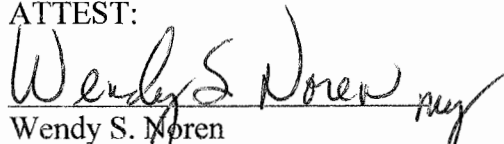
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the following budget revision for the Sheriff's Department for the replacement garbage disposal in Corrections. .

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
1255	60200	Corrections	Equip. Repairs/Maintenance	1,130	
1255	92300	Corrections	Replaced Equipment		1,130
				1,130	1,130

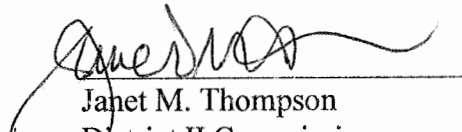
Done this 7th day of March, 2017.

ATTEST:


 Wendy S. Noren
 Clerk of the County Commission


 Daniel K. Atwill
 Presiding Commissioner


 Fred J. Parry
 District I Commissioner


 Janet M. Thompson
 District II Commissioner

Leasa Quick

From: Jody Moore
Sent: Thursday, January 26, 2017 3:22 PM
To: Leasa Quick; Christy Johnson
Cc: Doug Coley; Gary German; Jeremy Wilkerson
Subject: RE: Garbage Disposal at the Jail

I checked the AS400. The only disposal I find for the Jail was a Salvajor 200 disposal purchased in 1998. Tag 11730. Not sure if this is the same one he removed or not.

From: Leasa Quick
Sent: Thursday, January 26, 2017 2:15 PM
To: Jody Moore <JMoore@boonecountymo.org>; Christy Johnson <CJohnson@boonecountymo.org>
Cc: Doug Coley <DColey@boonecountymo.org>; Gary German <GGerman@boonecountymo.org>; Jeremy Wilkerson <JWilkerson@boonecountymo.org>
Subject: RE: Garbage Disposal at the Jail

Do you have the blue tag number from the one he replaced?

From: Jody Moore
Sent: Thursday, January 26, 2017 1:03 PM
To: Leasa Quick <LQuick@boonecountymo.org>; Christy Johnson <CJohnson@boonecountymo.org>
Cc: Doug Coley <DColey@boonecountymo.org>; Gary German <GGerman@boonecountymo.org>; Jeremy Wilkerson <JWilkerson@boonecountymo.org>
Subject: RE: Garbage Disposal at the Jail

It was \$1129.

From: Leasa Quick
Sent: Thursday, January 26, 2017 12:27 PM
To: Jody Moore <JMoore@boonecountymo.org>; Christy Johnson <CJohnson@boonecountymo.org>
Cc: Doug Coley <DColey@boonecountymo.org>; Gary German <GGerman@boonecountymo.org>; Jeremy Wilkerson <JWilkerson@boonecountymo.org>
Subject: RE: Garbage Disposal at the Jail

Remind me how much this cost? Was it above or below \$1000?

From: Jody Moore
Sent: Thursday, January 26, 2017 12:08 PM
To: Leasa Quick <LQuick@boonecountymo.org>; Christy Johnson <CJohnson@boonecountymo.org>
Cc: Doug Coley <DColey@boonecountymo.org>; Gary German <GGerman@boonecountymo.org>; Jeremy Wilkerson <JWilkerson@boonecountymo.org>
Subject: Garbage Disposal at the Jail

Leasa and Christy,

I have a p-card receipt form from Bob Schwartz for the replacement of the garbage disposal for the kitchen in the corrections area. Bob and Gary have been discussing this item and after referring back to the notes provided by June Pitchford regarding budget items, the kitchen equipment is the responsibility of the Corrections Department.

So...could we please get the correct department number and account number for this purchase along with approval to code these items to the Corrections Department?

Thank You!

Jody

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

March Session of the January Adjourned

Term. 20 17

In the County Commission of said county, on the 7th day of March 20 17

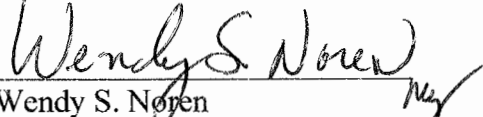
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby re-appoint the following:

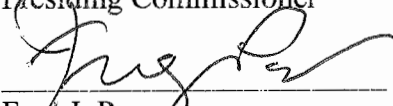
Name	Board	Period
Gary German	Health Trust Committee	April 1, 2017 through March 31, 2020
Robbie Sapp	Health Trust Committee	April 1, 2017 through March 31, 2020
Carl Freiling	P & Z Commission	March 1, 2017 through February 28, 2021
Loyd Wilson	P & Z Commission	March 1, 2017 through February 28, 2021
Bob Bailey	Boone County Family Resources	April 1, 2017 through March 31, 2020

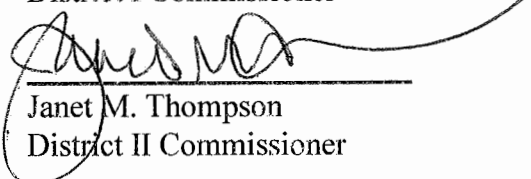
Done this 7th day of March, 2017.

ATTEST:


Wendy S. Noren
Clerk of the County Commission


Daniel K. Atwill
Presiding Commissioner


Fred J. Parry
District I Commissioner


Janet M. Thompson
District II Commissioner

Dan Atwill, Presiding Commissioner
Fred J. Parry, District I Commissioner
Janet Thompson, District II Commissioner



Boone County Government Center
801 E. Walnut, Room 333
Columbia, MO 65201
573-886-4305 • FAX 573-886-4311
E-mail: commission@boonecountymo.org

Boone County Commission

BOONE COUNTY BOARD OR COMMISSION APPLICATION FORM

Board or Commission: HEALTH TRUST COMMITTEE Term: _____

Current Township: _____ Today's Date: _____

Name: ROBERT SARP

Home Address: 19301 OLD HWY 63 SOUTH

City: HARTSBURG Zip Code: 65039

Business Address: 5551 TOM BASS RD

City: COLUMBIA Zip Code: 65201

Home Phone: 573-881-4946 Work Phone: 573-449-8515

Fax: 573-875-1602 E-mail: RSARP68@GMAIL.COM

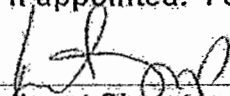
Qualifications: BOONE COUNTY EMPLOYEE SINCE APRIL 2002,

CURRENT HEALTH TRUST MEMBER.

Past Community Service: BOY SCOUTS OF AMERICA VOLUNTEER
LEADER SINCE 2010,

References: _____

I have no objections to the information in this application being made public. To the best of my knowledge at this time I can serve a full term if appointed. I do hereby certify that the above information is true and accurate.



Applicant Signature

Return Application To: Boone County Commission Office
Boone County Government Center
801 East Walnut, Room 333
Columbia, MO 65201
Fax: 573-886-4311

An Affirmative Action/Equal Opportunity Institution

Past Community Service: _____

References: _____

I have no objections to the information in this application being made public. To the best of my knowledge at this time I can serve a full term if appointed. I do hereby certify that the above information is true and accurate.



Applicant Signature

Return Application
To:

Boone County Commission Office
Boone County Government Center
801 East Walnut, Room 333
Columbia, MO 65201
Fax: 573-886-4311

An Affirmative Action/Equal Opportunity Institution

Dan Atwill, Presiding Commissioner
Karen M. Miller, District I Commissioner
Janet Thompson, District II Commissioner



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573-886-4305 - FAX 573-886-4311
E-mail: commission@boonecountymo.org

Boone County Commission

BOONE COUNTY BOARD OR COMMISSION APPLICATION FORM

Board or Commission: Planning & Zoning Commission

Name: Loyd Wilson

Home Address: 4061 S Rangeline Rd

City: Columbia Zip Code: 65201

Business Address: _____

City: _____ Zip Code: _____

At which address would you prefer to be contacted?

E-mail: Loyd.Wilson@outlook.com

Phone (Home): 573-864-8217 Phone (Work): _____

Fax: _____

Qualifications:

I currently serve on the planning and zoning commission. My term is expiring and I would be willing to serve a second term if that is the desire of the County Commission.

Past Community Service:

References:

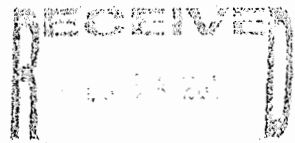
I have no objections to the information in this application being made public. To the best of my knowledge at this time I can serve a full term if appointed. I do hereby certify that the above information is true and accurate.

Applicant Signature

Return Application
To:

Boone County Commission Office
Boone County Government Center
801 East Walnut, Room 333
Columbia, MO 65201
Fax: 573-886-4311

An Affirmative Action/Equal Opportunity Institution



Application for Appointment to Board of Director of Boone County Family Resources

Boone County Family Resources was established in 1976 with the passage of a special property tax levy. The agency, through its Board of Directors, purchases and provides services for eligible persons of all ages with developmental disabilities. As an administrative agent of the Department of Mental Health, the scope of services has expanded since establishment of the agency, and has grown to include residential services, vocational and practical living skills training, and family support services. The agency is nationally accredited and has a multi-million dollar budget. Additional information about the agency may be obtained at the agency's website, www.bcofr.org, or by contacting the agency.

Composition of the board of directors must meet the statutory requirements of the enabling legislation. Additionally, persons appointed to the board must comply with the provisions of the bylaws of the board, agency policy and the resolution adopted by the Board regarding disclosure of potential conflicts of interest on file with the Missouri Ethics Commission. Board members of Boone County Family Resources also serve on the board of Life and Work Connections, Inc., a Section 501(c)(3) corporation that provides vocational services to young adults through a contractual arrangement with Boone County Family Resources. As appointees of a statutorily created entity with broad powers, board members have certain fiduciary duties, which require that they conduct themselves without conflict to the interest of the agency they serve. Conflicts of interest are not prohibited, but disclosure is critical. Disclosure should not be construed as creating a presumption of impropriety or as automatically precluding someone from participation. Rather, it reflects the recognition of the many factors that can influence one's judgment and a desire to make as much information as possible available to other participants. Potentially conflicting interests may relate to programs and services or operations, such as contracts with third parties.

APPLICATION

Name: Bailey Robert G.
Last First Middle Initial

Home Address: 3378 S. Coxsack Woods

City: Columbin Zip: 65203

Employment Address: 217 Huletts Home Low School

City: Columbin Zip: 65211

At which address would you prefer to be contacted: Home Business

Email Address (where you wish to be contacted): Bailey R @ missouri.edu

Home Phone: 446-8157 Business Phone: 882-6891

Section 205.970 RSMo requires that at least 7 of the board members be residents of the county where the facility is located. Are you a Boone County resident and how long have you lived in Boone County? 45 Years Months

Are you a registered voter? Yes No

Have you previously served as a member of a board? If yes, identify the board and the dates of service.

yes, BCFR board - 20+ years

What other professional, civic or community endeavors are you currently involved in?

Sevier Unemployment Committee

Are you or have you previously held any local, state or federal government positions, appointments or elected office(s)? If so, please list dates and positions held.

Municipal Trustee

Section 205.970, Revised Statutes of Missouri, requires that at two of the nine members of the board of directors be related by blood or marriage within the third degree to a handicapped person as defined in Section 205.968 as a person who is "lower range educable or upper range trainable mentally retarded or a person who has a developmental disability." Are you related by blood or marriage within the third degree to a handicapped person as defined in Missouri statutes? [Relationships in the third degree include mother, father, child, brother, sister, (including half, step and in-law relationships in these same categories), and grandparent, grandchild, aunt, uncle, niece, nephew, great grandparent, great grandchild.] If yes, please identify the person and the relationship.

N/A

Person	Relationship
--------	--------------

For purposes of the following questions, "related family member" is defined to include relationships within the third degree by blood or marriage. [Relationships in the third degree include mother, father, child, brother, sister, (including half, step and in-law relationships in these same categories), and grandparent, grandchild, aunt, uncle, niece, nephew, great grandparent, great grandchild.]

Have you or a related family member applied for eligibility and been determined eligible or ineligible for services of Boone County Family Resources at any time? If yes, identify the individual who applied, their relationship to you and the date of application.

N/A

Explain briefly why you are seeking this position and identify any special qualifications you have for this position.

I have had the honor and privilege of serving
in chair of BCFA for 22 years - I have a
passion for the clients we serve and our mission.

Do you or any related family member have any financial interest, directly or indirectly, in any contract or subcontract with Boone County Family Resources; or have you or a related family member been employed by any agency or entity that contracts or subcontracts with Boone County Family Resources; or in the sale to Boone County Family Resources of land, materials, supplies, or services? If yes, please explain.

N/A

Are you or any related family member now or have you or a related family member ever been employed by Boone County Family Resources? If so, please give dates of employment and position held.

N/A

Do you or does any related family member have any other interest which might conflict or be perceived to conflict with your duty of loyalty to the interests of Boone County Family Resources? If so, identify the interest and the relationship.

N/A

Have you ever been arrested, charged, or convicted of any felony? _____ Yes _____ No
If yes, please explain.

Have you ever been disciplined, cited, or sanctioned for a breach of ethics or unprofessional conduct by, or been the subject of a complaint to any court, administrative agency, professional association, disciplinary committee, or other professional group? _____ Yes _____ No
If yes, please explain.

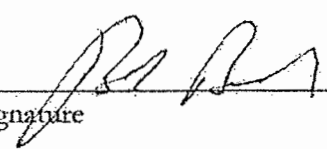
Are your Boone County taxes paid in full to date? Yes No

If "No", please explain.

References:

<u>LES WAGNER</u>	<u>Friend</u>	<u>LES WAGNER @ gmail.com</u>	<u>30</u>
<i>Name</i>	<i>Nature of Relationship</i>	<i>Contact Information</i>	<i>Years Known</i>
<u>Ruby KURMAN</u>	<u>Friend</u>	<u>BCFR</u>	<u>25</u>
<i>Name</i>	<i>Nature of Relationship</i>	<i>Contact Information</i>	<i>Years Known</i>

By my signature, I agree to comply fully with board policy, bylaws, and conflict of interest requirements of the board of directors and certify that the information above is complete and accurate to the best of my knowledge and that should a potential conflict arise during my term, I will bring it to that attention of the Board of Directors of Boone County Family Resources.


Signature

2/10/17
Date