

THE **PLANNING AND ZONING COMMISSION** OF THE CITY OF RAYMORE, MISSOURI, MET IN REGULAR SESSION **TUESDAY, JUNE 4, 2019**, IN THE COUNCIL CHAMBERS OF CITY HALL, 100 MUNICIPAL CIRCLE, RAYMORE, MISSOURI WITH THE FOLLOWING COMMISSION MEMBERS PRESENT: CHAIRMAN WILLIAM FAULKNER, KELLY FIZER, JIM PETERMANN, MARIO URQUILLA AND MATTHEW WIGGINS. ABSENT WERE MELODIE ARMSTRONG, ERIC BOWIE, CHARLES CRAIN AND MAYOR KRIS TURNBOW. ALSO PRESENT WAS ASSOCIATE PLANNER DAVID GRESS AND CITY ATTORNEY JONATHAN ZERR.

1. **Call to Order** – Chairman Faulkner called the meeting to order at 7:00 p.m.
2. **Pledge of Allegiance**
3. **Roll Call** – Roll was taken and Chairman Faulkner declared a quorum present to conduct business.
4. **Personal Appearances** – None
5. **Consent Agenda**

a. **Approval of the minutes of the May 21, 2019 meeting**

Motion by Commissioner Urquilla, Seconded by Commissioner Wiggins, to approve the May 21, 2019 minutes, including the corrections as noted.

Vote on Motion:

Chairman Faulkner	Aye
Commissioner Wiggins	Aye
Commissioner Armstrong	Absent
Commissioner Bowie	Absent
Commissioner Crain	Absent
Commissioner Fizer	Aye
Commissioner Petermann	Aye
Commissioner Urquilla	Aye
Mayor Turnbow	Absent

Motion passed 5-0-0.

6. **Unfinished Business - None**
7. **New Business -**

A. Case #19006 - Lofts at Fox Ridge Site Plan Amendment

Cassie Paben, representing the applicant GCP 711 Raymore LLC, presented the application to the Commission. Ms. Paben stated the site plan was originally approved in the fall of 2018. This amendment requests to modify the larger western building that was proposed in the back of the site by creating two separate buildings and adding garage units throughout the site.

Ms. Paben stated they anticipate to start site work in late summer or early fall.

Chairman Faulkner asked why covered parking spaces were included.

Ms. Paben stated when the larger back building was changed to two buildings, the planned parking area under the building was eliminated and those spaces had to be shifted elsewhere on the site. It made sense to provide covered parking stalls.

City Attorney Jonathan Zerr asked the applicant if they were agreeable to the conditions identified in the staff report for the project.

Ms. Paben stated the applicant is in agreement with the conditions.

Chairman Faulkner asked if the conditions for the amended site plan were the same as those initially established with the site plan.

Associate Planner David Gress commented that the conditions are the same but one condition that stipulated the site plan was contingent upon rezoning and plat approval was eliminated since those actions have now been completed.

Chairman Faulkner asked if the same number of parking spaces as originally approved are still provided.

Mr. Gress stated the number of parking spaces is similar to what was approved in 2018.

Mr. Gress provided the staff report for the application. He provided an overview of the project and indicated the clubhouse and pool area have been reconfigured.

Commissioner Wiggins asked for confirmation that the 609 identified parking spaces includes the garage spaces.

Mr. Gress indicated the garage spaces are included in the 609 total parking space number.

Chairman Faulkner asked about open space at the northeast corner of the site and if any changes were made in that area.

Mr. Gress indicated no changes were made.

Motion by Commissioner Urquilla, Seconded by Commissioner Petermann, to accept the staff proposed findings of fact and approve case #19006, Lofts at Fox Ridge Site Plan Amendment, subject to the conditions listed in the staff report.

Vote on Motion:

Chairman Faulkner	Aye
Commissioner Wiggins	Aye
Commissioner Armstrong	Absent
Commissioner Bowie	Absent
Commissioner Crain	Absent
Commissioner Fizer	Aye
Commissioner Petermann	Aye
Commissioner Urquilla	Aye
Mayor Turnbow	Absent

Motion passed 5-0-0.

B. Case #19009 - Annual Review of the Unified Development Code

Mr. Gress presented the annual report that has been completed by staff. There are 9 topics staff wanted to review with the Commission for a potential amendment to the code.

Topic 1. In all instances referring to “Community Development Director” change to “Development Services Director”.

Topic 2. In all instances referring to “Community Development Department” change to “Development Services Department”.

Mr. Gress stated the first 2 topics are interrelated. In the fall of 2018 the name of the department was changed to Development Services and that change should be reflected in the UDC.

Topic 3. Section 465.020C5 is repealed in its entirety and re-enacted as follows:

Section 465.020 Planning and Zoning Commission

C. Terms

5. The City Council may remove any citizen member for cause stated in writing and after public hearing. The Mayor may, with the consent of the majority of the Council members, remove any member for misconduct or neglect of duty. A member’s unexcused absence from three consecutive regular meetings in a 12-month period, or more than twenty-five percent (25%) of the Commission’s regular meetings in a 12-month period, constitutes neglect of duty.

Mr. Gress stated staff is recommending the code change to be consistent with the requirements currently applicable to City Council members, Park Board members, and Arts Commission members.

Chairman Faulkner asked for clarification on what constitutes excused or unexcused absences.

Mr. Zerr stated there was some discussion on the topic by the Charter Review Commission. One example provided is if you announce that you will be absent at a future meeting, the absence can be considered an excused absence. If you are absent and do not advise anyone in advance, that absence can be considered an unexcused absence.

Topic 4. 4. Section 480.030C3 is added as follows:

Section 480.030 Remedies and Enforcement Powers

C. Revocation of Plans or Other Approvals

3. When a violation of this Code involves a failure to comply with a condition of approval of a Variance of Use, the Board of Adjustment may revoke the Variance of Use. The Development Services Director must provide notice to the person found to be in violation. The Board of Adjustment shall hold a public hearing prior to the revocation of any Variance of Use.

Mr. Gress commented that staff is requesting to add the language to ensure all conditions of approval for a property owner under a variance of use are complied with. The Board of Adjustment should have the ability to revoke the variance of use if conditions are not followed.

Topic 5. Section 470.160 is amended by the addition of the following:

Section 470.160 Site Plan Review

C. Pre-Application Conference

Prior to filing an application for site plan approval, the applicant must attend a pre-application conference in accordance with Section 470.010B.

Mr. Gress commented that the proposal is to include language on the requirement under the code section applicable to site plan review.

Topic 6. Section 420.010A4 is amended by the addition of the following:

Section 420.010 Use-Specific Standards, Residential Uses

A. Single-Family Attached and Multiple-Family Dwellings

4. Building Design

Attached single-family and multiple-family dwellings must:

- a. be designed with windows and/or doors on all building facades that face a street to avoid the appearance of blank walls; and
- b. be designed with garage doors or carports facing an alley, where there is an alley serving the site, or facing an interior driveway, whenever possible. Where attached garages face a public street, they may not extend more than five feet beyond the street facing facade.
- c. provide at least three of the following architectural design elements:
 - 1. changes in the roofline at intervals not greater than 40 feet in continuous length, such as variations in roof pitch, overhangs, projections, and extended eaves;
 - 2. distinctive window patterns that are not repeated within groupings of up to four dwelling units;
 - 3. variations in the setback of the front facade of the building by at least five feet between adjoining dwelling units;
 - 4. Stepbacks or projections on the facade of at least two feet in depth and four feet in width at intervals of not more than 30 feet;
 - 5. balconies, bays, or changes in the wall plane of the front facade of the building;
 - 6. garage door entrance(s) for automobiles located at the side or rear of the building; or
 - 7. other architectural elements that the Development Services Director determines accomplish the objective of visually dividing the structure into smaller identifiable sections.

Mr. Gress stated that staff is requesting to add to the building design standards that would be

applicable to new multi-family developments. The added language provides options that the builder/developer can select from when designing new buildings. The elements would reduce the monotony that can exist when exterior building plans are repeated for adjacent multi-family buildings.

Mr. Gress explained that the proposal allows the applicant to choose those design elements they would like to incorporate into a project.

Topic 7. Section 420.010A is amended by the addition of the following:

Section 420.010 Use-Specific Standards, Residential Uses

A. Single-Family Attached and Multiple-Family Dwellings

7. Guest Parking

Off-street parking spaces shall be provided for quest parking in multi-family developments that contain more than four (4) dwelling units. One quest parking space shall be provided for every four (4) units in a development.

8. Trash Enclosures

Trash and recycling receptacles shall be provided within the development for the use of residents. The receptacles shall be screened in accordance with Section 430.110.

9. Foundation As-Built Drawings Required

As-built drawings of the building foundation may be required by the Public Works Director prior to the commencement of building framing for each multi-family dwelling unit under construction.

Mr. Gress commented that staff is requesting the additional standards for proposed new multi-family developments to eliminate issues that have appeared in other multi-family developments in the City.

Commissioner Wiggins asked for clarification on the language for trash and recycling receptacles. He thought the language may not be clear whether dumpsters or carts were being required.

Mr. Gress stated the language will apply to both townhome units and apartment communities.

Topic 8. Section 425.020A is amended by the addition of the following:

Section 425.020 Off-Street Parking Requirements

A. Parking Spaces Required

Off-street parking spaces are required as specified in the table below:

Use	Minimum Parking Spaces Required
RESIDENTIAL USES	
Household Living	
Single-family Dwelling, Detached (conventional)	2 per dwelling unit
Single-family Dwelling, Attached	2 per dwelling unit, plus 0.25 per dwelling unit for guest parking

Two-family Dwelling (Duplex)	2 per dwelling unit
Multi-family Dwelling (3+ units)	1.5 per dwelling unit, plus 0.25 per dwelling unit for guest parking
Cluster Residential Development	2 per dwelling unit
Manufactured Home Park	2 per manufactured home
Dwelling Units Located Above the Ground Floor	1.5 per dwelling unit
Employee Living Quarters	2 per dwelling unit

Mr. Gress stated the amendment incorporates the requirement of providing guest parking spaces in new multi-family developments.

Topic 9. Section 445.03016 is amended as follows:

Section 445.030 Subdivision Design and Layout

I. Streets

6. Street Dimensions

- a. All streets must conform to the following requirements contained in the City of Raymore Technical Specifications and Design Criteria Manual.

	Major Arterial	Minor Arterial	Major Collector	Minor Collector	Local	Cul-de-sac	Alley	Pedestrian Way
Minimum right-of-way width (feet)	400	80	80	60	50	Per-Design Manual ²		
Maximum grade¹ (%)	6	6	6	8	10	15 (10 for turnaround only)	10	15
Minimum curve radius (feet)	500	250	250	200	150			
Minimum tangents between reverse curves (road centerline dimension, in feet)	100	100	100	100				

¹Unless necessitated by exceptional terrain and subject to the approval of the Director of Public Works.

²See City of Raymore Technical Specifications and Design Criteria Manual for cul-de-sac design requirements

- b. All changes in street grade shall be connected by vertical curves and be designed for safe stopping sight distance as determined by the project engineer. Wherever practical, street grades shall be established in such a manner to avoid excessive grading or promiscuous removal of ground cover and tree growth, and a general leveling of the terrain. Grades so established will reduce hazards by maintaining adequate sight distance for classification of streets and design speeds.
- c. The developer may request a variance to the above curve and tangent requirements based on engineering considerations of topography, length of street, number of curves and other factors which may dictate a lesser radius. Such request may be approved by the Director of Public Works.

7. Standard Street Sections and Details

The City of Raymore Technical Specifications and Design Criteria Manual shall be used for future residential, minor collector and arterial streets, and major collector and arterial streets constructed within the City of Raymore. The following additional standards are also required:

d. Design for Persons with Disabilities

Access ramps for disabled persons must be installed whenever new curbing or sidewalks are constructed or reconstructed in the City of Raymore. Such ramps must conform to the Americans with Disabilities Act (ADA) standards subject to review and approval by the Director of Public Works. These standards apply to any City street or

connecting street for which curbs and sidewalks are required by this chapter, on which curb and sidewalk have been prescribed by the City Council or where sidewalks have been provided by the developer.

e. ~~Approval of Grades~~

~~Profiles of streets must be submitted to and approved by the Director of Public Works. Submittal information required for review of the preliminary plat must include preliminary street profiles. Final calculated street profiles will be required in submittal of construction plans required during review of the final plat.~~

f. ~~Maximum and Minimum Grades~~

~~The grades of all streets may not be greater than the maximum grades for each classification as set forth in this section, except where topographical conditions unquestionably justify a departure from this maximum, as determined by the Director of Public Works. The minimum grade for all streets must be eight-tenths percent. The minimum grade must be at least one percent wherever possible.~~

Mr. Gress indicated staff is requesting to eliminate conflicting language contained in the UDC by referencing the City design manual.

Mr. Gress discussed two general topics that staff is currently completing research on: Small Wireless Facilities and Medical Marijuana Facilities. Mr. Gress stated staff is completing research on both topics as recent changes in the Missouri Constitution and State Statute has created a need for City action on the topics.

Commissioner Urquilla asked if staff would be researching marijuana regulations that have been adopted in Colorado.

Mr. Zerr stated much research has been done on the topic and the Mid America Regional Planning Council has taken a lead on gathering information on the topic to share with regional communities.

Commissioner Urquilla asked about the conflict between the Federal law and Local law as it applies to medical marijuana.

Mr. Zerr commented that the City will rely upon the state guidance and regulations as we move forward in creating local regulations.

Motion by Commissioner Urquilla, Seconded by Commissioner Wiggins to accept the staff recommendations contained in the annual report and instruct staff to proceed forward with an amendment to the Unified Development Code.

Vote on Motion:

Chairman Faulkner	Aye
Commissioner Wiggins	Aye
Commissioner Armstrong	Absent
Commissioner Bowie	Absent
Commissioner Crain	Absent
Commissioner Fizer	Aye
Commissioner Petermann	Aye
Commissioner Urquilla	Aye
Mayor Turnbow	Absent

Motion passed 5-0-0.

8. City Council Report

Mr. Zerr indicated Council has not met, other than a work session, since the last Commission meeting.

9. Staff Report

Mr. Gress provided an overview of the upcoming cases to be considered by the Commission.

10. Public Comment

Sarah Gaston, 400 N. Park Drive, thanked the Commission for the work that was done at the Commission meeting regarding the keeping of fowl.

11. Commission Member Comment

Commissioner Urquilla stated he is excited about several of the projects that will be occurring

12. Adjournment

Motion by Commissioner Wiggins, Seconded by Commissioner Petermann, to adjourn the June 4, 2019 Planning and Zoning Commission meeting.

Vote on Motion:

Chairman Faulkner	Aye
Commissioner Wiggins	Aye
Commissioner Armstrong	Absent
Commissioner Bowie	Absent
Commissioner Crain	Absent
Commissioner Fizer	Aye
Commissioner Petermann	Aye
Commissioner Urquilla	Aye
Mayor Turnbow	Absent

Motion passed 5-0-0.

The June 4, 2019 meeting adjourned at 7:53 p.m.

Respectfully submitted,

Jim Cadoret