



RAYMORE PLANNING AND ZONING COMMISSION AGENDA

Tuesday, March 16, 2021 - 7:00 p.m.

City Hall Council Chambers
100 Municipal Circle
Raymore, Missouri 64083

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Personal Appearances - None
5. Consent Agenda
 - a. Approval of Minutes from February 16, 2021 meeting
6. Unfinished Business - None
7. New Business
 - a. Presentation on proposed Local Use Tax
 - b. Review of Completed Projects
8. City Council Report
9. Staff Report
10. Public Comment
11. Commission Member Comment
12. Adjournment

MEETING PROCEDURES

The following rules of conduct apply:

1. Public can only speak during the meeting under the following circumstances:
 - a. The citizen has made a formal request to the Development Services Department to make a personal appearance before the Planning Commission; or,
 - b. A public hearing has been called by the Chairman and the Chairman has asked if anyone from the public has comments on the application being considered; or
 - c. A citizen may speak under Public Comment at the end of the meeting.
2. If you wish to speak to the Planning Commission, please proceed to the podium and state your name and address. Spelling of your last name would be appreciated.
3. Please turn off (or place on silent) any pagers or cellular phones.
4. Please no talking on phones or with another person in the audience during the meeting.
5. Please no public displays, such as clapping, cheering, or comments when another person is speaking.
6. While you may not agree with what an individual is saying to the Planning Commission, please treat everyone with courtesy and respect during the meeting.

Every application before the Planning Commission will be reviewed as follows:

1. Chairman will read the case number from the agenda that is to be considered, and open the public hearing, if applicable.
2. Applicant will present their request to the Planning Commission.
3. Staff will provide a staff report.
4. If the application requires a public hearing, Chairman will invite anyone to speak on the request.
5. Chairman will close the public hearing.
6. Planning Commission members can discuss the request amongst themselves, ask questions of the applicant or staff, and may respond to a question asked from the public.
7. Planning Commission members will vote on the request.

THE **PLANNING AND ZONING COMMISSION** OF THE CITY OF RAYMORE, MISSOURI, MET IN VIRTUAL SESSION **TUESDAY, FEBRUARY 16, 2021**, IN HARRELSON HALL AT CENTERVIEW, 227 MUNICIPAL CIRCLE, RAYMORE, MISSOURI WITH CHAIRMAN MATTHEW WIGGINS, CITY PLANNER KATIE JARDIEU, DEVELOPMENT SERVICES DIRECTOR JIM CADORET, AND PUBLIC WORKS DIRECTOR MIKE KRASS PRESENT. THE FOLLOWING COMMISSIONERS WERE PRESENT VIA ZOOM VIDEO CONFERENCE: WILLIAM FAULKNER, KELLY FIZER, JEREMY MANSUR, TOM ENGERT, JIM PETERMANN, MARIO URQUILLA (ARRIVED AT 7:31PM), AND ERIC BOWIE. MAYOR TURNBOW WAS ABSENT.

1. **Call to Order** – Chairman Wiggins called the meeting to order at 7:00 p.m.
2. **Pledge of Allegiance**
3. **Roll Call** – Roll was taken and Chairman Wiggins declared a quorum present to conduct business.
4. **Personal Appearances** – None
5. **Consent Agenda**
 - a. **Approval of the minutes of the January 5, 2021 meeting.**

Motion by Commissioner Faulkner, Seconded by Commissioner Mansur, to approve the minutes.

Roll Call Vote on Motion:

Chairman Wiggins	Aye
Commissioner Faulkner	Aye
Commissioner Bowie	Aye
Commissioner Fizer	Aye
Commissioner Engert	Aye
Commissioner Petermann	Aye
Commissioner Urquilla	Absent
Commissioner Mansur	Aye
Mayor Turnbow	Absent

Motion passed 7-0-0.

6. Unfinished Business - None

7. New Business -

- a. **Case #20029 - Alexander Creek Phase 4 - Preliminary Plat (*public hearing*)**

Chairman Wiggins opened the public hearing at 7:03 p.m.

Mr. Tyler Sallee with Sallee Homes, Inc., gave an overview of phase 4 expansion of the Alexander Creek Subdivision, proposing 55 lots to the north of Alexander Creek Drive.

City Planner Katie Jardieu gave an overview of the staff report, highlighting that the phase 4 expansion will have the same lot standards as phases 1-3 of Alexander Creek. The current pedestrian trail in the rear of lots 74-82 will be removed due to erosion of the stream bank and proximity to existing homes. In lieu of the trail, a sidewalk connection will be made in the drainage tract between lots 73 and 74. The developer is proposing to construct a shade structure with sidewalk

connections on Tract A. Based upon 55 dwelling units, a total of 2.904 acres of parkland is required to be dedicated. The developer is providing fee-in-lieu of parkland dedication. No signs are approved with this site plan.

Chairman Wiggins opened the meeting for public comments at 7:14 p.m.

Brent Davis, 1923 Creekview Ln., president of the HOA in Alexander Creek, had several questions.

Q - What is the size of the pavilion in Tract A, and when will we know? They'd like a pavilion large enough to hold 1/4th of their community population.

A - Mr. Sallee responded that when the final stage of designs are completed, the tract will be able to be sized and graded. Before finalizing, the plans will be run by the HOA.

Q - There are three parking spaces off of the main drive coming in, one handicap and two regular. This doesn't give us enough parking space for the pavilion, since not everyone can walk down there. The concern is that firetrucks and ambulances might not be able to make it down the road if cars are parked along the road.

A - Mr. Sallee responded that on Alexander Creek Drive, there are 3 total spaces, and the thought is that the northwest part of that tract doesn't have any houses facing it, so there could be some additional street parking around there without restricting traffic on Alexander Creek Drive. It should be possible to add one or two more spaces. I'll look at that with the engineers.

Q - Is the city getting any amenities for community improvements, and would the pavilion be considered public use, or as an amenity the developer would get?

A - City Planner Katie Jardieu responded that the sidewalks are public, and part of the trail was public, but since it is being removed due to erosion, it is no longer public. Mr. Sallee will be giving a fee-in-lieu instead of donating part of the land to the City of Raymore for public use. Amenities he's providing is the amount of open space he has, and the open space structure. Development Services Director Jim Cadoret confirmed that the pavilion would not be public use, it would be an amenity for the subdivision residents to use.

Q - Is the pavilion getting electricity and water?

A - Mr. Sallee responded that yes, the pavilion will have electricity and water.

Chairman Wiggins closed the public hearing at 7:20 p.m.

Commissioner Faulkner stated that there was a discrepancy on page 10 of Staff Report regarding the lots affected by the removal of the pedestrian trail. The report should read that the pedestrian trail will be removed from the rear of lots 74-82, as opposed to the 74-89 stated. Commissioner Faulkner also identified a minor discrepancy in the signature page of the MOU.

Mr. Cadoret indicated that staff noted the changes will be made to the documents before presentation to the City Council.

Commissioner Bowie asked for clarification on the parkland dedication requirement.

Ms. Jardieu indicated that City Code requires parkland to be dedicated as part of new subdivision development. The calculation is based upon the number of dwelling units multiplied by 2.64 (the number of individuals per dwelling unit as calculated by the U.S. Census Bureau for Raymore), multiplied by .02 (20 acres of parkland for every 1,000 residents). The Park Board then determines if

land is to be dedicated or a fee-in-lieu payment is to be made. For this subdivision the Park Board determined that the fee-in-lieu payment is appropriate.

Commissioner Fizer asked for clarification on the cul-de-sac design included on several pages of the preliminary plat plans.

Ms. Jardieu clarified that the City is allowing a modified design due to the impacts that the tear-drop design would have on the depth of the lots. The project engineer worked with Public Works Director Mike Krass on the modified design. The applicant was not asked to revise every page of the plans for the Commission meeting.

Motion by Commissioner Faulkner, Seconded by Commissioner Mansur, to accept staff proposed findings of fact and recommend approval of case #20029 Alexander Creek Phase 4 Preliminary Plat to the City Council subject to the two conditions recommended by staff, as well as the additional condition that the minor wording changes in the staff report and MOU as discussed by the Commission be corrected and consistent.

Roll Call Vote on Motion:

Chairman Wiggins	Aye
Commissioner Faulkner	Aye
Commissioner Bowie	Aye
Commissioner Fizer	Aye
Commissioner Petermann	Aye
Commissioner Engert	Aye
Commissioner Urquilla	Absent
Commissioner Mansur	Aye
Mayor Turnbow	Absent

Motion passed 7-0-0.

Commissioner Urquilla joined the meeting at 7:31pm.

8. City Council Report

Mr. Cadoret provided the council with a report of no development applications considered at the February 8th meeting, so no report at this time.

9. Staff Report

Ms. Jardieu proposed to cancel the March 2nd meeting. Compass Health building is expected to be finished in the coming weeks. Scooter's Coffee is expected to open in March. Community America Credit Union in the Willowind shopping center has been issued a building permit. On page 10 in the Raymore Review, the Universal Design House is under construction and will be wrapping up soon. We will be back in the Council Chambers in March in person, and the dividers will remain up.

Chairman Wiggins approved the March 2nd meeting cancellation, and confirmed the scheduling of the March 16th meeting back at City Hall.

10. Public Comment

No public comment.

11. Commission Member Comment

Commissioner Bowie liked the setup of online meetings, thanked staff, and wished everyone stays safe.

Commissioner Engert thanked everyone for the opportunity to be an active member, and thanked the staff.

Commissioner Urquilla apologized for his tardiness, and thanked the staff.

Commissioner Petermann thanked the staff and Mr. Krass.

Commissioner Fizer is looking forward to meeting in person again.

Commissioner Faulkner thanked Chairman Wiggins for managing the online meeting, and thanked the staff.

Commissioner Mansur thanked the staff and welcomed Commissioner Engert.

Chairman Wiggins thanked everyone, and wished everyone stays safe.

Mr. Cadoret introduced everyone to the new administrative assistant, Emily Jordan.

12. Adjournment

Motion by Commissioner Mansur, Seconded by Commissioner Faulkner, to adjourn the February 16, 2021 Planning and Zoning Commission meeting.

Roll Call Vote on Motion:

Chairman Wiggins	Aye
Commissioner Faulkner	Aye
Commissioner Bowie	Aye
Commissioner Fizer	Aye
Commissioner Petermann	Aye
Commissioner Engert	Aye
Commissioner Urquilla	Aye
Commissioner Mansur	Aye
Mayor Turnbow	Absent

Motion passed 8-0-0.

The February 16, 2021 meeting adjourned at 7:40 p.m.

Respectfully submitted,

Emily Jordan



2021

**Review of
Previously Approved Projects**

Since 2009 the Raymore Unified Development Code (UDC), and the subsequent 33 amendments to the Code, provided the guidelines and regulations under which all new commercial and industrial development has occurred. In 2018 staff initiated the periodic review of previously approved projects in order to ensure that the contents and requirements of the UDC are being applied to projects appropriately, and that the requirements promote the design and construction of high-quality development throughout the City.

The purpose of this exercise is to review the outcome of the site plan review process - the product after construction. Commission members are encouraged to look closely at the site configuration, access, parking lot flow, landscaping, screening, signage, and architectural appearance of the building. The Commission should consider any items that, if changed, could have improved the final product.

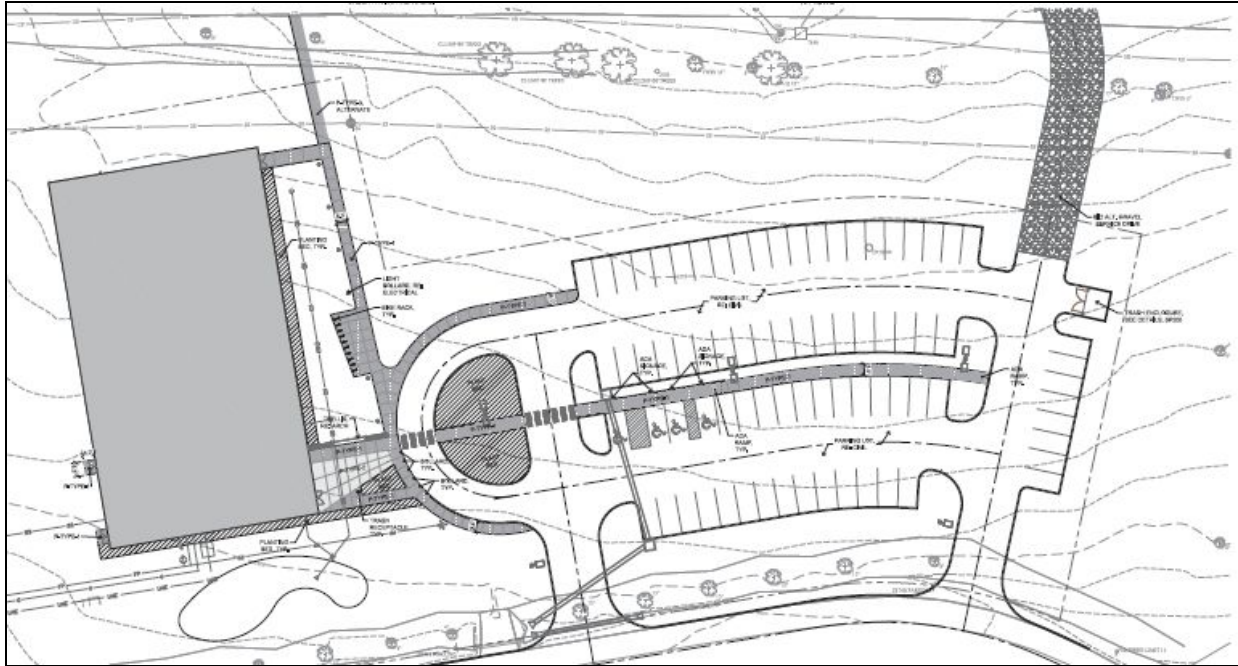
The initial review process completed by the Commission in 2018 did lead to amendments to the UDC, including: [1] the requirement that recycling containers utilized by businesses must be screened similar to trash containers; and [2] the ability to eliminate curb/gutter in parking lots if wheel stops are provided and stormwater run-off from the parking lot is directed into a stormwater treatment area or other water quality feature.

Staff, and the Commission, should always be mindful of ways to improve the development review process and the UDC requirements to ensure Raymore achieves the highest quality development that is possible.

Site #1: Raymore Activity Center

Site plan approved on November 15, 2016

Approved Site Plan:



2020 Aerial Photograph:



Approved East Elevation:



As-built East Elevation:



Approved North Elevation:



As-built Northwest Elevation:



On the west side of the building, landscaping (trees) were not included as this is the area where the building was planned to be expanded in the future. With passage of the 2020 General Obligation Bond Issue, the building will be expanded to the west. Landscaping should be incorporated into the site plan approval for this expansion phase of the project.

As-built West Elevation:

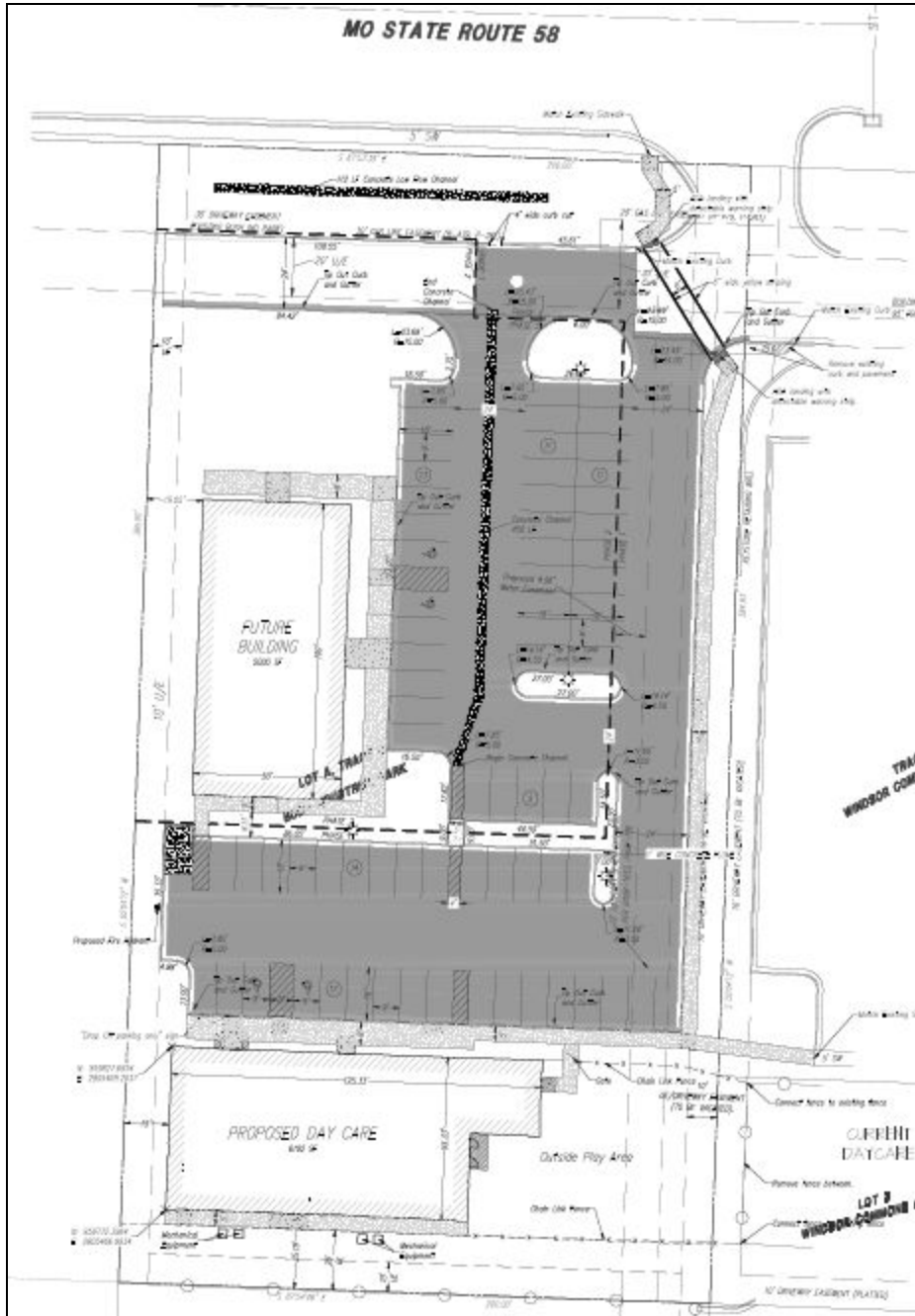


Screening of the utility equipment from view of S. Madison Street and entry into the Park was well done.

What aspects of this design do you like? Dislike? Would you like to see design elements from this design, and Centerview, in other Parks projects as an element of continuity?

Site #2: Brightside Children's Center - Expansion
Site Plan approved on May 15, 2018

Approved Site Plan:

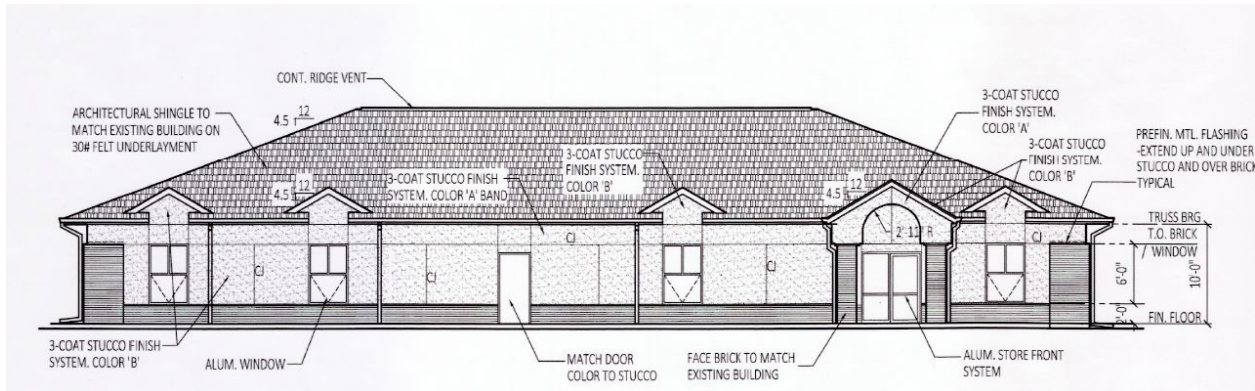


2020 Aerial Photograph:



Detention pond constructed in front of the site (along 58 Highway) is for the entire site to be developed. Land area is provided for the frontage road to be extended west to provide access to the undeveloped lot to the west.

Approved North Elevation:



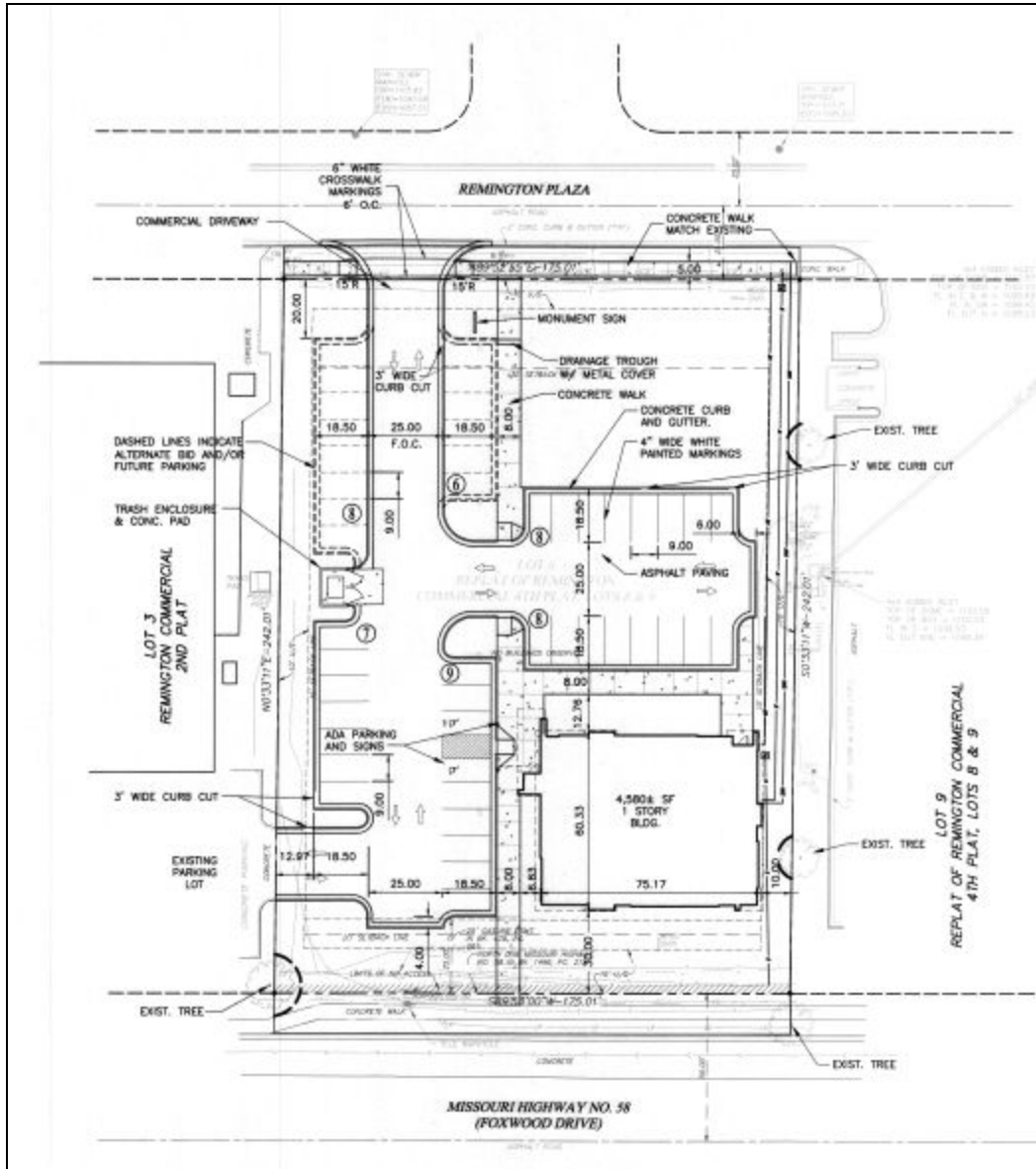
As-built North Elevation:



Does this give the intended architectural relief? Do the different material types help achieve the design where there isn't relief?

Site #3: Discover Vision Center
Site Plan approved July 18, 2017

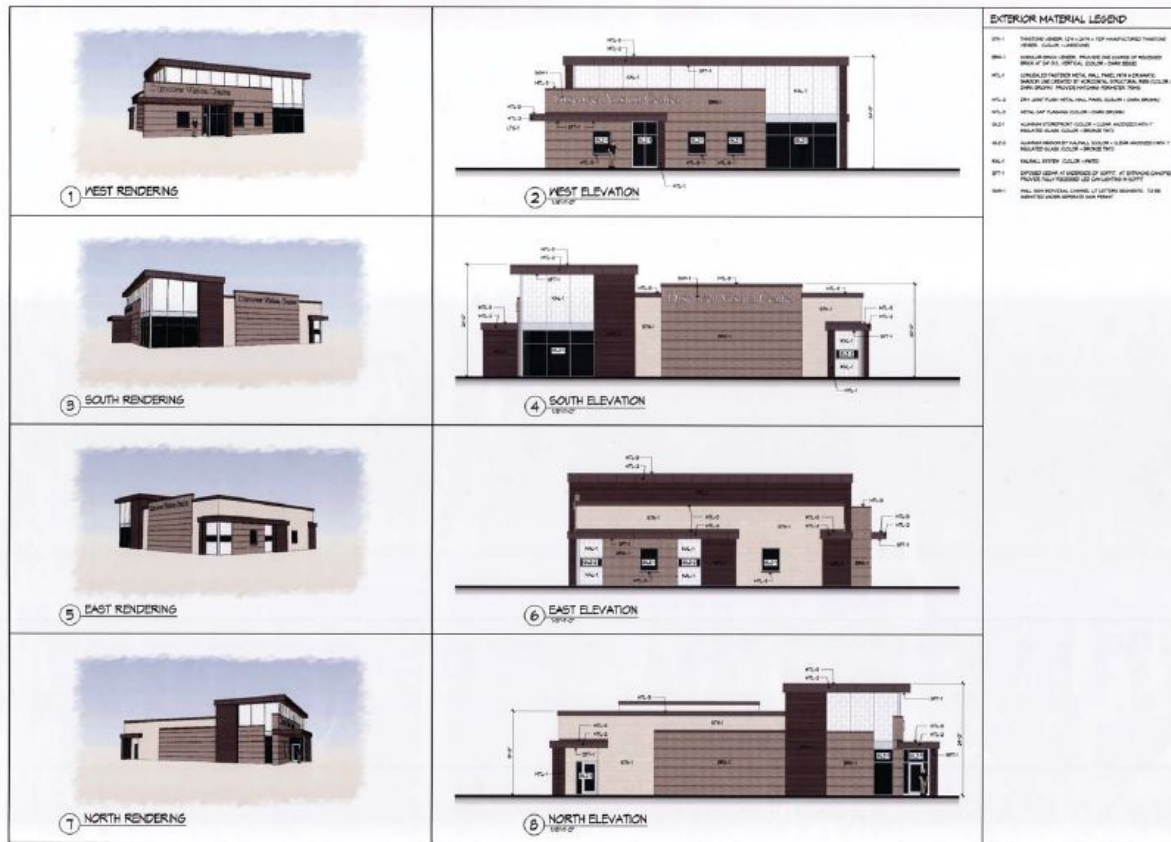
Approved Site Plan:



2020 Aerial Photograph:



Approved Building Elevations:



As-built South Elevation:



As-built North Elevation:



As-built East Elevation:



As-built West Elevation:



Discover Vision is an excellent example of a commercial building with four-sided architecture. There is good articulation provided along each facade of the building and a nice mixture of building materials.

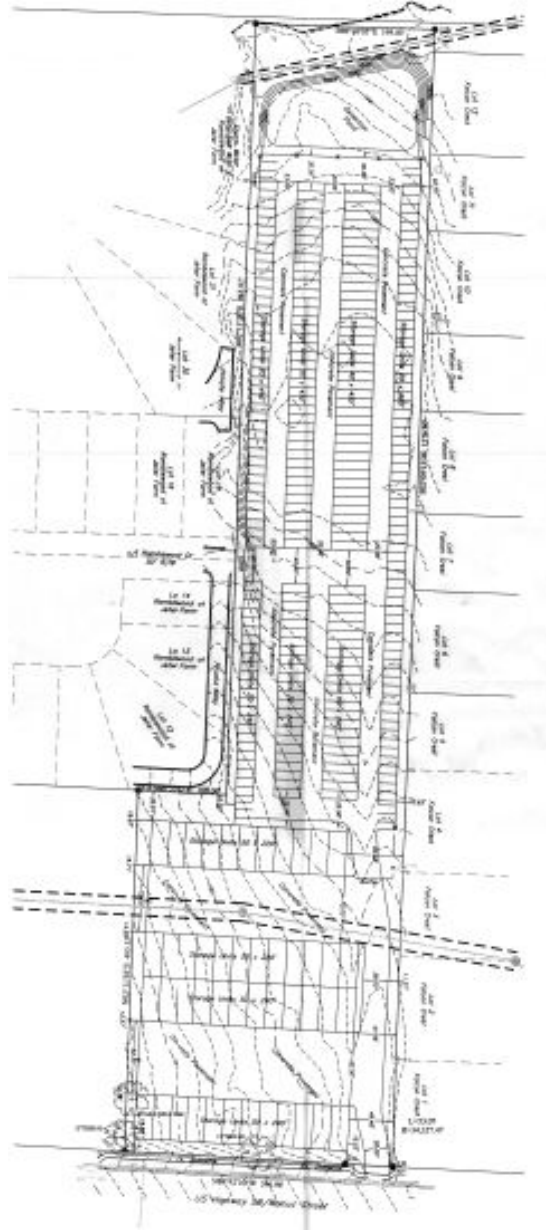
Do you like the mix of materials to help achieve the 4 sided design?

Trash enclosure is well positioned on the site and is properly screened and landscaped.



Site #4: American Self Storage
Site Plan Approved August 15, 2017

Approved Site Plan:



2020 Aerial Photograph:



As-built South Elevation:



Good use of landscape screening around utility boxes in the front/side of the building.

Does the landscaping around the monument sign achieve the necessary result? Is landscaping at the monument base something to continue? If so, what is the intended result?



Exit-Only Gate Off Ramblewood Drive:



Aerial View of Ramblewood Drive at Exit Gate:



Detention pond on North side of Property:



Back of Wall Screening on West Side:



Do the scale of the trees match the building/screening? How is the building successful in being both a screen and building?

Site #5: Schlotzsky's

*Remodel of former Pizza Hut - Site Plan review by Commission not required
Site improvements (menu board change) had to comply with UDC*

2020 Aerial Photograph:



Previous Tenant East Elevation:



As-built East Elevation:



Previous Tenant North Elevation



Pole sign in front of Pizza Hut was required by the City to be removed by the property owner after Pizza Hut was closed for more than 90-days. Sign was considered abandoned.

As-built North Elevation:



Drive-thru Menu Board/ Outside Dining Area:



Size of menu board complies with the UDC (maximum height of 8 feet and maximum size of 42 square feet).

The outside dining area complies with the UDC (patio areas adjacent to vehicle access drives shall be protected with a railing or similar barrier).

As-built Northwest Elevation - Drive-thru lane



Width of the drive-thru lane (not changed with the remodel) is wide enough to allow for a "bypass" or "exit" lane from the drive-thru pick-up lane.

Should the City require site plan review when commercial/industrial sites have a change of use and/or when exterior changes are made to the building? What should the threshold be for Site Plan review while still remaining flexible to encourage development?

Site #6: Compass Health

Site Plan Approved: December 17, 2019

Approved West Elevation:



As-built West Elevation:



As-built North Elevation:



As-built East Elevation:



As-built Southwest Elevation:



As-built screening along North Property line:



What aspects of the design are successful? Are there aspects to be improved?

MONTHLY REPORT FEBRUARY 2021

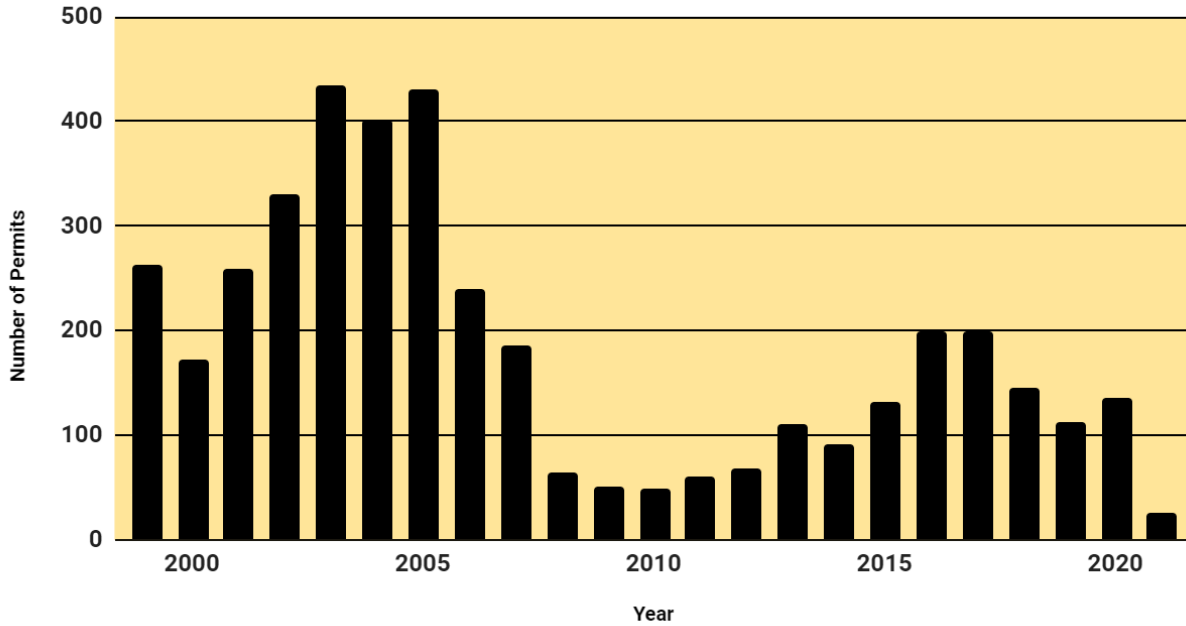
Building Permit Activity

Type of Permit	Feb 2021	2021 YTD	2020 YTD	2020 Total
Detached Single-Family Residential	16	25	15	136
Attached Single-Family Residential	0	0	6	22
Multi-Family Residential	0	0	0	396
Miscellaneous Residential (deck; roof)	31	68	82	1,240
Commercial - New, Additions, Alterations	0	0	4	13
Sign Permits	0	1	7	37
Inspections	Feb 2021	2021 YTD	2020 YTD	2020 Total
Total # of Inspections	250	469	475	4,447
Valuation	Feb 2021	2021 YTD	2020 YTD	2020 Total
Total Residential Permit Valuation	\$4,492,600	\$6,581,800	\$4,512,100	\$40,314,600
Total Commercial Permit Valuation	\$0.00	\$0.00	\$7,482,000	\$46,094,200

Additional Building Activity:

- Construction is completed on the Compass Health office building
- Construction continues at The Lofts at Fox Ridge apartment community
- Construction continues on Scooter's Coffee
- Construction continues on the first industrial building in the Raymore Commerce Center
- Site grading has commenced for Community America Credit Union to locate a branch at 1400 W. Foxwood Drive in the Willowind Shopping Center
- Building construction plans were approved for The Venue of The Good Ranch townhome development.
- Site grading has commenced for the Heartland Dental Office building in the Raymore Marketplace

Single Family Building Permits



Code Enforcement Activity

Code Activity	Feb 2021	2021 YTD	2020 YTD	2020 Total
Code Enforcement Cases Opened	29	66	90	565
<i>Notices Mailed</i>				
- Tall Grass/Weeds	0	0	0	96
- Inoperable Vehicles	15	33	40	185
- Junk/Trash/Debris in Yard	3	8	13	92
- Object placed in right-of-way	0	0	1	6
- Parking of vehicles in front yard	1	7	8	20
- Exterior home maintenance	4	4	8	43
- Other (trash at curb early; signs; etc)	0	0	3	6
Properties mowed by City Contractor	0	0	0	73
Abatement of violations (silt fence repaired; trees removed; stagnant pools emptied; debris removed)	0	1	0	3
Signs in right-of-way removed	67	107	42	460
Violations abated by Code Officer	6	10	37	133

Development Activity

Current Projects

- Alexander Creek Preliminary Plat

	As of Feb 28, 2021	As of Feb 29, 2020	As of Feb 28, 2019
Homes currently under construction	581 (396 units at Lofts of Foxridge)	160	171
Total number of Undeveloped Lots Available (site ready for issuance of a permit for a new home)	244	328	386
Total number of dwelling units in City	8,810	8,674	8,516

Actions of Boards, Commission, and City Council

City Council

February 8, 2021

- No development applications considered

February 22, 2021

- Approved on 1st reading the cost share agreement with Cass County for the reconstruction of Ward Road

Planning and Zoning Commission

February 2, 2021

- Meeting Cancelled

February 16, 2021

- Recommended approval of the Alexander Creek Phase 4 Preliminary Plat

Building Board of Appeals

February 24, 2021

- Issued a judgment and order for demolition of the fire-damage home at 1231 Wiltshire Boulevard. Trustee for the property owner has 30 days to demolish the home.

Upcoming Meetings – March & April

March 2, 2021 Planning and Zoning Commission

- Meeting cancelled

March 8, 2021 City Council

- Alexander Creek Phase 4 Preliminary Plat (public hearing)

March 16, 2021 Planning and Zoning Commission

- Presentation on the proposed Use Tax
- Review of completed projects

March 22, 2021 City Council

- No development applications currently filed

April 6, 2021 Planning and Zoning Commission

- No development applications currently submitted

April 12, 2021 City Council

- No development applications currently scheduled

April 20, 2021 Planning and Zoning Commission

- Annual review of the Growth Management Plan

April 26, 2021 City Council

- No development applications currently scheduled

Department Activities

- The Department welcomed Emily Jordan as the new administrative assistant.
- Department staff and Public Works Director Mike Krass met with the development team for [The Venue of The Good Ranch](#) townhome community to discuss the pending construction project.
- City Planner Katie Jardieu participated in a Home Repair and Modification Program virtual meeting sponsored by the Community for All Ages program and the Mid America Regional Council.
- Director Jim Cadoret and City Planner Katie Jardieu participated in the Reframing Aging training workshop virtual meeting sponsored by the Communities for All Ages program.

- Director Jim Cadoret and City Planner Katie Jardieu met with the new Ward 4 Planning and Zoning Commission representative Thomas Engert.
- Code Enforcement Officer Drayton Vogel took advantage of the nice weather to pick up litter and debris along several city roadways and landscape islands.
- Director Jim Cadoret welcomed grandchild #8, Simon Patrick. Grandchild #9 due in July!
- Staff met with a Kansas City area developer interested in a new residential project within Raymore.
- Building Official Jon Woerner completed his review of the construction plans for the proposed [Heartland Dental](#) building in the Raymore Market Center.
- Building Official Jon Woerner completed his review of the remodel plans for Harvest Dispensary, a state approved dispensary location for medical marijuana, to locate in the former Steak 'n Shake building in the Raymore Galleria.
- Building Official Jon Woerner completed his review of the construction plans for the residential townhome units in [The Venue of The Good Ranch](#). Construction plans for the clubhouse are under review.
- The Raymore Board of Appeals issued an order for demolition of the fire-damaged house located at 1231 Wiltshire Blvd. Under City Code the property owner has 30 days to demolish the structure. The City has authorization to demolish the structure once the 30-day period expires.
- Director Jim Cadoret and City Planner Katie Jardieu participated in the virtual quarterly meeting of the Communities for All Ages Recognition Program Cities.
- Building Official Jon Woerner participated as a board member in a 2021 conference planning meeting of the Missouri Association of Building Codes Administrators.
- City Planner Katie Jardieu participated in the first class of the 2021 Emerging Leaders Academy hosted by the University of Kansas Public Management Center.
- Economic Development Director David Gress participated in a virtual speed networking fair hosted by the University of Missouri-Kansas City for alumni to assist current students in job skill training opportunities.
- Economic Development Director David Gress participated as a board member in the monthly meeting of the Raymore Chamber of Commerce.

GIS Activities

- Street addressing operations
- Data improvement for development of dashboard(s) to dimension infrastructure as requested; trails, storms sewer, etc
- Update of cartographic maps as requested
- Mutual non disclosure agreement from Evergy for sharing of geospatial data
- Requests for information (geospatial data)

- Restoration of systems configuration and services
- Operational maps as requested internally
- Database administration tasks, database server tuning
- Manual download and replacement of external data
- Annual maintenance of Autodesk software